

Administrative Council Meeting Minutes  
Wednesday, November 2, 2016  
Kennedy 280B  
9:30 - 11:00AM

**Members Present:** Kurt Steinberg, Chris Wright, Kathy Keenan, Patrick O'Connor, Don Arpino, Ernie Plowman, Paul Paturzo, Maureen Keefe, Jamie Costello, Susanna Segat, Velda McRae Yates, Ken Strickland, Rob Perry, Mercedes Evans

**Guests present:** Kathryn Oram (Human Resources), Valerie Gilliard (Human Resources) Jessica Ray Mendoza (Counseling and Wellness Center), Betsy Smith (Counseling and Wellness Center), Kim Ashby (Counseling and Wellness Center)

Coffee and Chocolate Reminder

There will be a *Coffee and Chocolate with the President* tomorrow from 3:00-4:00 in the Huntington Studio. Please encourage your staff to attend.

Employee Self-Disclosure

Velda McRae Yates presented a Powerpoint on Human Resources effort to increase employee self-disclosure. She emphasized the need to educate the community why the college needs the information and what it used for. Admin Council members discussed the data summary (first slide) in depth and suggested some revisions to provide clarification, such as providing a key. Members also made suggestions to increase the response rate, including adding the college's mission to the accompanying memo, providing laptops and snacks during community sessions, and providing the option of submitting via a google form as well as the paper form. More information about this will be included in a report from the Hiring, Retention, and Recruitment Working Group that will be presented at a future Admin Council meeting this spring.

Contractor Payroll Changes

Valerie Gillard from Human Resources presented a Powerpoint on changes in the process for hiring and paying contractors. Human Resources will now be handling all aspects of this process. She walked members through the new forms and mentioned that all information will be posted on [inside.massart.edu](http://inside.massart.edu) under Human Resources.

Racial Identity Development Program

Jessica Ray-Mendoza and Kim Ashby from the Counseling and Wellness Center gave a presentation on racial identity (attached).