

ST MARY'S COLLEGE *of* MARYLAND

The National Public Honors College

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

BOARD OF TRUSTEES

OPEN SESSION

**St. Mary's College of
Maryland St. Mary's City, MD
Virtual**

February 5, 2022

Board of Trustees Meeting
St. Mary's College of Maryland
February 5, 2022
St. Mary's College
Virtual

Conference Call Participant Information

1 301 715 8592 US (Washington DC)

Meeting ID: 883 1292 2448

Passcode: 480718

**Open Session
Agenda**

- | | |
|--|-----------------|
| I. Welcome and Remarks | 9:00 AM |
| Presenter: Susan Dyer, Chair | |
| II. The State of the College | 9:05 AM |
| Presenter: Tuajuanda Jordan, President | |
| III. The Impact of the Pandemic | 9:10 AM |
| Presenter: Executive Council | |
| IV. Academic Affairs | 9:55 AM |
| Presenter: Peter Bruns | |
| A. Action Items | |
| Presenter: Peter Bruns | |
| V. Campus Life | 10:45 AM |
| Presenter: Danielle Troyan | |
| A. Action Item | |
| Presenter: Danielle Troyan | |
| VI. Finance, Investment and Audit | 10:55 AM |
| Presenter: John Wobensmith | |
| A. Action Items | |
| Presenter: John Wobensmith | |
| VII. Government Relations Report | 11:30 AM |
| Presenter: Larry Leak | |

ST MARY'S

COLLEGE *of* MARYLAND

The National Public Honors College

BOARD OF TRUSTEES

PRESIDENTS REPORT

Open Session

February 5, 2022

We began the 2021 – 2022 academic year with *Great Momentum* – the theme for the state of the college address. Now, at the mid-point of the year, I am reminded of the title of a speech Dr. Martin Luther King, Jr., gave in 1965, “Our [Truth] is Marching On”. Our “truth” is that we do indeed have momentum and, as is necessary and important, that momentum is felt across the College. The question is, what are we marching towards?

The gauntlet was thrown in 2016 with our bold statement that we would become the *college of choice*, bar none. Getting there requires that we recruit and attract a diverse population of students who have the potential to thrive here. This, in turn, necessitates our raising the bar in our operations, practices, and programming. Additionally, we need to continue to attract and retain stellar faculty and staff. Importantly, for our community to thrive, we need to take care of our members by providing a safe and healthy environment in which they can grow intellectually, socially, emotionally, and spiritually. Who knew that would need to occur in the midst of a global pandemic? During the Board meeting, you will hear from the members of the Executive Council of the impact the pandemic has had on 1) the physical, mental, and emotional health and wellness of our community; 2) our ability to recruit and retain students, faculty, and staff; 3) fundraising; 4) our processes; and 5) ability to function as a residential campus and community hub. In spite of it all, we remain a relatively COVID-free and engaged campus community.

At SMCM, we sincerely believe that when we accept a student for admission, we should do our best to retain and graduate them within a reasonable period of time, preferably within four years for first-time/first-year (FTFY) students. Over the years we have developed several processes and programs to enhance our student retention efforts, with the DeSousa Brent Scholars program serving as the model standard. During the Admission and Financial Assistance (AFA) segment, the vice president for enrollment management (VPEM) will discuss what we are doing to address student achievement gaps as we inch closer to becoming the equitable community we strive to be. In the IDEAA report contained within the Campus Life (CL) materials, you will read of specific first-generation student directed efforts.

A recent report indicated that post-COVID student engagement beyond the classroom is essential in efforts to retain intellectually engaged, healthy and happy students. In the academic affairs (AA) committee materials, you will read about the success of our new track and field program. Mental health is a serious concern on campuses across the country that have been exacerbated by the pandemic. In the CL committee materials, you will find the different types of services and number of appointments the Wellness Center staff has provided as compared to the previous two years. In most instances, the number of visits across the categories is solidly between the numbers in fall 2019 versus fall 2020. The data also indicate that SMCM students prefer in-person interactions with professional staff over virtual, telephonic, or peer services. Staffing our counseling services has been a challenge but is a priority for the vice president for student affairs (VPSA). The VPSA is also assessing whether or not we have sufficient numbers of staff to meet student need – a criterion that may not equate to student *desire* for service.

The pandemic has resulted in both academic and socialization challenges for college students. There has been a significant increase in the services provided by the Office of Student Success Services (AFA materials) as well as in the number of alleged bias and Title IX reports (CL materials). The caseload in the Title IX office equates to approximately one new report per day with a notable percentage of the reports falling outside the purview of Title IX. We are working to get the additional staffing required to appropriately address the reports as well as to provide the students with the support and training they need surrounding these issues.

Along the lines of student support, the VPSA will provide an update on the *Call Us by Our Name* student-led initiative including the development of a policy that will codify the chosen name process for students. In Technology, Buildings and Grounds (TBG) you will learn of efforts to systematize the process.

The student voice is essential in our march towards becoming the *college of choice*. Their voice is represented by the student trustee on the Board. During the Board meeting, there will be a discussion of the updated student trustee position description that clarifies the role and responsibilities as well as the benefits afforded to the position.

We have worked to get additional funding to support strategic investments at the College with a significant source being the private equity bond. You will be provided an update by the vice president for business (VPB) on the bond expenditures during the finance, investment, and audit (FIA) committee meeting. A large portion of the funding is dedicated to recruiting new faculty and staff as well as retaining excellent employees especially in support of the implementation of recommendations from both Task Force 2 (new programming) and Task Force 3 (program prioritization). Two new academic programs, business administration (TF-2) and performing arts (TF-3) will be presented to the AA committee for Board approval. You will also learn the institutional impact of the new marine science program. The upshot is 1) a significant number of admitted students indicate that they intend to major in marine science (AFA), 2) we are fast-tracking course development and implementation (AA), and 3) we are expediting the purchase of two boats as well as the renovation of lab space (TBG).

The agenda for AA will be quite full and it is important to acknowledge the phenomenal work that the two interim leaders of that unit, Jeff Byrd and Katie Gantz, have done to keep the momentum going. Because of the bond, we can immediately initiate the hiring of faculty for marine science. Thanks to the generosity of Trustee Seale, we are well on our way to hiring a senior professor (the William Seale Professor of Business) to lead the implementation of the business administration program as well as supporting the cluster hire focused on recruiting faculty (Ross Fellows) with expertise in developing pedagogy that supports BIPOC and first-generation students.

The financial support for these initiatives assists with student and faculty recruitment and retention. Thanks to the successful student recruitment and enrollment efforts (AFA and institutional advancement [IA] materials), the College is able to provide equity salary adjustments to a high number of employees – an essential component in faculty and staff retention. Details related to these adjustments will be presented in FIA.

Part of our mission is to be affordable to Marylanders. During the last two years, we have held tuition flat. The result is that our current tuition is less than what it was in 2013. The restructuring across the entire institution, belt tightening, and increased efficiencies have made our efforts to mitigate tuition increases possible. These efforts, in turn, increase our attractiveness to students. During the FIA meeting, you will be asked to approve holding tuition flat for another year. We will, however, seek approval to implement modest increases in room, board, and fees to keep up with inflation.

In the College's continual efforts to be a more equitable and efficient institution, the faculty has voted to modify the course schedule matrix and, in response to a recommendation by the provost, has approved an administrative framework model based on a "divisional structure" that ultimately redistributes the administrative workload and allows the faculty to spend more time engaging with both students and their creative / scholarly endeavors. Details of the new structure are contained within the AA materials and will be discussed in committee. Approving this new administrative structure required a significant amount of research, discussion, collaboration, and trust among and between the faculty and the provost's office. I commend all who worked to make this happen. I have no doubt the collaboration and goodwill between the faculty and the provost's office will continue as the new framework is developed and the model implemented. There is much remaining to do. The expectation is that work will begin immediately (for example determining which departments will be collapsed and defining position descriptions) with an eye towards full implementation of the new academic administrative structure by fall 2023.

St. Mary's College is about people, place, and programs. You will learn during the TBG session of the myriad of infrastructure and renovation projects occurring and that we are nearing completion of the Performing Arts Building and Learning Commons complex. All of these projects

help to beautify the campus and attract students, faculty, and staff. Additionally, work continues to make our campus more cyber secure, and the continuing ERP implementation project will serve to make our operations more efficient and effective.

As we inch ever closer to our aspirational goal, it is imperative that we have the resources to support our various initiatives. Tuition is a significant source of revenue for the College. It is not, however, the only source. The VPB will present revenue sources during the FIA meeting. Additionally, during the IA committee meeting, you will learn from the vice president for institutional advancement our progress towards the fundraising target. Subsequent to the IA meeting, there will be a special presentation from the president of the Foundation Board of Directors in which the role and responsibilities of the Foundation are discussed as well as how the Foundation works as a partner in helping the College meet its strategic objectives.

All of our fundraising efforts require spending time cultivating new potential donors as well as stewarding past and present contributors. Since the October meeting, the IA team has been deeply engaged in these activities and the Giving Tuesday initiative was a huge success again this year. Additionally, the stewardship and cultivation activities in which I have partnered with the IA staff have engaged close to 100 donors/potential donors (38 were at a single event) here in SoMD, and in Washington, DC, Annapolis, Rehoboth Beach, Denver, Seattle, and San Francisco.

Our momentum has allowed us to continue marching towards our aspirational goal. We are not there yet but we are making excellent progress and the spirit and determination of the community grows with each initiative. It is this spirit that helped the College navigate financial challenges in the early 2010's when it was realized too late that the College would miss its enrollment target by a significant percentage. It has taken the effort of the entire campus community, working in partnership with the Board of Trustees and Foundation Board of Directors, to march through the myriad of challenges to get to where we are today. We have launched new programs, hired new faculty and staff, and recruited one of the largest FTFY cohorts in the College's history. We are developing programs to attract and recruit students, faculty, and staff and implementing a myriad of initiatives to retain them. We are beautifying, renovating, and improving our buildings and grounds. We are enhancing our revenue streams. We are working to institute processes that make

us more efficient and effective. All while remaining true to our mission of providing an excellent liberal arts education that is affordable and accessible to a diverse population of students. We are embodying our brand as the National Public Honors College. Our truth is marching on.

President's Lagniappe (October 2021 – January 2022)

Presentations

- November 1: Historic Marker for Lynching Victim Benjamin Hance, Leonardtown, Maryland – Keynote: “Enlighten, Educate, Empower: The Age of the Awakening”
- December 2: Leadership Southern Maryland Education Panel, Waldorf, Maryland
- January 20: Association of American Colleges and Universities (AAC&U) National Conference, Washington, DC – Panel: Contemporary Issues in Higher Education

Op-Eds

- “Faced with a Legacy of Slavery, My College Chose to Honor the Enslaved” in USA Today, November 13, 2021, <https://www.usatoday.com/story/opinion/2021/11/13/my-college-found-slave-artifacts-campus-heres-how-we-responded/6374506001/>
- “Can We Be Better Allies and Advocates: A Roadmap for Institutions to Challenge Systemic Racism” in Social Innovations Journal, December 2, 2021
<https://socialinnovationsjournal.com/index.php/sij/article/view/1317/1566>

Interviews

- AMplified with Aisha Mills, Black News Channel, part of the series focused on Confederate Monuments, November 30, 2021,
<https://www.youtube.com/watch?v=oV5cfUIZVTM&list=PL89p5x2HMOQAYSvRe29PFxgppzmnxoH4P&index=9>

Boards

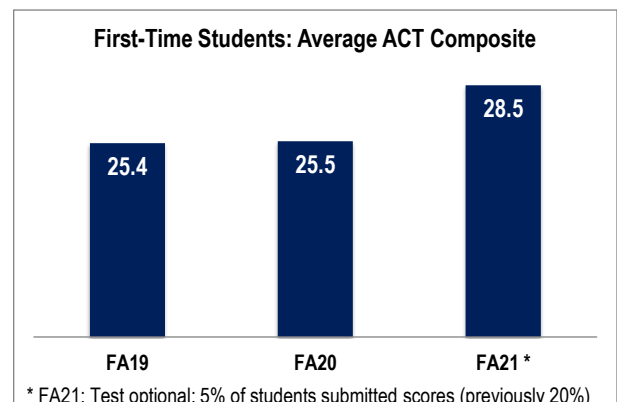
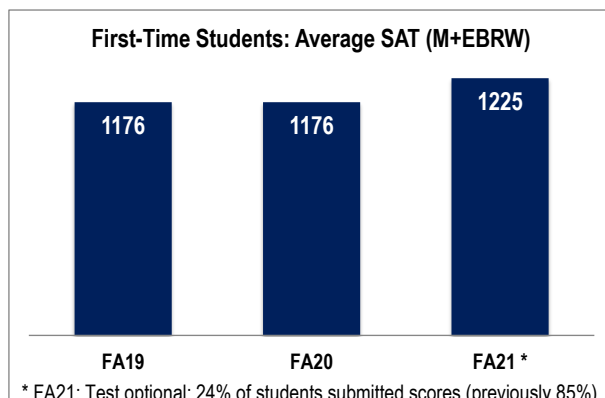
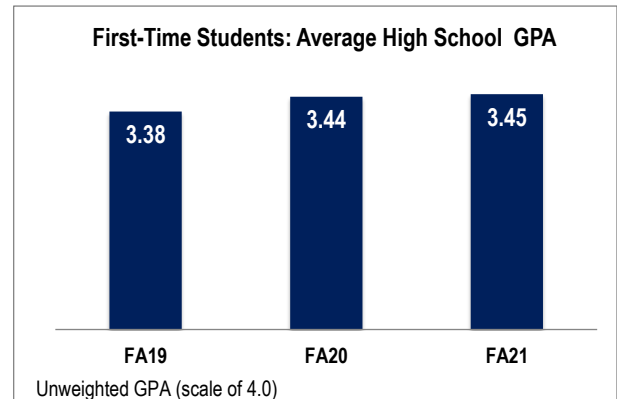
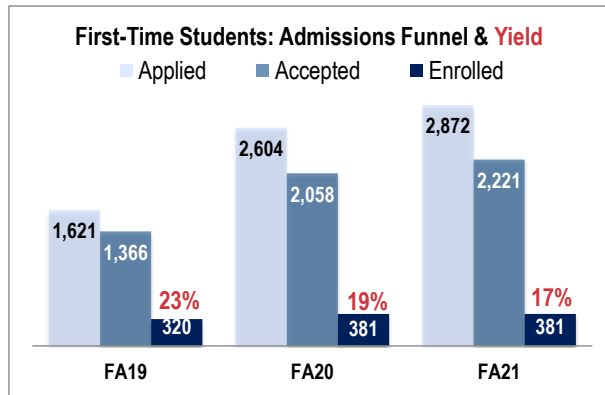
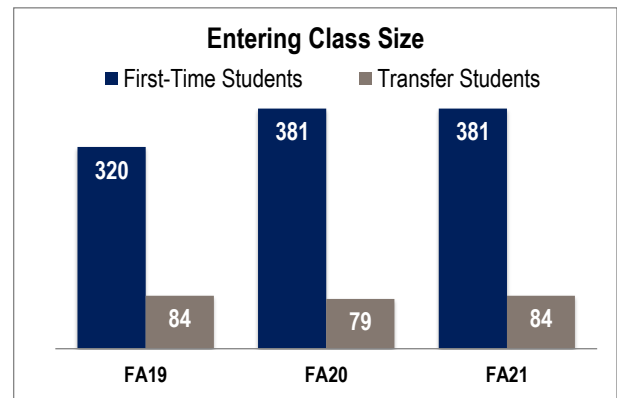
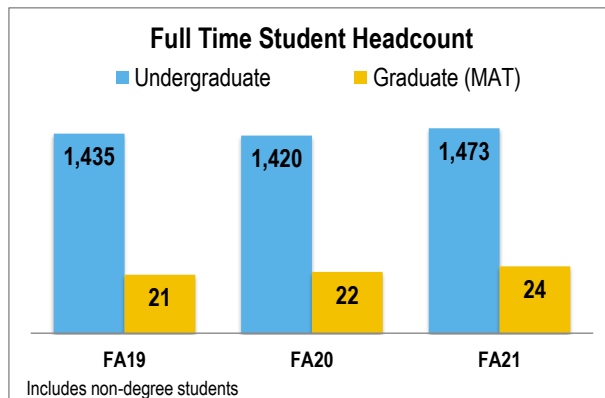
- Bryn Mawr College – Board of Trustees
- Clifton House – Board of Directors
- Council of Public Liberal Arts Colleges (COPLAC) – Board of Directors, Executive committee
- Fort to 400 Commission
- Higher Education Resource Services (HERS) – Board of Directors, Chair

