



Maine Maritime Academy Board of Trustees

COMMITTEE OF THE WHOLE MEETING MINUTES

November 10, 2022, 9:00am
Holmes Heritage Conference Room

Members Present: Trustees Oney, Norton, Adams, MacGregor, Dey, King, Webb, Longley, Devine, Morrison, Theeman, Arntzen, Somerville.

Attending via zoom: Trustee Mercer and Watson

Also in attendance: VP's Haley, Williamson, Reilly, Cashman, Johnson & Rosen.

Alumni Board Chair Bill Full.

Other members of the MMA staff and faculty were also present.

- **Chairman's Introduction:** Chairman Oney thanked everyone for coming and noted that we are in the final stretch of the semester and one of his favorite parts of coming to campus is having breakfast with faculty and students. A couple of highlights from this past semester include:
 - The Career Fair, held on October 20th welcomed over one hundred companies to campus and was a tremendous success. The company representatives had incredibly positive things to say about our students and the way they conducted themselves during the fair and the interview process.
 - The MMA Women's Volleyball team are NAC Champions and are set to compete against MIT in the NCAA tournament. He wished them good luck.
 - We enjoyed a lovely dinner and ceremony last night honoring the best and brightest faculty and students who were awarded scholarships.

- **President's Report:** President Paul thanked Chairman Oney and said we are making progress and moral seems to be higher around campus. We are committed to becoming the #1 Maritime College in the World and our team has jumped on board with that goal. He touched on the following points of his areas of focus over the past six months as President.
 - Balancing the Budget and deficit reduction.
 - It is a multi-part strategy, including increasing our sources of revenue, as well as requesting more state funding and decreasing expenses.
 - Enrollment is always a big part of what we are focused on, not only to balance the books but also to turn out more unlimited licensed students, and we have plans to do both of those things.
 - Elevated Governmental Affairs both in Washington and Augusta.
 - Processes are underway for the single most aggressive legislative agenda in Augusta and in the history of MMA.

- Daily Management and Operations
- NSMV is taking a lot of our attention, we have a tight timeline, it is the #1 priority of Senators Collins and King as well as Governor Mills. We are managing to the budget and timeline.
- Personnel is a major focus.
- Elevated Presence on campus and externally.
 - This has made a significant difference with the students as well as more presence in Washington DC, Augusta, and at Alumni Association events throughout the country.
- Communications and Earned Media Space.
 - We are in the process of searching for a Communications Director and Marketing Director.
 - Internal Communications are improving and will improve more once a director is hired.
- Unlimited Licensed Mariners is a high priority for MARAD and producing more of them is high on our list of priorities.
- We are focusing a lot of time on Bucksport both short term and long term.
- Athletics recent successes.
 - A 4-championship season, and the possibility of a return of football is promising, timely progress is being made. We are up against a timeline to reach a goal by the end of the year to join the conference.
 - We are on the path to converting our wrestling club to a full team sport.
- A Mariner Caucus is being formed to advocate for MMA in Augusta.
- Trustee Devine asked about the Sailing Team and its progress
 - Craig and Sharon have done a tremendous amount of work and creating a spirit of the future of sailing and goal for MMA to be in the Top 5 in America. The waterfront redevelopment will play a significant role in the process
 - Joe Lobley is doing a fantastic job of bringing vessels in.

Educational Policy Committee/TSSOM Update [Dr. Williamson, Captain Cashman]

Update on Maintenance Courses and sea days on TSSOM

The training ship completed drydock in Boston and returned to Castine on October 24th, 2022. Students are again earning sea days from their TSSOM based maintenance courses. Due to the disruption, students will only earn one-half the sea days from the maintenance curriculum. The lost sea days will be recovered through additional watch-standing and other means.

Fall 2022 semester update

The fall 2022 semester is progressing as planned with classes ending on December 9, 2022. There are 525 total course sections planned for in person instruction. We had five unexpected departures among faculty due to market forces and retirements. These market forces are due to heightened competition for faculty talent.

Spring 2023 semester plan

The spring 2023 semester will begin with a Faculty Orientation/Welcome on January 5, 2023. Spring courses will run from January 17, 2023, through May 5, 2023. The Spring semester includes spring break during the week of March 6th -10th. Commencement will be on May 6th, the day before TSSOM cruise on May 7th, 2023. The cruise is scheduled from May 7th through July 19th.

