

**Administrative Council Meeting Minutes**  
**Wednesday, August 26, 2015**  
**Tower 1101**  
**10 - 11:30AM**

**Attendees:** Don Arpino, Jamie Costello, Maureen Keefe, Patrick O'Connor, Marjorie O'Malley, Paul Paturzo, Alicia Perry, Bob Perry, Kate Russell, Susana Segat, Dan Serig, Anne Marie Stein, Kurt Steinberg, Ken Strickland and Chris Wright

**Guests:** Ellen Carr

The minutes from the June 11, 2015 meeting were approved.

Governance Committees

The group went through the various governance committees to discuss nominations for each committee.

Opening Day

Opening Day will take place on Tuesday, September 1<sup>st</sup>. Trustees David Lee, Pamela Parisi and Richard Marshall will speak on the process for the presidential search. We are hoping that the search process is completed by the start of the winter break. The chosen candidate will hopefully take office in January 2016. In the meantime, Kurt Steinberg will resume his former position as Executive Vice President and Provost Ken Strickland will take over as Interim President. The change of roles will allow Kurt the opportunity to apply for the presidency. The switch will become effective as of September 8, 2015. A letter to the community will go out this afternoon concerning the changes and outlining the steps involved in the search.

Opening Day will be divided into segments regarding the presidential search, faculty and staff appointments and discussion of the draft Diversity Plan. A "Thank You" video relating to the Annual Fund will close out the day that features students thanking donors for their contributions.

Safety Assessment

The college has decided not to pursue working with the consultant firm that conducted our safety assessment. The decision to not arm our public safety officers remains and will likely not be addressed again. We do not want to damage the relationship that our public safety officers have with the community by arming them. Instead the thought has been introduced of forming a Public Safety Focus Group that can steer the focus and the work of Public Safety. In the meantime, there are some improvements that Public Safety can implement instantly such as the addition of additional security

cameras, better lighting, more locked areas and revamping the emergency preparedness plan.

Ellen Carr, Executive Director of Marketing and Communications, showed the group a presentation outlining the staff of her department and the wonderful strides the department has made in the last year with media posts and social media. Her presentation also outlined their goals for 2016.

### Announcements

A search committee has been assembled to fill the role of Director of Human Resources. Kathryn Oram, the Associate Director of Human Resources has temporarily stepped up to fill in as the Director. Jack Giarusso has been contracted to help us with labor relations and grievances. When the new Director is hired, there is a possibility that he/she will be made an Associate Vice President and charged with reorganizing the Human Resources Department and tasked with the reimplementation of Professional Development and Supervisory Trainings.

We are going to redevelop the role of the Title IX Director. For now, we will not be advertising for the position. Courtney Wilson, a Consultant and Attorney, whose worked in the President's Office for the past few months will be joining the Student Development Department to assist Maureen Keefe, the Interim Title IX Director, with the work load until a new candidate for the position is named.

Once a new President is named, Administrative Council will be working with consultants from Collective Next to strategize on how to make the group more effective. For now, Ken Strickland and Kurt Steinberg will co-chair the group.