

**Administrative Council Meeting Minutes**  
**Wednesday, February 22, 2017**  
**Tower 1101**  
**9:30 - 11:00AM**

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

Guest: Kathryn Oram

Accreditation Visits (Ken Strickland)

Ken gave the group an overview of the schedule for the NEASC and NASAD team visits on Apr 2<sup>nd</sup>-5<sup>th</sup>. We were advised to take note of when each team would be meeting with administrators in our offices and to be aware that the meeting times are flexible, as the schedule often changes with little to no warning during visits.

Dan will be sending out the schedule and posting the self-study to the web.

Opportunities for Grad Students (Paul Paturzo)

Currently, there's a program for recent grads to have the opportunity to return to campus as administrative staff. There are also 5 openings for grads to come back as adjunct faculty.

These opportunities for recent grads will set us apart from our peer institutions if we can offer portfolio teaching and fellowships. The chosen graduates would work 30 hours a week without benefits at a rate of \$24/hour. Each position is offered in one year increments.

Human Resources Initiatives (Velda McRae-Yates)

Velda gave a presentation on Workforce analysis, Employee Self-Disclosure and Professional Development Programs. (See attached presentation)

Human Resources is in the process of putting together an Employee Self-Disclosure request. In conjunction with the Chief Diversity Office, Human Resources is charged with strengthening the college's diversity by developing and implementing a strategic and integrated approach to monitoring our progress. Therefore, they would like the group's help in encouraging their departments in self identifying in the HRCMS program so that there can be more accurate records and reporting of our community.

Participation is completely voluntary, but results are skewed if the reports contain a large population of unknown participants.

#### Budget Basics (Kurt Steinberg)

Kurt provided the group with an overview of how the college's budget works including: funding sources, procedure, priorities and challenges. (See attached presentation)

#### White House Update (David Nelson)

As of now, the college will not be repealing its decision to provide unisex bathrooms on campus. Also, we will be monitoring the ever changing immigration legislation from the White House pertaining to our international students. We will do as much as possible to engage the students in understanding their rights and how the changes may impact their time on campus.

#### Updates

Summer Schedules will be going out in the next couple of weeks. This year the dates will run from the week of May 28<sup>th</sup> until the week of August 19<sup>th</sup>. Those that choose to participate will work extra time Monday through Thursday and will have to only submit hours for the first half of the day as the extra time worked will cover the remainder of the day. In lieu of working an extended day, you may use vacation and personal time to cover the necessary hours.