



## MINUTES OF THE MEETING BOARD OF TRUSTEES May 6, 2016

A regular meeting of the Board of Trustees was held on May 6, 2016 at Maine Maritime Academy, Castine, Maine. Chair Peacock and Trustees Arntzen, Brodsky, Cianchette, Fendl, Fryer, Gilman, Greenleaf, Morrison, Shipway, Somerville, and Theeman were in attendance. Trustee Oney 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 3:31 p.m.

### 1. MINUTES OF FEBRUARY 26, 2016 MEETING

**On a MOTION by Trustee Fryer and seconded by Trustee Somerville, the Board voted to accept the minutes of the meeting of February 26, 2016 as distributed.**

### 2. ALUMNI ASSOCIATION REPORT

- Jeff Wright, Director of Alumni Affairs reported that Karen Cukierski has been hired as the new Administrative Assistant in the Alumni Office.
- All 18 chapter presidents were contacted and asked to participate in a conference call so that Jeff could introduce himself as the new director. Fifty percent of the 18 chapters participated in that call.
- The Alumni Board is working on Board of Director elections with results to be announced at Homecoming. Up for election are four officers and six Board members.
- Mr. Wright visited chapters in Kennebec Valley, Florida (Tampa, network in Ft. Lauderdale), Houston, San Diego, and San Francisco. He expects to visit the Mid-Atlantic Coast chapters (VA, DC, Philadelphia) at the end of May, or beginning of June.
- Efforts are being made to rejuvenate chapters in Bangor, ME and Seattle, WA. There has also been an inquiry from Long Island, NY.
- Shipboard Receptions will be held on May 14<sup>th</sup> in Charleston, SC; and on June 22<sup>nd</sup> in Portsmouth, NH.
- Plans are afoot for two summer reunions; the class of 1956 in June, and the class of 1966 in July.
- The Alumni Office is also busy planning for 75th Homecoming on September 24th.
- A new Alumni registry should be out in January 2017 (for the 75th anniversary).

- Mr. Wright welcomed the graduates of 2016 to the Alumni Association.
- The Casco Bay Chapter selected two recipients for awards of \$2,000 each and the Alumni Association selected two recipients for awards of \$500 each.
- Mr. Wright concluded his report by noting that in addition to all of the above, the Alumni Office is planning many initiatives including a website redesign, an eNewsletter template, and an AA Smartphone app.

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

Chair Peacock noted that this is his last meeting as Chair after five years in that position. He will continue for another three years as a Board member. He commented that it has been a very interesting five years. There have been several tragedies here on campus and at sea. We have also had some great triumphs, one of them being the ABS building. The continuing discussion regarding the new school means that there will be an exciting two or three years ahead. The most important part is the joy he has experienced in watching about a thousand young people graduate and receive a diploma with his signature on it. Chair Peacock remarked that both his father and his daughter graduated from here and last week he brought his grand-daughter for a tour in the hope that she too will attend.

Chair Peacock went on to remark that one of the things that has happened in the last five years is that the Town and Gown relationship has improved dramatically and he noted that he appreciates the three town selectmen attending most of the meetings. He also stated that the new town manager has a son who is attending Maine Maritime Academy. The Chair greatly appreciates the support that the town gives the Academy and him personally. He went on to note that the staff has been phenomenal and has given him information that he needs in order to do the job. The faculty has been outstanding and this is reflected in the ability of the students who have the skills that they need when they graduate. He also expressed appreciation for all the support given to him by Rhonda Varney. It has also been a joy to work with everybody in administration, which brings him to President Brennan. Chair Peacock noted that he has known Bill Brennan since he was a high school student and they have worked closely together in the past. There has not been a harsh word between them in the last five years in spite of all that has transpired. The Chair expressed the hope that President Brennan will be here for many years to come.

Chair Peacock remarked that his wife has been very helpful during his tenure as Chair both in tolerating his absences, helping him to write speeches and listening to his thoughts. Lastly and perhaps most importantly, the Board members themselves have made this a wonderful experience. He considers himself very lucky to work with the present members and those who have preceded them. With a management style that involves a lot of give and take, there has been a great deal of freedom to express opinions regarding the way things work here. He noted that asking questions is perhaps the most important thing a Board member can do. He also remarked that he has learned so much in the process of doing this job in terms of facilities management, administrative work, human relations, negotiations, and teaching and has been very fortunate to be asked to be a guest lecturer here on many occasions and hopes that this will continue in the future.

