

MassArt Administrative Council
November 1, 2017 – 9:30am-12:00pm
Huntington Studio

MINUTES

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

Members not in attendance: Patrick O'Connor, Paul Paturzo, Chris Wright

Guests in attendance: Maryellen Schroeder (Career Services)

Housekeeping

Please RSVP to the calendar invite so that we can plan accordingly

Approval of the Minutes

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

To Report/To Review

Update on trip to Beijing Royal School (Serig and Steinberg)

Dan provided an update on the trip of MassArt delegates to the Beijing Royal School. The BRS hosted a delegation to explore youth programs partnerships with a focus on fundamentals and Summer Studios. In addition, there are opportunities for graduate students to participate in residency programs, professional development opportunities for BRS faculty (TAB institute), and for MassArt outreach to BRS parents. Our missions are aligned in that BRS is an academic research academy who uses tuition revenue to provide online distance learning to rural populations. They are also strong believers in the necessity of an education in contemporary art and culture for art and design students.

Feedback on Admin Council campus communications (McRae Yates)

Velda reported that she received feedback from her HR Advisory Group that information from Admin Council is not necessarily being communicated to other areas of the college. Please make sure to forward relevant information to your staff, especially those items listed under the *To Do/Communicate* section of the agenda. We all must do a better job communicating with our colleagues and staff. We will begin to note in the agenda any documents or topics that need to be communicated.

Update on strategic planning (Nelson)

The Strategic Planning Steering Committee has met three times and are coordinating with facilitators Lisa Mont and Chris Chopyak of Artistic Logistics. They will be on campus December 13-15th for community forums and to interact with the campus, as well as for an extended meeting with

the Steering Committee. We know this is a busy time of year and appreciate your assistance in encouraging participation. There will be two appreciative inquiry community forums – one on Wednesday afternoon and one in the evening. They will also be meeting with the Board of Trustees at their annual retreat. This will not be the only time that the community will engage with them, and we have identified some key dates to make note of: January Opening Day on 1/16/2018, MassArt Day on 3/21/2018, soe possible days April and May (TBD, as well as Opening Day next fall semester 2018. You will soon see a communciation from the Steering Committee about the process, and then again as they start to gather input from the community before Thanksgiving. At the last meeting, the committee broke out into small working teams to create a postcard campaign as a way to gather initial input before the facilitators come to campus in December.

To Discuss

Smoking Policy (Costello) *(attachment)*

Admin Council was updated on the outcome of the Smoking Policy Working Group. Their recommendation is to move ahead as a non-smoking campus. Other state universities are either already smoke-free or are moving towards smoke-free campuses. Vaping is currently allowed on state propoerty so we are not addressing it at this time. The campus looked at becoming smoke-free approximately five years ago, and it was met with resistance, so if we move forward with this recommendation, we will need to ensure it is done with proper communciation, signage, education, and support. Communication strategies need to go beyond an email announcement. The working group will begin to draft a policy and implementation plan, and will meet with Ellen. They will also add a student representative to the group. There was also a recommendation to add an administrator who smokes to the group.

C3 Proposal (Schroeder) *(attachment)*

Maryellen presented a proposal to host a C3 careers conference on the afternoon of MassArt Day. From 2011-2013 Career Development and Alumni Relations hosted a career conference in June. The conference was put on hold due to the transition of staff in Alumni Relations and production costs. The student and alumni voice is very clear that they want career oriented education integrated into the curriculum and from supporting events. There is also broader interest external to MassArt, including groups like the Barr Foundation and Mass Cultural Council. Admin Council discussed the challenges of hosting a full-fledged conference during the afternoon of MassArt Day. It was suggest that there be workshops this spring with plans to work on a bigger event for next year. This would enable the opportunity to involve a nationally known keynote speaker and sponsorship, while gettting our students and faculty used to the idea of professional development opportunities on this day when there are no classes. It also allows time for some departments to really think about content and integrate possible supporting topics into their curriculum. In addition, it has not been budgeted this year and by postpoing a larger event, we are able to plan for the appropriate resources. It was decided to move this topic to Cabinet, who will appoint the appropariate administrators to serve on the working group. It was suggested that 2-4 work study students be hired to dedicate their time to this event.

