

MassArt Administrative Council
August 23, 2017 – 9:30-10:30am
Room T-1101

MINUTES

Members in attendance: Don Arpino, Jamie Costello, Mercedes Evans, Maureen Keefe, David Nelson, Patrick O'Connor, Velda McRae-Yates, Majorie O'Malley, Lyssa Palu-ay, Paul Paturzo, Bob Perry, Ernie Plowman, Kate Russell, Susana Segat, Dan Serig, Anne Marie Stein, Kurt Steinberg, Chris Wright

Guests in attendance: Dwayne Farley (Public Safety), Howie LaRosee (Facilities)

Announcements

1. New entry procedures (Maureen Keefe)
Starting on September 1st, the main college entrance will be changed from Tower to the DMC. A college-wide announcement will be going out, and you will start to see new signage. The Tower doors will become ID activated.
2. Promotion and salary request procedure (Velda McRae-Yates)

To Report

1. New structures and schedules for Admin Council and Cabinet (David Nelson)
New administrators have been added to both Cabinet and Admin Council. Those now serving on Cabinet are: Lyssa, Kurt, Maureen, Marjorie, Chris, Susana, and Ceci. We will also be adding the following people to Admin. Council: Betsy Smith, Ceci, Liz Smith-Freedman, Ellen Carr, Howie, Jonathan Rand, and Kathy Calnan. Starting in September, there will also be a new meeting schedule. We will meet from 9:30am-12:00pm on the first Wednesday of every month. The second Wednesday of the month will be dedicated to working groups that come out of Admin Council or Cabinet. Cabinet will meet on the alternate Wednesdays (1st Wednesday AC, 2nd Wed Cabinet, 3rd Wed working groups, 4th Wed Cabinet). If you can't attend a meeting, please ask your area VP if a representative should be sent. There will be regular and special visitors (for example MSCA, SGA, Public Safety,...) when their input and analysis is needed. The same thing will happen with the Cabinet. Susana will call for agenda items. When submitting agenda items, carefully identify what is for discussion or communication (and how to disseminate), and provide any background information in writing ahead of time. This is particularly important for discussion items about policies. David and Susana will then determine which items should be slated for Admin Council and which should proceed to Cabinet.
2. Strategic Planning (David Nelson)
The members of the strategic planning steering committee have been identified. David will serve as chair, and Marc Holland, from Studio Foundation and Chandra Ortiz, from ArtWard Bound will serve as vice-chairs. We will also engage an external firm to design and facilitate the process. We are starting the process with a blank canvas, meaning that we are not

identifying pre-determined goals or building upon the last strategic planning process. We anticipate the process to extend over the academic year with quarterly check ins to Admin Council. This needs to be the college's strategic plan, not the president's plan or the steering committee's plan.

To Discuss

1. Strategic Planning Exercise

Admin Council broke out into small groups to discuss the following questions and report back to the larger group: *What do we expect from strategic planning? What do we want to accomplish: in the plan, for the organization, for building new processes?* Groups were asked to think from the perspective of senior leadership (Board of Trustees and the BHE), middle management, and those furthest removed from senior leadership.

- Middle Management
 - Clear understanding of institutional priorities
 - Clear understanding of what is not an institutional priority
 - Budget/fiscal responsibilities
 - Nimble and responsive to students
 - Cohesive and comprehensive within departments
 - Clear guidance on who we want to be
 - Reminded how we are expected to engage with each other
- Furthest removed
 - Expectation to understand our jobs
 - Expectation to be engaged
 - Expectation for more staff and how to make the case
 - Expectation that job descriptions can change
 - Discord between faculty and administrators
 - More invested in the campus
 - True value of everyone's role in the success of the school
 - Strong message that whole community has input
- Senior Leadership
 - Visionary, unique and pragmatic
 - Benchmarks, measurable
 - Workforce (Vision Report)
 - External demographics
 - Fiscally responsible
 - Increasing visibility
 - Flexibility, evaluate
 - Value of stand alone
 - Archiving work plans
 - Archivable