

MassArt Administrative Council
February 7, 2018 – 9:30am-12:00pm
Huntington Studio

Minutes

Members in attendance: Don Arpino, Kathy Calnan, Ellen Carr, Jamie Costello, Mercedes Sherrod Evans, Karalynn Gau, Maureen Keefe, Howie LaRosee, David Nelson, Velda McRae-Yates, Marjorie O'Malley, Ceci Mendez-Ortiz, Paul Paturzo, Bob Perry, Ernie Plowman, Jonathan Rand, Kate Russell, Susana Segat, Dan Serig, Betsy Smith, Elizabeth Smith-Freedman, Anne Marie Stein, Kurt Steinberg

Members not in attendance: Patrick O'Connor, Lyssa Palu-ay, Chris Wright

Guest: Kathryn Oram (Human Resources)

Housekeeping

The agenda for the meeting was reviewed and approved.

Approval of the Minutes

Minutes from January 3, 2018 meeting were approved.

To Decide

Update to Work From Home Policy (Oram and McRae Yates) (attachment)

Kathryn reviewed the proposed policy with the group. She will attend the next Administrative Council meeting to update group on the employee awards program, which she had presented at the January meeting.

To Do/Communicate

South Closure (Carr and Plowman)

Ernie and Ellen have had conversations with the key constituents who will be effected by the closure of South Building. Notice to the community will be sent out soon, once some remaining details have been confirmed. Recurring updates will then be sent out to the community periodically.

Podium (Plowman)

A new podium was donated to the college by one of our trustees. It was needed and used for the inauguration. Academic Affairs is working on a policy for when to use and for which events, as it is not a stand alone podium and is very high tech. It was mentioned that the college should also consider how it can use specialized podiums for those with disabilities.

Institutional Research (Gau)

Karalynn discussed IREP's role in considering new technology to manage business processes, data, and student success (to help with data governance, improve IREP's understanding of some of the analytical pain points for areas, and lead to ways IREP and areas can collaborate more moving

forward). Please include Karalynn in discussions regarding business processes, new technologies, and your department's data needs.

Graduate National Portfolio Day (Wright)

Graduate National Portfolio Day will be on October 27th from 10am-2pm. Chris will talk to participating offices regarding additional support and how this event will directly impact them (Student Development, Marketing and Communications, Grad Programs, Faculty, Public Safety, Events Planning, Alumni, etc.) The event should be resource neutral, with associated costs being covered by the registration fee from participating institutions. He will organize a small committee to assist with the planning, including organizing volunteers. Ellen, Ernie, Bob, Liz, Jamie, Howie, and Paul all offered to help. We are expecting approximately 50 institutional to participant, but it could be anywhere between 35-80 institutions, which would result in 300-500 prospective attendees.

Budget Development Update (Steinberg)

Kurt reminded members of the FY19 budget process, and that completed budget requests are due to area Vice Presidents on February 16th. We must meet these due dates in order to achieve a level of transparency and to host internal meetings to discuss budget proposals. Much information has been added to the Wiki under Administration and Finance. Any questions or concerns should be addressed to either Peggy, Bob, Kurt, or Don. They are available to answer any questions. There will be another training session on Budget Pak on February 15th at 10:00am. Please call Peggy to reserve spot if you need a refresher on the online system. Kurt will discuss revenue projections at the next Administrative Council meeting.

Administration and Finance will do a targeted mid-year review this year, instead of a general review which was done in previous years. This will mainly focus on departments that are over budget. The Budget office will contact you if your department will be a part of this review. If you anticipate that your department will not be able to meet its anticipated budget, please talk to Kurt as soon as possible. No one has authority to go over their budget.

Anti-Racism Dialogue Group Project (Keefe) (attachment)

Maureen provided an update on the Anti-Racism Dialogue Group pilot project, which aims to effect cultural change on campus. She thanked those who have been involved and the 23 faculty, staff, and students who were here on campus all weekend for facilitator training. A community announcement will be sent out this afternoon regarding the project's launch. Cohorts of 12-14 people will move through three facilitated experiences as a group. The deadline to register for a cohort is a week from today. Please encourage your colleagues to participate.

