

Administrative Council Meeting Minutes
Wednesday, January 27, 2016
Alumni Room
9:30 - 11:00AM

Attendees: Don Arpino, Jamie Costello, Maureen Keefe, Kathy Keenan, Patrick O'Connor, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Ernie Plowman, Dan Serig, Mercedes Sherrod-Evans, Anne Marie Stein, Kurt Steinberg and Ken Strickland

Guests: Kathryn Oram, Jordan Downing and Betsy Smith

The minutes from the January 13, 2016 meeting were approved.

Summer/Winter 2016 Schedules (Kathryn Oram)

Kathryn Oram, Director of Human Resources addressed the group concerning the proposed dates for summer Fridays, which will be May 22nd through August 20th. The college will observe the day after Thanksgiving as usual and the proposed dates for the winter shutdown are December 23rd to January 2nd.

Pending there are no major conflicts concerning the academic calendar, the dates will officially be released in the next few weeks.

Student Leave of Absence Policy (Jordan Downing and Betsy Smith)

Jordan Downing, Assistant Director of the Counseling and Wellness Center and Betsy Smith, Director of the Counseling and Wellness Center addressed the group concerning changes to the student Leave of Absence Policy.

The following changes were made to the overall LOA Policy:

- Developed checklist for students taking a leave of absence to help ensure that they are informed about the various consequences of taking a leave.
- Clarified impact of taking a leave on health insurance status
- Clarified procedure for vacating residence halls
- Clarified impact of taking different types of leave on academic standing
- Clarified circumstances in which a student may take continuing education classes while on leave
- Clarified financial aid consequences of taking a leave of absence
- Created greater consistency in language throughout
- Revised Leave of Absence form

Changes to the Medical Leave of Absence include:

- Requirement of a "Community Provider Report Form" for mental health providers to fill out prior to a student's return from a medical leave.

- Requirement of a Dean's approval for a student to return from a medical leave of absence.
- Opened registration to students on medical leaves: allow students to register for classes while on a medical leave and if they do not meet requirements to return, they will be unenrolled from their classes.
- Clarified deadlines for when students must meet with the Director/Assistant Director of Counseling and Wellness in order to return from a medical leave of absence for fall and spring semesters.
- Clarified process for extending a medical leave of absence.
- Clarified appeal process

The conversation was then opened up to the group for discussion. It was suggested that the Technology department be brought into the conversation to find out if there is a way to put an alert in a student's file, so that when the student comes to the Counseling and Wellness Center they can be checked off electronically in all the necessary places and all the necessary departments will be notified.

There needs to be a way to streamline the cross-campus notifications when students sign up for a Leave of Absence. The last date of attendance and the date of initiation for the leave are critical, as they make a difference to the reporting of student aid and housing.

It was suggested that a handout specific to financial implications be generated, so that when a student goes through the checklist of steps that must be followed to complete the process, it will provide a reminder that their situation may have consequences that will need to be addressed.

The Registrar's Office is drafting language around a Leave of Absence vs. a Withdrawal from the college.

Announcements

The Governor's budget will be released at 2PM today. Though the House and Senate still need to complete their budgets, we have been awarded our collective bargaining funding for the 2016-2017 budget.

Ken and Kurt will meet with Secretary of Education, Jim Peyser on Thursday, January 28, 2016 to discuss our Partnership Plan.

Safe Zone Training has been completed by several members of Student Development, along with several students. The purpose of the training is to develop, enhance and maintain environments in workplaces, schools and other social settings that are culturally competent and supportive to LGBTQ (lesbian, gay, bisexual, transgender and queer/questioning) individuals, as well as to straight and cisgender people, who care about diversity, equality and inclusion. A training session could be conducted in a future Administrative Council meeting to make sure college leadership is aware of the procedures.

The MassArt Diversity Plan is going before the Academic and Student Affairs Subcommittee of the Board of Trustees on Tuesday, February 2nd.

An Accelerated Energy Plan to help reduce the college's reliance on grid electricity and lessen the Commonwealth's footprint of energy and water consumption will go to the Administration and Finance Subcommittee of the Board of Trustees meeting on Tuesday, February 2nd. A plan to renovate Smith Hall's academic and residential spaces will also be presented to the subcommittee next Tuesday.

Graphic Design Alum Brian Collins '82 will be on campus Thursday, February 11th 6-8PM in the 1st Floor Lecture Hall of the Design and Media Center to present a lecture entitled; This is Not Going to Be Pretty: Brian Collins '82 on the Future of Design. The talk is designed to explain the risks involved in the world of design and show how embracing failures, disasters, mistakes, and rejections can make all the difference in the world.

As a suggested follow up to reading Debby Irving's *Waking Up White*, it was suggested that many may be interested in Ta-Nehisi Coates' *Between the World and Me*. It is a narrative written by Coates to his adolescent son about his experiences of life as an African American male in America and abroad. It also speaks to the world that his son is growing up in and hopes to give offer the child advice on how to find his place in the world at large.