



MINUTES OF THE MEETING
BOARD OF TRUSTEES
November 7, 2019

A regular meeting of the Board of Trustees was held on November 7, 2019 at Maine Maritime Academy, Castine, Maine. Chair Cianchette and Trustees Arntzen, Brodsky, Devine, Dey, Fryer, Morrison, Oney, Peacock, Shea, Theeman, and Wellington were in attendance. President Brennan, Vice Presidents Gardner, Haley, True, members of the faculty and staff, and a member of the press were also present.

Chair Cianchette brought the meeting to order at 1:44 p.m.

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

1. MINUTES OF AUGUST 8, 2019 MEETING

On a MOTION by Trustee Theeman and seconded by Trustee Oney, the Board voted to accept the minutes of the meeting of August 8, 2019 as presented.

2. CHAIR'S REMARKS

Chair Cianchette began by officially welcoming Janet Acker as the new Secretary to the Board of Trustees. He then mentioned a few action items that the Board should consider addressing at the February Board meeting. He asked that through the Student Services Division there might be a presentation on the new ship: items such as what the new ship might look like; what the expected time-line might be; what effect this may have on Maine Maritime Academy in the future as far as training is concerned as well as the other benefits it will bring to the Academy. Other items mentioned by Board members were fuel consumption and greenhouse gas effects.

President Brennan commented that the process may take as much as ten years and mentioned that there is a very good video simulation of the ship going through maneuvers.

Chair Cianchette noted that another topic touched on earlier related to scholarships and some Resolutions will be brought for vote later in these proceedings. He remarked that he would like to see if there is a path forward relating to scholarships, budgeting, etc. to see if we could increase the amount of scholarships available. We spend a considerable amount of time and effort raising money for this cause which is so very important. The Chair then encouraged

members to attend the April 4th Night by the Bay event which is a lot of fun and draws a lot of alumni. He also mentioned how greatly our student athletes appreciate Board members' attendance and support at their events.

3. PRESIDENT'S REPORT

President Brennan did not deliver a report at this time.

4. PRESIDENT'S ACTION

President Brennan then moved on to the conferral of degrees for those students with a December completion.

RESOLUTION #1 CONFERRAL OF DEGREES

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 and Bachelor of 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.

5. ALUMNI ASSOCIATION REPORT

Chair Cianchette noted that there is no formal Alumni Association Report today as the highlights of their activities was covered earlier today by Vice President Haley in the Advancement Committee meeting.

6. STANDING COMMITTEE REPORTS

a. Education Committee

- Vice President Gardner reported on our efforts in strategic planning in introducing three new majors. The earliest is Coastal Marine Environmental Science. As reported at the Education Committee earlier we already have students enrolled in this new major and new faculty will be brought on board to help with that expansion.
- The graduate program is showing gradual upward trends in its enrollment in the online graduate program. Recruiting efforts have been ramped up and we anticipate as many as 21 students enrolled in the program by the beginning of the spring 2020 semester.
- The Committee spent some time discussing the restructuring of the training cruise with a focus on improving the quality of the engineering training students receive. The requisite course adjustments just passed in the Senate yesterday and are now in place. The cruise schedule is also being adjusted in order to ensure greater economy in operating costs by staying in the Western Atlantic.
- The first of the annual reports have been published in compliance with our promise to NECHE to have a more robust internal review system, and that will also support strategic planning conversations going forward at all levels.
- Dean Gardner announced that we are expanding the Safety program on campus to provide comprehensive examination of safety considerations but even more importantly, to promote a safety culture among our students as they come up through our system and graduate out into the fleet.

- The Dean concluded his report by noting that our internal audit for the Coast Guard and STCW has just begun and we expect it to be completed by February.

