



## MINUTES OF THE MEETING BOARD OF TRUSTEES MAY 2, 2014

A regular meeting of the Board of Trustees was held on May 2, 2014 at Maine Maritime Academy, Castine, Maine. Chair Peacock and Trustees Armstrong, Arntzen, Cianchette, Greenleaf, Larson, Mattimore, Oney, Pingree, Rodrigue, Shipway and Wellington were in attendance. Trustee Samway participated via conference call. President Brennan, Vice Presidents Barlow, Donahue, True and Willmann, members of the faculty and staff, members of the public and members of the press were also present.

Chair Peacock brought the meeting to order at 4:00 p.m.

### 1. MINUTES OF FEBRUARY 21, 2014 MEETING

**On a MOTION by Trustee Shipway and seconded by Trustee Greenleaf, the Board voted to accept the minutes of the meeting of February 21, 2014 as distributed.**

### 2. CHAIR'S REMARKS

- Chair Peacock began his remarks by noting that there are several new appointments. Dr. Donahue will move to the Vice President position left vacant by Jeff Loustaunau's retirement leaving a vacancy in the research position. There is also an opening for a Director of Human Resources and we hope to have all of these positions filled shortly. There are also several retirements which will be discussed later in today's proceedings.
- Chair Peacock noted that the second floor of the new ABS building is going up and this is very gratifying for everyone who worked so hard to make this happen.
- Yesterday our new student trustee, Eliza Pingree was confirmed. She will replace Ryan Armstrong who is graduating. Chair Peacock welcomed her to the Board.

### 3. PRESIDENT'S REPORT

- President Brennan began by noting that since his last report, we have conducted a regimental change of command ceremony; hosted the successful auction and celebration in Portland; hosted the Maine Harbor Masters annual meeting here on campus; Celebrated Woman's Month; and had several recent graduates visiting with us to share some of their experiences. We held the Alumni Regimental Awards Banquet; enjoyed the Ring Dance and witnessed the blessing of the rings in waters from the Seven Seas. We also held the NROTC Spring Awards Ceremony. President Brennan traveled to Washington to meet with the maritime

academies consortium, to New Orleans for meetings with corporate partners, and then on to Houston where we hosted a very successful MMA Gala and Golf Tournament. The president noted that an awful lot goes on here in the span of just a couple of months and the spring semester seems to fly by. This semester signaled the most significant change to occur at the Academy in a long time and it is appropriate for President Brennan to acknowledge it here today.

- The president went on to report that last week, we held a retirement celebration for Professor Elaine Potoker, who has worked for the Academy for 17 years, the week before that we held a retirement celebration for Jeff Loustaunau who had been here for 14 years, and this past Monday, we held a celebration at the waterfront to honor John Barlow who is retiring after 45 years of service to the Academy and her students.
- President Brennan noted that we have an incredible number of people who have worked at the Academy for twenty and thirty years or more. It is a testament to what a great place this is to work and how fortunate we are to have a place like this to call our home, at least for part of each day. The president feels strongly that the measure of an institution is in how it treats people, each and every day. He works to foster an attitude here that is caring and one that demonstrates respect for people both within and outside the institution.
- Around the time President Brennan was beginning here at the Academy, John Barlow gave him career advice about the degree in marine biology he wanted to pursue. John was probably as clueless about what the Academy was at that time as President Brennan was about marine biology, but John has had a profound influence upon the Academy over the years and in celebrating what he has accomplished, we will also be celebrating the family that is Maine Maritime Academy.
- President Brennan noted that he is proud to work here with colleagues at the Academy. We spend more time with each other than we do with our own families, but like all relationships, they need to be tended to. The president went on to note that there is nothing more important to him than that people in the organization treat each other with respect, stating that this is not just a labor / management issue – it is just basic human decency. That is the attitude the president wants this institution defined by and he expressed confidence that all those present share his view.
- The president went on to state that as we move forward with our strategic plan, it is key that we recognize the role our employees play in our overall success and that we demonstrate the value we place on the commitment our people make to do the best job they can for the Academy. People like Elaine Potoker, Jeff Loustaunau, John Barlow and so many more have helped make this Academy successful and President Brennan used his report today to acknowledge all of the people who are the Maine Maritime Academy family.
- We all know that this family exists because of the students who are the motivation for all of us, faculty, staff and certainly you, our Board of Trustees. President Brennan closed his report by sharing a note about another retirement of a sort from a student, David Wilson, who is graduating tomorrow and has given his permission to read some of the message he sent to the students of Maine Maritime Academy and the town folks of Castine. In part, David says:

“This letter is my official notification to you and to the Town Of Castine, that on Saturday, May 3rd, 2014; I will hang up my helmet in the Castine Fire House for the last time as a Firefighter/Lieutenant with the Castine Fire Department.

