

Myers School of Art  
Administrative Activities Review (AAR)  
7-24-2018

1. Basic Facts and Description of the Administrative Unit

- a. **Mission:** The administrative staff supports the mission of the Myers School of Art, the University, students and faculties in the undergraduate BFA and BA programs, as well as general education courses offered in Art History.

**Goals:** The staff supports short and long-term goals to serve students as they work towards their degrees, engage the community in the visual arts, raise visibility to the School of Art and ensure NASAD accreditation standards and guidelines are adhered to.

- b. **Services:** Undergraduate art students pursuing BFA in 7 programs and BA in 3 programs.

• **Critical partners.** NASAD accreditation, Arts Administration Graduate Program, Akron Public Schools, the Akron Art Museum.

• **Customers or end-users.** The Myers School of Art staff supports 325 undergraduate students, 17 TT faculty, 4 NTT faculty and approximately 25 part-time faculty each year. Current credit hours generated Fall semester 2018 are 9,086 undergraduate and 71 graduate.

• **Key performance analysis.** Help to support degrees granted, job placement rates, admission into graduate programs and graduates working as visual artists.  
*Graduation Rates:* 2014-87 degrees granted, 2015-81, 2016-33, 2017-55  
*Placement Rates:* 94% in graphic design and 78% School overall.

• **Brief assessment.** Vibrant Art School

Tech support is not ample for size and scope of School.

1. The 3D technician position was previously held by two people with a total of 70 hours. When the 30-hour employee left, the position went unfilled. It has been extremely difficult to divide and accomplish all the tasks with just one person.
2. Loss of Photography Technician to death two years ago, again the position went unfilled.

c. **Resources:**

• **Personnel.** The current staff consists of: School Director, Administrative Assistant, Budget Coordinator, Manager of Student Affairs, 3D Technician, Director of Universities Galleries, and Graphic Design Instructional Support. (organizational chart attached)

**School Director – Myers School of Art, Interim Director - Interior Design and Fashion Merchandising.** Oversee day-to-day operations, presides over monthly faculty business meetings (two separate, one for Art, one for Fashion and Interior), is an ex officio member of all School committees, meets annually with 25 full-time faculty members and staff to discuss work performance, oversees workloads and NASAD accreditation standards, establishes and maintains community involvement with the Akron area and beyond, conducts fund raising activities as appropriate to School's goals and objectives, participates in all recruitment events, works with Development to maintain and establish new donors, scholarships, lecture and travel opportunities for students, works with 8 faculty area coordinators who recommend hiring part-time faculty for approximately 40 sections each semester, initiates and oversees the design of all promotional materials, oversees building renovations, addresses student complaints, and teaches 7 load per year.

**Administrative Assistant** – Work effort is 50% Administrative Clerical, main office management, phones, supplies, hire, train and oversee student assistants, TAAR preparation, PeopleSoft reports, manage student course evaluations. 25% HPM. 25% is direct student support, course scheduling and maintenance, communications.

**Budget Coordinator** – Work effort is 40% Purchasing Administrator – creating and monitoring outside contracts, student and faculty travel, visiting artist lectures and residencies. 40% is Budget Administration – assisting director in creating and monitoring School of Art accounts including operating, scholarships, restricted, sales and service. 20% is School and Scholarship Administration, maintain data bases, hire, train and supervise student assistant.

**Manager of Student Affairs** – Work effort is 30% Administrative Assistance, assist in daily office operations, manage student success with duties relating to scheduling and scholarships, representation on various committees, assist Director in collecting data for NASAD and University reporting, maintain curricular guides. 35% Recruitment and Retention Coordinating, point of contact for prospective student request, all visits, tours. Participates in all University recruitment efforts, oversees all events including semi-annual portfolio review/ open house, annual awards ceremony, attend high schools, assists in ad placements, overseeing School's promotional materials, 35% Marketing and Events Coordinating in an event heavy School, distribution of art announcements, receptions, lectures, residencies and programs in and outside of school through social media and traditional outlets, coordinate public events, and maintains all School's mailing list.

This position was realigned to the School's changing needs in January 2018. The previous employee spent 50% advising and 50% on events/recruitment coordinator, but moved to advising in BCAS full time. The current position description is a merger of the 50% events/recruitment plus marketing, high school outreach that was part of an events coordinator position we had several years back that went unfilled when employee left.

