



Administrative Council

Wellesley College

106 Central Street

Wellesley, Massachusetts 02481-8203

ADMINISTRATIVE COUNCIL MEETING

Monday, December 10, 2012

Academic Council Room, GRH 4th Floor

11:00 a.m. – 12:00 p.m.

AGENDA:

1. Approval of Minutes
2. President's Report
3. PERA Healthy Tips: Connie Bauman, Associate Prof of the Practice/Sports Med, Martha Dietrick, Associate Director, Facilities & Operations & Tina Furdon, Office Coordinator/Admin Assistant
4. Wellesley Fresh Updates/Introductions: Lori Davidson, Bakery Manager
5. Facilities Department Updates: Pete Zuraw, Assistant VP, & Trina Mace Learned, Director of Operations
6. Wellesley College Parents: Our Philosophy, Recent Data and Our New Parent Office: Michelle Lepore, Associate Dean of Students, Kimberly Hokansen, Director of Individual Giving, Laura Adamczyk, Manager of Parents & Family Programs & Elena Bernal, Associate Provost
7. Solstice Singers Announcement: Jane Jackson

Q&A

Open Mic/Announcements

1) The meeting was convened at 11:00 a.m. by Andy Evans. The minutes of the October 22nd, 2012 meeting were approved as distributed.

2) President's Report

Andy Evans welcomed us on behalf of President Bottomly, who had been called away with a death in the family. We have a large number of agenda items, but Andy started with a cautionary tale about how his day started. Apparently he thought he was sending a LinkedIn request to two people, but he accidentally sent it to 712 people – everyone who he's ever emailed, including the trustees, the faculty at his wife's school, and a German friend he met in Afghanistan 25 years ago. Some people who received the invitation multiple times. He apologized, and urged us to be careful with social media. He says he clearly needs more training!

3) PERA Healthy Tips: Connie Bauman, Associate Prof of the Practice/Sports Med, Martha Dietrick, Associate Director, Facilities & Operations & Tina Furdon, Office Coordinator/Admin Assistant

PERA passed out rubber exercise bands (Therabands). They are the voice of our conscience while we attend multiple holiday parties this season. You can even wear it as a scarf and exercise as you move towards the food. They presented (and demonstrated) exercises that work at work, right at your desk.

The PERA folks showed us some cartoons, and said it's good to have a sense of humor about exercise. They encouraged us to check out the January courses available at the college.

A variety of Theraband exercises are demonstrated on the website: <http://www.thera-bandacademy.com/tba-exercise-program/musanti-breast-cancer-exercise-protocol> Desk exercises. In general, the shorter the band the harder the resistance. Do 8-12 repetitions for 2 sets or until the muscle is fatigued.

For your upper body/arm: move band around your hand and step on it. For triceps: hold the band like it's in your pocket, bend elbow straight up towards the ceiling. Do 8 or 9 repetitions. If you can't, the band is too short, if it's too easy, the band is too long. Therabands are portable and travel well so you have no excuses.



Other exercises at work include sitting on an exercise ball. It targets core muscles. Your abs will be utilized for balance and strength. Your back will be properly aligned to enhance postural muscles. Muscles in your upper body will be recruited for stability and coordination. Start by using the ball for an hour a day.

You can also walk and take the stairs. Communicate face to face instead of dialing extensions and sending emails. Sitting has been shown to be hazardous to your health. You should take 1000 steps per day. PERA has pedometers (they passed them out at the meeting). Wear it all day and see how you're doing.

4) Wellesley Fresh Updates/Introductions: Lori Davidson, Bakery Manager

Thank you to Wellesley Fresh for providing us with delicious baked goodies at the meeting! Lori said it's hard to follow the exercise presentation. She is the new bakery manager at Claflin and has extensive experience in the pastry industry (18 years, 14 in the Boston area). This is her first time working in a college dining hall setting which is different but lots of fun so far. She brought flyers for staff to order holiday desserts (pick-up is December 20th, orders are due by December 17th). They are a nut free bake shop. If anyone wants a tour, please feel free to email her. They also make specialty items not on the retail menu (like cakes). She has a great staff of union workers who do it all!

5) Facilities Department Updates: Pete Zuraw, Assistant VP, & Trina Mace Learned, Director of Operations

Pete apologized for the formality after two fun presentations. Thank you for taking time for his talk today. He wanted to give us a quick update on the changes that have happened since orientation, and to introduce Trina Learner, the new Director of Operations. His department has been going under significant changes over the past year and a half.