It has been incredible serving on this department, making memories that will remain with me forever. The friends that I have made when walking through the doors here those years ago have become so close that it was more of a family than a fire department, a brotherhood. Keep the

**Traditions** going, stay safe and think smart on calls, stay as a team like always, have **Pride** in the rigs, have **Honor** every time you don bunker gear.

It has been a long haul making it through Maine Maritime Academy, with some bumps along the way... (but) I am proud to say I have done it and never gave up!

To Chief, thank you for keeping us "in line when we needed it"... and especially for allowing your firehouse to be our home away from home.

It's a weird feeling to write a retirement letter at the age of 24!

Stay Safe,  
/S/ David Wilson"

- In conclusion, President Brennan noted that there is a close relationship between the Town of Castine and the Maine Maritime Academy. We help and support each other in many different ways and those relationships continue for a lifetime. David has expressed well the sentiment that many of us feel – “it is more of a family ... a home away from home.” And tomorrow part of the family, including David Wilson, leaves us to begin the next phase of their lives. The president observed that we all share with him a sense of pride in what has been accomplished by these young men and women and appreciate all the good work done by the faculty and staff who helped them along the way.

#### **4. PRESIDENT’S ACTION**

- President Brennan directed everyone’s attention to the Conferral of Degrees (Included in these minutes as Attachment A) and asked for the Board’s approval.

**On a MOTION by Trustee Wellington and seconded by Trustee Mattimore, the Board voted unanimously to authorize the conferral of said degrees as set forth in Attachment A.**

President Brennan then noted that this meeting is probably the most purposeful of the year as it is the main reason we are here to help make the school successful so that these young men and women will be successful in their future lives. On behalf of all the students, he then thanked all Board members for the very important part they play in making this happen.

#### **5. STANDING COMMITTEE REPORTS**

##### **a. Educational Policy Committee**

- In Trustee Sawyer’s absence, Dean Barlow delivered the report of the Educational Policy Committee.
- He began by noting that in the past we have had some problems with receiving things on time from the National Maritime Center. For the last month or two student credentials have been delayed and repeated phone calls have not produced great results. Thirty or forty students who are ready to ship out still have not received their credentials. Just prior to this meeting, Dr. Barlow used Senator Collins name and a result, employees at the National Maritime Center are working late and will ship the necessary documents so that we have them in hand by three o’clock tomorrow. As the former head of a federal agency, President Brennan noted that nothing receives quicker attention than when the congressional relations office calls.
- The meeting of the educational policy committee was all informational. The committee discussed accreditation processes that are underway. This summer two self-studies are

being compiled for ABET; Marine Technology and Power Engineering Technology programs. The Committee also discussed the NEASC accreditation process which is really a two-year process and schedules will be disseminated regarding when the various events will take place. Dr. Barlow asked that trustees consider participating on some of the committees.

- In conclusion, the committee heard a report on the STEM program and a report on research.
- Trustee Wellington then asked the Board to consider a RESOLUTION as follows:

### **RESOLUTION**

**BE IT RESOLVED that the Board of Trustees confers emeritus professor status upon Professor Elaine S. Potoker, Ph.D.**

Before the vote, Chair Peacock noted that Dr. Potoker served the Academy well and faithfully for many years and has been a great friend to him and his family. He wished her well in her future endeavors and expressed the hope that she will continue to be connected to the Academy.

**On a MOTION by Trustee Wellington and seconded by Trustee Shipway, the Board voted unanimously to accept the RESOLUTION as presented above.**

Chair Peacock then announced a further RESOLUTION which is not included in the trustees' folders.