Captain Cashman noted that the Strykers did an excellent job getting the MUGS through RPT and inducted 132 students during the Regimental Induction Ceremony. Cashman added that the students are already forming study groups to start prepping for their Coast Guard Exams in January.

Cashman updated on the status of the NSMV, noting that the expected delivery date is currently October 2024. They are slightly behind on production, but he does not expect a delay in delivery. The keel laying ceremony is schedule for March 2023 and Senator Collins is expected to attend. September 15th, 2023, is the expected launch date. President Paul added that he prefers that the ceremony for arrival at the dock occurs in Castine.

Academic Quality

a. Accreditation

We continue in the review cycle for the Marine Engineering Technology and Power Engineering Technology programs. The reports were submitted to ABET on July 1, 2022.

We are implementing the following continuous improvements as part of our regional NECHE accreditation.

1. Strengthen coherence in the General Education program to ensure student achievement of MMA institutional learning priorities involving critical thinking, communication, quantitative and scientific reasoning, and capability for creative, innovative, and interdisciplinary thinking.
2. Strengthen the Academic Program Review Process with a newly formed standing committee of the Faculty Senate. The Academic Program Review Committee (APRC) membership will include the VP of Academic Affairs, Dean of Faculty, and one faculty member from each department elected for three-year, staggered terms. The APRC will incorporate internal and external perspectives to ensure that MMA's review of academic programs shows evidence of student success and program achievement by systematically overseeing, guiding, and assisting continuous improvement and educational effectiveness.
3. We had 112 companies on campus for the Career Fair on October 20th and our claim of 90% of graduates having employment within 90 days of graduation is still valid.

b. USCG Audit

We continue preparations for an upcoming USCG audit of the Academy's licensed programs during Spring 2023.

c. Faculty and Staff

Despite our ability to attract talented faculty and staff, we continue to undergo significant turnover due to retirement and market competition for talent. Our response to this new reality is to put more resources into our Center for Teaching Excellence. We received gifts from MMA alum Paul Robie and others for more programming in the CTE. This fall, we are hosting lectures to celebrate faculty accomplishments. The first lecture will be by Professor Steve Tarrant, this year's recipient of the Excellence in Teaching Award. A second lecture will be by Professor Aaron Kingsbury, MMA's most recent recipient of a prestigious Fulbright Award. Additionally, funds from the Robie gift are being used to support Professor Sadie Alley Ferreira as an invited faculty expert for an ABS Sponsored forum on Offshore Wind. Following is a summary of faculty turnover categories during fall.

Department	Loss to job market	Loss to retirement (phased)	Total
ENG	2	2 (1)	4
MTO	0	2 (1)	2
A&S	0	2	2
OS	2	0	2
IBL	0	1	1
	4	7	11

Partnerships and External Funding Initiatives

The Academy continues to leverage its powerful reputation to strengthen and build partnerships that reflect state and national priorities for economic drivers including renewable energy, digital disruptions, and decarbonization. Following are updates on key partnerships:

- a. Floating Offshore Wind. We continue our collaboration with Northern Maine Community College for \$2.6 million earmark (submitted to Senator King) for a Mid-coast Center for Workforce Innovation for Offshore Wind. The project is slated for the Bucksport campus and will provide and expand basic safety training and sea survival for Floating Offshore Wind.
- b. Digitization and Decarbonization. We continue our collaboration with SailPlan, Nuvve, Bath Iron Works, ABS and ExxonMobil to establish a Center for Vessel Optimization and Digitization with a \$2.5 million earmark (submitted to Senator Collins) to address digital disruptions and decarbonization. The project will strengthen and expand infrastructure for product lifecycle management (PLM) tools, internet-of-things (IoT) emission sensors, and smart ship technology. This fall, we are conducting tests on our R/V Quickwater to demonstrate autonomous capability and emissions monitoring through our Shore Control Center in Bucksport.
- c. Continuing Education. We are continuing our efforts at Bath Iron Works to use online delivery to grow MMA enrollment/student credit hours by adding more MMA degree options plus General Education courses.

- d. Micro credentials. We received a \$185,000 grant from the State of Maine Department of Education. The grant program for work-based learning experiences through CPMD will combine a 7-week program with industry apprenticeships involving engineering asset management. Participating industry members include Strategic Maintenance Solutions, MiltonCAT, and SailPlan.