To Do/Communicate

Hiring Process (McRae Yates) (*attachment*)

Admin Council reviewed the hiring process chart presented by Velda. The goal is to have an accompanying visual to ensure all of the steps of the search process are completed. The chart will be rolled out in conjunction with workshops on strategic hiring to ensure search participants know what their responsibilities are and are better prepared for the search process. The document will be posted on HR's wiki site. The group discussed different aspects of the search process, such as how search chairs are chosen, what happens when a position is put on hold, recruitment, and new employee mentorship.

Bias Response on MassArt.edu (Sherrod Evans)

[Bias response](#) information can now be found on MassArt's main website. Please communicate this to your staff, students, and colleagues. This important mechanism provides a record of documentation and allows us to collect the data and analyze internal trends. Reporting can be anonymous, in which case it simply becomes a data point. If someone is resistant to reporting an incident, a faculty or staff member could file on the behalf of the victim to ensure that there is a record of the incident and the data is collected. Questions can be directed to Mercedes, Jamie, or Velda, who all serve on the Bias Response Team. It was noted that there is also a reporting mechanism for sexual harassment and sexual assault online, and that neither bias nor sexual assault/harassment are acceptable at MassArt.

Smoking on Campus Working Group Recommendations (Draft)

October 18, 2017

Smoking

The working group met on Wednesday, October 18, 2017. The consensus of the group is that we should enforce the existing state and campus policies. According to Massachusetts General Law (MGL 270 sec 22 - Smoking in Public Places), smoking in public places. All other state universities are smoke free or will be smoke free as of 2018. I reviewed the policies again and there is conflicting information.

The Employee policy states “Smoking is prohibited in all facilities and areas of the entire workplace with no exceptions. Smoking is not permitted anywhere at Massachusetts College of Art and Design, including all common work areas, elevators, hallways, company vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms, and all other enclosed or outdoor areas in the workplace.”

The student policy (<https://massart.edu/sites/default/files/StudentHandbook2017.pdf>) states that *“Smoking is prohibited in all Massachusetts College of Art and Design buildings including the Residence Halls. Smoking is permitted on college property in designated outdoor areas, where there are adequate fireproof containers available for the disposal of smoking products.”*

The difference in the policy is that students are allowed to smoke in designated areas on campus. MGL 270 states that you are not allowed to smoke on state property. Based on state law and our conversation we have decided that we should move ahead as a non-smoking campus.

Vaping

Currently vaping is allowed on state property. At this time MassArt will not limit vaping on campus.

Communication to the Community

- The college will begin to enforce the no smoking on campus policy as of January 1, 2018. We will create a document similar to [this](#) from Framingham State University that states the reasons why and how will support people.
- It is everyone's responsibility to enforce the no smoking on campus. To that end we will give talking points to the community. It is not possible to expect Campus Safety to be the only enforcers.
- Signs will be created and posted prominently indicating both no smoking on campus and no smoking within 25 feet.

Smoking Cessation

The Counseling and Wellness Office will offer a variety of programs related to smoking cessation. Counseling will work with Optum Health (students) and All One Health (employees). In addition, we will have Smoke Out days during the spring semester. PULSE Advocates will table during the first few weeks of the semester.

Next Steps

Bring to Administrative Council, the Student Affairs Governance Committee and SGA

Part IV CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES

Title I CRIMES AND PUNISHMENTS

Chapter 270 CRIMES AGAINST PUBLIC HEALTH

Section 22 SMOKING IN PUBLIC PLACES

Section 22. (a) As used in this section, the following words shall have the following meanings, unless the context requires otherwise:

"Business agent", an individual who has been designated by the owner or operator of any establishment to be the manager or otherwise in charge of the establishment.

"Compensation", money, gratuity, privilege, or benefit received from an employer in return for work performed or services rendered.

"Customer service area", an area of the workplace that a business invitee may access.

"Employee", an individual or person who performs a service for compensation for an employer at the employer's workplace, including a contract employee, temporary employee, and independent contractor who performs a service in the employer's workplace for more than a *de minimis* amount of time.