- Louisiana Biomedical Research Network – External Advisory committee
- Smithsonian Institute National Museum of Natural History – Board of Directors, Nominations and Governance committee, Public Engagement committee, DEI Liaison
- The Wills Group – Board of Directors
- United East Athletics Conference Presidents Council
- University System of Maryland, Southern Maryland – Board of Advisors, Membership committee

Board of Trustees Dashboard - February 2022

Student Characteristics in Enrollment **

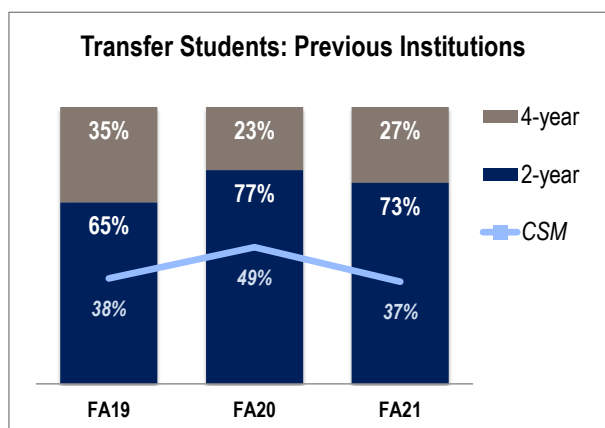
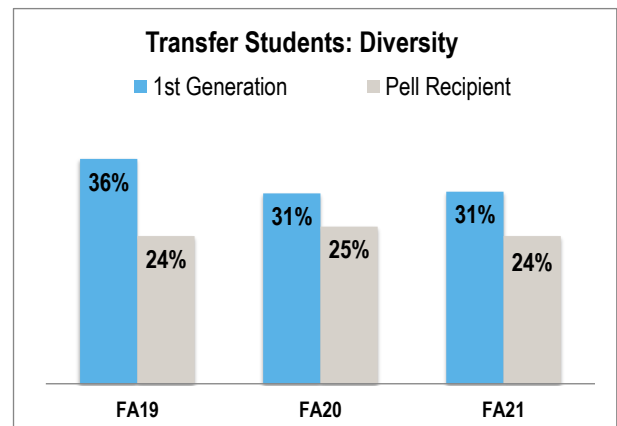
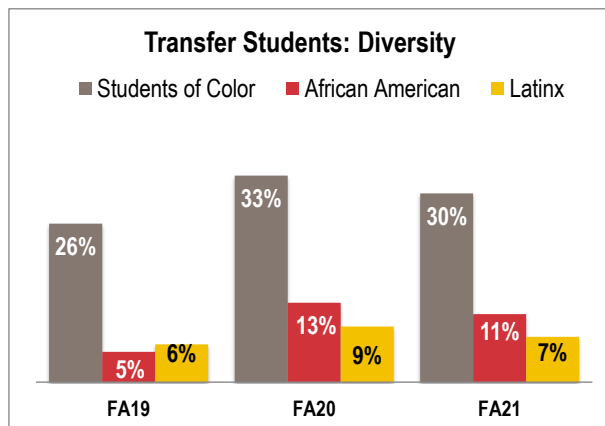
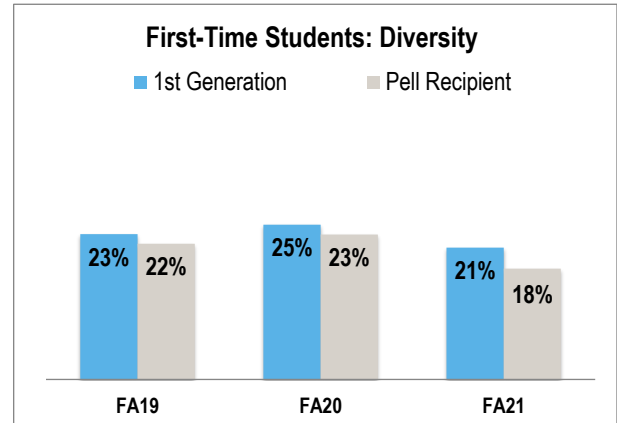
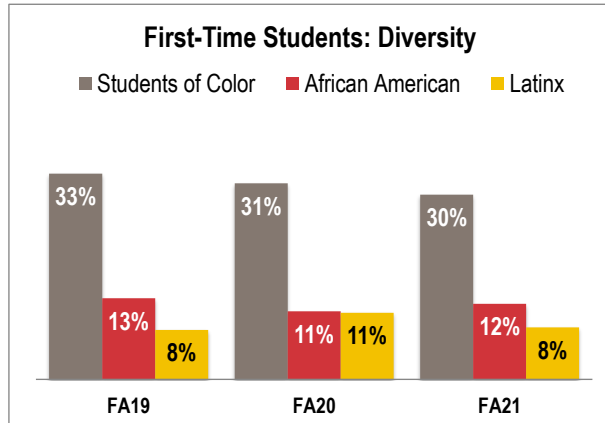
Fall 2021 figures based on final census (freeze) data, 9/27/2021



Board of Trustees Dashboard - February 2022

Student Characteristics in Enrollment **

Fall 2021 figures based on final census (freeze) data, 9/27/2021

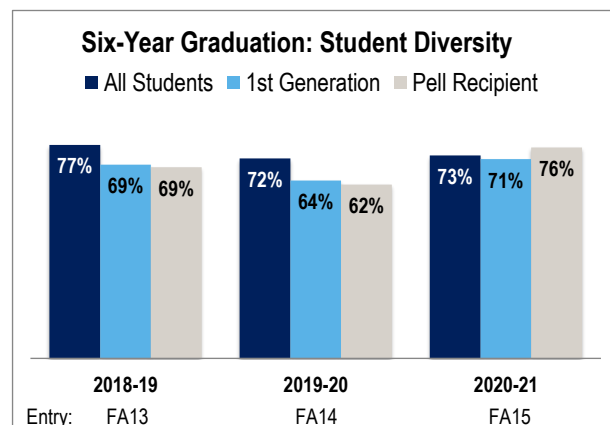
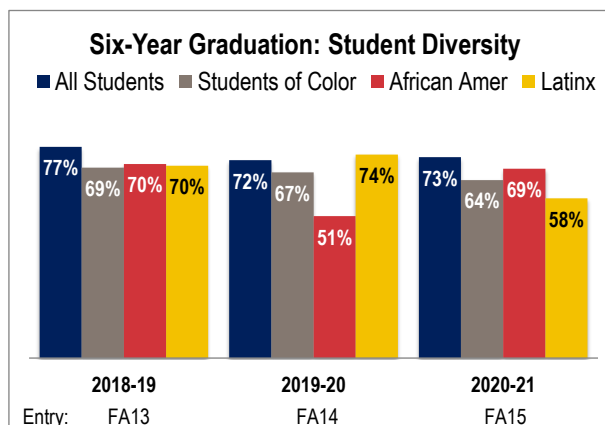
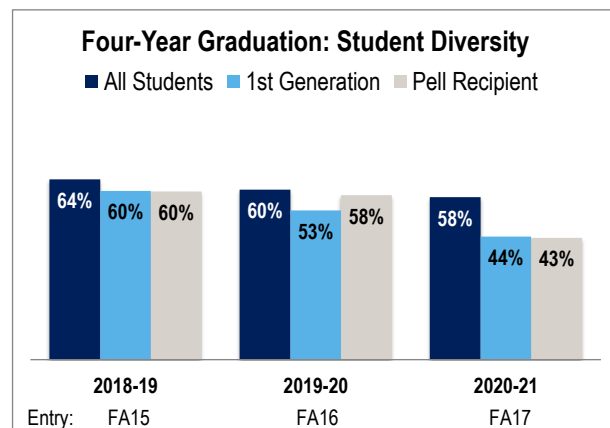
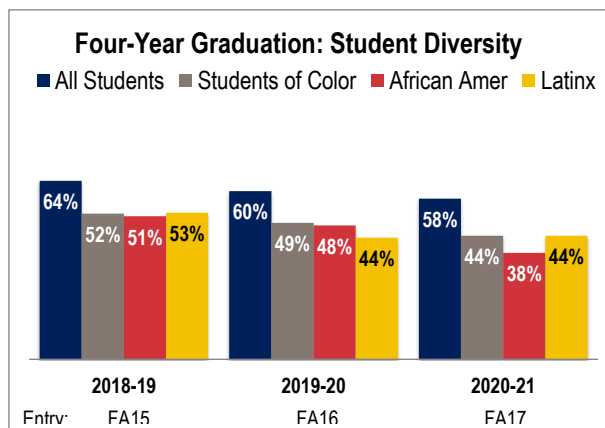
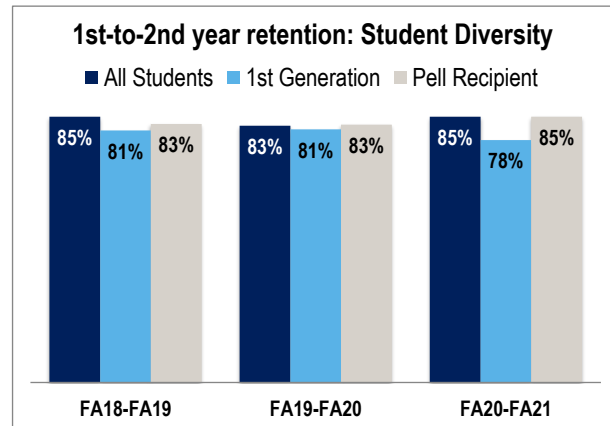
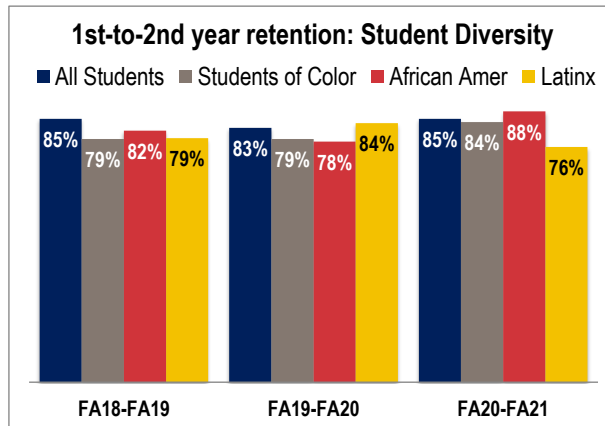


** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Board of Trustees Dashboard - February 2022

Student Retention and Persistence (First-Time Students) **

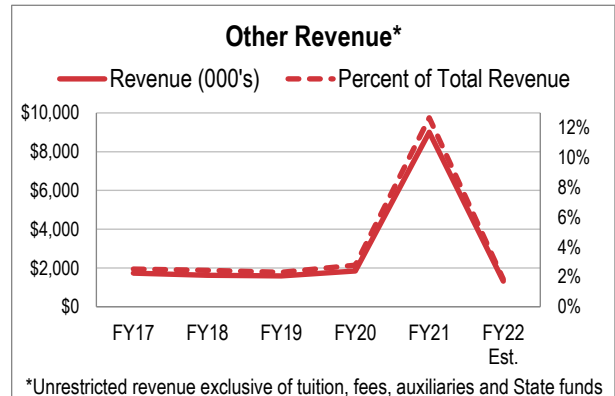
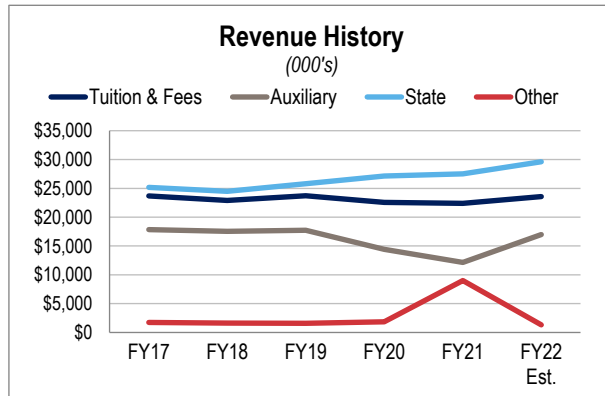
Fall 2021 figures based on final census (freeze) data, 9/27/2021



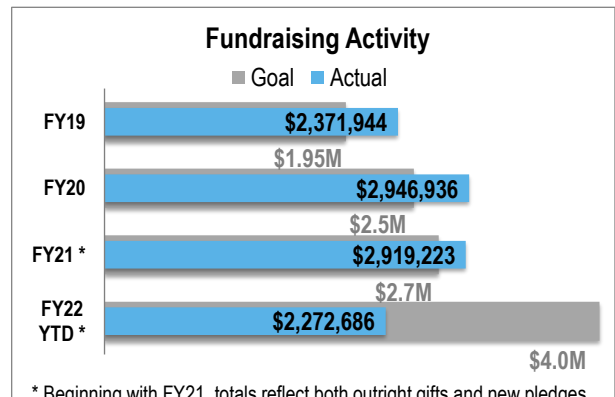
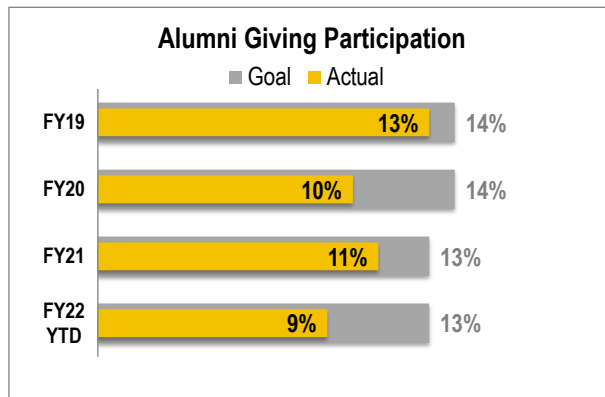
** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Board of Trustees Dashboard - February 2022

Revenue and Fundraising



Note regarding FY21 Revenue: The COVID-19 pandemic had major impacts on Auxiliary revenues. A significant portion of the student population chose to study remotely, leading to substantial decreases in on-campus living and dining participation rates. Offsetting revenue increases were recorded in the Other category in the form of CARES act institutional support (\$1.1 million), Paycheck Protection Plan loan forgiveness (\$6.7 million) and federally funded COVID expense reimbursements through the state (\$1.5 million).



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The National Public Honors College

BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE

OPEN SESSION REPORT SUMMARY

Date of Meeting: February 4, 2022

Date of Next Meeting: May 12, 2022

Committee Chair: Peter Bruns

Committee Members: Paula Collins, Elizabeth Graves '93, Melanie Hilley '93, Larry Leak '76, William Seale, Tuajuanda Jordan, Susan Dyer

Executive Staff: Jeff Byrd, Katie Gantz

Faculty Liaison: Libby Williams

Staff Liaison: John Spinicchia

Dashboard Metrics: N/A

Executive Summary:

Discussion Items

Faculty Senate Report

Dean of Faculty Report

Information Items

New Class Schedule Matrix

Academic Restructuring

Minutes of October 15, 2021

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

III.A. Recommendation to Approve Business Major

III.B. Recommendation to Approve Performing Arts Major



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF FEBRUARY 4, 2022**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Faculty Senate Report
 - B. Dean of Faculty Report
- III. ACTION ITEM**
 - A. Recommendation to Approve Business Major
 - B. Recommendation to Approve Performing Arts Major
- IV. INFORMATION ITEM**
 - A. New Class Schedule Matrix
 - B. Academic Restructuring
 - C. Meeting Minutes of October 15, 2021

The committee expects to close a portion of this meeting.