Financial Update [Richard Rosen]

The first quarter financial report shows total income over budget of \$293,000 with undergraduate tuition and fees over budget by \$404,000. Total expenses and transfers for the first quarter are favorable to budget by \$1.295M due to the timing and anticipated adjustments.

The Finance Department completed the work associated with the FY 2022 Audited Financial Statements, Required Supplemental Information and Management's Discussion and Analysis. Baker, Newman, Noyes issued the Academy an unqualified or "clean" audit determination.

Our Institutional Research & Financial Analyst launched the FY 2024 budget planning kick-off and managed the compilation and production of the 2021-2022 Annual Management Reports.

Funds

Investments with the First National Wealth Management Group as of September 2022 report a balance of \$56,182,939 compared with assets under the University of Maine System Managed Investment Pool in September 2021 of \$61,526,705. The total asset value of MMA's Camden Wealth Management as of September 2022 was \$14,478,220 versus \$16,232,145 as of September 2021.

Information Technology

- New Advancement software has been purchased, Bloomerang. It is being configured and we are working on data conversion from Rasier's Edge (Blackbaud) with a go live date of 12/31/22.
- New online Graduate Program has been setup and configured for all new start dates across all of MMA's current systems.
- A major overall and rewrite of the Outcomes Assessment software was completed.
- New integrations for PowerFAIDS and PowerCampus have been finished.
- ACT import into Slate has been automated.
- The Aruba WiFi controller server was updated to accommodate new equipment and take advantage of new, faster WiFi protocols.
- We have started replacing and upgrading WiFi Access Points around Campus. First building being deployed is Dismukes.
- A new, redundant fiber loop was installed around Campus giving us a full 10 GB backbone with improved fault tolerance.
- We are assessing a new satellite system service on the TSSOM provided by Starlink. We plan to use it for much of our internet connectivity during Cruise 2023.
- The MMA network was extended to the Abbott House via a fiber run from the Wyman House.

- The HVAC server software was updated, and training has been taking place with Facilities personal to use the new system.
- The GMDSS simulator was upgraded with new hardware and software.
- We are working on a new audio-visual room template plan to begin updating all our classrooms to a modern configuration.
- The MMA print server and printing management software, Papercut was upgraded.
- MyMMA website landing pages have been reorganized for a more optimal user experience.
- MMA App has added an Alumni persona and we have been expanding the use of user opt-in and push notifications.
- We have been expanding our capacity for stream live events for more user inclusion and offer a growing archive of available events for those who cannot travel to Castine.

Facilities, Safety & Security

- Construction of CPMD Fire Training Stack is progressing with Spring 23 completion
- Several Roof projects are slated to begin this fall.
- Accessible Ramp at Wyman to be completed soon.
- New doors across campus scheduled for replacement.
- New seating in the Delano Auditorium to be completed over winter break.
- *Prevention is our Purpose* launched as the new tagline to highlight the work of the MMA Safety Committee
- Richard updated that our boat donation program is doing very well. He was thankful that MMA had the foresight to establish a program to receive vessels and manage that over a period of time until it is okay to sell them. The program benefits both the donor and the institution.
- Chris Haley added that Joe Loblely has developed many relationships through his previous position and mostly deals with brokers and occasionally directly with the owners. There is a finder's fee of 15%. We hold the vessel for three years to allow the donor to take the full appraised value of the vessel. The program has become more personal over the years and is a great tool for outreach.
 - Trustee Theeman asked about the balances of the boats on MMA's books and Alice responded that the current net value is approximately 2.7M.
 - President Paul added that this as an area where if grown, we will have an ROI that exceeds investment. There are a lot of expenses, and we need more staff for expansion of the program.
- Richard thanked the audit committee for their hard work and dedication. He pointed out that being on track with the budget will have FY23 year end in deficit. This will be the first year we will have to draw from budget reserve to close the books.
- There will be a Resolution Concerning the Endowment Fund Drawdown – this resolution establishes the drawdown from endowed scholarships to reward students. The resolution in the read ahead materials is for 4.5% but after discussion, the consensus is to modify the resolution to 5% or 1,527,000. Trustee Dey noted a typo in the resolution that should say “no more than,” instead of “more than.” This was corrected.

