

MAINE STATE LEGISLATURE

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MAINE MARITIME ACADEMY
CASTINE, MAINE 04420
207-326-4311



January 20, 2016

Honorable Mark. W. Eves
Speaker of the House
2 State House Station
Augusta, ME 04333

Honorable Michael D. Thibodeau
President of the Senate
3 State House Station
Augusta, ME 04333

Dear Speaker Eves and President Thibodeau:

Pursuant to 5 M.R.S.A., Section 12023, please consider this the letter of transmittal for the required report from Maine Maritime Academy due by February 1, 2016.

Please contact me if you have any questions or need additional information.
Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Petra Carver".

Petra Carver
Vice President for Financial and Institutional Services for Maine Maritime Academy

Encl (1)

CC:

Dr. William J. Brennan, President of Maine Maritime Academy
Robert J. Peacock, II, Chairman of the Maine Maritime Academy Board of Trustees
Robert D. Somerville, Vice Chairman of the Maine Maritime Academy Board of Trustees
John F. "Dugan" Shipway, Treasurer of the Maine Maritime Academy Board of Trustees
Morten Arntzen, Maine Maritime Academy Board of Trustees
Anne Marie Samway, Maine Maritime Academy Board of Trustees

MAINE MARITIME ACADEMY

Quasi-independent State Entity Report to the Legislature

January 20, 2016

As the *Governing Body* of a *Quasi-independent State Entity* pursuant to 5 M.S.R.A §12023, the Board of Trustees of the Maine Maritime Academy submits this report to the Legislature pertaining to our most recent Budget Cycle that commenced on July 1, 2014. In summary, the 14 vendors reported here, where competitive bidding has been waived, account for 2.21% of the \$27,754,976.33 in procurement reviewed between July 1, 2014 and June 30, 2015. As regards to contributions greater than \$1,000, the Academy has no gifts, donations or sponsorships to report, and 10 mission related memberships to report. Finally, there are no changes to policies or procedures required by Section 12022 of the Act to report.

- A. A list of all procurements exceeding \$10,000 for the period beginning July 1, 2014 and ending June 30, 2015 for which competitive procurement was waived under the policies adopted pursuant to section 12022, subsection 3, including procurements exceeding \$10,000 that were made under contracts previously entered into for which competitive procurement was not required.**

Vendor	Total Payments	# of Pymts	Description of Purchases
Andros Kypragoras Shipbuilding Inc.	26,378.63	2	This expense was for emergency repairs to the mast of the historic schooner <i>Bowdoin</i> . The main mast had to be replaced in order for the vessel to pass USCG inspection and to be available for use in the fall. This vessel belongs to the people of the State of Maine, however the State does not contribute towards its maintenance or repairs.
Blackbaud, Inc.	15,256.52	3	The Academy uses Raizer's Edge software for its fundraising activities. Raizer's Edge requires the Academy to use Blackbaud, Inc., a unique vendor, for maintenance and support of their system.
Community Counselling Service, LLC	99,000.00	6	Professional services contracted for Capital Campaign fundraising.
EJ Prescott Inc.	12,271.00	3	The Town of Castine contracted with this vendor for the replacement of the town fire hydrants. The Academy agreed to pay the vendor directly for the 3 hydrants that protect Academy property.
Ellucian Support Inc.	49,564.00	2	The Academy uses Power Campus software for our student billing, financial aid, etc. Our maintenance agreement with Power Campus stipulates that support be provided by Ellucian Support Inc.