January 27, 2022

Report to the Academic Affairs Committee of the Board of Trustees
Elizabeth Nutt Williams, Faculty Senate President

The faculty has been very busy working on academic programs and structures since the October 2021 Board of Trustees meeting. I provide below a brief summary:

Business Administration Major Proposal

The faculty approved the Business Administration and Management Major on October 26, 2021 (Yes 47 – No 22) and forwarded the documents to the Office of the Provost for implementation.

Performing Arts Major Proposal

The faculty approved the Performing Arts Major on December 7, 2021 (Yes 71 – No 2) and forwarded the documents to the Office of the Provost for implementation.

Course Scheduling Matrix Proposal

The faculty approved the new course Schedule Matrix on December 7, 2021 (Yes 58 – No 15) and forwarded the documents to the Office of the Provost for implementation. The faculty has considered changing the course schedule matrix for decades but has finally made the decision to move ahead with a new model (see report from interim Dean of Faculty Katie Gantz). The change modernizes our approaches to teaching, allows for community time (for additional time with colleagues and students outside of courses and meetings), and moves the formal meeting times for faculty (for Faculty meetings, Faculty Senate meetings, Department meetings, etc.) earlier in the day removing many obstacles for faculty (e.g., conflicts with childcare obligations).

Academic Restructuring Proposal

The faculty approved Model 2.5 (see report from interim Vice President for Academic Affairs Jeff Byrd) on January 25, 2022 using a Borda count rank voting system (Model 2.5 received 68% of the first choice votes and was the overall highest ranked model) and forwarded the documents to the Office of the Provost for implementation.

Comments about the votes of recent months

The amount of voting of significant program and structural changes since October 2021 (a three-month window from Oct. 26, 2021 to Jan. 25, 2022) represents a highly unusual level of activity. The faculty has done a significant amount of heavy lifting in this time period – they have done it well and with positive results. We have ahead of us now an immense amount of implementation details to finalize. It is my sincerest hope that we allow time for the implementation of these major changes and to hold off on any further major changes in programs and structures for some time.

I would like to take this opportunity to thank the members of the Academic Planning Committee

(Chair and Vice President of the Faculty Senate, Geoffrey Bowers; Matthew Fehrs, Riverside Division; Gina Fernandez, North Division; Jerry Gabriel, Central Division; Jingqi Fu, At Large) for their tremendous work in producing an exceptional report, delivered to the Faculty Senate one day before deadline on Nov. 30, 2021. I would also like to thank the members of the Faculty Senate (Geoffrey Bowers, VP; Christine Adams, Riverside/South Division Senator; Jennifer Cognard-Black, Central Division Senator; Susan Goldstine, North Division Senator; Cassie Gurbisz, Richard Platt, and John Schroeder, Senators At-Large) for their work in providing three viable models (models 2 and 3 from the APC report as well as a compromise model 2.5 developed by senators) for the faculty to consider at its January 25, 2022 meeting. When the faculty learned that academic restructuring had been voted on by the Board in February 2021, we were asked to provide the Board with a viable model to implement. The result of the faculty process, in which we followed the procedures defined in our Faculty Bylaws, is a model with strong support and one that we believe achieves the goals of restructuring. Additional details will be forthcoming, once an implementation team has been assembled, but we believe the structure of the model will help improve workflow and better support our academic programs.

Looking forward

Finally, I want to note that the faculty has done all that was asked of them over the last year (and then some), even though the pandemic remains a challenge. I hope that at this point we are truly poised to make real changes in how we work together moving forward. As I stated in my last report to the Academic Affairs Committee of the Board of Trustees, “While there appears to be a common understanding of the definitions of shared governance, our processes need attention and clarification.” It is my intention to continue to work toward improvements in our processes and toward a stronger, more collaborative working relationship among all constituents at the College. I am encouraged to see that we are already starting to rebuild trust in our working relationships.

Respectfully submitted,

Libby Nutt Williams, Ph.D.
Faculty Senate President

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The National Public Honors College

BOARD OF TRUSTEES ACADEMIC AFFAIRS

REPORT OF THE INTERIMS DEAN OF FACULTY AND VICE PRESIDENT OF ACADEMIC AFFAIRS

(See OnBoard for supporting material.)

BUSINESS ADMINISTRATION MAJOR

The Proposal for the Business Administration major has been approved by the faculty and is being presented to the Board of Trustees for approval at this meeting. The College has contracted with a search firm specializing in higher education to assist us in identifying the appropriate pool of candidates for the Inaugural [William Seale Professor of Business](#). The position advertisement is live (included in appendix: “5B/5C William Seale Professor of Business (1 of 2)/(2 of 2)”), and has been strategically circulated to job market sites for business schools, broader higher ed circles, and academic search sites with a diversity focus; the committee is currently accepting and reviewing applications. If the proposal is approved by the Board of Trustees and the Maryland Higher Education Commission, the major will be offered at the start of Fall 2022. Planning is underway to make sure enough of the entry level courses are available for students this Fall.

MARINE SCIENCE MAJOR

Student Interest - There is significant interest in the major, both from students already on campus and from applicants. The original marine science proposal predicted an entering class of 5 marine science majors in the Fall 2022, 8 in Fall 2023 and 20 marine science majors Fall 2024. Given the number of applicants expressing an interest in marine science, the Fall 2024 number of 20 entering students expressing marine science as a major could be realized by Fall 2022. For current St. Mary's College students who are interested in marine science, we are offering the gateway course into the major, Introduction to Marine Science, this spring (Spring 2022). There are 43 students enrolled in this new gateway course! In addition, the new 300 level Marine Quantitative Methods course is full (10 students). Academic Affairs is working with Dr. Randy Larsen, coordinator of the marine science program, to make sure there are enough courses for all the students interested in the major. This includes adding sections of the intro course for next year (AY22-23) and offering specific upper division courses (e.g., marine microbiology) in AY22-23 that were not scheduled to be offered until AY23-24.

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The National Public Honors College

Personnel - The marine science program is in the process of hiring the first tenure-track/tenured faculty member in marine science, a physical oceanographer. The search committee has completed interviews and is in the final process of hiring this position.

Teaching lab - The marine science program will need a teaching laboratory and a committee of faculty members from marine science and biology are working on a plan for reassigning space within Schaefer Hall for this lab. This lab might also be able to support the teaching lab needs of the environmental studies program. The hope is to find a workable solution for AY22-23 and have any extensive renovation that is needed be ready for Fall 2023.

Ships - The proposal for the marine science program included purchasing a 45-50' research vessel (capacity 18-20) for river and bay exploration and a 28' skiff for exploring shallow water (capacity 18). A request for proposals is being drafted for both vessels and it will be put out for bid. With the current demand for the program it is clear that the vessels will be needed sooner than later. Our current 25' C-Hawk boat (capacity 6) is still in dry dock awaiting an engine. Repairs are expected this spring.

PERFORMING ARTS MAJOR

The Performing Arts major has been approved by the faculty and is being presented to the Board of Trustees for approval. If the proposal is approved by the Board of Trustees and the Maryland Higher Education Commission, the major will begin being offered Fall 2022. Faculty members from music and theater worked over the summer to put together the proposal for this new major. The major has a gateway course, an integrated capstone, and three concentrations (music, theater, and integrated performing arts). The unique aspect of this major is the integrated performing arts concentration that will allow students the chance to explore how performance of various kinds can serve as methods of research, expression, and communication that intersect in productive ways with other fields in the arts, sciences, and social sciences.

RESTRUCTURING UPDATE

On December 1, 2021, the Academic Planning Committee (APC) of the faculty issued their report on academic restructuring (included in appendix: "8A APC_Report_Restructuring_Final 01.20.2022 (1 of 2)"). The APC report was thorough, research-driven, and incorporated faculty survey feedback with exceptionally high participation rates. The report generated four models for faculty discussion, with an emphasis on modular elements (variations in compensation, leadership structure, etc.) that might be traded out to make any given model more viable. On December 16, 2021, the Faculty Senate met with the APC to begin a discussion of the report.

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The National Public Honors College

The Faculty Senate decided to hold discussion sessions with the faculty during the week of January 17-21, 2022, the first week of classes of the Spring 2022 term. During the Senate meeting of January 20, 2022, the Senate decided to only put forward models 2 & 3 and work on a hybrid “2.5” model over the weekend to also present. A 2.5 model was completed by the Senate and they also presented that model (included in appendix: “8B Models from the Senate plus current 1-26-22 V2 (2 of 2)”). At the faculty meeting of January 25, 2022, the faculty discussed the three models presented (Model 2, Model 2.5 & Model 3). An overwhelming majority of the faculty selected Model 2.5 as their first choice. At the Board meeting we will update the trustees regarding the faculty recommended model and implementation.

CLUSTER HIRE UPDATE

Cluster hires for AY22 are currently underway for tenure-track faculty in Anthropology, Biology, Computer Science, Economics, and Psychology; a number of updates since the October board meeting are worthy of note. First, in consultation with the President, the cluster cohort has been named the Ross Fellows in honor of the late professor of art Joe Ross, the College's first African American faculty member. Second, Academic Affairs has identified and convened a steering committee, composed of members from IDEAA, the Office of Research and Sponsored Programs, the Center for Inclusive Teaching and Learning, and a number of faculty representatives. Because the pandemic has required that all phases of the interview be moved online, the steering committee has made itself available to each candidate as a group or individually for separate consultations. Finally, departments have submitted tenure-track line proposals for AY23 with the option to devise the line as part of a cluster hire, either contributing to the existing theme of pedagogy supporting BIPOC/first gen students or proposing a new theme that would support curricular work across programs. AY23 proposals will be finalized in late spring, and those positions chosen as Ross Fellows will close the two-year cycle of cluster hiring.

SUBSTANTIVE CHANGE AND DISTANCE LEARNING

On November 1, 2021, the College was notified by the Middle States Commission on Higher Education that, because of a change in federal guidelines, all institutions that offer any distance learning would have to have distance learning added to their accreditation after January 1, 2022. Under the old regulations, institutions that did not offer more than 50% of an educational program via distance learning were not required to be evaluated for distance learning by the accrediting agency. Though we offer less than 2% of our course offerings by distance learning (most being during Winterim and Summer sessions) the College had to file the substantive change paperwork by January 1, 2022, to continue to be in compliance. We should be notified

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COLLEGE of MARYLAND

The National Public Honors College

by MSCHE in March 2022 if our application for distance learning to be added to our accreditation has been accepted.

CLASS SCHEDULING MATRIX

St. Mary's College has used the same course schedule matrix that defines what times courses can be offered for more than 35 years. In the current schedule, a student can either take classes on Mon/Wed/Fri (most are 70 min classes) or Tues/Thurs (110 minute classes). The only open time between 8:00am and 8:00pm is between 4:30-5:50pm on M/W or between 4:10-5:50pm T/R. While courses end at 2:30pm on Fridays, the remainder of the workday is rarely productive for all-campus programming due to athletic events. This has always meant that meetings for the community either had to be during the brief late afternoon window or after 8:00pm, all but eliminating our students' dinner options in the campus Great Room for those with evening classes from 6:00-7:50pm. For faculty and staff, campus gatherings late in the day pose challenges for childcare pick-up and commutes (especially those that occur in the same window as the large number of PAX Naval Air Station employees). For many years the community has been asking that the matrix be modified so that there were community times available during the middle of the day. During the LEAD discussions, the implementation team took this opportunity to analyze the matrix and proposed a guiding framework focused on delivering the same rigorous content worthy of our four-credit courses via new models of innovative pedagogy.

At the faculty meeting of December 7, 2021, the faculty voted to support the new matrix (included in appendix: "7A Schedule Matrix approved 12.7.2021"). This new matrix continues to use a MWF and TR schedule, explicitly combining both "direct instruction" (in-class seat time) with "guided learning" (a structured instructional experience outside of the formally designated class hours). The resulting matrix features slightly shortened in-class times that are now equivalent to the more standard 50-minute college course; however, all SMCM courses will include what we are provisionally calling the "Applied Hour," in which guided learning work will help students add to their breadth and/or depth of understanding of the course content or to engage in targeted practice with certain skills (e.g., written or oral communication). These "applied outside hours" might include meeting with faculty during office hours to consult about specific assignments and/or course topics, attending outside speaker lectures, providing detailed peer feedback on student writing for revisions, interactions within a course discussion board, or attending review sessions/tutorials. To be clear, the new matrix still centers "instructor-led" learning; none of the educational impact has been short-changed, nor will anything extra be demanded of the students. Its redesign simply redistributes the time/space in which that learning occurs. As we evaluate the lessons learned from a forced switch to remote learning, this shift to a multimodal form of instruction will better address the range of ways students learn.

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An additional benefit of the new matrix is the revised time for community meetings. There will be standing open meeting time from 11:30am -1:00pm (90 min) on MWF and a community meeting time from 11:20am -12:10pm (50 min) on TR. This allows the option for all constituencies of the campus community to gather during the middle of the day.

ST MARY'S

COLLEGE of MARYLAND

The National Public Honors College

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF FEBRUARY 4, 2022**

ACTION ITEM 2122-10

**RECOMMENDATION TO APPROVE
BUSINESS MAJOR**

(See OnBoard for supporting material.)

RECOMMENDED ACTION:

The Academic Affairs Committee recommends that the Board of Trustees approve the St. Mary's College of Maryland Business Major.

RATIONAL

The proposed business major is in direct response to the on-going expressed interest of current and in-coming students, the need for a concentration in business with room for interdisciplinary connections, as well as an ideal opportunity to increase revenue at the College. The financial model presented by the committee projects an addition of 25 new students each year. At just 25 new students the revenue will out pace expenses by roughly 70%. The Curriculum Review Committee (CRC), Faculty Senate and the full faculty reviewed and approved of this proposed business major during the fall 2021 semester.

ST MARY'S

COLLEGE of MARYLAND

The National Public Honors College

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF FEBRUARY 4, 2022**

ACTION ITEM 2122-11

**RECOMMENDATION TO APPROVE
PERFORMING ARTS MAJOR**
(See OnBoard for supporting material.)

RECOMMENDED ACTION:

The Academic Affairs Committee recommends that the Board of Trustees approve the St. Mary's College of Maryland Performing Arts Major.

RATIONAL

The proposed performing arts major replaces the former majors in Music, and Theater, Film & Media Studies which were dissolved during the prioritization process, and instead combines these into a singular major of Performing Arts. This new major allows for students to explore distinct tracks within music and theater while simultaneously preparing for professional work in the Performing Arts industry. The Curriculum Review Committee (CRC), Faculty Senate and the full faculty reviewed and approved of this proposed business major during the fall 2021 semester.

ST MARY'S

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The National Public Honors College

BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE

OPEN SESSION MINUTES

Date of Meeting: October 15, 2021

Status of Minutes: Approved December 7, 2021

Committee Chair: Peter Bruns

Committee Members: Paula Collins, Elizabeth Graves '93, Melanie Hilley '93, Larry Leak '76, William Seale, Tuajuanda Jordan, Susan Dyer

Executive Staff: Jeff Byrd, Katie Gantz

Faculty Liaison: Libby Williams

Staff Liaison: John Spinicchia

Present In-Person (Trustees/President): Nick Abrams '99 (in person), Joshua Ajanaku '22, John Bell '95, Donny Bryan '73, Peter Bruns, Paula Collins, Peg Duchesne '77, Susan Dyer, Judy Fillius '79, Gail Harmon, Sven Holmes, President Jordan, Larry Leak '76, Doug Mayer '04, Jesse Price '92, Danielle Troyan '92, Ray Wernecke

Zoom (Trustees): Elizabeth Graves '95, Melanie Hilley '92, Glen Ives, Bill Seale, John Wobensmith '93

Non-Trustees: Betsy Barreto (in-person), Alice Bonner (Zoom), Anne Marie Brady (Zoom), Kelsey Bush (in-person), Jeff Byrd (in-person), Carolyn Curry (in-person), Michael Dunn (Zoom), Katie Gantz (in-person), David Hautanen (in-person), Jerri Howland (in-person), Brayan Ruiz Lopez (Zoom), Paul Pusecker (in-person), Mai Savelle (Zoom), Greg Shedd (Zoom), Jenny Sivak (in-person), Libby Williams (Zoom), Anna Yates (in-person), Derek Young (Zoom)

Executive Summary

Academic Affairs Committee Chair Peter Bruns called the meeting to order at 9:35 a.m.

