

## Administrative Council Meeting Minutes

Tuesday, April 7, 2015

Alumni Room

10 - 11:30AM

**Attendees:** Don Arpino, Jamie Costello, Matthew Hincman, Maureen Keefe, Kathy Keenan, Patrick O'Connor, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Susana Segat, Dan Serig, Anne Marie Stein and Ken Strickland

**Guests:** Larry Levison and Elaine O'Sullivan

The minutes from the March 19, 2015 meeting will be approved at the April 30, 2015 minutes, along with today's minutes.

### Payment for international Artists (Larry Levison & Bob Perry)

We haven't had much success in establishing a consistent process for paying visiting artists from other counties. Larry Levison, Erica Puccio O'Brien and Lynn Tibbets have formed a group called the International Visiting Artist Workgroup to develop a collage-wide process that can be adapted to ensure compliance with the IRS, INS and Commonwealth of Massachusetts tax, visa, immigration and other regulations. An interim policy has been established. Erica's office will be the point of contact for all inquiries. Once she receives the artist's paperwork, she can begin the process of what type of forms and guidelines need to be adhered to.

### Extended Employee Orientation (Elaine O'Sullivan)

The Extended Employee Orientation is a one day seminar that optimally will be held in Feb and Oct of each year. It will be an opportunity for new faculty and staff to socialize with other new hires, their supervisors, vice presidents and the college president before hearing pertinent information about the college, receiving an overview of how each department works, receiving information about CommuteWork(MASCO) and Colleges of the Fenway before taking a tour of the campus.

After getting an overview of the orientation, so recommendations concerning new and existing employees were the possibility of holding a class about the various types of benefits the collage offers, updating the employee handbook to a more interactive online version, having a resource sheet that clearly explains what department or person to refer to for tasks such as the process for displaying art on campus. The idea of a MassArt Community calendar was also proposed.

### Training for Search Committee Chairs (Elaine O'Sullivan)

Human Resources and the Affirmative Action Office will be holding trainings to help

educated people on the process of chairing a search committee, being part of a search and how to streamline the search process.

### Retention Study (Kathy Keenan)

A cumulative study was conducted by Institutional Research on the retention of First-time Freshman from 2003-210. The objectives of the study were:

1. To calculate the number and percent of graduates and non-completers for the first-time freshman cohorts for years 2003-2010.
2. To identify factors that may impact students' likelihood of graduating from MassArt.
3. To calculate the average time it takes MassArt students to complete an undergrad degree.
4. To examine potential differences between groups of students defined by demographic factors

The study focused on about 2,190 students. Slightly less than 70% graduated in six years and the remaining 30% dropped out. The group was comprised of 1503 Female students (69%) and 687 male students (31%). Most entered college at the age of 18.4 years. Based on IPEDS statistics, the group was comprised of 1653 White students (76%), 42 African-American students (2%), 110 Asian students (5%), 86 Hispanic students (4%), 30 Multiracial students (1%), 44 International students (2%), 225 racially unidentified students (10%).

### Future Topics

HERE Survey dissemination