

**BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
REPORT SUMMARY**

Date of Meeting: February 4, 2022

Date of Next Meeting: May 12, 2022

Committee Chair: Donny Bryan '73

Committee Members: Nicolas Abrams '99, John Bell '95, Alice Bonner '03, Michael Dougherty, Board Chair Susan Dyer, Elizabeth Graves '95, President Tuajuanda Jordan, Danielle Troyan '92

Staff Member: Paul Pusecker

Dashboard Metrics

N/A

Executive Summary

Discussion Items

Technology Overview Update

Increase Campus Broadband/Internet Capabilities

The College is seeking to upgrade the campus broadband network. The current 5Gb network can no longer support the College's evolving needs. Specifically, the project looks to upgrade the current 5Gb pipe to campus with 100Gb capability and enhance the on-campus infrastructure to distribute 100Gb capacity to all the campus academic, administration, and student resident buildings.

Enterprise Resource Planning System

The Enterprise Resource Planning (ERP) software implementation with our Anthology partners (formerly Campus Management) continues. The College purchased two major modules, the Student (CNS) module and the Finance, Human Resources and Payroll (CNF/HR) Modules. The Enterprise Resource Planning project has proceeded mostly as planned during the last 18 months, despite the pandemic. Much progress has been made to support the spin cycles and move toward final implementation. The CNF/HR Module is scheduled to go-live in late Spring 2022 and the CNS Module is scheduled to go-live in Summer 2022.

Cybersecurity

The Office of Information Technology has implemented the Information Security Awareness program as part of the overall Cybersecurity Awareness initiative for St. Mary's College of Maryland. The program has four components: training, multi-factor authentication for campus systems, use of encryption software for users who transfer Personal Identifiable Information and limiting the number of staff and faculty with administrative rights.

End-User Security

There are multiple solutions that the Office of Information Technology implements and maintains to secure College end-users, provide for network security, and data protection. In order to access College related information technology systems, all users are required to sign and accept the OIT acceptable use policy. This policy ensures that all incoming email is scanned for viruses, phishing attacks, and spam. The implementation of two-factor authentication for the Gmail system in 2018 meets the main requirements from the State of Maryland Treasurer Office's cyber security insurance policy.

Chosen Name

Currently, the chosen name process is a manual procedure that permits a student to officially notify the College of their chosen name. Student requests are processed by the Dean of Students.

Though there are limitations to where a chosen name can currently be reflected within College records and communications, it will be used within the One Card and Blackboard software, Google, the Dean's List, housing lists, and bookstore lists. Adjusting our various information systems to include the use of a chosen name for all venues is a multi-year effort, due to the complexity and interrelated nature of systems and record sources.

Route 5 / Boardwalk Project

The new pedestrian and bicycle path will begin just north of the St. John's Pond inlet bridge and will extend to College Drive. The approximately 10-ft wide asphalt path will be separated from the existing highway right-of-way by several feet of grass buffer. A boardwalk will be constructed over Wherritt's Pond and the protected wetlands to allow for continuation of the path to the College's North Field.

Information Items

The Performing Arts Center and Learning Commons Annex

The Performing Arts Center and Learning Commons Annex project continues with substantial completion expected in May 2022. It is expected that the buildings will be fully operational for the Fall 2022 semester.

Planning continues with items such as faculty office selection and the identification of existing department equipment and pianos to be relocated into these two buildings. Operational protocols and procedures to address the use of the facility by faculty, staff, students, and the community are in the process of being drafted. The scheduling process for the Auditorium and the Recital Hall and responsibility for operating the lighting and sound reinforcement equipment operations are being developed. Additionally, the classrooms located within the buildings will be added to the registrar's system for the Fall 2022 semester.

Throwing Fields for Track & Field Team Update

The Division-III approved throwing and field event space near the Jamie L. Roberts Stadium supports the College's new track and field program. The shot put, discus, and hammer throw spaces are complete. The javelin run is 95% complete. The field has been leveled and seeded, and the concrete pads and net cages are in place. The remaining element is the installation of a rubberized surface for the javelin runway, which could not be completed due to the weather. The installation of the javelin runway surfacing material is expected to take place in late March

or early April when temperatures remain consistently above 50 degrees. St. Mary's College of Maryland now has the facilities to permit the fielding of a complete track and field program and host Division-III competitions.

Planning for the Future: Accommodation for New and Expanding Programs

Goodpaster Renovations for Chemistry Labs

The College will shortly select an architectural firm to complete the design and engineering of the new chemistry/biochemistry lab, faculty research lab, and supporting lab facilities to be constructed in Goodpaster Hall within the space currently occupied by Educational Studies. The goal is to complete the architectural drawings and engineering specifications by Spring 2022 and bid the project in Summer 2022. Construction is expected to take one year, which will place the new labs online for the Fall 2023 semester. The design costs were funded by the College and the construction costs (\$1.9M) were funded by the State as part of the Governor's Capital Improvement Program.

Library Revisioning

The current layout and space usage in the Hilda C. Landers Library reflect an academic library facility of the 1990s. As more resources are moving online, library stacks can be consolidated to create space for the relocation of the library offices, allowing the main floor of the library to become a centralized location for offices that are focused on facilitating student persistence, graduation, and workforce preparation. These offices include the enhanced and expanded Center for Career and Professional Development, the Office of Accessibility Services, and the Office of Student Success Services, creating a student service center in a central part of campus. Additionally, the relocation of student support offices to the library will enable the reallocation of space within Glendening Hall for other academic programs, enabling the development of the new majors in Marine Science and Applied Data Science, as well as continued growth in Environmental Studies.

Montgomery Hall Temporary Space Use and Future Renovation

The final stage of the 2012-2027 Facilities Master Plan is the renovation of 40-year-old Montgomery Hall. This capital renovation is currently in the state Capital Improvement Program (CIP) with design funding beginning in FY25 and construction funding to begin in FY26. Recently, our government relations team made the formal request to accelerate this project starting design prior to FY25. On January 19, 2022, the Governor's budget was released and the recommendation in the CIP was to accelerate this project by one year, with design starting in FY24. The anticipated scope of the planned renovation will be revisited and updated to reflect changes in the art and theater programs.