Faculty Senate Report

Faculty Senate President Libby Williams provided a brief update to her written report. She reported faculty concerns regarding prioritization and academic restructuring. A main concern was that of salaries for in-coming faculty for the Business Major. Trustee Wobensmith asked if salaries were the only source of concern and Dr. Williams addressed that faculty were having a hard time accepting the loss of their colleagues while accepting the hiring of new faculty with higher pay. Both Trustee Wobensmith and Dr. Williams agreed that this is unfortunate but that the long term revenue for the College was an important factor in this decision. Additionally, Dr. Williams emphasized the need for continued transparency and collaboration between faculty and the Board. Chair Dyer acknowledged this and addressed prior points in which both were

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provided. There was agreement to continue fostering opportunities for both Faculty and the Board to work together. There was reassurance that there would not be further faculty cuts, but rather the Board is focused on continuing to support the College in its growth.

Dean of Faculty Report

Interim Dean of Faculty Katie Gantz, and Interim Vice President for Academic Affairs Jeff Byrd, jointly presented their VP Report to the board. Drs. Byrd and Gantz reported highlights which included findings from research conducted on the student learning experiences, a 96% vaccination rate on campus and upcoming changes to the College based on the rapid action task force report recommendations. The changes will include creating a more productive learning environment through further transparency of information distribution and bringing back the long dormant Faculty Handbook. Additionally, there is an initiative to diversify faculty through a cluster hire which focuses on hiring faculty across departments with commitment to and experience in supporting students of color, first generation, and/or low-income students. The initial plan includes five expedited tenure line requests to start Fall 2022 and to open requests to the whole institution this Spring for a Fall 2023 start date. President Jordan acknowledged and commended the tremendous amount of work that Drs. Byrd and Gantz undertook on behalf of Academic Affairs. The Board shared the sentiment of appreciation.

Action Item:

III.A. Endorsement of the 2021 Performance Accountability Report

III.B. Recommendation to approve the update to the Non-Residents Who May Temporarily Qualify for In-State Status of the Policy on Student Residency Classification for Admission, Tuition Charge, and Differential Purposes

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Academic Affairs Committee at its meeting on October 15, 2021.

Recommendation to the Board:

The Academic Affairs Committee recommended approval of these action items by the Board of Trustees at its meeting on October 15, 2021.

A motion was made and seconded to adjourn the open session and move into close session.

The open session meeting adjourned at 10:02 a.m.



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

**VICE PRESIDENT'S REPORT
FEBRUARY 5, 2022**

Business and Finance

Operational Funding Request for the Performing Arts Center and Learning Commons Annex

Construction of the Performing Arts Center and Learning Commons Annex is scheduled for completion in Summer 2022. To operate this new academic facility, the College requested a permanent increase to the General Fund Grant via an over-the-target funding request. The increase would provide funds for the maintenance, operations, and staffing needs of these buildings.

FY23: \$637K (Partial support due to timing of personnel hiring)

FY24 and beyond: \$746K/year annualized

Specifically, annual utility costs (electric, propane, water/sewer) are forecasted at \$200K annually. Office support, consumables, service contracts, contract labor, and anticipated overtime costs will approach \$100K. Permanent costs (8 FTE— custodial, grounds, maintenance trades, administrative, house manager, technical) will approach \$450K annually.

On January 19, 2022, the Governor released his FY23 budget recommendations. This operational funding request was not included as an increase to the College's General Fund Grant. However, subsequent conversations with the Department of Budget and Management (DBM) leadership indicated that this was an oversight, and that the funding request will be supported and added to the Governor's supplemental funding action. We remain optimistic that this increase will occur in FY23.

Strategic Investments from Bond Proceeds

At the request of the Finance, Investment, and Audit Committee, Trustees approved the primary categories of strategic expenditures from the private market bond and delegated authority to commit these resources to the President at the May 7, 2021 Board of Trustees meeting.

The Board approved the following strategic investment allocation categories:

- Retaining excellent faculty (\$5.0M)
- Student engagement / LEAD-focused programs (\$5.8M)
- Student retention programs (\$1.0M)
- Development of new LEAD-focused curricular and co-curricular programming (\$2.42M)
- Student recruitment programs (\$1.0M)
- Recruitment of new faculty and staff in LEAD areas (\$1.4M)

- Enhanced business efficiency (\$0.5M)
- Provision of an operating budget contingency (\$2.2M)

The cost of issuing the bond was \$716K, leaving an available starting balance of \$19.283M.

As presented at both the October 14, 2021 Finance, Investment, and Audit Committee meeting and the October 15, 2021 Board of Trustees meeting, the remaining balance of the bond proceeds was \$16.115M. Subsequent to the October meetings, an additional \$135K has been encumbered with a balance remaining of \$15.981M. Spending details follow.

Future anticipated encumbrances from the bond proceeds, within the spending guidelines as approved by the Board of Trustees, over the next six months will include:

Executive Director, Center for Career and Professional Development	\$140,800*
Director, Career Development, Center for Career and Professional Development	\$115,200*
Coordinator, Center for Career and Professional Development	\$ 64,000*
Inaugural William Seale Professor of Business	\$200,000**
Marine Science programmatic supplies and expenses	\$100,000
Anticipated Total	\$620,000

**Includes salary and benefits costs.*

***Includes salary, benefit costs, start-up, and possible moving expenses.*

If anticipated expenses are realized, the remaining balance will be \$15.361M.

FY22 Financial Results to Date

Overall, revenue collections are 77% of the budgeted level, 14.1% higher than the equivalent period last year, with auxiliary enterprises and tuition recovering from the depressed levels last year. State appropriations to our General Fund Grant are on track with first-half expectations.

Operating expenditures in FY22 are 11.5% higher than last year. As anticipated, several areas of expenditures are 13.2% (utilities) to 40.4% (dining) higher than the prior year comparison. Debt service is higher due to increased interest expense on the bond issued in March 2021. Dining and bookstore expenses are higher due to increased on-campus participation this year. Scholarship expense is 14.7% higher than the prior year. Wages and benefit costs for the College are basically level.

FY23 Tuition, Fees, Room and Board Rates

The Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize student rates for tuition for FY23 (academic year 2022-2023) to remain equal to the FY22 rates (0% increase for each rate category). Further, the Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize an increase of 2% for mandatory fees and room rates for FY23. For board (dining) rates, the College is seeking a 4% increase due to inflation, resulting in a higher cost of goods and services, as well as personnel costs associated with minimum wage increases and Union wage negotiation increases that will impact FY23. This action is applicable for Maryland resident undergraduate students, non-resident undergraduate students, DC resident undergraduate students, and MAT students.

The objective of not increasing tuition for FY23, for the third consecutive year, is to encourage affordable enrollment growth and continue to close the tuition price gap between St. Mary's College of Maryland and the University of Maryland, College Park.

Total Charges for FY23:

- In-state student tuition, fees, room, and board = \$29,444
- Out-of-state student tuition, fees, room, and board = \$45,520
- DC resident student tuition, fees, room, and board = \$39,444
- Graduate MAT program costs = \$21,326

Human Resources

Faculty and Staff Equity Increase

The College remains committed to providing equitable pay for its faculty and staff. Attracting and retaining excellent faculty and staff is integral to the College's success. Equity increases are intended to ensure that the wages of College employees are close to that of the market median.

Numerous compensation equity, reclassification, and promotion actions occurred in January 2022. These actions provided annualized salary increases to faculty and staff, which have not been possible over the past several years due to financial constraints preventing the College from adequately addressing salary equity, compression, and general wage issues for employees in a comprehensive manner. Consequently, in recent years, most of our employee salary increases have been limited to the State supported Cost of Living Allowance (COLA) increases.

A faculty salary analysis was performed by benchmarking St. Mary's College of Maryland faculty salaries with those of its peer institutions utilizing the annual American Association of University Professors faculty salary data. All faculty with two or more years of service at the College were assessed. Wage increases were provided to College faculty members whose current salary was below the peer average. This increase is separate from any future State supported COLA increases. With this incremental process, the most disparate differences were addressed by comparing peer data that focuses on rank, discipline, and gender.

The College's Staff Salary Plan, approved by the Board of Trustees on October 16, 2021, increased the minimum wage for entry-level positions to \$15 per hour. Additionally, the minimum and maximum salary levels for each of the 16 position categories included in the staff salary plan were increased. All union employees who were impacted by these changes received salary adjustments retroactive to October 1, 2021.

In prior negotiations with the union, the American Federation of State, County, and Municipal Employees (AFSCME), the College benchmarked the salaries of collective bargaining unit positions through Payscale. In October 2021, the College and AFSCME reached a wage agreement that included the \$15 per hour minimum entry wage and provided wage increases based on longevity. Effective January 2022, bargaining members received permanent salary increases that ranged from \$650 to \$1,900 annually, depending on the employee's years of service.

A salary analysis was performed on non-bargaining employees that benchmarked their salaries against the College's peer institutions utilizing the annual College & University Professional Association - Human Resources salary data. All non-bargaining staff members with more than two years of service were examined. Current salaries were compared against the market and years of service was considered to determine any salary adjustments.

The College provided equity increases to non-bargaining staff members, above any future State-supported COLA increases, who had at least two years of service and whose current salary was 5% or more below the average of our peer institutions.

In total, 192 employees received a salary increase, including 67 faculty members. The total annualized cost for these increases approached \$672K. The College intends to continue performing these analyses periodically, and if recurring funds are projected to be available, continue to address remaining inequalities.

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

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: February 4, 2022

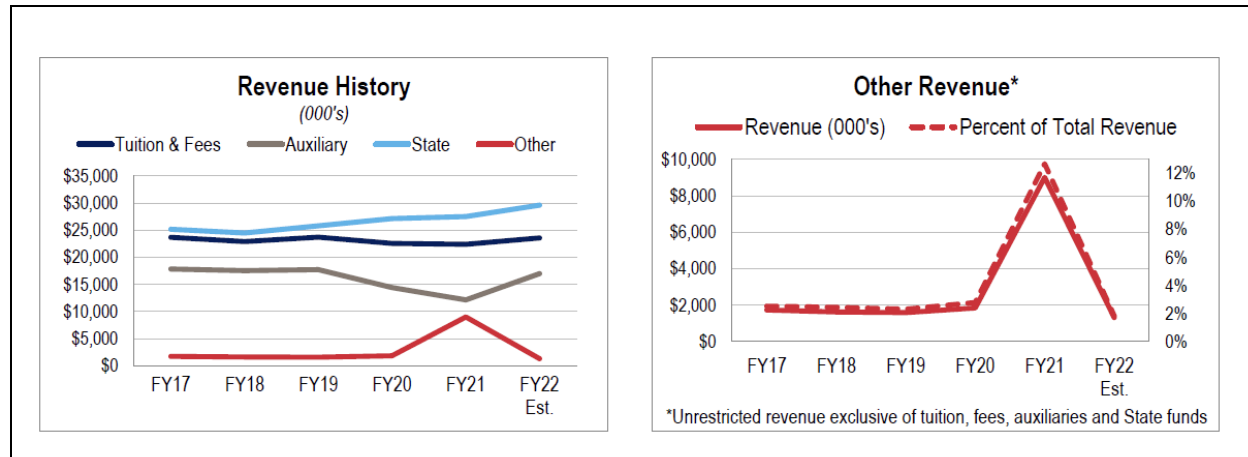
Date of Next Meeting: May 12, 2022

Committee Chair: John Wobensmith '93

Committee Members: Anirban Basu, John Bell '95, Board Chair Susan Dyer, Sven Holmes, President Tuajuanda Jordan, William Seale, Faculty Finance Delegate Shanen Sherrer, Ray Wernecke

Staff Member: Paul Pusecker

Dashboard Metrics



Executive Summary

Discussion Items

Operational Funding Request for the Performing Arts Center and Learning Commons Annex

Construction of the Performing Arts Center and Learning Commons Annex is scheduled for completion in Summer 2022. To operate this new academic facility, the College requested a permanent increase to the General Fund Grant via an over-the-target funding request. The increase would provide funds for the maintenance, operations, and staffing needs of these buildings.

On January 19, 2022, the Governor released his FY23 budget recommendations. This operational funding request was not included as an increase to the College's General Fund Grant. However, subsequent conversations with the Department of Budget and Management (DBM) leadership indicated that this was an oversight, and that the funding request will be supported

and added to the Governor's supplemental funding action. We remain optimistic that this increase will occur in FY23.

Strategic Investments from Bond Proceeds

At the request of the Finance, Investment, and Audit Committee, Trustees approved the primary categories of strategic expenditures from the private market bond and delegated authority to commit these resources to the President at the May 7, 2021 Board of Trustees meeting.

As presented at both the October 14, 2021 Finance, Investment, and Audit Committee meeting and the October 15, 2021 Board of Trustees meeting, the remaining balance of the bond proceeds was \$16.115M. Subsequent to the October meetings, an additional \$135K has been encumbered with a balance remaining of \$15.981M. Spending details are included in the meeting material.

FY22 Financial Results to Date

Overall, revenue collections are 77% of the budgeted level, 14.1% higher than the equivalent period last year, with auxiliary enterprises and tuition recovering from the depressed levels last year. State appropriations to our General Fund Grant are on track with first-half expectations.

Operating expenditures in FY22 are 11.5% higher than last year. As anticipated, several areas of expenditures are 13.2% (utilities) to 40.4% (dining) higher than the prior year comparison. Debt service is higher due to increased interest expense on the bond issued in March 2021. Dining and bookstore expenses are higher due to increased on-campus participation this year. Scholarship expense is 14.7% higher than the prior year. Wages and benefit costs for the College are basically level. Revenue and expense details are included in the meeting materials.

Faculty and Staff Equity Increase

The College remains committed to providing equitable pay for its faculty and staff. Attracting and retaining excellent faculty and staff is integral to the College's success. Equity increases are intended to ensure that the wages of College employees are close to that of the market median.

Numerous compensation equity, reclassification, and promotion actions occurred in January 2022. These actions provided annualized salary increases to faculty and staff, which have not been possible over the past several years due to financial constraints preventing the College from adequately addressing salary equity, compression, and general wage issues for employees in a comprehensive manner. Consequently, in recent years, most of our employee salary increases have been limited to the State supported Cost of Living Allowance (COLA) increases.

In total, 192 employees received a salary increase, including 67 faculty members. The total annualized cost for these increases approached \$672K. The College intends to continue performing these analyses periodically, and if recurring funds are projected to be available, continue to address remaining inequalities.

Financial Inputs and Impacts

The Finance, Investment, and Audit Committee Chair requested a short tutorial for all Committee members on College revenue streams, approval authority, and to reinforce the distinction between unrestricted and restricted funding sources. Further, an explanation of the

annual expense rollover from current fund year to the following fiscal year is provided in the meeting materials.

Information Items

Authority and Responsibility Matrix

The Authority and Responsibility Matrix, approved by the Board of Trustees on May 2, 2015, is included in the meeting material. The Authority and Responsibility Matrix was developed to provide an accurate and clear summary of the responsibilities of the Board of Trustees, the President, and the officers of the College regarding various functions and operations.

