

Massachusetts Maritime Academy

MMA Trustee Governance Model

Richard A. Covell, Esq.
Chairman, MMA Board of Trustees
07 November 2013

Subjects of Governance

- A. Trustee's Duties and Obligations
- B. Trustee's Liabilities and Indemnifications
- C. Trustee's Duty of Care and Due Diligence
- D. Trustee's Institutional Role
- E. Institutional Mission and Strategic Plan
- F. Board of Trustee Organization
- G. Trustee's Level of Oversight
- H. MMA Governance Model to Achieve Balanced Oversight
- I. Website Development
- J. Trustee Orientation and Governance Sustainability

A. Trustee's Duties and Obligations

Board of Trustee's Legal Obligations:

- MGLA, Chapter 15A, Section 22; Board of Trustee Powers and Duties (Exhibit A)
- Trustee's Commonwealth Oath
- Mass conflict of Interest Laws; MGLA Chapter 268 A, Section 2-7, 7, 11-14, 23; www.mass.gov/ethics
- Mass Financial Disclosure Law; MGLA Chapter 268 B
- Public Records Law
- Cleary Act
- Institution's Code of Conduct for its Trustees
- Trustee By Laws governing their Institution (Exhibit B)

B. Trustee's Liabilities & Indemnification

- MGLA, Chapter 15A, Section 22 (Exhibit A)
- Trustee By Laws governing their institution (Exhibit B)
- Trustee Accountability

C. Trustee's Duty of Care and Due Diligence (General Definitions)

What is DUTY of CARE?

A legal requirement in certain systems where the BOARD OF DIRECTORS and executives must make informed decisions in discharging their FIDUCIARY Responsibilities. An informed decision is generally based on gathering all relevant facts and materials, giving such information due consideration, and then making a decision. A breach of duty of care can lead to legal action by shareholders.

What is STANDARD of CARE?

Degree of care a prudent and reasonable person will exercise under the circumstances.

What is REASONABLE DILIGENCE?

A fair, proper, and due degree of care and activity, measured with reference to the particular circumstances; such diligence, care, or attention as might be expected from a man of ordinary prudence and activity.

D.Trustee's Institutional Role

- As required by MGLA Chapter 15A, Section 22
- As required by the Institution's By Laws
- The Approval and Oversight of the Strategic Plan of the Institution
- Hold scheduled meetings under the open meeting laws
- Request sufficient information from the Institution's administration to satisfy the factual basis to meet the legal duty of care, standard of care, reasonable diligence, and oversight role for the institution

E.Institutional Mission and Strategic Plans

- Review and approve the Institution's Mission
- Review and approve the Institution's Strategic Plan
- Insure the Strategic Plan tracks the Mission
- Review the staff year end reports against the mission and strategic plan goals
- Evaluate the president's performance against the strategic plan and goal accomplishments

F. Board of Trustee Organization

**Massachusetts Maritime Academy
Board of Trustees**

Board Committee Structure

Academic Year 2013-2014

Richard Covell-Chair

Meghan Duggan-Vice Chair

STANDING COMMITTEES

| | | |
|---|---|---|
| <p>AUDIT & GOVERNANCE Duggan (Chair) Kelly (Vice Chair) Penn</p> | <p>EDUCATION Heineman (Chair) Jearld (Vice Chair) Frost</p> | <p>FACILITIES & FINANCE Mattson (Chair) Penn (Vice Chair) Jearld</p> |
| <p>MARINE OPERATIONS Locke (Chair) Kelly (Vice Chair) Fields</p> | <p>STUDENT LIFE Hammon (Chair) Fields (Vice Chair) Frost</p> | |

AD HOC/SPECIAL COMMITTEES

| | | | |
|--|----------------------------------|--|---|
| <p>NOMINATIONS</p> | <p>COMPENSATION</p> | <p>PRESIDENT'S PERFORMANCE REVIEW</p> | <p>BY LAWS</p> |
| <p>Kelly (Chair) Heineman Penn</p> | <p>Covell (Chair) Hammon</p> | <p>Heineman(Chair) Covell Duggan Locke</p> | <p>(As needed under Audit & Governance)</p> |

G. Trustee's Level of Oversight

- The “What”
- Compliance with the Institutional mission
- Compliance with the Institutional Strategic Plan
- Compliance with the budget and financial reports
- Insure adequate information is received to be informed of the key and important factors of the operations and outcomes that effect the student body, well being of the Institution, Mission, Strategic Plan, budget, accreditation, and Vision Project Goals
- Avoid day-to-day operational matters and issues that are the proper operational jurisdiction of the administration and staff

H.MMA Governance Model to Achieve Balanced Oversight

- The “How”
- Meet with the President and staff to generate committee agendas which focus on only the level and type of information needed by the Trustees to perform their obligations and duties.
- Establish as part of the committee agendas (Exhibit C) when and what types of factual reporting, data, and metrics must be supplied by the administration and staff to the Trustees (Exhibit D).
- Modify the committee agendas and data reports as necessary to insure the Trustees receive the necessary information.
- Stick to the committee agendas to insure efficiencies of time for both the Trustees and the administration and staff.
- Provide the committee agendas and data reports to the Trustees at least one week before the committee meetings.