Schaefer Hall Future Lab Planning / Marine Science Programmatic Considerations

As the College develops the Marine Science program, existing lab space in the basement of Schaefer Hall becomes a focus of attention. An existing wet lab, designed for the study of Marine Biology, is in desperate need of renovation. The new program will also require additional auxiliary lab space. Further, the Office of Planning and Facilities is seeking additional ways to address space needs, including the proposed programs in Applied Data Science, labs and faculty office spaces, and how to best utilize the space vacated in Glendening Hall if the Hilda C. Landers Library revisioning project is realized.

Gender Neutral Restrooms

One outcome from the Call Us by Our Names sit-in is the availability of gender-neutral restrooms in every academic building and residence hall. Additional gender-neutral (universal use) restrooms have now been added to two heavily trafficked academic buildings. Over winter break, two gender-neutral (universal use) restrooms were created, by portioning off existing single-gender restrooms, in Goodpaster Hall (2nd floor) and Schaefer Hall (2nd Floor). There are now universal use (ADA Compliant, non-gendered) restrooms in every academic building on the campus.

Capital Infrastructure Improvement Projects

The State awarded the College \$4.7M in FY21 to address road infrastructure repairs and to replace the HVAC and electrical systems in Calvert Hall. In March 2021, the Governor and Legislature provided an additional \$1M for any shovel-ready infrastructure projects.

Campus roadway/sidewalk improvements to address the safety and aesthetic concerns of the existing roads on campus were performed. The roads were resurfaced and curbing was installed along College Drive from the entrance on Route 5 to the Waring Commons complex. Mathias DeSousa Drive and the road known as the Montgomery Hall “pillow” area were also resurfaced. Additionally, two brick sidewalks were added to the campus for ease of pedestrian movement.

The Calvert Hall HVAC replacement and electrical upgrades project is underway. Initial site work occurred in November/December 2021. This intrusive renovation required all occupants to vacate the building for the duration of the renovation, approximately six months, until July 2022.

Maryland Heritage Interpretive Center

The Maryland Heritage Interpretive Center project will go out to bid for construction in late February 2022. The project is to construct a 12,279 GSF interpretive and visitor center for Historic St. Mary’s City adjacent to Anne Arundel Hall. Funding in the amount of \$4.7M for the final design and initial construction of MHIC was included in current State budget.

Assuming bids come in within budget, construction could commence late Spring 2022. A renovation to the Old State House Road parking lot will follow later this summer. Within the 2008 Memorandum of Understanding between the College and Historic St. Mary’s City, the College is responsible for providing all construction/project management services for this large-scale project.

Historic St. Mary’s City Commission Report

An update from Historic St. Mary’s City is included in the meeting materials.

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

None.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022**

**OPEN SESSION
AGENDA**

I. DISCUSSION ITEMS

- A.** Technology Overview Update
- B.** Route 5 / Boardwalk Project

II. ACTION ITEMS

(None)

III. INFORMATION ITEMS

- A.** Performing Arts Center and Learning Commons Annex (NABA) Update
- B.** Throwing Fields for Track & Field Team Update
- C.** Planning for the Future: Accommodation for New and Expanding Programs:
 - Goodpaster Renovations for Chemistry Labs
 - Library Revisioning
 - Montgomery Hall Temporary Space Use and Future Renovation
 - Schaefer Hall Future Lab Planning/Marine Science Programmatic Considerations
 - Gender Neutral Restrooms
- D.** Capital Infrastructure Improvement Projects
- E.** Maryland Heritage Interpretive Center
- F.** Historic St. Mary's City Commission Report
- G.** 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
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
DISCUSSION ITEM I.A.
TECHNOLOGY OVERVIEW UPDATE**

Increase Campus Broadband/Internet Capabilities

The College is seeking to upgrade the campus broadband network. The current 5Gb network can no longer support the College's evolving needs. Specifically, the project looks to upgrade the current 5Gb pipe to campus with 100Gb capability and enhance the on-campus infrastructure (switches, fiber, routers, etc.) to distribute 100Gb capacity to all the campus academic, administration, and student resident buildings.

The College must increase its current 5Gb pipeline to 100Gb to support growing academic demands in general, and the new Applied Data Science major specifically. When approved and fully developed, this new major will meet a critical workforce need for data scientists in the State.

Currently, the College is entering into a Memorandum of Understanding (MOU) with Maryland Research and Education Network (MDREN) to bring the capability of a 100Gb connection to the campus. MDREN is an independent group that provides the data networks that connect USM and other Maryland higher education institutions to each other, the internet, and internet 2. The MOU will allow MDREN to contract with a provider (Maryland Broadband) to physically bring this fiber capacity to the campus. The cost is \$462K spread over a five-year period and annual lease costs are \$90K.

Once the fiber capacity is available to the campus, an upgrade to the infrastructure (switches, fiber, routers, etc.) will be needed for distribution to all campus buildings. To this end, we are engaging with Presidio, an IT vendor, to conduct an assessment of hardware and software needs in order to provide for a 100Gb capability on campus. Once the assessment is completed, we will be able to develop a Request for Proposal (RFP) to solicit bids for this infrastructure upgrade. It is anticipated that the entire process of upgrading and distributing a 100Gb capacity will take 12 months.

Enterprise Resource Planning System

The Enterprise Resource Planning (ERP) software implementation with our Anthology partners (formerly Campus Management) continues. The College purchased two major modules, the Student (CNS) module and the Finance, Human Resources and Payroll (CNF/HR) Modules. The Enterprise Resource Planning project has proceeded mostly as planned during the last 18 months, despite the pandemic. Much progress has been made to support the spin cycles and move toward final implementation. The CNF/HR Module is scheduled to go-live in late Spring 2022 and the CNS Module is scheduled to go-live in Summer 2022.

