



Administrative Council

Wellesley College

106 Central Street

Wellesley, Massachusetts 02481-8203

ADMINISTRATIVE COUNCIL MEETING

Monday, November 21, 2011

Academic Council Room, GRH 4th Floor

11:00 a.m. – 12:00 p.m.

AGENDA:

1. Approval of Minutes
 2. Welcome: Andy Evans, Vice President for Finance & Treasurer
 3. Human Relations Update: Eloise McGaw, Asst.VP&Dir.of HR & Equal Opp
 - a. Introduction of College's Employee Assistance Program : Will Barron, All One Health
 4. Sustainability Presentation: Patrick Willoughly, Sustainability Director
 5. Wellesley Catering update: Joe Balaban, General Manager Wellesley Club
- Q&A
- Open Mic/Announcements: Jane Jackson: Winter Solstice
Charitable Giving Campaign: Veronica Craven

NOTE:

- Please become a member of Administrative Council. E-mail Administrative Council Secretary **Jessica Hunter** your name and department.
- Please enter the Lottery to win the \$2,000 Vacation Prize. At the beginning of each meeting, fill out one of the cards at the back of the room with your name, department, and phone extension. If you don't enter, you can't win!
- If you have any questions or topic suggestions for future meetings, please contact the Co-chairs, Kim Lancaster and William Bennett.

For more information about Administrative Council, visit the Administrative Council website, <http://www.wellesley.edu/AdminCouncil/index.html>, and the Administrative Council First Class Conference.

*Next Administrative Council Meeting:
Monday, February 13, 2012 11:00am-12:00pm
Academic Council Room, Green Hall*