I. MMA Trustee Website Development

- www.maritime.edu – Quick Links – Board of Trustees

J. Trustee Orientation & Governance Sustainability

- Website
- Committee Agendas
- Resource Links (Association of Governing Boards, etc.)

Massachusetts General Laws

Chapter 15 A Public Education

Section 22 board of Trustees of community colleges or state universities; powers and duties

[First paragraph effective until July 1, 2012. For text effective July 1, 2012, see below.]

Section 22. Each board of trustees of a community college or state university shall be responsible for establishing those policies necessary for the administrative management of personnel, staff services and the general business of the institution under its authority. Without limitation upon the generality of the foregoing, each such board shall: (a) cause to be prepared and submit to the secretary and the council estimates of maintenance and capital outlay budgets for the institution under its authority; (b) establish all fees at said institution subject to guidelines established by the council. Said fees shall include fines and penalties collected pursuant to the enforcement of traffic and parking rules and regulations. Said rules and regulations shall be enforced by persons in the employ of the institution who throughout the property of the institution shall have the powers of police officers, except as to the service of civil process. Said fees established under the provisions of this section shall be retained by the board of trustees in a revolving fund or funds, and shall be expended as the board of the institution may direct; provided that the foregoing shall not authorize any action in contravention of the requirements of Section 1 of Article LXIII of the Amendments to the Constitution. Said fund or funds shall be subject to annual audit by the state auditor; (c) appoint, transfer, dismiss, promote and award tenure to all personnel of said institution; (d) manage and keep in repair all property, real and personal, owned or occupied by said institution; (e) seek, accept and administer for faculty research, programmatic and institutional purposes grants, gifts and trusts from private foundations, corporations, federal agencies, alumnae and other sources, which shall be administered under the provisions of section two C of chapter twenty-nine and may be

Exhibit A

disbursed at the direction of the board of trustees pursuant to its authority; (f) implement and evaluate affirmative action policies and programs; (g) establish, implement and evaluate student services and policies; (h) recommend to the council admission standards and instructional programs for said institution, including all major and degree programs provided, however, that said admission standards shall comply with the provisions of section thirty; (i) have authority to transfer funds within and among subsidiary accounts allocated to said institution by the council; (j) establish and operate programs, including summer and evening programs, in accordance with the degree authority conferred under the provisions of this chapter; (k) award degrees in fields approved by the council; either independently or in conjunction with other institutions, in accordance with actions of the boards of trustees of said other institutions and the council; (l) submit a 5-year master plan to the secretary and the council, which plan shall be subject to the secretary's approval, in consultation with the council, and shall be updated annually according to a schedule determined by the secretary and the board in consultation with the board of trustees; (m) submit financial data and other data as required by the secretary and the board of higher education for the careful and responsible discharge of their purposes, functions, and duties. The data shall be reported annually to the secretary and the board of higher education according to a schedule determined by the secretary and the board of higher education in consultation with the board of trustees. The board of trustees shall also submit an annual institutional spending plan to the secretary and the council for review, comment, and transmittal to the secretary of administration and finance, the house and senate committees on ways and means and the joint committee on higher education. Spending plans shall be reported using a standardized format developed by the secretary, in consultation with the board of higher education and the institutional boards of trustees, in a manner to allow comparison of similar costs between the various institutions of the commonwealth. Said plan shall include an account of spending from all revenue sources including but not limited to, trust funds; (n) develop a mission statement for the institution consistent with identified missions of the system of public higher education as a whole, as well as the identified mission of the category of institution within which

Exhibit A

the institution operates. Said mission statement shall be forwarded to the secretary and the council for approval. The board of trustees shall, after its approval, make said mission statement available to the public; (o) submit an institutional self-assessment report to the secretary and the council, which the board of trustees shall make public and available at the institution. Said assessment report shall be used to foster improvement at the institution by the board of trustees and shall include information relative to the institution's progress in fulfilling its approved mission. Said report shall be submitted annually to the secretary and the board of higher education according to a schedule determined by the secretary and said board in consultation with the board of trustees. (p) The board of trustees of an institution with the potential to expand its mission, profile, and orientation to a more regional or national focus may submit to the secretary and the board of higher education, for approval, a 5-year plan embracing an entrepreneurial model which leverages that potential in order to achieve higher levels of excellence pursuant to section 7.

