

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND**

**GENERAL SESSION**

Date: October 1, 2011  
Hour: 10:40 a.m.

Site: St. Mary's College of Maryland  
St. Mary's City, Maryland

TRUSTEES PRESENT

Molly Mahoney Matthews (chair), Lex Birney, Cindy Broyles '79, Tim Broas, Donny Bryan '73, Tom Daugherty '65, Peg Duchesne '77, Gail Harmon, Tim Heely, Sven Holmes, Neil Irwin '00, Glen Ives, Gary Jobson, Larry Leak '76, John McAllister, Mike O'Brien '68, Katharine Russell, Paul Schultheis '98, Maurielle Stewart '12, and John Wobensmith.

TRUSTEES ABSENT

Elizabeth Graves '95, Thomas Penfield Jackson and Bob Waldschmitt.

OTHERS PRESENT

Joe Urgo, Laura Bayless, Thomas Botzman, Robby Boyd, Ken Capps (SMECO), Alan Dillingham, Rich Edgar, Regina Faden, Ruth Feingold, Michael Gass, Pat Goldsmith, Hannah Grabenstein, Kathy Grimes, Mark Heidrich, Kaitlin Hines, Chip Jackson, Sally Mercer, Keisha Reynolds, Julia Rocha '11, Beth Rushing, Maureen Silva, Sara Slaff, Chris True, Kate Ufford. Press: Guy Leonard, *The County Times*, and Jesse Yeatman, *The Enterprise*.

NOTICE OF EXECUTIVE SESSION

In accordance with the 1991 State Open Meetings Law, H.B. 1321, Chair Molly Mahoney Matthews reported that an executive session had taken place prior to the start of the general session in order to discuss personnel matters.

AGENDA

The agenda for the general session was approved as presented.

MINUTES

The minutes of the May 13, 2011 general session were approved as presented.

REPORTS

*Report of the Chair*

Molly Mahoney Matthews welcomed all in attendance to the 661<sup>st</sup> meeting of the St. Mary's College of Maryland Board of Trustees, stating that an executive session had taken place prior to the general session. Chair Matthews reported:

- Guests attending the meeting today include Robby Boyd, chair of the joint investment advisory committee, Ken Capps, vice president of Southern Maryland Electric Cooperative (SMECO), and Pat Goldsmith, incoming vice president and dean of admissions and financial aid for the college.

- The board formally approved faculty and staff appointments and promotions during executive session. Congratulations to Dan Ingersoll, former professor of anthropology, on his emeritus status and Laura Bayless, who has been promoted to vice president for student affairs and dean of students.
- The board also approved salary increases for operationally critical employees and for faculty retention. The board is particularly concerned with retaining faculty and staff during challenging financial times. The salary actions were made in response to language contained in House Bill 72 of 2011, which is more commonly known as the budget bill.
- The board also discussed and acted on executive compensation, deferred compensation, and began to consider the possibility of a president's house on campus. College staff will examine the concept of a president's house as a part of the upcoming master planning process.
- The board voted to name Lesley Uργο as an associate to the president in recognition of her work as an ambassador for the college. The position is without salary, benefits, or employment rights. It is, however, a sign that the board formally recognizes Lesley's service and commitment to the college.
- Five recently appointed board members were present. Tim Broas, Donny Bryan '73, Tim Heely, Sven Holmes, and Glen Ives were asked to introduce themselves.
- The ad hoc branding/public awareness committee held its first meeting recently and has begun the process of reviewing the college "brand" or identity in order to more effectively represent the institution to prospective students and the general public. The process will include conversations about the college's history, values and the collective perception of the community.
- Recently hired Dean of Faculty and Vice President for Academic Affairs Dr. Beth Rushing held a campus wide forum to open new discussions for strategic planning. Trustees will be key constituents in the process of strategic visioning and establishing goals. Matthews thanked Rushing for leading this important endeavor.
- Matthews attended the Alba Music Festival this summer with Joe Uργο and Maureen Silva. Activities included several concerts with the college's chamber singers and orchestra members.
- Matthews, Uργο, Silva and new trustee Tim Broas attended a July fundraising conference in Boston. The group came away with many new ideas as well as a sense of confirmation that board members and staff are already doing many things right.
- Matthews unveiled the remodeled trustee web pages. The site features trustee profiles, a student trustee page, meeting calendar, recent agendas and minutes and a photo gallery. With final approval from members, the site will go live within the next couple of weeks.

### *Report of the President*

President Joe Uργο welcomed Dr. Beth Rushing, vice president for academic affairs and dean of the faculty, who began in July and Pat Goldsmith, newly appointed vice president and dean of admissions and financial aid. Both Rushing and Goldsmith introduced themselves and explained what drew them to St. Mary's. Uργο's address to the trustees focused on national college rankings and a general update on the campus. The full address can be read at <http://www.smcm.edu/president/messages/index.html>.