Update on CSWG report (Nelson)

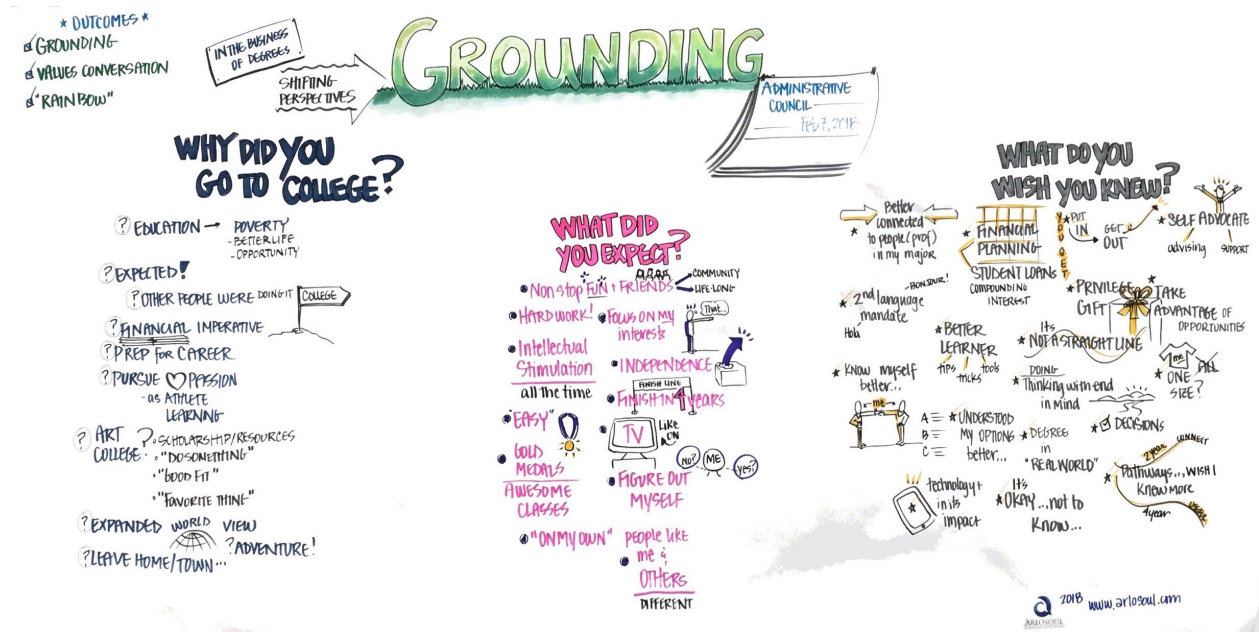
David reminded the group about the process up to this date and informed them that the CSWG delivered their report to the board of trustees Executive Committee last week. The trustees have requested an assessment of the impact of the report's recommendations, specifically what resources are needed for them to be successful. The report will be made public, once we have ensured that we are not releasing any safety vulnerabilities contained within.

'What's Working' Feature (Smith-Freedman)

Liz spoke about the First Year Experience Working Group – a collaboration between Residence Life, Studio Foundation, and the ARC. There needed to be a focus this year on the first year experience and what can we do to support these students. Faculty from Studio Foundation and staff from Residence Life and the ARC worked together to identify areas of opportunity and change.

Strategic planning: values exercise and future forecasting (Artistic Logistics)

Lisa Mount and Chris Chopyak of Artistic Logistics facilitated a strategic planning session.



Work from Home Policy – DRAFT

MassArt's current policy does not allow employees to work from home. Below is a proposal to change the policy to provide very limited situations to allow staff to work from home.

MassArt sees a benefit in allowing some employees to work from home, during certain types of medical leaves, based on the reason and the job functions.

Eligibility:

- Employee must be an APA or Non-Unit Professional.
- Employee must be on a medical leave approved by Human Resources.
- Employees on normal maternity/paternity leave are not eligible. Extenuating circumstances will be evaluated on a case-by-case basis.
- Employee's supervisor must support the work from home arrangement.
- There must be job duties that can be completed remotely.
- Employee must have access to all required equipment outside of the office to complete the job duties. This includes, but is not limited to, a phone and computer. If any equipment needs to be borrowed from the college, it is the employee's responsibility to make arrangements with Technology or other departments as needed.

Process:

The request to work from home during a medical leave should be submitted to HR at least one week before the leave begins or as soon as possible.

The request should include:

- The approximate start and end dates of this arrangement. Work from home arrangements will initially be approved for no longer than 6 weeks. If the leave lasts more than 6 weeks, a review will be done to ensure the arrangement works for the employee and the college. The arrangement may be adjusted, ended, or approved for additional weeks after the review. Subsequent reviews may be scheduled depending on the length of the leave.
- Approximate schedule to work from home including days and times.
- List of job duties that can be completed at home.
- Details about how the college can contact you during your work from home hours.
- Written support from your direct supervisor, regarding your request and confirmation, that it will cause no problems in the department.
- If the medical leave is due to your own illness or injury, medical documentation must be submitted supporting the ability to work from home. Also include details regarding any limitations, including hours/days able to work from home.

- If the medical leave is to provide care for another person, please provide detail of how that may limit your ability to work.

Once the request has been received by HR, it will be approved or denied based on the college's needs. All departments and employees involved will be consulted, but the final decision will rest with HR.