[First paragraph as amended by 2012, 139, Secs. 49 and 50 effective July 1, 2012. See 2012, 139, Sec. 229. For text effective until July 1, 2012, see above.]

Each board of trustees of a community college or state university shall be responsible for establishing those policies necessary for the administrative management of personnel, staff services and the general business of the institution under its authority. Without limitation upon the generality of the foregoing, each such board shall: (a) cause to be prepared and submit to the secretary and the council estimates of maintenance and capital outlay budgets for the institution under its authority; provided further, that the local board of trustees of a community college shall annually submit a report detailing estimates of maintenance, capital outlay budgets and proposed property acquisitions for the institution under its authority to the house and senate committees on ways and means, the secretary of administration and finance and the commissioner of capital asset management and maintenance on or before December 31; (b) establish all fees at said institution subject to guidelines established by the council. Said fees shall include fines and penalties collected pursuant to the

Exhibit A

enforcement of traffic and parking rules and regulations. Said rules and regulations shall be enforced by persons in the employ of the institution who throughout the property of the institution shall have the powers of police officers, except as to the service of civil process. Said fees established under the provisions of this section shall be retained by the board of trustees in a revolving fund or funds, and shall be expended as the board of the institution may direct; provided that the foregoing shall not authorize any action in contravention of the requirements of Section 1 of Article LXIII of the Amendments to the Constitution. Said fund or funds shall be subject to annual audit by the state auditor; (c) appoint, transfer, dismiss, promote and award tenure to all personnel of said institution; (d) manage and keep in repair all property, real and personal, owned or occupied by said institution; (e) seek, accept and administer for faculty research, programmatic and institutional purposes grants, gifts and trusts from private foundations, corporations, federal agencies, alumnae and other sources, which shall be administered under the provisions of section two C of chapter twenty-nine and may be disbursed at the direction of the board of trustees pursuant to its authority; (f) implement and evaluate affirmative action policies and programs; (g) establish, implement and evaluate student services and policies; (h) recommend to the council admission standards and instructional programs for said institution, including all major and degree programs provided, however, that said admission standards shall comply with the provisions of section thirty; (i) have authority to transfer funds within and among subsidiary accounts allocated to said institution by the council; (j) establish and operate programs, including summer and evening programs, in accordance with the degree authority conferred under the provisions of this chapter; (k) award degrees in fields approved by the council; either independently or in conjunction with other institutions, in accordance with actions of the boards of trustees of said other institutions and the council; (l) submit a 5-year master plan to the secretary and the council, which plan shall be subject to the secretary's approval, in consultation with the council, and shall be updated annually according to a schedule determined by the secretary and the board in consultation with the board of trustees; (m) submit financial data and other data as required by the secretary and the board of higher education for

Exhibit A

the careful and responsible discharge of their purposes, functions, and duties. The data shall be reported annually to the secretary and the board of higher education according to a schedule determined by the secretary and the board of higher education in consultation with the board of trustees. The board of trustees shall also submit an annual institutional spending plan to the secretary and the council for review, comment, and transmittal to the secretary of administration and finance, the house and senate committees on ways and means and the joint committee on higher education. Spending plans shall be reported using a standardized format developed by the secretary, in consultation with the board of higher education and the institutional boards of trustees, in a manner to allow comparison of similar costs between the various institutions of the commonwealth. Said plan shall include an account of spending from all revenue sources including but not limited to, trust funds; (n) develop a mission statement for the institution consistent with identified missions of the system of public higher education as a whole, as well as the identified mission of the category of institution within which the institution operates. Said mission statement shall be forwarded to the secretary and the council for approval. The board of trustees shall, after its approval, make said mission statement available to the public; (o) submit an institutional self-assessment report to the secretary and the council, which the board of trustees shall make public and available at the institution. Said assessment report shall be used to foster improvement at the institution by the board of trustees and shall include information relative to the institution's progress in fulfilling its approved mission. Said report shall be submitted annually to the secretary and the board of higher education according to a schedule determined by the secretary and said board in consultation with the board of trustees. Said assessment report shall include an analysis of the collaboration between the community college and vocational technical schools and the training and job development programs implemented by the community college and vocational technical schools. (p) The board of trustees of an institution with the potential to expand its mission, profile, and orientation to a more regional or national focus may submit to the secretary and the board of higher education, for approval, a 5-year plan embracing an

Exhibit A

entrepreneurial model which leverages that potential in order to achieve higher levels of excellence pursuant to section 7.

