



MINUTES OF THE MEETING
BOARD OF TRUSTEES
May 4, 2018

A regular meeting of the Board of Trustees was held on May 4, 2018 at Maine Maritime Academy, Castine, Maine. Chair Somerville and Trustees Brodsky, Cianchette, Dey, Devine, Fryer, Oney, Peacock, St. Germaine, Sawyer, Shipway, Slocum, Theeman and Watson were in attendance. President Brennan, Vice Presidents Carver, Gardner, Haley and True, members of the faculty and staff, representatives of the Town of Castine and a member of the press were also present.

Chair Somerville brought the meeting to order at 3:30 p.m.

1. MINUTES OF MARCH 2, 2018 MEETING

On a MOTION by Trustee Theeman and seconded by Trustee Sawyer, the Board voted to accept the minutes of the meeting of March 2, 2018 as presented.

2. CHAIR'S REMARKS

Chair Somerville reported that there are two new members of the board, Ted Dey and Anne Devine, as well as our new student trustee, Brandon St. Germaine from Ellsworth, Maine. Welcome aboard to all! The Chair also welcomed to the meeting Jimmy Goodson and Peter Vogel as representatives of the Town of Castine.

3. PRESIDENT'S REPORT

President Brennan noted that the most enjoyable part of his job as President is the conferral of degrees. It is also fundamentally the most important item which is his privilege to bring before the Board noting that we are graduating good, highly qualified, well-educated students.

4. PRESIDENT'S ACTION

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

RESOLUTION #1

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 Oney and seconded by Trustee Peacock, the Board voted unanimously to authorize the conferral of said degrees as set forth in Attachment A appended to these minutes.

President Brennan also welcomed the new board members and thanked Trustee Slocum for his great work over the past year.

5. ALUMNI ASSOCIATION REPORT

- Joe Cote '82, President of the Alumni Association sent his regrets that he is unable to attend the meeting this afternoon and asked that Jeff Wright, Director of Alumni Affairs deliver the report on his behalf.
- Mr. Wright began by noting that the Alumni Association canceled the Legislative Reception due to inclement weather but held a quarterly meeting via conference call. Among the items discussed were committee reports, alumni award nominations and nominations for upcoming Alumni Association Board member elections. Nominations will cease on May 31st with ballots being mailed at the end of July. Election results will be announced at the annual Alumni Association meeting during Homecoming on September 29th.
- Mr. Wright went on to note that he reported earlier in the day on the East Coast Close Up presentations in Westbury, Long Island, NY; Philadelphia, Baltimore and Virginia Beach. He expressed thanks to the College Relations Office for creating a dynamic Up Close presentation about Maine Maritime Academy, its growth and future initiatives. Seven hundred invitations were sent to all alumni in those areas and we were hoping to attract 10%. Sixty six alumni and friends attended the presentations.
- The Western Maine alumni group hosted a ski day at Black Mountain in Rumford on Friday, March 9th followed by a social. Attendance was lighter than last year, but the organizers are not discouraged.
- The Casco Bay chapter held its annual marine flea market at the Maine Boatbuilders Show from March 23rd to 25th in Portland. The flea market raised over \$10,000 for scholarships.
- Alumni assisted greatly in securing items for the Night By The Bay auction at Sable Oaks in South Portland on Saturday, April 7th. The evening was a great success capped off by music by the State Street Traditional Dixieland Jazz Band, featuring John Page, Class of 1968, on trumpet. Incidentally, John was the founder of the band.
- There was a Houston chapter event on Saturday, April 14th with alumni attending a Houston Astros/Texas Rangers game where they sat in an outfield luxury box, shagged flies and enjoyed great food and great seats. About one hundred alumni, family members and corporate friends attended. The annual Texas Golf Classic followed that on April 16th. Cudos to Craig Dagan and the staff for another great event.
- The April edition of the Mariner has been sent out. A great job was done by Billy Sims, the Managing Editor as well as Jen De Joy and Deanna Yocum of the College Relations office.
- Upcoming meetings include the Charleston, SC group which is going to combine a lobster feed with University of Maine alumni; the Class of 1956 will have a breakfast at Dick's in Gardiner; the Class of 1964 Mini Muster, Penobscot Bay chapter; as well as an inquiry regarding the Bay State, MA gathering. Also, we will be tailgating at Mass Maritime Homecoming on September 15th and at Catholic University on November 10th in Washington, DC. Larry Burrill, Class of 1977 and his business partner will be honorary captains for the game.
- This summer we will be hosting two reunions for the Classes of 1968 and 1973.
- On a sad note, Mr. Wright reported that Richard Spear, Class of 42-2 passed away yesterday. He was a great supporter of Maine Maritime Academy and will be greatly missed.