"Employer", an individual, person, partnership, association, corporation, trust, organization, school, college, university or other educational institution or other legal entity, whether public, quasi-public, private, or non-profit which uses the services of 1 or more employees at 1 or more workplaces, at any 1 time, including the commonwealth or its agencies, authorities or political subdivisions.

"Enclosed", a space bounded by walls, with or without windows or fenestrations, continuous from floor to ceiling and enclosed by 1 or more doors, including but not limited to an office, function room or hallway.

"Lodging home", a dwelling or part thereof which contains 1 or more rooming units in which space is let or sublet for compensation by the owner or operator to 4 or more persons. The residential portion of boarding houses, rooming houses, dormitories, and other similar dwelling places are included in this definition. Hospitals, sanitariums, jails, houses of correction, homeless shelters, and assisted living homes are not included in this definition.

"Membership association", a not-for-profit entity that has been established and operates, for a charitable, philanthropic, civic, social, benevolent, educational, religious, athletic, recreation or similar purpose, and is comprised of members who collectively belong to:

(i) a society, organization or association of a fraternal nature that operates under the lodge system, and having 1 or more affiliated chapters or branches incorporated in any state; or

(ii) a corporation organized under chapter 180; or

(iii) an established religious place of worship or instruction in the commonwealth whose real or personal property is exempt from taxation; or

(iv) a veterans' organization incorporated or chartered by the Congress of the United States, or otherwise, having 1 or more affiliated chapters or branches incorporated in any state.

Except for a religious place of worship or instruction, an entity shall not be a membership association for the purposes of this definition, unless individual membership is required for all members of the association for a period of not less than 90 days.

"Outdoor space", an outdoor area, open to the air at all times and cannot be enclosed by a wall or side covering.

"Public building", a building owned by the commonwealth or any political subdivision thereof, or in an enclosed indoor space occupied by a state agency or department of the commonwealth which is located in a building not owned by the commonwealth.

"Public transportation conveyance", a vehicle or vessel used in mass public transportation or in the transportation of the public, including a train, passenger bus, school bus or other vehicle used to transport pupils, taxi, passenger ferry boat, water shuttle or other equipment used in public transportation owned by, or operated under the authority of the Massachusetts Bay Transportation Authority, the Woods Hole, Martha's Vineyard & Nantucket Steamship Authority, Massachusetts Port Authority; state transportation department; or a vehicle or vessel open to the public that is owned by, or operated under the authority of a business, including tour vehicles or vessels, enclosed ski lifts or trams, passenger buses or vans regularly used to transport customers.

Notwithstanding the foregoing, a private vehicle or vessel not open to the public or not used for the transportation of the public during the times of use, including a private passenger vehicle, a private charter or rental of a limousine, bus or van or the private rental of a boat or other vessel, shall not be considered a public transportation conveyance.

"Residence", the part of a structure used as a dwelling including without limitation: a private home, townhouse, condominium, apartment, mobile home; vacation home, cabin or cottage; a residential unit in a governmental public housing facility; and the residential portions of a school, college or university dormitory or facility. A residential unit provided by an employer to an employee at a place of employment shall be considered to be a residence; if the unit is an

enclosed indoor space used exclusively as a residence, and other employees, excluding family members of the employee, or the public has no right of access to the residence. For the purposes of this definition, a hotel, motel, inn, lodge, bed and breakfast or other similar public accommodation, hospital, nursing home or assisted living facility shall not be considered a residence.

"Retail tobacco store", an establishment which is not required to possess a retail food permit whose primary purpose is to sell or offer for sale to consumers, but not for resale, tobacco products and paraphernalia, in which the sale of other products is merely incidental, and in which the entry of persons under the age of 18 is prohibited at all times, and maintains a valid permit for the retail sale of tobacco products as required to be issued by the appropriate authority in the city or town where the establishment is located.

"Smoking" or "smoke", the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled.

"Smoking bar", an establishment that occupies exclusively an enclosed indoor space and that primarily is engaged in the retail sale of tobacco products for consumption by customers on the premises; derives revenue from the sale of food, alcohol or other beverages that is incidental to the sale of the tobacco products; prohibits entry to a person under the age of 18 years of age during the time when the establishment is open for business; prohibits any food or beverage not sold directly by the business to be consumed on the premises; maintains a valid permit for the retail sale of tobacco products as required to be issued by the appropriate authority in the city or town where the establishment is located; and, maintains a valid permit to operate a smoking bar issued by the department of revenue.

