

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
Glendening Annex**

May 13, 2022

Board of Trustees Meeting
St. Mary's College of Maryland
May 13, 2022
St. Mary's College of Maryland
Virtual

Conference Call Participant Information

1 301 715 8592 US (Washington DC)

Meeting ID: 825 7427 9889

Passcode: 719027

Open Session Agenda

I. Chair's Remarks Presenter: Susan Dyer	3:10 PM
II. President's Report Presenter: Tuajuanda Jordan	3:15 PM
III. Legislative Report Presenter: Sven Holmes	3:25 PM
IV. Campus Life V. Presenter: Danielle Troyan	3:35 PM
VI. Academic Affairs Presenter: Peter Bruns	4:15 PM
VII. Technology, Building, and Grounds Presenter: Donald (Donny) Bryan	5:00 PM
VIII. Finance , Investment, and Audit IX. Presenter: John Wobensmith	5:05 PM
X. Institutional Advancement Chair Summary Presenter: Elizabeth Graves	5:20 PM
XI. Admissions and Financial Aid Presenter: Ray Wernecke	5:25 PM
XII. Chair's Closing Remark's and Adjournment Presenter: Susan Dyer	5:50 PM

**BOARD OF TRUSTEES
PRESIDENT'S REPORT
OPEN SESSION**

MAY 14, 2022

As I look back on my reports to the Board of Trustees for the final meeting of the academic year, I have come to realize that I often mention storms, disruptions, and upheavals. Still again, the report concludes with some reference to our being the manifestation of The Little Engine That Could; our resiliency and determination always get us through whatever the challenge. This year is no different. As I craft this message, I keep returning to the quote that I included in the May 5, 2022, "Enrollment Update" communication to the faculty and staff. The penultimate paragraph concluded:

Higher education continues to be in the midst of [a] storm yet we, the College, continue to march forward. I often think of the quote – "Fate whispers to the warrior, 'You cannot withstand the storm.' The warrior whispers back, 'I am the storm.' " (Author unknown)

St. Mary's College is becoming a force in modern-day liberal arts education again. In the midst of all of the chaos swirling around us, we continue to do extremely well in the embodiment of our brand as The National Public Honors College and in our aspirational quest to become The College of Choice. We have some challenges, of course, but it gives me great pride in having the honor to lead this institution, to be part of a community committed to providing the best 21st-century experience possible for its students, faculty, and staff, and to be surrounded by individuals who cheerfully engage in this work with honor, dignity, integrity, and humility.

Because of the work of our community since the discovery of the slave quarters, the Mackall Plantation site, where The Commemorative sits, has been designated part of the National Underground Railroad Network to Freedom. The genesis of all of this was the work of Dr. Julia King with her students. Dr. King is Professor of Anthropology and the epitome of honor, integrity, and humility. When you peruse both the legislative and TBG¹ reports, you will see that Dr. King, nationally renowned and highly regarded in the Maryland General Assembly and at the request of Del. CT Wilson, has been awarded a \$100,000 State grant to "unearth" the history and contributions of Black people at Mt. Aventine, a site in Charles County.

Importantly, May 18, 2017, marks the fifth anniversary of the Commemoration Committee's (Jeff Coleman, Iris Ford, Annette Aguilera, Garrey Dennie, Kent Randell, Zachary Thompson, Jada Ward, and Christine Wooley) report that led to the construction of the Commemorative to the Enslaved Peoples of Southern Maryland. The report contained five prioritized recommendations: 1) the commemoration at the site of the Slave Quarters should be contemplative; 2) St. Mary's curriculum should enable our students to have a fuller engagement with the complicated history of the college, Southern Maryland, and the Atlantic circulations that have shaped the region, nation,

¹ Board committee designations: AAC = academic affairs; AFA = admission and financial aid; CLC = campus life; FIA = finance, investment, and audit; IAC = institutional advancement; TBG = technology, buildings, and grounds. When designated [XXX], the reference will be presented either in the committee report or during the committee's meeting

and our global economy; 3) the College should develop the Center for the Study of Freedom, Slavery, and Justice in Colonial Maryland (CSFSJCM)...that would connect to the curriculum; 4) there should be a campus-wide walking path and tour ...that would connect the Contemplative Site to the main campus and the CSFSJCM would serve as the hub; and, 5) there should be an annual celebration of the discovery. I am pleased to write that the College has made some progress on 60% of these recommendations. During AY2022, there will be a report of how the discovery of the slave cabin artifacts has impacted the College's curriculum as well as the scholarship and creative efforts of a diverse group of faculty and staff.

Regarding the curriculum, you will learn of Maryland Higher Education Commission's (MHEC) approval of two new academic programs, Business Administration and Performing Arts, both of which should positively impact enrollment [AAC]. The Performing Arts major will benefit from the new building that should be available in July 2022 [TBG]. There has also been considerable progress hiring promising new faculty, a few of whom are highly experienced and prepared to facilitate the implementation of new degree programs, and others who will enhance the College's efforts to provide more support to an increasingly diverse student population.

At the CLC meeting, the inclusive diversity, equity, access, and accountability (IDEAA) unit will provide a) a high-level update of the work they are doing to create a more inclusively diverse and equitable community as well as b) progress in meeting our diversity goals as mandated by the State and included in the Diversity Report to MHEC. The new vice president for equity and strategic initiatives to whom IDEAA reports, Dereck Rovaris, arrived on campus last week. As we navigate the dynamism of today within the context of history's impact on society, we are fortunate Vice President Rovaris has 30+ years of experience guiding institutions through these spaces.

As we continue to refine and enhance our curricular offerings, the programs will be annually assessed and evaluated on their impact attracting new students, enhancing the student experience, and retaining and graduating students. The AAC report contains the first annual assessment of the current academic offerings across the three broad categories that were used in the work of Task Force-2 – namely, effectiveness, efficiency, and equity. The data are relatively good and will continue to improve as 1) this activity becomes part of the campus culture and 2) the College continues to provide adequate resources for our offerings. We are beginning to map the process and metrics to be used for a more in-depth analysis that will be performed on a small and rotating group (20 – 33% of total curricular offerings) every three to five years. Having both an annual and more long-term internal assessment of curricular offerings will eliminate the need to administratively prioritize programs in the future.

During the past year, the College has invested substantially in the Center for Career and Professional Development (CCPD). At this point last year, there were only three CCPD staff; today, it is fully staffed at eight. Under the leadership of its new executive director, the CCPD hosted the most successful job and internship fair in likely more than a decade. The Core-P series of courses has been updated; the enrollment is strong and growing. These efforts, included in the CLC report, are differentiators in the liberal arts college sector and, importantly, have impacted both our admission and fundraising efforts.

Within IAC you will learn how their work, too, impacts fundraising and admission. The development team, with the help of members of the SMCM Foundation and generous donations from the Board of Trustees and others, has had a record year for fundraising. The efforts of the alumni council have resulted in increased alumni engagement and support as well as the identification of potential new Seahawks.

Admission efforts have been outstanding this year and the success can be attributed to the excellent work of the admission team in partnership with the campus community, alumni, and external partners. The vice president for enrollment will present up-to-the minute numbers for the fall 2022 cohort during the Board meeting. For now, suffice it to say that this is the first time during my 8-year tenure that the College has received this number of paid first-time/first-year student deposits from such a highly credentialed, diverse, and “discount rate neutral” cohort. These excellent results could become the norm given all that we are putting in place to sustain this momentum, including the potential adoption of the proposed long-range tuition strategy [FIA].

The marine science program will be important in these efforts as it quickly ascends to “signature program” status. To facilitate both its growth and excellence, the College 1) has been awarded a federal earmark to purchase a marine research vessel sufficient for instruction and research endeavors, 2) purchased a near-shore vessel for the program and 3) will begin the renovation of the laboratory space soon [TBG]. We are grateful for the essential role Congressman and Trustee Steny Hoyer played in helping the College receive the federal funds.

Financially, the College’s position continues to improve. Both the endowment, managed by the SMCM Foundation [IAC], and the College’s quasi endowment [FIA] are doing relatively well in this volatile market. Additionally, State funding of the College has been tremendous with support to the College’s operating budget increasing almost 10% [FIA] and the capital budget allocation of \$9.0M [TBG] above FY22. The operating budget increase includes support for the operation of the new academic building complex, something the College has never received. This is a major accomplishment of the government relations team. Thus, this has been a highly successful legislative session for the College, second only to the 2017 legislative session when we renegotiated the funding formula. We are very appreciative of the funding the College receives from the State and are grateful for the strong relationships we have with both the executive and legislative branches.

I would be remiss if I did not mention the impact of COVID-19 on the campus community. The College, like most places, has shifted from COVID-19 pandemic- to endemic-response measures. The campus community was highly compliant with the protocols throughout the year and we are thankful for the strong partnership we have with Dr. Meenakshi Brewster and the entire staff of the St. Mary’s County Health Department for helping us navigate a very dynamic and challenging global public health problem.

The pandemic has impacted the physical, emotional, mental, and financial health of many within our community. The vice president for student affairs will speak to the new initiatives under development to mitigate student mental health challenges during the open session of the Board meeting. In the AFA and FIA reports you will learn how the College has used federal and State monies to bolster financial assistance for our students.

Physical activity, in the form of athletic competition, is good for the mind, body, and spirit. The athletic director's entire tenure here has been during this global health crisis. It is apparent that there must be a special elixir in the department that has served to keep the athletes, coaches, and staff physically healthy and mentally well and raised the performance bar. The College's athletics programs have been hugely successful this spring semester: women's rowing and women's and men's tennis won their respective conferences and are going to the NCAA tournaments; women's and men's lacrosse won their conference championships; our fledgling men's track & field program is captained by an individual who won the conference championship in both the discus and shotput; and sailing is returning to winning form. There is no doubt, too, that the new and enhanced facilities – for athletics and across campus - serve as a motivating point of pride for our entire community.

This weekend our community will gather to celebrate all that we have been given, all that we have accomplished; we will recognize and honor the graduates of the Class of 2022 and bestow honorary degrees upon our commencement speaker, Dr. Terron L. Hillsman, and Dr. Meenakshi Brewster.

This has been quite a year. There have been times when we appeared to be in a storm and others when we were the storm. Does it matter? No. What matters most is that we emerged from it all stronger, wiser, and better positioned to continue preparing Seahawks to fly high and soar.

President's Lagniappe (February – April 2022)

Presentations (external)

- March 30: American Association of Colleges and Universities (AAC&U) Panel – “Pandemic Response and Campus Well-Being: A Virtua; Presidents’ Trust Town Hall”

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
- 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

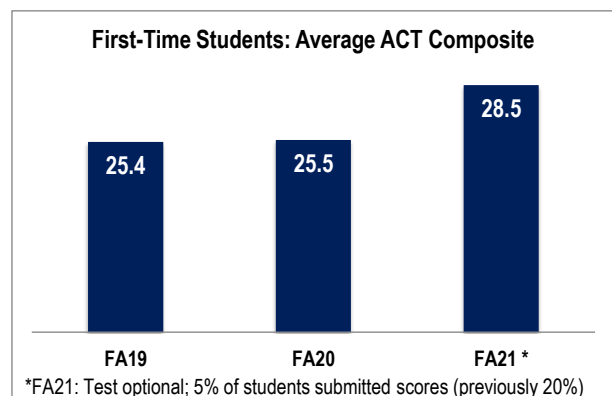
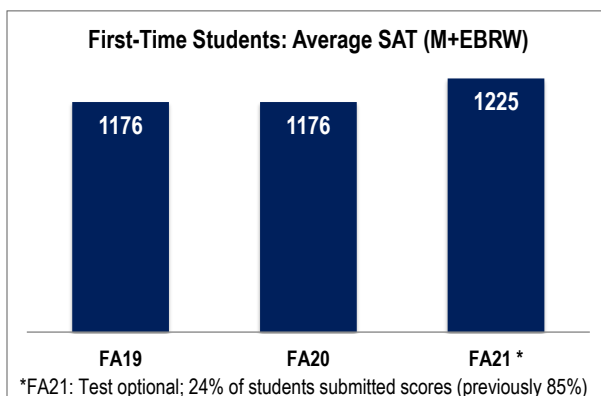
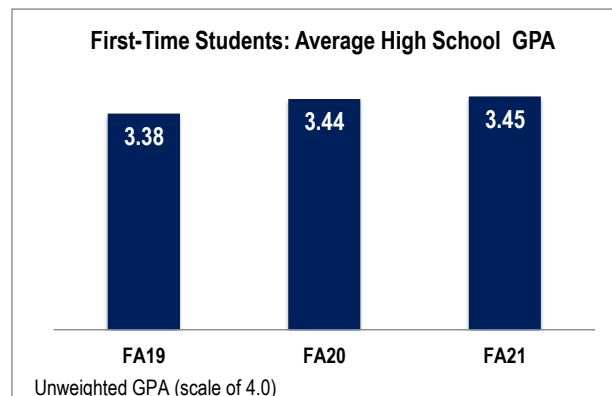
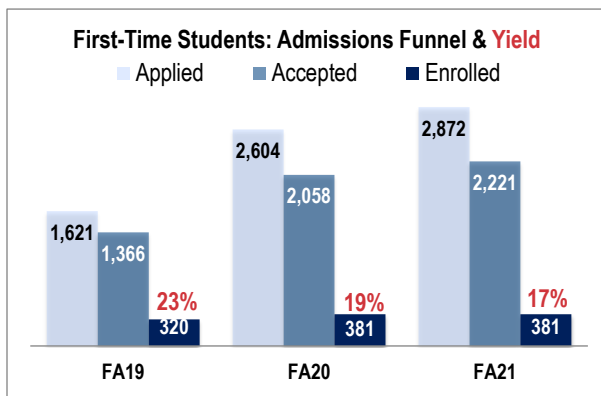
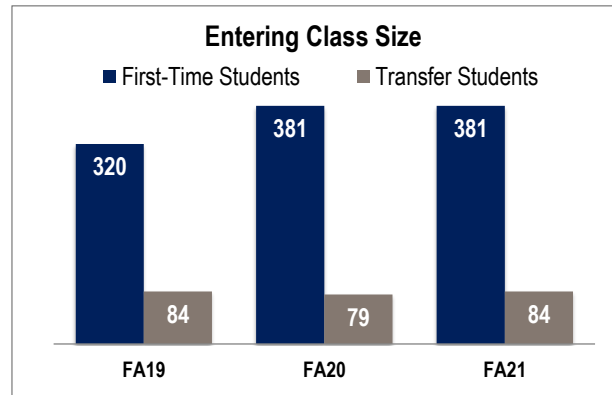
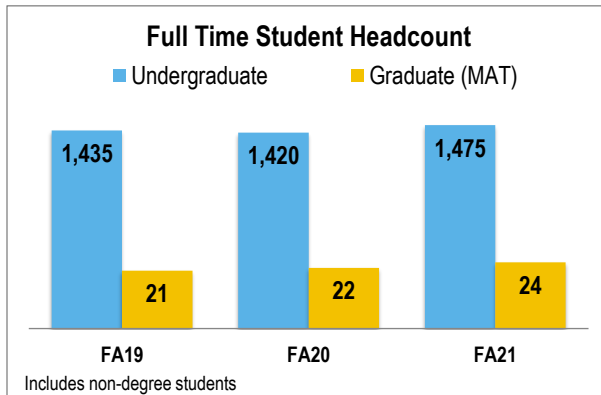
Travel (stewardship/cultivation; networking and development)