- **NSMV Shoreside Infrastructure Progress Update [Trustee Mercer, Captain Cashman]**
 - Trustee Mercer (via zoom) gave an update that the waterfront projects are following a typical path. We are in the honeymoon phase of the project, and we need to be prepared for that phase to end and prepare for significant challenges going forward. We have a talented team in place right now and are presently on course. Trustee Mercer turned the floor over to Captain Cashman
- **Captain Cashman thanked Trustee Mercer and noted that MMA hired Colliers and GZ Environmental who did a full site survey with our current waterfront facilities. They hired several sub-contractors as well as RMF Engineering for the electrical side and utilities.**
 - GZA is putting in the requirements for the heavy weather mooring as well as additional needs. On October 31st they met with four internal focus groups to work on what the schematic designs meant to each.
 - Aspects of the new vessel are: 525 feet in length, which is twenty-five feet longer than the current TSSOM.
 - We need to have the money identified in order to put out the RFP.
 - Part of the design estimates have gone from about 40M to about 37-42M for construction costs for a total of about 60M total cost projected.
 - We are including variables for potential for sea level changes in the future in the design process.
 - CMP has established a weekly check in meeting, so everyone is updated as we move forward.
 - President Paul added that we have congressional delegations who are concerned and even shocked about the rising costs of these vessels. We recently hosted a CoDel, and we did well to show our needs and justification for them. Previously, all SMA presidents went on record saying they would pay for the additional costs. Then they asked for additional funding for infrastructure, which is now 400M. The CoDel visited each Academy to understand what they are asking for. We were clear that our phase one is just for receiving the vessel, subsequent improvements were not included in the ask.
 - CMP President Joe Purington came to campus and put a 9-member team together to help with the electrical aspects of the job. We are trying to determine long lead items so we can get them done on time.
 - Morten asked about timing to ensure we have finances in order for such a tight timeline. President Paul responded that we are going to put the bid documents out there when we are supposed to, and the risk will have to be internalized.
- **Curtis Hall Progress Update [Peter Stewart]**
 - In 2019 we had systems estimate from allied engineering, they went through all the systems and came up with some price tags, one was 18M.
 - Forward to late 2020, we decided to move forward with the project. We went through the same process with Colliers and did another RFP, with GHA – a top designer of residence halls. We went through the focus group process of wants and needs and CHA came up with a couple of ideas ranging from 21M to 58M. We declined the 58M proposal and said that the 21M was more than we had available. Richard and JP asked the state for emergency funding

of 15M to make up the difference. We are at the system failure state. We are hoping that the emergency money comes through, so that we do not have to start the process all over.

Enrollment Management/Student Affairs Committee [Kim Reilly, Deidra Davis, Steve Peed]

Admissions

Undergraduate:

We are currently trending higher in applications and deposits year over year with about half of our deposits in the ULL programs. We have onboarded two new staff members in Admissions and have two contracted workers assisting us with field work including high school visits and college fairs. Admissions has welcomed over four hundred students to campus during our Be a Mariner Days, Saturday Open Houses and Discovery Voyages.

The recruitment team has attended over 130 College Fairs and High School visits in the past six weeks in Maine as well as out of state. Admissions will hold its third Open House of the Fall semester this Saturday November 12th. We are hoping to again have Leadership Challenge Weekend in the Spring as well as an Open House schedule that focuses on programs and faculty for students and families.

The Maine Maritime Academy Blue and Gold program recently launched a landing page for participants and an email was sent to all alumni about the program. Information nights will be held mid-month and we are currently drafting a training guide for participants. We have already heard from over ninety alumni who are interested in assisting Admissions.

Admissions has hired a Transfer Enrollment Specialist who is responsible for expanding the number of transfer students as well as those students' seeking re-admission to MMA. This position will also focus on developing and/or expanding existing MOUs with community colleges, both within Maine and in other states. In addition, this position will be a workforce development liaison and will work with maritime and other industry partners to develop MOUs for their employees.

Graduate:

Admissions recently hired a Graduate Enrollment Specialist who has hit the ground running and has been working to finalize the automation of a number of enrollment processes related to the graduate program. In addition, she is working with the current increase in applicants that we have seen as a result of our online marketing. Admissions has conducted lunch and learn meetings with students in the Mess Deck to encourage them to take two graduate classes this spring and then finish their coursework in the graduate program after graduation.

