

MassArt Administrative Council  
January 3, 2018 – 9:30am-12:00pm  
Huntington Studio

## **MINUTES**

**Members in attendance:** Don Arpino, Ellen Carr, Jamie Costello, Mercedes Sherrod Evans, Maureen Keefe, Howie LaRosee, David Nelson, Velda McRae-Yates, Paul Paturzo, Bob Perry, Jonathan Rand, Kate Russell, Susana Segat, Dan Serig, Betsy Smith, Elizabeth Smith-Freedman, Anne Marie Stein, Kurt Steinberg, Chris Wright

**Members not in attendance:** Kathy Calnan, Patrick O'Connor, Majorie O'Malley, Ceci Mendez-Ortiz, Lyssa Palu-ay, Ernie Plowman

### **Housekeeping**

The agenda for the meeting was reviewed and approved.

Please let us know of any successful initiatives, projects, or areas of the college that you find to be working particularly well, as we would occasionally like to present them to this group to be learned from. Send your ideas to Susana for curation and they will be presented to the group throughout the year.

This spring's Opening Day will be dedicated to strategic planning. Our facilitators, Chris Chopyak and Lisa Mount from Artistic Logistics will be back to lead the session. Please attend and encourage your colleagues and those in your departments to do the same.

### **Approval of the Minutes**

Minutes for September 6, 2017 and October 4, 2017 will be approved at the next meeting.

### **To Report/To Review**

Changes to the SGA e-board (Costello)

Love Aridou, SGA Secretary, will be going abroad this semester. Frnaco Pons, Student Trustee, has resigned and Media Coordinator, Jonaki Guha, will be taking on an internship this semester and is unable to serve. Elections for these vacancies will be held early this spring.

### **To Do/Communicate**

Evaluation policy and forms for disabled community members (Evans) (3 attachments)  
Mercedes Evans asked council members to review the 3 attachments regarding evacuation plans and personal information forms for those with limited mobility and people with disabilities. These documents were developed by the ADA Committee, and are meant to be given to first responders when responding to an emergency. Public Safety will have copies locked in fire safes in the control center. Members discussed who should retain the originals and copies, and how to get the information completed. Employees will be asked by Human Resources to complete. Students will

need more encouragement to complete the forms, as we are reliant upon them self-identifying that they are disabled. For a variety of reasons, many students do not self-identify. PCE students can be given the option to complete the forms when they register for classes. Visitors to the college could be asked by Public Safety when they sign in. The policy and forms should be posted on the wiki page, as well as in the employee and student handbooks.

### **New Business**

#### Financial Information on Wiki (Steinberg)

Kurt Steinberg asked members to pay special attention to the recent email that went out regarding the budget information that has been posted on the Administration and Finance page on the wiki. He asked that everyone please communicate to their department members and colleagues as well. We want to be as transparent as possible throughout the process. There is a wealth of information online now, including the history of expenditures for every operating account by month. This history dates back to 2005 and includes the budgeted amount, as well as what was actually spent. This is the quantitative story of how have we managed our finances and resources. In addition, the final fiscal operations reports for these years have been posted as well. Additional documents will be posted as we progress through the budget process this year (such as the budget memo that is about to go out and this year's timeline). Any questions regarding the budget should be directed to Kurt or Bob Perry.