

Administrative Council Meeting Minutes
Tuesday, January 13, 2015
Tower 1101
10-11:30AM

Attendees: Don Arpino, Matthew Hincman, Maureen Keefe, Kathy Keenan, Patrick O'Connor, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Kate Russell, Dan Serig and Anne Marie Stein

Not in Attendance: Jamie Costello, Susana Segat, Kurt Steinberg and Ken Strickland

The minutes from the December 11, 2014 meeting were approved.

FY 16 Budget Calendar in Process (Bob Perry)

The Vice Presidents will meet to discuss the budgets for PCE, Graduate and Undergraduate tuition and fees on January 15th and January 29th. The Administration and Finance Subcommittee of the Board of Trustees will meet to approve the PCE and Grad tuition on February 4th. The VPs will meet again to review the UG tuition and fees on February 12th. The full Board of Trustees will meet to approve PCE and Grad tuition and fees on February 23rd. On February 26th and March 12th, the VPs will discuss the FY 16 personnel and budget and finalize the UG tuition and fees.

On March 19th, Admin Council will meet to discuss the college's operating budget. Some factors that may affect the overall budget: The state funding for collective bargaining, debit service from the Design and Media Center and facilities management.

The Administration and Finance Subcommittee of the Board of Trustees will meet to approve the UG tuition and fees on March 31st. The full Board of trustees will meet to approve UG tuition and fees on April 6th. The VPs will meet to discuss and finalize the FY 16 personnel and budget on April 9th and April 23rd.

On April 30th, Admin Council will meet to discuss the finalized FY16 budget. The Administration and Finance Subcommittee of the Board of Trustees will meet to approve the complete FY16 budget on May 12th. The full Board of trustees will meet to approve the complete FY16 budget on June 1st.

A summary of this information was given out at the meeting.

Opening Day Preview (Maureen Keefe)

Opening Day for spring 2015 will be held on Tuesday, January 20th in the Tower Auditorium. The schedule will be as follows:

- Welcome - Kurt Steinberg
 - New Hire Announcements
 - Beacon Hill Update
 - Budget Process
 - Diversity Initiative Update
- Campus Safety - Maureen Keefe
 - Safety Assessment
 - Process, timeline, and outcomes: Dwayne Farley
- Title IX
 - Posting, training, and responsibilities
 - Presentation/responses to questions: Alison Sabatello/Rubin and Rudman
- Updates - Kurt Steinberg
 - Accreditation
 - Innovation Funds
 - Adderley Lecture
 - Hellerstein Lecture
- Questions/Comments
- Adjournment

HR Diversity Training Modules (Bob Perry)

The State has invited the college to participate in the Performance and Career Enhancement (PACE) training system to complete diversity training. Most of the scenarios given are 15-30 minutes in length. The college needs to start focusing on what diversity means to us and how to make our campus a diverse environment for the MassArt community as a whole.

Admissions Search (Kathy Keenan)

The goal is to hire the new Dean of Admissions by the beginning of summer 2015. The search committee has been formed and will be chaired by Maureen Keefe. The next step is to have President Steinberg to approve the updated job description before the first search committee meeting, which is scheduled for the last week in January.

Title IX Update

Maureen Keefe is now the Interim Title IX Coordinator until a full time person is hired. Jamie Costello and Elaine O'Sullivan will serve as the Deputy Coordinators. Maureen Keefe, Jamie Costello, Elaine O'Sullivan, Keith Washington and Bob Perry will staff the search committee for the Title IX Coordinator position.