### Report of the Faculty Senate President

Faculty Senate President Alan Dillingham reported:

- He is honored to have been selected by faculty colleagues to succeed Bob Paul.
- The process of reviewing and changing faculty by-laws began last year and will continue throughout this academic year. Proposed revisions will incorporate shared governance at all levels of the college. Finally, the college has seen the addition of a relatively new president and a new vice president for academic affairs who have their own ideas about processes and programs, such as strategic planning. The revision process will seek to include their ideas and recommendations as well. The senate hopes to bring changes to the board of trustees by the end of the year. Regular updates will be given to the academic affairs committee.
- The challenging economic climate and effects on St. Mary's. Faculty are encouraged by two recent initiatives at the college. First, the special budget request to the state through the joint chairs report and the very beneficial impact that could have on students. The second is the administration's well-defined steps to focus the SMCM foundation on the core academic mission of the college.
- Faculty also appreciate president Urgo and staff's efforts to provide some salary increases while complying with state mandates on salary freezes.

### Report of the Student Trustee

Student Trustee Maurielle Stewart '12 reported:

- She is exploring as many options as possible for connecting with the student body. This includes creating a facebook page and twitter account where she posts updates from SGA meetings. She also attended the student club fair to meet club leaders and sign up for additional information. Finally, she continues to introduce herself across campus.
- Orientation leaders and residence assistants did a good job during hurricane Irene. There were no injuries reported and students were happy with the College's response to the storm.
- College athletic teams have started the fall semester off well, with the sailing team ranked seventh nationally.
- Several new clubs have been added this year. They include: burlesque, young Americans for liberty, the college others (political group), Philosophy club, badminton, volleyball, art, film, and a creative writing club. Other student organizations are focusing on campus vitality and new/reusable sources of energy.
- She attending the early morning move of Margaret Brent.
- The Nest (dance party) is back at DPC with new changes to address overcrowding.
- Some student were concerned about Public Safety officers having commissions. The Point News first reported the issue and students were unsure what it meant for disciplinary action on campus and the possibility of criminal records for minor offenses. Acting director of public safety Dave Zylak has held two open houses to discuss the topic and those meetings appear to be helping. Stewart will continue to monitor the topic and look at effective mechanisms for future communication.
- The Pub is now open. While some students are frustrated about the lack of a regular liquor license, students are using and enjoying the late night food option.

- The Muldoon River Center has expanded its hours for evening study hours and programming.

## REPORTS FROM COMMITTEES

### Academic Affairs

Chair Larry Leak reported:

- The committee welcomed Vice President for Academic Affairs and Dean of the Faculty Beth Rushing and faculty senate president Alan Dillingham.
- The committee met on September 9 and addressed four informational items during the general session and faculty employment/personnel issues during the executive session.
- Leak distributed the core curriculum annual report noting that Libby Williams, dean of the core curriculum, had discussed the document with the committee. The report was designed to reach a variety of constituencies on campus. Assessment of student learning outcomes was particularly important this year as the class of 2012 is the first class to have entered under the current core requirements. The core will undergo an external review, similar to other academic programs, with the self-study finalized in the summer of 2012 and the external site visit team expected in the fall of 2012.
- Laraine Glidden, chair of the faculty senate's international education task force, summarized the major principles and recommendations of the task force, noting that two task force recommendations had already been adopted: (1) the board of trustees disbanded its international education committee, and (2) international education programs will undergo an external review beginning this academic year.
- The committee will review the international education program reports.
- Alan Dillingham offered a faculty senate report that focused on the importance of shared governance and the senate review of faculty by-laws.
- Rushing presented an overview of her plans for reviewing and revising the college's strategic plan. Current feedback indicates general support for the goals outlined, but a desire to have more participation from a broad-base of campus constituencies.
- The committee will work with Rushing throughout the year on creating a concise and transparent strategic plan.

### Admissions and Financial Aid

Chair Neil Irwin reported:

- The search for a new vice president and dean of admissions and financial aid concluded with the hiring of Pat Goldsmith.
- The new committee met for the first time on September 1. Members will focus on understanding the admissions and financial aid processes and how that shapes St. Mary's strategy in terms of recruiting and supporting students.
- Tuition costs continue to be an obstacle for many students who want to attend St. Mary's, especially those middle class students who fall between the highest and lowest wage earning households.
- Director of Admissions Rich Edgar and Director of Financial Aid Caroline Bright offered a summary of the first year class of 2015 and also explained the decision making processes in their respected fields.

- Finding and acquiring additional resources for scholarships is a priority for trustees and college administrators.
- The committee will continue to explore the relationship between admissions and financial aid to optimize options that attract top candidates and assist in recruiting and retaining those students.

