

**MAINE SCHOOL OF SCIENCE AND MATHEMATICS
BOARD OF TRUSTEES**

Meeting Minutes
December 7, 2019
University of Maine at Orono-Wells Conference Center
Orono, ME

Board members present were: K. Beaulieu, K. Brackett, D. Chuhta, D. Coit, D. Ferguson, Chair; D. Haines, Honorary Trustee; J. Havu, D. King, D. Pearson, Clerk; J. Philbrick, J. Pike, L. Renick-Butera, R. Rice, Vice-Chair; and A. Scott.

Absent were: M. Anderson, T. Bolen, J. Chalmers, J. Herweh, P. Orne, J. Patterson and M. Reagan

Administrators and Staff present were: M. Beckum (scribe), M. Grillo, D. McGann, D. Melega (via Zoom) and A. Whittemore.

Others present were: M. Dow.

- I. The meeting was called to order at 10:00am by Chair, D. Ferguson followed by introductions.
- II. D. Ferguson, Chair dismissed the Board of Trustees members to their individual committee meetings.
- III. After a short break for lunch, D. Ferguson, Chair reconvened the meeting and opened to the public at 1:00 pm.

A. Public Comment:

D. Melega reminded the board about their fiduciary responsibility and urged them to ask lots of questions about current future budgets.

M. McCarthy submitted an electronic public comment via J. Philbrick which was read aloud by J. Philbrick - "From the previous meeting, a long list was created for reform. Can a timeline of the action items from that list be provided?"

B. Reports and Consent Agenda:

D. Ferguson, Chair moved to approve the consent agenda items which include the minutes of the September 28, 2019 meeting and the December 7, 2019 management report, seconded by D. King; motion passed with 1 abstain.

- Any updates to the Management Report?

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- D. Pearson gave the following updates to the Management Report:
- MSSM Foundation to receive a \$100,000 gift from the Fabio Family.
- Used Jack Kent Cooke Foundation funding to purchase 3-D printers with matching donation from Perloff Foundation.
- Primarily indication that we will be receiving some amount of funding from federal SERV Grant program - funding is for restoring learning after traumatic events.
- MSSM Alumni, Gordon McCulloh, recently featured on MSSM website - attributed his success in the USAF to MSSM.
- Another MSSM Alumni, Lil Costello, is also grateful for the support she has received from MSSM.
- James Havu provided a correction to the Management Report - Caleb Davis, Class of 2009, was the 1st MSSM Student elected as YIG Governor for the State of Maine.
- J. Philbrick and D. Coit voiced support for the idea of gathering stories of MSSM Alumni.
- Opportunity in 25th year to create a Development Officer.
- M. Dow suggested an Alumni tab be added to the website, also should look into more ways to connect current students with Alumni during J-Term and Themed Weekends.
- D. Haines asked about current attrition numbers.
- Response was 14 students have left MSSM this school year, current enrollment is 126.
- Question was raised regarding whether or not MSSM does exit interviews with students?
- M. Dow and J. Philbrick expressed their support for exit interviews that could be compiled to offer comparison data.
- L. Renick-Butera requested the Executive Director look at organizational chart to decide who should conduct these student exit interviews and that he report his findings to the Board of Trustees Executive Committee.
- Further questions were raised on whether the exit interviews should be conducted by an MSSM employee or by a third party.
- D. Pearson added that the school is tracking each student that exits and that we will put a process in place for exit interviews.
- A. Whittemore noted that he did exit interviews under the previous administration.

L. Renick-Butera motioned that the Board of Trustees direct the Executive Director to determine who/how exit interviews will be conducted, seconded by A. Scott; voted unanimously.

- D. Haines commented about the Admissions Management Report and the challenges regarding the perceived public perception about possible location change of MSSM.

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J. Philbrick made a motion that the Board of Trustees issue a statement which states the MSSM Board of Trustees did not recommend a location change in their strategic plan. They are operating under the direction of the Maine state statute that dictates that MSSM be located in Limestone.

- Discussion continued on the public's perception of the school's plans to move the school from Limestone, Maine.

D. Ferguson, Chair motioned for a friendly amendment, agreed to by J. Philbrick, seconded by A. Scott; voted unanimously.

Original motion (with the friendly amendment) to approve the consent agenda items which include the minutes of the September 28, 2019 meeting and the December 7, 2019 management report passed unanimously.

