

**MSSM Board of Trustee
Meeting Minutes
December 5, 2015
Richard E. Dyke Center for Family Business-Husson University
Bangor, Maine**

Board members present were: Ms. D. Gordon, Ms. C. Voyer, Mrs. C. deLutio, Dr. C. Kesselheim, Mr. F. Woodman, Mr. TH Reagan, Dr. D. Eustis-Grandy, Ms. S. Lowry, Mr. D. Ferguson, Dr. W. Beardsley, Dr. R. Lyons, Dr. J. Pieh, Dr. W. Specht, Mr. L. Shorty, and Mr. J. Judd, Chair.

Officers present: Mr. M. Lambert, Treasurer, COO.

Administrators present: Mrs. D. McGann and Mr. A. Whittemore.

Parents' Association representatives present: Ms. B. Brusila and Mrs. M. Reagan.

Foundation members present: Mr. F. McElwain and Mr. E. Hunter, President/CEO.

Also present: Honorable J. Gillway, Maine House of Representatives; and Captain M. Flanagan representing Maine School of Maritime Science, Technology, Transportation & Engineering.

Others: Mr. S. Symonds, Mrs. E. Symonds, Mr. T. Gilley and the following students: Miss A. Johnson, Mrs. K. Johnson, Mr. C. Rose, Mr. S. Gilley and Mr. A. Maloney.

- I. The meeting was called to order at 2:00 pm by Chair, Jason Judd with introductions following.

The first item discussed was a proposed salary administration policy for the faculty. The main goals outlined were flexibility to attract instructors and fairness to all instructors. After considerable discussion, it was moved by Dr. Pieh and seconded by Mr. Ferguson that the proposed general philosophy of the system be adopted granting implementation authority to the Executive Director. After further discussion, Mr. Judd asked for a vote – 11 yeas; 1 nay [Dr. Kesselheim], 1 abstention [Dr. Beardsley]; the motion was carried.

The second item for discussion was a need to develop a strategic plan for the school which would address program, number of student and facility needs. Mr. Judd presented some thoughts about a strategic plan. It was generally agreed that a plan is required and the Board would undertake the effort.

- II. Reports
The management, student senate, Parents Association and Foundation reports were presented for discussion.
- III. Consent Agenda
 1. On a motion by Dr. Specht and second by Mr. Reagan, the reports were unanimously approved as presented (13-0).
 2. On a motion by Mr. Woodman and second by Dr. Specht, the October 3, 2015 Board of Trustees meeting minutes were unanimously approved as presented (13-0).
- IV. Public Comment
 1. A video by MSSM student Padraig Keith-Hardy was due to be presented but technical difficulties prevented its showing [nb: After the meeting, the video was distributed to those present].

2. Miss. Johnson expressed the student body's gratitude for adding Cross Country to the MSSM athletic/fitness curriculum to replace the LCS program which was eliminated by LCS this year. She also thanked the Foundation, on behalf of the student body, for their financial assistance in the acquisition of the necessary equipment.

V. Action Agenda

1. Governance:
 - a. Policy EGAD – Intellectual Property was read for the second reading. On a motion by Dr. Pieh and second by Dr. Specht the policy was unanimously accepted (13-0).
 - b. Policy JJIF-Concussions and Other Head Injuries and Policy JJIF-E – Concussion Information Sheet was reviewed for the first reading. The policy was vetted by Dr. P. Morningstar, MD, school physician and Ms. J. Damboise, BSN, school nurse. A sentiment of thanks was extended to Dr. Morningstar and Ms. Damboise for their assistance in drafting and reviewing this policy. On a motion by Ms. Gordon and second by Dr. Specht, the policy was accepted in its first reading. Within the next week, Mr. Shorty will publish the list of committee members required in the policy.
 - c. The need to revise the by-laws was discussed and it is a work in progress.
 - d. A succession plan for key employees was discussed and progress is being made as well.
 - e. The issue of Board recruitment was discussed. Note was made that the Board of Trustees should have a list of potential board members to share with the Governor's Office to replace future board members. It was mentioned that four (4) current board members' terms will expire within the next year and that we should have several names to present to the Governor for each of those soon-to-be-vacant seats.
2. Finance & Facilities:

In the absence of the committee chair, Mr. Lambert presented the following report:

 - a. The Audit committee (Misters Woodman, Peterson, Hensler) met with our auditors and Mr. Lambert to discuss the audit findings. Satisfied with the quality of the audit report and auditor's findings, the committee drafted a letter to the Board of Trustees with their recommendation that the Board accept the audit as presented as no issues were identified for corrective action. On a motion by Ms. Gordon and second by Dr. Specht, the audit was approved (13-0).
 - b. Mr. Lambert also presented the year to date report of the school's finances through October 3, 2015. No action is required nor taken.
3. Advancement Committee:
 - a. Ms. Gordon discussed future enrollment needs and student recruitment as well as the need to develop alternate revenue sources working with the Foundation.
4. Program Committee:
 - a. Dr. Kesselheim and Ms. Voyer, co-chairs discussed program review and new methodology for the next cycle and drafting a calendar to guide the revisions in the cycle.

VI. Adjournment – Before adjourning the meeting, a survey/evaluation form was given to each Board member to complete which will help gauge their opinion on the overall meeting and work accomplished.

- a. On a motion by Mr. Woodman and a second by Dr. Specht the meeting was adjourned at 4:14 pm; voted unanimously (13-0).

Respectfully submitted,

Luke C. Shorty, Secretary
MSSM Board of Trustees