The board of trustees of each institution may delegate to the president of such institution any of the powers and responsibilities herein enumerated.

The commonwealth shall indemnify a trustee of a community college or state university against loss by reason of the liability to pay damages to a party for any claim arising out of any official judgment, decision, or conduct of said trustee; provided, however, that said trustee has acted in good faith and without malice; and provided, further, that the defense or settlement of such claim shall have been made by the attorney general or his designee. If a final judgment or decree is entered in favor of a party other than said trustee, the clerk of the court where such judgment or decree is entered shall, within twenty-one days after the final disposition of the claim, provide said trustee with a certified copy of such judgment or entry of decree, showing the amount due from said trustee, who shall transmit the same to the comptroller who shall forthwith notify the governor; and the governor shall draw his warrant for such amount on the state treasurer, who shall pay the same from appropriations made for the purpose by the general court.

**MASSACHUSETTS MARITIME ACADEMY
BOARD OF TRUSTEES
BY LAWS
07 June 2013**

ARTICLE I. THE BOARD OF TRUSTEES OF MASSACHUSETTS MARITIME ACADEMY AND ITS OFFICERS.

SECTION 2. RESPONSIBILITIES OF THE BOARD OF TRUSTEES. The Board shall be responsible to execute all of its duties and functions as mandated by Chapters 15A and 73 of the Massachusetts General Laws, by any other provision of applicable law and by its own regulations. The key responsibilities of the Board shall include:

- a. To appoint, support and assess the performance of the President;
- b. To provide guidance, direction, and feedback to the President, and to approve and assess the overall mission and strategic direction of the Academy in the long term;
- c. To provide guidance, direction and feedback regarding major initiatives of the Academy and to approve new academic programs;
- d. To ensure adequate financial resources and financial management of the Academy;
- e. To preserve the institutional autonomy, to represent the Academy to the community and the community to the Academy;
- f. To periodically review and provide guidance to the President on major issues facing the Academy.

ARTICLE III. MISCELLANEOUS.

SECTION 4. INDEMNIFICATION OF TRUSTEES A member of the Board of Trustees is entitled to be indemnified as follows under chapter 15A, §22, of the General Laws of the Commonwealth:

The commonwealth shall indemnify a trustee of a state college against loss by reason of the liability to pay damages to a party for any claim arising out of any official judgment, decision, or conduct of said trustee; provided, however, that said trustee has acted in good faith and without malice; and provided, further, that the defense or settlement of such claim shall have been made by the attorney general or his designee. If a final judgment or decree is entered in favor of a party other than said trustee, the clerk of the court where such judgment or decree is entered shall, within twenty-one days after the final disposition of the claim, provide said trustee with a certified copy of such judgment or entry of decree, showing the amount due from said trustee, who shall transmit the same to the comptroller who shall forthwith notify the governor; and the governor shall draw his warrant for such amount on the state treasurer, who shall pay the same from appropriations made for the purpose by the general court.

MASSACHUSETTS MARITIME ACADEMY
BOARD OF TRUSTEES
Audit & Governance Committee
Charleston Room, Bay State Conference Center

AGENDA

Trustee Meghan Duggan, BOT Vice Chair and Chair of the Committee
Trustee Paul Kelly, Vice Chair
Trustee Felicia Penn, Member

- I. CALL TO ORDER AND OPENING COMMENTS – Committee Chair
- II. PREVIOUS MEETING MINUTES
- III. ACTION REQUIRED/MOTIONS TO BE CONSIDERED – Committee Chair
- IV. STAFF LIAISON SUMMARY REPORTS
President of the Academy, Governance Agenda and Considerations
Vice President for Operations
- V. AUDIT STRATEGIC INFORMATION REPORTS
 - External Audit and Status
 - External Audit Special Procedures
 - Presentation and Report by the External Auditors
 - State or Federal Audits
 - Internal Audit Plans*, Status and Report by Internal Audit
 - Accounting or Policy Changes
 - Internal Controls update and Compliance
 - Material Weaknesses of Significant Deficiencies
 - Reports of Fraud or Misappropriation
- VI. GOVERNANCE
 - By Laws
 - Legislative Actions/Amendments Update
 - Schedule of BOT Meetings
 - Nominations Special Committee
 - Presidential Performance Review Special Committee
 - Compensation Special Committee
 - Inter relationships, MMAAF
 - Other
- VII. HUMAN RESOURCES
 - Contract Status
 - Grievances