### Buildings and Grounds

Chair Paul Schultheis reported:

- The Buildings and Grounds Committee met on September 9.
- The committee discussed and endorsed the proposed transfer of the College's electrical system to SMECO that will come up for action under the FIA agenda. This action will greatly reduce the risk to the College for maintenance of the primary electrical system.
- Alternative designs for the Route 5 safety and traffic calming project were reviewed. Public meetings were held in July and again on September 14 to gain community feedback. Final design review will occur later this fall.
- The committee examined a report on last year's sustainability efforts. Key accomplishments include completing the climate action plan and achieving a 5% reduction in greenhouse gas emissions. The College has also hired three students to work as sustainability interns in place of the sustainability fellow position.
- For the annual tour of facilities, committee members visited the Campus Center, Ethel Chance, Public Safety, the Physical Plant, and the Pub.
- The College has continued to deal with mold issues related to hurricane Irene and the wet fall. Most areas have been episodic in nature and have been dealt with by a combination of College staff and outside contractors. A total of four students in traditional residence halls have been displaced pending corrective work.

### Community Relations

Chair Mike O'Brien reported:

- Director of Athletics Scott Devine offered an update on fall athletic teams and discussed ways to promote athletic teams, including bill boards and placing notices on electronic signage found at banks.
- Hawktoberfest will be the first time St. Mary's has had four teams playing home games at the same time. Athletics expects approximately 700 spectators.
- The annual Halloween trick-or-treating event will be held at the ARC on October 28. This event is open to the community.
- Men's basketball coach Chris Harney has secured a game against a Division I St. Johns on November 1.
- President Urgo submitted testimony about the request of state funds to subsidize rising tuition costs. More information should be available in January.
- Vice President for Business and Finance Tom Botzman has attended several meetings with local elected officials to provide updates on the progress of Route 5 traffic calming.
- Margaret Brent Hall was successfully moved. Faculty are scheduled to move in during winter break. In addition, the Anne Arundel project will start in 2013.
- Vice President for Advancement Maureen Silva provided an overview on the College's philanthropic goals and announced the advancement staff is in campaign-planning mode for a proposed public launch in 2015.

- Family Weekend registration is up from last year, with more than 200 families in attendance.
- The Governor's Cup Yacht Race received wide media coverage in August including national outlets like *Sailing World* online. The Zekiah Fort Discovery event also garnered attention with pre- and post-coverage in major regional papers including *The Washington Post* and *The Baltimore Sun*.
- Professor of anthropology Julia King presented on the status of Slackwater and task force recommendations. The Task Force's primary recommendations were: (1) Slackwater should continue (2) Consider other ways to present the information, including a web presence or smaller publication (3) Slackwater should remain a high-end publication and should be an academic project with the goal of giving back to the community.

### Development

Chair Cindy Broyles reported:

- The committee met on September 1.
- The focus for the development committee this year will be working with board members to reach out to those who may be interested in supporting St. Mary's.
- The desire to keep a focus on board participation. Broyles thanked trustees and foundation board members for their 100% participation rate last year. A new fiscal year has started, so members are reminded to give again in order to maintain full participation.
- In FY11, the College raised a total of \$1.8 million in commitments, which is a 50% increase from FY10. The College also saw \$1.8 million in cash, which is an increase of \$200K.
- The Advancement Office has set an aggressive goal for FY12. In addition to the national outreach to alumni, parents and friends, staff have recently:
  - Submitted a \$1M proposal in support of the Physics department and the EPA agreement with Patuxent River NAS and The Patuxent Partnership.
  - Submitted a \$1.4M proposal to the Howard Hughes Foundation in support of environmental sciences.
  - Received a \$100K challenge grant from the France Merrick Foundation for Baltimore City scholarships.
  - Received a commitment of \$50K from the Beltways Companies, which counts toward the \$400K needed to match the France Merrick grant.
- The Development Committee will meet in person two additional times this year to focus on strategies and prospective donor lists.

### Finance, Investment and Audit

Chair John Wobensmith reported:

- The FIA committee met on Friday, September 16.
- Four action items were approved at the September committee meeting and are being brought to the full board:
  1. Action Item 1112-04: Revisions to the FY12 Current Fund (Operating) Unrestricted Budget.
  2. Action Item 05 : Reconciliation of the FY12 Plant Fund (Capital) Budget
  3. Action Item 06 : River Center Financing

4. Action Item 07: Transfer of the Campus Primary Voltage Electrical Distribution System to the Southern Maryland Electric Coop (SMECO)

- All action items were approved unanimously.
- Field work for the fiscal year 2011 financial audit has been completed. The auditors have not reported any findings to date. A progress report will be available prior to the December board meeting.
- The College continues to send updates to the budget committee chairs as the formal response to the findings of the Office of Legislative Audits in February 2010. College administration will also provide a progress report to the FIA committee at each scheduled meeting.
- As requested, a dashboard containing various metrics was presented at the February 2011 meeting. A number of items have been updated with predicted values. Additional items will be updated once enrollment and financial information is completed. Dashboard information will in the future be integrated into the strategic planning process.
- The Managing for Results data was submitted to the Department of Budget and Management, including a list of cost containment efforts by the College and the accountability report. A copy of the submission is available on the portal.

