



MINUTES OF THE MEETING BOARD OF TRUSTEES February 28, 2019

A regular meeting of the Board of Trustees was held on February 28, 2019 at Maine Maritime Academy, Castine, Maine. Chair Cianchette and Trustees Arntzen, Brodsky, Devine, Dey, Fryer, St. Germain, Somerville, Theeman and Wellington were in attendance. Trustees Sawyer, Shipway and Watson participated via conference call. President Brennan, Vice Presidents Carver, Gardner, Haley and True, members of the faculty and staff, and representatives of the Town of Castine were also present.

Chair Cianchette brought the meeting to order at 2:00 p.m.

The Chair began by acknowledging Jimmy Goodson, town manager, who hopes to retire in June of this year and extended our appreciation to him for his great working relationship with the Academy these past years.

1. MINUTES OF NOVEMBER 8, 2018 MEETING

On a MOTION by Trustee Dey and seconded by Trustee Wellington, the Board voted to accept the minutes of the meeting of November 8, 2018 as presented with the exception of Trustee Fryer who abstained in absentia.

2. CHAIR'S REMARKS

Chair Cianchette noted that an Executive Committee meeting was held on Jan 30th and had an agenda to follow. Trustees Brodsky, Oney, Shipway, Theeman, President Brennan and Chair Cianchette began by stating that they wanted an update on the Center for Professional Mariner Development (CPMD), Enrollment Management, Advancement, a new curriculum and the search for a Commandant. There was a robust discussion surrounding these items and it appears to be very helpful to President Brennan in understanding what the board will be looking for at upcoming meeting and items which the Executive Committee considers to be of most importance. There were further discussions about marketing efforts for the online IBL program as well as in depth conversations regarding *The Bowdoin* and what the best path forward might be for that. Also discussed was the approximate timeline for the introduction of the new courses suggested by Dean Gardner at the November meeting. It was agreed that we would like further information regarding those as well as the CPMD timeline, schedule and a good educated guess as to the costs and revenue involved. Chair Cianchette remarked that the Executive Committee meetings which have been held provide a good way to prep for the upcoming Board meetings and help move through them in a more focused fashion which

is faster and more efficient. He thanked those in attendance and noted that any ideas for improvement are welcome.

3. PRESIDENT'S REPORT

President Brennan stated that he agrees with Chair Cianchette's comments and that senior staff members find them helpful as well. Having the Executive Committee meet in advance of the Board meetings helps staff members to organize their data and provide the kind of input that the Board is looking for. The President had a few items to mention, including the fact that he has been invited to address the joint session of the 129th Maine legislature on March 14th, where they will be considering the state of Higher Education. He will be joined by the new President of the Maine Community College System, Dave Daigler and Chancellor Paige of the University of Maine System. A number of students will attend with President Brennan. The meeting will be followed by a small reception to which we will invite President Daigler and Chancellor Paige. This serves to demonstrate to the legislature that Maine Maritime Academy is a vital part of the education system in Maine along with the Community College and University of Maine Systems.

President Brennan took the opportunity to announce that our Commencement speaker is Richard Spencer, secretary of the Navy and read a brief overview of his biography. This will be publicly announced soon.

At 4:30 today the Women of Distinction panel will be held in the Delano Auditorium. He encouraged all to attend as it is a great opportunity to see the caliber of students that have graduated from Maine Maritime Academy. He concluded by announcing that this group of graduates will join the Board members for a reception and dinner this evening.

4. PRESIDENT'S ACTION

There are no action items at this time.

5. ALUMNI ASSOCIATION REPORT

Since Trustee Oney was unable to be present at the Alumni Association meeting yesterday, the report was delivered by Vice President Haley who provided the following update:

- The Alumni Advancement Committee will be meeting in Portland in March. In addition, there will be a separate Class Pursers meeting in Portland. Part of the agenda for the Class Pursers meeting is to train them in asking for gifts and for them to have a collective forum to share ideas on how to reach their classmates. To date, twelve Class Pursers, have been secured and they continue to assist us in more peer-to-peer asks in an effort to increase alumni participation through social media, emails, and phone calls.
- Alumni events took place this fall in Portland, Portsmouth, Puget Sound, and San Diego. Larry Burrill '77 hosted a Maine Maritime Academy gathering at the Army Navy Club in Washington the night before MMA played Catholic University. The Alumni Association also held a tailgate party at the game.
- On November 29th, Maine Maritime Academy held its annual reception at the International Workboat Show in New Orleans. Nearly 200 alumni and friends were in attendance.
- The 51st annual Senior Alumni Banquet was held at the Cross Center in Bangor on Wednesday, February 6, 2019. Three busses of seniors joined the 60 alumni for networking and the opportunity to chat over dinner.
- Future alumni events include an event in Portland on March 7th, a skiing outing at Black Mountain on March 8th, the annual boat show in Portland on March 23rd, the Texas Golf Outing on April 15th, and campaign/alumni events in Charleston, Jacksonville, and Tampa, FL the week of May 6th.