*Provide data and/or report

- Lawsuits
- Legal

VIII. OLD BUSINESS – (TBD by Committee Chair, Vice Chair and President)

IX. NEW BUSINESS - (TBD by Committee Chair, Vice Chair and President)

X. OTHER BUSINESS

XI. ADJOURNMENT

SAMPLE

*Provide data and/or report

MASSACHUSETTS MARITIME ACADEMY
BOARD OF TRUSTEES
Education Committee
Bay State Conference Center

Trustee Helen Heineman, Chair
Trustee Ambrose Jearld, Vice Chair
Cadet Trustee Ryan Frost, Member

AGENDA

- I. CALL TO ORDER AND OPENING COMMENTS – Committee Chair
- II. PREVIOUS MEETING MINUTES
- III. ACTION REQUIRED/MOTIONS TO BE CONSIDERED – Committee Chair
- IV. STAFF LIAISON SUMMARY REPORT
 - a. Vice President for Academic Affairs
- V. STRATEGIC INFORMATION REPORTS
 - a. Accreditation Status *
 - ABET
 - NEASC
 - IACBE
 - b. State Oversight
 - Special Mission Status
 - BHE/DHE
 - Vision Project
 - c. Regulatory Updates Affecting Education *
 - USCG
 - IMO
 - STCW
 - Federal Legislative
 - State Legislative
 - Other
 - d. Registration Report
 - Status Within Each
 - IPEDS Report*
 - e. New Academic Policies (i.e., Rule of One)
 - f. DGCE Report*
 - Masters Programs
 - CMPT

*Provide data/and or report

- Credit Courses (winter/summer)
 - Non-credit Courses
- g. Exchange Programs*
- h. Honorary Degree Candidates
- i. Office of Career Services Employment and Placement Report*
- Co-ops/Internships
 - Commercial Shipping
 - Job Fairs
 - Placement Statistics
- j. Academic Resource Center*
- Tutorial
 - Remediation
 - Collected Data
- k. New Educational Initiatives (Majors/Minors)
- l. Faculty – Vacancies/Hiring/Tenure/Sabbaticals
- m. Information Technology
- Issues
 - Improvements
 - Expenditures
 - Hardware Upgrades
 - Software Upgrades
 - Security
 - Downtime Report
 - Service Response Time
- VI. OLD BUSINESS – (TBD by the Committee Chair, Vice Chair, President)
- VII. NEW BUSINESS - (TBD by the Committee Chair, Vice Chair, President)
- VIII. OTHER BUSINESS
- IX. ADJOURNMENT

*Provide data/and or report

MASSACHUSETTS MARITIME ACADEMY
BOARD OF TRUSTEES
Facilities & Finance Committee
Bay State Conference Center

Trustee Wayne Mattson, Chair
Trustee Felicia Penn, Vice Chair
Trustee Ambrose Jearld, Member

AGENDA

- I. CALL TO ORDER AND OPENING COMMENTS – Committee Chair
- II. PREVIOUS MEETING MINUTES – 16 November 2012
- III. ACTION REQUIRED/MOTIONS TO BE CONSIDERED – Committee Chair
- IV. STAFF LIAISON SUMMARY REPORTS
 - Vice President for Finance (Acting)
 - Vice President for Operations
 - Vice President for Advancement
- V. STRATEGIC INFORMATION REPORTS
 - a. Financial Report
 - Financials
 - Balance Sheet*
 - Income & Expenses
 - Budget Actuals, Quarter, YTD, Year End
 - Financial Aid Report*
 - Unusual Expenses
 - Claims/Insurance
 - Enterprise Accounts
 - Camps & Conferences
 - DGCE
 - Yacht & Boat Donations
 - Investments*
 - b. Facilities Report
 - Deferred Maintenance*
 - Capital Projects*
 - Renovations
 - Off Campus Facilities*
 - Leased and Operated Facilities*
 - c. Advancement Report

*Provide data and/or report

- Initiatives
 - Leadership Gift & Grants Effort
 - Alumni Participation
 - Outreach Program
 - Cadet Philanthropy
 - Upcoming Fund Raising Events
- Advancement Financial Report*
- MMAA Foundation Report*

VI. OLD BUSINESS – (TBD by the Chair, Vice Chair and President)

VII. NEW BUSINESS - (TBD by the Chair, Vice Chair and President)

VIII. OTHER BUSINESS

IX. ADJOURNMENT

MASSACHUSETTS MARITIME ACADEMY
BOARD OF TRUSTEES
Marine Operations Committee
Bay State Conference Center

Trustee Galen Locke, Chair
Trustee Paul Kelly, Vice Chair
Trustee Jackie Fields, Member

