

Administrative Council Meeting Minutes
Wednesday, November 18, 2015
Alumni Room
9:30 - 11:00AM

Attendees: Don Arpino, 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: Adam Sutton

Diversity Training (Dan Serig and Adam Sutton)

Dan provided information on the Colleges of the Fenway Training and Learning Conference that he attended on November 13th. The conference focused around ethics and how to have key conversations at your college, what topics people would like to discuss and the change that could evolve from these conversations.

Adam Sutton, a Partner at Breakthrough Collaboration, joined the meeting to introduce himself and the strategic thinking work that he and his colleagues do at college campuses. Their endeavors focus on helping communities open up dialogues around diversity and inclusion.

Adam led the group in a sample exercise. Everyone was tasked to take several post-it notes and answer the writing prompt: "What can faculty do to address the diversity issues on campus?" A few people shared their thoughts with the group. A brief dialogue ensued pertaining to the verbal responses and the exercise ended with the collection of the post-its.

Recruitment, Hiring and Retention Workgroup (Kurt Steinberg)

The Recruitment, Hiring and Retention Workgroup is comprised of Kathryn Oram, Bob Perry, Mercedes Sherrod-Evans, Susana Segat, Kurt Steinberg, Ken Strickland and consultant, Jennifer Kilson-Page.

The group meets once a month to discuss matters of hiring and retention practices such as trainings, career support and how to make sure that employees are properly educated about departmental operations and their responsibilities.

Over the next year, the group intends to host hiring trainings, search committee trainings, staff appreciation events, new employee orientations and a college-wide workforce analysis looking at positions, labor relations, department organization, gender and race.

Enrollment Projections (Chris Wright)

Chris gave a presentation to the group, giving a snap shot of where the college is in terms of enrollment numbers, and our biggest competitors. He also gave a glimpse into the campaign that Admissions intends to roll out for recruitment, which will focus on diversity/inclusion, communication and lowering the barriers to admission.