Our goal for this academic year is to identify and develop MOUs with businesses and seaports in an effort to expand the workforce development side of our graduate program. We recently had a number of businesses on campus for the Career Fair and the Admissions team had a table set up to talk to students and company representatives.

Financial Aid:

Financial Aid has recently onboarded an Assistant Director of Financial Aid who will have oversight of our packaging process for new and continuing students as well as responsibility for the awarding and reconciliation of endowed scholarships. The department is continuing to search for a Financial Planner who will be responsible for working with Admissions and families to ensure that our applicants have the financial planning support that they need.

The merit scholarship packaging strategy for the Fall 2023 has been adjusted to leverage additional money for the ULL programs as there is a higher cost for these programs. Financial Aid is conducting a series of webinars for incoming parents and students related to each stage of the Financial Aid process.

Marketing:

MMA Marketing is continuing the Bangor and Portland airport advertising campaign and will change out our advertising with a focus on SSMP recruitment, Oceanography, Women on the Water, and women's lacrosse. MMA is continuing to place google and Facebook ads for the graduate program.

The Marketing Coordinator position has been posted and we hope to find someone for this position before the end of the year.

UQ Solutions is currently conducting a competitive market analysis for MMA along with a CIP code review in order to complete a market analysis of our programs. The kickoff meeting is being scheduled with Academics and we are determining a date for an onsite visit and training on the market analysis tool.

Retention:

We have had three students leave MMA thus far in the fall semester which is a marked improvement year over year from Fall of 2021. We have a retention goal of 94% and an 87% persistence goal for the next year. The retention committee has been able to identify areas for improvement in terms of interceding with students earlier in the process and are in the process of developing data analytics and reporting tools.

Athletics Update [Steve Peed]

- Women's volleyball won the North Atlantic Conference (NAC) East Division Championship on Sunday, October 30, which advanced the Mariners to the NAC Championship for the 15th consecutive season. The Mariners defend their five consecutive volleyball championships on Saturday, November 5 at NAC West Champion, SUNY-Delhi.
- Women's Soccer came up short in the defense of their two consecutive NAC titles, falling 3-1 to Husson in the NAC East Finals. Maine Maritime defeated Maine-Farmington in the first round of the playoffs, winning 2-0 over the Beavers at Husson.
- Men's Soccer wrapped up a 5-10-1 campaign with a 3-2 loss at Husson in the first round of the NAC Playoffs.

- Men's Cross Country placed third among the nine teams competing for the NAC Championships at SUNY-Canton. Benjamin Butterfield '23 (Phillips, Maine), John Hasset '23 (Castine, Maine) and Ponce Saltysiak '25 (Bar Harbor, Maine) all finished in the top ten, taking fifth, sixth and 10th places, respectively.
- Women's Cross Country did not have enough entrants to produce a team score at the NAC Championships. Milo Cook-Sharp '23 (Cape Elizabeth, Maine) placed 23rd in the field of fifty-seven runners, with Sarah Smith '23 finishing 38th.
- Men's Golf placed seventh among the eleven competing teams at the 2022 NAC Championships. Maine Maritime at Waterville Country Club hosted the 36-hole tournament. Brody Hathorne '25 (Turner, Maine) placed 22nd in the field of fifty-three golfers to lead the Mariners' effort.
- Web Services
 - MarinerSports.org relaunched on a new platform with a new look on July 28. That was the first step in a digital upgrade for the department, an undertaking that is being overseen by Athletic Communications Coordinator, Megan McLean '18. Web streaming debuted on Team1Sports on September 1. The Team1Sports platform is seamlessly integrated with the wall-mounted, Artificial Intelligence cameras that are already in use for video capture used by the department's coaches for video analysis. The department can now deliver up to 4K HD video to home viewers live and on demand. The platform's system allows for enhanced production, including the ability to integrate the scoreboard information into the broadcast, create on-screen statistical graphics, and run advertisements during breaks in the action. The ability to run commercials has strengthened the department's relationship with University Credit Union and the Maine Army National Guard, two consistent, annual sponsors. Those partners have also taken advantage of GameTime by Neptune Now. GameTime provides pre-screened, licensed music, ensuring that the gameday music is audience appropriate. It also allows for advertisements during pregame and timeouts. The ability to provide both video and audio commercials should drive additional sponsorship revenue as viewership data is gleaned from the system and the value of the advertisements is established. They will also be vehicles for reinforcing the Maine Maritime brand when a marketing team is in place.
- Football
 - On Friday, September 16, Maine Maritime hosted a football summit for alumni attending the weekend's Homecoming festivities. During the summit, the football alumni were presented with the opportunity to raise \$562,000 (75-percent of the startup costs associated with restoring football) to bring varsity football back to Castine in time for the 2025 season. They were provided with a deadline of December 31, which coincides with the timeline presented by a New England-based conference to state the Academy's intent to accept the league's invitation to begin play in 2025. On Friday, November 4, Maine Maritime was awarded a \$250,000 matching grant to assist in this effort, bringing the total of gifts secured to just north of \$350,000.