In conclusion, Chair Peacock thanked all for being such good Board members and such good friends to him.

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

President Brennan began by re-stating what he had said in his Goals and Objectives memo to the Board and that is that this meeting of the Board is the most purposeful of all our yearly meetings as it is at this meeting the Board votes to confer degrees. It is also one of the most difficult in the sense that we conduct all of the Board's business in one day. Because of time constraints, President Brennan had only a few things to report at today's meeting.

First he joined the Chairman in thanking our outgoing Student Trustee, Chris Gilman, for his dedication and his service to the Academy. To accomplish what he has accomplished here as a student and to also dedicate himself to the betterment of the Academy through his participation on the Board is truly inspirational and Dr. Brennan thanked him, not just as the president, but as an individual who is very proud to have come to know him.

The President also expressed his great pleasure in welcoming our newest Board members, Matt Fendl, Carolyn Brodsky, and Greg Fryer. Matt certainly has familiarity with the Academy, but I imagine all of the new members who are joining us at this tumultuous time of the year for the Academy must feel a little overwhelmed. President Brennan reassured them that they will do fine and that there is plenty of support here for all.

President Brennan went on to mention a few housekeeping notes about the rest of the weekend – when Board business is concluded, members should have plenty of time to go back to their rooms and freshen up. The reception begins at 5:30 in the Leeward Room followed by dinner at 6:30. There are a number of activities tomorrow morning that you can see in your schedule, but it's important to note that all should gather in the Hall of Fame Room in the lower portions of the Smith Gym by 10:30 to don regalia and prepare for the processional.

There have been a number of things that have taken place since the last meeting; regimental change of command, Woman on the Water conference in California, our founder's day celebration on campus followed by a legislative honorific in Augusta, and our alumni legislative reception, an admissions open house, the library research reception, Special Olympics Bocce Tournament, the Ring Dance, a USCG damage control simulator presentation, a retirement party for Geof Bellows, a senior class Bar-B-Q, and many, many more things. And, as you heard earlier, Maine Maritime Academy beat the other MMA in the Alumni fundraising challenge.

The President went on to report that this academic year that we bring to a close tomorrow has been a year of much success; this success is demonstrated by a resolution to be presented shortly to authorize the conferral of degrees. President Brennan is confident that all present share with him a great sense of pride in our students' accomplishments. Along with the extreme highs of success this past year, we have also experienced the depths of sorrow that touched all of us who are part of this Maine Maritime Academy family. We grieved together the sudden loss of five of our alumni in the tragic incident involving the *El Faro* and we have struggled with the loss of one of our immediate family, a sorrow that was just brought to closure this past week. Indeed, this past year has been marked by moments that served to show how close a community we are, how dedicated our alumni are to this institution, and in what high regard we are held by others throughout Maine and beyond.

President Brennan went on to note that there have been some difficult aspects of this past year, but much success has been achieved and on behalf of all of the employees and students of the Academy, he thanked the Board for the support they have shown us during this academic year.

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

President Brennan presented the following RESOLUTION for the Board's consideration:

### **RESOLUTION #1**

**BE IT RESOLVED** that the Board of Trustees accepts with pleasure the faculty promotions listed below:

Ralph Pundt – to Full Professor  
George Schatz – to Full Professor  
Mark Shaughnessy – to Full Professor  
David Avery – to Associate Professor  
Lance Burton – to Associate Professor  
David Ciampa – to Associate Professor  
Richard Miller – to Associate Professor  
Jacob Simmons – to Associate Professor  
John Worth – to Assistant Professor

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

President Brennan then read the following RESOLUTION for the conferral of degrees:

## **RESOLUTION #2**

Upon the recommendation of the faculty I present to the Board of Trustees the following candidates (included in the Trustees folders and appended here as Attachment A) for the Master of Science, Bachelor of Science and Associate in Science degrees and ask for Board authorization to confer said degrees upon successful completion of degree requirements.

