



MINUTES OF THE MEETING

BOARD OF TRUSTEES

February 27, 2020

A regular meeting of the Board of Trustees was held on February 27, 2020 at Maine Maritime Academy, Castine, Maine. Chair Cianchette and Trustees Brodsky, Devine, Dey, Fryer, Peacock, Shea, Sawyer, Somerville, Theeman, Watson and Wellington were in attendance. Faculty Representative to the Board, Jeff Taub was also present. President Brennan, Vice Presidents Haley, True and Mark Cote serving as acting Provost, members of the faculty and staff, and a reporter from the Castine Patriot was also present.

Chair Cianchette brought the meeting to order at 2:35 p.m.

Chairman Cianchette then proceeded to the approval of the Minutes of the last meeting.

1. MINUTES OF NOVEMBER 7, 2019 MEETING

On a MOTION by Trustee Theeman and seconded by Trustee Oney, the Board voted to accept the minutes of the meeting of November 7, 2019 as presented.

2. CHAIR'S REMARKS

Chair Cianchette began by noting that the interesting thing about being on the Board and subsequently Chair of the Board is that right about the time you figure out what you are doing and how best you can be of assistance to the Academy, your term is up. After reviewing a lot of literature on the subject of Boards, he noted that it appears to boil down to a few different things. First and foremost, the Board needs to support the Academy and the President and he believes that this Board does that well. He commented that President Brennan reaches out to a lot of people on the Board, uses them as a sounding board and gets a lot of input and feedback. The Chair went on to remark that it is the Board's job to be cheerleaders and support the Academy in general, including the faculty and staff which is also done well by this Board. Chair Cianchette noted that sometimes the most obvious things are the hardest to see and that was brought home in earlier meetings today regarding the business end of things. Scholarships and donations and their importance to the school were discussed. He went on to stress that those students who attend for the first semester tend to stay and that is a very high percentage, but our challenge is getting them in the door. He used the analogy of sports teams who

provide a signing bonus in order to get the best players on their team. Our situation is much the same as that of many other colleges: we need to be able to get the best and brightest students and one way to accomplish that is to provide scholarships. He noted that more information on this topic will undoubtedly be discussed later in today's Board meeting. The Chair concluded by saying how much he appreciates all the good work done by the Board members.

3. PRESIDENT'S REPORT

President Brennan began by stating that he finds this to be a very supportive Board. He noted that it is exhausting being involved in active listening for a whole day of meetings. President Brennan's report for today consists of three different things: first, he introduced Alan Chase our new Director for the Center for Professional Mariner Development who will be watching over the development of our new facility in Bucksport. He commented that all are invited to visit when they leave here today as the facility will be open and they can view the nice direction in which we are moving. The President added that we do also look forward to having an official opening once renovations are complete. The second report presented today was on the *Bowdoin* Futures Committee. Andy Chase, the Chairman of that Committee spoke of our plans going forward to ensure that we can maintain the vessel for many years to come. Also discussed was the revenue generated by the *Bowdoin* Futures Fund and there is a Resolution in this regard in the Trustees' folders. He concluded by saying that at the meetings earlier today there was the presentation on the National Security multi-mission vessel that has been funded for Maine Maritime Academy: this will greatly enhance the training capabilities of this institution.

4. PRESIDENT'S ACTION

President Brennan had no action items at this time.

5. ALUMNI ASSOCIATION REPORT

Mr. Wright, Director of the Alumni Affairs Office announced that Vice President Haley provided a full report on the Alumni Association to the Board at a meeting earlier in the day.

6. STANDING COMMITTEE REPORTS

a. Advancement Committee

- Vice President Haley provided the report on the Advancement Committee meeting held earlier in the day.
- He began by reporting that two new staff members have been added and he welcomed both Pam Dewell as the new Annual Fund manager, who has been with us since November, and Tade Sullivan who is our new Director of Development. This is a new position at the Academy and Tade started here in mid-December.
- It was then reported to the Committee that as of January 31, Maine Maritime Academy had received \$1,597,783 in new gifts and pledge payments compared to \$7,718,348 through January 31st, 2019. The unfavorable position is due to our cash received toward our endowment from a realized bequest in the previous year.
- Overall the Annual Fund is up \$8,764 during this time period. Unrestricted gifts are down \$35,156 and restricted gifts are up \$43,920. Donors to the Annual Fund are ahead of pace by 165 donors. Alumni participation is at 11.79% compared to 9.62% a year earlier, 2.28% ahead of pace from last year.