AGENDA

- I. CALL TO ORDER AND OPENING COMMENTS – Committee Chair
- II. PREVIOUS MEETING MINUTES
- III. ACTION REQUIRED/MOTIONS TO BE CONSIDERED – Committee Chair
- IV. STAFF LIAISON SUMMARY REPORTS
Vice President for Marine Operations
- V. STRATEGIC INFORMATION REPORTS
 - a. *T. S. Kennedy*
 - Readiness
 - Sea Trials
 - Shipyard Schedule and Work
 - Regulatory Enactments
 - ABS
 - USCG
 - MARAD
 - IMO
 - USCG Safety Inspections Status
 - Staffing/Credentialing
 - Bunkering
 - Cruise Schedule and Reports
 - Ship Sharing
 - b. Marine Operations
 - Small Boat Programs Status Update (Ranger/Tugs)
 - Herring Pond Facilities and Utilization
 - Sailing
 - Crew
 - Manned Models
 - Yacht & Boat Donations Quarterly Report*
 - Waterfront Projects

*Provide data and/or report

- Grants (i.e., Hydrokinetic)
- Summer Programs (i.e., Sailing Camp, Spectacle Island)
- Sailing and Crew Vessels and Programs

- VI. OLD BUSINESS (TBD by the Chair, Vice Chair and President)
- VII. NEW BUSINESS (TBD by the Chair, Vice Chair and President)
- VIII. OTHER BUSINESS
- IX. ADJOURNMENT

SAMPLE

*Provide data and/or report

MASSACHUSETTS MARITIME ACADEMY
BOARD OF TRUSTEES
Student Life Committee
Bay State Conference Center

Trustee Denise Hammon, Chair
Trustee Jackie Fields, Vice Chair
Cadet Trustee Ryan Frost, Member

AGENDA

- I. CALL TO ORDER AND OPENING COMMENTS – Committee Chair
- II. PREVIOUS MEETING MINUTES
- III. ACTION REQUIRED/MOTIONS TO BE CONSIDERED – Committee Chair
- IV. STAFF LIAISON SUMMARY REPORTS:
Vice President for Enrollment Management
Vice President for Student Services/Commandant's Office
- V. STRATEGIC INFORMATION REPORTS
 - a. Enrollment Report*
 - Gender
 - Minorities
 - Demographics/SAT Scores
 - Early Acceptances/Deposits
 - Recruitment Initiatives/Open Houses/Leadership Programs
 - Class Population
 - Retention by Class
 - Graduation Rates by Class
 - Metrics and Trending
 - b. COM CAD Report
 - Housing
 - Security/Safety
 - Morale
 - Leadership
 - Discipline
 - Concerns
 - Other
 - c. Health Services

*Provide data and/or report

- Staffing
- Health Visits
- Visits/Other
- Health Education
- On Line Services
- EMS Services
- Cruise Report

d. Athletic Department Report

- NCAA Status
- Conference Status
- Title 9 Status
- Athletic Facilities
- Cadet Participation
- Coaching Changes/Appointments
- Cadet Work Assignments

e. SGA

- Budget
- Clubs
- Social Events
- Upcoming Activities
- Weekend Events

f. Food Services

- Facilities
- Cadet Satisfaction
- Cruise Provisioning and Services

VI. PARENTS ASSOCIATION REPORT
Parents Association Representative

VII. NEW BUSINESS - (TBD by the Committee Chair, Vice Chair and President)

VIII. OLD BUSINESS – (TBD by the Committee Chair, Vice Chair and President)

IX. OTHER BUSINESS

X. ADJOURNMENT

*Provide data and/or report

Education Committee

| | | Current Status | Renewal Information | Comments/Update | Impacts on MMA |
|----|---|--|--|--|----------------------------------|
| 1. | Accreditation | | | | |
| | A. Accreditation Board for Engineering and Technology (ABET) | First year of the Energy Systems Engineering program | | Approved for Class of 2016 | Add major |
| | | Application process underway | | | |
| | B. New England Association for Schools and Colleges (NEASC) | Renewal granted -Spring 2011 | Progress Report due August 2013 | Progress Report submitted August 2013. MSGMB program requires Substantive Change submission to BHE Spring 2014 | |
| | | | 5 Year Mid-term Report due Spring 2016 | | |
| | | | Self-study conducted Fall 2019 | | Requires campus-wide involvement |
| | | | Comprehensive decennial report - Fall 2020 | | |
| | | | Site Visit - Spring 2021 | | |
| | C. International Assembly for Collegiate Business Education (IACBE) | Application submitted, 30 April site visit by IACBE delegate | Requires annual report | Anticipated for Class of 2015 Submitted comments to site visit recommendations in May, application process is proceeding. | |

