



**BOARD OF TRUSTEES  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE**

**OPEN SESSION  
REPORT SUMMARY**

**Date of Meeting:** July 28, 2020

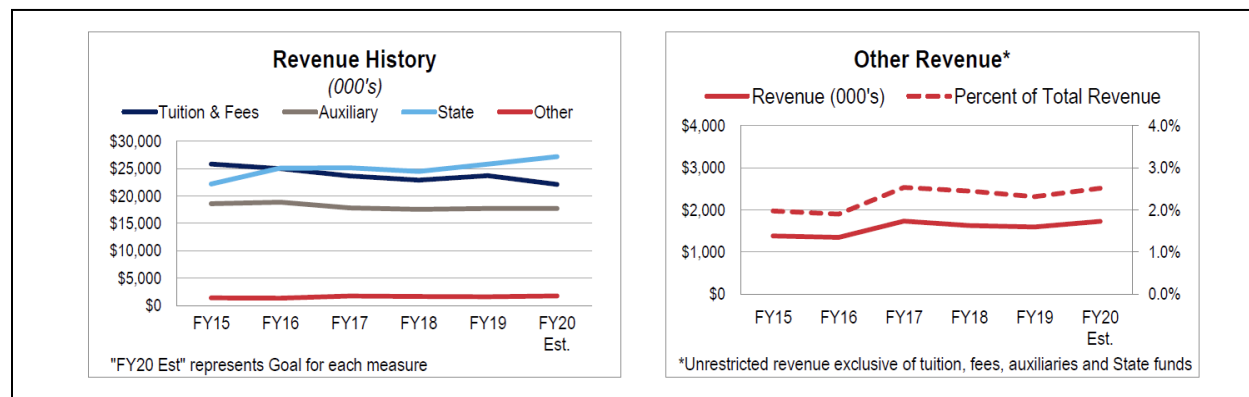
**Date of Next Meeting:** October 16, 2020

**Committee Chair:** John Wobensmith '93

**Committee Members:** Anirban Basu, Board Chair Lex Birney, Donny Bryan '73, Susan Dyer, Faculty Delegate Liza Gijanto, Sven Holmes, President Tuajuanda Jordan, William Seale

**Staff Member:** Paul Pusecker

**Dashboard Metrics**



**Executive Summary**

The Committee will hold a special meeting to review and take action on the FY21 Current Fund (Operating) Budget and the Return to On-Campus Work Policy.

**Action Item(s) related to specific strategic plan goals as appropriate:**

**Action Item II.A. Approval of the FY21 Current Fund (Operating) Budget:**

Two budget scenarios will be presented for approval. The primary budget scenario details a residential campus with hybrid instructional delivery. The other scenario assumes that COVID restrictions mandate that we deliver instruction remotely without students residing on campus for the fall semester.

**Action Item II.B. Approval of the Return to On-Campus Work Policy:**

The College will reopen for the 2020-21 academic year by implementing extensive, expert-informed measures to help mitigate the risks of spreading of COVID-19 as employees begin to return to work on campus. The proposed policy will apply to all faculty, staff, and student employees who return to work physically on campus or are planning to do so.





**FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF JULY 28, 2020**

**OPEN SESSION  
AGENDA**

**I. DISCUSSION ITEMS**

**A.** None

**II. ACTION ITEMS**

**A.** Approval of the FY21 Current Fund (Operating) Budget

**B.** Approval of Return to On-Campus Work Policy

**III. INFORMATION ITEMS**

**A.** None

*The Committee expects to close a portion of this meeting.*

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF JULY 28, 2020  
ACTION ITEM II.A.  
RECOMMENDATION TO APPROVE FY21 CURRENT FUND  
(OPERATING) BUDGET**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the attached current fund (operating) budget for FY21.

Two budget scenarios are presented for approval. The primary budget scenario details a residential campus with hybrid instructional delivery. The other scenario assumes that COVID restrictions mandate that we deliver instruction remotely without students residing on campus for the fall semester.

**RATIONALE**

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached FY21 current fund budget will allow the College to continue its mission of providing a high quality, public, post-secondary education.

Focusing on Scenario 1 (residential campus) the proposed FY21 Operating Budget totals \$66.3M in revenue and \$70.3M in projected expense. State funds total \$28.4M, however, the College was informed that its general fund grant would be reduced by \$2.1M due to the pandemic impact on the State budget for FY21.

Based on a recently completed survey, with a >90% response rate, students indicated whether they planned to return to campus, receive remote instruction, or defer attendance for the fall semester. These results indicated a projected total student full-time enrollment of 1,392 students. Tuition rates for both in-state and out-of-state students stayed flat for FY21, as did all auxiliary and fee expenses.

Scenario 1 shows a \$3.9M deficit for the year. However, with a contingency of \$6.6M carried forward from FY20, the College will still have \$2.6M in available funds.

In Scenario 2 (fully remote for fall semester [i.e., no residential campus]; residential campus for the spring) we are projecting an overall \$7.2M deficit, revenue relative to expense. Using the same contingency carried forward from FY20, that shortfall becomes a more manageable deficit of approximately \$600K.

**St. Mary's College of Maryland**  
**FY21 Operating Budget**  
**Supporting Documentation Table of Contents**

- Exhibit A:** Budget Item for BOT Approval
- Exhibit B:** FY21 Key Budget Assumptions
- Exhibit C:** FY21 Budget Leadsheet  
This schedule describes revenues by source and all additional expenditure items by type for the Current Fund Unrestricted only.
- Exhibit D:** FY21 Cash Flows
- Exhibit E:** Pie Chart: FY21 Current Fund Unrestricted (CFU) Budgeted Revenue by Source
- Exhibit F:** Pie Chart: FY21 CFU Budgeted Expenditures by Program
- Exhibit G:** Pie Chart: FY21 CFU Budgeted Expenditures by Object
- Exhibit H:** Bar Chart Five Year Comparative Expenditures by Program
- Exhibit I:** Bar Chart Five Year Comparative Expenditures by Object
- Exhibit J:** Reconciliation of State Appropriation
- Exhibit K:** FY21 CFU Budget for Contingency Items  
This schedule provides information about the contingency funds included in the current fund unrestricted budget.
- Exhibit L:** FY21 CFU Planned Expenditures Greater Than \$100,000 Each  
Required by the Board approved Budget Policy, this schedule displays anticipated operating budget expenditures for goods/services to a single vendor greater than \$100,000 each.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF JULY 28, 2020  
ACTION ITEM II.B.  
APPROVAL OF THE RETURN TO ON-CAMPUS WORK POLICY**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends approval by the St. Mary's College of Maryland Board of Trustees of the Return to On-Campus Work Policy.

**RATIONALE**

St. Mary's College of Maryland will reopen for the 2020-21 academic year by implementing extensive, expert-informed measures to help mitigate the risks of spreading COVID-19 as employees begin to return to work on campus. All employees are expected to follow and model compliance with this Policy in order to sustain a healthy campus while the community addresses and recovers from the global pandemic.

This policy applies to all faculty, staff, and student employees who return to work physically on campus or are planning to do so. This policy is subject to change with the introduction of additional public health guidelines from local, state, and federal authorities. It is expected that this policy, or subsequent versions of it, will be in force through at least the Fall 2020 Semester but may be modified and/or extended at any time.