- The following class reunions will be held this summer: Class of 1964 reunion June 17-19; Class of 1959 reunion June 24-26; Class of 1984 reunion July 22-24, and the Class of 1979 reunion at a yet to be determined date.
- March 15th, 2019 is the date for the release of the next “Shipmate”, the Alumni Association e-newsletter.

6. STANDING COMMITTEE REPORTS

a. Educational Policy Committee

Trustee Sawyer, participating via conference call deferred to Dean Gardner who summarized the report of the Education Committee meeting held earlier.

- The Committee discussed current plans regarding academic strategic planning for new majors and bringing Coastal Marine Environmental Science on line. There is a search underway for a Sawyer visiting professor and the Committee was given an update by Ann Cleveland who reported that the interview committee are conducting interviews and hope to have someone in place in time for the May workshop with the National Association of Science Teachers. That new major will available by this fall.
- Regarding the new majors in Marine Safety and Security an advisory group has been formed including external experts on this subject. Dean Gardner announced that we anticipate starting this new major in the fall of 2021. The Committee heard of a proposed modification to the four year engineering major to remove the regimental requirement in order to make it more attractive to students. This matter will go before the faculty senate in March for approval.
- The Cruise schedule was distributed and will look much like last year’s schedule, in order to split the senior students who will perform a week of training here in Castine either before or after cruise.
- The Career Services Department reports robust placement rates for their summer internships. Cadet shipping billets are down slightly but we anticipate being able to place everyone.
- Coast Guard exams are scheduled for next week. This is a make up from the original January schedule. Ninety six students are registered to take the exams and the National Maritime Center does not anticipate any delay in issuing licenses.
- The Commandant search and the Deputy Commandant search are now completed. Commander Lonnie Christian has been promoted to Deputy Commandant and Commander John Cashman, of the US Coast Guard who is soon to retire his position will come aboard as Commandant in June. He’s a Coast Guard lawyer specializing in environmental law and also a Coast Guard cutter man.
- The safety culture initiative is underway to align the academic training with shipboard training to ensure that students are getting the timely instruction they need in shipboard safety. The training will be headed up by senior ship’s crew.
- The Maritime Education Summit is coming up in April at Mass Maritime Academy and eleven faculty members from Maine Maritime Academy will be participating and collectively making six presentations.
- The faculty promotion and review committee has been busy and has completed 30 retention hearings. The committee was impressed with the outcomes and some of the faculty accomplishments will be featured in an upcoming issue of the Mariner magazine including the Waldo County Hospital program for the medical person in charge deck student’s course.
- The quarterly report from the Continuing Education Department, indicated a number of courses are being developed, as well as a current year to date income of \$224,000. Continuing Education will be subsumed into CPMD later this summer.

b. Student Affairs Committee

Trustee Brodsky asked that Vice President True present the report on the meeting of the Student Affairs Committee.

- Vice President True reported that the Committee was introduced to members of the new regimental wedge who had the opportunity to introduce themselves, to say where they are from and their majors.
- There was a brief discussion about the upcoming pending changes to Federal guidelines under the title IX act relating to sexual harassment and sexual assault and how the Academy may need to adapt our policies and procedures to deal with incidents and complaints. The Committee also touched upon our policies and procedures in response to the negative publicity the University of Maine at Farmington received regarding their response to sexual assault cases.
- The Committee was then introduced to Coach Dagan of our athletic department who coached his team to his 300th win as well as Elaine Felix who has set all-time records for points in basketball. Steve Peed, Director of Athletics then presented the highlights of what has been a spectacular winter season in all of our sports.
- The conversation then switched to enrollment. The Director of Admissions gave a presentation on our current recruiting numbers for the incoming fall class and the upcoming visit from our consultants Rufalo Noel Levitz who will be helping with long term plans for a strategic enrollment management plan. There were a lot of questions regarding the information provided and there was also an update on action steps already underway even though the department is already writing a new plan for changes in strategy for recruiting enrollment. Targeted enrollment numbers were also provided to the Committee.
- Vice President True concluded by noting that it is very helpful if Board members communicate in advance any questions and concerns so that she is able to ensure that the appropriate materials are on hand at the time of the meeting.

c. Advancement Committee

Vice President Haley presented the report of the Advancement Committee meeting.