| | | Current Status | Renewal Information | Comments/Update | Impacts on MMA |
|----|--|--|---------------------------------|--|----------------|
| 2. | Commonwealth Oversight | | | | |
| A. | Special Mission | 5 year renewal - approved January 2012 | Annual report | | |
| | | 1st year annual report submitted 10 May 2013 | 5 year renewal due January 2017 | | |
| B. | Board of Higher Education (BHE)/Department of Higher Education (DHE) Initiatives | | | | |
| | a. Vision Project | | | BHE would like the Strategic Plans of all state universities to align with the Vision Project. 18 October state-wide conference, MMA to present writing assessment initiative. | |
| | b. Partnership for the Assessment of Readiness for College and Career (PARCC) | | | | |
| | c. Advancing a Massachusetts Culture of Assessment (AMCOA) | | | | |
| | d. Internship Initiative | | | 50/50 grant funding by BHE - funded FY13, not FY14 | |

| | | Current Status | Renewal Information | Comments/Update | Impacts on MMA |
|----|--|--|---|---|---|
| 3. | Regulatory Updates | | | | |
| A. | United States Coast Guard (USCG) | Five year approval received in Nov. 2011 | Comprehensive site visit conducted in Fall 2016 | Anticipate approval of proposed rule making | |
| B. | International Maritime Organization (IMO) | | | | |
| C. | Standards of Training, Certification and Watchkeeping (STCW) | | | Management level model course requires 600-900 hours of additional education | |
| | a. Manila 2010 Amendments | Submitted April 1, 2013 | Classes of 2013, 2014, and 2015 will be required to return to MMA for 3 day course work to satisfy 2010 amendment | Impacts Class of 2017, entering Fall 2013 Anticipate Class of 2016 will be fully compliant at graduation Approval received. Appealed Gas Turbine omission from Engine approval. | Increase sea time Curriculum revisions |
| D. | Federal Legislation | | | TWIC issues Considering MMA becoming a TWIC Center | |
| E. | Commonwealth Legislative | New law allowing Sabbaticals on a six year cycle rather than the previous seven year cycle | | | |
| F. | Other | | | | |

| 4. Fall Undergraduate Enrollment Report (degree-seeking) | | | | | | | | | |
|--|--|------------------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|
| | | Fall 2013 (est.) | Spring 2013 | Fall 2012 | Spring 2012 | Fall 2011 | Spring 2011 | Fall 2010 | Spring 2010 |
| | Marine Transportation | 210 | 267 | 186 | 237 | 175 | 235 | 170 | 245 |
| | Marine Engineering | 296 | 370 | 256 | 329 | 261 | 336 | 266 | 359 |
| | Facilities Engineering | 141 | 180 | 165 | 181 | 156 | 187 | 135 | 140 |
| | Energy Systems Engineering | 21 | 20 | | | | | | |
| | Total Engineering | 458 | 570 | 421 | 510 | 417 | 523 | 401 | 519 |
| | Marine Safety & Environmental Protection | 93 | 127 | 101 | 136 | 101 | 126 | 74 | 93 |
| | Emergency Management | 107 | 140 | 117 | 155 | 115 | 140 | 94 | 121 |
| | International Maritime Business | 112 | 171 | 132 | 165 | 127 | 146 | 112 | 139 |
| | Undeclared (incoming freshmen) | 400 | | 346 | | 335 | | 337 | |
| | Total Undergraduate | 1380 | 1275 | 1303 | 1203 | 1270 | 1170 | 1188 | 1097 |

Continued growth will result in enrollment caps in Marine Transportation and all Engineering majors.