Facilities management is organized into four parts: Environmental Health and Safety, Sustainability, Capitol Programs (planning and buildings led by Jon Alvarez), and the Operational Team (what we most think about and includes utilities/custodial/grounds/motorpool, led by Trina Learned). Also- Jill Ferzoco has replaced Tracie Robie who left the college after 20 years of service.

His department has been undergoing an external evaluation, and an internal service assessment. This was prompted by the 2025 planning process, and what the Provost and President described as the biggest planning process the college will undergo in 100 years. It's prudent to be prepared to build/plan and provide operational support of everyone here while doing some dreaming.

The good news is that we have optimism about what we are capable of doing. We're enthusiastic about the partners we will be working with. The challenge is with a big capitol push that is going to effect a significant piece of campus. Most of it! We have 5 major initiatives covering 1.5 million square feet. Remember how disruptive the paint shop pond and Lulu Campus Center project was and that was far away! You'll hear lots going on, even if your department isn't directly involved. It's an exciting, but invasive process. We want to make sure you all stay sane.

Some of the changes his department has undergone range from the small (how he runs a meetings) to big (can we do the work, and what is our service to the college). When Trina arrived, he handed the evaluation results to her. She is an eternal optimist, and has found the shiny side of opportunities. She has spent the last few months getting a handle of things.

Trina thanked us for the opportunity to speak and provide her with an opportunity to tell us what she spends her time on. Her various duties stem from mandates resulting from the processes that went on prior to her arrival. She certainly has clarity of direction, but also has room to make recommendations. Most important recommendations that came out of the task force and the study was the need to think about strengthening service delivery to the community. We have an opportunity to exhibit evenness, timeliness, cost savings in the way we deliver services to all of us. We have a department made up of lots of lone heroes, but we also want to make sure we are interdepartmental, integrated and deliver consistent service. Coming up into winter, we will be establishing a key partner program. We will be looking for individuals who represent different constituencies to form a task force related to this. Stay tuned!

Other things her department is working on is leveraging technology, enhancing the website to become more transparent, and provide opportunities for feedback. We will be working to make better use of the software program for requests and become better communicators with the community. The last thing to stress is their need to collaborate with the Wellesley community. There will be an announcement soon about the energy curtailment program this winter, which is a great way for everyone to get involved in sustainability efforts. We can save money on our gas/oil bills, especially when the campus isn't really occupied. Keeping this money on campus helps support our mission. We spend about \$11,000 a day on utilities, \$4 million a year. We will be sending a survey link to everyone to fill out and let us know if they will be on campus. Stop by any time and say hi. She's looking forward to getting to know us.

6) Wellesley College Parents: Our Philosophy, Recent Data and Our New Parent Office: Michelle Lepore, Associate Dean of Students, Kimberly Hokansen, Director of Individual Giving, Laura Adamczyk, Manager of Parents & Family Programs & Elena Bernal, Associate Provost

The Parent Program has been operating for the past two years. Michelle wanted to give us an update, and introduce us to the new parent office. They came to Administrative Council in the spring and shared the new parent philosophy, and rolled out the program with different areas of the institution.

The first thing is to put the parent philosophy back into the conversation. We are focused on helping to define how we want parents to be engaged with daughters and shift the focus on how to be the best coaches (not helicopters) and how to help parents understand risk taking. We want to work with parents and communicate with them on a timely basis and promote an ongoing relationship with parents.

Philosophy: *Wellesley College recognizes the many roles that parents and families have throughout the education of their students. Just as prospective students, current students, and alumnae each have a unique relationship with the College, so also do parents, who are inherently connected to the College throughout the lifetime of their student's engagement with the Wellesley community.*

Wellesley College therefore:

- engages parents to support their students' personal and academic growth through coaching students to be successful, capable women;
- encourages parents to allow their students the space and freedom to take risks to grow and to develop judgment and resiliency;
- provides parents with important information about college opportunities, services, and issues;
- commits to communicating with and responding to parents in a timely fashion;
- welcomes parents to share in the vibrant intellectual and social life of the College through events and activities; and
- promotes an ongoing connection between parents and the College.

Outcomes.

Outcome #1: Parents and family have confidence, trust, and a good understanding of Wellesley.

It's not necessarily the case that they know all about Wellesley even though they helped with their daughter's application. How will we do this?

- Parents and family know the key resources available to students.
- Parents and family understand key issues that students navigate in college (selecting a major, thinking about study abroad, grad school and potential career paths).
- Material is accessible to all parents and family (acknowledges the diversity of parent backgrounds).
- WC administrators respond to concerns such that parents and family feel that their issues are heard.

