



## MINUTES OF THE MEETING BOARD OF TRUSTEES November 8, 2013

A regular meeting of the Board of Trustees was held on November 8, 2013 at Maine Maritime Academy, Castine, Maine. Chair Peacock and Trustees Armstrong, Arntzen, Cianchette, Greenleaf, Mattimore, Samway, Sawyer, Shipway, Somerville, and Wellington were in attendance. Trustees Larson and Oney participated via conference call. President Brennan, Vice Presidents Barlow, Loustaunau, True and Willmann, the President of the Alumni Association, 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 8:30 a.m.

### 1. MINUTES OF AUGUST 9, 2013 MEETING

**On a MOTION by Trustee Shipway and seconded by Trustee Arntzen, the Board voted to accept the minutes of the meeting of August 9, 2013 as distributed.**

### 2. ALUMNI ASSOCIATION REPORT

- Jim Proulx, President of the Alumni Association presented the report. Mr. Proulx began by thanking everyone for their support on the recent bond issue.
- Homecoming this year had one of the largest turnouts with about six hundred students and alumni and others gathering for Friday night's reception which included The Grasshoppers, a band from our own student population, as well as comedian Bob Marley from Maine. Saturday was also a wonderful day with dedications, a tail-gate competition and the annual banquet. The Alumni Association looks forward to another successful event next year.
- The Seacoast Chapter held their annual golf tournament in September and was able to raise about \$15,000. Their endowment continues to grow.
- At the International Workboat Show earlier this year, MMA had an exhibit as well as the Alumni reception which was attended by almost two hundred people.

- The Alumni Association will be hosting the annual Legislative Reception in Augusta on February 25th: this has historically been a great event and invitations will be sent within the next few weeks.
- On February 12<sup>th</sup>, the 45<sup>th</sup> Alumni Senior Banquet will be held in Bangor.
- Mr. Proulx concluded his report by noting that in Houston, as part of the Mariner Classic event there will be a Casino Night on Saturday evening, April 5<sup>th</sup> and then on Monday, April 7<sup>th</sup>, the Mariner Classic golf tournament will be held.

### **3. CHAIR'S REMARKS**

- Chair Peacock began his remarks by stating that everyone on the Board of Trustees is extremely happy that the Bond issue has passed and thanked all those who worked so hard to make this happen. He noted that it means a great deal to the school and its future and it will go a long way toward giving the students and teachers the facilities they need in order to conduct their research.

### **4. PRESIDENT'S REPORT**

- President Brennan announced that we are off to another academic year with full enrollment and relatively few immediate difficulties. The Orientation sessions went well and President Brennan commended all of the Student Life and Regimental staff who do such a great job of preparing incoming students for the rigors of academic life. Once again, President Brennan is able to attest to the exhilaration one feels jumping off the ship. He was joined in the jump by the President of the Alumni Association who did a little squealing on his way down. President Brennan thanked Mr. Proulx for his participation noting that it meant a great deal to the students.
- President Brennan stated that Convocation was once again a very successful event and it introduced our students to the Maine Maritime Academy and the Code of Honor that they will live by while they are here. The event takes a great deal of planning and involves a number of people including the Board secretary and all those concerned deserve the gratitude of the President and all of the MMA family. To underscore what a great college this is, last night's Celebration of Achievement banquet was a testament to the wonderful students that we have and as we saw at the end of the presentations, the kind of graduates that we produce. President Brennan noted that while he thanked several people last night, he neglected to thank Professor Patti Bixel who was the Master of Ceremonies and he expressed his thanks for what a great job she did.
- We are all still riding high on the success we achieved with our bond campaign and there are a number of people who deserve our thanks including the sponsor of the original bill, Representative Ken Fredette; the campaign consultant NL Partners; Jason Oney and the people at SMS and Ryan Armstrong's family and all of their employees at Snowman's Printing. These two companies, one in the Portland area and one in the Bangor area, hosted campaign rallies that enabled us to get very valuable press coverage. Of course, the most important component of our campaign was our alumni who were in the trenches with yard signs and get out the vote efforts. I also want to acknowledge former governors John McKernan and Ken Curtis, who supported our effort with letters to the editors and a television ad that ran in the Bangor market. Our students helped out tremendously, the Town of Castine supported us with an

incredible 86 percent in favor of Question 4, and several staff especially Jen DeJoy were instrumental in the overall effort.

