

Administrative Council Meeting Minutes
Wednesday, June 1, 2016
Huntington Studio
10:00 - 11:30AM

Attendees: Don Arpino, Jamie Costello, Maureen Keefe, Velda McRae-Yates, David Nelson, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Ernie Plowman, Kate Russell, Susana Segat, Dan Serig, Anne Marie Stein, Kurt Steinberg, Ken Strickland and Chris Wright

Day after Thanksgiving and Winter Shutdown (Kurt Steinberg)

Effective immediately, the college will now be open on the Friday after Thanksgiving and will no longer close the week between Christmas and New Year's. This is a result of new practices adopted by the State University System that the college must comply with.

The practice of "banking" time for the use of the day after Thanksgiving and the week between Christmas and New Year's must cease. If an employee is out, during these times, they must use personal or vacation time to account for their absence. Anyone that has "banked" time earmarked for the time in question for the 2016 calendar year must submit whatever time they've accrued, up to this point, to Human Resources by June 10th. This time may be used as time off, in lieu of using personal or vacation time over the summer. All "banked" time must be used by Wednesday, August 31st or it will be lost. The only exception to the "banked" time accrual is for those employees that are in the AFSME union. As stipulated in their contracts, they are allowed to accumulate time for use of time off, in lieu of personal and vacation time.

Therefore, supervisors will now need to assemble a skeleton crew of sorts in their departments to ensure coverage, as the college is officially open.

Close out of FY16 Budget (Kurt Steinberg)

The process for closing out the year as of June 30th is well underway. If there is any unspent money in any of your accounts, please make sure any spending is imperative to the functioning of your department or consider delaying spending until July 1st. The college is at a point of breaking even this year, so any spending at this point must be essential.

FY17 Budget

The Board of Trustees will be voting on the FY17 budget on Tuesday, June 7th. The budget contains a revenue budget of about \$72M, with an expenditure budget of about \$73M. We are looking to borrow \$1.3M from the fund balance to make up for unfunded

collective bargaining. There is room for revenue growth and the ability to close the deficit. There is a hiring freeze on until the end of add/drop in October. If the

Capital Campaigns Update

- Construction drawings are in progress for the galleries. The bulk of the construction will happen in fall 2018 and should be open to the public by spring 2019.
- The Tower Sky Lobby (2nd floor landing of Tower) will become a pedestrian walk through with seating.
- The Crackatorium will become a welcome center for Admissions.
- The fire alarm system in Tower will be complete by mid June.
- Lockers will be added to Public Safety.
- New windows will be installed in Kennedy thanks to funding from the Accelerated Energy program.
- We are in negotiation with DCAMM to have the Tower building replaced, but it will be at least ten years out before any construction takes place.
- Today is the kick off for the renovations in Smith Hall.
- Artward Bound will be housed on the 2nd floor of Kennedy, until the Smith Hall reno is complete.

Updates

Arne Glimcher '60 gave the college a \$1M donation for the galleries campaign. We now have \$5M out of the \$12M needed for funding. We are very close to securing the pledges needed to receive the \$250K Challenge Grant offered to us by an anonymous donor. Once the grant is secured, the college will begin to pursue funding from entities outside of the MassArt community.

The accreditation self-study is underway.

DIGMA will be hosting a round table tomorrow, June 2nd in the Design and Media Center from 2-5PM.

The new cohort for Artward Bound begins Saturday, July 9th.