

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

Minutes

Members in attendance: Don Arpino, Kathy Calnan, Ellen Carr, Jamie Costello, Karalynn Gau, Howie LaRosee, Velda McRae-Yates, David Nelson, Patrick O'Connor, Marjorie O'Malley, Lyssa Paul-ay, Bob Perry, Jonathan Rand, Kate Russell, Susana Segat, Dan Serig, Elizabeth Smith-Freedman, Kurt Steinberg, Chris Wright

Members not in attendance: Mercedes Sherrod Evans, Maureen Keefe, Ceci Mendez-Ortiz, Paul Paturzo, Ernie Plowman, Betsy Smith, Anne Marie Stein,

Housekeeping

The agenda for the meeting was reviewed and approved.

Approval of the Minutes

Minutes from February 7, 2018 meeting were approved.

“What’s Working” Feature

Reorganization of the Facilities Department (LaRosee)

Howie presented how the process of reorganizing the Facilities Department was transformational for the employees and how the department operates. Please see the attached notes at the end of these minutes for specific details.

What can we learn from this? The process was a major morale booster for the employees, as it identified promotional opportunities for staff versus the demoralizing process of forcing employees to go through the search process. The process also aligned personnel priorities with the annual budget process. Velda discussed how she is talking with managers across campus and encouraging them to look at the possibilities of providing aspirational paths for employees. As positions become vacant, department heads need to review their departmental goals and needed skillset to achieve them. If necessary, positions should be reorganized to meet these needs, instead of just blindly refilling a position with an inappropriate job discussion. Velda also discussed the necessity of providing professional development opportunities for current employees to advance promotions.

To Discuss

FY2018 and FY2019 Budgets (Steinberg)

Kurt began with a discussion regarding the FY2019 budget and 2-3 year fiscal horizon. The budget office is in the process of scheduling departmental internal meetings. The first set of meetings will involve departments with their area vice presidents, and then with President Nelson. He asked that Admin Council members please talk with their departments so that budget process is transparent and no one is surprised in July when the budget is finalized.

Consensus among appropriate departments (Institutional Research, Effectiveness, and Planning, Budget Office, and Enrollment) is that revenue has the potential to increase 3% this year. Major budget impacts being considered in the planning for the next fiscal year

include collective bargaining, facilities deferred maintenance, and technology security and wifi upgrades. We hope to have more deferred maintenance costs covered through bond funding through DCAMM. Collective bargaining agreements have not been ratified and we are still at the bargaining table. This will become an issue when these costs do not get annualized and added to the base, as the legislature has historically only funded the first year. Over the last 8 years, this collective bargaining issue has become an increasing burden. We will continue to maintain affordability with only a minimal increase to instate tuition, and will continue advocacy efforts at the state house.

In regards to the FY2018 budget, as in the past an announcement will go out at the beginning of April, enforcing budget deadlines in order to meet our budget expectations. Kurt asked Admin Council members to really look at our expenditures for this year to see what can be postponed to the next fiscal year.

Recognition and Rewards Program (McRae Yates)

Kathryn was going to attend to provide an update on the committee's work, but as she was tied up in another meeting, Velda spoke for her. The committee met last month and will now meet more frequently now that we are in the spring semester. They decided that the reward should be something made by a student. Admin Council members mentioned that this went over very well in the past when students made thank you gifts for various initiatives.

Future Meetings:

Jamie asked that she be added to a future meeting to present the work of the ACT committee under the *"What's Working" Feature*.

Patrick asked if John Ashworth-King could attend the next meeting to provide a wiki update.

Chris asked if he could present an enrollment update at the next meeting.

Announcements

Reminder that Wednesday, the 24th is Massart Day. Please encourage your colleagues and departments to attend the strategic planning forum in the morning.

Accepted Students Days will be on April 6th and 27th.

ADMINISTRATIVE COUNCIL

3/7/2018

"WHAT IS WORKING/SUCCESS"

A reorganization of the Facilities Department was proposed last summer to President Nelson and Executive Vice President Steinberg. This proposal was requested to aid in better management of work order backlog, and response times, improvements to the existing recycling program, and added HVAC and technical systems added to the portfolio. This plan was approved, and the next step was to work with Human Resources to implement a promotional plan that would use existing dedicated employees in lieu of a search for new hires. This plan was developed with the help of Executive Director Velda McCrae Yates.

The following Facilities employees were promoted to new roles with new or additional responsibilities:

Francine Femino was promoted from Assistant Director to Director of Facilities/ Maintenance. Francine implemented a daily schedule of recycling pick up that enables each maintainer to collect recycling from their areas as opposed to the previous system using one fulltime and several work study students. This new system is more streamlined, reliable, and allows for daily pick up of recycling from each area. We are now working to increase recycling and composting efforts in the main campus and in food services.

Joseph Connelly was promoted from Utility Plant Operator to Assistant Director of Facilities/ Trades. As a licensed electrician Joe has managed our most overwhelmed department, to a very reasonable level. All of the trades work order requests are in an extremely manageable level now, with more direct supervision and expertise.

Charley Tran was promoted from Utility Plant Operator to Building Maintenance Supervisor. Every new project that has improved the college brings with it new and very technical systems for HVAC, fire and smoke control, and other LEED based systems. In lieu of hiring additional HVAC staff we have tasked Charley with training existing power plant and HVAC technicians to maintain and repair the new systems on campus.

Our work order backlog has been reduced and response times have improved dramatically the numbers have risen dramatically, this equates too much faster and better service for our customers. Another great take away is that

now there are several promotional tracks in the department for maintenance, power plant and trades personnel. Keeping busy and having promotional opportunities are huge moral boosters.

2 new hires since this plan was implemented will also help the forward momentum of the department:

Derek Wilson is our new Administrative Assistant II; he has been managing the work order system, among other systems, so our data is current and accurate.

Claudine Ellyin is our new Environmental Health, Safety, and Sustainability Officer. Claudine is a sustainability specialist and has already made a very lengthy list of things for us to work on. More detailed recycling and work order information will be on the next facilities newsletter.