- InCommand
 - The theme in the department's leadership programming has been about reconnecting with one another, enjoying being present with one another, and reintroducing the Mariner standard that was lost during the era of social distancing.
 - The department started the year with one of its most exciting InCommand gatherings to date- Mariners Olympics. Athletes were grouped by class, with each challenging one another in highly competitive activities such as tug of war, dizzy bat, a water overflow challenge, and more. The energy in Smith Gym was incredible, and this will become an annually tradition to bond athletes.
 - A similar activity run for all athletes competing on women's teams welcomed over ninety students to kick off the year. The theme this year was "We Rise By Lifting Others." The coaches of women's teams run the event. 2022 marks the department's eighth year engaging in this start of the year program. The One Team Retreat is incredibly important to the culture in Mariners Athletics, specifically related to how athletes on women's teams support one another.
 - The department has provided two sessions for first and second-year Mariners geared toward establishing the values of Mariners Athletics.
 - The first session, Mariner Pride, was structured around the Athletics' mission branding line, "Integrity First. Progress Through Perseverance. Leaders at Every Opportunity." Prominent features of that program were President Jerry Paul and VP Keith Williamson speaking to our athletes about Integrity as well as five upper class students sharing personal stories about leadership that they have observed or been part of in their time at the Academy. The value of seeing the Academy's leadership, as well as the upper-class students in the department, cannot be overstated. To keep the program active, the program incorporated a hands-on teambuilding exercise utilizing the six-person walking board challenge.
 - The second session for the first and second-year athletes, featured former Maine football athlete Daryl Fort. Mr. Fort emphasizes developing healthy and thriving selves in relationship to our community and peer group culture. He encourages athletes to be honest with themselves and one another about what they really value and what is important to them, moving from the superficial status quo to deeper levels of self-awareness and teammate-awareness.
 - The Captains & Leaders program, open to sophomores through seniors, welcomed fifty-five athletes to a program run in conjunction with the Maine Army National Guard. A two-part event, every athlete engaged in a hands-on interactive team-building activity called the Chamberlain Challenge partnered with a presentation on Principles of Servant Leadership. The Chamberlain Challenge is a racecourse that requires students to simultaneously employ their engineering, communication, and physical skills for their team to complete the circuit. The accompanying lecture touched on the key tenets of servant leadership as taught to soldiers in the United States Army.
 - The Regiment of Midshipmen professional staff have been excellent partners for InCommand this year. Every session is valued by the Regimental leadership and

de-conflicted throughout the year so Regimental Student-athletes can attend Commandant's time as well as the athletic department's leadership events.

- Athletic Training
 - The department lost a key player in September when its Head Athletic Trainer / Health Care Administrator, Haley Yager, stepped down to take a similar position at the University of Montana. This effectively reduced the athletic training staff to one contractor from Northern Light Health and a series of per diem athletic trainers providing her with relief. The sudden change necessitated a rapid adjustment to practice schedules during the challenging crossover period when fall and winter sports are in their traditional segments and the spring sports are in their non-traditional segment practices. The department's head coaches did a tremendous job flexing to meet the unanticipated challenge, consolidating practice times to maximize the athletic training coverage. It was not an easy lift, and there were minor disruptions to service, but the coaches should be commended for their ability to work as a team in the manner that they teach for the greater good of the department. After a month-long search, a potential replacement has been identified and an offer is out to a local veteran of the profession at the time of this report.