- Washington, DC (February, March)
- San Diego, CA (March)
- Boston, MA (March)
- New York, NY (March)
- Catonsville, MD (April)
- Philadelphia, PA (April)
- President’s home/On-campus (March, April)

Board of Trustees Dashboard - May 2022

Student Characteristics in Enrollment **

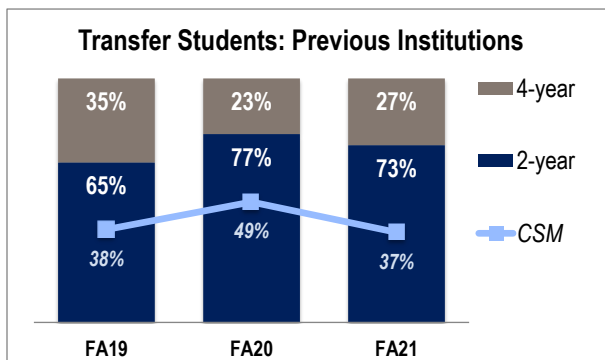
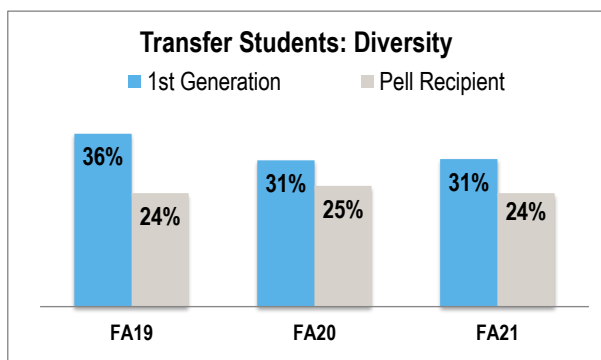
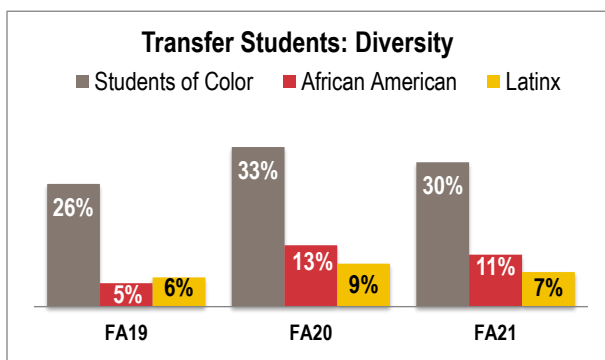
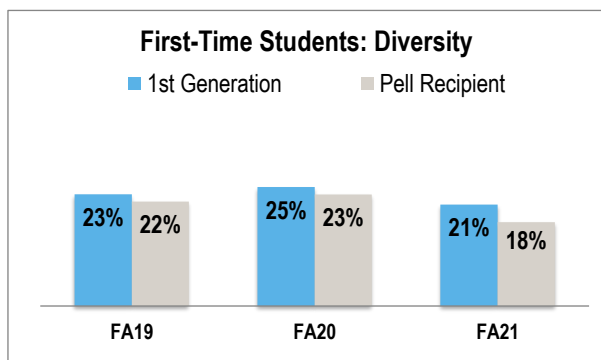
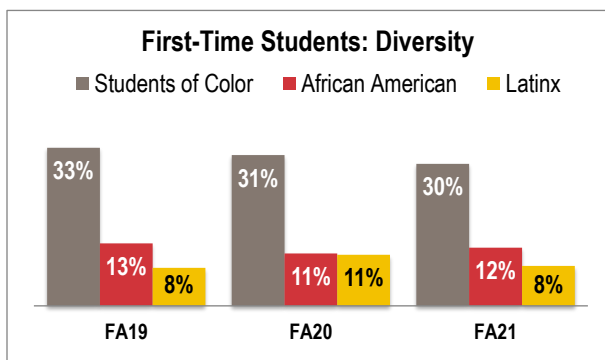
Fall 2021 figures based on final census (freeze) data, 9/27/2021



Board of Trustees Dashboard - May 2022

Student Characteristics in Enrollment **

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

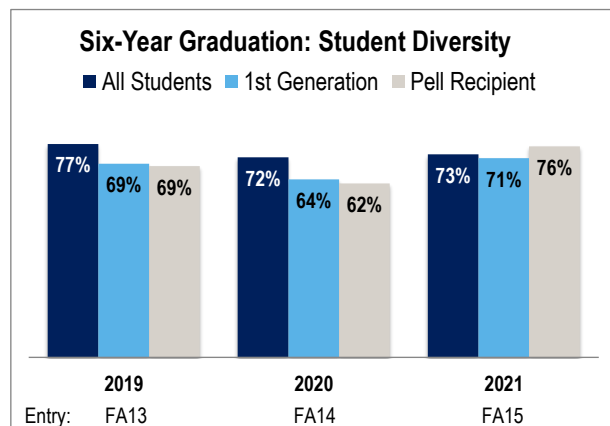
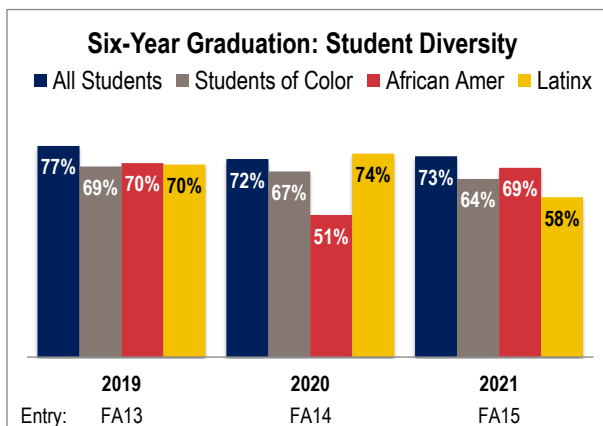
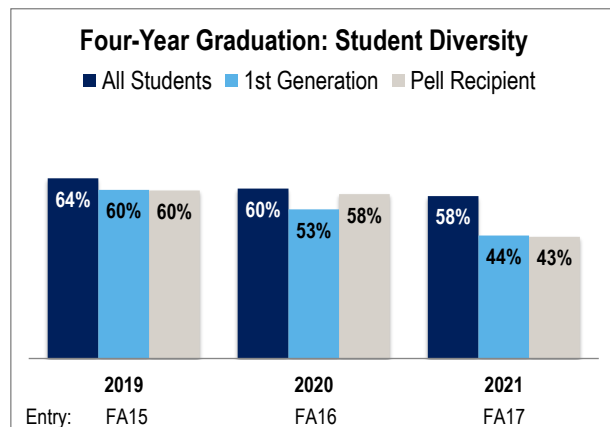
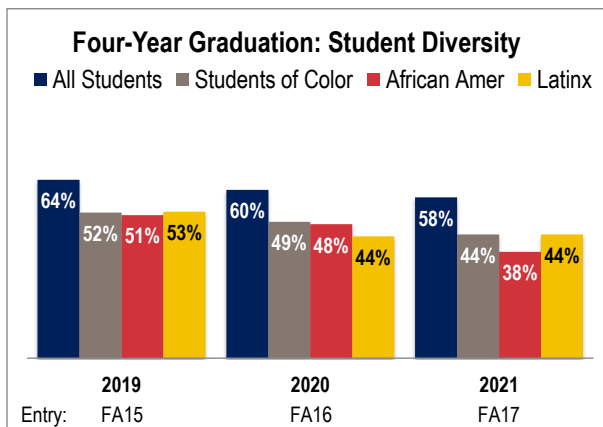
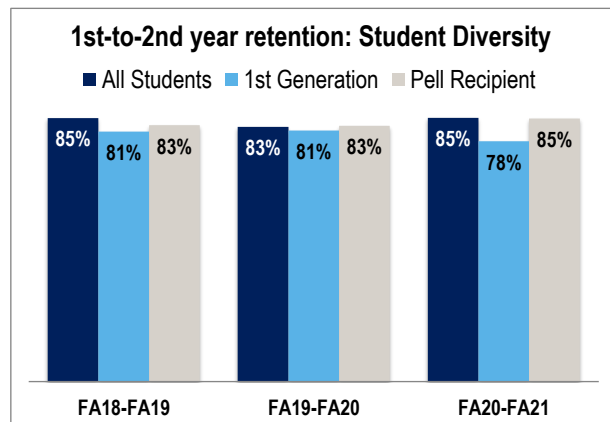
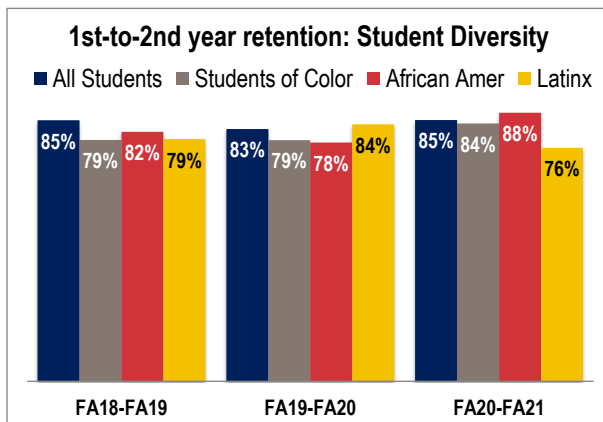


** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Board of Trustees Dashboard - May 2022

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

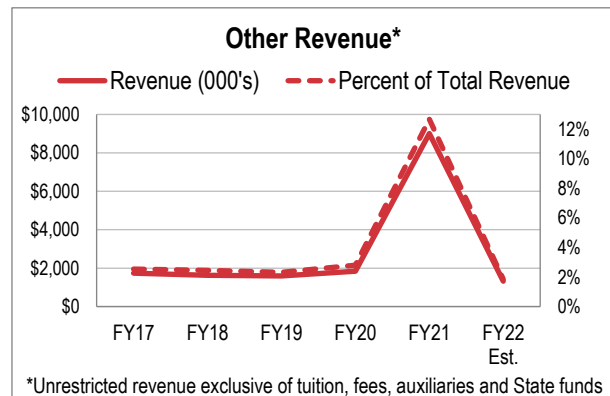
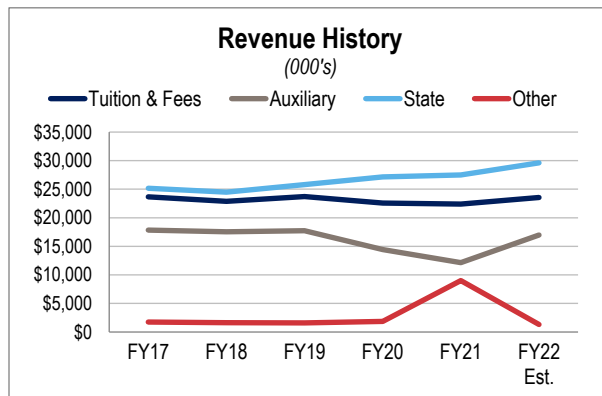
Fall 2021 figures based on final census (freeze) data, 9/27/2021



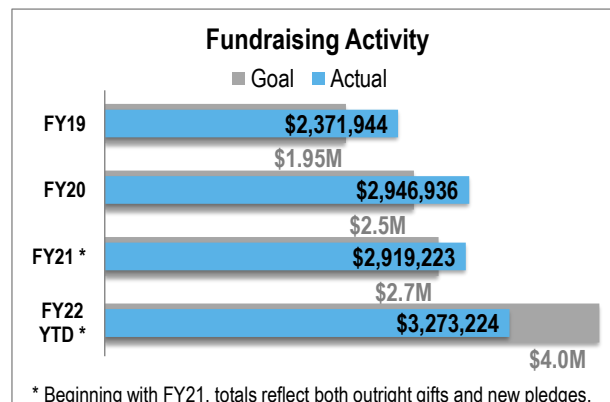
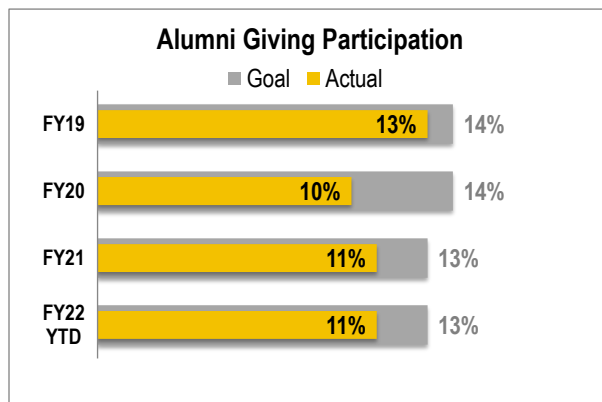
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Board of Trustees Dashboard - May 2022