- He began by stating that as of January 31st we received just over \$7.7 million in new gifts and pledge payments, compared to just over \$2 million in fiscal 2018. This favorable position is due to realized bequests received towards our endowment.
- It was reported that overall annual giving was down \$53,000, with unrestricted gifts down \$5,600 and restricted gifts down \$47,000. The change was due primarily to a \$30,000 pass through scholarship donation and a sponsorship which we had last year, but not this year.
- Overall donors to the Annual Fund are up 197 year over year. It was reported that alumni participation as of January 31st was up at 9.62% compared 6.7% a year ago. The reasons for greater participation include more personal contact between volunteers and their class mates, and class agents getting the word out via email about the Annual Fund and the 2020 Challenge. Also, segmented mailings feature alumni letter signers, with said letters going to members of their decade.
- Online donations changes have been made to the website to make it more efficient and user-friendly and folks are sharing the link to that site. We have also added a recurring gift provision to our web site. We have noticed more discussion about Vision 2020 and the Annual Fund at chapter events, among the Alumni Association and on social media.
- It was then reported that on February 7th, we held a thank you day, and Board members were shown a sample of thank you cards that were sent out. We also held a thank-a-thon from February 11th to 13th and reached out to 1300 Maine Maritime Academy donors. Our third appeal will go out on April 22nd just before the Maritime challenge with California Maritime, SUNY and Mass. Maritime

- The Committee then heard a report on the Scholarship Campaign. We have secured two co-chairs and four committee members. Three committee phone calls have taken place and the fourth is scheduled for Friday, March 8th with President Brennan joining those calls. The name of the campaign is Opening Doors, Changing Lives: the scholarship campaign for Maine Maritime Academy. The target is to raise \$20 million. It was reported that we are at just over \$13.9 million in cash and will be having the campaign kickoff on campus on March 28th with an end date of June 30th, 2022. Invitations for the dinner went out last Friday and we have already started to receive RSVPs. The Case Statement is almost finished and we anticipate it going to the printer next week.
- The Alumni Advancement Committee will be meeting in Portland on March 7th and March 12th with the purpose of recruiting class pursers and class fundraising agents.
- Vice President Haley concluded his report by noting that there are five Resolutions to be addressed as follows:

RESOLUTION #1

BE IT RESOLVED that the Board of Trustees of the Maine Maritime Academy hereby accepts with gratitude all gifts and grants of \$1,000 or more and all donated property as set forth in Attachment A appended to these minutes.

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

RESOLUTION #2

The Caroline and James Hart Endowed Scholarship Fund

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Caroline and James Hart Endowed Scholarship Fund as described in Attachment B appended to these minutes is hereby established.

On a MOTION by Trustee Brodsky and seconded by Trustee Wellington, the Board voted unanimously to accept with gratitude the Caroline and James Hart Endowed Scholarship Fund as set forth in Attachment B appended to these minutes.

RESOLUTION #3

The Maine Maritime Academy Parents Association Endowed Scholarship Fund.

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Maine Maritime Academy Parents Association Endowed Scholarship Fund as described in Attachment C appended to these minutes is hereby established.

On a MOTION by Trustee Somerville and seconded by Trustee Dey, the Board voted unanimously to accept with gratitude the Maine Maritime Academy Parents Association Endowed Scholarship Fund as set forth in Attachment C appended to these minutes.

RESOLUTION #4

The J. Douglas Wellington Scholarship Fund

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the J. Douglas Wellington Scholarship Fund as described in Attachment D appended to these minutes is hereby established.

On a MOTION by Trustee Brodsky and seconded by Trustee Dey, the Board voted unanimously to accept with gratitude the J. Douglas Wellington Scholarship Fund as set forth in Attachment D appended to these minutes.

RESOLUTION #5

The Susan B. Mitchell Endowed Scholarship Fund

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Susan B. Mitchell Endowed Scholarship Fund as described in Attachment E appended to these minutes is hereby established.

On a MOTION by Trustee Brodsky and seconded by Trustee Dey, the Board voted unanimously to accept with gratitude the Susan B. Mitchell Endowed Scholarship Fund as set forth in Attachment E appended to these minutes.

d. Finance Committee

Trustee Shipway reported on the meeting of the Finance Committee which was held on February 19th. The entire cast of Committee members were present at the meeting, including Chair Cianchette.