We are in the process of Spin 5 of the Student module and weekly sessions with our campus subject matter experts occur with Anthology to discuss updated data issues, system processes, and validation of data.

The Finance, Human Resources, and Payroll module progresses with a focus on the business processes that our internal subject matter experts create, along with input from the external business analyst assisting with mapping and planning.

Cybersecurity

The Office of Information Technology is implementing the Information Security Awareness program as part of the overall Cybersecurity Awareness initiative for St. Mary's College of Maryland. The program has four components: training, multi-factor authentication for most campus community applications, use of encryption software for users who transfer Personal Identifiable Information (PII) and reducing the number of staff and faculty with administrative rights.

Training is complete for OIT staff and contractors and we are now focusing on our Virtual Private Network (VPN) users, to be immediately followed by all faculty, staff, students, and administrators. All certification training will conclude in early May 2022. At that point users will be required to enroll in a process that will require multi-factor authentication for our community-wide applications. Encryption software is now installed for those employees who communicate and transfer PPI and OIT is reviewing the current listing of employees with administrative rights for their end-point computer devices with the goal of reducing the number authorized.

The State of Maryland Treasurer Office's cyber security insurance policy encourages that all state agencies continue to offer regular guidance and training to employees around the detection of phishing and other social engineering scams, tailor training according to employees' roles and responsibilities, and focus training on preventing hurried responses and overcoming emotional/impulsive reactions. Our training meets all of these requirements.

End-User Security Support

There are multiple solutions that the Office of Information Technology implements and maintains to secure College end-users, provide for network security, and data protection. In order to access College related information technology systems, all users are required to sign and accept the OIT acceptable use policy. This policy ensures that all incoming email is scanned for viruses, phishing attacks, and spam. The implementation of two-factor authentication for the Gmail system in 2018 meets the main requirements from the State of Maryland Treasurer Office's cyber security insurance policy.

Other products that support the security of the network include the Sophos software that provides malware and system alerts on all endpoint devices connected to the Internet. Also, we have deployed the Fortinet software which ensures and implements network security solutions that protect our network, users, and data from continually evolving threats. Finally, OIT utilizes the Dell/EMC Avamar back up system to manage our 74 servers (24 are physical and 50 are virtual servers) that require constant monitoring and daily backups. The providers for the Cybersecurity Insurance rely on an institution's ability to restore backs-ups in case of data breach. Speed is essential here and this tool is utilized to secure and restore backups if necessary. OIT has a 24-hour maintenance support agreement with Dell, with a two-hour return window that includes restoring backups to a test server on a weekly basis.

Chosen Name Policy

Currently, the chosen name process is a manual procedure that permits a student to officially notify the College of their chosen name. Student requests are processed by the Dean of Students. Once a student has submitted a Student Chosen Name form, the Dean of Students updates Blackboard, Beacon, One Card, the InsideSMCM web directory, the registrar, and the Student Affairs Simplicity database of the chosen name for a student via email. Once all notifications have been made, the Dean of Students will notify the student that the software system updates have been completed.

Though there are limitations to where a chosen name can currently be reflected within College records and communications, it will be used within the One Card and Blackboard software, Google, the Dean's List, housing lists, and bookstore lists. Adjusting our various information systems to include the use of a chosen name for all venues is a multi-year effort, due to the complexity and interrelated nature of systems and record sources.

Anthology Student (CNS), the College's new ERP software, included a chosen name field in the July 30, 2021 product release in response to requests from us and many of their other clients. Jenzabar, the College's current software system, did not have such a field and OIT staff created a work-around by placing the data within a hidden table. Multiple software vendors are used throughout campus that may or may not have a chosen name field, therefore OIT staff are strategically reviewing all Anthology Student interfaces, as well as each disparate system that will obtain data from Anthology.

Although the chosen name field is new to Anthology Student and may not be fully developed by all touch-points of the software, it will be included in the main student record view, which we were not able to do before. We have also requested that the chosen name field be included in each of our integration requirements for new software requests. Anthology delivers quarterly updates to the software, so we will see these positive changes before we go-live.

Inside Higher Ed featured an article in the January 25, 2022 edition entitled, "Colleges Update Systems to Include Preferred Pronouns, Names," that details the issues higher education institutions are experiencing with chosen name implementation. (See article in Supplemental Document.)

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
DISCUSSION ITEM I.B.
ROUTE 5 – BOARDWALK PROJECT**

The new pedestrian and bicycle path will begin just north of the St. John's Pond inlet bridge and will extend to College Drive. The approximately 10-ft wide asphalt path will be separated from the existing highway right-of-way by several feet of grass buffer. A boardwalk will be constructed over Wherritt's Pond and the protected wetlands to allow for continuation of the path to the College's North Field.

This project was budgeted in 2014 at \$2.176M and funded by a Federal grant of \$1.741M under the Transportation Alternatives Program and a 20% match by State capital funds of \$435K. Approximately \$205K have been expended on engineering costs to date.

Bids for the construction were received on December 16, 2021. The lowest bid of \$2.4M was approximately \$800K above the construction phase budget, after factoring in testing and inspection, construction management, and contingency costs. The College's Government Relations team immediately engaged with Secretary Slater, the outgoing Maryland transportation secretary. On January 7, 2022, the team was successful in securing a commitment from Secretary Slater for most of the shortfall needed to complete this important pedestrian safety project as originally planned. Any remaining funding needs will be covered by the College through capital infrastructure improvement sources.