- Mr. Wright concluded his report by noting that the next Alumni Association Board meeting will be held on Thursday, June 14th at RiRa's on the waterfront in Portland followed by a social for all area alumni.

6. STANDING COMMITTEE REPORTS

a. Education Committee

- Trustee Sawyer reported that the Committee noted the departure of Professor Don Maier, of the Loeb-Sullivan School of Graduate Studies who has accepted a position at California Maritime Academy. He also drew attention to the list of new faculty hires included in the board packets.
- There was a presentation by Dr. Paul Wlodkowski, faculty representative to the Board of Trustees, who talked about the fourteen grand challenges in education and those studies that we are doing here at the Academy.
- Dean Gardner noted that the Committee was provided with a summary of career services updates and co-op placement rates.

b. Advancement Committee

- Trustee Oney announced that Vice President Haley will be providing the report on the meeting of the Advancement Committee.
- Mr. Haley began by noting that Jeff Wright, our Director of Alumni Relations updated the Trustees on his four city visit in March to present an hour-long PowerPoint. He visited Long Island, Virginia, Philadelphia and Baltimore and sixty-six alumni and friends came to hear the presentation.
- Additionally, the fundraising update is included indicating that we have raised \$2.17 million compared to \$2.5 million in fiscal 2017. The Annual Fund is up overall, donors are down as are alumni donors.
- It was reported that Thank You Day was held on March 15th, followed by thank-a-thon calls on March 20th and 21st.
- A group of alumni came to campus for the weekend of March 23rd and 24th to talk about an enhanced culture of giving. President Brennan made remarks on the importance of this initiative. The take-aways from this meeting included the establishment of a class purser volunteer base to fundraise with a goal of recruiting forty of these volunteers by mid-September. Also, Larry Burrill, Class of 1977, is creating a survey to go out to our alumni in the next month or so.
- It was also reported that we held our second annual MMA Community Giving Day which was held on March 29th with a goal of 20%. We achieved 24.7% overall with 39% of faculty and staff contributing and just over 21% of our students.
- The third appeal from the Advancement Office is going out next week in conjunction with the annual Mariner Challenge which will be held from May 7th to May 21st.
- The meeting was concluded with a quick update on the Night by the Bay event which was held on April 7th in Portland. Two hundred and fifty guests attended and eighty items were auctioned off. We received about \$50,000 in corporate sponsorships and netted about \$75,000 overall.
- Trustee Oney then went on to announce the RESOLUTIONS as follows:

RESOLUTION #2

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 B appended to these minutes.

On a MOTION by Trustee Cianchette 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 B appended to these minutes.

RESOLUTION #3
The Charles E. Raymond '65 Endowed Scholarship Fund

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy the Charles E. Raymond '65 Endowed Scholarship Fund as described in the Trustees' folders and appended to these minutes as Attachment C is hereby established.

On a MOTION by Trustee Sawyer and seconded by Trustee Peacock, the Board voted unanimously to accept the Charles E. Raymond '65 Endowed Scholarship Fund as described in the Trustees' folders and appended to these minutes as Attachment C.

RESOLUTION #4
The Thomas H. Cook Deck Officer Memorial Scholarship Fund

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Thomas H. Cook Deck Officer Memorial Scholarship Fund be amended as described in the Trustees' folders and appended to these minutes as Attachment D.