### **RESOLUTION**

**BE IT RESOLVED that the Board of Trustees confers the dual status of emeritus professor and emeritus dean upon John Barlow, Ph.D.**

**On a MOTION by Trustee Shipway and seconded by Trustee Arntzen, the Board voted unanimously to accept the RESOLUTION as presented above.**

Chair Peacock stated that forty-four years ago he was a student here, and although he did not take marine biology from Dr. Barlow he certainly has a love of that subject. The Chair noted that he cannot think of anyone more deserving of this honor. It is only during the last ten years while serving on the Board of Trustees that he has come to recognize Dr. Barlow's commitment and his importance in setting the tone and the style of dealing with students and ensuring that they always come first. Particularly impressive is Dr. Barlow's ability to deal with the governing agencies such as the Coast Guard and ABET and providing the necessary reports. Chair Peacock went on to remark that this has been very successful during his time on the Board, a testament to his Dr. Barlow's ability to get things done.

Dr. Barlow thanked the Chair for his kind words but noted that these successes are really the result of a team effort.

**b. Student Affairs Committee**

- Trustee Mattimore reported that the Committee had a very full agenda at today's meeting. Most of the Board members were present at the meeting so Trustee Mattimore briefly outlined some of the items that were prepared by Dr. True.
- Probably the most important item addressed was to welcome Eliza Pingree as our new student trustee and to thank Ryan Armstrong for his many contributions to the committee, the Board and to Maine Maritime Academy.

- The admissions update presented indicates that we are pretty much tracking where we were last year and the percentage of female students is back up to around 14% after having dipped for a couple of years. However, more progress is yet to be made.
- The training cruise is full and ready to leave next Wednesday and will be back in Castine at the beginning of July. Forty-five students will be going on SUNY Maritime's training cruise since we have more students than capacity. The freshman head on the ship was painted thanks to Trustee Shipway.
- Trustee Mattimore noted that Dr. True then talked about several assessments that are underway as part of the ongoing effort to provide information that can be worked with and upon which decisions can be made. The assessments mostly address issues related to retention and are given to students across the board as well as a similar survey that is given to faculty. The data will be analyzed and serve as input for actions to be taken in the student affairs area. Also, for the first time a survey has been given to students as they are leaving to find out where they are going from here. This will provide quantitative data where there used to be only anecdotal information. Today's survey provides only preliminary information but there will be more available in August. Approximately 40% of students already have employment in their field of study and a significantly greater number are confident that they will be employed soon. There are also questions on the survey regarding the value students place on their education here. Over 90% stated that it was worth it, they would recommend it and they would do it again. These are very telling pieces of information.
- The last item addressed by the committee were topics that the committee might want to discuss at greater depth during the coming year. Most of them were issues that Dr. True will be working on as part of the strategic plan.

**c. Operations Committee**

- Trustee Cianchette could not be here for the full Board meeting so the report was given by Darrell Donahue who began by saying that he has heard from Jeff Loustaunau who is doing well in retirement.
- There is a vacancy in the Human Resources department and a consultant will be starting on Monday and will be working on some deliverables for at least a month and possibly into the summer.
- The ABS building is progressing well and over the summer we will be looking at some changes in the Alfond Student Center, specifically in the dining area.
- Dr. Donahue is gradually learning about other areas such as Safety, Waterfront, IT, Sodexo and various locations on campus.
- The Yacht Donation program will continue to be steered by Jeff Loutaunau into the foreseeable future.

**d. Advancement Committee**

- Trustee Samway asked Vice President Willmann to give the report on the committee meeting of earlier today.
- Vice President Willmann reported that the committee began with a review of fundraising activity this fiscal year to date. The Annual Fund is under-performing at this time and there are efforts underway to boost that before the end of the year but it seems likely that we will not make our goal. Jim Soucie has calculated a lower goal into the overall figures for finance which will be presented at the end of the year.
- The Committee then discussed gifts restricted for other purposes received this year which total just over two million dollars. The status of the campaign was reviewed: right now we have in hand twelve point eight million dollars which can be used for the ABS building or other purposes. The ABS goal was eleven point five million so the additional funds can be applied towards other priorities. Vice President Willmann noted that we are continuing to work with an anonymous donor who has provided a challenge grant. Some of those funds will go towards the ABS building but the

donor has asked that we meet with them to re-craft the rest of our gift agreement. She noted that we will have more to report on that at the August Board meeting.

