

WELLESLEY COLLEGE

ADMINISTRATIVE COUNCIL

ADMINISTRATIVE COUNCIL MEETING

Wednesday, December 6, 2017

Academic Council Room, GRH 4th Floor

11:00 a.m.–12:00 p.m.

AGENDA:

- I. Approval of Minutes
- II. President's Report
- III. Recognize retirees from The Provost Office: Andy Shennan, Provost
- IV. Recognize retirees from The Office of Resources and Public Affairs: Cameran Mason, Vice President
- V. Recognize retirees from The Office of Admissions and Financial Aid: Joy St John, Dean
- VI. Recognize retirees from The Office of Finance & Treasurer: Piper Orton, Vice President
- VII. Recognize retirees from The Alumnae Association: Missy Shea, Director
- VIII. Recognize retirees from The Office of Career Education: Christine Cruzvergara, Associate Provost & Executive Director of Career Education
- IX. Recognize the retirees from Division of Student Life: Sheilah Shaw Horton, Vice President and Dean of Students

Open Mic/Announcements

- I. Approval of Minutes
- II. President's Report
 - Announcements
 - Wished all staff participating in the Voluntary Retirement Program (VRP) the best and thanked them for their contributions to the College
 - Encouraged everyone to participate in a video project that is in the works to document memories at Wellesley
 - Paid tribute and thanks to Josie DeMaso, Assistant to the President, who will be retiring
- III. Recognize retirees from The Provost Office: Andy Shennan, Provost
 - Andy announced that 20 members of the Provosts Office will be retiring and named five of these retirees
 - Dave Accorsini – Security Manager at the Davis Museum
 - Melanie Chamberlin – Administrative Assistant, Physics & Mathematics
 - Elaine Igo – Advanced Instrumentation Specialist, Science Center



- Janet Rubenstein – Academic Administrator, Italian Studies
- Karin Thomason – Academic Administrator, Biological Sciences
- Ravi Ravishanker announced nine LTS members who will be retiring
 - Sarah Becker - Acquisitions Librarian
 - Teddie Borey - Voice Services System Specialist
 - Maggie DeVries - Library Associate
 - Susan Goodman - Library Associate - Resource Sharing
 - Wayne Randall - Computing Hardware Asset Manager
 - Laura Reiner - Research & Instruction Librarian
 - Carla Stewart - Cataloging/Metadata Specialist
 - Janet Thompson - Senior Software Engineer
 - Sandy Thompson - Serials & Electronic Resources Specialist
- Layli Maparyan announced six members of Wellesley Centers for Women who will be retiring
 - Pat DiBasi – Research Assistant
 - Ellen Gannet – Director of the National Institute on Out of School Time (NIOST)
 - Amy Hoffman – Editor/ Women’s Review of Books
 - Nancy MacKay – Senior Program Manager and former Co-Director of Open Circle
 - Barkley Shafer – Project Assistant
 - Nan Stein – Senior Research Scientist

IV. Recognize retirees from The Office of Resources and Public Affairs: Cameran Mason, Vice President

- Cameran Mason announced two members of the Resources Office who will be retiring
 - Kathy Flynn – Director Development Operations & Campaign Director
 - Bob Phifer – Senior Philanthropic Advisor

V. Recognize retirees from The Office of Admissions and Financial Aid: Joy St John, Dean

- Joy St John announced two members of Admissions and Financial Aid who will be retiring
 - Laura Till – Assistant Director, Student Employment
 - Jane Kyricos Widiger – Director of Publications and Communications

VI. Recognize retirees from The Office of Finance & Treasurer: Piper Orton, Vice President

- Piper Orton announced six members of the Office of Finance & Treasurer who will be retiring
 - Ed Byrne – Operations Technical Coordinator, Facilities
 - Lisa Kaufman – Senior Cashiering Specialist/AP Clerk
 - Kathi Krajewski – Compensation Manager

- Vicki Mutascio – Manager, Copy Center
- Deb Schortmann – Mail Room Assistant
- Kathy Stewart - Associate Director of Labor & Employee Relations

VII. Recognize retirees from The Alumnae Association: Missy Shea, Director

- Missy Shea announced one member of The Alumnae Association who will be retiring
 - Susan Lohin – Director, Alumnae Connections; Special Operations

VIII. Recognize retirees from The Office of Career Education: Christine Cruzvergara, Associate Provost & Executive Director of Career Education

- Christine Cruzvergara announced one member of the Career Education Office who will be retiring
 - Mary Beth Callery – Program Manager, Fellowships and Scholarships

IX. Recognize the retirees from Division of Student Life: Sheilah Shaw Horton, Vice President and Dean of Students

- The Division of Student Life recognized four members who will be retiring
 - Diane O’Leary – Office Coordinator
 - Barbara Lord – Medical Secretary/Receptionist
 - Ginny Luongo – Laboratory Manager
 - Sharon Pierce – Billing Coordinator/Receptionist

Open Mic/Announcements

- President Johnson invited all staff to the President’s Holiday Brunch in Tishman Commons on December 13 at 9:30a.m.