Elsevier Science	17,680.81	2	This unique vendor provides Science Direct online subscription services for library use.
Global Marine Consulting Inc.	43,700.00	1	This specialized equipment was authorized and approved by the DOT for the DOT UTC federal grant; this equipment is part of the grant evaluation process and necessary for the project. This is a unique piece of equipment - an Emission Management System and Fuel Management System. This was the final payment due for this purchase.
Innovative Interfaces, Inc.	35,662.00	1	The Maine State Library initially chose this product in Maine and colleges and universities in the State followed their lead. Innovative Interfaces, Inc. offers service contract/support services for Millennium Software that is used by libraries for their main software package.
K&L Gates LLP	137,020.53	12	The Academy serves as the Secretariat of the Consortium of State Maritime Academies. As such, it receives funds from each of the member institutions to pay representative fees for addressing federal U.S. Coast Guard and Maritime Administration regulatory and management matters. (See also section B, Consortium of State Maritime Academies.)
Maine Composite Alliance	13,346.31	1	Specialized support and consulting services contracted for the MTI Grant (Marine Hydrokinetic).
Marlink Inc.	18,200.58	3	This unique vendor provides specialized communication technology used by oceangoing vessels for Broadband and Iridium satellite communication.
Sonic Mixing and Process Equipment	84,252.50	1	This specialized equipment was authorized and approved by the DOT for the DOT UTC federal grant. This is a unique piece of equipment – Dual Feed Pilot Sonolator 3500 System. This was the final payment due for this purchase.
Starboard Leadership Consulting (Rudman & Winchell)	50,200.00	8	Consulting support services for the Development Office and the Human Resources Department during the search for new Directors; services provided coverage until new Directors were hired.

Swank Motion Pictures Inc.	10,424.00	16	Necessary contract fees and rental fees for student entertainment purposes.
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TOTALS: 612,956.88 61

B. A list of all persons which the entity made contributions greater than \$1,000 during the period beginning July 1, 2014 and ending June 30, 2015 and the total amount contributed to each. All of the following are memberships.

Vendor	Total Payments	# of Pymts	Description of Purchases
Castine Golf Club	1,750.00	1	Membership required to enable the Academy's Intercollegiate Golf Team to practice and host tournaments at the local golf course.
College and University Professionals Association	1,155.00	1	This organization is a valuable resource for Human Resources. They provide up-to-date information on legal trends affecting colleges and conduct research on faculty salaries that is valuable information for the Academy.
Consortium of State Maritime Academies	30,000.00	1	This consortium, financially administered by a secretariat, represents the interest of the six state academies with respect to federal U.S. Coast Guard and Maritime Administration regulatory and management matters (see also section A, K&L Gates LLP).
Council for Advancement and Support (CASE)	1,455.00	1	Case offers publications and conferences; updates on education issues and trends; research on advancement compensations and capital campaigns and an online document library. Membership also includes discounts on conferences, books, and online job postings and resume search capabilities.
Eastern College Athletic Conference	3,325.00	1	ECAC is a college athletic conference comprising schools that compete in 19 sports (15 men's and 17 women's). It has 303 member institutions in NCAA Division I, II, and III, ranging from Maine to North Carolina and west to Missouri. Includes Sport Information Directors Association Dues, Football, Men's Basketball and Women's Basketball Officiating Assigning Fees.

International Association of Maritime Universities (IAMU)	1,235.00	1	This worldwide organization brings together maritime universities to share information to improve maritime education practices worldwide.
National Association of College and University Business Officers (NACUBO)	5,334.00	1	NACUBO serves a membership of more than 2,500 higher education service providers across the country. NACUBO represents chief administrative and financial officers through a collaboration of knowledge and professional development, advocacy, and community. This amount includes pre-payment for FY16.
New England Association of Schools & Colleges, Inc. (NEASC)	11,691.00	1	NEASC is the nationally recognized accrediting body that enables the Academy to grant degrees. Membership in an accrediting body is essential for an institution of higher education.
New England Football Conference (NEFC)	3,500.00	1	The NEFC is the league within which the Academy's football team participates in intercollegiate play, pursuant to provisions of the NCAA.
North Atlantic Conference (NAC)	15,000.00	1	The NAC is the league within which most of the Academy's intercollegiate athletic programs operate.
TOTALS:	74,445.00	10	

C. A description of changes made during the period beginning July 1, 2014 and ending June 30, 2015 to the written policies and procedures required by section 12022 or to the procedures used by the governing body to monitor compliance with those policies and procedures.

No changes were made in the preceding year to written policies and procedures required by Section 12022 or to the procedures used by the Academy to monitor compliance with those policies and procedures.