- Homecoming this year was both poignant and eventful as we dedicated *The Captain Susan Clark* with many of Susan's family and friends present for a very emotional ceremony. It was one of the finest things this college could have done to honor the memory of this wonderful person. President Brennan commented that he is particularly proud of the waterfront personnel who made the original recommendation to do this. Later that same morning a groundbreaking ceremony was held for the ABS building and President Brennan thanked all of those who participated and were able to attend. Particular thanks go out to Ryan Armstrong and Danielle Holt for representing the student body in such admirable fashion.
- The Admissions office held another outstanding Open House, hosting 235 visitors including 99 prospective students. In early October we held a family weekend and President Brennan commented that the Regimental ceremony that was conducted is a tradition that we can take great pride in.
- Towards the middle of the month Career Services and the Alumni Office arranged one of the most impressive Career Fairs and Chairman Peacock mentioned this yesterday with more than 80 companies represented. Maine Maritime Academy is successful for a number of reasons and what we do to help our students find employment is a significant part of that.
- A number of other things have happened on campus and President Brennan touched briefly on them noting that it is interesting how diverse and eclectic campus happenings can be. Some of you may be aware that the television personality Geraldo Rivera donated his beloved 70' yacht to the Academy and he and his wife joined several faculty, staff and students for dinner and the following day he did his radio program from the campus.
- We hosted a delegation from Costa Rica with whom we have an articulation agreement and President Brennan congratulated Professor Elaine Potoker for making their visit such a success.
- A couple of weeks ago, we hosted the Maine State Police canine unit who conducted training exercises aboard the ship and on the waterfront.
- Last Saturday the Marine Corps Birthday Ball was held in the dining room. President Brennan noted that he was honored to be the guest host and presided at the retiring of the cake.
- President Brennan continued with just a few words about yesterday's retreat. The Board engaged as a stakeholder and was asked to respond to a variety of wide-open questions similar to those asked of the other groups we have engaged including faculty, staff, students, alumni and soon the local community. Between now and the Board meeting in February we will continue to seek input from other stakeholders then take the input that we have received to draft a mission, vision and strategic plan and begin the process of developing measurable objectives that we can link to the Strategic goals.
- We have some new people at the Academy including Ryan Kuhl, our new director of Campus Safety and Compliance. He is already bringing about the kind of change that a contemporary college needs in this field. There will be a significant personnel change happening next year in that our Academic Dean, Dr. John Barlow is stepping down and a Search Committee has been formed to identify his successor. Members of that committee are Professors David Skaves, Susan Loomis, Les Eadie and Don Maier; representing the Leadership Team will be Dr. Liz True and Paul Mercer; and Tom Sawyer, representing the Board's Education Committee has also agreed to serve.

- President Brennan closed his remarks with another announcement which troubles him greatly as he has come to rely on this person's steady hand to help guide him over the past several years. He has also been instrumental in helping President Brennan to reorganize the Academy in a way that enables more effective management. While we do not wish to see him go, he and his wife Susie have now completed their retirement home in Virginia and it is with bittersweet emotions that President Brennan announced Jeff Loustau's intention to retire next April.

## 5. **PRESIDENT'S ACTION**

Upon the recommendation of the faculty, President Brennan presented to the Board of Trustees the candidates for the Bachelor of Science and Associate in Science degrees as set forth in Attachment A and asked for Board authorization to confer said degrees upon successful completion of degree requirements.

**On a MOTION by Trustee Shipway and seconded by Trustee Arntzen, the Board voted unanimously to authorize conferral of degrees upon those candidates set forth in Attachment A upon successful completion of degree requirements.**

## 6. **STANDING COMMITTEE REPORTS**

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

- Trustee Sawyer noted that he missed his first meeting as Chair of the Educational Policy Committee as he was involved in sea trials regarding the sale of his boat. Because of this, Trustee Sawyer asked if Dean Barlow would update the Board on the discussions that took place in his absence.
- Dean Barlow reported that there were no action items to be brought before the Board and that the two informational items are detailed in the Trustees' folders. One was an update on the recommendations of the Evaluation and Review Committee and that is a tracking report which will be presented at most meetings. There was also a Research Committee report and a short discussion on sea time issues for the class of 2014.

### b. **Student Affairs Committee**

- Trustee Mattimore reported that the Student Affairs Committee had no action items and just a couple of updates. Regarding admissions for the class of 2018, both applications and acceptances are slightly ahead of last year.
- In athletics, teams have done extremely well. Both men's soccer and women's volleyball both advanced to the semi-finals and the cross country team is participating in post season competition this weekend.
- Students have been involved in a number of extra-curricular activities including voter registration and fund raising for cancer research. This demonstrates that even though we have very challenging academic requirements for students, they are also engaged in the community both within the Academy and outside.

### c. **Audit Committee**

- Trustee Arntzen reported that his discussion with Todd Bickford regarding the Audit was very short, but very good news. Mr. Bickford noted that there was great cooperation from everybody on the audit team, Jeff, Jim and Diana. All members of the team were very forthright and there were no disagreements on any items discussed and no deficiencies to

report. Mr. Bickford further stated that there were no information requests that were not met. Occasionally the auditors asked for more details and received exactly what they asked for. Mr. Bickford praised Jim for providing senior management oversight of the process which was reflected in a more accurate and detailed budget. Trustee Arntzen stated that this was a very positive result and the team should be applauded for that. Since there are always things that can be improved, two items were mentioned. The first is that we need a better system for tracking capital assets and it is Trustee Arntzen's belief that we are seeing this being done reflected in the Donated Boat Program. The second item is not urgent, but we need a succession plan for the department and the Audit Committee have asked Jim to review this. Trustee Arntzen concluded by saying that in short, this was a great audit with great cooperation, no disagreements, no deficiencies and the Audit Committee feels very comfortable with the whole process.