"Workplace", an indoor area, structure or facility or a portion thereof, at which 1 or more employees perform a service for compensation for the employer, other enclosed spaces rented to or otherwise used by the public; and where the employer has the right or authority to exercise control over the space.

"Work space or work spaces", an enclosed area occupied by an employee during the course of his employment.

(b)(1) It shall be the responsibility of the employer to provide a smoke free environment for all employees working in an enclosed workplace.

(2) Smoking shall be prohibited in workplaces, work spaces, common work areas, classrooms, conference and meeting rooms, offices, elevators, hallways, medical facilities, cafeterias, employee lounges, staircases, restrooms, restaurants, cafes, coffee shops, food courts or concessions, supermarkets or retail food outlets, bars, taverns, or in a place where food or drink is

sold to the public and consumed on the premise as part of a business required to collect state meals tax on the purchase; or in a train, airplane, theatre, concert hall, exhibition hall, convention center, auditorium, arena, or stadium open to the public; or in a school, college, university, museum, library, health care facility as defined in section 9C of chapter 112, group child care center, school age child care center, family child care center, school age day or overnight camp building, or on premises where activities are licensed under section 38 of chapter 10 or in or upon any public transportation conveyance or in any airport, train station, bus station, transportation passenger terminal, or enclosed outdoor platform.

(3) A person shall not smoke in the state house or in a public building or in a vehicle or vessel, owned, leased, or otherwise operated by the commonwealth or a political subdivision thereof, or in a space occupied by a state agency or department of the commonwealth which is located in another building, including a private office in a building or space mentioned in this sentence, or at an open meeting of a governmental body as defined in section 11A of chapter 30A, section 23A of chapter 39 and section 9F of chapter 34, or in a courtroom or courthouse. This subsection shall not apply to a resident or patient of a state hospital, the Soldiers' Home in Massachusetts located in the city of Chelsea or the Soldiers' Home in Holyoke.

(c) Notwithstanding subsection (b), smoking may be permitted in the following places and circumstances:

(1) Private residences; except during such time when the residence is utilized as part of a business as a group childcare center, school age child care center, school age day or overnight camp, or a facility licensed by the department of early education and care or as a health care related office or facility;

(2)(i) premises occupied by a membership association, if the premises is owned, or under a written lease for a term of not less than 90 consecutive days, by the association during the time of the permitted activity if the premises are not located in a public building; but no smoking shall be permitted in an enclosed indoor space of a membership association during the time the space is:

(A) open to the public; or

(B) occupied by a non-member who is not an invited guest of a member or an employee of the association; or

(C) rented from the association for a fee or other agreement that compensates the association for the use of such space.

(ii) Smoking may be permitted in an enclosed indoor space of a membership association at all times, if the space is restricted by the association to admittance only of its members, the invited guest of a member, and the employees of the membership association. A person who is a contract employee, temporary employee, or independent contractor shall not be considered an employee

of a membership association under this subsection. A person who is a member of an affiliated chapter or branch of a membership association that is fraternal in nature operating under the lodge system, and is visiting the affiliated association, shall be an invited guest for the purposes of this subsection.

(3) A guest room in a hotel, motel, inn, bed and breakfast or lodging home that is designed and normally used for sleeping and living purposes, that is rented to a guest and designated as a smoking room pursuant to paragraph (1) of subsection (g).

(4) A retail tobacco store, if the store maintains a valid permit for the sale of tobacco products issued by the appropriate authority in the city or town in which the retail tobacco store is located. All required permits shall be displayed in a conspicuous manner, visible at all times to patrons of the establishment.

(5) A smoking bar, if the smoking bar maintains a valid permit pursuant to this section. All required permits shall be displayed in a conspicuous manner, visible at all times to patrons of the establishment.