Revenue and Fundraising



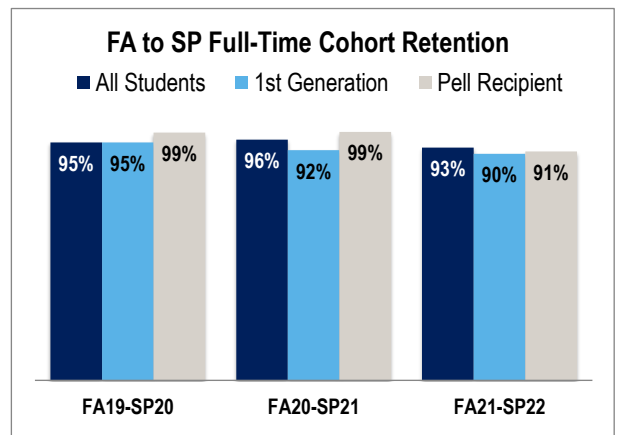
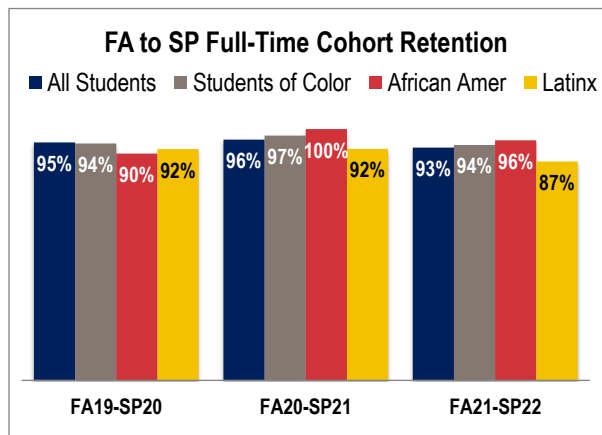
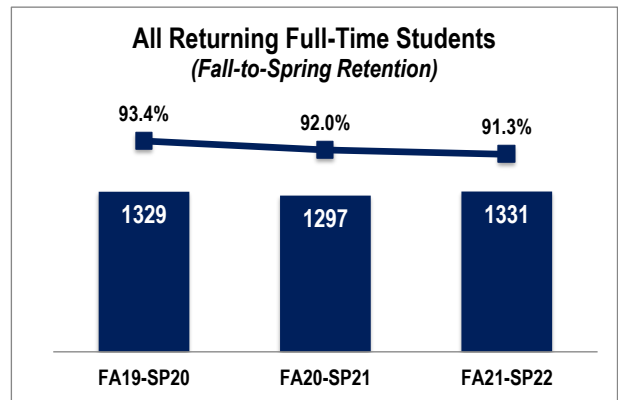
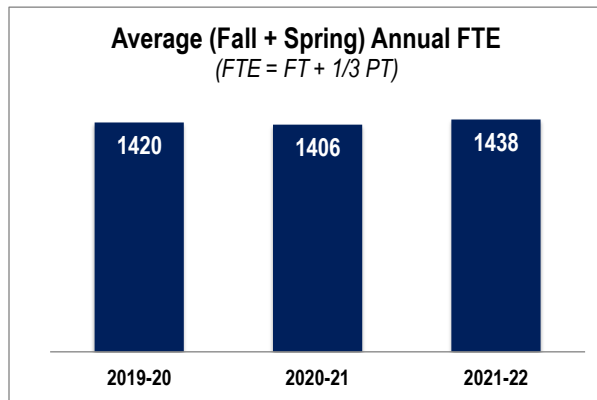
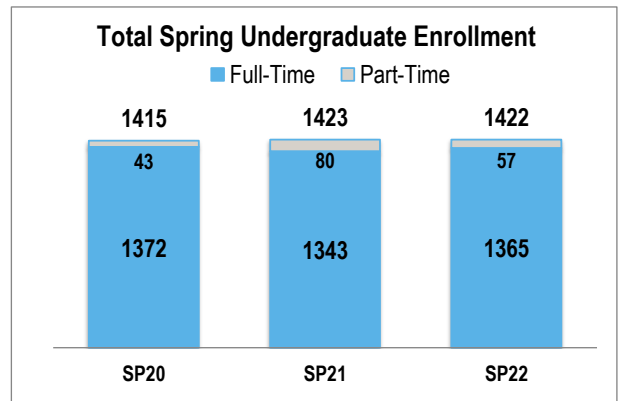
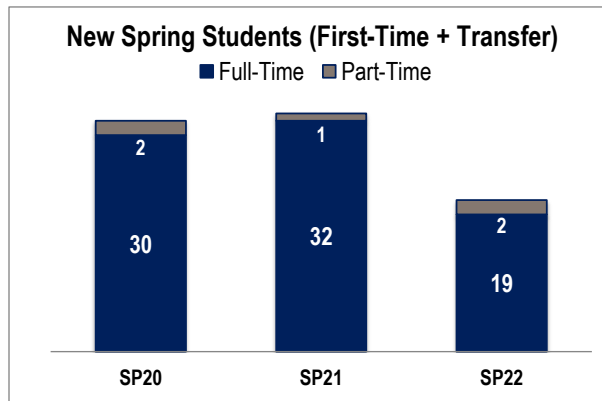
Note regarding FY21 Revenue: The COVID-19 pandemic had major impacts on Auxiliary revenues. A significant portion of the student population chose to study remotely, leading to substantial decreases in on-campus living and dining participation rates. Offsetting revenue increases were recorded in the Other 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).



Board of Trustees Dashboard - May 2022

Spring Semester Enrollment and Persistence

Spring 2022 figures based on final census (freeze) data, 2/14/2022





GOVERNMENT RELATIONS REPORT

Date of Meeting: May 13, 2022

Reporter: Trustee Sven E. Holmes

Executive Summary:

The 2022 Legislative Session adjourned on April 12, 2022. The Legislature approved the Governor's FY23 operating budget for the College, which provides a total of \$32.3M in State funds, an increase of \$2.7M (9.3%) over FY22.

The State's FY23 operating budget provides funds to the College in accordance with its 2017 revised funding formula. These funds include the inflator, healthcare rate change, and 50% of Statewide COLA's. In addition, funds in the amount of \$637K were provided to support the operations and maintenance of the Performing Arts Center and Learning Commons. This is the first time the State has provided support for the operating expenses of a new building since the College's funding formula was first implemented in 1992.

In addition, the Governor proposed using a portion of the State's financial surplus to provide supplemental financial aid funds to all public higher education institutions in an effort to improve affordability. As a result, the College received \$400K of new, additional funding designated to support financial aid provided to our students. Over the next year, the College will seek to add these funds to the General Fund Grant as a permanent addition.

The Legislature appropriated \$11.0M in FY23 capital funding for the College that includes \$1.9M for the conversion of spaces within Goodpaster Hall into labs for chemistry and biochemistry, \$4.0M to convert the first floor of the Hilda C. Landers Library into a student support center, and \$5.0M for infrastructure projects. The College also received \$100K for Dr. Julia King to perform an historical, archaeological, and ethnographic overview of Mount Aventine's Black community between 1700 and 1950. Mount Aventine is located in Charles County.

There were 2,357 pieces of legislation introduced during the 2022 Legislative Session. The College's government relations team closely monitored 86 bills during the Session that were of high interest and had the potential to impact St. Mary's College. Of significant importance is House Bill 54 – St. Mary's College of Maryland – Cost-of-Living Adjustment, which was introduced by Delegate Brian Crosby. This bill passed and will increase the College's funding from 50% to 100% of Statewide COLA's. House Bill 54 was advocated by AFSCME, the union representing the College's collective bargaining staff. The College was officially neutral on the

bill, remaining consistent with its commitment not to seek further changes to the funding formula after it was revised in 2017.

At the Federal level, the College is extremely grateful to Majority Leader Steny Hoyer for his support to secure \$900K for the purchase of a new research vessel to support our new Marine Sciences program. The request was funded in the Federal Government's FY22 budget. The College has made two new Federal funding requests for FY23 that include \$1.0M for the renovation of the aquatics holding and research lab in Schaefer Hall, through Majority Leader Steny Hoyer, and \$750K for new scientific equipment to support the Marine Science program through Senator Ben Cardin.

At the local level, the St. Mary's County Commissioners have included funds for the improvement of Mattapany Road in their draft FY23 capital budget. This important endeavor will address the safety concerns of Mattapany Road, making it safer for the St. Mary's College community, as well as local county citizens and tourists.

Overall, the College has been very successful in its various government relations activities over the past year. President Jordan, Trustees, government relations staff, and the College's lobbyists have all worked effectively to secure new funding and to advance the College's interests at the local, State and Federal level.

**BOARD OF TRUSTEES
CAMPUS LIFE COMMITTEE**

REPORT SUMMARY

Date of Meeting: May 13, 2022

Date of Next Meeting: October 2022

Committee Chair: Danielle Troyan '92

Committee Members: Nick Abrams '99, Joshua Ajanaku '22 (Student Trustee), Carlos Alcazar, John Bell '95, 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

Executive Summary

Discussion Items

Vice President for Student Affairs Report

Dr. Jerri Howland

Student Trustee Report

Joshua Ajanaku '22

Update on the IDEAA Office

Kelsey Bush '94

Information Items

Minutes from Board of Trustee, Campus Life Committee from February 4, 2022 Meeting

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

II.A. Approval the Maryland Higher Education Commission (MHEC) Cultural Diversity Report

The Campus Life Committee recommends approval of the College's 2022 Cultural Diversity Report for submission to the Maryland Higher Education Commission.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF MAY 13, 2022**

AGENDA

- I. DISCUSSION ITEMS**
 - A. Vice President for Student Affairs Report**
 - 1. Division of Student Affairs new Mission Statement
 - 2. CCPD Curricular and Cocurricular update
 - 3. Student Mental Health Concerns
 - B. Student Trustee Report**
 - C. Update of the IDEAA Office**
- II. ACTION ITEMS**
 - A. Approval of the Maryland Higher Education Commission (MHEC) Cultural Diversity Report**
- III. INFORMATION ITEMS**
 - A. Minutes (Meeting of February 4, 2022)**

The Committee does expect to close a portion of this meeting.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE**

STUDENT TRUSTEE REPORT

May 13, 2022

Reporter: Joshua Ajanaku '22, Student Trustee

Executive Summary

It is hard to believe this is my last Board meeting as Student Trustee, what a year it has been. I witnessed how the COVID-19 pandemic altered the very fabric of our daily lives and redefined what normal looked like for all of us on campus. However, the one thing I have learned about the Seahawk community throughout my years of being here is our ability and resolve to improvise, adapt, and overcome any challenges we encounter.

At the start of my tenure as Student Trustee, I had three goals I hoped to achieve: service leadership, transparency, and community service. To achieve my goal of service leadership, I created an initiative, a first of its kind on this campus, called Coalition of Campus Leaders (CCL). This leadership initiative was aimed at bringing students from diverse backgrounds together to have round-table discussions about issues they face on campus and, consequently, identify solutions. One of the issues was the new academic matrix. At the next to last meeting of CCL, Katie Gantz, Interim Dean of Faculty, attended to address questions students had about the new system and its impact on the value of their college education. Dean Gantz was able to thoroughly explain the new system and address students concerns related to the value of their college degree based on their view of a perceived reduction in class time. I believe more needs to be done to properly educate the campus on the new academic matrix and its benefits. The success of CCL is something I will forever cherish. CCL aided in bridging the gap between various groups on campus and encouraged students to be engaged in conversations about school policies. I also employed my skills as a servant leader to help serve as a bridge between the group Call Us by Our Names and the administration to ensure that student voices were heard.

My second goal was transparency. I met regularly with the Student Government Association (SGA) President, Erin Lanham, to update her on relevant college policies, to make her aware of issues brought to my attention, collaborated on certain projects, and learned more about SGA business.

Lastly, I was able to fulfill my third goal of community service through my involvement in numerous acts of service to the St. Mary's College of Maryland community such as my partnership with the Men's Varsity Soccer Team and cleaning up Church Point and Trinity Episcopal Church.

One project I ventured into this semester and wished I had more time to bring to fruition was setting up a greyhound-style shuttle service to transport students to and from the Baltimore/DC area on weekends. The inspiration behind this shuttle service came about during my time as a tour guide for the Office of Admission. I learned how prospective students and their families wished we had a shuttle service to bring them to and from airports, especially the families who were out of state or prospective students who did not have cars. I hope this opportunity could be explored in the future as this would serve as a unique benefit to students and the college.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF MAY 13, 2022
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 diverse student, staff, and faculty populations.

In April, Dr. Dereck Rovaris, Sr., assumed his new role as the inaugural Vice President for Equity and Strategic Initiatives, leading the IDEAA team. All of us in IDEAA welcome him to the family and are excited to work with him!

Our initiatives and programming for the current reporting period include:

I. Programs, Resources, and Training

In March, IDEAA partnered with the SGA's Diversity Committee and other offices to bring StepAfrika, the first professional dance company dedicated to the tradition of stepping, to campus. Approximately 160 students, staff, faculty, and community members attended the event.