**On a MOTION by Trustee Shipway and seconded by Trustee Somerville, the Board voted unanimously to authorize the conferral of said degrees as set forth in Attachment A appended to these minutes.**

### **1. STANDING COMMITTEE REPORTS**

#### **a. Education Policy Committee**

- In the absence of Trustee Sawyer, Dr. Gardner presented the report of the Committee meeting noting that Dr. Boucher one of the co-chairs of the NEASC self-study provided an update on progress. The study is progressing in a very organized fashion and on schedule towards the November arrival of the visiting team. In March of this year the lead evaluator, President Alflutis of SUNY Maritime visited the campus and was impressed with our preparations and provided us with some important feedback. There are currently eight members of the evaluation team and at President Alflutis' suggestion we have requested that a ninth member, an engineer, be added to the team. The self-study team has started to assemble action items and projections which will go to the leadership in the near future.
- The second item addressed by the Committee was a report by Dr. Gardner on conversations with the US Coast Guard. This past year we have had a very robust and positive conversation in terms of bringing the Coast Guard to an agreement that the Maritime Academies need to be recognized as equals in the licensing process and as repositories of hundreds of years of mariner information and to produce policy that will survive the periodic ups and downs associated with locally decided changes in policy interpretation. That policy document is in final draft form and will be acted upon at a meeting at Coast Guard headquarters in early June.
- The last item on the agenda was a report on faculty actions which resulted in the resolution regarding promotions presented earlier in the Board meeting.

#### **b. Finance Committee**

- Trustee Shipway presented the report on the Finance Committee meeting held earlier today. The Committee had an informational conference call earlier in the week, followed up by a committee of the whole at this morning's session. Chief Financial Officer Petra Carver is finishing her first year at Maine Maritime Academy and provided the following information to the Committee: as of the end of the third quarter of this fiscal year she projects that the budget will be balanced for the year or within \$500,000. This is very good news. She continued to brief the Committee on the FY17 budget update: it has been tentatively approved and includes \$500,000 for capital issues. During the past year there has been a lot of discussion regarding growth and what we can do to improve efficiencies within the organization. The Finance Department will continue to monitor and control discretionary expenses and research opportunities for cost reductions. Ms. Carver announced that she is developing a four-year pro forma statement to get a better understanding of how the financial position of Maine Maritime Academy will develop in the longer term future and she will present that in the fall.
- Ms. Carver then summarized the investment pool at the University of Maine System. It has been a challenging year but as of the end of March we are at basically the same place we were at the beginning of the financial year that is about twenty nine million, five hundred thousand.
- Ms. Carver reported to the Committee that after her first year we are making good progress on a number of initiatives on efficiency improvement in her areas of responsibility.

### **RESOLUTION #3**

**BE IT RESOLVED** that the Tentative Collective Bargaining Agreement reached between Academy Management and the Staff, Support and Professional Bargaining Unit and the Maine State Employees' Association on April 26, 2016 is hereby ratified.

**On a MOTION by Trustee Arntzen and seconded by Trustee Somerville, the Board voted unanimously to accept the RESOLUTION as set forth in Attachment B appended to these minutes.**

**c. Advancement Committee**

- Trustee Samway, asked Vice President Haley to report on yesterday's Committee meeting noting that she will follow his comments by presenting a RESOLUTION.
- Vice President Haley began by announcing that Maine Maritime Academy won the third annual alumni fundraising challenge against Mass Maritime Academy.
- The Committee then discussed the senior class gift drive. The undergraduates have reached 66% participation and when combined with the graduate school we have reached 62% overall.
- One of the staff members for the Advancement team closed a \$100,000 gift on Tuesday for the diversity scholarship and in addition there was also a large estate gift.
- It was reported that overall cash which included gifts and pledge payments was down less than 1%. Cash to the Annual Fund was up 16.1% and cash to the unrestricted Annual Fund was up 11.6%.
- Jeff Wright, the new Alumni Relations Director gave a quick update on the Alumni Office and an overview of what is going on.
- Jen DeJoy from the College Relations Office gave an update on the 75<sup>th</sup> Anniversary preparations.
- Kay Hightower gave an update on the *Bowdoin* campaign reporting that the goal is \$1.6 million and that \$1.1 million has been received so far in gifts and pledges with a goal of finishing that campaign at the end of the calendar year.