- Trustee Shipway announced that at the conclusion of the meeting the Committee thanked Vice President Carver and her staff for the in depth discussion, preparation and execution of the current and fiscal year 2020 budgets.
- The FY 19 budget is in execution and is in a slightly better position regarding the budget for the year but still greater than \$1 million in the red.
- The Committee received an overview of the boat donation program, and it is clearly on a solid foundation today and, going forward, should be able to help operation costs in the amount of \$100,000 to \$200,000 per year.
- The update on our endowment, as of December 31st was at \$38.6 million, up \$1.5 million from December 31st of 2017.
- Finally, the Committee had an in depth discussion regarding the FY 2020 budget and the logic behind the assumptions as well as the action items. It was requested that at the May 1st meeting, if appropriate, we should have a presentation for CPMD execution with regard to the purchase and renovation at that site and pertinent finances including the fire stack in accordance with the time line already established for training students. The second request was that we should have a presentation of all components of the financial aid and scholarships to be used for FY20 incoming and returning students.
- Trustee Shipway then brought attention to the two Resolutions as follows:

RESOLUTION #6

Resolution Concerning the Endowment Fund Spending Level

BE IT RESOLVED, by the Board of Trustees of the Maine Maritime Academy that the spending level from scholarship endowment funds during the 2019-2020 academic year be authorized in the amount of \$900,000.

On a MOTION by Trustee Somerville and seconded by Trustee Wellington, the Board voted unanimously to authorize the amount of the spending level for scholarship endowment funds for the academic year 2019-2020 as stated above.

RESOLUTION #7
Resolution to approve the 2019-2020 budget

BE IT RESOLVED, by the Board of Trustees of the Maine Maritime Academy that the budget for the fiscal year 2019-2020 as set forth in the Trustees' folders and appended to these minutes as Attachment F be approved.

On a MOTION by Trustee Arntzen and seconded by Trustee Wellington, the Board voted unanimously to approve the budget for fiscal year 2019-2020 as set forth in the Trustees' folders and appended to these minutes as Attachment F.

e. Operations Committee

Vice President Carver reported that the Operations Committee was updated on the various areas under her purview.

- The Facilities Department is kept busy at this time of year due to weather related issues in addition to regular projects and deferred maintenance.
- With regard to the maintenance priority list, among the large projects completed are the new grease traps for the dining hall, and the Wyman house renovations which are now nearing completion. It was reported that we have one big project planned for this summer that is the replacement of the field house roof.
- Vice President Carver announced that we will present an updated deferred maintenance list at the May Board meeting and discuss priorities for that.
- The IT Department is working on the annual work plan regarding addressing infrastructure and program updates. One area that has kept the department very busy is data security and systems security. We are in the process of installing many new components and training for faculty, students and staff. The Department is also working on JEPR regulations now taking effect in Europe, and the appropriate updates to that.
- The Human Resources Department is working on developing a new comprehensive and job classification system. Initial meetings and reviews have taken place and we expect to move forward to complete the process and hope to provide an update at the November Board meeting.
- Campus Safety has had a very successful year due to their pro-active approach to overall safety which has resulted in lower incident rates from last year and better relationships with students. Emergency action plans have been updated and they have implemented training for students and employees. These efforts will be ongoing. The committee on campus safety has developed a motto: "work smarter and be aware of your surroundings".

f. Governance Committee

Trustee Wellington reported on the meeting of Governance Committee.

- The Committee reviewed a draft of the trustee onboarding document and added a few items. After any necessary revisions, a final draft will be passed around at the May Board meeting for the use of administration and trustees.
- Trustee Fryer then talked about a comparison he had done between last year's and this year's Board survey, and noted that almost all responses were "agree" or "strongly agree" on all the items, however, there was one significant improvement pertaining to the read ahead materials being

provided to the Board. Thanks were expressed to administration for all the materials they provide to Board members. One item of concern expressed in the survey was that of dissenting opinions being accepted by the Board. The Committee discussed the issue and stated that it is the position of both the administration and the Board that they value dissenting opinions and that everyone's opinions are valued.

h. Other Business

Chair Cianchette asked if there were any other business to bring before the Board.

Mr. Goodson, Town Manager, stated that he wishes to assure the Board that the person who replaces him at the Town Hall will have a lot of qualifications they are seeking. Interviews will begin at the end of April and Mr. Goodson will come to the May Board meeting with the new Town Manager so as to ensure a good continuing relationship between the Academy and the Town.

There was no other business to bring before the Board.

Chair Cianchette then announced that the next meeting will take place on May 3rd in conjunction with graduation. He 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 2.38 p.m.

Respectfully Submitted,

Rhonda Varney
Secretary to the Board of Trustees
Maine Maritime Academy