Outcome #2: Parents and families understand their role in supporting student development – “Parents and Families are Getting Educated.”

- Parents are assisted with managing their transition from being the parent of an applicant to being the parent of a student at a diverse residential college (more contact/ information to guide them through the process).
- Parents/family understand their role in coaching students for success and helping students to develop (rather than managing students' success and development)
- Parents/family are knowledgeable about the ways to meet their financial obligations to the College.
- WC may reach out to particular groups of parents/family in special ways (for example, first-generation parents, and legacy parents).

Outcome #3: Parents and families will develop an affinity for Wellesley College.

- Parents/family are aware of a variety of ways to contribute to the WC community, including investing time and financial resources.
- WC recognizes and serves parents as a group that has particular interests.

- WC welcomes parents at more events.
- Parents/family are positive promoters of WC.

Outcome #4: Wellesley College has a set of norms for responding to parents and family

Parent and Family Programs

Launched in September 2012 as part of the resources department, located in Green Hall 252. The staff members include Laura Adamczyk '87 (Programs Manager), Heather Upshaw (Director, P&F giving), and Nancy Brind (Assistant Director, P&F giving).

Outcomes in detail. See attached Powerpoint presentation for graphs. We are looking at these outcomes as a roadmap to set the course for the parents/family program. Outcome #1 Data: Parents & family have confidence, trust, and a good understanding of Wellesley:

Parents asked to have more information in the following areas to support their student better while on campus: Events on campus or in area (Email notification: WellesleyNow, Wellesley clubs; Updated Parent & Families website), Career planning and job attainment rates and support (LinkedIn group: WC Parent Career Network), Receiving copies of the student newspaper or a paper for parents (Sent first monthly e-newsletter last week and received great feedback on it), Receiving a calendar of potential “stress points” during the academic year; Receiving student’s grades. Parents find the website and Wellesley magazine most valuable.

Outcome #3: Parents and Families will develop an affinity for Wellesley College. Why Wellesley. What’s your connection? Are you an alumnae or not? Most are satisfied with their sense of personal connection, but there a few who don’t know. There is lots of room for growth in this area. They also asked about how parents felt when their student selected Wellesley. They were glad is they were an alumna of a women’s college, but those who were not had some concerns but recognized it as their daughters choice. We can articulate the benefits and focus on the academics, proof of the value of education without gender bias, opportunities for research and leadership, sense of confidence and leadership. Parents are concerned with social life (not uncommon) but we have room to describe these perceptions. In summary, we found that alumnae of women’s colleges more likely to say it mattered positively, while most parents cited it was their daughter’s choice to attend a women’s college. The benefits include a focus on academics, professors who value women students without gender bias, Supportive faculty who engage with students; frequent research opportunities, Confidence and leadership building, and Strong alumnae network. Their concerns are related to social life, not interacting with men in “everyday” or “natural” settings, which may affect their future interactions skills across gender. The importance is communication.

Last slide is to acknowledge members of parent task force

Bridget Belgiovine, Director of PERA
 Martha Dietrick, Associate Director, PERA
 Brittney Dixon, Development Assistant, PERA
 Dick French, Dean of Academic Affairs
 Elizabeth Gildersleve, Assistant VP, Communications and Public Affairs
 Kimberly Hokanson, Director of Individual Giving
 Elize Huang, student, class of 2013
 Scott Judes, Director of Student Financial Services
 Cappy Lynch, Dean of Faculty Affairs
 Sue Meeks, Assistant Director, Enterprise Reporting, LTS
 Joy Playter, Class Dean
 Joy St. John, Director of Admission
 Carol Shanmugaratnam, Registrar
 Charna Westervelt, Director of Internal Communication

The Parent's Task Force has come to an end, now that the office is established. We accomplished what we set out to do. Laura and the office will take the initiative in the future and moving forward. Thanks to the group. Lin Hilt is now the point person for parent questions.

7) Solstice Singers Announcement: Jane Jackson has organized a group of singers for the solstice brunch for the past few years. Every level of singer is welcome. Meet at 8:30 am on Monday the 17th to warm up.

FAQ/Announcements

Contact PERA to get copies of the handouts.

There are potentially 20 openings on Administrative Council Committees. Contact anyone on the nominating committee if you'd like to join.

Don't forget to fill out the lottery for a vacation prize.

There being no further business to discuss, the meeting was adjourned at 12:00 noon.

Respectfully submitted,

Jessica Hunter (Secretary)