- Some of the work that the Student Mariner Society has done this year was discussed and Vice President Willmann thanked Ryan for his excellent leadership. The Committee viewed a film that the students had put together to thank alumni on St. Patrick's Day.
- Other fundraising events which have taken place were also discussed. The golf tournament that took place in Houston raised money for athletics; the Portland auction, an annual event which brings in about \$50,000; and a new event, Casino Night which was also held in Houston and lost money this year but we hope will become a very positive fundraising event in the future.
- The Committee then discussed the Charitable Gift Annuity Policy which currently states that we will accept charitable gift annuities of no less than \$100,000. A lowering of that figure to \$25,000 was discussed and a RESOLUTION was brought forward as follows:

### **RESOLUTION**

**BE IT RESOLVED that the Board of Trustees of the Maine Maritime Academy hereby amends the Gift Acceptance Policy for Charitable Gift Annuities to allow for the acceptance of Charitable Gift Annuity Contracts of \$25,000 or more.**

Trustee Arntzen clarified that when we are talking about an amount of \$25,000 or more, we are talking about the initial amounts put in but we are retaining the \$10,000 increments.

**On a MOTION by Trustee Somerville and seconded by Trustee Arntzen, the Board voted unanimously to accept the RESOLUTION as presented above.**

- Vice President Willmann went on to present another RESOLUTION regarding the acceptance of gifts and grants as follows:

### **RESOLUTION**

**BE IT RESOLVED that the Board of Trustees of Maine Maritime Academy accepts with gratitude the gifts, grants and donated property as set forth in in the Trustees' folders and included in these minutes as Attachment B.**

**On a MOTION by Trustee Shipway and seconded by Trustee Somerville, the Board voted unanimously to accept the RESOLUTION as presented above.**

#### **e. Finance Committee**

- Trustee Shipway reported that the Finance Committee began by reviewing the status of the Endowment Fund which, through three quarters of this fiscal year, is up 12%. There was a discussion regarding whether or not we should adjust how we manage that and opinions were expressed on both sides of the argument.
- The Committee then looked at the status of the operating budget through fiscal year 2014. It appears that we will end the fiscal year a little over half a million dollars ahead of the budget we established last year. Over a thirty three million dollar budget, this small amount seems quite reasonable.
- The preliminary fiscal year 2015 operating budget was reviewed and it is also in balance although some reserve from our renewable plant fund will be used as we go through the year to make sure that things are in balance at the end of the year
- Jim Soucie reviewed the status of the State budget appropriations and the good news is that there has been no reduction this session.

- The Committee was then briefed by Jim Soucie on the status of a bond repayment issue: the MEHIFA Bond comes up to its ten-year period on the first of July. President Brennan will take action to retire that bond and re-finance it in a less costly manner.

**f. Ad-Hoc Strategic Planning Committee**

- Paul Mercer reported that the Committee has discussed details of the plan with the Vice Presidents who have been tasked within the targeted objective line and are moving forward with that. There has been quite a change of personnel at the Vice President level and Mr. Mercer commented that he looks forward to meeting Dr. Gardner and moving ahead with the plan. Things are not progressing as fast as expected at the moment, but the Committee hopes to make up some ground during the summer and have a more complete report at the August meeting of the Board.