(6) By a theatrical performer upon a stage or in the course of a professional film production, if the smoking is part of a theatrical production, and if permission has been obtained from the appropriate local authority;

(7) By a person, organization or other entity that conducts medical or scientific research on tobacco products, if the research is conducted in an enclosed space not open to the public, in a laboratory facility at an accredited college or university, or in a professional testing laboratory as defined by regulation of the department of public health;

(8) Religious ceremonies where smoking is part of the ritual; and

(9) A tobacco farmer, leaf dealer, manufacturer, importer, exporter, or wholesale distributor of tobacco products, may permit smoking in the workplace for the sole purpose of testing said tobacco for quality assurance purposes; if the smoking is necessary to conduct the test.

[There is no subsection (d).]

(e) If the outdoor space has a structure capable of being enclosed by walls or covers, regardless of the materials or the removable nature of the walls or covers, the space will be considered enclosed, when the walls or covers are in place. All outdoor spaces shall be physically separated from an enclosed work space. If doors, windows, sliding or folding windows or doors or other fenestrations form any part of the border to the outdoor space, the openings shall be closed to prevent the migration of smoke into the enclosed work space. If the windows, sliding or folding windows or doors or other fenestrations are opened or otherwise do not prevent the migration of smoke into the work space, the outdoor space shall be considered an extension of the enclosed work space and subject to this section.

- (f)(1) A nursing home, licensed pursuant to section 71 of chapter 111 and any acute care substance abuse treatment center under the jurisdiction of the commonwealth, may apply to the local board of health having jurisdiction over the facility for designation of part of the facility as a residence.
- (2) All applications shall designate the residential area of the facility. The residential area shall not contain an employee workspace, such as offices, restrooms or other areas used primarily by employees.
- (3) The entire facility may not be designated as a residence.
- (4) The designated residential area must be for the sole use of permanent residents of the facility. No temporary or short-term resident may reside in the residential portion of the facility.
- (5) All areas in the designated residential area in which smoking is allowed shall be conspicuously designated as smoking areas and be adequately ventilated to prevent the migration of smoke to nonsmoking areas.
- (6) The facility shall provide suitable documentation, acceptable to the local board of health, that the facility is the permanent domicile of the residents residing in that portion of the facility, that information on the hazards of smoking and second hand smoke have been provided to all residences and that smoking cessation aids are available to all residents who use tobacco products.
- (7) The designated residential area shall be in conformance with the smoking restriction requirements of section 72X of chapter 111 and 105 CMR 150.015 (D)(11)(b). All residential areas shall be clearly designated as such and shall not be altered or otherwise changed without the express approval of the local board of health.
- (8) All areas of a nursing home not designated as a residence shall comply with this section.
- (9) The nursing home shall make reasonable accommodations for an employee, resident or visitor who does not wish to be exposed to tobacco smoke.
- (10) Upon compliance with this section, submission of the required documentation and satisfactory inspection, the local board of health shall certify the designated portion of the facility as a residence. The certification shall be valid for 1 year from the date of issuance. No fewer than 30 days before the expiration of the certification, the facility may apply for re-certification. If the local board of health does not renew the certification before its expiration or provide notice that it has found sufficient cause to not recertify the residence portion of the nursing home as such, the certification shall be considered to continue until the time as the local board of health notifies the nursing home of its certification status.

(g)(1) A designated smoking room in a hotel, motel, inn, bed and breakfast and lodging home shall be clearly marked as a designated smoking room on the exterior of all entrances from a public hallway and public spaces; and in the interior of the room. Instead of marking each room, an establishment may designate an entire floor of residential rooms as smoking. The floor shall be conspicuously designated as smoking at each entranceway on to the floor. Smoking shall not be allowed in the common areas of the floor, such as halls, vending areas, ice machine locations and exercise areas and shall comply with paragraph (4).

(2) A retail tobacco store that permits smoking on the premises shall, pursuant to paragraph (4), post in a clear and conspicuous manner, a sign at each entrance warning persons entering the establishment that smoking may be present on the premises; of the health risks associated from second hand smoke; and, that persons under the age of 18 years of age may not enter the premises.

(3) A smoking bar shall, pursuant to paragraph (4), post in a clear and conspicuous manner signs at all entrances which warn persons entering the establishment that smoking may be present on the premises; and, of the health risks associated from second hand smoke; and, that persons under the age of 18 years of age may not enter the premises.