Joint Investment Activities

As of November 30, 2021, the total market value of the Foundation's endowment was \$41M. The Foundation's endowment is comprised of three parts: a portion of the JP Morgan portfolio (\$40M), the Student Investment Group (SIG) account (\$856K), and WesBanco shares (\$257K). Of the endowment managed by JP Morgan, the fiscal year-to-date increase in market value of \$1.1M includes \$189K in contributions, \$204K in income, \$728K increase in investment value. The overall rate of return current fiscal year-to-date is 3.8%.

The College holds investments totaling \$4.8M consisting of Endowment and Quasi-Endowment. \$3.8M are funds functioning as endowment (Quasi) and \$1M represents the Blackstone Endowment. Invested endowment funds, managed by 19/19 Investment Council, have a market value of \$4.8M as of December 31, 2021. Funds are currently invested in a mix of fixed income instruments and equities. The overall rate of return is 8.80% on an annualized basis as of June 30, 2021. The remaining \$295K of College endowment is currently held in a cash investment pool by the State Treasurer.

Reportable Procurement Items

A list of reportable procurement items is included in the meeting materials.

Dashboards

Current College dashboards are included in the meeting materials.

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

II.A. FY 23 Tuition, Fees, Room and Board Rates

The Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize student rates for tuition for FY23 (academic year 2022-2023) to remain equal to the FY22 rates (0% increase for each rate category). Further, the Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize an increase of 2% for mandatory fees and room rates for FY23. For board (dining) rates, the College is seeking a 4% increase due to inflation, resulting in a higher cost of goods and services, as well as personnel costs associated with minimum wage increases and Union wage negotiation increases that will impact FY23. This action is applicable for Maryland resident undergraduate students, non-resident undergraduate students, DC resident undergraduate students, and MAT students.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF FEBRUARY 4, 2022**

**OPEN SESSION
AGENDA**

I. DISCUSSION ITEMS

- A.** Operational Funding Request for the Performing Arts Center and Learning Commons Annex (NABA)
- B.** Strategic Investments from Bond Proceeds
- C.** FY22 Financial Results to Date
- D.** Faculty and Staff Equity Increase
- E.** Financial Inputs and Impacts

II. ACTION ITEMS

- A.** FY23 Tuition, Fees, Room, and Board Rates

III. INFORMATION ITEMS

- A.** Authority and Responsibility Matrix
- B.** Joint Investment Activities
- C.** Reportable Procurement Items
- D.** Dashboards
- E.** Minutes (Meeting of October 15, 2021)

The Committee does not expect to close a portion of this meeting.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF FEBRUARY 04, 2022**

ACTION ITEM 2122 - 14

FY23 TUITION, FEES, ROOM AND BOARD RATES

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize student rates for tuition for FY23 (academic year 2022-2023) to remain equal to the FY22 rates (0% increase for each rate category). Further, the Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize an increase of 2% for mandatory fees and room rates for FY23. For board (dining) rates, the College is seeking a 4% increase due to inflation, resulting in a higher cost of goods and services, as well as personnel costs associated with minimum wage increases and Union wage negotiation increases that will impact FY23. This action is applicable for Maryland resident undergraduate students, non-resident undergraduate students, DC resident undergraduate students, and MAT students.

RATIONALE

The Board of Trustees is the authorizing body for setting student tuition, fees, room, and board rates. The objective of not increasing tuition for FY23, for the third consecutive year, is to encourage affordable enrollment growth and continue to close the tuition price gap between St. Mary's College of Maryland and the University of Maryland, College Park.

Total Charges for FY23:

- In-state student tuition, fees, room, and board = \$29,444
- Out-of-state student tuition, fees, room, and board = \$45,520
- DC resident student tuition, fees, room, and board = \$39,444
- Graduate MAT program costs = \$21,326



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

**OPEN SESSION
MINUTES**

Date of Meeting: October 15, 2021

Status of Minutes: Approved November 16, 2021

Committee Members Present: Committee Chair John Wobensmith '93, Anirban Basu, John Bell '95, Board Chair Susan Dyer, Sven Holmes, President Tuajuanda Jordan, William Seale, Faculty Finance Delegate Shanen Sherrer, Ray Wernecke

Committee Members Absent: None

Staff Member: Paul Pusecker

Others Present: Nicolas Abrams '99, Joshua Ajanaku '22, Betsy Barreto, Alice Bonner '03, Anne Marie Brady, Donny Bryan '73, Peter Bruns, Kelsey Bush '94, Jeff Byrd, Paula Collins, Carolyn Curry, Michael Dougherty, Peg Duchesne '77, Judy Fillius '79, Katie Gantz, Elizabeth Graves '95, Mary Grube, David Hautanen, Gail Harmon, Jerri Howland, Melanie Hilley '92, Glen Ives, Shannon Jarboe, Jenn Kersch, Lawrence Leak '76, Doug Mayer '04, Jesse Price '92, Jenny Sivak, Chris True, Anna Yates

Executive Summary

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the open session meeting to order at 12:51 p.m. Attendees participated both in-person and via videoconference.

Discussion Items

Moody's Credit Rating Upgrade

Moody's Investors Service raised the outlook on St. Mary's College of Maryland from negative to stable with an A2 rating. Moody's press release specifically noted that "management credibility was a key driver of the revision of the outlook to stable, reflecting prudent fiscal management and actions to execute key strategic plans. The revision also reflects expectations that operating cash flow margins will return to levels achieved prior to the coronavirus pandemic with careful expense management and strong support from the state combined with federal relief funding." The press release further stated that the A2 rating "reflects some stabilization of enrollment, despite the effects of the coronavirus pandemic, and reflects the College's excellent operating environment with solid financial support by the State of Maryland and the College's unique role as Maryland's only stand-alone public honors college." Committee Chair John Wobensmith '93 noted that the management team should be congratulated for this accomplishment.

FY22 Financial Results to Date

Revenue collections are 40% of the budgeted level, 11.6% higher than last year, with auxiliary enterprises and tuition recovering from last years depressed levels. State appropriations to the

General Fund Grant are on track with first quarter expectations. Operating expenditures in FY22 are 10.7% higher than last year, as expected, due to the debt service expense. All areas of expenditures fall within expectations for current-to-prior year comparison, except for scholarships, where expenses are slightly higher than the previous year. Debt service payments are approximately \$418K higher this year.

FY21 Operating Budget Closing and Status of Financial Statement Audit

Actual operating fund results are a \$2.011M surplus and rollovers to FY22 total \$1.921M, resulting in a fully-funded, net change in financial position over two fiscal years of \$90.7K. The year-end operating result is approximately \$2M better than the expected \$94K loss. FY21 preliminary and un-audited results are final. Current fund unrestricted revenues of approximately \$71.057M were greater than expenditures and transfers, totaling \$69.046M, resulting in a difference of \$2.011M. The all-funds financial statement results on an accrual basis indicate a \$1.4M loss before State capital investment and a gain of \$28.8M overall. FY21 closed on June 30, 2021 and the review and adjustments are complete. Audit firm Clifton Larsen Allen continue their fieldwork and the audited statements will be presented to the Finance, Investment, and Audit Committee, and to the Board of Trustees, for review and approval in December 2021.

Overview of FY21 COVID-19 Financial Impact (Mitigation Expenses and Lost Revenue)

The College realized a \$7.8M deficiency due to revenue losses and expenditures related to COVID-19 mitigation efforts in FY21. Specific impacts included a \$2.0M reduction in the General Fund Grant and more than \$3.5M in lost revenue, which included tuition, room and board, and rental income loss from athletic events and conferences. Additionally, \$2.2M was spent on COVID-19 mitigation efforts, primarily for technology enhancements to support remote instruction, surveillance testing, contractual health services, and personal protection equipment.

Results of Federal and State of Maryland Financial Support for COVID-19 Pandemic (FY21)

The College received \$9.3M in support from Federal and State sources to offset the FY21 revenue losses and expenses related to the pandemic. Included were \$1.5M from the State of Maryland via the CARES Act and \$1.12M directly from the Federal level as part of the Higher Education Emergency Relief Fund. Importantly, the College's application for loan forgiveness of the \$6.6M Payroll Protection Program loan was approved in June 2021. The net of revenue losses versus additional revenues demonstrated a positive \$1.479M outcome. Further details about the financial impact and the support received was provided in the Committee materials.

Strategic Investments from Bond Proceeds

The Finance, Investment, and Audit Committee and the Board of Trustees approved the primary categories of strategic expenditures from the private market bond and delegated authority to commit these resources to the President at the May 7, 2021 meeting. The cost of issuing the bond was \$716K, leaving an available starting balance of \$19.283M. To date, \$3.168M has been encumbered with a balance remaining of \$16.115M. Further detail regarding the strategic investment allocation categories was provided in the Committee materials.

Information Items

Reportable Procurement Items

A list of reportable procurement items was provided to the Committee.

Joint Investment Activities

An overview of the St. Mary's College of Maryland Foundation and the St. Mary's College of Maryland Endowment and Quasi Endowment portfolios was provided to the Committee.

Action Items

II.A. Revision of the FY22 Current Fund (Operating) Unrestricted Budget

The FY22 current fund budget was presented to the Committee for its approval. The revision incorporated a carry-forward authorization for \$1,921,097 that was encumbered, but not expended, as of June 30, 2021. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action item was approved unanimously.

II.B. Reconciliation of the FY22 Plant Fund (Capital) Budget

Five major projects with a value greater than \$200K continue with a balance remaining of \$2.3M. Additional projects with a value less than \$200K have a remaining balance of \$1.027M. FY21 plant fund activity is reconciled to the end of the fiscal year and new projects approved in May 2021 are added. The FY22 active project budget totals \$3.33M. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action item was approved unanimously.

II.C. Approval of the 2021 Performance Accountability Report

The Performance Accountability Report is required by the State of Maryland. The report assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes and provides data on specific metrics along with a narrative describing strengths and challenges. The Finance, Investment, and Audit Committee, with endorsements from both the Campus Life and the Academic Affairs Committees, brought forth the report for approval. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action item was approved unanimously.

II.D. Approval of the Revised Telework Policy

The Committee was asked to approve and adopt revisions to the College's existing Telework Policy, previously approved by the Board of Trustees on March 1, 2015. The current policy is outdated and focuses on teleworking based on medical conditions. The revised policy focuses on the College's operational needs, position responsibilities, and a review of an employee's suitability for teleworking. The proposed revisions would apply to all employees of St. Mary's College of Maryland and would take effect immediately. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action item was approved unanimously.

II.E. Approval of the Staff Salary Plan

The College maintains a Staff Salary Plan that provides minimum entry and maximum salaries for non-exempt positions. Currently, the lowest minimum annual entry level is \$27,040 annually, which equates to \$13/hour. Although St. Mary's bargaining unit is not included in the Governor's State-wide \$15/hour minimum wage negotiated with AFSCME, the College elected to revise the Staff Salary Plan to provide a minimum entry wage of \$15/hour. In addition, adjustments to the minimum and maximum entry wages for all positions within the Staff Salary Plan, based on market salary analysis, have been made. This Staff Salary Plan would be retroactive to October 1, 2021.

A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

Committee Chair John Wobensmith '93 asked for a motion to close the open session in accordance with General Provisions Article, Section 3-305(b), to discuss the matters set forth on the closing statement, specifically, the Committee receiving an update from the Joint Investment Advisory Committee, which is not subject to public disclosure under Maryland Public Information Act, section 4-335 and thereby permitted to be discussed in closed session.

The open session meeting adjourned at 1:26 p.m.



**BOARD OF TRUSTEES
CAMPUS LIFE COMMITTEE**

REPORT SUMMARY

Date of Meeting: February 4, 2022

Date of Next Meeting: May 2022

Committee Chair: Danielle Troyan '92

Committee Members: Nick Abrams '99, Student Trustee Joshua Ajanaku '22, Carlos Alcazar, John Bell '95, Lex Birney, Alice Bonner '03, Peg Duchesne '77, Board Chair Susan Dyer, President Tuajuanda Jordan, Jesse Price '92

Staff Member: Kelsey Bush '94, Jerri Howland

Dashboard Metrics

N/A

Executive Summary

Discussion Items

Vice President for Student Affairs Report

Jerri Howland will give an update on Student Affairs, The Wellness Center, and the Center for Career and Professional Development. Also included will be LGBTQ Student Outreach and Follow-up to *Call Us by Our Name* Sit-in.

Student Trustee Report

Joshua Ajanaku '22 will give his report and plans for the upcoming year.

Inclusive Diversity, Equity, Access, and Accountability (IDEAA)

Kelsey Bush will give an update of the initiatives and programming for the current reporting period.

Information Items

Minutes from Board of Trustee, Campus Life Committee from October 15, 2021 Meeting

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

II.A. Approval of Chosen Name Policy

The Chosen Name Policy will permit students and employees to officially notify the College of their chosen first name only.

II.B. Approval of revised Student Trustee Position Description

The Campus Life Committee developed this position description for the Student Trustee to define the role, responsibilities, and benefits, provide guidance to the current Student Trustee and Student Trustee in Training, encourage qualified students to apply, and empower students who engage with the Board of Trustees in these roles to have meaningful experiences.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF FEBRUARY 4, 2022**

AGENDA

I. DISCUSSION ITEMS

- A.** Vice President for Student Affairs Report
 - 1.** LGBTQ Student Outreach and Follow-up to *Call Us by Our Name* Sit-in
 - 2.** Chosen Name Process
 - 3.** Center for Career and Professional Development Update
- B.** Student Trustee Report
- C.** Inclusive Diversity, Equity, Access, and Accountability (IDEAA)

II. ACTION ITEMS

- A.** Approval of Chosen Name Policy
- B.** Approval of revised Student Trustee Position Description

III. INFORMATION ITEMS

- A.** Minutes (Meeting of October 15, 2021)

The Committee does not expect to close any portion of this meeting.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF FEBRUARY 4, 2022
DISCUSSION ITEM I.A.
VICE PRESIDENT FOR STUDENT AFFAIRS**

Vice President for Student Affairs

Throughout the fall 2021 semester, Student Affairs focused on addressing the physical and mental health needs of students, addressing concerns of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) students raised by the Call Us by Our Name student sit-in group and other students living in open housing in the Prince George (PG) residence hall, redesigning programs and services and onboarding new staff in the new Center for Career and Professional Development (CCPD). With the Covid vaccine requirement, weekly regular testing of the unvaccinated, and on-demand testing for symptomatic people and testing compliance management, to ensure the campus community was following the Covid guidelines, the College was able to keep our Covid positive numbers very low all semester. The Wellness Center (WC) conducted 1,547 tests for unvaccinated students, faculty, and staff through athletic trainers and WC testing. We had 22 Covid cases that were isolated on campus with no evidence of significant transmission on campus resulting in an outbreak. With low transmission students were able to hold club meetings, host small events and continue traditional programming such as haunted houses and speakers. However, the Student Government Association (SGA) Winter Wonderland, end of fall semester celebration, had to be postponed until this spring due to weather. SGA planned alternative Hallowgreens events, supported funding for flu shots, and purchased a new 15 passenger van for students. Additionally, the SGA approved a proposal to renovate the campus radio station into four individual podcast studios which will allow recordings of podcasts simultaneously.

