



MINUTES OF THE MEETING BOARD OF TRUSTEES February 26, 2016

A regular meeting of the Board of Trustees was held on February 26, 2016 at Maine Maritime Academy, Castine, Maine. Chair Peacock and Trustees Gilman, Greenleaf, Morrison, Oney, Samway, Somerville, Theeman, Watson, Wellington were in attendance. Trustees Sawyer and Shipway participated via conference call. President Brennan, Vice Presidents Carver, Gardner Haley and True, members of the faculty, staff and representatives of the Town of Castine were also present.

Chair Peacock brought the meeting to order at 8:32 a.m.

1. MINUTES OF NOVEMBER 6, 2015 MEETING

On a MOTION by Trustee Wellington and seconded by Trustee Oney, the Board voted to accept the minutes of the meeting of November 6, 2015 as distributed.

2. ALUMNI ASSOCIATION REPORT

- Jim Proulx, President of the Alumni Association reported that there has been a lot of activity in the Alumni Office.
- Jeff Wright, former Director of Admissions has been hired as the new Director of Alumni Affairs which has resulted in many positive emails. Everyone is thrilled to begin working with him.
- The Alumni Board has been working on a new strategic plan, inviting non board members to become more involved. There has been a good response from alumni to this initiative.
- Mr. Proulx then reported on upcoming events noting that there will be a ski trip to Black Mountain on March 4th. On March 15th the Kennebec Valley chapter will hold an event.
- The Legislative reception to be held in Augusta on March 23rd will be held in conjunction with Maine Maritime Academy's first annual Founders Day event.
- The Houston Golf Tournament will take place on April 3rd and 4th.
- Apart from all of the above, the main focus is on getting Jeff Wright up to speed on upcoming meetings and the training ship receptions this summer.

2. CHAIR'S REMARKS

- Chair Peacock then said a few words about RADM Rodgers who died recently at the age of 98. He came to Maine Maritime Academy as a student, and was appointed Superintendent of the school in 1965. There was a great article about him in the newspaper

regarding World War II. Chair Peacock went on to remark that he lived a life in good health, and was a remarkable man. He did a fabulous job and had a lot to do with the construction of many of the buildings on campus. He straightened out a terrible mess that was the Academy before his tenure and is recognized for gaining accreditation. He is fondly remembered by many, including Chair Peacock, President Brennan, and President Brennan's father and this is a great loss for Maine Maritime Academy.

- Chair Peacock then went on to recognize Geof Bellows, who will be retiring in April. Geof has been a great help to the Academy during difficult times. Next, he congratulated Jeff Wright on his lateral move, and expressed the hope that he will help with finding a new Director of Admissions and assist with the transition. The final item the Chair mentioned was the upcoming 75th anniversary of the Academy noting that it would be good if as many Trustees as possible were to attend the legislative reception in Augusta.
- The Chair then announced that student Trustee Gilman got engaged, and congratulated him and his fiancée.

3. PRESIDENT'S REPORT

- President Brennan began by noting that the last several reports he has given have tended to focus in on a few items, but this time his intent is to give a brief rundown of a number of things that have gone on since the last Board meeting.
- Shortly after the November Board meeting, President Brennan held another Town Hall meeting for students, faculty and staff, during which he presented information about the organizational restructuring and about the status of our budget, including our need to develop an ancillary revenue stream.
- In early December he attended the memorial service in Connecticut for Mitchell Kuflik. President Brennan thanked Captain Gandy and the regimental color guard who joined him for that and those held previously. On Tuesday of this week, an MMA color guard joined him in Augusta at the State House where a legislative sentiment honoring the *El Faro* crew was presented in both the House and Senate Chambers.
- In the latter part of December there was a tree lighting on the Leavitt Lawn and this year the Wyman House Holiday Party was combined with the holiday dinner in the dining hall, both of which were open to residents of Castine and both were well attended.
- The December Completion Ceremony was held for those students who had finished all degree requirements. President Brennan reported that it's a great time with a lot of family members present celebrating the success of their loved ones. Also in December we started something new for us, called Almost Midnight, which brings everyone together in the dining hall in a fun event to signify the end of classes and to provide students with food and encouragement as they begin studying for final exams.
- On January 2nd, the President joined the crew, staff and students aboard the ship for the winter training cruise, which included a port call in Saint Croix. This cruise was different in that Professor Don Maier and several IBL students were aboard participating in a first ever non-license track academic program, with students attending class in the morning and then shadowing license track students during the afternoon as they engaged in the standard watch routine. The IBL students participated in all aspects of the daily routine, including utility. During the port call, they toured an industrial complex that then became the subject of their Brownfield project.
- As the training ship transited the vicinity of the Bahamas, the ship hove to in the morning at the coordinates of the *El Faro*'s final resting place and the entire ship's complement held a memorial to the crew of the *El Faro*. On behalf of the extended Academy family, President Brennan sent to the families of our alumni who were lost aboard the *El Faro* a box containing the most recent edition of the *Mariner*, a signal flag representing the name

of their son, daughter or husband that was flown aboard the training ship, and also a vial of sea water collected at the site at the time that the memorial was conducted.