**3D Technician** – Work effort is 25% School wide safety, 30% maintaining studios tools and equipment for 4 programs: sculpture, ceramics, jewelry and metalsmithing, and Foundations 3D (which all art majors take). 30% is open studio supervisions for students to works when class is not in session. 10% is ordering materials and supplies for the 4 areas. 5% is maintenance, repair and fabrication of fixtures for the entire School of Art.

**Director of Universities Galleries** – Work effort is 30% daily operations of Emily Davis Gallery, Projects Gallery and Folk Hall atrium spaces which showcase alumni, faculty, students and major national artists. 25% is curating exhibitions, grant writing and managing the School of Art collection. 25% is gallery PR, community engagement in lectures and workshops, collaborating with the Cleveland Print Room and the Akron Art Museum. 20% supervise 10-12 Myers undergraduate student assistants and 2 Arts Administration Graduate students.

The Emily Davis Gallery public openings consistently draw 200-700 attendees.

**Graphic Design Instructional Support** – Work effort is 40 % assisting students and faculty with Macintosh computer issues, graphic design software and printing. 30% is managing student service office (all 300 plus Art students use) including training and scheduling and supervising student assistants. 30% is maintaining 9 mac computer labs (175 graphic design majors use).

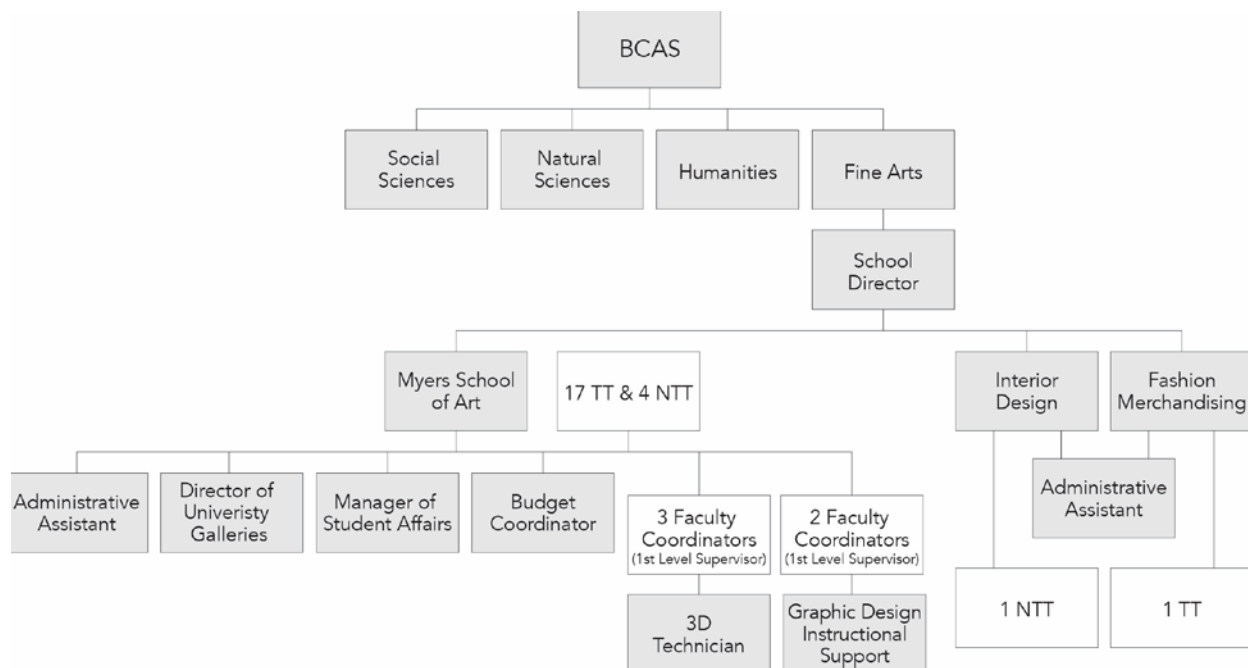
**Faculty with Administrative Load** – One faculty is given one course administrative reassignment per semester to coordinate the Graphic Design Program. One faculty is given one course administrative reassignment per semester for student advising

- **Financials** (chart attached)
- **Equipment and Technology** All studios and labs are technology and equipment intensive for all majors. High end computers and printers, 3D printers, laser cutters, kilns, welding torches, presses and more.
- **Space** – Adequate classroom space for current enrollment. The existing space in Folk Hall will only allow approximately 15% growth. Storage Space for gallery and collection is challenging.