(4) Every area in which smoking is prohibited by law shall have "no smoking" signs conspicuously posted so that the signs are clearly visible to all employees, customers, or visitors while in the workplace.

(5) Additional signs may be posted in public areas such as, the following areas: lobbies; hallways; cafeterias; kitchens; locker rooms; customer service areas; offices where the public is invited; conference rooms; lounges; waiting areas; and elevators.

(6) Approved signs and templates for signage design may be obtained from the department of public health or the local boards of health.

(7) It shall be the responsibility of the establishment to ensure that the appropriate signage is displayed and that an individual or group renting the space enforces the prohibition against smoking.

(h)(a)(1) A smoking bar operating in the commonwealth shall obtain a smoking bar permit from the department of revenue. A permit issued by the department shall be valid for a period of 2 years from date of issuance unless suspended or revoked. A valid permit that is not suspended at the time of its expiration may be renewed for consecutive 2-year periods.

(2) A non-refundable fee may be required with each permit and renewal application. Each permit issued by the department shall be non-transferable, for a specific location and business; and, only 1 permit may be issued to a business for a specific location during any permit period.

(3) The department shall not issue or renew a smoking bar permit to any business that has not filed all tax returns and paid all taxes due the commonwealth; or is delinquent in filing all declaration statements in connection with the smoking bar permit as required by the department.

(4) The department shall notify the local board of health or municipal health department in the city or town where the establishment is located of any permits issued, renewed, suspended, revoked or reinstated to a business.

(b) A smoking bar shall demonstrate on a quarterly basis that revenue generated from the sale of tobacco products are equal to or greater than 51 per cent of the total combined revenue generated by the sale of tobacco products, food and beverages. The department shall require each business that has been issued a smoking bar permit to submit a quarterly declaration for each 3 month period that the business is in operation; notwithstanding, the first declaration may include a period of not to exceed 4 months. A declaration submitted to the department in connection with a smoking bar permit shall be signed by the owner or business agent under the pains and penalties of perjury. A declaration received by the department shall be confidential and the financial information contained therein shall not be disclosed to the public or any other state governmental agency or department except the attorney general. In the event a business has not filed a required declaration statement, the department shall give written notice to the business that the statement is delinquent and, shall suspend the permit of a business that does not submit the required report after 21 days of the date of notice; but the department shall reinstate the suspended permit within 5 days after receiving the delinquent report.

(c) The department of revenue shall promulgate regulations to implement this section.

(i) Companies which sell ownership rights to owners of time share properties shall distinguish between smoking and non-smoking time share properties. Companies shall disclose to potential buyers whether the unit they are purchasing is a smoking or non-smoking property and post signs accordingly.

(j) Nothing in this section shall permit smoking in an area in which smoking is or may hereafter be prohibited by law including, without limitation: any other law or ordinance or by-law or any fire, health or safety regulation. Nothing in this section shall preempt further limitation of smoking by the commonwealth or any department, agency or political subdivision of the commonwealth.

(k) An individual, person, entity or organization subject to the smoking prohibitions of this section shall not discriminate or retaliate in any manner against a person for making a complaint of a violation of this section or furnishing information concerning a violation, to a person, entity or organization or to an enforcement authority. Notwithstanding the foregoing, a person making a

complaint or furnishing information during any period of work or time of employment, shall do so only at a time that will not pose an increased threat of harm to the safety of other persons in or about such place of work or to the public.

(l) An owner, manager or other person in control of a building, vehicle or vessel who violates this section, in a manner other than by smoking in a place where smoking is prohibited, shall be punished by a fine of \$100 for the first violation; \$200 for a second violation occurring within 2 years of the date of the first offense; and \$300 for a third or subsequent violation within 2 years of the second violation. Each calendar day on which a violation occurs shall be considered a separate offense. If an owner, manager or other person in control of a building, vehicle or vessel violates this section repeatedly, demonstrating egregious noncompliance as defined by regulation of the department of public health, the local board of health may revoke or suspend the license to operate and shall send notice of the revocation or suspension to the department of public health. The department of public health shall promulgate regulations to implement this section including, but not limited to notice, collection, and reporting of the fines or license action, and defining uniform standards that warrant license suspension or revocation.