Student Services Report [Dean Davis]

- Deidra reported that the Student Affairs division is finally getting back to normal. Back to being fully staffed. There are 13 RA's that live in the residence hall. 548 live on campus, thirty-one in Commons. 517 in Curtis Hall. 327 live off campus.
- Next slides were photos of recent renovations to the residence halls. They have done an excellent job to make it a more comfortable and a happier place for our students to spend their time.
- Jessica Shively and her team have done a tremendous job creating events and activities for the students to do nearly every day and every weekend. President Paul mentioned making better use of the roof of Payson Hall, Jessica and Deidra's team put together a really cool event up there with food, and music that was well attended by town residents, students, faculty, and staff.
- Health & Counseling update there was a flu shot clinic in September. Seeing normal cold/flu viruses on campus, very few COVID cases.
- Counseling services are back to one full time and two part time staff members. The significant issues among students are depression and anxiety.
- COVID management – there are no active cases as of week ten, a total of forty-one total cases for the year. The staff is encouraging students to test before coming back from Thanksgiving break.
 - Ted asked about our policy on COVID right now, Deidra noted there is an implementation team that meets weekly to discuss the current status. The current policy is that all students have to be vaccinated and boosted for cruise last year. The decision has not yet been made about the booster for the coming cruise this summer.
 - Currently the booster requirement for on campus students is optional but is still required for cruise and Bowdoin sailing students.

- It is not required by the State of Maine, colleges vary with their policies. Texas has requirements for neither, some require both. There are no MARAD or Coast Guard requirements for the vaccine.
- It is a challenge to find a Dr. to sail on cruise. Foreign ports can make their own decisions for entering ports.
- Ted thanked Deidra and Steve for their efforts to maintain and increase our high standards with less resources and they have done an amazing job.

Governance Committee – Jerry Paul covered since Trustee Wellington was not present.

- Regarding the Foundation Authorization Resolution [President Paul] Trustee Wellington tasked three members to determine if this would be a benefit to us. President Paul was tasked with finding out what the process is for creating a foundation. The legislature in Maine authorizes a bill as a general proposition and in order to do that, it must go through the upcoming legislative process, first to be approved as a resolution by the Board of Trustees.
- Board Assessment Resolution [Trustee Wellington] – Trustee Wellington thought it would make sense to adopt the assessment process to help us learn from other institutions, as well as an assessment tool for the President. AGB has one that we can use.

This concluded the Committee Meetings. Our Board of Trustees meeting will begin at 3:00pm.



Maine Maritime Academy Board of Trustees

ANNUAL BOARD MEETING AGENDA

**November 10, 2022, 3:00pm
Holmes Heritage Conference Room**

The meeting commenced at 3:00 p.m.

Chairman Oney introduced the first order of business.

MINUTES OF THE AUGUST 4, 2022, MEETING

On a MOTION by Trustee Norton and seconded by Trustee Dey, the Board unanimously voted to accept the minutes of the meeting of August 4, 2022, as presented.

Chairman Oney's remarks

Chairman Oney gave welcome and thanked President Paul and the MMA team for their hard work and dedication.

President Paul thanked Chairman Oney and commented that during the committee meeting, he walked through key items of focus and opened the floor for questions. There being none, Chairman Oney moved on to Bill Full, President of the Alumni Associations report.

ALUMNI ASSOCIATION REPORT

President Full reported that the association continues to be active, trying to expand on giving. Wayne Norton has been helping with that as well. Sarah's promotion to annual fund manager has been a tremendous help. Bill reported that they have class agents that have assisted in giving information on classmates and has made contacting them much easier. The next 6 months, with finalization of the Blue and Gold Officer program, he hopes to get more participation but already, over one hundred have already signed up.

Jason thanked Bill for his leadership as President of the Alumni Association.

COMMITTEE REPORTS

Education Committee Report

The Education Committee report was given by Dr. Williamson, who offered the following resolution for a conferral of Associate of Science Degree.

Resolution #1 To Confer Bachelor of Science Degrees

AUTHORIZATION TO CONFER DEGREES

Upon the recommendation of the Faculty, I present to the Board of Trustees the following candidates for the Associate of Science degree and ask for Board authorization to confer said degree upon successful completion of degree requirements.