- Trustee Arntzen then asked for a motion to approve the 2013 Maine Maritime Academy audit.

**On a MOTION by Trustee Somerville and seconded by Trustee Greenleaf, the Board voted unanimously to accept the 2013 Maine Maritime Academy audit.**

d. **Advancement Committee**

- Trustee Samway began her report by noting that the majority of the Committee's time was spent in viewing a slide show presentation prepared by our fundraising consultants, Community Counseling Services. The Committee was brought up to date on the status of our campaign which is riding high on the passage of the Bond though we still have a lot of work to do between now and next spring. Trustee Samway then asked Vice President Willmann to report on the most helpful items for those who were unable to attend the meeting.
- Vice President Willmann stated that our goal for the ABS Building is \$14 million dollars and the Bond issue brought our total to just over \$12.4 million. There is more work to do to complete fundraising for the campaign and there is a strong prospect list that they are working from. Volunteers and staff have again been engaged in this effort. Beyond raising money for the ABS Building, we also have a gift from an anonymous donor which provides for a matching gift and we will be raising money beyond the completion of the ABS building in order to maximize the match pledged by June 15<sup>th</sup>. Our goal is to raise an additional \$3.8 million by next June and we will be meeting with the donor to discuss which elements of the broader campaign we'll be looking at in order to achieve that goal.
- Vice President Willman noted that the Committee spent some time discussing the momentum that has built over the past year. Of the eleven top commitments to this campaign, nine of them have come in over the last year. CCS is helping with some best practices in order to improve and strengthen our efforts. The Advancement Office has a well-defined time line and will be working with some alumni classes as well as focusing on major gifts. Yesterday Trustee Somerville asked to see a list of top corporate prospects and Vice President Willmann announced that the list is available today for anyone who would like to see it. It was also suggested yesterday that we have letterhead available for those who would like to write to their legislators. Some note cards are available for those who would like to use them to thank legislators for their support of the Bond issue.
- The last thing the Committee did yesterday was to view a video which was produced by a group that has been formed this year under the leadership of Ryan. The group is The Student Mariner Society and their goal is to increase engagement and philanthropy within our student

population. They put together a wonderful video thanking alumnus for their support and this will be sent out to alumni during Thanksgiving week.

Chair Peacock remarked that he had the pleasure of meeting Kenneth Keenan, a senior student, during last night's celebrations. Kenneth was involved in the production of the video and Chair Peacock remarked that it was very well done.

e. **Operations Committee**

- Trustee Cianchette reported that the Operations Committee met yesterday and that the highlight of that meeting was that the ABS Building is on track. There are seven or eight general contractors bidding on it and the bids are due on 11/21 with construction to start in December and the building will be ready to be put into service in January of 2015.
- Another item discussed yesterday was the re-vamped Boat Donation Program which should help the Academy to accomplish its goals which are to have a good working waterfront and also generate a positive revenue stream.

f. **Finance Committee**

- Trustee Shipway reported on the meeting of the Finance Committee which took place yesterday. The first item discussed was the University of Maine management investment pool. Our investment increased by about 4.5% during the first quarter of fiscal year 2013-2014.
- Secondly, Jim Soucie went over his financial report in great detail. The report is included in the Trustees' folders. Trustee Shipway asked if there were any questions about the report. There being none, he concluded his review of yesterday's discussions by noting basically within about \$200,000 of being in balance. There are always challenges but we are on the right projection for this year.

g. **Other Business**

Chair Peacock stressed that it would be great if everyone who lives or vacations in Maine were to write a note to the legislators to thank them for their support of the Bond issue. He then announced that there is other business to be discussed, very good, but very sad business in that the Board has decided to ask our Academic Dean, Dr. Barlow, to be the speaker at our Graduation this year. Dr. Barlow has worked at the Academy for forty-four years and Chairman Peacock noted that he can think of no-one better able to speak at Commencement since he has such a long history here. It is bound to be a very interesting speech for our graduates, alumni and the Board of Trustees.

Chairman Peacock announced that the next Board meeting will be February 21<sup>st</sup> and then asked for a motion to adjourn.

**On a motion by Trustee Shipway and seconded by Trustee Mattimore the Board moved unanimously to adjourn at 8:54 a.m.**

Respectfully Submitted,

Kate Grimes  
Secretary to the Board of Trustees  
Maine Maritime Academy