Government Relations

Chair Gary Jobson reported:

- The Government Relations Committee will meet in November.
- Dr. Urgo presented the College's operating and capital budget request to the Maryland Higher Education Committee on September 15. The College requested the block grant and inflator for fiscal year 2013. The inflator request is for approximately \$224,000, or a 1.26% increase. The college is also asking for \$300,000 for archaeology related to the Anne Arundel Hall replacement project.
- Overall, state budget revenue appears to be stabilizing, with moderate capital expenditures projected for the next several years.
- The Maryland student legislature will attend the leadership training institute on October 15. Students are meeting regularly and brainstorming potential bills to be introduced during the fall interim assembly. Austin Kibler '14 is the new delegation chairperson and Pamela Schrenk '12 serves as Lt. Governor.
- The legislative advisory committee will continue to be an integral part of the government relations committee again this year. Students bring helpful insight and energy to the committee.
- The search for next year's Schaefer legislative intern begins soon.

Student Affairs

Chair Lex Birney reported:

- College staff are creating exit interviews for students who leave SMCM in order to utilize that information to improve recruitment and retention.
- The committee will be learning more about current job placement practices including mentors, internships, and work/study programs as part of an effort to provide students with positive and meaningful work experience that supplements their education. The Career Development Office already offers a wide range of tools and resources, but students seem to have interest in more job placement help.

- Other topics to be discussed by the committee include:
  - civility on campus and how to craft a St. Mary's community that is supportive and welcoming
  - health issues that affect students like alcohol use
  - The St. Mary's Way and revisions that reflect current values

## REPORTS FROM ASSOCIATED ORGANIZATIONS

### St. Mary's College of Maryland Alumni Association

Alumni Council President Paul Schultheis reported:

- The recent policy change regarding the May Russell Lodge increased the number alumni on campus over the summer months. The Lodge was booked nine of the 13 weekends and 21 of 52 weekdays; bringing in \$3,300 in revenue.
- Alumni Weekend was a huge success. Over 900 guests officially registered and many more decided to just "stop by" in true St. Mary's fashion. Alumni Weekend has grown almost four times the size in as many years.
- The Alumni Council held its annual retreat on campus last weekend. Council members spent a good deal of time talking about ways to engage older alumni, current students, and faculty in alumni activities. The council also adopted a new alumni chapter handbook which will allow more alumni participation in the chapter organization, more opportunities for events, and set up chapters throughout the country. Before the end of next year, the council hopes to strengthen the four mid-Atlantic chapters and establish chapters in San Francisco, New York, and Boston.
- During the retreat, council member were asked to identify personal goals. At least five of the 21 made the goal to donate more money and many of them intend on doing that through an electronic fund transfer. The goal is to reach 100% participation this year, following the example set by the Board of Trustees.
- This weekend is Hawktoberfest and Family Weekend. Yesterday the alumni office hosted the 3<sup>rd</sup> annual St. Mary's Hawktoberfest Golf Tournament. There were a record 71 golfers (compared to 51 last year) and 15 sponsors that helped fund the activities.
- The Alumni Council is sponsoring a hospitality tent this afternoon. Stop by and check out live music from alumni that make up the Three Man River Band, and watch varsity teams beat Stevenson, Hood and Frostburg.

### St. Mary's College of Maryland Foundation Board and Joint Investment Advisory Committee

Foundation board chair Jim Stone reported:

- The foundation board will meet on October 25<sup>th</sup> and will be reviewing the final audit
- The board has retained a consultant to provide advice on best practices.
- Jackie Wright has been hired as the foundation's accounting officer.
- JIAC will meet after the board meeting today.

### Historic St. Mary's City

Marty Sullivan and HSMC Director Regina Faden, reported;

- The college and HSMC have come a long way on their affiliation as seen by faculty, staff and student collaborations, shared space and goals.



- Archeology is underway for the Anne Arundel Hall project.
- The museum has hired Elizabeth Nausec as its new director of education.
- Museum staff are interviewing innkeepers for Brome Howard this afternoon.
- A request for offers has been submitted to provide food service for Brome Howard and Farthings Ordinary.

A motion was made to adjourn the meeting at 12:20 p.m.

Summary prepared by Kathy Grimes

November 1, 2011

Approved by Lex Birney

Approved by Molly Mahoney Matthews