Bachelor of Science Degree

Matthew Edward Chase, Everett, Massachusetts
Shannon Isabell Estus, Frewsberg, New York
Brooke V. Foley, Groton, Connecticut
Andrew J. Haining, Palmyra, Maine
John Thomas Kinsey, Cutchogue, New York
Alexander J. Newcomb, Swanville, Maine
Jack Hervé Routhier, Portage, Maine
John H. Teuton, Hartsville, South Carolina
Andrew T. Topham, Gray, Maine
Alice Van Kovn, Deering, New Hampshire

On a MOTION by Trustee Somerville and seconded by Trustee Theeman, the Board voted unanimously to confer bachelor's degrees as set forth above.

FINANCE & AUDIT COMMITTEE REPORT

Trustee Theeman gave an update that VP Rosen and Alice Herrick provided an excellent summary of the yacht donation program, the clean audit as well as the financial information in the board packet. He introduced and read the following resolution for an increase in tuition and fees.

RESOLUTION #2 presented by VP Rosen

Resolution Concerning in Increase in Tuition & Fees

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 2023-2024 academic year, but in doing so shall attempt to limit the rate of increase in tuition and fees to no more than 4% above the currently established levels and limit the rate of increase in Room and Board to no more than 4% of currently established levels.

On a MOTION by Trustee Longley and seconded by Trustee Arntzen, the Board voted unanimously to accept the resolution as set forth above.

RESOLUTION #3 presented by VP Rosen

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 2023-2024 academic year be authorized at an amount not to exceed \$1,527,000.

On a MOTION by Trustee Arntzen and seconded by Trustee King, the Board voted unanimously to accept the resolution as set forth above.

OPERATIONS COMMITTEE REPORT

Trustee Mercer thanked Captain Cashman and Peter Stewart for their updates during the committee meetings and looks forward to more at the next meeting. He is optimistic about successful funding of the waterfront projects.

ENROLLMENT COMMITTEE REPORT

VP Reilly had no updates from the committee report given earlier in the day.

ADVANCEMENT COMMITTEE REPORT

VP Haley on behalf of Trustee Watson, thanked the members of the board who have given and encouraged others to do so as well. He gave an update on the endowment and planned giving numbers over the next three years. The Senior Banquet is upcoming as well as other Alumni relation events. A quick update was provided on the wonderful job that Joe Lobley has been doing with the yacht donation program. He then offered the following resolution.

RESOLUTION #4 presented by VP Haley

Resolution to Accept Gifts, Grants and Donated Property

BE IT RESOLVED that the Board of Trustees of Maine Maritime Academy accepts the gifts, grants, and donated property as listed below July 1, 2021 - June 30, 2022

On a MOTION by Trustee Norton and seconded by Trustee Arntzen, the Board voted unanimously to accept with gratitude the gifts, grants, and donated property as listed above.

GOVERNANCE COMMITTEE REPORT

President Paul had no additional items after his update on the Foundations and Governance and offered up the following resolutions for consideration.

RESOLUTION #5 presented by President Paul

Resolution Authorizing Maine Maritime Academy to create a Foundation

BE IT RESOLVED that the President is authorized to prepare and file a bill to be considered by the Maine Legislature for authorizing Maine Maritime Academy to create a Foundation(s).

On a MOTION by Trustee Theeman and seconded by Trustee Norton, the Board voted unanimously to accept the resolution to for Maine Maritime Academy to create a Foundation.

RESOLUTION #6 presented by President Paul

Resolution for Board Assessment through AGB

BE IT RESOLVED that the Chair of the Governance Committee is empowered to arrange a (Basic/Classic/Premium) Board Assessment with the Association of Governing Boards.

On a MOTION by Trustee Arntzen and seconded by Trustee Somerville, the Board voted unanimously to accept the resolution to arrange a (Basic/Classic/Premium) Board Assessment with the Association of Governing Boards.

Chairman Oney noted that there would not be an executive committee meeting and asked if there was any other business.

Captain Cashman announced that Capt. Sean McNease, of Texas Maritime passed away last Tuesday evening.

Captain Cashman also announced that there would be a Veterans Day Ceremony tomorrow morning at 7:10am for the Maine Maritime Academy Community.

On a MOTION by Trustee King and seconded by Trustee Devine, the Board voted unanimously to adjourn.

The meeting concluded at 3:17pm.