Education Committee

| 5. Division of Graduate and Continuing Education (DGCE) | | | | | | | | | |
|---|--|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Fall 2013 (est.) | Spring 2013 | Fall 2012 | Spring 2012 | Fall 2011 | Spring 2011 | Fall 2010 | Spring 2010 |
| A. Graduate Enrollment Report | | | | | | | | | |
| | MSFM | 44 | | 45 | | 40 | | 45 | |
| | MSEM | 49 | | 57 | | 59 | | 51 | |
| | MSGMB | | | | | | | | |
| | Total Graduate | 93 | | 102 | | 99 | | 96 | |
| B. Center for Maritime and Professional Training (CMPT) | | 2013 | | 2012 | | 2011 | | 2010 | |
| | Manned Models | 66 | | 58 | | 60 | | 50 | |
| | QI/Qi Refresher | 50 | | 39 | | 59 | | 56 | |
| | Fire Arms | 34 | | 42 | | 45 | | 30 | |
| | Basic Safety Training | 70 | | 53 | | 49 | | 13 | |
| | CFC Exam | 59 | | 57 | | 27 | | 83 | |
| | USCG Training | 12 | | 19 | | 6 | | 0 | |
| | 100 Ton | 65 | | 12 | | 66 | | 51 | |
| | Fast Rescue Boat | 11 | | 0 | | 0 | | 6 | |
| | HAZWOPER | 5 | | 36 | | 11 | | 35 | |
| | Radar | 24 | | 52 | | 56 | | 53 | |
| | Flashing Light | 25 | | 37 | | 17 | | 25 | |
| | ARPA | 1 | | 1 | | 0 | | 6 | |
| | Marine Education | 4 | | 27 | | 36 | | 42 | |
| | License Renewal/ Stationary Engineer | 0 | | 6 | | no data | | no data | |
| | Special Training- FM Global/ EMCOR | 125 | | 53 | | 36 | | no data | |
| | Vessel/Company/Facility Security Officer | 13 | | 26 | | 6 | | 6 | |
| | Total CMPT | 564 | | 518 | | 474 | | 456 | |
| C. Continuing Education (credit) | | Summer 2013 | Winter 2013 | Summer 2012 | Winter 2012 | Summer 2011 | Winter 2011 | Summer 2010 | Winter 2010 |
| | Sections offered | 30 | 25 | 26 | 25 | 23 | 29 | 26 | 24 |
| | Headcount | 261 | 200 | 297 | 166 | 283 | 182 | 258 | 192 |
| | Seat count | 328 | 287 | 323 | 280 | 337 | 261 | 361 | 281 |

Education Committee

| 6. Exchange Programs | | | | | | | | | |
|----------------------|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | Fall 2013 | Spring 2013 | Fall 2012 | Spring 2012 | Fall 2011 | Spring 2011 | Fall 2010 | Spring 2010 |
| | Shanghai to MMA | | 19 | | 20 | | 15 | | 10 |
| | MMA to Shanghai | | 22 | | 16 | | 16 | | 11 |
| | | | | | | | | | |
| | Dalian to MMA | | 4 | | | | | | |
| | MMA to Dalian | | 5 | | | | | | |
| | | | | | | | | | |
| | | Summer 2013 | Winter 2013 | Summer 2012 | Winter 2012 | Summer 2011 | Winter 2011 | Summer 2010 | Winter 2010 |
| | Panama students to MMA Orientation | 11 | | 10 | | 2 | | 5 | |
| | MMA Cadets to Panama for co-ops | | 12 | | 12 | | 6 | | 12 |

Education Committee

| 7. Career Services | | | | | | | | | |
|--------------------|---|------------------|----------------|------------------|----------------|------------------|----------------|------------------|----------------|
| | | Fall 2013 | Spring 2013 | Fall 2012 | Spring 2012 | Fall 2011 | Spring 2011 | Fall 2010 | Spring 2010 |
| | Career Fairs - Companies in Attendance | 24 Oct. | 97 | 75 | 73 | 52 | 48 | 48 | 60 |
| | | | | | | | | | |
| | | Summer 2013 | Winter 2013 | Summer 2012 | Winter 2012 | Summer 2011 | Winter 2011 | Summer 2010 | Winter 2010 |
| | Co-op placement | 126 | 180 | 136 | 154 | 124 | 154 | 88 | 140 |
| | Commercial shipping | 56 | 76 | 46 | 89 | 54 | 84 | 38 | 79 |
| | Total | 182 | 256 | 182 | 243 | 178 | 238 | 126 | 219 |
| | Faculty FTE to grade projects | 2.53 | 3.56 | 2.53 | 3.38 | 2.47 | 3.31 | 1.75 | 3.04 |
| | | | | | | | | | |
| | | Class of 2013 | | Class of 2012 | | Class of 2011 | | Class of 2010 | |
| | Job Placement (6 months after graduation) | | | 96% | | | | | |
| | Overall | | | | | | | | |
| | Women | | | | | | | | |
| | Minorities | | | | | | | | |

Education Committee

| 8. Academic Resource Center | | | | | | | | | | |
|-----------------------------|--|---------------------------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|
| | | | Fall 2013 | Spring 2013 | Fall 2012 | Spring 2012 | Fall 2011 | Spring 2011 | Fall 2010 | Spring 2010 |
| | | Average tutoring hours per week | | 236 | 258 | 218 | 217 | 228 | 224 | 201 |
| | | Number of Students Hours | | 1907 | 2286 | 1808 | 2675 | 1191 | 2282 | 1267 |
| | | Number of Tutors | | 57 | 60 | 57 | 61 | 52 | 59 | 58 |
| | | | | | | | | | | |
| | | Academic Review Board | | 37 | 56 | 41 | 51 | 48 | 47 | 74 |
| | | Academic Honors | | 296 | 272 | 271 | 239 | 212 | 207 | 202 |