- Trustee Samway then announced that we have one RESOLUTION as follows:

#### **RESOLUTION #4**

**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 C.

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

- Trustee Samway then announced that there is also a RESOLUTION to revise the Thomas H. Cook scholarship in order to bring it into line with the other memorial scholarship funds.

#### **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 be accepted.

**On a MOTION by Trustee Theeman and seconded by Trustee Greenleaf, the Board voted unanimously to accept the Thomas H. Cook Deck Officer Memorial Scholarship Fund as set forth in Attachment D.**

#### **d. Operations Committee**

- Trustee Cianchette reported that the Committee had two items on the agenda during the meeting held earlier today.
- The first was an overview of ongoing maintenance activities on campus. In a future meeting the Committee is going to be looking at their priorities regarding capital expenditure as it pertains to maintenance and upkeep.
- There was also an IT update included five items that Vice President Carver explained in Lisa Roy's absence.
- Also discussed was a third item that was not on the agenda which pertained to cyber security. It appears that we are in pretty good shape and the topic provided for a good discussion.

#### **e. Student Affairs Committee**

- Trustee Greenleaf report that the Committee covered five points during today's meeting: enrollment update, summer cruise port update, adoption of a tobacco free campus policy, reflections by our student Trustee, and a discussion of strategic enrollment management.
- Trustee Greenleaf then asked Dr. True to summarize some of the key points touched upon during the meeting. Dr. True reported that the Committee began by acknowledging with gratitude Jeff Wright's many years of service as Director of Admissions. They then discussed the deposit numbers for the incoming class of 2020 and it was reported that we are currently at 344 versus 316 at this time last year. Fifty five of those deposits are from women comprising 16% of the class. Thirty two percent are out-of-state students and ten of the twelve students offered Trustees' diversity scholarships have deposited.
- Dr. True went on to report that Captain Gandy shared the itinerary for the training cruise which includes ports in Scotland, Canary Islands, Ireland and Belgium as well as the US ports of Charleston, Portsmouth and New York.

- Dean Deidra Davis reported to the Committee on the Academy's adoption of a smoke and tobacco-free campus policy. A task force has been working over the past year to develop the policy which will go into effect on August 1<sup>st</sup>.
- Chris Gilman then introduced Matthew Fendl our new student Trustee. He is a junior from Ellsworth, Maine studying Marine Transportation. Chris shared an update on the many activities of the Student Government Association over the spring. One of the most notable was the recognition of a new student organization for lesbian, gay, bi-sexual, transgender and questioning and friends and allies. Chris then reflected on his year as a Trustee and shared his post-graduation plans.
- Dr. True then encouraged members of the board to review the document demonstrating the level of student athlete awards as the level of student athlete academic achievement is outstanding.
- Dr. True provided the Committee with highlights of the strategic enrollment management plan for 2016 through 2020. The plan incorporates research and initiatives undertaken in order to provide direction to the new Director of Admissions. It also details action steps to meet Maine Maritime Academy's strategic plan goals regarding diversity. Much discussion centered around how to increase the percentage of women at the Academy and challenges we face to achieve the goals of the plan. The five goals of the plan are to stabilize enrollment at 980 undergraduates; to continue to support retention; graduation rates that exceed national averages; to increase the percentage of women undergraduates to above 20%; to increase representation of students from diverse backgrounds to match or exceed Maine demographic statistics; and to develop new sources of merit and need-based aids.

**f. Other Business**

Selectman Peter Vogel thanked everyone for working together so well noting that we now have the best relationship yet between the town and the Academy.

There being no further business to address, Chair Peacock announced that the next Board meeting will take place on August 12<sup>th</sup>.

Chair Peacock then asked for a motion to adjourn.

**On a motion by Trustee Arntzen and seconded by Trustee Somerville the Board moved unanimously to adjourn at 4.02 p.m.**

Respectfully Submitted,

Rhonda Varney  
Secretary to the Board of Trustees  
Maine Maritime Academy