- The Advancement Department mailed an end-of-year appeal to alumni in December and we are still receiving gifts from this appeal. We solicited funds from community members on our fourth annual Giving Day which was on December 3, 2019.
- As of January 31st, 2020, Opening Doors, Changing Lives: The Scholarship Campaign for Maine Maritime Academy had reached \$18,343,495 in cash and pledges toward the \$20 million target.
- Vice President Haley went on to report that our Night by The Bay Auction is scheduled for Saturday, April 4th in Portland, ME. The committee has already secured \$64,700 in sponsorships.
- There is a summary of Alumni Relations activity in the Trustees' folders including information on a new web page and notification that we have produced two Shipmates (electronic) newsletters and issue three of the Mariner Magazine.
- The MMA Alumni Association announced an Alumni Travel Program. The initial trip will be to Portugal, leaving October 24th, 2020.
- Jeff Wright conducted an "Up Close" presentation for alumni in Seattle and there has been a lot of activity in the Casco Bay Chapter. All of the information on activities is provided in the Trustees' folders.
- Vice President Haley reported that in public relations and marketing, the big development is the new web page for Maine Maritime Academy. The Committee discussed a lot of the PR and marketing that MMA will be doing throughout the state.
- The meeting concluded with a summary of our Yacht Donation Program. Vice President Haley noted that Joe Lobbly who has been at the head of the program for the past fifteen months or so has been doing a phenomenal job: he has great relationships with yacht brokers from his time as a surveyor and they are coming to fruition.
- There are several Resolutions to bring before the Board 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 Peacock, 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 BRODSKY FAMILY FUTURE MARINER ENDOWED SCHOLARSHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE BRODSKY FAMILY FUTURE MARINER ENDOWED SCHOLARSHIP FUND**, as described in the Trustees' folders and appended to these minutes as Attachment B is hereby established.

On a MOTION by Trustee Theeman and seconded by Trustee Peacock, the Board voted to establish The Brodsky Family Future Mariner Endowed Scholarship Fund as described in Attachment B appended to these minutes. Trustee Wellington abstained.

RESOLUTION #3

THE DOUGLAS A. WARD '68 ENDOWED SCHOLASHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE DOUGLAS A. WARD '68 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 Watson and seconded by Trustee Peacock, the Board voted unanimously to accept The Douglas A Ward '68 Endowed Scholarship Fund as described in Attachment C appended to these minutes.

RESOLUTION #4

THE MALCOLM C. "MAC" CIANCHETTE '73 ENDOWED SCHOLASHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE MALCOLM C. "MAC" CIANCHETTE ENDOWED SCHOLARSHIP FUND**, as described in the Trustees' folders and appended to these minutes as Attachment D is hereby established.

On a MOTION by Trustee Peacock and seconded by Trustee Watson, the Board voted unanimously to accept The Malcolm "Mac" Cianchette '73 Endowed Scholarship Fund as described in Attachment D appended to these minutes.

RESOLUTION #5

THE MCBRIDE FAMILY LEADERSHIP ENDOWED SCHOLARSHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE MCBRIDE FAMILY LEADERSHIP ENDOWED SCHOLARSHIP FUND**, as described in the Trustees' folders and appended to these minutes as Attachment E is hereby established.

On a MOTION by Trustee Theeman and seconded by Trustee Watson, the Board voted unanimously to accept The McBride Family Leadership Endowed Scholarship Fund as described in Attachment E appended to these minutes.

RESOLUTION #6

THE MCBRIDE FAMILY MARITIME ENDOWED SCHOLARSHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE MCBRIDE FAMILY MARITIME ENDOWED SCHOLARSHIP FUND**, as described in the Trustees' folders and appended to these minutes as Attachment F is hereby established.

On a MOTION by Trustee Theeman and seconded by Trustee Peacock, the Board voted unanimously to accept The McBride Family Endowed Scholarship Fund as described in Attachment F appended to these minutes.

RESOLUTION #7

THE MELISSA A. VALLIERE '01 ENDOWED SCHOLARSHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE MELISSA A. VALLIERE '01 ENDOWED SCHOLARSHIP FUND**, as described in the Trustees' folders and appended to these minutes as Attachment G is hereby established.

On a MOTION by Trustee Theeman and seconded by Trustee Peacock, the Board voted unanimously to accept The Melissa A. Valliere '01 Endowed Scholarship Fund as described in Attachment G appended to these minutes.

RESOLUTION #8

THE RADM MARK R. WHITNEY '84 LEADERSHIP ENDOWED SCHOLARSHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE RADM MARK R. WHITNEY '84 LEADERSHIP ENDOWED SCHOLARSHIP FUND**, as described in the Trustees' folders and appended to these minutes as Attachment H is hereby established.