North View



South View



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
INFORMATION ITEM III.A.
PERFORMING ARTS CENTER AND LEARNING COMMONS ANNEX UPDATE**

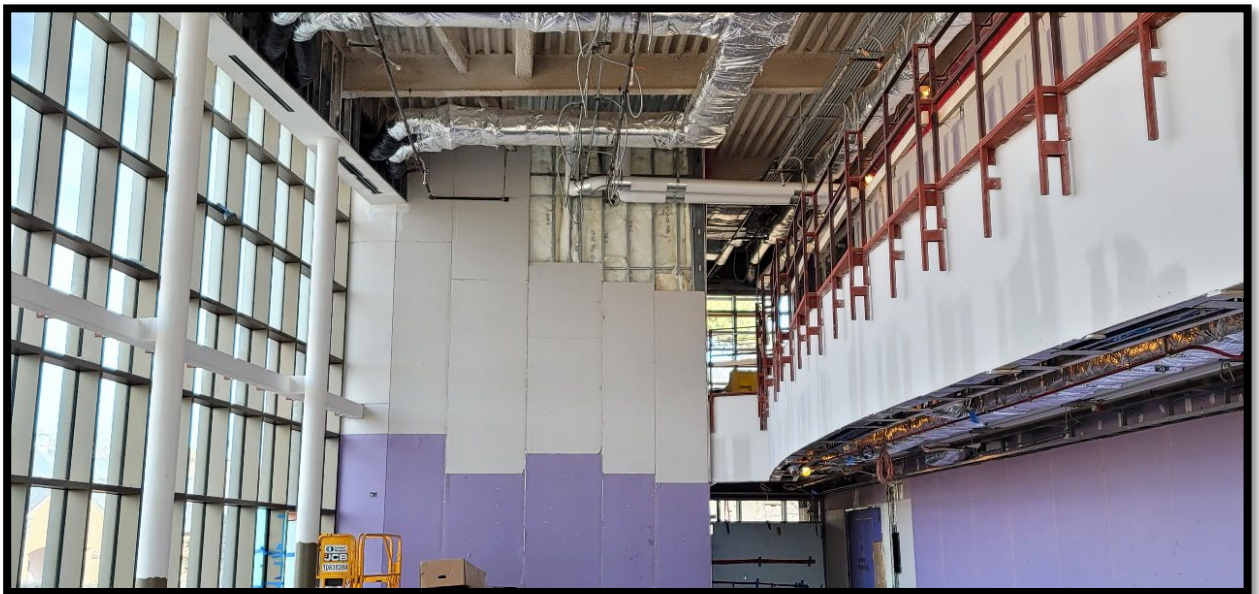
The Performing Arts Center and Learning Commons Annex project continues with substantial completion expected in May 2022. It is expected that the buildings will be fully operational for the Fall 2022 semester.

Highlights of current activities include:

- Completion of the building envelopes, including roofing, windows, and exterior door frames.
- Drywall partitions and many interior doors are in place.
- Restroom finishes have begun.
- Installation of sloped floor in the auditorium is complete.
- Wood wall panels in the auditorium are proceeding.
- Walkways and parking lots are in progress.
- Furniture and equipment are on order.

Planning continues with items such as faculty office selection and the identification of existing department equipment and pianos to be relocated into these two buildings. Operational protocols and procedures to address the use of the facility by faculty, staff, students, and the community are in the process of being drafted. The scheduling process for the Auditorium and the Recital Hall and responsibility for operating the lighting and sound reinforcement equipment operations are being developed. Additionally, the classrooms located within the buildings will be added to the registrar's system for the Fall 2022 semester.

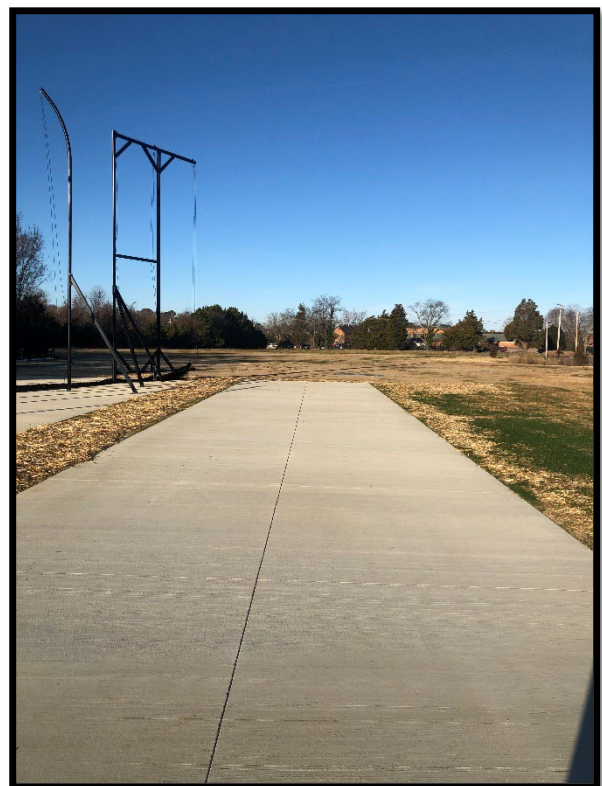




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TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
INFORMATION ITEM III.B.
THROWING FIELDS FOR TRACK AND FIELD TEAM UPDATE**

The Division-III approved throwing and field event space near the Jamie L. Roberts Stadium supports the College's new track and field program. The shot put, discus, and hammer throw spaces are complete. The javelin run is 95% complete. The field has been leveled and seeded, and the concrete pads and net cages are in place. The remaining element is the installation of a rubberized surface for the javelin runway, which could not be completed due to the weather. The installation of the javelin runway surfacing material is expected to take place in late March or early April when temperatures remain consistently above 50 degrees.

St. Mary's College of Maryland now has the facilities to permit the fielding of a complete track and field program and host Division-III competitions.



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ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
INFORMATION ITEM III.C.
PLANNING FOR THE FUTURE:
ACCOMMODATION FOR NEW AND EXPANDING PROGRAMS**

Goodpaster Renovations for Chemistry Labs

The College will shortly select an architectural firm to complete the design and engineering of the new chemistry/biochemistry lab, faculty research lab, and supporting lab facilities to be constructed in Goodpaster Hall within the space currently occupied by Educational Studies. The goal is to complete the architectural drawings and engineering specifications by Spring 2022 and bid the project in Summer 2022. Construction is expected to take one year, which will place the new labs online for the Fall 2023 semester. The design costs were funded by the College and the construction costs (\$1.9M) were funded by the State as part of the Governor's Capital Improvement Program. This is the penultimate element of the 2012-2027 Facilities Master Plan.

