

MassArt Administrative Council
October 4, 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, Lyssa Palu-ay, Paul Paturzo, Bob Perry, Ernie Plowman, Jonathan Rand, Kate Russell, Susana Segat, Dan Serig, Betsy Smith, Anne Marie Stein, Chris Wright

Members not in attendance: Ceci Mendez-Ortiz, Elizabeth Smith-Freedman, Kurt Steinberg

Information Sharing

- The fall semester's Adderley lecture will be held on next Thursday, Oct 12th. There will be a presentation by Boston Latin High School graduates Kylie Webster-Cazeau and Meggie Noel who began the #BalckAtBlS campaign. The presentation will be followed by a panel discussion. (*attachment*) (Sherrod Evans)

To Report/Review

Meeting Protocols (Segat)

- Reviewed the agenda for the meeting and discussed the procedure for submitting Admin Council agenda items. The agenda will be posted ahead of time in the *Description* box in the calendar appointment. Please get into the habit of checking the calendar, and review the agenda and any attachments before the meeting. (*attachment*)
- Discussed the flow of meetings and how Wednesdays mornings will follow the following pattern:
 - 1st Wed = Admin Council
 - 2nd Wed = Cabinet
 - 3rd Wed = Admin Council Working Groups → "open Wednesday"
 - 4th Wed = Cabinet
- The small working groups that meet during the "open Wednesday" will be determined by what is being discussed at Admin Council and Cabinet. They will be scheduled by the President's Office and we ask that you keep them unscheduled until we have released the time. We will let you know if you will be a part of an upcoming working group. The working groups that will be meeting during this time will be posted to the calendar. Will be using this month's open Wednesday to discuss public space and ADA facilities accommodations. Last month we used it for a discussion about the budget. This flow is a work in progress and we ask for your patience until we find the correct rhythm.
- After meeting minutes have been approved, they will be posted to the [wiki site](#).

Meeting Ettiquette and Values (Segat)

- Discussed meeting ettiquette for Admin Council and developed meeting agreements. The Cabinet held the same the exercise and developed their own agreements (below). We will

check in periodically to ensure that these agreements are working for the group. We ask that they are not only practiced in Admin Council, but also at your meetings across campus, including departmental meeting.

Cabinet Meeting Agreements

- Be candid
- Challenge assumptions
- Be respectful
- Assume best intentions
- Stay on time & topic
- Not a quick “no”
- That integrity thing
- Phones off

Admin Council Agreements

- Inquire to understand
- Swim above the reeds
- Actively listen
- Don't kill the messenger
- What has become clearer to us since we last met
- Come prepared
- Allow being challenged
- Don't forget the students
- Don't forget the whole college
- civility/ “ouch” factor
- Value the expertise of others
- Practice clarity, brevity when needed and time to think through when needed
- Be clear at why putting items on agenda
- Reading, writing, talking options
- Let enjoyment of work shine through
- Assume the best of one another
- Be mindful of “nerve endings”
- Talk with each other, not at each other

To Discuss

- Smoking on Campus (Keefe)

With construction coming to completion and the removal of the former designated smoking area, we have an opportunity to revisit the college's smoking policy. Many other institutions are clarifying their policies and we should do the same. The group discussed what the best process is for this topic, as well as many other factors that should be considered when reviewing the policy and determining any revisions. Considerations included vaping, the fact that there are at least two people on campus allergic to smoke, that it is against the law to smoke on state property (what is the definition/are the boundaries of state property), what does enforcement look like, and what input does legal counsel have. Members asked

that if a new smoke-free policy is being considered, we be mindful that smoking is an addicton, and allow for acclimation to a new policy by implementing it in stages and working with Optum Health. Signage is also especially important because it is not necessarily MassArt community members who are smoking on campus property. *(attachment)*. Admin Council decided that a working group should be meet to make recommendations. Members should cover the following areas: statutory, enforcement, accommodation, health and wellness, facilities, student body. The following Admin Council members volunteered to be on the working group: Howie, Bob, Betsy, Jamie, Velda, and Maureen will ask Chief Farley. The group will meet first and then engage the student body. Members were reminded to call Public Safety if they see someone smoking where they should not be.

- Holiday Closing (McRae Yates)

Admin Council reviewed a draft communication about the upcoming holidays and college hours *(attachment)*. They made a few recommendations including adding a sentence that requested time off is subject to supervisor approval. Each division will decide what their needs are to achieve minimal staffing and report back to Velda.