IDEAA is also collaborating with the Center for the Study of Democracy and the Department of Environmental Studies to launch the "Environmental Justice on the Coast" lecture series, beginning in spring 2022.)

IDEAA worked on the development of a Cultural Engagement Guide for staff and faculty. This guide is a local directory meant to help members of our campus connect with communities on campus and beyond. The current edition of this directory includes local businesses, places of worship, and other organizations that serve diverse populations and/or are LGBTQ+ affirming.

IDEAA also worked with staff and faculty volunteers to develop a Calendar of Religious Observations for the community. This document will assist faculty and staff in planning meetings and assignments. The document provides guidance on when the holidays occur and which are considered the most important in a particular faith practice.

Beginning in summer 2022, IDEAA is leading the implementation of a new campus-wide online training platform by Get Inclusive which will include training relating to diversity and inclusion, Title IX, alcohol and substance abuse, and other topics. The provider was chosen because of their continuous educational model instead of a singular training. This process builds on foundational

information to ensure our training is compliant and up to date with the most current best practices. In addition, IDEA is exploring other training resources and offered a pilot program of the well-regarded "Factuality " program to 20 staff and faculty members.

II. Oversight and Support of IDEAA Program Areas

A. Bias Prevention and Support Team

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.

As of April 28th, the Bias Prevention and Support Team has received 10 reports during the spring 2022 semester:

- Four (4) reports involved incidents that did not reflect an alleged bias, but provided an opportunity to educate the reporting parties about the role of this resource.
- Three (3) reports involving instances in which trans students' deadnames were used incorrectly in College processes.
- Three (3) reports involved reports of racist jokes or comments, including two reports about the same student organization.

In response to these reports, the Team has had ongoing conversations with involved parties and worked with Student Affairs and other colleagues across campus to address the concerns that have been raised.

B. Office of Accessibility Services

During the 2021-22 academic year, the Office of Accessibility Services (OAS) served a record-breaking number of students: 251 in fall 2021 and 237 in spring 2022. As points of comparison, 190 students received accommodations in fall 2020 (an increase of 32%) and 172 in spring 2021 (an increase of 38%). The most common accommodations include permission to audio record classes; extended time on in-class exams, quizzes, and writing assignments; receipt of lecture notes/outlines when available; and permission to have a laptop in class for note-taking and use of text to speech software.

In April, OAS welcomed Dana Kieran as the new Director of Accessibility Services. Dana served as the Director of Accessibility Resources and ADA Coordinator at Longwood University for nine years.

This year, for the first time since 2017, OAS participated in the Workforce Recruitment Program for College Students with Disabilities (WRP), a federal recruitment and referral program that connects federal sector employers nationwide with college students and recent graduates with disabilities. Three students participated in the WRP and one student completed the interview

process. In addition, this year OAS interns began work on an accessibility map of the campus, and OAS continued revising its website to provide a better user experience.

C. Equity Programming

DeSousa-Brent Scholars Program

The DeSousa-Brent Scholars Program was established in 2008 as a first year program to replace College 101. Its original mission was to end an institutional approach based on student deficit models, and to leverage the resiliency and cultural sophistication of BIPOC, first-generation, and low-income students, and parlay those characteristics toward success in the classroom and in leadership roles on campus. Equitable practices in the program included providing students with new laptops, providing mentoring opportunities and in depth advising. The curriculum for the introductory course also centered on issues related to BIPOC, low income and disabilities in society and academia. In 2013, inspired by this innovative programming, SMCM administrators proposed state legislation that would fund equitable programming on campus if DB could eliminate the retention and 4-year graduation rate gaps for DB students in the 2015 cohort (that is, students enrolling in 2015). The State-legislated metrics for the program were and continue to be as follows:

First-to-second year retention rate is at least 88%

First-to-third year retention rate is at least 79%

4-year graduation rate is at least 70%

In 2019, thanks to a monumental effort on the part of faculty, staff, student mentors, and Board oversight, the DB program met its outcomes. The College secured funding for equitable programming from the State, with the understanding that the DB programmatic outcomes would serve as key metrics to measure ongoing support.

IDEAA oversight of DB began in May of 2021. At that time, however, the 2017 cohort of the DB program demonstrated one of its lowest graduation and retention rates ever: a 38% four-year graduation rate for DB students, compared to 58% for all students. A major factor contributing to this drop were high levels of voluntary attrition of DB students in their first and second year, for reasons including lack of academic success and curricular options. Regardless of these reasons, this drop was unacceptable.

IDEAA has led the DB program through an un-siloing and recalibration process to recover from this decline and to meet its retention and graduation rate goals in a more consistent manner. IDEAA has tasked DB program leadership with more consistent and in-depth reporting and analytics to identify areas that need more programmatic attention or institutional support.

The good news is that the historically low four-year graduation and retention rate for the 2017 cohort appears to be an anomaly.

- Projections for the 2018 cohort show an almost 25% bounce back. By the end of summer 2022, 62% of DB Scholars in the 2018 cohort will have graduated in four years, compared to 67% for all students. The 2018 cohort's five-year graduation rate will be 68%.

- For the 2019 cohort, we project a four-year graduation rate of 55% (compared to 64% for all students), based on current retention data (75.5% first to second year; 62.3% first to third year).
- Data for the 2020 cohort is much more promising. The first to second year retention rate of 90% exceeds the all-student rate of 85%. (Notably, the original 2015 legislative metric was also 85%.) The 2020 cohort also has a first to third year retention rate of 78%, which is equal to both all students and the 2015 legislative metric.

Beyond these metrics, importantly, the program continues to fulfill its original leadership mission. For example, over the course of ten years, four DeSousa-Brent Scholars have served as Student Trustees for our Board. In addition, DB scholars make up 25% of the student Residence Life staff on campus, even though DB students are only 10% of the student body. DB Scholars are also pivotal in other equity programming, including peer to peer mentoring.

DB enrollment includes students who enroll at the College from partner pipeline programs. These programs, the District of Columbia College Access Program and the DREAM.US organization, support underserved students and a condition of the student's enrollment at the college is for them to be a member of DB and participate in DB programming. All students who entered the College in these programs have been retained and are on course to graduate on time.

Finally, under IDEAA's leadership, the DB program is broadening its programming to continue to increase retention, timely graduation outcomes, and outreach. In fall 2022, the DB program will launch a Sophomore Passport Program and a Junior Kick-Off Program that will include mentoring, close advising, and collaboration with other offices, to increase support and retention. The program will also develop a pathway for transfer students to enter the program.

Landers Scholars Program

The Landers Scholars Program was established in 2018 by The Arthur E. Landers, Jr and Hilda C Landers Charitable Trust. Currently 17 students are provided fully funded 4-year scholarships, including 4 year mentoring and community service opportunities. 16 of those students are also DeSousa-Brent Scholars. All four students of the original Landers Scholars cohort who enrolled at the College in 2018 have been retained and will be graduating in four years. Subsequent cohorts have been retained as well and are on schedule to graduate in four years.

***Sum primus*: First Generation Student Programing**

In collaboration with the Vice President for Student Affairs and and in consultation with the Vice President of Enrollment Management, the office of Equity Programing is in the process of creating a four-year, first-generation program for the College: *Sum primus*, Latin for "I am first." The program seeks to increase retention and four-year graduation rates for students who will be the first in their immediate families to graduate from a four-year degree program. As part of the *Sum primus* program, IDEAA staff have developed a virtual panel discussion showcasing successful first-generation students, faculty, and staff, and will host an end-of-year Sum Primus outdoor gathering. In fall 2022, IDEAA will launch a first-generation peer-to-peer mentoring program between students, staff, and faculty. Currently over 54 students, staff, and faculty members have

registered to be mentees or mentors. IDEAA will also integrate alumni mentors into the program during summer 2022. Beyond increases in retention and graduation rates, *Sum primus* programing will provide students more access to high-impact experiential practices as well as professional networking that will lead to career placement opportunities.

D. Office of Title IX Compliance and Training

As of April 28, 2022, the Office of Title IX Compliance and Training has received 31 Title IX reports and 13 non-Title IX reports during the spring 2022 semester, for a total of 44. This equates to receiving three reports each week, and this reflects a return to pre-pandemic levels of reporting.

The spring 2022 reports involved the following kinds of issues:

- Non-Title IX issues (13)
- Sexual harassment (11)
- Sexual assault – unknown (5)
- Non-consensual sexual intercourse (5)
- Stalking (3)
- Non-consensual sexual contact (2)
- Dating violence (2)
- Retaliation (1)
- Sexual exploitation (1)
- Pregnant/parenting students (1)

We received these reports from the following sources on campus: complainants (the people who experienced the alleged misconduct) (12), staff (11), Resident Assistants (10), Public Safety (3), faculty (3), student witness (3), an alumnus/a (1), and respondent (the person who engaged in the alleged misconduct) (1).

Of the 31 Title IX reports, 17 described incidents that occurred during the spring 2022 semester, and 7 described incidents that occurred in fall 2021 (the remaining 7 reports described incidents that happened before fall 2021, or the date of the incident was not shared). Nineteen (19) of the 30 Title IX reports described incidents that occurred on campus.

The spring 2022 reports are being resolved in the following ways:

- **Non-Title IX reports (13).** These reports, often of interpersonal conflicts, were referred to the appropriate offices and resources.
- **Implemented remedial measures (5).** 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 (5).** The complainant did not wish to share information or move forward with a process.
- **Initial assessment under way (4).** The College is conducting an initial assessment of the report and determining appropriate next steps.
- **Complainant did not respond (4).** The complainant did not respond to outreach from the Title IX Office.

- **Formal resolutions (2).** The College is conducting a formal investigation process to determine if a respondent should be held accountable for a policy violation. The College initiated four (4) formal resolution processes in fall 2021.
- **Unknown complainant (2).** The College received second-hand reports but did not know the identity of the person affected by the situation.
- **Non-affiliate respondent (2).** The College's ability to respond was limited, but we could offer the complainant supportive measures.
- **Addressed by Human Resources (2).** The Office of Human Resources is addressing the report.
- **Unknown respondent (1).** The College's ability to respond was limited, but we could offer the complainant supportive measures.
- **Complainant stopped responding (1).** The complainant initially engaged with the Title IX Office and stopped responding to communications.
- **Honor request for confidentiality (1).** The complainant explicitly asked the Title IX Office not to take action to address the report.
- **Informal resolution (1).** The Title IX Office engaged in a voluntary, non-disciplinary process with both parties to implement remedies to address the situation.
- **Pregnant/parenting students (1).** The Title IX Office worked to implement reasonable accommodations for pregnant or parenting students, pursuant to the College's Policy to Support Pregnant and Parenting Students.

In late March, the Title IX Office hosted trainers from A Call to Men for semesterly, grant-funded sexual violence prevention programming. Over three days, approximately 195 students, faculty, and staff attended discussion-based programming around healthy manhood, violence prevention, consent, trauma, and healing.

Unfortunately, the Title IX Office's search for a new Assistant Director of Title IX Compliance and Training has failed due to a limited applicant pool. We are reevaluating the position description and recruiting approach to ensure that we have a strong team in place moving forward.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE COMMITTEE
MEETING OF MARY 13, 2022**

**ACTION ITEM II.A.
APPROVAL OF THE 2022 CULTURAL DIVERSITY REPORT**

RECOMMENDED ACTION

The Campus Life Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the College's 2022 Cultural Diversity Report for submission to the Maryland Higher Education Commission.

RATIONALE

In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. These plans must be submitted to each institution's board by July 1. Further, the statute requires that each institution submit, by September 1 of each year, a report to the Maryland Higher Education Commission (MHEC) summarizing institutional progress toward the implementation of its plan for cultural diversity. According to statute, the Commission must monitor each institution's progress toward achieving the goals outlined in its plan and ensure compliance with the State's goals for higher education. Additionally, the Commission is required to report its findings to the Senate Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

ST MARY'S
COLLEGE *of* MARYLAND

The National Public Honors College

St. Mary's College of Maryland
Cultural Diversity Report

2022

Section 1: A summary of the institution's Diversity, Equity, and Inclusion (DEI)-explicit initiatives or efforts for the following four populations: (a) student, (b) faculty, (c) non-faculty staff, and (d) administration.

(a) Students

DeSousa-Brent Scholars Program

In 2008, the College created the DeSousa-Brent Scholars Program to promote the availability of a liberal arts education to underrepresented students in higher education. The program provides a highly structured college experience to promote student success. Before beginning their first year, students are eligible to attend a two-week summer bridge program, consisting of coursework taught by College faculty where students are introduced to the rigor of our institution. Students also receive intensive advising (meeting every 3 weeks), participate in the same first-year seminar as other DeSousa-Brent Scholars (to facilitate cohort building), and in their second semester, enroll in a leadership seminar where they carry out a campus-wide leadership project. In addition, students in their sophomore through senior years participate in various academic and social support programs and initiatives, including leadership development, graduate school preparation, selecting a major, a fall retreat to remain engaged during mid-semester, degree audits, stress/time management, and social programs to build community with other students in the program. Since its inception, 554 students have participated in this program. The DeSousa-Brent Scholars program is available to underrepresented students who are first generation college students, eligible to receive Pell Grants, ethnic minorities, disabled, and/or from rural or urban communities.

Sum primus

Established in 2017 by President Tuajuanda Jordan, a first-generation student herself, *Sum primus* enables students who are the first in their families to attend college to be part of a network of support including their parents and other first-generation students and faculty. The program seeks to increase retention and four year graduation rates for first generation students. As part of the *Sum primus* program students can attend a summer bridge program that will immerse students in campus. A first year living/learning center allows students to consider the important balance between curricular and co- curricular experiences at the College. Students then continue on to a first-generation peer-to-peer mentoring program between students, staff, and faculty. Currently there are over 50 students, staff, and faculty members who have registered to be part of mentoring. During the summer, alumni mentors will be included in *Sum primus* programming to provide professional development opportunities beyond St. Mary's. Through in-depth advising and on-campus networking, *Sum primus* programming will provide students more access to high-impact experiential practices as well.