Library Revisioning

The current layout and space usage in the Hilda C. Landers Library reflect an academic library facility of the 1990s. As more resources are moving online, library stacks can be consolidated to create space for the relocation of the library offices, allowing the main floor of the library to become a centralized location for offices that are focused on facilitating student persistence, graduation, and workforce preparation. These offices include the enhanced and expanded Center for Career and Professional Development, the Office of Accessibility Services, and the Office of Student Success Services, creating a student service center in a central part of campus. Additionally, the relocation of student support offices to the library will enable the reallocation of space within Glendening Hall for other academic programs, enabling the development of the new majors in Marine Science and Applied Data Science, as well as continued growth in Environmental Studies.

The Office of Facilities Planning, along with the Office of the Provost and the librarian, are in the process of selecting an architect to lead the redesign of the library. We expect to make the selection in February 2022 and then begin meeting with stakeholders to develop the renovation plan and estimate costs associated with this important library revisioning. The College will fund the design of the project.

Montgomery Hall Temporary Space Use and Future Renovation

The final stage of the 2012-2027 Facilities Master Plan is the renovation of 40-year-old Montgomery Hall. This capital renovation is currently in the state Capital Improvement Program (CIP) with design funding beginning in FY25 and construction funding to begin in FY26. Recently, our government relations team made the formal request to accelerate this project starting design prior to FY25. On January 19, 2022, the Governor's budget was released and the recommendation in the CIP was to accelerate this project by one year, with design starting in FY24. The anticipated scope of the planned renovation will be revisited and updated to reflect changes in the art and theater programs.

During Summer 2021, minor updates to the art studios, resulting from the elimination of the sculpture program, relieved some of the facility space constraints. The anticipated expansion of the curriculum to include graphic arts will impact the long-term plan and will require some immediate accommodation.

Similarly, with the elimination of Theater, Film, and Media Studies major, the formation of the Performing Arts program, and the relocation of Music faculty and functions into the Performing Arts Center in Summer 2022, we will be working with the building's academic programs to determine the temporary utilization of vacated spaces as plans for the more significant renovation are developed.

Schaefer Hall Future Lab Planning / Marine Science Programmatic Considerations

As the College develops the Marine Science program, existing lab space in the basement of Schaefer Hall becomes a focus of attention. An existing wet lab, designed for the study of Marine Biology, is in desperate need of renovation. The new program will also require additional auxiliary lab space. Further, the Office of Planning and Facilities is seeking additional ways to address space needs, including the proposed programs in Applied Data Science, labs and faculty office spaces, and how to best utilize the space vacated in Glendening Hall if the Hilda C. Landers Library revisioning project is realized.

The Marine Science program will require a dedicated teaching laboratory and with current Marine Science enrollment targets exceeding projections we need to accelerate renovating space to accommodate the curriculum. A committee, consisting of faculty members from Marine Science and Biology, is developing a plan for reassigning space within Schaefer Hall for this lab, which would also support the Environmental Studies program. Renovation of these spaces is expected to be complete for the Fall 2023 semester, until which time the Introduction to Marine Science lab will be taught within one of the existing Schaefer Hall labs.

The Marine Science program proposal included the purchase of a 45'-50' research vessel (18-20 capacity) for river and bay exploration and a 28' skiff (18 capacity) for exploring shallow water. Requests for proposal are currently being drafted and we will solicit competitive bids for these two research vessels. Our current 25' C-Hawk boat (capacity six) is currently in dry dock awaiting an engine. Repairs are expected to take place this spring, with delivery to our dock immediately following the repairs.

Gender Neutral Restrooms

One outcome from the Call Us by Our Names sit-in is the availability of gender-neutral restrooms in every academic building and residence hall. Additional gender-neutral (universal use) restrooms have now been added to two heavily trafficked academic buildings. Over winter break, two gender-neutral (universal use) restrooms were created, by portioning off existing single-gender restrooms, in Goodpaster Hall (2nd floor) and Schaefer Hall (2nd Floor). There are now universal use (ADA Compliant, non-gendered) restrooms in every academic building on the campus.

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TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
INFORMATION ITEM III.D.
CAPITAL INFRASTRUCTURE IMPROVEMENT PROJECTS**

The State awarded the College \$4.7M in FY21 to address road infrastructure repairs and to replace the HVAC and electrical systems in Calvert Hall. In March 2021, the Governor and Legislature provided an additional \$1M for any shovel-ready infrastructure projects. We focused on two projects. First, the campus roadway/sidewalk improvement project to address the safety and aesthetic concerns of the existing roads on campus. The roads were resurfaced and curbing was installed along College Drive from the entrance on Route 5 to the Waring Commons complex. Mathias DeSousa Drive and the road known as the Montgomery Hall “pillow” area were also resurfaced. Additionally, two brick sidewalks were added to the campus for ease of pedestrian movement. All work has been completed except for minor punch list items that the contractor is now addressing.

Secondly, the Calvert Hall HVAC replacement and electrical upgrades project is underway. The contract was awarded to Capital Brand Group (CBG), a construction management company, who won the bid at \$2.418M for this HVAC/electrical upgrade project. The contract was approved by Board of Public Works and initial site work occurred in November/December 2021. This intrusive renovation required all occupants to vacate the building for the duration of the renovation, approximately six months, until July 2022. In early January 2022, the president, vice presidents, and their staff were moved to other locations on campus. Currently, all senior offices are operational. CBG started active construction on January 18, 2022.

Other State funded infrastructure projects occurring this year include the Calvert Hall window replacement project, which we hope can be completed simultaneously with the Calvert HVAC/electrical project in order to minimize disruptions. The contract was awarded to W. M. Davis, the lowest bidder at \$641K. We secured Board of Public Works approval on January 26, 2022. The windows have been ordered and we are awaiting information on the delivery timeline to determine the installation schedule. We are also working with Mueller (mechanical contractors) to finalize the design specifications for the Schaefer Hall HVAC replacement. Design should be completed by March/April 2022, after which we will solicit bids for this work. The placement of the large underground propane storage tank (30,000 gallons) has caused minor delays, but we expect that this project will start in late Fall of 2022.