Inadequate space for large receptions, currently rent tents to hold events outside. Building condition continues to be a challenge, continual broken flooring, leaking windows and no air conditioning in ceramics, continuous roof leaks in multiple places throughout the building and lack of exterior painting and proper maintenance gives building rundown appearance.

## 2. Future Plans

- Grow enrollment. Continue with already established, effective recruitment efforts. Up 4% Fall 2017 and another 4.73% Fall 2018.
- Community engagement. Continue ensuring Myers School of Art is highly visible on campus and in the community.
- Continue working with Development for additional donor funding and student scholarships.
- Maker Space Wing development. Our highest enrolled major is Graphic Design. The program continues to update curriculum to keep current with changing trends in industry. Also, NASAD accreditors required an update on all foundation courses. With those requirements recently accomplished and ready to implement, we invested in laser cutters, 3d printers and this summer a CNC routing machine. Phase one of our maker space is complete, but we are unable to use it to full potential due to lack of staffing. Currently a student who has been trained on potentially dangerous equipment is overseeing it for 20 hours per week. We are reallocating space for the completion of a makerspace wing in Folk for this the second phase and will be requesting a full-time staff position to oversee both this area and the Photo area, where we lost a staff member to death. Appropriate salary request \$40-45K per year.



<b>Art Budget</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Director	\$114,393.00	\$ 117,001.70	\$120,938.64	\$ 125,000.00	\$125,000.00
Gallery Director	\$ -	\$ -	\$ -	\$ 41,249.97	\$ 56,000.00
Manager Student Affairs	\$ 40,314.00	\$ 41,120.04	\$ 41,120.04	\$ 41,120.04	\$ 23,347.84
Administrative Assistant	\$ 33,550.40	\$ 35,315.04	\$ 35,933.82	\$ 36,900.41	\$ 29,339.11
Budget Coordinator	\$ 37,294.40	\$ 38,043.46	\$ 38,043.46	\$ 39,187.20	\$ 39,977.60
3D Technician	\$ 35,380.00	\$ 29,703.20	\$ 31,230.00	\$ 37,169.60	\$ 37,918.84
GD Instructional Support	\$ 33,987.20	\$ 34,673.60	\$ 34,673.30	\$ 35,713.60	\$ 36,420.80
Photography Technician	\$ 38,584.00	\$ 39,353.60	\$ 39,353.60	\$ 14,812.24	\$ -
Ceramics Technician	\$ 11,368.11	\$ -	\$ -	\$ -	\$ -
Slide Librarian	\$ 25,045.02	\$ -	\$ -	\$ -	\$ -
<b>Staff Sub Total:</b>	<b>\$369,916.13</b>	<b>\$ 335,210.64</b>	<b>\$341,292.86</b>	<b>\$ 371,153.06</b>	<b>\$348,004.19</b>
Operating	\$112,334.96	\$ 123,342.33	\$ 98,728.78	\$ 97,378.52	\$ 74,396.05
Course Fees	\$276,164.55	\$ 231,614.79	\$222,830.28	\$ 204,874.23	\$254,453.18
Gallery Budget	\$ 23,378.79	\$ 21,064.60	\$ 18,899.50	\$ 19,222.85	\$ 17,100.00
<b>Operating Sub Total:</b>	<b>\$411,878.30</b>	<b>\$ 376,021.72</b>	<b>\$340,458.56</b>	<b>\$ 321,475.60</b>	<b>\$345,949.23</b>
Endowments, Gifts, Grants	\$199,339.00	\$ 254,958.00	\$211,876.00	\$ 274,015.00	\$232,494.00
Sales, Fundraising	\$ 26,945.50	\$ 26,873.00	\$ 25,911.00	\$ 19,850.00	\$ 34,993.10
<b>Other Subtotal:</b>	<b>\$226,284.50</b>	<b>\$ 281,831.00</b>	<b>\$237,787.00</b>	<b>\$ 293,865.00</b>	<b>\$267,487.10</b>
<b>Operating &amp; Other Total:</b>	<b>\$638,162.80</b>	<b>\$ 657,852.72</b>	<b>\$578,245.56</b>	<b>\$ 615,340.60</b>	<b>\$613,436.33</b>
	*FY14 Ceramics Technician & Art Librarian were only here 6 month receiving only 1/2 yr salary	*FY15 Transition pay between Director and interim Director. Also, partial year for 3D Tech Fakione leaving.	*FY16 Partial year for 3D Tech incomming Lowder.	*FY17 Partial year for Photo Tech leaving Benes.	*FY16 Transition pay and periods between Manager Student Affairs and