To Do/Communicate

- Current alcohol policy, licensing, and process for events (Perry)

It has come to our attention that the city licensing board is interpreting the law differently than in the past and it has become more difficult to obtain an event alcohol license. In order to be approved for a license, events may not be open to the public (invitation only), a list of attendees must be provided to the city, and a list of attendees must be available at the event. This decision is not only effecting MassArt, but other institutions and private catering as well, and will result in it taking a little longer to pull a license. Admin Council reviewed a draft communication to go out to the community notifying them of these changes. Please direct any questions to Bob. *(attachment)*

- Update on IT information security (O'Connor)

Patrick gave a presentation on information technology security. *(attachment)*

- Update on MassArt wiki (O'Connor)

We are in the process of developing a governance strategy about what content is housed on wiki.massart.edu and what content is located on massart.edu. Currently, the content on the wiki site is ungoverned and user curated. The current internal audience for wiki is faculty and staff, whereas student content is primarily on massart.edu. Admin Council provided feedback on potential changes to the wiki site to make it easier to navigate and find information. There is an evolving discussion regarding the wiki audience, its development and its future. Please contact Patrick with any questions.

- HR Newsletter (McRae Yates)

Please complete the *Name that Newsletter* survey by next Tuesday and encourage your colleagues to do the same.

- Anti-Racism Learning Community Project (Keefe)
Admin Council was reminded about the Anti-Racism Learning Community project and encouraged to participate. We have the definition now for peer learners and mentors to encourage recruitment.