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TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
INFORMATION ITEM III.E.
MARYLAND HISTORIC INTERPRETIVE CENTER**

The Maryland Heritage Interpretive Center (MHIC) project will go out to bid for construction in late February 2022. The project is to construct a 12,279 GSF interpretive and visitor center for Historic St. Mary's City adjacent to Anne Arundel Hall. Funding in the amount of \$4.7M for the final design and initial construction of MHIC was included in current State budget.

This facility will be the first stop for visitors to Historic St. Mary's City. It will reflect the traditional structure designs of Historic St. Mary's City in a contemporary way and will complement the existing Anne Arundel Hall complex. The building will be of heavy timber construction and dark wood clad exterior. The interior will house both permanent and rotating exhibits and will feature a small auditorium for showing an introductory film. The auditorium seats are removable and will allow the room to serve as an event venue for Historic St. Mary's City.

Assuming bids come in within budget, construction could commence late Spring 2022. A renovation to the Old State House Road parking lot will follow later this summer. Within the 2008 Memorandum of Understanding between the College and Historic St. Mary's City, the College is responsible for providing all construction/project management services for this large-scale project.

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 4, 2022
INFORMATION ITEM III.F.
HISTORIC ST. MARY'S CITY COMMISSION REPORT**

The Commission received great news - the Governor's Five-Year Capital Improvement Plan includes \$29M for the Commission. Projects include:

- \$12M for construction of the Maryland Heritage Interpretive Center
- \$2M for site improvements and \$1M each year FY24-FY27
- \$.683M for archaeology at the Leonard Calvert House in FY23 and FY24
- \$.845M in FY25 for design, \$5.9M in FY26 and \$3M in FY27 for construction to convert the current visitor center into an education center

Expected completion of the construction and delivery of the new *Maryland Dove* is late Spring 2022. Planning is underway for a special multi-day celebration marking the arrival of the *Maryland Dove* as part of a commissioning ceremony with Chesapeake Bay Maritime Museum staff.

Preparing for the State House parking lot renovation. Design funds for the project have been approved by the Board of Public Works and will be integrated into the Maryland Heritage Interpretive Center contract.

In discussions with a Department of General Services (DGS) project manager and staff archaeologist Ruth Mitchell regarding the scope of work that DGS will develop for the repair and replacement of the 1.5 miles of ADA path through the museum grounds. No date for the repair work has been determined.

Working with DGS to replace HVAC system at the St. John's Site Museum. The first round of bids was rejected by DGS in late December due to cost issues with the electronic monitoring controls. DGS placed this contract as an Indefinite Quantity Contract (IQC) to select contractors on January 18th. It should take about 60 days to award the contract. The State House restroom replacement project is moving forward. Drawings are 95% complete and we are waiting to receive permits from the Critical Areas Commission and the Maryland Department of the Environment for approvals.

Historic St. Mary's City received the "Best Use of Social Media" award at the 40th Annual Maryland Tourism & Travel Summit in November 2021 for the museum's work during 2020. The summit was sponsored and managed by the Maryland Tourism Coalition

Historic St. Mary's City was voted "Best Museum" by the readers of Southern Maryland News and listed on the Virginia Travel Tips website as "One of the Best Small Towns in Maryland for a Weekend Escape (<https://viriniatraveltips.com/best-small-towns-in-maryland/>).

Director of Research and Collections Travis Parno was featured in an MPT News Direct Connection segment in October, highlighting the archaeological find of St. Mary's Fort

Archaeologist Ruth Mitchell is consulting and monitoring several capital projects at St. Mary's College of Maryland, including: the Performing Arts Center and Learning Commons Annex: the proposed oil tank replacement project at Schaefer Hall: the Calvert Hall HVAC upgrades, including a new electric line installation, for which she is preparing an Archaeological Impact Assessment for review by the Maryland Historical Trust; and monitoring of the Electric Vehicle Charging Station electrical line and charger device, for which an Archaeological Impact Assessment must be prepared for the Maryland Historical Trust.

Rare 370-year-old Spanish cross found at Maryland archaeological site

Artifact links back to Spanish legend about a fragment of the cross on which Christ died.

By Michael E. Ruane

Yesterday at 8:00 a.m. EST

The tiny, dirt-encrusted cross showed up in the sifting screen at the Maryland dig site, and when archaeologist Stephanie Stevens spotted it she said she gasped, “Oh my God! Oh my God! Oh my God!”

It was a strange object, with two cross bars instead of one, and unusual flared ends on the vertical and horizontal pieces. Stevens, the crew chief at the newly-discovered colonial fort at St. Mary’s, Md., didn’t know exactly what she had, but she knew it was important.

What she had found was a rare 370-year-old Spanish cross that had likely been made in the pilgrimage city of Caravaca, Spain, around 1650 and had made its way 4,000 miles to a meadow in southern Maryland.

“It’s a ... fascinating object,” said archaeologist Travis Parno, director of research for Historic St. Mary’s City. “We’ve grown accustomed to finding Catholic artifacts ... just because there was such a powerful Catholic and particular Jesuit presence.”

But research soon revealed this cross was Spanish in origin, and tied to an ancient Spanish legend about the appearance of a miracle cross that held a splinter of the one on which Jesus died.

But St. Mary’s was an English colony.

“What is a Spanish artifact doing here?” Parno said Thursday. . “Given the [tense] relationships between Spain and England it’s always interesting to find a Spanish object.”

The find came Oct. 25 during excavation of the historic fort at St. Mary’s, the first permanent English settlement in Maryland and one of the earliest in what would become the United States.

Last March, Historic St. Mary’s City announced that the outlines of the palisaded fort, which had been erected by White settlers in 1634, had finally been discovered. Archaeologists had been looking for it since the 1930s.

