

**Administrative Council Meeting Minutes**  
**Tuesday, October 21, 2014**  
**Kennedy 280 B**  
**1:30 - 3:00**

**Attendees:** Don Arpino, Matthew Hincman, Marjorie O'Malley, Patrick O'Connor, Alicia Perry, Robert Perry, Kate Russell, Susana Segat, Anne Marie Stein, Kurt Steinberg and Ken Strickland

**Not in Attendance:** Jamie Costello, Maureen Keefe, Kathy Keenan, Paul Paturzo and Dan Serig

The minutes from the October 2, 2014 meeting were approved.

Data Integrity Initiative (Patrick O'Connor)

Technology is working on the migration of the college to the Colleague Information System. The migration is taking longer than anticipated as individual departments use various types of software for their own record keeping systems, which is causing high volumes of duplicate information to be stored in the new system.

Moving forward, the hope is to have every department input and store all information on Colleague so that information sharing can be universal across departments to allow other types of software compatible with Colleague to be used, thus streamlining processes, such as billing.

A suggestion was made that the Steering Committee work with Technology to form working groups that can take charge of the project and see that next steps are being handled in a timely fashion. Patrick agreed and will put together a timeline that indicates deadlines and the flow of content implementation.

Sharing Admin Council Minutes

We are looking into a new process for publicly posting the minutes on inside.massart.edu.

Godine Medal

We are hoping to award the 2015 medal to Barbara Krakow.

President's Award

The college is establishing an award to recognize the work and merits of "friends of the college" to be given out at Commencement. This has been done in the past, but not in a consistent way.

The 2015 recipient of the President's Award will be Liz Pozen. She has put in many years of sweat equity as well as financial support to furthering the mission of the college, including her 10 year term as a Trustee.

### Collective Bargaining

The Massachusetts Secretary of Administration and Finance has stated that enough funds have been collected under the Collective Bargaining Agreement to authorize raises. The Legislature is ready to vote on the issue, but share the same sentiment as the State University Presidents, which is that there is not adequate funding to make this happen. It would put the colleges in a position to have to pick and which unions get a share of the money. Currently, there is a stalemate and the funds have not yet been released. The Commissioner can be forced to release the funds, despite the lack of guaranteed raises, but this would mean that the college would need to make up the difference out of its own operating budget. If we had to cover the lack of funding, it would leave us at a steep financial disadvantage.

### Strategic Planning

Permanent members of each planning group will be finalized today. Each group should have their portions of the Strategic Goals Chart completed by the November 13<sup>th</sup> Admin Council meeting.

Group #1: Partnership Plan Renewal and Design and Media Center - Kathy Keenan, Don Arpino, Ken Strickland, Bob Perry, Anne Marie Stein and Patrick O'Connor. Bob will be the convener for this group.

Group #2: External Visibility and Galleries Transformation - Marjorie O'Malley, Paul Paturzo, Kurt Steinberg and Matthew Hincman. Kurt will be the convener for this group.

Group #3: Diversity and Invigorate MassArt Pride - Alicia Perry, Dan Serig, Jamie Costello, Maureen Keefe, Susana Segat and Kate Russell. Jamie Costello will be the convener for this group.

### Division of Work in A&F

Howie Larosee, Bob Perry, Don Arpino and Patrick O'Connor will report to Kurt. The departments of Financial Aid, Human Resources and Purchasing will report to Bob. Bob is the Budget Director. He will sign off on matters relating to budget, legal and risk management.

### Announcements

Marjorie a group called "kor" will launch the Galleries Transformation Project, with a meeting on Oct. 30<sup>th</sup> and Nov. 17<sup>th</sup>. Their objective will be to strategize on how to market the galleries campaign and to discuss how the galleries are perceived and seen by the public.