- In January, the US Coast Guard exams were administered; a faculty and staff workshop focused on leadership and management skills was conducted; and President Brennan gave an address at the Portsmouth Propeller Club. During the first week of February, the President joined the Consortium of State Maritime Academy presidents and superintendents for meetings in Washington, including meetings with Coast Guard Admiral Thomas, head of manpower and training; Chip Janechien, the Administrator of MARAD; and Navy Admiral Shannon, a 1982 Maine Maritime Academy graduate, who is the Commander of the Military Sealift Command. We also continued our Dining In series for Sophomores.
- Each year, our graduating seniors who are going into active service as navy surface warfare officers have ship selection, which is their opportunity, based upon their academic performance and other elements of their NROTC training, to compete with NROTC units around the country for their preferred ship assignment. This year, Midshipman 1/C Tim Grant was ranked #7 out of 268 students from across the country and President Brennan wanted all present to be aware of his accomplishment.
- Staying with the NROTC theme, as you all are aware, General Joseph Dunford, the Chairman of the Joint Chiefs of Staff, will be our commencement speaker in May. Given his position, I'm sure you can imagine that there will be some significant logistical arrangements and challenges that will be necessary for us to address. President Brennan then thanked our NROTC Unit and especially Captain Tim Cooper and Commander Brian Coxson for their help with the arrangements.
- In closing, the President announced that next Monday we will hold our Regimental Change of Command ceremony and took the opportunity to thank the regimental staff and especially the Regimental Commander, Jordan Harmon, for his leadership.

4. PRESIDENT'S ACTION

- There were no action items to be brought forward at this meeting

5. STANDING COMMITTEE REPORTS

a. Education Policy Committee

- Trustee Sawyer (via conference phone) asked Dr. Gardner to report on the Committee meeting held yesterday. Dr. Gardner summarized that the NEASC self-study program was moving forward nicely and that draft chapters are being distributed to Academy Council for review. Dr. Boucher pointed out that the board will receive those chapters in the Spring, once the revisions are final. The NEASC self-study visit is scheduled for November 2016. Admiral Michael Alfultis is the team leader and will be visiting on March 31st in preparation for the self-study team coming in November.
- Captain Gandy then reported on the progress of the offshore program noting that this is linked closely to the development of the Safety and Offshore Survival Institute (SOSi). This concluded the Ed Policy report.

b. Finance Committee

- Trustee Shipway (via conference phone) summarized the discussions during yesterday's Finance Committee meeting. Vice President Petra Carver gave a brief overview of the Chief Financial Officer's report by noting that projections are that we will end the year pretty much as planned, on course on most items. There may be minor fluctuation in between but we are looking good overall.

- The details on the Fiscal Year 2017 budget, with assumptions, is in the works. Typically, at this point it is out of balance.
- The update on the endowment fund and on investment funds was presented to the Committee by Acadia Trust.
- Trustee Shipway then announced that there are two resolutions to be presented. Chair Peacock presented the RESOLUTIONS as follows:

RESOLUTION #1

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Academy administration is authorized to amend the current schedule of tuition and fees in order to ensure a balanced operating budget for the 2016-2017 academic year, but in doing so shall limit the rate of increase in tuition for Maine resident students to no more than 3% above the current established levels.

On a MOTION by Trustee Somerville and seconded by Trustee Oney, the Board voted unanimously to accept the RESOLUTION as set forth in Attachment A.

RESOLUTION #2

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the spending level from scholarship endowment funds during the 2016-2017 academic year be authorized at an amount of \$700,000.

On a MOTION by Trustee Theeman and seconded by Trustee Somerville, the Board voted unanimously to accept the RESOLUTION as set forth in Attachment B.

c. Operations Committee

- In the absence of Trustee Cianchette, Vice President Carver reported on the Committee meeting held yesterday. She gave a brief update on the status of the Facilities Department, IT and the Human Resources department. Much work has been done on campus this year and there are many projects already planned for next year. The state of operations for the units under the Operations Committee are in good order and she concluded her summary by noting that as time permits, she will provide more detailed reports.

d. Advancement Committee

- Trustee Samway, asked Vice President Haley to report on yesterday's Committee meeting noting that she will follow his comments with closing remarks.
- Vice President Haley began by welcoming Jeff Wright as Director of Alumni Affairs and noted that his upcoming travel plans for various events are the top three priorities for the next 6 months. A search has begun to find replacements for Alyssa Allen and Tobi Buchanan.
- Chris Gilman gave a brief history of SMS (Student Mariner Society), then spoke of events on campus. March 17th is thank you day and they will be holding a "thank-a-thon" on March 21st and 22nd. There will be banners in the ABS building and on the waterfront supporting these events.
- Jen DeJoy, Director of College Relations gave an update on college relations focusing on the 75th Anniversary and Founder's Day on campus, and also scheduled to be held in August on March 21st and 23rd.
- Vice President Haley gave an update on the annual fund, noting that we are down a half percent in alumni participation. Gifts are also down in general but looking favorable because of a half-million dollar gift.