On a MOTION by Trustee Theeman and seconded by Trustee Watson, the Board voted unanimously to accept The Radm Mark R. Whitney Leadership Endowed Scholarship Fund as described in Attachment H appended to these minutes.

RESOLUTION #9

THE DR. ROBERT F. AND DORIS M. RUSSELL SCHOLARSHIP FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **The Dr. Robert F. Russell Scholarship Fund** be amended and renamed as described in the Trustees' folders and appended to these minutes as Attachment I is hereby established.

On a MOTION by Trustee Peacock and seconded by Trustee Watson, the Board voted unanimously to accept the amended and renamed Dr. Robert F. and Doris M. Russell Scholarship Fund as described in Attachment I appended to these minutes.

RESOLUTION #10

THE BOWDOIN FUTURE FUND

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that **THE BOWDOIN FUTURE FUND**, as described in the Trustees' folders and appended to these minutes as Attachment J is hereby established.

On a MOTION by Trustee Watson and seconded by Trustee Peacock, the Board voted unanimously to accept The Bowdoin Future Fund as described in Attachment J appended to these minutes.

Trustee Wellington asked if it is usual for a Board to go into this much detail regarding the acceptance of scholarships and if perhaps it might be better to give more autonomy to the administration, to which President Brennan responded that he is of two minds on this issue. On the one hand while it is a nuisance, it is great to have the Board so engaged in the approval procedure and also stresses the importance of their emissarial role in the procurement of these scholarships so that we can bring more students here. Because of this, the President suggested that we continue with the present process unless the Board feels the need to change it.

b. Student Affairs Committee

- Trustee Brodsky mentioned that the Women on the Water forum was held yesterday and that a good number of Trustees were in attendance. She noted that many of our students participated and it was very informative to see how well our women graduates are doing.
- Trustee Brodsky then asked that the report on the Student Affairs Committee be delivered by Vice President True.
- Dr. True reported that the Committee met with the new Regimental Commander, Midshipman Matthew Harris from Eastport. He introduced the Wedge of regimental leaders. The Committee was able to meet with and ask questions of them which was informative and something we strive to do each February.
- The Committee was informed of the summer cruise itinerary which will be discussed further in the report of the Education Committee.
- Financial Aid was discussed in some depth and there was an explanation about the need for fewer restricted or at least less restricted scholarships. This will be discussed more fully at the May Board meeting.
- Dr. True went on to speak of enrollment noting that as of yesterday, we had 118 deposits and we believe we are on track to hit our goal, looking for an incoming class of 310. Referring to the

enrollment data in the Trustees' folders, Dr. True pointed out that our internal FTE (full time equivalents) count is 962 as of the beginning of February and that is two ahead of our budgeted number for the year. There was an update on the Strategic Enrollment Management Plan which will be presented at the May meeting.

- Concluding her report, Dr. True noted that in the Trustees' folders are highlights of achievements in the Athletic Department as well as the full list of the Regimental leadership, the Cruise itinerary and the Women of Distinction panel described earlier.

c. Education Committee

- Trustee Sawyer reported that the Committee was introduced to and had a presentation by Professor Mark Cote, Class of '83, who is the acting Provost following the departure of Vice President Gardner. Professor Cote's presentation included the announcement that we have received U.S. Coast Guard approval for an unlimited license program which is now approved through January of 2024.
- The Committee then learned that Amy Gutow has been hired as the new Registrar and there is now a search in place for an assistant Registrar.
- Trustee Sawyer went on to report that the Academy has decided to re-organize the summer cruise: most recently the senior engineering students did half the summer cruise then swapped out. Now it has been decided by students and the various committees involved that first-year engineering students will do half the cruise and swap out, which in this case will take place in New York City. The senior engineering students will now spend the entire cruise on board the training ship.
- We are working on a Coastal and Marine Environmental Science program and the Board will have the opportunity to review and approve the program at the May meeting.
- International Business and Logistics is continuing to market an on-line graduate program. The Academy is tracking the response rates: currently there are fourteen active students in the program and four students enrolled. Over the years we have had inquiries from many interesting places including Estonia, Marseilles, Finland and Makharov Academy. We also have a joint degree program with Dokuz Eylul University in Turkey which has been quite active in the past and may become more so in the future.

d. Finance Committee

- Trustee Theeman began his report on the meeting of the Finance Committee by recognizing Alice Herrick, Director of Fiscal Operations for her good work on the Operations and Finance side of the department.
- He noted that the Committee received a quarterly update for the period ending January 31st and in addition to the numbers that were presented we were notified of another \$959,000 Federal appropriation so at this point our projected bottom line should be approximately \$1.1 million assuming that all remaining revenues and expenses stay where they have been projected.
- The Committee then moved on to the operating budget for next year and after discussion, the Board voted to approve a budget with an operating loss of approximately \$1.3 million consistent with what we have done in past years. We have a very conservative revenue projection and hope that our expenses will be less than in the budget package.