Action Items from Meeting

- Recommendation (one page) from Smoking Working Group

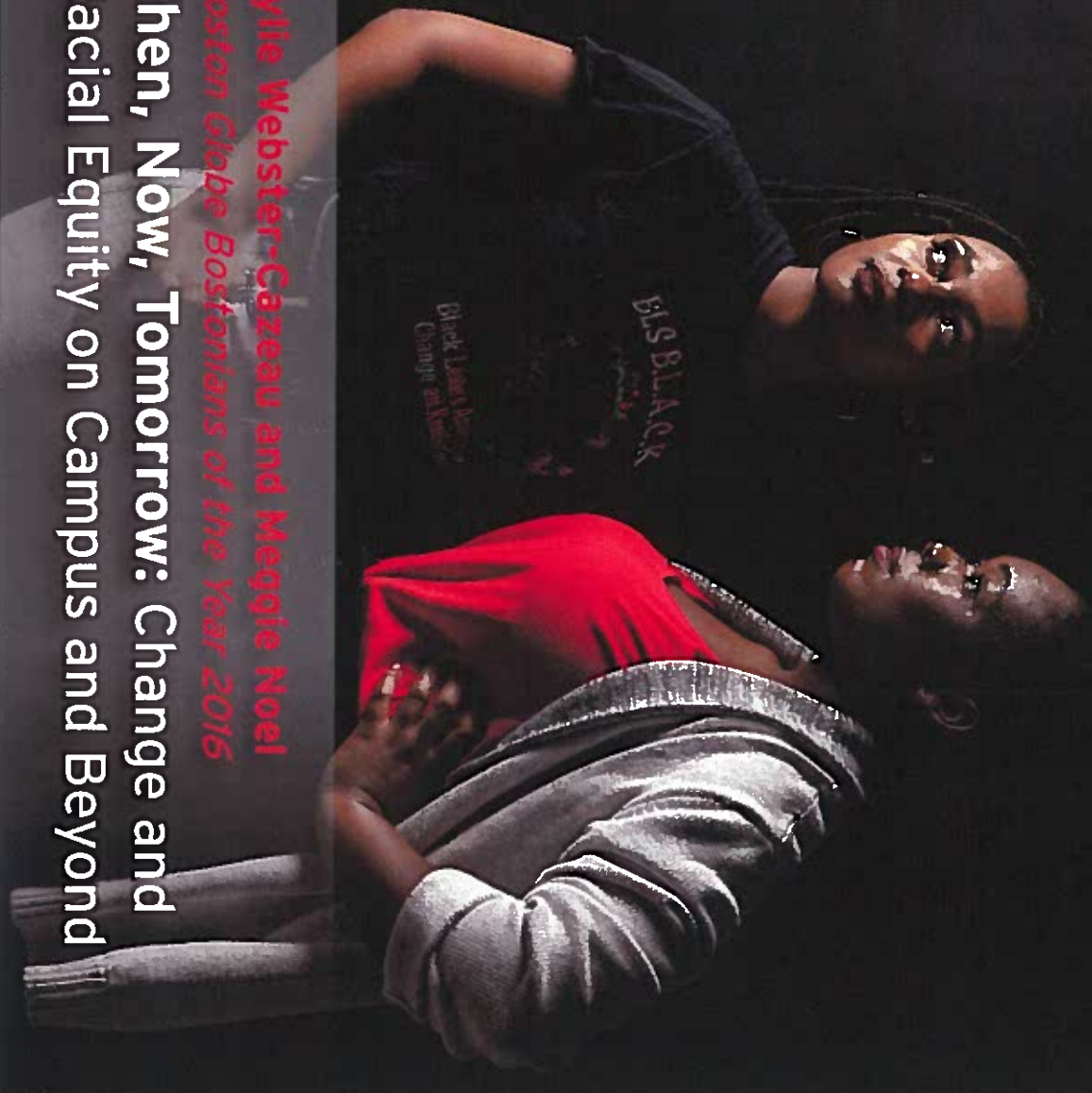
Announcements from Meeting

- Adderley lecture: October 12th
- Stankiewicz lecture: October 5th
- MassArt Professional Institute

Tyrone Maurice Adderley

LECTURE SERIES

This lecture series, established in 1995, was named in memory of Tyrone Maurice Adderley, a talented and popular painting student. The series brings artists, writers, scholars, and social justice activists from underrepresented groups to share their work and wisdom with MassArt and the community.



Kylie Webster-Cazeau and Meggie Noel
Boston Globe Bostonians of the Year 2016
Then, Now, Tomorrow: Change and Racial Equity on Campus and Beyond

MASSART MASSACHUSETTS COLLEGE
OF ART AND DESIGN

Thursday, October 12, 2017

5:15pm Reception

6:00pm Lecture

Tower Auditorium, MassArt

Please join us for a presentation by Kylie Webster-Cazeau and Meggie Noel, *Boston Globe Bostonians of the Year 2016* and Boston Latin High School graduates who began the #BlackAtBIs campaign. The presentation will be followed by a cross-generational panel discussion with members of the MassArt community. Panelists will engage one another and audience members about their experience with activism on campus and beyond.

Free and open to the public.

Sponsored by the Office of Equity, Diversity and Inclusion; Center for Art and Community Partnerships (CACPP); Black Artists Union; and Artists of Color Union

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edi@massart.edu

Some Notes on Meeting Agendas

As we're implementing our new Administrative Council and Cabinet, I want to describe some elements of our meeting agendas that I hope will clarify our approach and some desired outcomes.

Regarding outcomes, we want a process that: (1) keeps us focused on priorities while accommodating the need to address day-to-day operations, (2) allows for the kind of discussion and deliberation that contributes to decision-making processes consistent with our values; (3) improves communication and productivity, and (4) contributes to the kind of quality workplace we all value.

You will see some common features of AC and Cabinet meetings. Each will use a rubric with headings like "To Report/Review," "To Discuss," "To Decide," "To Do/Communicate." We can organize these elements from meeting to meeting as necessary. Brief explanations of these categories are below.

Note the overall flow of meetings. Each month begins with an Administrative Council meeting (AC), followed the next week by a Cabinet meeting (CAB I), followed by an open week (time to be used as needed for agenda items), followed by another Cabinet meeting (CAB II), and then the next AC meeting as the cycle begins again.

We expect agenda items to flow through these meetings as needed. An agenda item can be proposed by anyone in AC or CAB, or an item might come to us from a committee (like AUC) or from a campus leader (like a union chapter president).

An agenda will be prepared for each meeting. Proposed items should be proposed by ?? the week prior to a meeting. Also, we want everyone to provide written updates on any items you think helpful by Noon Monday before each Wednesday meeting. While we'll have some time, especially in CAB II for verbal updates, we want to manage of much of this in written form as possible in order to facilitate time for discussion of agenda items that need deliberation.

"To Report/Review" agenda items will include any highlight updates, especially for items that are part of our annual priorities (and in the future, strategic plan priorities) or for past agenda items that may need brief review (e.g., a review of Opening Day, or review of a campus event). Items may be FYI, debrief, or points for celebration.

