

**Administrative Council Meeting Minutes**  
**Wednesday, January 25, 2017**  
**Kennedy 280B**  
**9:30 - 11:00AM**

**Attendees:** Don Arpino, Jamie Costello, Maureen Keefe, Kathy Keenan, Velda McRae-Yates, David Nelson, Paul Paturzo, Patrick O'Connor, Paul Paturzo, Alicia Perry, Bob Perry, Ernie Plowman, Susana Segat, Dan Serig, Mercedes Sherrod-Evans, Anne Marie Stein, Kurt Steinberg, Ken Strickland and Chris Wright

Guests: Brenda Bailey and Ellen Carr

Introduction to new Assistant Director, Office of Equity, Diversity, and Inclusion (Mercedes Sherrod-Evans)

Mercedes introduced Brenda Bailey (Assistant Director of Equity, Diversity and Inclusion) to the group. Brenda gave some background on her work history. She also put out an open invitation to meet with her or to attend staff meetings, where she may be able to help with initiatives.

Assessment and Care Team(ACT) (Jamie Costello)

See handout

Vice President Priorities (Kurt Steinberg)

The VPs put together a list of goals and priorities and examined joint initiatives and put together a process for student reports and will turn the items into an action plan.

It is important to document the process so that groups like the Board of Trustees can have an easier time on boarding and being acquainted with the work of the college.

Evaluations (Kurt Steinberg)

We have to do a better job at time management in terms of finishing reviews on time.

- Evaluations are a time for managers to talk to their teams.
- Work with Velda for a plan, if you have some problematic staff.
- There shouldn't be any surprises. There should be constant conversations of positive and negative feedback.
- The forms are mandated by union contracts. There is more flexibility with the NUP forms because they are more of a narrative.

## Website Update (Patrick O'Connor and Ellen Carr)

The site should be live as of January 30th before the start of business. The old site will no longer exist. The update will take varying times based on location. Anything on [inside.massart.edu](http://inside.massart.edu) will move to [wiki.massart.edu](http://wiki.massart.edu), depending on how updated the page is. Most of the content is now public and we have to direct more audiences to the main site.

There will be open houses so that people can have guided tours of the new site. [Webupdates@massart.edu](mailto:Webupdates@massart.edu) is the new ticketing system for submissions or issues with the site. There will also be wiki trainings so that people can edit content on their own pages.

There will be an invitation to editors of the wiki pages so that you can update and check content for accuracy. February 1<sup>st</sup> and 2<sup>nd</sup> there will be trainings on massart.edu.

## Updates

Kathy will be sending out a PDF of the new Vital Signs later today.