Student Health and Wellness

With students on campus, WC counseling services offered in-person, group, and tele counseling appointments for students. Counselors saw approximately 25% of our study body for at least one session. There were three clinical groups: This place called College, art therapy group; Grief, Loss, and Love, art therapy group; and Art of Relationships, exploring relationships group. Due to demand, the psychiatric appointments were extended from six per week to eight per week and appointments were consistently booked. The psychiatric nurse had a total of 126 appointments and reported an increase in serious psychosis, a severe mental disorder in which thought, and emotions are so impaired that contact is lost with external reality, in our students. More data are needed to better understand this trend beyond the number of appointments. For the fall 2021 semester we had four counselors (3 full-time, 1 part-time) who saw students in-person and remote. Below is a summary of type of appointments for the last three fall semesters:

TYPE	FALL 2021	FALL 2020	FALL 2019
Walk-In	105	88	153
Urgent (students in crisis)	40	71	111
Therapy (individual sessions)	317	10	565
Intake/intake returning (new)	182	120	225
Advocacy	12	5	4
Mandated assessment	1	0	10
Psychiatric*	126	88	134

**Includes medication monitoring appointments*

Fall 2019 shows the highest utilization of counseling services, except for advocacy appointments. Fall 2020, may reflect a decline in seeking counseling services because of remote learning and fewer students on campus. Comparatively, fall 2021 shows a rebounding of students seeking counseling services with students back in-person which shows an increase in psychiatric appointments above fall 2020 but below fall 2019 numbers.

Other services provided by WC which provided additional resources were: 22 students connected with *MySSP* (a student support service with professionally trained counselors' available night and day via phone or live chat, funded by SGA for one year) for services; eight students contacted the ISP program (*anonymous way to contact a counselor*); and four students saw a Peer Health Educator (PHE) for walk-in counseling.

The health services unit of WC included one full-time registered nurse (RN) and one part-time nurse practitioner (NP). The WC executive director oversaw Covid testing clinics 5 days a week for regular mandated testing and on-demand testing, managed the crisis walk-ins for counseling services and held a caseload of counseling patients. Health services staff provided daily walk-ins assessments and referrals appointments to the NP two afternoons per week. NP appointments were consistently full and some students had to be referred off campus. Health services staff provided services for physical injuries, self-care, sexual health, flu clinic and limited support for transgender students going through transition.

WC is currently down in staff in counseling services due to resignations at the end of fall semester: two therapists (one full-time 10-month and one part-time contractual) and the Executive Director. An Assistant Director for Counseling Services was hired in December and began work January 4. The good news in WC is health services began the spring semester fully staffed with the hiring of one full-time Nurse NP and one full-time RN. The RN started January 4 and the NP will join in February.

LGBTQ Students & Call Us by Our Name Group

Directly following the *Call Us by Our Name* sit-up, a series of meetings were scheduled with students, staff, and faculty to better understand concerns and needs of the LGBTQ student community raised during the sit-in. These meetings included some of the faculty and staff who were signatories to the 2014 Letter, students currently and formerly living in open housing on campus, and with the Chosen Name Policy Committee. The salient issues to be addressed were students being deadnamed in classes, emails, and college postings; changing the name of open housing in the residence hall; providing gender neutral bathrooms in all academic buildings; improving the bathrooms in open housing; and reconstituting the LGBTQ Student Advisory Committee.

Deadnaming

Deadnaming someone means to call (a transgender person) by their birth name when they have changed their name as part of their gender transition. Students submit an online google form to Student Affairs indicating their desire to use a chosen first name on campus. However, since the college's Jenzabar CX enterprise resource planning (ERP) system did not have the capability to default to a chosen name (or update other campus systems with a chosen name) this process needed to occur manually. The manual process of confirming if a student had a chosen name relied on the Registrar's office to manually check their list of student names against the Chosen Name list before sending out student names or emails to offices. Faculty also needed to be notified of a chosen name before they printed class rosters. Without an ERP system that could default to a chosen name and update all systems across campus and staff diligently checking student names, deadnaming continued to occur. As a work around, until the new ERP is completed, the Interim Dean of Students will serve as the Point of Contact (POC), and he will monitor the process to ensure that when a student fills out a Chosen Name form each office is notified and updates its specific list.

In anticipation of the new ERP, the Chosen Name Committee drafted a policy to inform the campus of the scope of the chosen name process including where a student can expect to see a chosen "first" name (portal, name, One Card and gender marker) and when a legal name needs to be used to conduct campus business. The Chosen Name Policy is attached for review and approval.

Open & Inclusive Housing

Open housing in the residence halls includes the first-floor left wing of Prince George's Hall and has expanded to suites, townhouses, or apartments based on demand. Some students in open housing felt the name wasn't safe or affirming to residents. Over a series of meetings with residents in open housing to discuss the name, the Open Housing SGA Representative led the charge in surveying residents to identify a new name. The result is the new name, Open and Inclusive Housing. The open housing residents also developed a plan for advertising via brochures, updating Residence Life webpage, recruiting during Open House and Admitted Student Days and advocacy by having representatives from open housing serve on the LGBTQ Student Advisory Group.

Universal Use Restrooms

Gender Neutral Bathrooms in open housing and around campus was discussed as an immediate concern for safety and privacy. The Physical Plant worked to ensure at least one gender neutral bathroom on a wheelchair accessible floor in each building on campus was designated with signage. At the end of fall, Schaefer Hall and Goodpaster Hall bathrooms were updated to provide privacy and accessibility. There are now 47 bathrooms on campus labeled Universal-Use Restrooms. A review of bathrooms in open housing was conducted and a plan for rehabilitation and maintenance is being developed. The age of the buildings and scope of work needed requires a more detailed cost analysis to be performed.

LGBTQ Student Advisory Committee

This committee started in 2011 and was charged with establishing programs and services for the LGBTQ+ student community. The goals were to promote safety and success and enhance quality of life. In 2017 due to staff changes, the committee became a resource panel for whatever campus needs arose related LGBTQ community. The panel continues to support and plan the Lavender Graduation and LGBTQ Advocacy Award. The reformatted LGBTQ Student Advisory Committee will be the forum to communicate and discuss issues related to the student community. The committee will be made up of students, faculty, and staff; the Vice President for Student Affairs will serve as ex-officio member to institutionalize and sustain the committee. The first meeting will be in February. The new LGBTQ Student Advisory committee will work together to define the new charge and structure.

Center for Career and Professional Development (CCPD)

CCPD two main goals were hiring staff and updating and redesigning the curricular course offerings for CORE Pathways 101, 102 and 201. For spring 2022, there is one section of CORE Pathways – 101 and 15 sections of CORE Pathways – 102. CORE-P 102 builds upon the fundamentals of CORE-P 101 by furthering students' career exploration through structured opportunities for reflection and self-examination. It is offered spring semester of freshmen year. Both Pathway Core courses now have broader content, professional design in materials, and focus on Gallup Strengths, Job-IQ and interactive team activities in order to make the experience for students more interesting, engaging, and fulfilling.

CORE Pathways 201 is now offering 5 externships and 8 virtual classes. The externships are short temporary job training programs and learning opportunities for students mostly through job shadowing or job site tours. This course gives sophomores and juniors access to expert practitioners who are working professionally in their disciplines. The experts share career stories and describe their work life. Additionally, these practitioners (instructors) will review requirements for their career position and introduce students to jobs, colleagues, networking opportunities, and professional associations. The instructors are experts in business leadership, economics, human resources, internal journalism, journalism and objectivity, law, medicine, project management, psychology, social entrepreneurship and social impact and leadership. The

director of professional pathways is onboarding and matching the instructors with a peer-to-peer educator on campus who will provide logistics and technical support. All classes are filled for spring with a total enrollment of 139 students and an average class size of 13.

The co-curricular programs and services includes internships, career fairs, training, mentorship and outreach. There are 60 internships that will continue from the fall semester. Additional spring internships are still being arranged with sponsors who are interviewing students who applied via Hire SMCM. Outreach to recruit more internship opportunities is ongoing for summer opportunities. A Career Expo is tentatively being planned for March 30, 2022. The CCPD is conducting an environmental scan to identify area employers to partner on internships/externships and to invite them to participate in the Career Expo. Two CCPD staffers are completing Strong Campbell Inventory (SCI) training and will coordinate training for remaining staff as in-service training to CCPD staff. In addition, CCPD will begin offering the SCI to students once staff is certified; scheduled to occur in late February.

Signing up for a mentor will be part of the CORE P-102 curriculum and staff will recruit juniors and seniors to participate in Job-IQ so they can access a mentor as well. Using an article to be sent to alumni, the staff will be soliciting alumni to advertise in Job-IQ's Professional Directory. The article will feature one of SMCM's long-successful internships in Annapolis in government relations including the perspective of the supervisor and student who has now set out on a career path in government. CCPD hopes the article will compel more alumni to join Job-IQ's Professional Directory and become mentors. Further outreach will include 1) developing a social media and outreach calendar for the spring semester to raise awareness of CCPD services and encourage participation in the Career Expo and other programs and 2) to invite students to seek career counseling and gain access to interest inventories, internships, and other offerings.

With the recent hires of Executive Director, Cynthia Greb, and Director of Career Development, Geoff Lewis and currently finalizing the searches for an Externship Coordinator and Office Manager, CCPD is looking forward to an exciting and full semester with a new team.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF FEBRUARY 4, 2022
DISCUSSION ITEM I.C.
INCLUSIVE DIVERSITY, EQUITY, ACCESS, AND ACCOUNTABILITY
(IDEAA) REPORT**

The mission of the Division of Inclusive Diversity, Equity, Access, and Accountability (IDEAA) is to lead campus-wide efforts to create and sustain policies, initiatives, and resources to ensure that St. Mary's College is a welcoming, transformative, and empowering institution where all students, faculty, and staff can thrive.

IDEAA has continued working with different campus units to create opportunities to support the recruitment and retention of a diverse student, staff, and faculty populations. Through these actions, IDEAA is working toward ensuring that the campus is inclusively diverse and supportive.

Our initiatives and programming for the current reporting period include:

Development and Support of Speaking Engagements and Series

- Dr. Martin Luther King, Jr. Annual Prayer Breakfast Celebration with the keynote address being given by Dr. Mary Frances Berry, Geraldine R. Segal Professor of American Social Thought Emerita at the University of Pennsylvania (January 2022)
- Pulitzer Prize-Winning Poet Natalie Díaz reading (February 2022 -postponed due to COVID concerns)
- The Gwen Ifill Lecture Series, in collaboration with the Center for the Study of Democracy and the Office of the President. The series will bring to campus rising BIPOC media professionals. The inaugural speaker for the series will be María Hinojosa (April 2022)
- Environmental Justice on the Coast Lecture Series, in collaboration with the Center for the Study of Democracy and Environmental Studies (spring 2022 and beyond)

Oversight and support of IDEAA Program Areas

Bias Prevention and Support Team

Launched in spring 2021, the Bias Prevention and Support Team complements and works with other campus entities to connect students, faculty, and staff who have been affected by bias-related incidents to the appropriate support and resources. The Team reviews the reports it receives to collect aggregate data, assess the campus climate, and identify educational and outreach opportunities.

In fall 2021, the Bias Prevention and Support Team received 27 reports (an increase from 13 reports in spring 2021):

- Twelve (12) reports were about alleged bias incidents aimed at transgender/LGBTQ+ students, including some acts of graffiti or vandalism. This includes three (3) reports involving instances in which trans students' deadnames were used incorrectly in College processes.
- Eight (8) reports involved allegations of racist actions and/or statements by SMCM community members.
- Four (4) reports involved incidents that did not reflect an alleged bias.
- The remaining three (3) incidents involved bias relating to sex or gender, and two of these issues were referred to the Title IX Office for follow-up.

These reports reflect heightened attention to the inclusion of trans students in campus life, as seen in the Calvert Hall sit-in in October 2021. Dr. Jerri Howland, Vice President for Student Affairs, and Derek Young, Interim Dean of Students, have taken on amplified roles on the Team to be a resource for and conduit to students.

In response to these reports, the Team has had ongoing conversations with involved parties, and partnered with Student Affairs, Academic Affairs, and the Registrar to address the concerns raised, including the development of the Chosen Name Policy and ongoing improvements to campus software systems to reflect students' appropriate names. In addition, the increasing volume and nature of the reports received reflects a need for ongoing education for the community around learning, living, and working in an inclusively diverse community, as well as the role of the Team itself.

Office of Accessibility Services

In fall 2021, the Office of Accessibility Services worked with 251 students (approximately 16% of the undergraduate student body) to identify and implement the appropriate accommodations to provide these students with access to the learning experience. The most common accommodations implemented were permission to record audio lectures and extended time for tests and quizzes. As points of comparison, in fall 2020, the office worked with 192 students, and in spring 2021, the office worked with 172 students. In addition to increased numbers of students seeking accommodations, the office has seen an increase in students with multifaceted accessibility needs involving physical and mental health challenges.

A search is underway to hire a permanent, full-time Director of Accessibility Services (the office is currently staffed by a contractual Assistant Coordinator of Accessibility Services and a contractual Office Associate II).

DeSousa-Brent and Landers Scholars

Presently DB has 190 scholars, 53 of whom are first-year students. Since being incorporated into IDEAA in May of 2021, the DeSousa-Brent (DB) program is going through an un-siloing and recalibration process that will allow it to reach its retention and graduation rate goals on a consistent basis. DB Program leadership has been tasked with more consistent and in-depth analytics and reporting which inform areas that need more programmatic attention or institutional support.

One immediate and visible change is the relocation of the DB Scholars Program Office to the Glendening Annex. The new location promotes the visibility of the program as well as boasting a larger and more welcoming space. This location will also allow for hosting DB programs within the DB spaces.

The program has been tasked to develop a plan to include a larger number of transfer students that fit the student profile of a DB scholar but come to the college at the sophomore level or beyond. Also, DB is collaborating closely with Admissions and Enrollment management to support all current and future cohorts from Dream.org and DC-CAP students. Finally, because the program excels more than any other area on campus in creating a sense of community for underrepresented students and in developing those students for important leadership roles on campus, it has become a valuable source of knowledge for first generation programming at the College.

DeSousa-Brent Metrics:

Quantitative data shows that the DB program continues to struggle to reach a state-mandated 4-year graduation outcome of 70%. The outcomes for the 2017 cohort were at an all-time low of 38% and the current projected rate of graduation for the 2018 cohort is at 57%. The 1st-3rd year retention rate for the 2019 cohort is at 58.5%. That said, the latest data retention numbers show much more promise, including an 86% 1st-2nd year retention rate for the 2020 cohort and a 94% rate from first to second semester from the 2021 cohort.

Beyond these statistics, DB Scholars continue to thrive as student leaders. Their leadership benefits the entire campus. Four (4) out of the last five (5) Student trustees in training have been DB Scholars. Also, while DB Scholars only make up 10% of the Student body, they make up 25% of Residence Hall Assistants. DB student leadership has spearheaded the Black Student Union and created our Latinx student club (Alianza), and our Native American Club. Out of five (5) Peer Academic Support Specialist positions created by OS3 to support student learning, four (4) are held by DB Scholars. DB Scholars were also highly represented as peer health educators in the SMARTIES program.

Landers Metrics:

The Landers Program continues to thrive at the College and students in our Landers Program continue to excel. We currently have a total of 16 students in the Landers Scholars program, with all four (4) students in the 2018 cohort projected to graduate on schedule this year. Our retention

rate for all cohorts is 100% with one exception from the 2019 cohort who is currently on medical leave.

Office of Title IX Compliance and Training

In fall 2021, the Office of Title IX Compliance and Training received 64 Title IX reports and 10 non-Title IX reports, for a total of 74. In a 15-week semester, this equates to a new report received every weekday. This reflects a return to pre-pandemic levels of reporting.

In fall 2021 the Title IX Office received reports regarding the following issues:

- Sexual harassment (27)
- Non-Title IX issues (10)
- Stalking (9)
- Non-consensual sexual intercourse (7)
- Non-consensual sexual contact (7)
- Sexual assault – unknown (6)
- Dating violence (4)
- Gender-based harassment (2)
- Domestic Violence (1)
- Retaliation (1)

We received these reports from the following sources on campus: complainants (the people who experienced the alleged misconduct) (27), Resident Assistants (14), Public Safety (13), staff (12), students (5), faculty (2) and respondent (the person who engaged in the alleged misconduct) (1). Of the 64 Title IX reports, 41 (64%) described incidents that occurred during the fall 2021 semester, and 35 of the 64 reports (55%) described incidents that occurred on campus.