On a MOTION by Trustee Shipway and seconded by Trustee Sawyer, the Board voted unanimously to accept the amendment to the Thomas H. Cook Deck Officer Memorial Scholarship Fund as described in the Trustees' folders and appended to these minutes as Attachment D.

c. Student Affairs Committee

- In the absence of Trustee Greenleaf, Vice President True reported on the Student Affairs Committee held earlier in the day.
- She began by reporting that we are still processing deposits postmarked by May 1st. So far, 294 deposits have been received and we expect that figure to reach 300 when all have been counted. It was noted that although applications increased to 1207 this year from 870 last year, deposits are actually tracking behind last year at this time, particularly deposits from Maine residents and transfer students. We are, however, tracking ahead of the three years prior to last year. Additionally, our female numbers are up as are our numbers of under-represented populations and first time freshmen. As the numbers are still being compiled, we are not yet able compare this year's class to previous years. An in-depth analysis of statistics will be provided at the August meeting.
- Captain Gandy then provided the Committee with the itinerary for the training cruise which will include Rotterdam, Cadiz, Lisbon, Civitavecchia, Alicante and will clear customs in Eastport.
- The outgoing student Trustee Truman Slocum then presented his final report to the Committee.
- The bulk of the Committee meeting was spent on a question and answer session with the incoming student leaders who took questions from the Trustees regarding their leadership experience, decision to attend Maine Maritime Academy and issues they would like to see addressed during their tenure.

Trustee Sawyer commented that he did not know that we have a new Student Veterans Center on campus. Vice President Gardner responded by saying that he would be pleased to take those interested over to see it.

d. Finance Committee

- Trustee Shipway reported that under the leadership of Vice President Carver, the FY operational budget is looking excellent. We started the fiscal year nearly one million dollars in the red, and ended either even or slightly positive due mainly to the delayed return of the *TS State of Maine* to our pier, lower healthcare cost than budgeted and fewer faculty than anticipated.
- Our Endowment Investment funds remained flat over the past three months, but overall the three year trend is up.
- Vice President Carver reported on the optional retirement plan put in place in 1991 for the benefit of the Academy's employees. Periodically this needs to be reviewed in order to determine that we are in compliance with rules and regulations. A review was completed during the last quarter and a RESOLUTION is needed to accept that as follows:

RESOLUTION #5

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the revision to the 401 retirement plan be accepted as set forth in the Trustees' folders and appended to these minutes as Attachment E.

On a MOTION by Trustee Shipway and seconded by Trustee Peacock, the Board voted unanimously to accept the revision to the 401 retirement plan as set forth in the Trustees' folders and appended to these minutes as Attachment E.

e. Operations Committee

- Trustee Peacock reported on the meeting of the Operations Committee noting that Vice President Carver has done a great job with reports for operations, facilities, IT, Human Resources and campus safety.
- Her report to the Committee indicated that the kitchen and dining hall renovations are starting in earnest tomorrow and should be complete by the time the students return. She also gave two lists of maintenance projects: the first is for needed short term projects totaling \$5.5 million and the second for major capital projects totaling \$12.7 million. Her review provided both short- and long- range lead times for the named projects and an update of the campus master plan.
- Regarding the IT department, everyone seems very happy that we now have Outlook as our new server for email and they are working to integrate course management: Slate which is admissions; Great Plains which is finance; and Power Campus which is the student information system.
- Human Resources is working on comprehensive systems and business process reviews for how-to manuals and policy updates for employees. A new timekeeping system was implemented as well. The department predicts that the next significant development will be a comprehensive employee compensation and job reclassification system as the present system is many decades old and utterly outdated.
- The Campus Safety department continues to work on relationships with the Castine fire department, the sheriff and state police. They are also working on strategic building access control.

h. Other Business

Chair Somerville noted that Trustee Kitt Watson has decided, due to the pressures of business, etc. not to run for re-appointment to the Board at the end of his term. We will all miss him and thank him so much for everything he's done for the Academy. Trustee Watson remarked that it has been a joy working with everyone and he will miss it greatly. He won't be a stranger.

Trustee Fryer acknowledged Katherine Greenleaf, who served on the Board for many years and has now retired. He also mentioned Ande Smith who served briefly and thanked them both for their service to the board.

Chair Somerville then noted that we have an opening for Student Affairs committee chair, and since Trustee Brodsky volunteered for the position, he gladly gave his approval.

President Brennan then made a few announcements regarding tonight's and tomorrow's schedule of activities.

There were no other comments. Chair Somerville announced that the next meeting of the Board will take place on August 9th and 10th. He then asked for a motion to adjourn.

On a motion by Trustee Watson and seconded by Trustee Cianchette, the Board moved unanimously to adjourn at 3.54 p.m.

Respectfully Submitted,

Rhonda Varney
Secretary to the Board of Trustees
Maine Maritime Academy