Additional Initiatives

In addition to these programs, the College has partnered with the District of Columbia College Access Program (DCCAP) and TheDream.US Scholarship program (Dreamers) to increase the access of first-generation and marginalized students to the College. Our partnerships with these two programs seek to increase the enrollment of Latinx students. Once enrolled at St. Mary's College of Maryland, students are financially supported through the work of *Sum primus* and the DeSousa-Brent Scholars programs.

(b) Faculty

In fall 2021, St. Mary's College of Maryland began the first phase of a two-year cluster hire process. Our goal with the Ross Fellows program is to actively center inclusive diversity in all parts of our educational practice. With the launch of the initiative in AY2022, the College will build and foster a network of promising new faculty whose expertise across their diverse fields of specialization will further elevate our research profile, and whose pedagogical practice will improve the educational experience of underrepresented students. To enhance recruitment and retention, the Ross Fellows will be supported by supplementary research and/or salary funding, targeted professional development and mentoring, and community support from the Division of Inclusive Diversity, Equity, Access, and Accountability (IDEAA) and other campus partners.

In addition to the launch of the Ross Fellows program, the College entered into an agreement with the National Registry of Diverse and Strategic Faculty to post all of the College's faculty positions. The REGISTRY is a national database of diverse and strategic candidates seeking ladder-rank employment as faculty members at institutions of higher education. As a subscribing member, the College is able to search from among over 1,500 candidates consisting of diverse and strategic faculty and doctoral students seeking jobs in higher education.

In an effort to retain new diverse hires, IDEAA is working with Human Resources and Academic Affairs to make the College's onboarding process and new faculty orientation more culturally responsive. This has included working on a cultural engagement guide that spotlights local resources and businesses that would be of interest to our marginalized employees. Additionally, IDEAA continues to sponsor its annual Black, Indigenous, and People of Color (BIPOC) luncheon for faculty and staff. This event affords those who attend the opportunity to meet in an environment in which they can support and mentor one another.

(c) Non-Faculty-staff

The Inclusive Diversity, Equity, Access, and Accountability (IDEAA) unit and Human Resources (HR) have been working to expand the diversity of the applicant pools for non-faculty and administrative positions. HR has well-established Affirmative Action protocols associated with searches. As part of their protocols, HR fails searches if the candidate pools are not representative of the campus community.

In the spring of 2022, HR and IDEAA partnered with a vendor who specializes in broadening the diversity of applicant pools via a range of group-targeted employment boards. These groups range from racial and gender to veteran status and ability. In addition to their own boards, the company partners with national organizations such as the Urban League and Council for Latino Workplace Equity (CLWE) to place information about the jobs. IDEAA and HR are working together to develop additional ways to increase the diversity of applicant pools.

The cultural engagement guide, referenced above, is also disseminated to newly-hired staff. The information listed for faculty is the same for staff.

(d) Administration

The approaches presented in the “Non-faculty Positions” section are also used for administrative searches for both those searches performed “in-house” and those for which an external search firm is retained. Additionally, the College places advertisements in publications that target diverse job-seekers.

Section 2: A description of the governing, administrative, coordinating bodies, and institutional offices, if any, that exist on campus that are solely dedicated to DEI.

Beginning in 2015, the College formalized its equity work with the creation of the IDEs (Inclusion, Diversity, and Equity) office. In the Fall of 2020, IDEs was relaunched as IDEAA (Inclusive Diversity, Equity, Access, and Accountability). The work of IDEAA is done through innovative programming and the coordination of initiatives and resources. IDEAA focuses on implementing inclusive and equitable practices to achieve academic and/or professional success for all campus community members. IDEAA is a reflection of the College's commitment to providing an inclusively diverse campus community where all students, staff, and faculty can thrive.

IDEAA's mission is to lead campus-wide efforts to create and sustain policies, initiatives, and resources that ensure that the College is a welcoming, transformative, and empowering institution. To ensure that this goal is achieved, IDEAA has worked in partnership with several offices to review equity data. IDEAA is currently working on an accountability structure to provide feedback to faculty and staff on student related issues. The accountability matrix will include not just academic achievement, e.g. retention and graduation rates, but include climate information to further inform the work of IDEAA and the partnering offices.

The work of IDEAA spreads beyond data collection and analysis to programming and partnerships with student and staff/faculty organizations. The office has partnered with several student organizations to provide diverse programs for the College community. These programs include a documentary screening and writing workshop during Hispanic Heritage Month, performances to celebrate African American History Month, and support for Lavender Graduation, an event to recognize the accomplishments of LGBTQ graduates. Throughout COVID, IDEAA has been able to bring together BIPOC staff and faculty to provide them with opportunities to fellowship and find support amongst individuals that are similarly situated.

The IDEAA's work is informed by the National Association of Diversity Officers in Higher Education (NADOHE) "Framework for Advancing Anti-Racism on Campus" (2021). NADOHE's framework outlines ten (10) priority areas that each campus needs to review in an equitable manner to address the legacies of racism that remain in their systems. To address these priority areas, IDEAA employs the Shared Equity Leadership (SEL) model developed by the American Council on Education (ACE). SEL moves equity work from one person's responsibility to everyone's responsibility and multiple campus stakeholders collectively share leadership for equity. This process makes equity an ingrained part of campus culture instead of an additional program or process.

Section 3: A description of the institution's DEI data or metrics (including, but not limited to, Equity Scorecards, Equity Audits, Campus Climate Surveys). Please do not include actual data; include only a description of the data or metrics. This should also include a description of how these data assist in driving the institution's actions and interventions to eliminate educational diversity, inclusion and equity gaps.

As part of its equity work, St. Mary's College of Maryland embarked on several initiatives to intentionally review the effectiveness of the equity and access programs it has implemented.

The IDEAA Division is currently in the process of an equity audit of policies, procedures and data. Launched in summer 2021, IDEAA has led a policy equity work group of staff, students and faculty members to review all the policies and procedures through an equity lens. The work group gathers and reviews all College policies to identify, and makes recommendations to address any discriminatory or inequitable effects. In addition, the work group must determine whether additional policies are needed to promote a more equitable living, learning, and working environment.

In addition to auditing the policies and procedures for their equitable impacts, IDEAA is reviewing data that affect equity for staff and students. For students, student success measures such as retention rates, graduation rates, and time to degree are disaggregated by race, gender, first-generation status, and low-income status. Academic milestones that are known to impact retention and graduation (such as attempted credits in the first semester, earned credits in the first year, and completion of a college math course in the first year) are also monitored for the same sub-populations of students. Added to these markers, IDEAA has worked with partnering units to look at disaggregated class and department data to identify areas of success and improvement. Identification of equity gaps assists in driving the design of programming and interventions to support students and maximize their success. These conversations have led to changes in the way gateway classes are taught and, in some instances, modifications to course structure/classroom policies.

Section 4: A description of how the diverse perspectives and voices of all students are captured and utilized in informing the campus's DEI efforts.

In addition to surveys and meeting directly with various student groups, the College has established two student groups to inform its diversity policies and work. The first group is the Affinity Leadership Council (ALC). The ALC is composed of the leadership of the different affinity groups, e.g. Black Student Union (BSU), Asian Pacific American Club (APAC), St. Mary's Triangle and Rainbow Society (STARS), etc., on campus. These students come together once a month to meet and discuss the different issues that members of their groups are facing, support one another in programming efforts, and work on ways to address the different issues that they are facing. To ensure a shared leadership approach, the group is convened by the IDEAA senior student intern. With a peer convening the group, students speak more freely. The information shared during these meetings is summarized and shared with the Chief Diversity Officer, a member of the rest of the IDEAA staff. These sessions have proven to be invaluable in addressing student concerns and in enhancing the College's diversity training.

The second student group that assists in directing diversity and inclusion on the campus is the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Student Services Advisory Committee whose charge is to establish programs and services for the LGBTQ student community at St. Mary's College of Maryland. The goals of the committee are to promote the safety and success of students and to facilitate and support a collaborative approach to establishing programs and services for LGBTQ students. The committee meets on a monthly basis and provides guidance on the issues that affect this community, and works directly with the leadership of Student Affairs in addressing identified issues. The membership is composed of students, staff, faculty and administration.

In addition to these two and other active ways of discussing DEI policies and providing student voices, the IDEAA unit, in close collaboration with leadership in Student Affairs, has enhanced the bias reporting and support program. This initiative has increased training for specific units, generated media awareness campaigns, and other activities to create a more positive college community.

Appendix

Cultural Diversity Plan St. Mary's College of Maryland Academic Year 2021-2022

Inclusive Diversity at St. Mary's College of Maryland (SMCM) is a foundational tenet of the overall institutional mission. Our work is marked by our intention to “foster... a community dedicated to honesty, civility, and integrity” as stated in the SMCM mission statement. In Fall 2020, the Office of Inclusive Diversity and Equity (IDE) was reimagined as the Division of Inclusive Diversity, Equity, Access, and Accountability (IDEAA), reflecting a broadened scope of responsibility and renewed commitment to equity and diversity while also holding our community accountable for our efforts. IDEAA is committed to engaging the entire campus with a robust slate of activities aimed at program design, curriculum reform, alumni engagement, policy creation and general campus climate reform. Additionally, promoting and embracing cultural diversity and cultural competence among SMCM constituents is essential to the success of the institution as the nation's public honors college; hence, inclusion, diversity, equity, accountability and access are prominent themes that recur throughout the College's last [Strategic Plan](#).

During the 2021-22 academic year, as we emerge from the COVID-19 pandemic, SMCM will reinvigorate our strategic planning efforts with the goal of crafting a new multi-year plan to begin in Fall 2022. In the meantime, the IDE-related objectives in the current Strategic Plan will serve as the foundation of College's Cultural Diversity Plan, which is as follows:

- **Goal 1:** *Attract intellectually ambitious students who thrive in and respect a diverse, collaborative learning community.* This will be partially accomplished through increasing diversity among the student body (Objective 1); diversifying course offerings related to wellness, diversity, leadership, and financial literacy (Objective 2); and enhancing the academic and social integration of students in the campus environment (Objective 3).
- **Goal 2:** *Engage students in a rigorous, experiential, flexible, and innovative academic environment that capitalizes on our unique geographical location.* This will be partially accomplished by promoting a community and academic environment that embodies the principles of diversity and inclusion on which we were founded (Objective 4). In doing so, the campus will create a system for developing additional academic opportunities/offerings and a long-term plan for institution-wide IDE efforts. In particular, IDEAA will focus on collaborating with other campus units to offer workshops, outreach, and communications in response to local, state, national, or world events.
- **Goal 3:** *Attract and retain a diverse staff and faculty who achieve excellence across the liberal arts in the teaching, scholarship, creative works, and practice of their disciplines.* Toward this end, SMCM will increase its efforts to recruit/hire a diverse employee population (Objective 1) along with expanding efforts to create an inclusive environment that values and optimizes the strengths of a diverse workplace while supporting employees' professional excellence, personal well-being, and ability to thrive on campus (Objective 2).

- **Goal 4:** *Graduate prepared, responsible, and thoughtful global citizens.* To accomplish this, SMCM will promote inclusion, diversity, and equity (via increased IDE initiatives and professional development opportunities) to engage students in (and assist employees in working with each other and students while) challenging and abating injustice consistent with the St. Mary's Way (Objectives 3 and 4).
- Increase the four-year graduation rate for underrepresented (racial/ethnic minority and first-generation college) students. Note: Although this objective is not explicitly listed in the Strategic Plan, SMCM is committed to supporting efforts aimed at enhancing retention and graduation rates of these student populations. In particular, IDEAA will review existing data, develop evaluation processes, and establish metrics to assess progress on this goal.

Cultural Diversity Plan

St. Mary's College of Maryland

Academic Year 2022-2023

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Although strategic planning was delayed during 2021-22 to focus on other priorities, including academic restructuring, SMCM is committed to developing a new multi-year strategic plan throughout the 2022-23 academic year. In the meantime, the IDE-related objectives in the previous Strategic Plan will serve as the foundation of College's Cultural Diversity Plan, which is as follows:

- **Goal 1:** *Attract intellectually ambitious students who thrive in and respect a diverse, collaborative learning community.* This will be partially accomplished through increasing diversity among the student body (Objective 1); diversifying course offerings related to wellness, diversity, leadership, and financial literacy (Objective 2); and enhancing the academic and social integration of students in the campus environment (Objective 3).
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**BOARD OF TRUSTEES
CAMPUS LIFE COMMITTEE**

MINUTES

Date of Meeting: February 4, 2022

Status of Minutes: Approved March 17, 2022

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.

Committee Members Absent: None

Staff Members: Jerri Howland, Kelsey Bush '94

Others Present: Carlos Alcazar, Betsy Barreto, Peter Bruns, Donny Bryan '73, Jeff Byrd, Sarah Cannavo, Paula Collins, Carolyn Curry, Valarie Dieudonne, Michael Dunn, Katie Gantz, Elizabeth Graves '95, Gail Harmon, David Hautanen, Melanie Hilley '92, Sven Holmes, Kristina Howansky, Lawrence Leak '76, Doug Mayer, Paul Pusecker, Greg Shedd, Sherrer Shanen, Jenny Sivak, Ray Wernecke, John Wobensmith '93, Anna Yates, Derek Young '02

Executive Summary

Committee Chair Danielle Troyan '92 called the meeting to order at 10:14a.m. Attendees participated both in-person and via videoconference.