C. Committee Reports:

Advancement Committee: D. Ferguson gave the report for M. Reagan who was not present. The Advancement Committee listened in on the Program Committee Meeting. R. McDonald requested that the Summer Camp Programs Director have authorization to send out the Summer Camp appeal letter on behalf of the MSSM Foundation. The Administrative Team will work with the Foundation to review this request.

Governance Committee: D. Ferguson gave the report for J. Chalmers who was not present. There is potential for 2 Board of Trustee seats to come open in the next year. All were asked to submit names of potential board members to David Ferguson for vetting. It was noted that a female to fill one of the vacant science, math, engineer slots would be preferred. Policies and Procedures listed on today's agenda are still in process and will be reviewed by legal counsel before bringing them back to the full Board at the March 7, 2020 Board of Trustees meeting.

Finance and Facilities Committee: D. King reported to that financials were provided in the Board of Trustees materials packet. A good discussion took place at the committee level regarding the current deficit. Further action is being pursued to mitigate the current year deficit.

A request was made to send the letter that was sent to the Department of Education to the full Board for their review. D. Pearson provided a brief description of the letter and added that further steps will be taken to mitigate the deficit.

R. Rice suggested that budget planning and enrollment projections be disconnected from each other. This will allow for funds brought in from international students to enrich programming instead of sustain programming.

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D. Pearson stated that the 2020-2021 budget will be predicated on no expectations of revenue from international students.

M. Beckum suggested that revenue received from international students in 2020-2021 could be used against the deficit from 2019-2020.

D. King stated “We all own this problem, we all need to help solve the problem.”

Program Committee: L. Remick-Butera reported that the committee charter was finalized. She requested that the Management Reports include a dashboard of consistent data to allow the Board to see patterns/trends. Academic data to show the preparedness of students and data on academic alerts would be helpful too. Talked about availability of attrition numbers and exit interviews for comparison purposes. An initial report was given today regarding the school reaction/response to the student death by suicide. Report states that MSSM was very responsive, very deliberate, and impressed with reflections from D. Pearson, D. McGann and M. Grillo. They were also impressed with all of the individuals who stepped up to help during this time of need. The next step is to ask other groups about their reflections, then present entire findings to an outside Mental Health organization for their feedback.

J. Havu asked about progress made on Mental Health concerns since the last Board of Trustees meeting.

M. Dow and J. Philbrick responded that the majority of the concerns have been addressed. They also reported that overall, mental health seems to be better than last year because more students are willing to embrace the support offered.

A question was raised about whether or not Engineering should be a program offering at MSSM.

A. Whittemore added that Engineering programming is a requirement for NCSSS schools.

Student Welfare Committee: D. Coit thanked L. Renick-Butera for her continued involvement between Program Committee and Student Welfare Committee. He stated the committee is continuing to look outside the walls of MSSM for best practices. Their first two projects are underway in two subcommittees; Mission Appropriate Student - led by Alan Whittemore and Portrait of an MSSM Graduate - led by Deb McGann.

Positive feedback was received for the “Brunch with the Board” visits. A suggestion was made that one Board of Trustees member commit to a brunch with students each school year. Also, ensure that meals are eaten with students at future Board of Trustees meetings held in Limestone.

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The Executive Committee has handled the evaluation process for the Executive Director. It was suggested that we implement an exit interview process for faculty/staff. The Executive Committee will ensure exit interviews happen with departing faculty/staff.

D. Action Agenda - Policies:

D. Chuhta moved to table the JICK, ACAA, and ACAA-R policy readings until the next Board of Trustees meeting on March 7, 2020, seconded by D. Ferguson, Chair.

Explanation for the need to table was given that the policies are still in the process of being reviewed by the Assistant Attorney General, Sarah Forester. The final version of policies will be ready for review at the March 7, 2020 Board of Trustee meeting.

D. Chuhta suggested a review of our policy on policy (BG) and a review of procedure on (BG-R).

D. Ferguson moved to create a Title IX Appeal Subcommittee (*see full motion in board materials*), seconded by D. Chuhta; voted unanimously.

J. Philbrick moved to adjourn the meeting; seconded by D. King; voted unanimously.

The next Board meeting will be Saturday, March 7, 2020 at MSSM in Limestone.

Respectfully submitted,

David Pearson, Clerk
Board of Trustees

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