

Administrative Council Meeting Minutes
Thursday, June 11, 2015
Alumni Room
10 - 11:30AM

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

Guests: Kathryn Oram

The minutes from the April 30, 2015 meeting were approved.

Retirement Plan (Bob Perry & Kathryn Oram)

The state colleges and universities are not being offered the same retirement package as the other state agencies. The Board of Higher Education worked with the local unions to come up with their own version of the retirement package to offer retiring faculty and staff.

The plan would be offered to those over the age of 55 with over 10 years of service. It includes an incentive payment of up to ten thousand dollars for those retiring before June 30, 2015, but will not offer the additional five years of service to your record or the five years to your age that the other state agencies are being offered.

The college, like other state colleges and universities, has decided that this incentive program is not a good fit for us at this time and will not continue to pursue it.

Administrative Council Assessment (Kurt Steinberg)

Patrick and I met with Collective Next. They are a consultant firm that used to be part of Ernst and Young. The idea is for them to put together a proposal on how to make Admin Council as a whole a more effective group. The proposal should be finalized by the end of August and hopefully presented to the group at the beginning of the semester.

Presentation on Xerox Printers (Patrick O'Connor)

A survey of the printing process and services was conducted around campus. We have various machines with contracts and parts that are serviced by different companies and an abundance of people outsourcing large projects, as well as people printing material that is printed in excess and therefore never picked up from the printer or discarded.

The goal is to replace our current menagerie of printers with multifunctional Xerox machines that will be placed throughout the campus. These machines will be activated using an individual's MassArt key card. This will allow people to pick up print jobs from any one of the multifunction machines around campus and decrease unclaimed print jobs as nothing will print unless the user releases it under their name, when they are actually ready to print it. Another useful feature of these new machines is that printer supplies will be monitored by the machines themselves and instead of ordering supplies, they will automatically be shipped to the machine in question.

The cost to the college would be charged on a monthly basis. We would not be charged for quality or quantity, but rather maintenance rental and supplies for the machines.

Announcements

Christopher Wright was hired as our new Dean of Admissions. Part of his responsibilities will be building our relationship with Boston Public Schools and diversity recruitment.

Matthew Burfeind is leaving the college. If you are currently working on any projects with him, please contact Patrick O'Connor for further instruction.

The Director of Client Services position is underway. The Search Committee hopes to have candidates in for interviews soon.

A finalist has been selected for the Grant Writer position. An update will be given once the details are finalized.

An email will go to the group shortly with the AY15 Strategic Planning Matrix. The goal is to complete the status and year end columns that you were previously assigned. The goal is to have these completed and edited by the September 15th Board of Trustees meeting.

The Partnership Plan will be approved by August. The current Strategic plan will become its own document will no longer be tied to the Partnership Plan. In the future the Strategic Plan will be used to steer the college's priorities.