Discussion Items

Vice President for Student Affairs Report

The fall semester focused on the physical and mental health needs of students. Addressing concerns that were raised by LGBTQ students regarding living conditions in the Prince George residence hall, as well as choosing a better name for the hall. The name selected for the residence is Open and Inclusive Housing. There were also concerns regarding the living conditions, all of which are currently being addressed and updated. The Chosen Name form for students requesting to use a chosen first name on campus is currently a manual process. The current ERP system does not have the capability to default to a chosen first name. Once the new ERP system is in place the chosen first name will be automatically uploaded.

The Wellness Center (WC) carried the brunt of Covid testing with clinics five days a week for regular mandated testing and on-demand testing. The fall semester began with staffing challenges but the spring semester began with the WC fully staffed. The WC provided MySSP (a student support service with professionally trained counselors). A resource funded by SGA for one year.

The Center for Career and Professional Development (CCPD) had two main goals for this academic year: 1) hire staff and 2) update and redesign the Pathway Core courses. CCPD is

beginning the spring semester fully staffed with energetic, talented and creative individuals. A Career Expo is tentatively planned for March 30, 2022 where area employers will be invited to participate and partner on internships/externships opportunities.

Student Trustee Report

Joshua Ajanaku '22 achieved his goals of community service, service leadership and transparency. He has developed connections with students, faculty, and key administrators. He has learned more about the concern's students are facing, and has communicated the inner workings of the BOT to the SGA to promote transparency and understanding. He continues to build a professional relationship with the current SGA President, Erin Lanham. Students were appreciative of the clear communication regarding changes in Covid-19 policies as the spring semester began. A revised student trustee position description will be presented as an action item at today's meeting.

Information Items

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

Report was included with materials.

Minutes

Approved minutes from Campus Life Committee meeting of October 15, 2021 were included in the materials.

Action Items

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. Upon approval, the name change would be reflected within on-campus communication systems that do not require the use of legal names. Requests for use of a chosen name shall be limited to one request per academic year. A motion to approve the item was made by Committee Chair Danielle Troyan '92. The motion was seconded and the action was approved unanimously.

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. Dr. Jordan suggested removing the Selection Process as part of the action. A motion to approve the item as modified was made by Committee Chair Danielle Troyan '92. The motion was seconded and the action was approved unanimously.

The meeting adjourned at 10:50 a.m.

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The National Public Honors College

BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE

OPEN SESSION REPORT SUMMARY

Date of Meeting: May 13, 2022

Date of Next Meeting: October 14, 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

Minutes of February 4, 2022

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

III.A.Recommendation to Approve 2022 Candidates for Graduation



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF MAY 13, 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 2022 Candidates for Graduation
- IV. INFORMATION ITEM**
 - A. Meeting Minutes of February 4, 2022

The committee expects to close a portion of this meeting.

May 5, 2022

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

The faculty continue to be engaged in teaching, scholarship/creative work, and service. In addition, we continue to work to implement the many changes the faculty approved earlier in the academic year. Despite much progress, there remain concerns, which I share with you below.

Academic Administrative Restructuring

After the faculty voted in January 2022 to approve Model 2.5 as a structure to guide academic administrative restructuring, we have been working with the members of the Academic Administrative Restructuring Implementation Team (AARIT) regarding the details of the model. There continue to be discussions over division composition, with new proposals coming forward to the AARIT for consideration. The AARIT decided to hold decisions about academic linkages between departments until fall, and the Faculty Senate recommended at its last meeting that the AARIT also consider delaying selection of division heads until fall. There were several reasons for this request, including: 1) there are continued negotiations over which disciplines should be in which divisions (some stemming from concerns about significant imbalances across divisions in terms of faculty numbers, numbers of student majors, and resource needs) making the identification of particular divisions heads difficult; 2) there are no divisional meetings scheduled in May and adding them may result in low turnout (given that faculty are administering final exams and grading in advance of commencement); and 3) the previous request of the faculty for a delay resulted in a productive use of time and a collaborative, well-supported report of the Academic Planning Committee and subsequent faculty vote. At the writing of this report, the recommendation had been delivered to the AARIT but no news of a decision had been shared.

The faculty remain committed to implementing a well-conceived model that addresses the goals set out for academic restructuring. However, it is also very important to the faculty not to rush the process but rather fully consider the range of good, creative ideas presented before making decisions about implementing details that will have long-lasting implications. From my own personal perspective, I feel that we have come a long way. Also from the perspective of someone who helped lead major change in the adoption of the core curriculum, I can say with certainty that gathering the creative input of our faculty and working to ensure broad support have resulted in exceptional ideas and a sense of shared mission. We remain poised to do so again.

Change in Leadership

The faculty were informed by President Jordan on April 26, 2022 (at the last faculty meeting of the semester) that Provost Wick will not be returning to his position post-sabbatical as had been previously assumed. Although the faculty were not on the whole surprised by this news (as we had not heard from Provost Wick in some time), we remain concerned and saddened. We miss him and wish him well.

I do want to add, however, that the faculty appreciate Katie Gantz and Jeff Byrd for their work and continued support of the faculty. The Faculty Senate is particularly appreciative of their collegial and collaborative work with the faculty, as we recognize the complexities of the issues with which they are tasked.

Communication and Shared Governance

I also personally want to thank the members of the Faculty Senate for carrying a heavy load this entire academic year. We have felt the strain of balancing the perspectives of the faculty, the administration, and the Board in our work on important curricular and policy issues. We also want to recognize the work of the Staff Senate and our shared desire for clear communication and meaningful collaboration.

Last but certainly not least I want to recognize our students and their own desire for clear communication and engaged participation in the important decisions before us. The faculty are delighted to see our seniors graduating and to participate in encouraging our next class of students to join us at SMCM. One of our ongoing concerns for our students, however, is the continuing impact of the pandemic on both physical and mental health. As a psychologist, I am particularly concerned about the current lack of resources for students' mental health needs and urge our institution to provide more support and infrastructure for our students' wellness.

As always, I welcome your questions and input and look forward to speaking with you in person.

Respectfully submitted,

Libby Nutt Williams, Ph.D.
Faculty Senate President

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BOARD OF TRUSTEES ACADEMIC AFFAIRS

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

(See OnBoard for supporting material.)

Teach-out plans

As noted in the October report describing the effects of TF3, programs that were either immediately discontinued or planned for sunseting applied to the incoming class of 2021. For AY20 students who had already declared majors or minors in the affected programs, the College prepared “teach-out” plans to follow through on our commitment to delivering a full four-year path to degree completion by spring 2024 for all remaining majors and minors. Coursework in those programs continued as planned this year as led by our faculty. In the case of German, a total of 5 students either continued or completed their coursework through our ongoing MOU with University of Maryland Baltimore City.

Updates to the LEAD Curriculum implementation: Humanities in the CORE

As noted in the May 2021 report, prioritization disproportionately affected programs in the Humanities. A recommended outcome also included a revision to the CORE 101 curriculum to invest in a Humanities-based experience, and with it, a commitment to a meaningful curricular presence for the humanities in the education of our students. As discussed in the October meeting, a fuller assessment of our present CORE 101 seminars revealed that the most pressing need was intensified writing instruction -- critical for students in their first semester. Last summer, our faculty work on intensifying writing instruction in the CORE 101 seminars had already begun, and continued through the fall in advance of the development of Humanities in the Core. From lessons learned with past curricular launches, the content is best delivered when framed on top of a well-developed and unified pedagogy (in this case, writing skills).

This spring, Academic Affairs assembled a workgroup of five humanities faculty and chaired by Associate Dean of Curriculum Christine Wooley to discuss reshaping the Core as an exploration of Humanities approaches. Included in the charge will be a report by the end of June that addresses the following:

1. Define the humanities focus of the course, with attention to elements that will create a common experience for students, and to the ways the course will complement (and not substitute for) humanities coursework in specific programs.

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2. Incorporate the writing instruction protocol developed by the Writing and Speaking Center leadership.
3. Identify shared course norms and learning outcomes.
4. Assess staffing needs and suggest possible model(s) for staffing and supporting a humanities-focused core seminar program.
5. Produce at least two sections of Core 101 to pilot the core humanities model in fall 2022.
6. Create an implementation plan and identify training needs.

The fourth point has already generated important discussion within the workgroup and among the broader faculty with both ideological and logistical considerations. While the Humanities in the Core is intended to give humanities disciplines pride of place within the curriculum -- and a guaranteed point of contact with our students to engage them as future majors/minors -- it may likewise be viewed as if our humanities programs are being “relegated” to the Core as a prioritization consolation prize. There are other concerns about what it would mean to structurally prohibit faculty from other disciplines from teaching CORE 101, many of whom also are eager to build inroads with new students. We are as yet uncertain of the staffing implications of this initiative, and will look to the workgroup for guidance and a selection of models to consider.

Faculty Hires

In addition to new hires in Marine Science and Business Administration, the Director of the Library search has successfully concluded with the appointment of Amanda VerMeulen at the rank of associate librarian with tenure.

Regarding faculty hiring, also of note this year is a strong departmental interest in lecturer positions, a rank that has been minimally in use in an ad hoc fashion, but now has gained footing with its official inclusion in the revised 2019 bylaws. In conversation with the department chairs, Academic Affairs has been working to find some tenable intersection among staffing needs, budgetary constraints, and by no means least on this list, the desire to recognize and better compensate the work of many long standing adjunct instructors. These colleagues have proven themselves excellent teachers and committed college community members.

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Four programs have successfully requested positions at the rank of lecturer to take effect immediately in the fall. The College currently has two part-time lecturers in the English department who predate the revised 2019 bylaws; joining these instructors in August 2022 will be full-time lecturers in Educational Studies, Chemistry, and Dance as well as another $\frac{3}{4}$ time lecturer in English. Lecturers are not tenured or tenure-track positions, although they are recognized as peers to tenure-track faculty and are compensated in ways similar to visiting faculty. Lecturers teach a 4/4 load with no service responsibilities and minimal research expectations; they have initial three-year contracts subject to review and renewal, and may advance in rank (lecturer, senior lecturer, master lecturer) with longer contract terms and merit raises. This continuity provides a context in which the lecturers can forge relationships with the students, contribute expertise within our curriculum, and provide critical staffing help for departments struggling to adequately serve the needs of the LEAD curriculum, encompassing breadth requirements, CORE 101, and CORE-P.

Ross Fellows - Cluster Hire update

The Ross Fellows hires for tenure-track faculty during AY22 have been made in Anthropology and Psychology. The searches in Computer Science, Biology, and Economics did not yield successful hires. The renewed Biology and Computer Science searches will join three new approved Ross Fellows searches this fall in Math, History, and Environmental Studies. In a debrief with the Economics search committee, they attribute the failed search to two central factors. First, the number of new PhDs in Economics who opt to enter the professoriate is very low; an even smaller number are new PhDs who specialize in pedagogy supporting underrepresented groups. Our pool was quite small. Second, some candidates expressed concern about being outwardly identified with the Ross Fellows initiative, worrying they would be less competitive for external research grants, or evaluated more stringently at tenure for the success and retention outcomes of our students of color (the latter is decidedly not the case). We will renew the tenure-track search in Economics next fall, but not as part of the Ross Fellows initiative. As is our expectation for other disciplines, the collective pedagogical expertise we build from our Ross Fellows will become the base from which we'll be able to circulate new teaching strategies through all programs.

Business Administration major

- **Program Approval** - After the Board meeting in February the paperwork was submitted to the Maryland Higher Education Commission for approval of the new program and addition of the new program to our program array. Final approval from MHEC has been received and the major will be included in the 2022-2023 Academic Year course catalog.

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Admitted first-year students have been made aware that the major will be available to them.

- **Hire of the Inaugural William Seale Professor of Business** - An offer was made to and accepted by Dr. Silvio Borrero; his expedited tenure review has been successfully completed, and pending the finalization of required hiring procedures, he will be appointed at the rank of full professor.

Marine Science major

- **Student Interest** - Paid deposits of the students who expressed an interest in marine science total 30 students. This puts marine science as the third most popular major of the entering class, only behind biology (75) and psychology (42). It should be noted that 61 students did not specify an intended major. Only 5 marine science majors were originally projected for the entering class in Fall 2022.
- **Personnel** - Dr. Elka Porter has been hired as the physical oceanographer in our marine science program. She comes to the College with years of experience working on marine and estuarine systems, especially the Chesapeake Bay. Her expedited tenure review has been successfully completed, and Dr. Porter will be appointed at the rank of associate professor.
- **Teaching lab** - A space has been identified on the first floor of Schaefer Hall to house the new marine science lab. Minor demolition is necessary and is planned for Summer 2022. Renovation of the space is being planned for the 2022-23 academic year with the first classes being held in the new marine science lab in fall 2023.
- **Research Vessels** - Bids have been received for the near-shore vessel and purchase is underway. The design and RFP are being developed for the larger research vessel.

Performing Arts major

- **Program Approval** - After the Board meeting in February the paperwork was submitted to the Maryland Higher Education Commission for approval of the new program and addition of the new program to our program array. Final approval from MHEC has been received and the program will be included in the 2022-2023 Academic Year course catalog.

Academic Administrative Restructuring update

- The Faculty Senate appointed three faculty members (Kathy Koch, Liza Gijanto, and Michael Taber) to work with Interim Dean Gantz and Interim Vice President Byrd as part of the Academic Administrative Restructuring Implementation Team.

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- Updates on progress since the last Board meeting include:
 - The programs that will reside in each of the 4 Divisions have been assigned.
 - A position description of the Division Head position has been defined and shared with the faculty.
 - A position description of the Department Chair position has been defined and shared with the faculty.
 - Final decision of which departments will share a Dept Chair is still pending and will be fully defined by the middle of September 2022.
 - A call for Division Heads has gone out and appointments are expected to be made by the end of May. These individuals will serve in an advisory role during the academic year 2022-23 and will assume their full position responsibilities on August 1, 2023.
 - Newly appointed Division Heads will undergo training during the academic year 2022-2023 and, in their advisory role, will help in defining budgets and schedules within their Division for FY24.