"To Discuss" agenda items include topics the AC and/or Cabinet need to deliberate together, for sense making and consensus building.

"To Decide" agenda items are items that have been sufficiently discussed in prior meetings to now be at the point of decision. (Pressing items that require extensive

discussion and quick decision in the same meeting should be the exception rather than the rule.)

“To Do” items are action items that need to be completed within the upcoming two weeks (unless another time frame is specified). **“To Communicate”** items are items that each AC and/or Cabinet member are responsible for communicating to their divisions. These items may be established in advance or may be agreed upon during the meeting. The “to do” and “to communicate” items should help ensure we are all on the same page, have clear expectations, and are prepared to share our decisions with the people we serve while we all work together make progress on our strategic priorities.

Smoking/Tobacco Policy - MA State Colleges and COF

Mass State Colleges

College Campus	Policy?	Link
Bridgewater State University	Y, Tobacco-Free Policy	http://catalog.bridgew.edu/content.php?catoid=7&navoid=517#Tobacco-Free_Policy
Fitchburg State University	Y, Smoke Free Campus	Page 50 of the Student Handbook
Framingham State University	Y, Tobacco-Free Policy	https://www.framingham.edu/Assets/uploads/about-fsu/human-resources/_documents/tobacco-free-policy.pdf
MassArt	Y, Tobacco/Smoke Free	Student Handbook, page 62
MCLA - Mass College of Liberal Arts	Y, Smoke Free Workplace	http://www.mcla.edu/About_MCLA/admin/campus-connection/human-resources/smoking-policy/
Mass Maritime Academy	Y, Ban Smoking/Tobacco Use	https://www.maritime.edu/regimental-manual-appendix-p
Salem State University	Y, Tobacco Free	http://catalog.salemstate.edu/content.php?catoid=37&navoid=8072
Worcester State University	Y, Tobacco Free	Page 73 of the 2017-2018 Student Handbook
Westfield State University	Y, Tobacco Free	http://www.westfield.ma.edu/uploads/policies/2140_Smoke_Free_Tobacco_Free_Campus_(12-2014).pdf

COF Colleges

College Campus	Policy?	Link
Emmanuel College	Y, Smoke/Tobacco Free Policy	Smoke/Tobacco-Free Policy
MCPHS University	Y, Smoke/Tobacco Free Policy	Student Code of Conduct, page 114
Simmons College	Y, Tobacco/Smoke Free	http://www.simmons.edu/about-simmons/why-simmons/tobacco-free
Wentworth Institute of Technology	Y, Tobacco Free	https://wit.edu/student-life/community-standards/policies/smoking-and-tobacco
Wheelock College	Y, Smoke Free	https://www.wheelock.edu/student-life/student-handbook/institutional-policies/#smoke

MassArt's Observation of Upcoming Holidays

All Faculty and Staff,

MassArt will be observing four holidays in the upcoming months, Veterans Day (Saturday 11/11), Thanksgiving (Thursday 11/23), Christmas (12/25) and New Year's Day (1/1). The college will only be closed on Thursday November 23rd, Monday, December 25th, and Monday, January 1st. We will be open the rest of the time.

Veterans Day:

MassArt will be open on Friday, November 10th. The President has authorized minimal staffing for that day. AFSCME employees, other than Public Safety and Boiler Room staff, in accordance with their contract will observe Veterans Day on Friday November 10th. All overtime to be worked on Friday November 10th and Saturday November 11th must be approved by the Executive Vice President by Wednesday, November 8th. With supervisor approval, APA and Non-Unit employees may take Friday November 10th off using holiday pay. Those APA and Non-Unit employees that work on November 10th will receive a floating holiday worth 1/5th of their normal weekly schedule that may be used within 120 days. Supervisors are advised that offices must be open and can be staffed at minimal levels.

Thanksgiving:

MassArt will be closing closed Thursday, November 23rd, but will be open on Friday, November 24th. The President has authorized minimal staffing for Friday, November 24th. With supervisor approval, staff may take Friday November 24th off using vacation, personal time, or for AFSCME employees, compensatory time. APA and Non-Unit employees that worked on Friday, November 10th, and have not used their floating holiday may choose to request to use it to cover November 24th. Supervisors are advised that offices must be open and can be staffed at minimal levels.

The college will also be closing at noon of Wednesday, November 22nd. With supervisor approval staff may take Wednesday, November 22nd off using vacation, personal time or for AFSCME employees, compensatory time. Leave time only needs to be used for the hours from your normal start time until noon. For staff that work 9am-5pm, that means using 3 hours of leave time.