The fall 2021 reports were resolved in the following ways:

- **Implemented remedial measures (14).** After conducting an initial assessment of the allegations, we implemented measures such as meetings with the parties, no-contact orders, changes in housing, and other supportive measures.
- **Complainant preferred not to proceed (13).** The complainant did not wish to share information or move forward with a process.
- **Non-Title IX reports (10).** These reports, often of interpersonal conflicts, were referred to the appropriate offices and resources.
- **Unknown respondent (9).** The College's ability to respond was limited, but we could offer the complainant supportive measures.
- **Unknown complainant (7).** The College received second-hand reports but did not know the identity of the person affected by the situation.
- **Complainant did not respond (5).** The complainant did not respond to outreach from the Title IX Office.
- **Complainant stopped responding (5).** The complainant initially engaged with the Title IX Office and stopped responding to communications.

- **Formal resolutions (4).** The College is conducting a formal investigation process to determine if a respondent should be held accountable for a policy violation. There were no formal investigations initiated during the 2020-2021 academic year.
- **Honor request for confidentiality (3).** The complainant explicitly asked the Title IX Office not to take action to address the report.
- **Non-affiliate respondent (3).** The College's ability to respond was limited, but we could offer the complainant supportive measures.
- **Informal resolution (1).** The Title IX Office engaged in a voluntary, non-disciplinary process with both parties to implement remedies to address the situation.

The Title IX Office launched the annual campus climate survey in January 2021 and is preparing spring 2022 prevention programming involving the One Love Foundation and A Call to Men. The Office is also conducting a search for a new Assistant Director of Title IX Compliance and Training.

Development and Collaboration to Recruit and Retain Inclusively Diverse Student and Faculty Populations

First Generation Student Programing

In collaboration with the vice presidents for Student Affairs and Enrollment Management, the office of Equity Programing is in the process of creating a proposal for a 4-year, first-generation program for the College. The first phase of the program is planned for rollout in Spring 2022. A virtual kick-off program and panel discussion showcasing successful first-generation students, faculty, and staff, will be held in February 2022, followed by a social gathering (COVID permitting) in the early spring. IDEAA will also pilot a first-gen to first-gen mentoring program between students, staff, and faculty 12 staff and faculty mentors have already been recruited.

Ross Fellows

IDEAA has collaborated closely with the Interim Dean of Faculty Dr. Katie Gantz to support the Ross Fellows a cluster hiring initiative that revolves in hiring faculty with IDE expertise that seeks to create a more welcoming and supportive environment for diverse faculty, and in turn, to further expand the scholarly and pedagogical expertise available to the diverse range of students at SMCM. In pursuing classrooms that deliver both excellence and inclusion, this initiative embodies a number of the College's most fundamental values. The Director of Equity Programming serves as a member of the steering committee and is the main point of contact for candidates who want to know more about the importance of the initiative at/for the College. The office helped develop and support the plan and provided precise language and recommendations for best practices.

IDE Senate Committee

IDEAA has worked closely with the *ad hoc* IDE Senate Committee. The committee has been charged with looking into gender equity at the College and has consulted with the office about surveying the faculty on issues of equity. This year, in consultation with IDEAA, the committee

will consider student retention as it relates to the academic performance beginning with the LEAD curriculum.

Support of Inclusive Teaching at the College

Howard Hughes Medical Institute (HHMI) Inclusive Excellence Learning Community

IDEAA is helping the College develop inclusive learning practices that will be supported and implemented with the HHMI grant. In collaboration with Institutional Research, a tool to measure achievement gaps in the LEAD core has been developed and will be used to analyze trends in any achievement gaps within our curriculum. These will inform what new teaching and learning practices we develop to make learning more accessible and equitable at the College.

Presentation of IDEAA Programming at the National Level

AAC&U COPLAC Presentation

The Chief Diversity Officer was selected by the Council of Public Liberal Arts Colleges (COPLAC) to be part of a panel discussion at the American Association of Colleges and Universities (AAC&U) Annual Conference in Washington, DC. The panel consisted of representatives from St. Mary's and four other institutions. The title of the presentation was Transforming Historical Biases - Creating Safe and Brave Spaces: A Collaborative and Community-led Approach to Sustaining Racial Equity within Public Liberal Arts Institutions. There were about twenty participants present for the talk. This event afforded the opportunity to highlight the equity work that is being done on our campus and learn from similarly situated colleges and universities.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF FEBRUARY 4, 2022
DISCUSSION ITEM I.B.
STUDENT TRUSTEE REPORT**

Reporter: Joshua Ajanaku '22, Student Trustee

Executive Summary

I officially assumed my role on May 31st, 2021. Since then, I've been meeting and talking regularly with Vice President for Student Affairs Dr. Jerri Howland and my Board mentor, Trustee Secretary Nick Abrams '99. My meetings with them have been really insightful, engaging, and wonderful.

This year, I plan to focus on service leadership, transparency, and community service. I created an initiative called "*Coalition of Campus Leaders*." This leadership initiative includes captains of sport teams, campus club leaders, some members of the Student Government Association, and key members within the Faculty Senate and administration. Coalition of Campus Leaders aims to bridge the gap amongst these groups, while at the same time working towards addressing the concerns facing students. The purpose is to come together to have a round-table discussion about issues students are facing on campus and consequently identify solutions.

To create transparency, I set up regular meetings with the current Student Government Association (SGA) President. Consistent and frequent meetings between SGA President Lanham and I would not only provide the opportunity for us to collaborate on key matters impacting students, but it would also offer me the unique opportunity to comprehend the concerns of the student body through the lens of the SGA, which I plan to share with the Board.

In pursuing my goal of community service, in my first project I was able to partner with the varsity men's soccer team and Trinity Episcopal Church to volunteer to clean-up Church Point, one of the many wonderful spots located around St. Mary's College of Maryland, every Sunday evening. We had our very first session on October 3, 2021 and we plan on having many more clean-up sessions.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF FEBRUARY 4, 2022
ACTION ITEM 2122-12
APPROVAL OF THE CHOSEN NAME POLICY**

RECOMMENDED ACTION

The Campus Life Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the Chosen Name Policy.

RATIONALE

The Chosen Name Policy will permit students and employees to officially notify the College of their chosen first name only. Upon approval, the name change would be reflected within on-campus communication systems that do not require the use of legal names. The chosen first name must not be used for purposes of misidentification, fraud, or misrepresentation, and must align with community standards. Requests for use of a chosen first name shall be limited to one request per academic year.

St. Mary's College of Maryland
Chosen Name Policy
Draft Pending Approval by the Board of Trustees

The SMCM chosen first name process allows students and employees to officially notify the College of their chosen first names and to have this change reflected in on-campus communication systems, if the chosen first name is not used for purposes of misidentification, fraud, or misrepresentation and the chosen first name aligns with community standards.

There are limits to where a chosen first name will be reflected in college communications. Chosen first names will be used in One Card, Blackboard, dean lists, housing lists, emails, and bookstore lists. Requests for use of chosen first name shall be limited to one request per academic year.

Students: The Vice President for Student Affairs office reviews chosen first name requests from students. Students with questions about the policy and/or process for requesting use of a chosen first name should contact Student Affairs. Appeals for denied requests should be presented to the [Title IX Coordinator](#).

Employees: The [Human Resources](#) office reviews chosen first name requests from employees. Appeals for denied requests should be presented to the [Title IX Coordinator](#).

Adjusting our various information systems to include the use of the chosen first name is a multi-year effort, due to the complexity and interrelated nature of systems and record sources. We appreciate your patience as we expand our ability to use the chosen first name as widely as possible in records, and work toward providing a solution for this important need.

Legal Names

The College must use legal names for records, including but not limited to, the following:

- Legal documents and reports produced by the College
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts
- Diploma
- Enrollment Verifications
- Student Employee Documents
- Paychecks, W2s, and other Payroll Documents
- 1098-T Tax documents

To change your legal name on all documents at St. Mary's College of Maryland, an individual must obtain a Court Order. In the State of Maryland, an individual must apply to the Circuit Court of the county (or City of Baltimore) where they reside. The procedures vary from one county or state to another.

Chosen Name Policy FAQ's

Q: Why do we have a Chosen first name Policy?

The policy brings us in line with recommendations for compliance with Title IX and related guidance. It also promotes a campus ethos which welcomes and supports self-expression.

Q: Who does the policy affect?

Students and employees who wish to be recognized by and use a different first name from their legal first name, and within community standards.

Q: Why would someone want to use a chosen first name?

There are plenty of reasons. Usually, individuals elect to use a chosen name because of a personal identification (for example, transgender or transitioning persons), or for an “Americanization” of their legal name, particularly among our international colleagues and students.

Q: Does the policy allow me to change my legal name?

No. Your chosen first name is for college related communication and identification. Your legal name remains unchanged.

Q: Chosen names will be used in?

You will see them on most internal communications, One Card, Blackboard, dean lists, housing lists, and mailroom. Students and employees can change their email via Google+.

Q: How do I seek the use of a chosen first name?

Student can complete the [Student Chosen Name Form](#) online. Employees can contact Human Resources.

Q: How often can I request a chosen first name?

Requests are limited to one per academic year.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF FEBRUARY 4, 2022
ACTION ITEM 2122-13
APPROVAL OF THE REVISED STUDENT TRUSTEE POSITION DESCRIPTION**

RECOMMENDED ACTION

The Campus Life Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the revised Student Trustee position description.

RATIONALE

The Campus Life Committee developed this position description for the Student Trustee to define the role, responsibilities, and benefits, provide guidance to the current Student Trustee and Student Trustee in Training, encourage qualified students to apply, and empower students who engage with the Board of Trustees in these roles to have meaningful experiences.

ST. MARY'S COLLEGE OF MARYLAND STUDENT TRUSTEE POSITION DESCRIPTION

The St. Mary's College of Maryland Student Trustee's primary role is to bring the student perspective to the College's Board of Trustees. The Student Trustee has the responsibility to stand with the Board of Trustees, the College, its President, and to demonstrate that support within the community.

Recognizing that there are decisions that involve inherent tensions between the role of student and board member (such as tenure and personnel), the Student Trustee will be excused from executive sessions and certain discussions. Notwithstanding voting during executive sessions and certain discussions, the Student Trustee will have a formal vote at the same level of fiduciary liability as other voting board members.

The Student Trustee will engage the student body in communication so that the entire student body views, across all majors and class years, can be articulated to the Board of Trustees. Further, the Student Trustee is responsible for reporting to the student body on the activities of the Board as appropriate considering considerations of confidentiality.

Responsibilities

Duties of the position include attendance at all Board meetings (regularly scheduled meetings in October, February, May, and other meetings as necessary. Additionally, the Student Trustee serves as a representative of the College at various functions. The Student Trustee is responsible for understanding the purpose of St. Mary's College of Maryland, strategic planning goals, and vision for the future. The individual appointed must be able to display the ability to serve the Board of Trustees in addressing issues from a larger-scale perspective as well as the student perspective. One perspective is representing students currently enrolled as their voice to the board. The other perspective is the responsibilities of the Student Trustee as a full member of the Board, which is deliberate for the good of the Board of Trustees. The Student Trustee is held to the same high standards of trusteeship, including participation and preparation for all Board meetings.

Requirements

The Student Trustee begins their two-year term as the Student Trustee in Training. Candidates for the Student Trustee in Training must be rising third-year students in good academic standing, who have demonstrated exceptional leadership among their peers in service to the College and the community. The Student Trustee in Training is expected to shadow the Student Trustee at all Board meetings.

The Student Trustee will:

- Attend an orientation to the Board of Trustees sponsored by the Chair of the Board and the President.
- Present a positive image of the Board and the College to the student body and within the broader community.
- Refer any questions regarding the College's operations to the President or designee.
- Sustain working knowledge of the Board's governance concepts, policies, and operations.
- Maintain awareness of current Board issues and read all Board materials in advance of meetings.
- Fulfill the responsibilities and adhere to the ethical code of conduct required by all Trustees.
- In addition to regular meetings with the Vice President for Student Affairs, meet with the President quarterly.

- Partner with peers on the Board of Trustees and the College as needed as a representative of St. Mary's College of Maryland with key stakeholders. This may involve speaking with prospective students, meeting with donors, communicating with legislators and other elected officials, attending College events, and more.
- Seek out and encourage talented students to apply for the position of the Student Trustee in Training.
- Assist the College in identifying opportunities for Board engagement with students, to include sharing needs surrounding personal and professional development.
- Be an ambassador and advocate of the College at external leadership opportunities, which may include conferences or other events.
- Embodies the highest principles of the St. Mary's Way.

Selection Process

- Students interested in applying to be the Student Trustee in Training can download the application at [link].
- Applications, which includes confirmation of good academic standing, and letters of recommendation, must be submitted to [EMAIL ADDRESS] by 11:59 p.m. on [DATE].
- The Campus Life Committee will review applications, interview up to three candidates, and make the selection.
- The successful candidate will be notified in advance of the May Board of Trustee meeting, where the Campus Life Committee will recommend the candidate for confirmation by the full Board of Trustees.



BOARD OF TRUSTEES CAMPUS LIFE COMMITTEE

MINUTES

Date of Meeting: October 15, 2021

Status of Minutes: Approved December, 15, 2021

Campus Life Committee Members Present: Committee Chair Danielle Troyan '92, Nick Abrams '99, Student Trustee Joshua Ajanaku '22, John Bell '95, Alice Bonner '03, Peg Duchesne '77, Board Chair Susan Dyer, President Tuajuanda Jordan, Jesse Price '92

Committee Members Absent: None

Staff Members: Jerri Howland, Kelsey Bush '94

Others Present: Betsy Barreto, Anirban Basu, Anne Marie Brady, Peter Bruns, Donny Bryan '73, Jeff Byrd, Paula Collins, Carolyn Curry, Michael Dunn, Judith Fillius '79, Katie Gantz, Elizabeth Graves '95, Gail Harmon, David Hautanen, Melanie Hilley '92, Sven Holmes, Kristina Howansky, Glen Ives, Lawrence Leak '76, Brayan Ruiz Lopez '24, Doug Mayer, Paul Pusecker, Mai Savelle, William Seale, Greg Shedd, Jenny Sivak, Ray Wernecke, Libby Williams, John Wobensmith '93, Anna Yates, Derek Young '02

Executive Summary

Committee Chair Danielle Troyan '92 called the meeting to order at 10:21 a.m. Attendees participated both in-person and via videoconference.

Discussion Items

Vice President for Student Affairs Report

Students were excited to return to campus life. The orientation program was extended to include sessions to help students transition into college. Upon completion of orientation, a Week of Welcome (WOW) was held for the first time at St. Mary's College. WOW was filled with activities and events for students and highlighted various departments and resources that were available.

Student Affairs has three goals for this academic year: to develop a new mission and vision; redesign programs and services to better meet the needs of students and customize their experience; and on-board the new Center for Career and Professional Development. The idea is to reimagine what student affairs *should* be on campus.

Creation of a network of care that focuses on the safety, health, and wellness of students is underway. The network will utilize all campus resources to provide easily accessible assistance

to students who experience an academic, social, or personal disruption to their learning. Staff and students will work together on its development.

The Wellness Center is dedicated to providing quality physical and mental health care to our students, whether they are on campus or remote-learning. Last year, telehealth was available year-round, including during the summer and all breaks to ensure that students had access to support. Throughout the pandemic, the Wellness Center has been at the forefront and continues to provide COVID testing and psychological care.

The Center for Career and Professional Development (CCPD) is focusing on professional pathway classes, internships, mentorship opportunities, and entrepreneurship. Students enrolled in Career Pathways classes will be matched with mentors through Job-IQ. Internships that align with our majors and meet the needs of the student will be provided. Interim Executive Director of the CCPD Molly Mathews is creating new internships for students that provide real-life opportunities by expanding off-campus site placements. Additionally, the CCPD is adding Diversity Outreach Fellows and offering leadership training. A pipeline to internships, jobs, networks, advancement, and employers is in the process of being developed.