Class Scheduling Matrix: updates on Engaged Learning

The College's AY22-23 class schedule has been submitted under the new course matrix and will be implemented in the fall. As discussed, the slightly shortened in-class component will be supplemented with one hour per week of an out-of-class, instructor-designed element called "Engaged Learning." This component may take a broad range of forms depending on the discipline; in all cases, the goal is to incorporate instructional experiences that bridge the in-class content with equally compelling out-of-class work, whether as an individual experience, a group collaboration, or an instructor-led consultation.

Departments have discussed the new Engaged Learning component as facilitated by Dir. Samantha Elliott of the Center for Inclusive Teaching and Learning. To ensure accountability with our students, incoming faculty, and external accreditors, all departments will include focused conversations at their annual retreats about Engaged Learning as it might take shape within their curriculum; likewise, faculty will include statements on fall syllabi describing the instructor's overarching plans for Engaged Learning (its function and mission) as it will relate to that course.

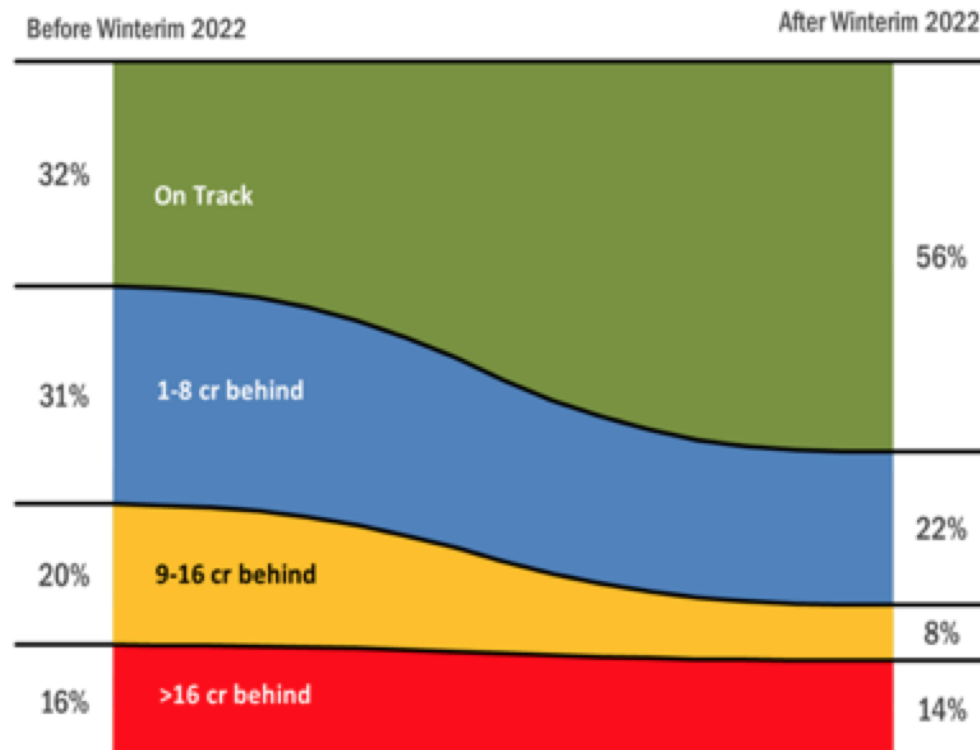
Substantive Change and Distance Learning

The Middle States Commission on Higher Education has accepted the College's request to have distance learning included in its accreditation. This means that the College is able to utilize distance learning as a mode of instruction going forward for both the Winterim and Summer sessions.

Winterim 2022 Update

Winterim 2022 was a success with 135 students taking classes. Many students use the Winterim courses to get back on track towards a 4-year graduation time frame, as seen in the graph below. As Winterim becomes a normalized part of our curriculum, more students will utilize this opportunity to either get back on track or push toward an early graduation.

Progress Toward 4-Year Graduation



Academic Program Snapshots

- Individual Academic Program Snapshots that include metrics of equity, effectiveness, and efficiency have been developed for each major, minor, and program. These snapshots (provided in the appendices of this board report) will be provided to the individual programs for review and comment after this board meeting. In addition, the Provost's Office will review all of the snapshots to guide the discussion of how the Provost's Office can help support each program. The expected use going forward is that beginning in the Fall of 2023, these snapshots will help provide context for a conversation between the program, the Division Head, and the Provost's Office. Findings from these yearly reviews will help shape support and resources necessary to work toward program and College goals. The annual timeline is informed by yearly due dates for new curricular proposals, line requests, and budget review. It is expected that the programs will receive their snapshots each January, providing the context for a conversation between the program and the Division Head during the spring semester. The Division Head will provide a short narrative to the Provost by the end of the spring semester regarding any insights gleaned from the snapshots. The Provost will review these narratives and the snapshots with the Division Head during the summer/early fall to help chart a plan for the curricular and, in consultation with executive leadership, resource needs of the program as a standard step in the next budgeting and hiring cycle. An overview of the findings and plans for enhancements and/or modifications will be provided to the Academic Affairs Committee of the Board at its October meeting.

Track and Field

- The Track and Field team had a successful first indoor season and is now competing in its first outdoor season. The team held its first home track meet on April 2nd and it was a rousing success! The outdoor throwing area is now fully functional. To add to the excitement, thrower Ethan Carpenter has already thrown well enough in the hammer throw to qualify for the All-Atlantic Region Track and Field Conference Outdoor Championships May 18-19 in Bethlehem, PA.
- Recruitment of new students - From the estimates prior to implementing the team there were to be 12 new students brought in for Fall 22 and the total team size would be 25. The team reports being on target to meet the 12 new students for Fall 22. The team (both men's and women's) had 31 members this spring season. With only 7 members graduating there would be 36 members on the team next year. Therefore the team is meeting the admissions goals put forward for the program.

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Sailing

- The co-ed sailing team has qualified for the Inter-Collegiate Sailing Association (ICSA) Team Race National Championship on May 16-18, hosted by Tulane University in New Orleans, La. They have also qualified for the Fleet Race National Championships on May 19-22, at Tulane.

Women's Lacrosse

- The women's lacrosse team has won the regular season conference title and will compete in the conference tournament during the weekend of May 6th and 7th. If they win the tournament they will get an automatic bid to the NCAA tournament.

Men's Lacrosse

- The men's lacrosse team finished second in the conference and will compete in the conference tournament during the weekend of May 6th and 7th. If they win the tournament they will get an automatic bid to the NCAA tournament.

Women's Tennis

- The women's tennis team won the regular season and conference tournament titles. St. Mary's has earned a spot in the United East Conference/North Atlantic Conference Crossover Match on Sunday, May 8, in Latham, N.Y. The Seahawks will face Husson University, who won the NAC women's tennis championship, with the winner securing an automatic bid into the 2022 NCAA Division III Women's Tennis Championship Tournament.

Men's Tennis

- The men's tennis team won the regular season conference and conference tournament championships. St. Mary's has earned a spot in the United East Conference/North Atlantic Conference Crossover Match on Sunday, May 8, in Latham, N.Y. The Seahawks will face SUNY Delhi, who won the NAC men's tennis championship, with the winner securing an automatic bid into the 2022 NCAA Division III Men's Tennis Championship Tournament.

Women's Rowing

- The women's rowing team won their first Mid-Atlantic Rowing Championships. The team has claimed the conference's automatic qualifying bid to the 2022 NCAA Division



III Women's Rowing Championship on May 27-29 in Sarasota, Fla.

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BOARD OF TRUSTEES ACADEMIC AFFAIRS COMMITTEE MEETING OF MAY 13, 2022

ACTION ITEM III.A.

RECOMMENDATION TO APPROVE 2022 CANDIDATES FOR GRADUATION

RECOMMENDED ACTION:

On recommendation of the Interim Dean of Faculty and Interim Vice President for Academic Affairs, and with the concurrence of the faculty, the candidates for the degree of Bachelor of Arts, Bachelor of Science, and Master of Arts in Teaching are recommended for approval.

RATIONAL

By action of the Maryland State Legislature in 1964 St. Mary's College of Maryland was authorized to become a public, four-year college with its own Board of Trustees. The Board of Trustees is vested with all the powers, rights and privileges attending the responsibility of full governance of St. Mary's College of Maryland. The College Bylaws enumerate the duties, powers, and responsibilities of the Board of Trustees, officers of the College and the faculty.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: February 4, 2022

Status of Minutes: Approved April 8, 2022

Committee Chair: Peter Bruns

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

Executive Staff: Jeff Byrd, Katie Gantz

Faculty Liaison: Libby Williams

Staff Liaison: John Spinicchia

Trustees/President (Present In-Person): Nick Abrams '99, Joshua Ajanaku '22, John Bell '95, Alice Bonner, Donny Bryan '73, Peter Bruns, Paula Collins, Susan Dyer, Gail Harmon, Sven Holmes, President Jordan, Doug Mayer '04, Danielle Troyan '92, Ray Wernecke

Trustees (Zoom): Carlos Alcazar, Peg Duchesne, Elizabeth Graves '95, Melanie Hilley '92, Larry Leak '76, Brayan Ruiz Lopez, Gretchen Phillips, William Seale, John Wobensmith '93

Non-Trustees: Betsy Barreto, Geoffrey Bowers, Kelsey Bush, Carolyn Curry, David Hautanen, Jerri Holland, Paul Pusecker, Mai Savelle, Jenny Sivak, Anna Yates

Executive Summary

Academic Affairs Committee Chair Peter Bruns called the meeting to order at 12:51 p.m.

Faculty Senate Report

Faculty Senate President Libby Williams provided a brief update to her written report. Faculty voted on Academic Restructuring and supported the model which was considered the compromise model - a blend across several of the introduced models that best supports the culture at St. Mary's College. The Faculty Senate and faculty worked together to find a suitable arrangement that would be the best fit for the College. Two new majors, Business Administration and Performing Arts, were approved by the Faculty. Chair Bruns asked if the Committee should be concerned that the faculty did not unanimously vote to pass the two new majors. Libby reassured the Committee that Business major passed with a reasonable margin; but that the votes reflect what has been more contentious and less contentious among the faculty. Now that the vote has been taken, the faculty will fully support both majors. Chair Dyer commended the Faculty Senate on their accomplishments. .

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. Dr. Gantz announced that cluster hiring is

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underway and that the cohort has been named the Ross Fellows, after Professor Joe Ross Jr., who was the first African American professor on staff at St. Mary's College of Maryland. Dr. Gantz then reported on the New Scheduling Matrix and strategy for implementation of the new timetables. The Committee asked if professors would be required to work with students during the extra hour outside of the classroom. Dr. Gantz said it would be up to the discretion of the professor but the emphasis would be on the student learning experience. Dr. Byrd then briefed the Board on the changes to distance learning regulations and requirements for MSCHE. Dr. Byrd updated the Board on the details of the Business Administration major and Performing Arts Major, as well as the progress of Athletics at the College. Dr. Byrd and President Jordan thanked Committee Member Bill Seale for his support of the Business Administration major in name and resources to hire new candidates. Dr. Byrd then shared further details on the plans for Academic Restructuring at the College.

Action Item:

III.A. Recommendation to approve Business Administration major

III.B. Recommendation to approve Performing Arts major

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Academic Affairs Committee at its meeting on February 4, 2022.

Recommendation to the Board:

The Academic Affairs Committee recommended approval of these action items by the Board of Trustees at its meeting on February 5, 2022.

A motion was made and seconded to adjourn the open session and move into closed session. The open session meeting adjourned at 1:36 p.m.

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

Date of Meeting: May 13, 2022

Date of Next Meeting: October 14, 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

Route 5 Boardwalk Project Update

The College has signed a contract with S.E. Davis Construction to build the new pedestrian and bicycle path from the St. John's Pond bridge to the North Field. The project is 80% funded by a Transportation Alternatives Project grant from the Federal Highway Administration. The remaining portion will be funded from the College's State capital appropriations. Construction on the asphalt path is expected to start during Summer 2022. The boardwalk work will be deferred until Fall/Winter 2022 due to environmental timing issues.

FY23 Legislative Session Capital Budget Impact

The Legislature appropriated \$11.0M in FY23 capital funding that includes \$5.0M for infrastructure improvements, \$4.0M for the Hilda C. Landers Library reimagining, \$1.9M for the Goodpaster Hall renovation, \$40M for the Montgomery Hall renovation, and \$0.10M for the Mount Aventine Archaeological project.

The College submitted a congressional earmark proposal through Majority Leader Steny Hoyer for the acquisition of a large research vessel to support of the College's Marine Science program. Included in the \$900K request for funding was the requisite scientific equipment and instrumentation needed to study the biological, chemical, physical properties of the St. Mary's River, the lower Potomac River, and the Chesapeake Bay. The earmark was approved by congressional action and signed by President Joe Biden. We are awaiting the distribution of funds and have begun developing needed vessel specifications in order to solicit bids.

Information Items

Performing Arts Building and Learning Commons (NABA) Update

Substantial completion is scheduled for June 20, 2022 for the Learning Commons and July 15, 2022 for the Performing Arts Center. These buildings will be fully operational for the Fall 2022 semester. Relocation planning is in progress. Operational protocols and procedures to address

the use of the facility have been defined. Classes for the Master of Arts in Teaching program will take place in the Learning Commons beginning on July 5, 2022 and Music Department classes will be held in the Performing Arts Center starting in August 2022. Opening dedication is planned for late-September 2022.