Maryland’s original 150 colonists, including many English Catholics fleeing Protestant persecution, had arrived at St. Mary’s on two ships, the Ark and the Dove, in late March 1634.

The fort soon began giving up secrets to the archaeologists. Pieces of pottery, pins, hundreds of musket balls and bird shot, arrowheads, a trigger guard for a musket turned up.

Then, last April, Parno revealed that a 380-year old English shilling, made of silver in the royal mint in the Tower of London, had been found — also by crew chief Stevens.

“It was quite a revelation,” Parno said at the time.

Now, here was another one, excavated from what appears to be the cellar of a large building inside the fort.

At first, the archaeologists weren’t exactly sure what it was.

“It stuck out ... because it’s got the double bar cross,” Parno said. “Usually, if you’ve got a double bar cross and a slash at the bottom of the cross you associate that with Russian Orthodox or Greek Orthodox.”

“Without that slash at the bottom, it was, ‘Ok, where did this thing come from?’” he said. Was it a French Cross of Lorraine, which has two plain horizontal pieces?

“This one didn’t quite match any of those images,” he said. “It’s got those flares on the ends of the bars. It almost looks like bells, [with] a very ornate

almost Baroque design to it.”

“That was when we started really digging into to this and found this example of these Caravaca crosses,” he said.

The crosses stem from a 700-year-old legend about angels miraculously delivering a cross, said to hold a fragment of Christ’s cross, to an imprisoned priest who was about to say Mass before a Muslim king in Caravaca.

In later versions of the cross, the angels carry it by the vertical bar, while Jesus hangs crucified on the upper bar. The St. Mary’s cross lacks the angels and the figure of Jesus. “This is sort of the stripped down version,” Parno said.

The artifact is tiny, and fits easily in the palm of a hand. It’s made of a copper alloy, Parno said. And it probably was manufactured in or near Caravaca, about 250 miles southeast of Madrid. It has a broken hole at the top of the vertical piece, perhaps for a necklace or rosary.

But how did it get to Maryland?

Was there a Spaniard at St. Mary’s? There’s no such evidence, Parno said. Was it brought to St. Mary’s by a Jesuit Catholic priest who had visited Spain? Also unlikely, because dates don’t line up well, he said.

Was it carried by a devout Catholic among the settlers? Possibly.

Perhaps the best scenario is that the cross was acquired in trade with local Native Americans, Parno said.

“We know that Spanish material culture, particularly religious material culture, was ... traded in ... networks up and down the East coast,” he said. There were then Spanish outposts in Florida and South Carolina.

The cross might have been given to Native Americans as part of Spanish missionary work and then traded to someone at St. Mary’s, he said.

“If you have a Catholic colonist who’s interested in a Caravaca cross that an indigenous person is wearing ... maybe it was a reverse exchange — an object that was European and ended up in indigenous hands and then ended up back in colonial hands,” he said.

“Every day we’re going out there, we’ve got new mysteries that we’re shaking our heads at,” he said. “Every time we think we’ve figured something out, three more questions emerge.”

Read more:

[Harriet Tubman’s lost Maryland home found, archaeologist say](#)

[Human remains found at Williamsburg archaeology dig](#)

[Archaeologists found the remains of one of Jamestown’s earliest settlers](#)

By [Michael Ruane](#)

Michael E. Ruane is a general assignment reporter who also covers Washington institutions and historical topics. He has been a general assignment reporter at the Philadelphia Bulletin, an urban affairs and state feature writer at the Philadelphia Inquirer, and a Pentagon correspondent at Knight Ridder newspapers.



HANDOUT- A rare Caravaca cross with two cross bars that probably originated in the town of that name in southeastern Spain. On the left is the cross before it was cleaned up. On the right is the cleaned-up version. (Travis Parno/Historic St. Mary’s City)



ST. MARY’S, MD — MARCH 3: Archaeologist Dr. Travis Parno, foreground, with his dig among the outline of the original fort at St. Mary’s City, the first settlement in Maryland in 1634, in St. Mary’s, MD. (Bill O’Leary/The Washington Post)



**BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
OPEN SESSION
MINUTES**

Date of Meeting: October 15, 2021

Status of Minutes: Approved November 15, 2021

Committee Members Present: Committee Chair Donny Bryan '73, Nicolas Abrams '99, John Bell '95, Alice Bonner '03, Michael Dougherty, Board Chair Susan Dyer, Elizabeth Graves '95, President Tuajuanda Jordan, Danielle Troyan '92

Committee Members Absent: None

Staff Members: Paul Pusecker

Others Present: Joshua Ajanaku '22, Betsy Barreto, Anne Marie Brady, Thomas Brewer, Peter Bruns, Kelsey Bush '94, Jeff Byrd, Paula Collins, Carolyn Curry, Peg Duchesne '77, Judy Fillius '79, Katie Gantz, Gail Harmon, Jerri Howland, David Hautanen, Melanie Hilley '92, Sven Holmes, Lawrence Leak '76, Douglass Mayer '04, Scott Mirabile, Brad Newkirk, Jesse Price '92, Jenell Sargent, Maury Schlesinger, William Seale, Jenny Sivak, Ray Wernecke, Anna Yates

Executive Summary

Technology, Buildings, and Grounds Committee Chair Donny Bryan '73 called the meeting to order at 3:04 p.m. Attendees participated both in-person and via videoconference.

Before the meeting closed, Committee Chair Donny Bryan '73 invited Trustees to submit any project ideas they may have, regardless of size.

Discussion Items

FY23-27 State Capital Budget Request

The College's FY23-FY27 capital budget request included funding for various campus infrastructure improvements, construction funds for the conversion of vacated classrooms into labs in Goodpaster Hall, and funding for the design and renovation of Montgomery Hall. The FY23 request included \$1.5M in infrastructure support and \$1.9M for the creation of research and teaching lab space in Goodpaster Hall. For FY24-FY27, the College requested \$8.5M in infrastructure improvement support and \$40M for the design costs and major renovation of Montgomery Hall in FY26-27.