b. Student Affairs Committee

- Vice President True reported on the meeting of the Student Affairs Committee. She began by noting that the Committee viewed our new Admissions video and since there was no time for feedback during the meeting, she asked that Board members submit any comments or suggestions to her.
- Commandant John Cashman reported on the inter-academy Monomoy competition and also Regimental Induction Weekend. For the second year in a row, we swept the Monomoy challenge so we have bragging rights on the plaque as well as a contribution to our scholarship fund. During Induction Weekend, 160 MUGS were inducted in spite of the very rainy weather.
- The Committee discussed changes in how we staff health services which has worked out well for us as well as some new pro-active steps we are taking in counseling and identifying students before they reach crisis stage.
- Dr. True then reported that the Committee discussed an initiative to become a more welcoming campus particularly around LGBTQ awareness and allyship.
- There was also a discussion regarding all of the ongoing initiatives to improve our retention rates.
- The Committee learned that our annual security report (Cleary) showed a low rate of crimes on campus which is cause for celebration.
- The Athletic Director, Steve Peed had the opportunity to highlight some of the many achievements and honors of our student athletes. Mr. Peed also introduced to the Committee our new men's lacrosse coach and our new swimming coach.
- Also discussed was a new community service program to adopt a local High School student with significant health issues that prevent participation in sports. The women's basketball team will take on the project of ensuring that the student feels like part of the team and it is hoped that the program will expand next year.
- Admissions were discussed. Our new student numbers for the fall have increased to 290 for the start of the semester as opposed to 264 for the same time last year. This includes a higher proportion of out-of-state students. Dr. True reported that we continue to work on recruitment strategies to increase the pool of applicants to offset our demographic and the financial challenges we face here in the state. Melt figures also decreased from 18% in 2018 to 13% in 2019, but our goal is to reach 10%. The primary factor in melt continues to be financial considerations.
- We have 12 students who have accepted the offer of admission for fall and 8 of them have already paid their deposit. Of those 12, 6 are females.
- In response to a question from the Chair, Dr. True reported that as of October 11th, the date on which we calculate the number of enrolled students for federal purposes, our head count was 991, which translates to full time equivalents of 983.
- Our consultants Ruffalo Noel Levitz with whom we continue to work on our new strategic enrollment plan will compile a report to be presented in February. We have already implemented 40 action steps developed during the consultancy and we still have more to go which will be discussed during the upcoming budget process.
- Some dashboard numbers were provided for Financial Aid. Our student loan debt is significantly higher than other institutions but our default rate is very low. The Committee

discussed how to emphasize that the education received here is definitely worth the investment.

- The Committee then heard that scholarships last year totaled \$2 million and about \$2.5 million this year though final figures for this year are not yet available.
- There was a discussion regarding the overall scholarship average and the need to provide more for new students and earlier in the process. This is why the Board is being asked to approve scholarship funding at the November meeting rather than at the February meeting.
- The meeting concluded with the showing of the video that was on TV recently when US News and World Report ranked us as the number one school for veterans. We were delighted to receive that recognition.

President Brennan asked how many veterans there were of the previously quoted enrollment figure of 991, to which the response was 38. Dr. True was also asked to provide a link to the video so that it could be posted on a Facebook page.

c. Advancement Committee

- Vice President Haley began by announcing that the Advancement Committee meeting began with an announcement of overall cash received by the Academy as of September 15th, 2019 which was a month earlier than the previous year. There was also a report on overall Annual Fund giving cash and it was noted that overall Annual Fund donors are down and alumni participation was down just .22%.
- Next, the two appeals were discussed. The second of which will hit the mailboxes in early December, signed by our Student Trustee. Giving Tuesday will be held on December 3rd. The Athletic Department is conducting a fundraiser effort for the month of December to try to increase participation.
- The Committee heard that President Brennan hosted the first ever senior class picnic in early October.
- It was reported that the scholarship campaign is closing in on \$18 million in cash and pledges and since the last Board meeting we have recruited two new members, Jay Harris, '73 and Mark Whitney, '84 to help with the effort.
- A planned giving letter is going to consecutive year donors, about 200 in number, focusing on wills, trusts, charitable gifts, and annuities.
- A Night by the Bay will be held on Saturday, April 4th and all the proceeds go to pass-through scholarships.
- Many, many alumni events have taken place since the last Board meeting with Jeff Wright and Karen Cukierski doing a great job with alumni engagement and outreach.
- Lastly, the Committee heard a quick summary on our yacht donation program which has been very successful and may soon yield a three-figure donation.
- In conclusion, Vice President Haley announced there are two Resolutions to be brought before the Board.

RESOLUTION #2

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 B appended to these minutes.

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

Vice President Haley announced that the next Resolution was approved at the August meeting, but there was an error in it so an amended version is described in the document included in the Trustees' packets and appended to these minutes as Attachment C.

**RESOLUTION #3
THE MIKE AND KARI WINGET ENDOWED SCHOLARSHIP FUND**

BE IT RESOLVED: by the Board of Trustees of the Maine Maritime Academy that **THE TRUSTEE SHOLARSHIP FOR DIVERSITY** be amended and renamed as **THE MIKE AND KARI WINGET ENDOWED SCHOLARSHIP FUND**, described in the Trustees' folders and appended to these minutes as Attachment C.