- The Committee also approved the part B and part C initiatives regarding additional staff in the Human Resources department, some additional engines for the Small Craft Technology lab and some additional discretionary dollars for each of the Advancement, Academic, Student Services and Finance areas.
- Trustee Theeman then asked for approval of the following Resolution:

RESOLUTION #11

BE IT RESOLVED that the Board of Trustees of the Maine Maritime Academy approves the fiscal year 2021 budget as described in the Trustees' folders and appended to these minutes as Attachment K.

On a MOTION by Trustee Watson and seconded by Trustee Wellington, the Board voted unanimously to approve the fiscal year 2021 budget as described in the Trustees' folders and appended to these minutes as Attachment K.

- Trustee Theeman went on to note that the Committee also reviewed the investment updates from the University of Maine investment group and Camden National Bank. As of January 31st, the balance in the Camden National account was approximately fourteen million, five hundred and seventy-seven thousand dollars and our share of the University System allocation was fifty-two million, six hundred and fifty-two thousand dollars.
 - Finally, the report from the Administration (and the Board) to the Legislature concerning the prior year's sole source contracts over \$10K, contributions made in excess of \$1K, and any changes in OPEGA related policies, procedures or measures was submitted on January 28th, 2020.
- e. Operations Committee**
- Trustee Peacock announced that the Operations Committee received a report from Peter Stewart on safety and facilities. The Safety Department is working on getting ISM certification for the state of Maine to get a safety culture aboard the ship. This is not required by the government but does help to instill the culture of safety both on the ship and on land.
 - The Facilities Department has been working very hard on the CPMD building in Bucksport and has also had a lot to do here on the Academy campus, particularly the new windows in Dismukes Hall. Many upgrades and major projects are planned for the coming year including the house on Water Street; the fiberglass shop on the Penobscot property; repairing the Leavitt roof, windows and doors; replacing the library flat roof and remodeling the Capstan House property for occupancy. Also mentioned were the many major repairs that need to be done in Curtis Hall.
 - A very comprehensive IT Department report was presented by Lisa Roy. The department is particularly focused on security. They are also working on new programs for Career Services and Admissions Departments, and the HR applicant training system which we have been talking about for three or four years is now in effect. They have also done a lot of work at the CPMD building and it is now fully functional as it pertains to IT and ties in with what we do here at the Academy. The IT Department also installed a new VSAT satellite system for communications with the ship which will upgrade the bandwidth considerably. This will mean that students will not have to change their email addresses while on the ship. They have also developed a new program for Residential Life and housing and are working to introduce more of the Office 365 system.

f. Governance Committee

- Trustee Wellington reported that the Governance Committee went over the proposed changes to the Board self evaluations and the Board has agreed to adopt the changes. The Committee also went over the new skills inventory and it was agreed that that should also be adopted. President Brennan announced that the new forms will be sent out to Board members very shortly.

Noting that this concludes the Committee reports, Chair Cianchette moved on to other business.

g. Other Business

Chair Cianchette asked that our new student Trustee say a few words. Mary reported that most recently we held the Alumni Senior Banquet in Bangor with over one hundred students in attendance. At that event she gave a short speech about giving back after graduation. The class of 2020 seems to understand the importance of this more than previous classes. She interviewed three students for the position of next student Trustee and discussed with each of them what their plan would be moving forward. She concluded by saying that the selected candidate will be introduced at the May meeting of the Board.

President Brennan commented that at the Senior Banquet when he spoke, Jim spoke and Bill Full spoke, they were heckled by the crowd, but when Mary spoke, they all paid attention.

It was noted that the next Board meeting will take place on May 1st.

Chair Cianchette remarked that he looks forward to seeing everybody at the Night by the Bay on April 4th in Portland. He then asked for a motion to adjourn.

On a motion by Trustee Sawyer and seconded by Trustee Dey, the Board moved unanimously to adjourn at 3.03 p.m.

Respectfully Submitted,

Janet Acker

Janet Acker
Secretary to the Board of Trustees
Maine Maritime Academy