Employee requirements while working from home:

- Respond to all emails and phone calls from your supervisor within 30 minutes during agreed upon work hours.
- Notify your supervisor if adjustments need to be made to the agreed weekly work schedule giving as much notice as possible.
- Record your time in SSTA.

Please contact Kathryn Oram, Director of Benefits and Payroll, with any questions regarding medical leaves at ext. 7908 or koram@massart.edu.

DRAFT

This past fall, Student Development and Academic Affairs partnered to create the Anti-Racism Dialogue Group Project. You may recall hearing about it, or attending an information session. After months of planning, the project is ready to launch!

The ARDGP is meant to increase our capacity to have courageous conversations about race and racism that affect the way we teach, learn, work, and live with one another.

The ARDGP is being led by a team of faculty, staff, and students who are dedicated to changing the culture at MassArt in community with others. These facilitators have been through an intensive training workshop to help prepare them to host and facilitate these topics through structured experiences that encourage individual reflection and empathetic listening.

The facilitators are committed to creating safe spaces for cohorts of 12-14 to gather and explicitly discuss race and share manifestations of racism at MassArt and beyond. Participants will develop self-awareness and a fluency to have such difficult conversations. We are not a unified community, if we're all not part of the conversation.

- **The Experiences** - Each cohort will be led through three experiences with the following themes
 - Racial Identity Development
 - Aspects of the History of Race and Racism
 - Courageous Conversations
- **The Numbers** - There will be 6 cohorts led by teams of 3-4 trained facilitators. Each cohort will be comprised of 12 -14 participants.
- **The Commitment** - Once you sign-up for a group, you are committing to engage in all three experiences

We are excited to invite you to join in this important work!

Cohorts – Meeting Times

Group 1 - Keith Washington (Studio Foundation Faculty), Jamie Glanton Costello (AVP of Student Development and Dean of Students), Lyssa Palu-ay (Interim Provost/Senior Vice President of Academic Affairs). **Affinity group for people of color, facilitated by people of color.**

Group 1 Experience Dates/Times:

Tuesday, February 20th 6:30pm - 9pm

Tuesday, March 13th 6:30pm - 9pm

Tuesday, April 10th 6:30pm - 9pm

Group 2 - Dana Moser (SIM Faculty), Isabella Koen (Fibers '19), Maxie Holman (Smith Hall Res Director). Affinity group for white students led by white facilitators.

Group 2 Experience Dates/Times

Wednesday, February 21st 12pm - 3pm

Friday, March 23rd 3pm- 6pm

Friday, April 13th 3pm - 6pm

Group 3 - Marc McNulty (Registrar's Office), Kathleen Quigley (Animation Faculty), Cheryl Clark (Liberal Arts Faculty), Elizabeth Smith-Freedman (Assoc. Dean, ARC). Open to all, facilitators are white faculty and staff members.

Group 3 Experience Dates/Times

Thursday, March 1st 1pm - 4pm

Thursday, March 22nd 1pm - 4pm

Thursday, April 12th 1pm - 4pm

Group 4 - Darby McLaughlin (Film/Video '20), K8 Howl (Animation Faculty), Katie Kidwell (Tree House Res Director), Stephanie Cardon (Studio Foundation Faculty). Open to all, facilitators are white faculty, student, and staff members.

Group 4 Experience Dates/Times

Thursday, February 22nd 1:30pm - 4pm

Thursday, March 15th 1:30pm - 4pm

Thursday, April 12th 1:30pm - 4pm

Thursday, April 12th 1:30pm - 4pm

Group 5 - Elena White (Assoc. Director CACP), Jim Cambronne (Fine Art 2D Faculty), Andrew Dore (Artists Residence Director), Lynn Tibbets (Foundation Controller). Open to all, facilitators are white faculty and staff members.

Group 5 Experience Dates/Times

Monday 02/26 8am -11am or Thursday 03/01 1:30-4:30pm *waiting for confirmation*

Monday, March 19th 8am - 11am or Thursday, March 15th 1:30pm - 4:30pm

Monday, April 2nd 8am - 11am or Thursday, April 19th 1:30pm - 4:30pm

Group 6 - Sharon Dunn (MFA-BLR Graduate Program Coordinator, Professor Emeritus), Angela Drakeford (Fine Arts 3D Asst Professor), Loretta Park (Studio Foundation Asst. Professor), Jessica Petriello (Academic Advisor). Open to all who are interested in proactively naming and interrupting the institutional racism at MassArt. Facilitators are a white staff member and faculty and staff of color.

Group 6 Experience Dates/Times

Friday, March 2nd 9am - 12pm

Friday, March 16th 9am - 12pm

Friday, April 13th 9am - 12pm

Camila Bohan-Insaurralde (Painting and SIM '20) is the student consultant for the project and will float between Groups 1 & 6.