

Administrative Council Meeting Minutes
Wednesday, March 8, 2017
Tower 1101
9:30 - 11:00AM

Attendees: Don Arpino, Maureen Keefe, Kathy Keenan, Velda McRae-Yates, David Nelson, Patrick O'Connor, Marjorie O'Malley, Alicia Perry, Bob Perry, Kate Russell, Susana Segat, Dan Serig, Mercedes Sherrod-Evans, Anne Marie Stein, Kurt Steinberg, Ken Strickland and Chris Wright

Travel Courses (Maureen Keefe)

Maureen gave an overview of the travel course process. Faculty must make proposals to their respective department chair, then to the International and Intercultural Opportunities Committee and finally to the Vice president's and to the President for final approval.

This year the Cuba, China and France programs were rejected. Some courses are bi-annual, others run yearly. Course content is one of the largest approval factors as students receive 3 course credits upon completing the course.

Leaderships Goals and Timelines (David Nelson)

David and the Vice Presidents have been discussing different goals and priorities that can be achieved immediately and those that need more time for processing. They've focused heavily on campus culture, pride and service, which would include things such as helping visitors with wayfinding, taking down posters for events that have long since happened, picking up trash you may come across, recognizing good deeds and work, as well as helping to get the word out in publications to speak to the work and quality of experience that MassArt offers.

Budget (Kurt Steinberg and Bob Perry)

The House posted their budget with a 1% increase to state colleges. All collective bargaining is in negotiations. The COP is advocating for more funding for the state universities. By the second week in April, we should have a better idea of what the state budget will look like.

We are working with new budgeting software this year. It takes a snapshot of personnel and how the college works. The system allows budget custodians to better plan how funds will be spent. By Friday, May 10th the system should be refreshed and the payroll system and the payroll system should be corrected to make sure that people are assigned correctly in the system.

Self-Disclosure Update (Velda McRae-Yates)

There are many subcultures within each of the four main categories in the self-identification section of the hcrm system. We hope to soon update our system to include subcultures that will allow people to more adequately self-identify with their culture.

Also, the request system for promotions and raises has been updated, so that all involved parties are able to look up the statuses of the request.

Updates

- The apartment in the Artists' Residence requires a fee for usage. Requests for more than 30 days of usage must be approved by Vice President and the President's Office.
- In an attempt to close some of the security gaps, IDs must be readily available when you're on campus, so that the college knows who "belongs" here. Institutional Security Officers (ISOs) have been instructed to not only check for IDs but also valid security stickers. Visitors will be required to show picture IDs when signing in.

During the summer, the Tower building will be made egress only. The DMC is supposed to be the main entrance for the college. Also, bathrooms in the basement of the Kennedy Building will be closed to the public. Only personnel at the Follett store will have access. The college hopes to eliminate any illicit activity from strangers wandering in off the street that may be familiar with our layout. Please make sure to close any open doors or report them to Public Safety.

- MassArt Day is Wed, Mar 22nd from 9-11am, followed by lunch. The Diversity Council will be leading the day's activity, with an exercise in diversity and inclusion.
- There will be a Town Hall meeting in the Tower Auditorium on Wed, April 19th.