

**MSSM Board of Trustee
March Meeting Minutes
May 23, 2014
Maine School of Science and Mathematics
Limestone Maine**

Board Members and Officers present were: Dr. J. Pieh, Chair; Mr. M. Edgecomb, Vice Chair; Dr. D. Haines, Dr. W. Specht, Mr. J. Judd, Mr. A. Arter, Ms. D. Gordon, Mr. L. Shorty, Secretary/Executive Director.

Officers present: Mr. M. Lambert, Treasurer.

Board members absent were: Ms. M. Albert, Mr. F. Woodman, Dr. C. Wray, Mr. J. Rier, Commissioner of Education, Ms. S. Lowry, Dr. C. Kesselheim, Ms. C. Voyer, Dr. J. Patterson, Mr. D. King, Dr. L. Schott and Dr. B. Sullivan.

I. Meeting Convened

The meeting was called to order by Dr. Pieh at 3:04 pm followed by introductions.

II. Reports

- a) Mr. Shorty presented the faculty report in the absence of Dr. Sullivan, faculty representative.
- b) Mr. Arter presented the Student Senate report as well as confirmed that Mr. Grier Ostermann has been elected as incoming President of the Student Senate and would be representing the Senate at future Board meetings and that the new incoming Senate Vice President is Mr. Andrew Whitman.
- c) Ms. Brusila, incoming President of the Parents' Association reported on three major projects the Parents' Association is working on: the bike rack, flower planting around the dorm and curtains for the student's rooms.
- d) Mr. Thompson gave the Foundation report. He mentioned that Ms. Kate Reilly deLutio had resigned her position as President and CEO of the Foundation. Her replacement is Ms. Lisa Smith effective immediately. He also announced that Mr. Frank Goade would be transitioning out of the Treasurer's position at the end of the fiscal year. Miss Codi Riley will replace Mr. Goade at the end of his term. Mr. Thompson extended his thanks to Drs. Haines for their recent endowment. He discussed a recent meeting with the Irving Foundation regarding the Greenhouse Project. Mr. Thompson also shared a plan to get the project funded so it could be completed this year.
- e) Mr. Shorty gave a brief report on the Five Year Plan. We are proceeding with the acquisition of the Manor and expect to be completed shortly. He added that Dr. Nancy Richardson would be joining MSSM in July as our new Academic Dean. Mr. Shorty mentioned that enrollment is currently at 145 with a target of 149 for the 2014-2015 school year.

III. Consent Agenda

1. Mr. Shorty thanked Mr. Matt Grillo for developing a group of Standard Operating Procedures and Protocols for the administration of the residence facilities. He also acknowledged Ms. Smith for meeting the new challenges of the 7-week summer program and Mr. Lambert for his efforts in acquiring the Manor.

2. On a motion by Mr. Arter and a second by Ms. Gordon, the Trustees unanimously approved the minutes of the March 15, 2014 Board of Trustees meeting as presented.

IV. Public Comments

After the approval of the minutes, Dr. Pieh opened the floor to public comments. Mr. Shorty acknowledged Mr. Tristan Strack-Grose who is an alumnus of MSSM and a former Trustee and thanked him for his attendance today. Mr. Dan Melega expressed his vexation that only 7 voting members of the Board were present out of 16 voting members (nb: we currently have one vacancy for a voting member) making the quorum tentative.

IV. Action Agenda

1. Mr. Judd reported on the Program Committee meeting and an overview of the work conducted by college counseling, summer programs and the science department this year during the Program Review Process. He spoke toward the thorough review of the Parent/Student Handbook and the upcoming Program Review of Mathematics and Residential Life.
- 2.
3. Ms. Gordon discussed the outcome of their latest Advancement Meeting:
 - a. It appears that enrollment and summer camp goals will be met for this year.
 - b. Favorable publicity we've received by the *USNews and World Report* rankings.
 - c. Still need to get more effort to reach our alumni and advertise for a position to do this.
 - d. Also discussed MSSM's upcoming 20th Anniversary in 2015 and some public relations possibilities to promote the school.

4. Finance and Facilities: Mr. Lambert reported that we were getting very close to closing on the Manor with two documents that had to be discharged – one an old mortgage lien which was never discharged and a lease.

On the basis of owning the Manor and increasing the enrollment to 149, Ms. Gordon made a motion and seconded by Dr. Specht to approve the latest version of this budget option; motion was voted unanimously by the Trustees.

Mr. Lambert recommended that the Greenhouse Project be formally approved by the Trustees. Mr. Arter moved and Dr. Specht seconded to approve the construction of a new greenhouse on the condition that funding is provided by contributions (as opposed to operating funds).

Following discussion on the ownership of the land (RSU 39) and the building being on RSU 39 property and direction from the Trustees authorizing Mr. Shorty and Mr. Lambert to exercise their judgment when sufficient funds and pledges are received to commence construction, the Trustees voted unanimously to approve the project.

5. Governance Committee: Dr. Haines offered a group of policies for first reading:
 - a. On a motion by Dr. Haines and a second by Dr. Specht, the Board voted to approve the following policies for first reading; the Trustees voted unanimously.
 - GCAF – Professional Development Leaves
 - GCI – Professional Staff Development Opportunities
 - GCOA – Supervision and Evaluation of Professional Staff
 - GCOC – Evaluation of Employees
 - JJA – Student Organizations
 - JJA-R – Student Organization Procedure
 - JJA-R2 – Student Organization Procedures and Responsibilities

- b. The following policies were proposed for adoption at the second reading:

-AACC-R – Trafton Housing Procedure
-DFF – Student Activities Funds
-DI – Fiscal Accounting and Reporting
-DLB – Tax Sheltered Annuities
-GCFB – Recruiting and Hiring of Administrative Staff
-GCFB-R – Recruiting and Hiring of Administrative Staff Administrative Procedure
On a motion by Dr. Specht and a second by Dr. Haines, the Board unanimously voted to approve the above list of policies.

V. Executive Session

On a motion by Ms. Gordon and a second by Dr. Specht, the Trustees voted to go into executive Session under Title 1§405 (6) (D) to discuss the Executive Director’s contract and performance; voted unanimously by the Trustees. Mr. Lambert was requested to attend.

The Trustees went in executive session at 4:39 pm and returned to plenary session at 4:56 pm.

Ms. Gordon moved, seconded by Dr. Specht to set Mr. Shorty’s compensation at \$87,722.01 for FY’14. His compensation for FY’15 was set at \$87,722.01. Mr. Shorty’s contract will be changed from an incentive based contract to a fixed sum contract and will be developed jointly by Dr. Pieh and Mr. Lambert. The motion was carried unanimously.

Mr. Arter did not vote or participate in the executive session [per Title 20-A §8204 (1) (I)].

V. Adjourn

On a motion by Mr. Edgecomb and a second by Dr. Specht, the Board voted unanimously to adjourn.

The meeting adjourned at 5:02 pm.

Next meeting will be September 6, 2014 at MSSM in Limestone, Maine.

Approved at the September 6 BOT meeting