



SUSAN D. MCNEIL

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Objective

Seeking the office of Statewide Vice President of the Association of Professional Administrators
Service: Association of Professional Administrators
2017- Elected Massachusetts College of Art and Design Chapter President and Grievance Officer

Employment

2017-Present **Association of Professional Administrators Union**
Massachusetts College of Art and Design Chapter President and Grievance Officer

Advocate for APA employees. Work alongside MCOA local Chapter Officers, Vice President, Grievance Officer, Membership Coordinator. And Secretary. Engage and communicate with MCOA APA employees about APA/MTA Union Business. Relay important changes, updates and other pertinent information. Provide support and advice to APA members on MCOA APA Bylaws, contract language, grievance processes and timelines. Maintain and support active APA presence through participation, sitting on hiring and employee management working committees and holding regular local chapter Exec Board meetings. Act as liaison between members and APA Exec Board, MTA Union representatives and Human Resources. Maintain and encourage strong, working relationships with other unions on campus, with upper management, Human Resources, Title IX officer, General Council and the President of the University. Seek and if possible mediate mutually acceptable resolutions to issues between members and management. Represent MCOA chapter at the Bargaining Table. Attend all monthly APA Exec. Board meetings. Attend and participate as delegate in annual APA/MTA meetings. Plan and hold MCOA Chapter meetings twice a year. Uphold and adhere to MCOA bylaws. Preserve local Chapter Business records.

2003-Present **Massachusetts College of Art and Design, Boston Massachusetts**
Fibers Department Studio Manager and Area Coordinator

Manage and maintain the Fibers Departments budget, extensive facilities and studios, all equipment used in; papermaking, weaving, dye lab, surface design, fiber/textile construction, and alternative photographic processes. Order, inventory and distribute all supplies for each Fibers class held during the academic year including workshops and classes offered through the Grad and Continuing Ed Departments. Implement and monitor health and safety best practices, including Covid Protocols. Actively communicate and work with, staff, faculty and students in the Fibers department and with the Fine Arts 3D chair. discussing budget issues, curriculum and keeping up to date with new processes and techniques being used. Work with a diverse student body and campus community; Providing academic and technical support to faculty, staff, undergraduate and graduate students. Encourage a strong working relationship with majors in the department, offering feedback and support in regards to their artwork and advising them of opportunities that are available to them through the school. Interview, hire, train and supervise work study employees. Supervise majors with monitoring responsibilities and studio obligations.

2005-Present **Massachusetts College of Art and Design, Boston Massachusetts**
Continuing Education Faculty

Teach workshops on Dyeing and other textile related mediums during winter and summer intersessions.

Education

- 1998-2002** **MASSACHUSETTS COLLEGE OF ART AND DESIGN / *Bachelor of Fine Arts***
Double Major: Painting and Fibers
Graduated with Distinction and Departmental Honors
Textiles, Surface Design, Weaving, Papermaking, Art History, Painting, Drawing, Poetry, Cold Glass.
- 1991-1997** **MASSACHUSETTS COLLEGE OF ART, *School of Continuing Education***
Art Education, Small Metals, Mural Painting, Art Related Computer Classes, Adobe Photoshop. Attended nights while working full time. Accumulated more than fifty credits.

Other Work History

- 2005-2013** **Crate and Barrel**
Assistant Cash Office Manager and Sales Assistant
- 1997-2002** **PANAMETRICS, Waltham Massachusetts**
Sales and Marketing Administrative Assistant
- 1990-1996** **MASSACHUSETTS REHABILITATION COMMISSION, Brookline, Massachusetts**
Administrative Assistant / Typist II

Certifications

- 2020** **OSHA**
COVID-19 OSHA requirements certification
- 2019** **Metropolitan Mediation Services**
Conflict Resolution Certification