(m)(1) The local board of health, the department of public health, the local inspection department or the equivalent, a municipal government or its agent, and the alcoholic beverages control commission shall enforce this section. In addition, in the city of Boston, the commissioner of health and his authorized agents shall enforce this section.

(2) An individual or person who violates this section by smoking in a place where smoking is prohibited shall be subject to a civil penalty of \$100 for each violation. As an alternative to criminal prosecution, a violation of subsection (l) may also be considered a civil violation. Each enforcing agency under paragraph (1) shall dispose of a civil violation of this section by the non-criminal method of disposition procedures contained in section 21D of chapter 40, without an enabling ordinance or by-law, or by the equivalent of these procedures by a state agency under regulations of the department of public health. The disposition of fines assessed under this section shall be subject to section 188 of chapter 111. Fines assessed by the commonwealth or its agents shall be subject to section 2 of chapter 29. In a city or town having an ordinance or by-law that imposes a fine greater than the fine imposed by this section, the ordinance or by-law shall prevail over this section.

(3) Any person may register a complaint to initiate an investigation and enforcement with the local board of health, the department of public health, or the local inspection department or the equivalent.

(4) The supreme judicial court or the superior court shall issue appropriate orders to enforce this section and any regulation under it, at the request of any agency mentioned in paragraph (1).

(5) A fine or fee collected by the commonwealth under this section shall be used for the enforcement or for educational programs on the harmful effects of tobacco.

(n) Each local board of health, each local inspection department or its equivalent, and the alcoholic beverages control commission shall report annually to the commissioner of public health, beginning January 1, 2006: the number of citations issued; the workplaces which have been issued citations and the number of citations issued to each workplace; the amount that each workplace has been fined; and the total amount collected in fines. The department of public health shall file a copy of the report with the clerks of the house of representatives and the senate.

(o) The department of public health may issue regulations to implement this section.

Proposal: MassArt Day (March 21, 2018)

To provide an opportunity to bring the MassArt community (faculty, staff, students, alumni, friends of the college) together for a day (or afternoon) focused on professional/business topics and connections to: practical and useful information for artists and designers, an opportunity for academic departments to reconnect and engage with their graduates, discover new guest speakers for the classroom/studio.

Break-out sessions (conference style) could include:

- Getting started as a studio artist after graduation
- Panel discussion: Artist Residencies
- The Value of an MFA
- Working as a freelancer
- Business basics for artists/designers (marketing, fundraising, accounting, copyrights etc.)
- Industry/company/studio experience shared by alumni and new faculty
- Personal branding
- How to Price Your Work
- Social Media and Your Career
- Artists and the Creative Economy
- Other topics as determined by the interest of the (Fall 2017) working group for the event

Participants

Ø **Students** (offering suggestions for topics of interest; introducing speakers)

Ø **Faculty** (identifying alumni as presenters; suggesting panelists/presenters from their field; introducing alumni at the start of a session; introducing alumni to current students; connecting students & alumni from their department at lunch; attending presentations; hosting an alumni panel discussions)

Ø **Alumni** (as presenters and participants)

Ø **Staff** (as workshop organizers/presenters and participants)

Ø **Internal and External art/design related organizations and friends of the college in business** (ex: Society of Arts & Crafts; DeCordova Corporate Art Loan Program; Corporate Advisory Council (CAC) etc.)

Challenges

- Too ambitious for day that starts with strategic planning? Re: Meeting fatigue?
- Will people be exhausted after the morning of strategic planning?
- Budget? For speaker stipends, lunch, tech services and graphic designer, key note speaker
- Forming an invested working group that includes: Faculty, staff, students, alumni to start the planning/outreach this semester (Fall 2017)?

- Can the faculty move their meeting to the morning?
- Buy-in of attendees **before the event**. This would require advanced marketing on campus/faculty support
- Creating marketing materials
- Can we find/afford a notable key note speaker to kick off the event/inspire people?

Benefits

- A community event to share practical information and connections for all attendees.

MassArt Recruitment Hiring Process Steps