Christmas:

MassArt will be closed Monday, December 25th, but will be open the rest of the week. The President has authorized minimal staffing for Tuesday, December 26th through Friday, December 29th. With supervisor approval, staff may take off all or some of the days between December 26th and Friday December 29th using vacation, personal time, or for AFSCME employees, compensatory time. APA and Non-Unit employees that worked on Friday, November 10th, and have not used their floating holiday may choose to request to use it to cover any of the days between December 26th and December 29th. Supervisors are advised that offices must be open and can be staffed at minimal levels.

New Year's Day:

MassArt will be closed on Monday, January 1, 2018. The college will return to its normal working schedule as of Tuesday, January 2, 2018.

Any employees that wish to request off November 24th, December 26th, December 27th, December 28th and/or December 29th must complete a Leave Request Form and submit it to your supervisor for approval.

Please let me know if you have any questions.

MEMORANDUM

To: MassArt Community
From: Bob Perry
Subject: Alcohol at Campus Events
Date: December 5, 2017

This past spring there was a change in management at the Licensing Board for the City of Boston. This change signaled a reinterpretation of City licensing policies and, as some of you may know, a restriction being placed on the issuing of liquor licenses for events accessible to the greater community.

Simply put, the City of Boston is no longer issuing liquor licenses for events which are open to the public.

Chartwells is MassArt's contracted food service provider and per our Alcohol Policy, remains the sole provider of alcohol on campus. Both College and Chartwells legal counsel have determined the City's regulation is enforceable. I have met with Chartwells and reiterated the need to comply with City regulations. Please note that this restriction is applicable to all liquor licenses issued citywide; this is not due to any policy change at the college level, nor is it a Chartwells decision.

Moving forward, the invitation list for a particular event must be provided to Chartwells upon requesting alcohol service no less than 30 calendar days prior to the event. This list must include names and physical or email addresses of all those being invited to participate, regardless of if they plan to attend. Note that events which have an invite list but are also advertised publicly may not serve alcohol – this includes events which are promoted via Social Media and channels used by Marketing & Communications.

I understand that this may prove a challenge for some of your programs, and apologize for the inconvenience. I appreciate your understanding of the issue and urge you to contact me with any further questions.

<https://massart.edu/get-involved/student-organizations/anti-racism-learning-community-project>

VISION

Our vision is that the community of MassArt would have an awareness of race and racism in our society in order to transform how we teach, learn, and work with our students and each other.

GOALS

In order to transform our teaching, learning and community, MassArt faculty and staff will:

- Build community with one another across departments
- Be able to have a reflective analysis of their individual racial identities
- Gain a comprehension of race and racism in the United States of America
- Learn skills and behaviors that increase connection with others cross-racially
- Reflect on and evaluate this process and experiences so that MassArt can continue on its path to transforming how we teach, learn, and work with our students

OBJECTIVES

- Build a community of core faculty/staff mentors and peer learners with strong community building skills to skill share and prepare for experiential learning experiences with participants from across the MassArt community
- Form learning communities that will engage together in four experiences to build community, empathy, awareness, and skills related to race/racism
- Implement evaluation measures prior, during and post learning plan

GET INVOLVED

- [Learning Community Mentor](#) (open to Faculty, Staff, and Students) - 10 positions open
- [Peer Learner](#) (open to Faculty, Staff, and Students) - 20 positions open
- [Student Consultant](#) (open to Students) - TBD number of open positions

APPLY FOR A POSITION

Applications for the above positions close at 12:00am on October 20, 2017.

QUESTIONS? COMMENTS?

Please contact one of the Organizing Coordinators listed below:

- [Brenda Bailey](#), Assistant Director, Equity Diversity and Inclusion
- [Jamie Costello](#), Associate Vice President of Student Development and Dean of Students
- [Lyssa Palu-ay](#), Interim Provost/Senior Vice President of Academic Affairs
- [Maureen Keefe](#), Vice President of Student Development
- [Marika Preziuso](#), Associate Professor in Liberal Arts
- [Sharon Dunn](#), Visiting Lecturer, Low Residency MFA
- [Dana Moser](#), Professor, Studio for Interrelated Media
- [Jessica Ray-Mendoza](#), Psychotherapist/Racial and Social Justice Outreach Coordinator