Inclusive Diversity, Equity, Access and Accountability

Inclusive Diversity, Equity, Access, and Accountability (IDEAA) recently welcomed the DeSousa-Brent Scholars and the Landers Scholars into its division with both programs reporting to Director of Equity Programming José Ballesteros. There are currently 174 students within these programs. The DeSousa-Brent Scholars program has 55 first-year students, the largest class to date, 43 of whom participated in the DB Summer Bridge Program. There are 16 students in the Landers Scholars Program, with four from each class year. The DeSousa-Brent Scholars and Landers Scholars programs will be assessed through a SWOT analysis.

The Office of Accessibility Services (OAS) is now under the auspices of Inclusive Diversity, Equity, Access, and Accountability. Regular and consistent outreach is conducted to ensure that students understand the services provided by the OAS and aware of the accommodations that are available. There are currently 212 students receiving accommodations. OAS recently created *Information for Instructors*, a guide for faculty that provides clarity about accessibility accommodations.

The Policy Equity Work Group is reviewing all College policies to identify any discriminatory or inequitable effects. The group will bring forward recommendations to address any shortcomings they identify to make the policy more equitable.

Student Trustee Report

Student Trustee Joshua Ajanaku '22 plans to focus on service leadership, transparency, and community service this academic year. Joshua created the Coalition of Campus Leaders, which includes representatives from athletic teams, campus clubs, the Student Government Association, Faculty Senate, and the administration. The goal is to improve communication between those groups and to identify solutions that assist with addressing student concerns. Joshua partnered the men's varsity soccer team with Trinity Episcopal Church to remove litter from Church Point weekly, an example of his community service efforts.

Information Items

Office of Public Safety-2021 Annual Security and Fire Safety Report Executive Summary

The report, which is submitted annually to the Department of Education, includes policies, crime and fire statistics, safety tips, emergency phone numbers, and an overview of some of the programs offered by the College. The data are collected from the offices of public safety, residence life, Title IX, and other campus security authorities. The complete report was made available to the Committee.

Action Items

III.A. Endorsement of 2021 Performance Accountability Report

The Performance Accountability Report, required by the State of Maryland, assesses the College's progress on a variety of goals and objectives, provides data on specific metrics, and includes a narrative that describes strengths and challenges. With the endorsement of the Campus Life Committee, the Performance Accountability Report will be presented as an action item to the full Board through the Finance, Investment, and Audit Committee. A motion to approve the item was made by Committee Chair Danielle Troyan'92. The motion was seconded and the action was approved unanimously.

III.B. Approval of the Personal Care and Classroom/Lab Assistant Policy

The College does not discriminate against any individual based on a handicap or disability and makes reasonable attempts to provide equal access for all individuals with a disability that qualify for reasonable accommodations under the Americans with Disabilities Act. A student with a qualifying disability may request to bring a personal care assistant to campus to support their daily activities and/or nursing care as an accommodation. The College also permits students to request an in-class assistant as an accommodation. The Policy will apply to all students, faculty, and staff at St. Mary's College of Maryland, as well as all aspects of the College's programs. A motion to approve the item was made by Committee Chair Danielle Troyan'92. The motion was seconded and the action was approved unanimously.

III.C. Revised Title IX Grievance Process to Resolve Complaints of Sexual Harassment

In August, the Federal Department of Education announced that colleges and universities were no longer subject to a specific provision of the Title IX regulations. The deletion of this provision means that when conducting hearings of sexual harassment allegations, the College's hearing officers will consider all statements made by parties, and witnesses, that are permitted under the regulations, even if the parties and witnesses do not participate in cross-examination during the live hearing. The College's Grievance Process to Resolve Complaints of Sexual Harassment will be updated to reflect the change by removing the corresponding language from the policy. A motion to approve the item was made by Committee Chair Danielle Troyan'92. The motion was seconded and the action was approved unanimously.

The meeting adjourned at 10:30 a.m.

**BOARD OF TRUSTEES
OPEN SESSION**

*Glendening Annex
St. Mary's College of Maryland*

Date of Meeting: October 16, 2021

Status of Minutes: Final

Members Present: Board Chair Susan Dyer, President Tuajuanda Jordan, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Gail Harmon, Glen Ives, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Alice Bonner '03, Nicolas Abrams '99, Mike Dougherty, Doug Mayer '04, Ray Wernecke, Larry Leak '76, Melanie Hilley '92, Jesse Price '92

Virtual Attendees: Elizabeth Graves '95, Bill Seale, Allison Boyle

Board Members Absent: Carlos Alcazar, Anirban Basu, Steny Hoyer, Judy Fillius '79

Others Present: Jenny Sivak, Anna Yates, Betsy Barreto, David Hautanen, Shanen Sherrer, Carolyn Curry, Kelsey Bush, Libby Williams, Mike Bruckler, Jeff Byrd, Paul Pusecker, Katie Gantz

Executive Summary: The St. Mary's College of Maryland Board of Trustees held an open session meeting on Saturday, October 16, 2021. Board Chair Susan Dyer called the open session meeting to order at 8:37 a.m.

Chair Dyer opened the meeting with remarks on the dinner last evening in which we honored Trustee Emeritus Cindy Broyles with the Order of the Arc and Dove and acknowledged the newly promoted and tenured faculty members.

President Jordan reported on items from the yesterday's committee meetings. She also remarked that Professor Don Stabile has donated funds to establish a new merit-based scholarship. The College is 42% to its fundraising goal of \$4M. The October 16, 2021 open house is one of the largest during her tenure having 400 people registered. The Neuroscience and Track and Field programs are doing well, Marine Science major is moving along well, and the Business Administration major has support garnered from the faculty. The College is addressing salary issues. President Jordan concluded her report and mentioned two upcoming college events, The Bradlee Lecture on November 8th and the President Lecture Series on November 11th.

Interim VP for Academic Affairs Jeff Byrd and Interim Dean of Faculty Katie Gantz gave their report that included an update on the recommendations from both Task Force 2 and 3. Both Neuroscience and Marine Science majors have been approved by MHEC and were added to the AY20-21 catalog. The Business Administration major is still being worked on and was forwarded to the Faculty Senate for discussion. Applied Data Science is on hold until all aspects of the

program are in place. The faculty are reviewing the Performing Arts major, preparing it for submission to the Curriculum Committee in the near future. Track and Field recruitment is doing well. There is potential to have a roster of 65-70 student athletes. For the Pep Band initiative, the College is working to hire a director. The final report on the Academic Restructuring was due at this meeting, but faculty have requested that the final report be extended to the February meeting. It was noted that the faculty have made a good faith effort to meet the deadline and the extension should be granted. Most board members agreed with two not in full agreement. The partnership is in place with UMBC so that our students can complete their major in German, a program that was discontinued as a result of the work of Task Force 3.

Trustee Duchesne reminded the trustees that the Faculty Senate President invited Trustees to attend the faculty meetings and she would be willing to do so. Chair Dyer stated that she does not think that board members should attend the faculty meetings. Other avenues for meetings and discussions with the faculty can be explored, but a faculty meeting is not the right place.

Vice President for Enrollment Management David Hautanen provided the enrollment update. The new program array has had no negative impact on enrollment. 31% of applicants indicated that it made them more likely to enroll. There was an increase in campus visits and in Open House visits. There has been a down turn in transfers from CSM. The question was asked if CSM could supply a reason for the downturn. CSM itself had a decline in enrollment and they continue to speculate that enrollment will decline in the near future. Trustee Seale asked of those that choose not to transfer where do they go and why? The number one reason is financial the second reason is they are looking for programs that we do not offer.

Vice President for Student Affairs Jerri Howland presented the student life update. A high percentage of the student population has been vaccinated. A contract for a new health provider for the Wellness Center has been put out to bid. The former provider let us know that they could not fulfill their contract. Currently, we have one nurse practitioner on staff to provide service. SGA purchased software to provide remote therapy for students. In the future, we would like to embed councilors in the residence halls. We have to better communicate to students and parents that the Wellness Center is not an emergency care facility. We do offer non-emergency transport and, if there is an emergency, staff will call for the rescue squad. Trustee Holmes asked if the parents' expectations have changed as to what the college provides. President Jordan stated that it has become beyond problematic and parents are becoming more demanding in their expectations.

Trustee Troyan spoke on the role of the student trustee, taking a fresh approach and how we can make the most of the student trustee position. She will reach out to trustees for ideas and thoughts. The student position description will also be updated.

Trustee Larry Leak gave the legislative report. Trustee Leak announced that Governor Hogan has appointed President Jordan to the Fort to 400 Commission. The Commission was established to organize the 400th anniversary of the founding of Maryland. Planning for the FY 22 legislative session is underway.

Action Items

Action Item 2122-01: Recommendation to approve the update to the Non-Residents who may Temporarily Qualify for In-State status of the Policy on Student Residency Classification for Admission, Tuition Charge, and Differential Purposes

Academic Affairs Chair Burns presented for approval by the board of the in-state status section of the policy on Student Residency Classification for Admission, Tuition Charge and Differential Purposes. Section 1005 of the Isakson and Roe Veterans Health Care and Benefits Improvement act of 2020 removed the requirement for covered individuals to enroll in a course at a public institution of higher learning within three years of being discharged from the military to receive in-state tuition. The policy presented reflects the removal of the three year requirement from Section IV. Motion was made, seconded and passed unanimously.

Action Item 2122-02: Recommendation to Amend Tuition Waiver Policy

Admission and Financial Aid Committee Chair Ray Wernecke presented for approval to amend the Tuition Waiver Policy so that it includes tuition waiver benefits for dependents of retirees who have retired from SMCM having completed at least ten years of full-time service at SMCM.

We expect that this policy change will apply to a small number of dependents of permanent full-time employees who retire before the student enrolls. A motion was made, seconded and passed unanimously.

Action Item 2122-03: Approval of the Personal Care and Classroom/Lab Assistant Policy

Campus Life Committee Chair Danielle Troyan presented for approval the personal care and classroom/lab assistant policy. The proposed policy outlines the College's expectations around personal care assistants and in-class assistants as an accessibility support. The Office of Accessibility Services will determine the duties and responsibilities of the assistant through the accommodation request process. The Personal Care and Classroom/Lab Assistant Policy will apply to all students, faculty, and staff at St. Mary's College of Maryland, as well as all aspects of the College's programs. A motion was made, seconded and passed unanimously.

Action Item 2122-04: Approval of Revisions to the Title IX Grievance Process to Resolve Complaints of Sexual Harassment

Campus Life Committee Chair Danielle Troyan presented for approval proposed revisions to the Title IX Grievance Process to Resolve Complaints of Sexual Harassment. On August 24, 2021, the Federal Department of Education announced that colleges and universities were no longer subject to part of a provision of the Title IX regulations (34 C.F.R. § 106.45(b)(6)(i)), based on a July 2021 decision by a Massachusetts Federal District Court. The deletion of this provision means that when conducting hearings of sexual harassment allegations, the College's hearing officers will consider all statements made by parties and witnesses that are permitted under the regulations, even if the parties and witnesses do not participate in cross-examination during the live hearing. The College's Grievance Process to Resolve Complaints of Sexual Harassment will be updated to reflect the change, specifically by removing the following language from the policy (on page 21):

If a Party or witness declines to answer any questions, the Hearing Officer will not rely on any prior statements made by that Party during the investigation process in making a determination regarding responsibility.

If a party or witness does not submit to cross-examination at the live hearing, the hearing officer(s) will not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the hearing officer(s) will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

A motion was made, seconded and passed unanimously.

Action Item 2122-05: Approval of the Revised Telework Policy

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval revision of the telework policy. The existing six-year-old policy is outdated and focuses primarily on medical conditions to necessitate telework agreements. A more flexible policy is needed, especially given the unpredictability of the pandemic. A motion was made, seconded and passed unanimously.

Action Item 2122-06: Approval of the FY22 Plant Fund (Capital) Budget

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the revisions of the FY22 Plant Fund (capital) budget. Five major projects with value greater than \$200K are ongoing with a balance remaining of \$2.3M. Projects with value greater than \$200K require explicit Board of Trustees approval. Additional projects with a value less than \$200K have a remaining balance of \$1.27M. FY21 Plant Fund activity is reconciled to the end of the fiscal year and new projects approved in May 2021 are added. The FY22 active project budget totals \$3.33M. The projected unencumbered plant fund balance is \$1.45M. A motion was made, seconded and passed unanimously.

Action Item 2122-07: Approval of the Revision of FY22 Current Fund (Operating) Unrestricted Budget

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the revisions to the Current Fund (operating) budget for fiscal year 2022. Authorization of the FY22 Current Fund budget will allow the College to continue its mission of providing high-quality, public, post-secondary education. The revision incorporates carry-forward authorization for \$1,921,097 encumbered but not expended as of June 30, 2021. A motion was made, seconded and passed unanimously.

Action Item 2122-08: Approval of the Performance Accountability Report

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the 2021 Performance Accountability Report for submission to the Maryland Higher Education Commission. This recommendation was endorsed by the Campus Life Committee and the Academic Affairs Committee. A motion was made, seconded and passed unanimously.

Action Item 2122-09: Approval of the Staff Salary Plan

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the proposed revisions to the Staff Salary Plan. With the Board approval, this plan would be retroactive to October 1, 2021. The College has maintained a Staff Salary Plan that provides minimum entry and maximum salaries for non-exempt positions. Currently, the lowest minimum

annual entry level is \$27,040 for caretakers and groundskeepers, which equates to \$13/hour. The American Federation for State, County, and Municipal Employees (AFSCME) negotiated with the Governor's Office and secured the Governor's commitment to raise the State-wide minimum wage to \$15/hour for bargaining units A, B, C, D, F, and H effective July 1, 2021. The AFSCME bargaining unit at St. Mary's College of Maryland is **not** included in the minimum wage increase agreement with the State. However, the College elects to revise the Staff Salary Plan to provide a minimum entry wage of \$15/hour. Additionally, adjustments were made to the minimum and maximum entry wages for all positions within the Staff Salary Plan based on market salary analysis. The estimated annualized net cost to implement the plan is \$96,000.

Chair Dyer called for a motion to close the open session with the purpose of going into closed session. Motion made, seconded and passed unanimously. Open Session closed at 11:45 am.

**BOARD OF TRUSTEES
OPEN SESSION**

*Video Conference
St. Mary's College of Maryland*

Draft Summary of Closed Session Held on October 16, 2021

Time of Meeting: 11:57 am

Place: Video Conference, Calvert Hall

Motion was made to vote to move to a closed session.

Members Voting Aye: Board Chair Susan Dyer, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Alice Bonner '03, Nicolas Abrams '99, Mike Dougherty, Bill Seale, Doug Mayer '04, Ray Wernecke

Members Opposed:

N/A

Members Abstaining:

N/A

This meeting was closed under the following provisions of Md. Gen. Prov. Code Ann. '3-305(b), including matters that relate to: specific College personnel, and legal guidance. To discuss personnel items that are not subject to public disclosure under Maryland Public Information Act, section 4-335(3) and is thereby permitted to be discussed in closed session.

Topic #1: Approval of Faculty Personnel

Persons Present: Board Chair Susan Dyer, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Alice Bonner '03, Nicolas Abrams '99, Mike Dougherty, Bill Seale, Doug Mayer '04, Ray Wernecke, Allison Boyle, Jennifer Sivak, Anna Yates

Members Voting Aye: Board Chair Susan Dyer, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Elizabeth Graves '95, Gail Harmon, Glen Ives, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Alice Bonner '03, Nicolas Abrams '99, Mike Dougherty, Bill Seale, Doug Mayer '04, Ray Wernecke

Members Opposed:

N/A

Members Abstaining:

N/A

Action Taken: Motion passes unanimously.