

Administrative Council Meeting Minutes
Wednesday, October 7, 2015
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, Kate Russell, Susana Segat, Dan Serig, Anne Marie Stein, Kurt Steinberg, Ken Strickland and Chris Wright

Guests: Dwayne Farley and Claudia LeClair

The minutes from the August 26, 2015 and September 23, 2015 meetings were approved.

Comptroller Internal Control Guide and Risk Assessment (Bob Perry)

The Internal Control Guide is a set of standards written by the Massachusetts Office of the Comptroller to provide guidelines and procedures to help the college and other state agencies under its jurisdiction operate responsibly and mitigate risk.

This year, the college will conduct a Risk Assessment Study to identify possible areas of improvement and the steps needed to improve the issues that had been previously identified as weaknesses.

At this point, Bob will meet with the VPS individually to discuss possible areas of risk in their various departments and potential solutions. Bob will turn this information into a measurable chart over the next three months that can be shown to the auditors and ultimately the Board.

DMC Update (Kurt Steinberg)

Construction is steadily moving along in the Design and Media Center. If progress continues as planned, the building will be ready for use for the spring 2016 semester, with a Ribbon Cutting Ceremony tentatively scheduled for Tuesday, January 19th. In terms of functionality and space allocation, it will likely take 18 months or so after the opening, before the building is used in a completely cohesive way.

On Tuesday, Nov. 10th, we are scheduled to be evaluated for our Certificate of Occupancy. If this passes with no incident, furniture will be delivered to the building the following day. Systems training has begun and will be a multifaceted process. We are assessing whether we have adequate staff to operate the new systems and equipment, in order to be ready for Opening Day.

Card readers will be implemented in more areas of the campus to cut down on keys and give Public Safety a better sense of whom is on campus and when and where. The college is looking into the possibility of turning the Crackatorium into a Welcoming Center by fall 2016 is a possibility.

Please direct any questions or concerns to Kurt.

Weather Policy

The Weather Policy was updated. On days that the college is closed, we want to make sure that studio spaces are safely accessible and open for students to work in.

Announcements

Artward Bound will be having Open House and would like to invite you to visit their redesigned and re-energized super space in Smith Hall on October 7th - 9th 10am-12pm. Light refreshments and coffee will be served.