- Ali Watson updated the Committee on the *Bowdoin* campaign to raise 1.6m. It is going well with \$1.1million raised so far.
- Vice President Haley then read the following resolutions:

RESOLUTION #3

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Frederick J. Harris Regimental Scholarship Fund as described in Attachment C is hereby established.

On a MOTION by Trustee Wellington and seconded by Trustee Oney, the Board voted unanimously to accept with gratitude the Frederick J. Harris Regimental Scholarship Fund as set forth in Attachment C.

RESOLUTION #4

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Michael J. Rousse '70 Regimental Scholarship Fund as described in Attachment D is hereby established.

On a MOTION by Trustee Somerville and seconded by Trustee Watson, the Board voted unanimously to accept with gratitude the Michael J. Rousse '70 Regimental Scholarship Fund as set forth in Attachment D.

RESOLUTION #5

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Thomas H. Cook Deck Officer Memorial Scholarship Fund as described in Attachment E is hereby established.

During discussion questions were raised about the gender-based wording of the scholarship (Resolution # 5). Vice President Haley informed the board that he would talk to the donor family to revise the wording and would present this resolution for approval at the May Board of Trustees meeting once revised.

RESOLUTION #6

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that The Class of 1955 Regimental Scholarship Fund as described in Attachment F is hereby established.

On a MOTION by Trustee Theeman and seconded by Trustee Somerville, the Board voted unanimously to accept with gratitude The Class of 1955 Regimental Scholarship Fund as set forth in Attachment F.

RESOLUTION #7

BE IT RESOLVED that the Board hereby accepts with gratitude all gifts and grants of \$1,000 or more and all donated property as set forth in Attachment G.

On a MOTION by Trustee Theeman and seconded by Trustee Wellington, the Board voted unanimously to accept with gratitude all gifts and grants of \$1,000 or more as set forth in Attachment G.

President Brennan thanked Ali Watson for his work on the *Bowdoin* fund noting that the legislative council approved a one million dollar request which is now going to second session,

before moving on to appropriations. Trustee Theeman asked if those funds will be part of the endowment to which President Brennan responded in the affirmative. President Brennan also pointed out that Senator Rosen sponsored the effort and is a significant help.

e. **Student Affairs Committee**

- Trustee Greenleaf noted that the Committee had a long and rich meeting yesterday.
- Vice President True provided the Committee with updates on student life and highlights of activities since the last meeting.
- A campus climate survey regarding sexual misconduct has been sent to students in order to inform the work of the Title IX Advisory Committee.
- The Society of Women Engineers' second chapter in Maine is launching in March during women's history month.
- Maine Maritime Academy will be hosting the AAUW state conference in May and is partnering with them to offer a STEM conference for high school girls on that same day.
- Athletics had a strong winter season.
- Campus Safety has rolled out a new emergency action plan.
- Jeff Wright will transition from Director of Admissions to Director of Alumni Affairs on April 1st. Vice President True noted that Jeff will be missed in the Admissions Department but he will be an amazing advocate for alumni. President Brennan acknowledged Jeff's artistry in his role as Director of Admissions.
- Jeff Wright reported on Admissions numbers: deposits are up over last year. The target for the new class will be 294 and we are on track to achieve that number.
- Jeff Wright and Vice President True reported to the Committee on changes in admissions operations over the past year which may have contributed to the rise in the number of applications and deposits and a speedier notification process. The office was also relocated to a better position on campus.
- Captain Gandy reported on the winter cruise noting that St. Croix was a very valuable experience. IBL students were able to join the cruise for the first time and that program was a great success. That was the last winter cruise as all classes are now caught up on sea time requirements. Participation by IBL students in future cruises will require some creative thinking.
- Captain Gandy shared the itinerary for the summer cruise which will include port calls in Savannah, GA., France and the Canary Islands for the first leg with a student and crew swap in Portsmouth followed by the second leg which will include Cobh, Ireland, Antwerp to pick up bunkers, and a final port call in Boston before returning to Castine on the first of August.
- Student Trustee Gilman provided information on a new initiative undertaken by the very active Student Government Association. They have completed the process of recommending new student candidates and are now working on new executive board members.
- The Athletics Department presented an inCOMMAND PowerPoint on the leadership initiative. Four student athletes presented highlights on the components which include a Freshman Program, a One Voice, One Team Retreat for all female athletes and leadership training for team captains and emerging leaders. The program has been a resounding success and the department intends to expand it with a sophomore initiative next year.

f. **Governance Committee**

- Trustee Wellington reported that the Committee had a short meeting yesterday.
- He noted that the Board evaluations will be going out soon and that the Committee hopes to have those completed for the August Board meeting.

g. Other Business

There being no further business to address, Chair Peacock expressed his thanks to the Town Manager and the Selectmen for attending the Board meetings. He announced that the next meeting of the Board will take place on May 6th followed by Graduation on May 7th. Chair Peacock then asked for a motion to adjourn.

On a motion by Trustee Theeman and seconded by Trustee Somerville the Board moved unanimously to adjourn at 9.10 a.m.

Respectfully Submitted,

Rhonda Varney
Secretary to the Board of Trustees
Maine Maritime Academy