**g. Other Business**

- Chair Peacock noted that there are several other items to be addressed, among them the introduction of Dr. David Gardner.
- Dr. Gardner stated that he is delighted to be here and that it is an honor to follow in Dr. John Barlow's footsteps although he thinks it doubtful that he will be able to put in forty-four years of service as John has. He then went on to note that this position is an ideal fit for him and gave an overview of his background and credentials: a Ph.D in Developmental Biology from Duke University; an undergraduate degree in Biology from Trinity College; a Biology professor at Roanoke College in Virginia for ten years and currently rounding out nine years as Dean of Medical Programs at Mt. Holyoke College in Massachusetts. Dr. Gardner has also had a long and continuing military career, starting out as an enlisted man in the navy and after four years went into the Coast Guard reserve for an additional four enlisted years and then accepted a commission when he graduated from Trinity. He is currently a Captain and a reserve Chief of Staff at First District Headquarters in Boston, winding up that tour of duty in September and going down to work with the navy again with Coastal Marine Squadron which is headquartered in Little Creek, Virginia as his next reserve assignment. He expressed the opinion that it is good to have a connection to the Coast Guard as it may prove very valuable in his position here as Dean. He is looking forward to starting full time here on June 16th, has made an offer on a house here in Castine and will be joined in due course by his wife and youngest son. Dr. Gardner stated that he is very pleased to be here and looks forward to working with everyone.
- Chair Peacock announced one other item of business which is to recognize Professor Wlodkowski for attaining a Fulbright scholarship. Professor Wlodkowski will be headed for Makarov Academy in St. Petersburg for a semester and is to be congratulated for the honor that he brings not only to himself but also to the Academy.
- Vice President Willmann noted that she had omitted to report on the Senior Class gift for this year. Ryan Armstrong helped to head that with other members of the Student Mariner Society. In the past the students have come to the Advancement Office with a lump sum of money and stated that they had 100% participation. This year the focus was on individual participation and the actual percentage realized was 55% which is a tremendous achievement and a credit to all of the work done by Ryan and other members of the Student Mariner Society.

**5. ALUMNI ASSOCIATION REPORT**

- In the absence of Trustee Cianchette, Paul Mercer reported on the meeting of the Alumni Association. He noted that the Senior Alumni Banquet hosted this past winter was very successful thanks to the participation of Ryan's class.
- The Legislative Reception held in Augusta was well attended and very successful and for the first time the Alumni Association helped the senior class to hold a pig roast at the Wyman House which went very well.

- There are four class reunions scheduled for this summer; the Wilbur Brown golf tournament is coming up shortly; the cruise reception will take place in Portsmouth and the Alumni Association is organizing a “ride-in” for August which will include motorcycles and antique cars brought in by alumni.
- Mr. Mercer drew attention to page 6 of the Mariner Magazine in which there is a document used by the Regiment in the mid-60’s that illustrated the Color Guard at the time. We have tried to use the present Regimental staff and Color Guard to replicate that photo.
- It was with great sadness that Mr. Mercer went on to report that we recently lost Captain David Williams, class of 1961, who was Commodore for Maersk Lines for many years. And during the last week we lost Captain Bill Abbott of the Penobscot Bay Pilots Association along with Captain Gerry Cummings who was Master of the training ship for many years. These two men probably logged more time on Penobscot Bay than any others and their passing is a great loss to the Academy.

Chair Peacock announced that the next meeting of the Board will take place on August 7<sup>th</sup> and 8<sup>th</sup>. The Chair then asked if there were any further business to be discussed.

Dave Unger, one of the Selectmen of the Town of Castine acknowledged the continuing good relationship between the Town and the Maine Maritime Academy noting in particular the substantial voluntary contribution to the cost of services which are of benefit to the Academy. On behalf of the Town he also wished a fond farewell to Jeff Loustau and John Barlow who have been valued members of the Town and Gown Committee. The Town will be recognizing the Academy’s contributions at the annual town meeting which will be held on Saturday, May 10<sup>th</sup> and all are welcome to participate in that meeting. Mr. Unger then noted a change in Town leadership; Dale Abernethy will retire on the first of July. There have been thirty-nine applications for his position as Town Manager and the town will begin interviewing next week. One of the major issues to be explored with the finalists is their interest and experience in working with an institution of higher learning and continuing to improve the relationship with the Academy. Mr. Unger then recognized that Peter Vogell has been elected to ten three-year terms as a Selectman, his picture is on the Town’s Annual Report and for fifty years he has worked hard as a firefighter in this community. Mr. Vogell’s contributions were recognized by applause from the assembled group.

Chair Peacock thanked Mr. Unger and noted that we greatly appreciate the participation of the Selectmen at the meetings of the Board.

There being no further business to address, Chair Peacock asked for a motion to adjourn.

**On a motion by Trustee Greenleaf and seconded by Trustee Mattimore the Board moved unanimously to adjourn at 4.40 p.m.**

Respectfully Submitted,

Kate Grimes  
Secretary to the Board of Trustees  
Maine Maritime Academy