On a MOTION by Trustee Peacock and seconded by Trustee Dey, the Board voted unanimously to accept the amended Trustee Scholarship for Diversity which has now been renamed The Mike and Kari Winget Endowed Scholarship Fund as described in the Trustees' folders and appended to these minutes as Attachment C.

d. Finance Committee

- Trustee Theeman remarked that as we await the selection of the new Chief Financial Officer he particularly appreciates the good work of Alice Herrick on the Operations side and Ryan on the Budget side and the teams with whom they work.
- During the Finance Committee meeting earlier they reviewed the University of Maine investment fund which passed \$29 million as of September. The asset value of the Maine Maritime Academy fund at the Camden National Bank exceeded \$14 million.
- The Committee reviewed the proposed increase in tuition and fees and there is a Resolution to that effect as follows:

**RESOLUTION #4
RESOLUTION CONCERNING THE SCHEDULE OF TUITION AND FEES AND OF
ROOM AND BOARD**

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 to the extent necessary to ensure a balanced operating budget for the 2020-2021 academic year but in so doing shall attempt to limit the rate of increase in tuition and fees to no more than 2.5% above the currently established levels and limit the rate of increase in room and board to no more than 2% of currently established levels.

On a MOTION by Trustee Peacock and seconded by Trustee Devine, the Board voted unanimously to authorize the increase in tuition and fees and the increase in room and board as set forth above in RESOLUTION #4 and appended to these minutes as Attachment D.

- The Committee then reviewed the operating budget for the quarter ended September 30th and there were no concerns with either revenues or expenses.

- The scholarship calculation was discussed for the 2020-2021 academic year and based on the five-year rolling average formula it will be one million, forty-five thousand dollars. Trustee Theeman noted for the record, that this is an increase from nine hundred thousand dollars in the prior year.
- Resolution #5 was then presented as follows:

**RESOLUTION #5
RESOLUTION CONCERNING THE SCHOLARSHIP ENDOWMENT FUND**

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the spending level for the scholarship endowment fund during the 2020-2021 academic year be authorized at an amount of one million, forty-five thousand dollars.

On a MOTION by Trustee Peacock and seconded by Trustee Arntzen, the Board voted unanimously to authorize the spending level for the scholarship endowment fund as set forth above in RESOLUTION #5 and appended to these minutes as Attachment E.

Trustee Theeman then confirmed that the above Resolution does not preclude the Board from re-visiting this matter in February if necessary as they review the 2020-2021 budget.

e. Operations Committee

- Trustee Peacock reported on the meeting of the Operations Committee outlining the activities in the three divisions; safety, facilities and IT.
- The Safety Department has been working on a greater emphasis on safety around campus. The new 2018 Cleary Report which provides crime statistics indicated that our figures continue to be very low.
- The Committee was informed that the Facilities Department has been working on roofs, CPMD cleanup, new LED lighting, the planning for the dolphin/pier upgrade and other future projects.
- In the IT Department the main focus has been on dealing with the increasing threats to the security of our system.
- President Brennan then reported to the Committee on the status of the Bucksport property and showed a video of the demolition of the stack. Plans for the CPMD were discussed, the leadership of that initiative is now in the hands of Human Resources with interviews taking place in late November or early December. There will also be interviews for the Vice President for Finance and institutional services: there are four candidates for that position.

f. Governance Committee

Trustee Wellington reported on the meeting of the Governance Committee and asked that the Board vote on the following Resolution:

**RESOLUTION #5
COMMITTEE ASSIGNMENTS**

BE IT RESOLVED by the Board of Trustees of the Maine Maritime Academy that the Committee assignments as set forth in the Trustees' folders and appended to these minutes as Attachment F are hereby approved.

On a MOTION by Trustee Peacock and seconded by Trustee Dey, the Board voted unanimously to approve the Committee assignments as set forth in the Trustees' folders and appended to these minutes as Attachment F.

- Trustee Wellington then reported that the Committee went over the minutes of the meeting of the Governance Committee which took place on October 15th. The items discussed were the CPMD review, Executive Sessions, succession planning, risk management, a new revised Board skills matrix, revised Board self-evaluation survey and the composition of the Audit Committee.
- He then announced that we have the results from the last Board survey and going forward, he assumes that we will be using the new Board survey next year but for the February meeting the Committee suggests that Board members try to fill out the new skills inventory which will be sent out shortly.

g. Other Business

Chair Cianchette then asked if there were any further business to bring before the Board. There being none, he asked for a motion to adjourn.

On a motion by Trustee Sawyer and seconded by Trustee Dey, the Board moved unanimously to adjourn at 2.56 p.m.

Respectfully Submitted,

Janet Acker

Janet Acker
Secretary to the Board of Trustees
Maine Maritime Academy