Technology Overview: Update on Capabilities, Challenges, and Future Actions

The Office of Information Technology was restructured to include the Media Services department. This restructure will provide enhanced collaboration and planning for instructional technology

needs and service, including classroom technology support and audio-visual needs for College events.

The current antiquated phone system will be replaced with a state-of-the-art NEC Corporation multifunctional phone system. The NEC system includes Voice Over Internet Protocol and new switches that have Power Over Ethernet capability. We expect switchover to the new phone system by the end of the fall 2021 semester.

Assistant Vice President of Information Technology/Chief Information Officer Jenell Sargent provided the Committee with a cyber-security update. The College is currently working with the State of Maryland to acquire a State-wide cyber security program. All computers on campus are constantly monitored for ransomware threats and a two-step verification is now utilized. Training for all faculty, staff, and students will be required as part of the cyber security program. A new information security program will be implemented in October 2021.

An Information Technology Advisory Council (ITAC), with the fundamental mission to develop institutional technology goals across the campus, is under development. ITAC will provide input on Office of Information Technology policies and procedures, and will make recommendations regarding implementation priorities and timelines, the investment of resources for all aspects of computing, information management, and communication technology, and act as advocates for initiatives.

Enterprise Resource Planning System (ERP) Update

Implementation of the CampusNexus student and finance modules continues with an anticipated go-live date for the finance module in early 2022. The student module is expected to go-live in late spring 2022. Despite external and internal challenges, progress toward full implementation continues. All contractors, consultants, and College staff are committed to the completion of this project.

Route 5 / Boardwalk Project

The College began designing the path to North Field in June 2014. Permits for the path and the boardwalk involved reviews, negotiations, and approvals from multiple governmental agencies. The path will begin just north of the St. John's Pond inlet bridge, parallel to Route 5, to College Drive, and then a boardwalk over Wherrits Pond will be constructed to the North Field. It will mostly consist of a 10-ft wide asphalt path for pedestrians and cyclists that is separated from the existing highway right-of-way by several feet of grass buffer. After more than seven years of reviews, the project is approaching release by the State Highway Administration for bidding.

Maryland Historic Interpretive Center

The Governor and the Legislature approved funding in the amount of \$4.7M in FY22 for the final design and initial construction of the Maryland Heritage Interpretive Center (MHIC), a 12,279 GSF interpretive and visitor center adjacent to Anne Arundel Hall. The MHIC will complement the Anne Arundel Hall complex and will reflect the traditional structure designs of Historic St. Mary's City. Architectural drawings and specifications are being updated to current building code requirements and to incorporate cost-reduction elements. The project should go out to bid in mid-winter with construction to begin in late spring 2022. The College is responsible for providing all

construction/project management services for this large-scale project, as noted in the 2008 Memorandum of Understanding between the College and Historic St. Mary's City.

Information Items

Performing Arts Center and Learning Commons Annex (NABA) Update

Construction is approximately 65% complete. Both buildings are enclosed, slate roofing is well underway, utilities are in place, and major site work is completed. Over the summer, a new parking lot was constructed east of College Drive, storm water collection areas were formed, and a sidewalk to Mattapany Road was built. In both buildings, the main HVAC equipment and ductwork have been installed, sprinkler lines run, much of the electrical wiring is in place, interior walls are framed, and drywall is now being installed. Completion of the Performing Arts Center and Learning Commons Annex will occur prior to the start of the fall 2022 semester. The College plans to request permanent funding from the State for operational and personnel costs.

Performing Arts Center and Learning Commons Annex (NABA) Public Art Installation

The State provided \$300K for the installation of public art at the new Performing Arts Center. The College formed a committee consisting of several faculty, staff, and community representatives to collaborate with the Maryland State Arts Council to solicit an artist.

FY21 and FY22 Infrastructure Projects Update

The State awarded the College \$4.7M in FY21 to address road infrastructure repairs and to replace the HVAC and electrical systems in Calvert Hall. In March 2021, an additional \$1M for any FY21 project was provided. Focus was placed on two projects: the road improvement project to address the safety and aesthetic concerns of the existing road surfaces by replacing all road surfaces and installing curbing along College Drive from the entrance on Route 5 to the Waring Commons complex.

The Calvert Hall HVAC replacement and electrical upgrades project progresses with the selection and award of the contract to Capital Brand Group, who won the bid for this \$2M HVAC/electrical upgrade. Calvert Hall will need to be evacuated during the renovation, which is expected to begin in January 2022 and last for approximately five to six full months. Temporary campus locations for the President's office and the five Executive Council members and their support personnel are being sought. The contract has been approved by Board of Public Works.

Other State funded infrastructure projects occurring this year include the Calvert Hall window replacement project. Bid documents are being prepared now for open solicitation. The College is working with Mueller mechanical contractors to finalize the design specifications for the Schaefer Hall HVAC replacement. This major system replacement action should be completed prior to the summer of 2022.

Athletics – Throwing Fields for Track & Field Team

Division-III approved throwing and field event spaces will be placed near the Jamie L. Roberts Stadium, west of the existing path, in support of the College's new track and field team. The contract was awarded to R.A.D. Sports, the same contractor who built the playing fields at the Jamie L. Roberts Stadium. These field sports require dedicated throwing surfaces, netted enclosures, and a large field that meets NCAA requirements. Field construction is expected to

begin in late fall 2021. Having these facilities will permit the College to mount a complete track and field program and host Division-III meets.

Historic St. Mary's City Report

Trustee Michael Dougherty reported that the Maryland Heritage Interpretive Center project is moving forward with construction set to begin in early 2022 and be completed in late 2023. A grand opening is planned to take place in March 2024 in conjunction with Maryland Day. The Maryland Dove construction has been slightly delayed due to the COVID-19 pandemic and supply chain issues. The hull planking is finished, and the rigging is 75% complete. Engine trials will begin in early 2022 and construction completion is set for March 2022.

Action Items

None

The meeting adjourned at 3:31 p.m.