Capital Infrastructure Improvement Projects

Last year, the State awarded the College \$4.7M to address capital infrastructure projects. The Governor and the Legislature provided an additional \$1.0M in March 2021 for use on any shovel ready infrastructure project. Projects that were completed, or are currently underway, include road infrastructure repairs and replacement of the HVAC and electrical systems in Calvert Hall.

Work with Mueller, the mechanical contractors, to finalize the design specifications for the Schaefer Hall HVAC replacement continues. Design should be completed by late Summer 2022. Bids will be solicited for this work, which will have to be staged between heating and cooling seasons as the building will remain occupied and functional. This project is expected to start in late Spring 2023.

The College was provided \$5.0M in infrastructure support from the State for FY23, which must be fully expended within three years. Critical deferred maintenance and infrastructure support projects have been identified by the facilities leadership.

Technology Overview

The Information Technology Advisory Council was formed to further institutional technology goals by providing input, feedback, and recommendations regarding information technology policies and procedures. The Council will serve in an advisory role on procedural, organizational, and support issues as they relate to academic services and business practices affected by technology use. The initial meeting was held on April 18, 2022.

The College is moving forward with bringing 100Gb broadband capability to campus. This increased capability will support growing academic, administrative, and student demands and the potential for an Applied Data Science academic major in the future. We expect the 100Gb pipe to arrive on campus in late Summer 2022.

Replacement of the current 20+ year-old legacy phone system with state-of-the-art VOIP instruments is progressing. More than 600 phones have been installed across campus by NEC representatives with support from OIT staff. We anticipate training and cutover to the new system to occur in the May/June timeframe.

The Office of Information Technology has implemented the Information Security Awareness program as part of the College's Cybersecurity Awareness Initiative. 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; and reducing the number of staff and faculty with administrative rights.

The Enterprise Resource Planning (ERP) software implementation with our Anthology partners continues. The College purchased two major modules, the Student (CNS) module and the Finance, Human Resources and Payroll (CNF/HR) Modules. The CNF/HR module is scheduled

to go-live later this summer. The CNS module should be ready for implementation in early 2023.

Maryland Historic Interpretive Center

The Maryland Heritage Interpretive Center (MHIC) project went out for solicitation in April 2022 with bids due in mid-May. Funding in the amount of \$4.7M for the final design and initial construction of the MHIC is included in the current year State budget. Assuming that bids are within budget, construction could begin in the late summer / early fall of 2022, with the goal for completion in time for Maryland Day 2024. A renovation to the parking lot on Old State House Road will follow later this summer.

Mattapany Road Improvements/Howard Property Right of Way Action

The College continues to work with the St. Mary's County Department of Public Works to address safety improvements to Mattapany Road. The College, Historic St. Mary's City, and the Department of Public Works have developed a conceptual design for the much-needed safety improvements, which would make Mattapany Road significantly safer for motorists, pedestrians, and bicyclists, while minimizing the impact to historical resources.

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:

II.A. Approval of the FY23 Plant Fund Capital Budget

The Technology, Buildings, and Grounds Committee is charged with the responsibility to establish priorities for capital projects. The Committee will consider the proposed Priority A FY23 Plant Projects. The proposed FY23 plant budget, \$1.403M, is solely funded from the student facility fee.

II.B. Approval of the FY24-FY28 State Capital Budget Proposal

The proposed FY24-FY28 State-funded capital budget request includes funding of various campus infrastructure improvements, funding for the design and renovation of the Montgomery Hall project, and initial design costs associated with interior improvements and ADA compliance issues for Calvert Hall.

II.C. Approval of the Annual Facilities Condition Report

The Technology, Buildings, and Grounds Committee is charged with conducting an annual evaluation of the campus facilities and reporting its findings to the Board of Trustees for its approval.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022**

AGENDA

I. DISCUSSION ITEMS

- A. Route 5 Boardwalk Project Update
- B. FY23 Legislative Session Capital Budget Impact

II. ACTION ITEMS

- A. Approval of the FY23 Plant Fund Capital Budget
- B. Approval of the FY24-FY28 State Capital Budget Proposal
- C. Approval of the Annual Facilities Condition Report

III. INFORMATION ITEMS

- A. Performing Arts Building and Learning Commons (NABA) Update
- B. Capital Infrastructure Improvement Projects
- C. Technology Overview
- D. Maryland Heritage Interpretive Center (MHIC)
- E. Mattapany Road Improvements/Howard Property Right of Way Action
- F. Historic St. Mary's City Commission Report
- G. Minutes (Meeting of February 4, 2022)

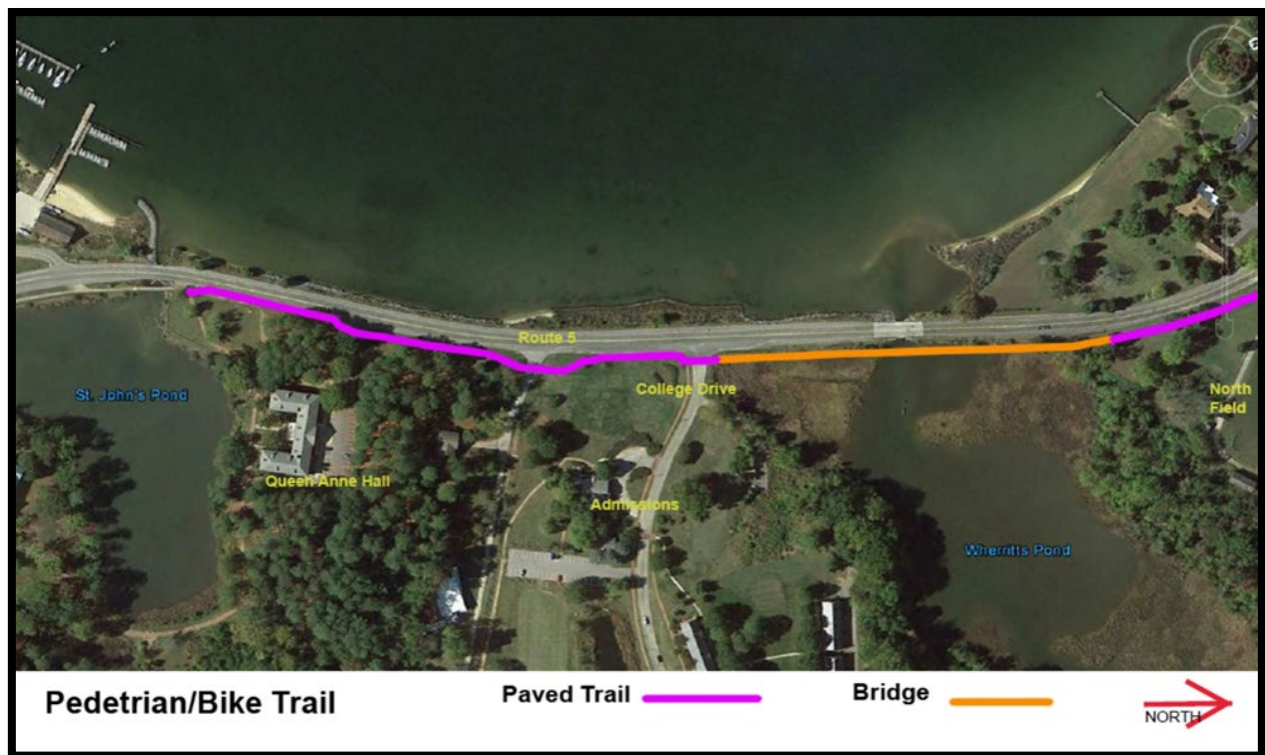
The Committee does not expect to close any portion of this meeting.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
DISCUSSION ITEM I.A.
ROUTE 5 BOARDWALK PROJECT UPDATE**

The College has signed a contract with S.E. Davis Construction to build the new pedestrian and bicycle path from the St. John's Pond bridge to the North Field. The approximately 10-ft wide asphalt path will be separated from the existing Route 5 right-of-way by several feet of grass buffer, except for a short portion near Queen Anne Hall where a curb will be installed along the shoulder. A boardwalk will be constructed over Wheritt's Pond and the protected wetlands to allow for continuation of the path to the North Field.

The project is 80% funded by a Transportation Alternatives Project grant from the Federal Highway Administration. The remaining portion will be funded from the College's State capital appropriations.

Construction on the asphalt path is expected to start during Summer 2022. The boardwalk construction work will be deferred until Fall/Winter 2022 due to Department of Natural Resources environmental timing issues.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
DISCUSSION ITEM I.B.
FY23 LEGISLATIVE SESSION CAPITAL BUDGET IMPACT**

The Legislature appropriated \$11.0M in FY23 capital funding for the College as follows:

Infrastructure Improvements: \$5.0M

This funding will support various infrastructure and deferred maintenance projects on campus. Since 2016, the State has provided \$22.3M in infrastructure funds to the College. In addition to the FY23 funding, the Governor's Five-Year Capital Improvement Plan provides for continued annual funding of \$2M each year through FY27. For FY23, these funds are appropriated in the State's operating budget and must be spent over the next three years.

Hilda C. Landers Library Reimagining: \$4.0M

The first floor of the Hilda C. Landers Library will be converted from open stacks to small group meeting spaces and offices to create a consolidated student support center focused on facilitating student persistence, graduation, and preparation for the workforce.

Goodpaster Hall Renovation: \$1.9M

The project will renovate spaces vacated by Educational Studies upon their relocation to the Learning Commons. The vacated spaces will be converted into research and teaching labs for use by chemistry and biochemistry.

Mount Aventine Archaeological Project: \$0.1M

At the request of Delegate C.T. Wilson, the Legislature provided the College with funds for Dr. Julia King to perform an historical, archaeological, and ethnographic overview of Mount Aventine's Black community between 1700 and 1950. Mount Aventine is in Charles County.

Montgomery Hall Renovation

In addition to projects funded in FY23, the Governor's Five-Year Capital Improvement Plan accelerated the renovation of Montgomery Hall to begin design in FY24. We anticipate receiving \$40.0M between FY24 – FY26 for this important renovation.

SMCM FY23 Capital Budget Summary

Facility and Infrastructure Renewal	\$ 5,000,000
Hilda C. Landers Library Reimagining	\$ 4,000,000
Goodpaster Hall Renovation	\$ 1,889,000
Mount Aventine Archeological Project	<u>\$ 100,000</u>
Total FY23 Capital Funds	\$10,989,000*

**Prior to action by the Governor and the Legislature, the College expected just \$3.889M in FY23 support.*

Additional Capital Related Actions

The State is providing \$140K for the required match to fully execute and complete the Route 5 boardwalk project. The College is grateful to the Department of Budget and Management Capital Budgeting for permitting the College to use available infrastructure funding to cover its portion of the additional costs.

The College submitted a congressional earmark proposal through Majority Leader Steny Hoyer. The proposal was for the acquisition of a large research vessel, capable of carrying 20+ students and faculty in support of the College's Marine Science program. The vessel will be used for day trips throughout the Chesapeake and associated river systems to conduct educational and research activities. Included in the \$900K request for funding was the requisite scientific equipment and instrumentation needed to study the biological, chemical, physical properties of the St. Mary's River, the lower Potomac River, and the Chesapeake Bay. The earmark was approved by congressional action and signed by President Joe Biden. We are awaiting the distribution of funds and have begun developing needed vessel specifications in order to solicit bids.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.A.
APPROVAL OF THE FY23 PLANT FUND (CAPITAL) BUDGET**

RECOMMENDED ACTION

The Technology, Buildings, and Grounds Committee recommends approval by the Finance, Investment, and Audit Committee of the proposed FY23 Plant Budget in the amount of \$1.403M. The sole source of funding comes from the student facility fee. The Finance, Investment, and Audit Committee will review these Priority A FY23 Plant projects at its May 13, 2022 meeting.

RATIONALE

The Technology, Buildings, and Grounds Committee is charged with the responsibility to establish priorities for capital projects. The Committee will consider the proposed Priority A FY23 Plant Projects as shown in the attached schedule. Background information is attached and includes a cost breakdown by priority categories and a listing of FY23 plant budget projects.

**ST. MARY'S COLLEGE OF MARYLAND
FY23 PLANT PROJECT SUMMARY
PRIORITY A PROJECTS LIST**

	Estimated Cost
Major Capital Projects	
Miscellaneous Capital Projects < \$200,000	\$ 110,000
<i>Subtotal</i>	\$ 110,000
Maintenance and Repair	
Michael P. O'Brien ARC Partial Roof Replacement	\$ 300,000
Miscellaneous Maintenance and Repair Projects < \$200,000	\$ 516,488
<i>Subtotal</i>	\$ 816,488
Program Support	
Miscellaneous Projects < \$200,000	\$ 197,000
<i>Subtotal</i>	\$ 197,000
Residence Hall Renewal Program	
Crescents New Furniture Phase 1	\$ 200,000
Miscellaneous Residence Hall Projects < \$200,000	\$ 80,000
<i>Subtotal</i>	\$ 280,000
FY21 PRIORITY A PROJECTS	\$1,403,488

ST. MARY'S COLLEGE OF MARYLAND
FY23 PLANT PROJECT SUMMARY

PROJECT	ESTIMATED COST
<u>CAPITAL PROJECTS</u>	
Goodpaster Hall - Design	\$60,000
Montgomery Hall - Intermediate use of vacanted music space	\$50,000
TOTAL COST OF CAPITAL PROJECTS	\$110,000
<u>MAINTENANCE & REPAIR</u>	
Miscellaneous Maintenance and Repair Projects - unknown	\$50,000
Plant Contingency	\$41,488
Campus Wide - Roof repairs	\$50,000
Campus Wide - Building Automation	\$20,000
Michael P. O'Brien ARC Partial Roof Replacement	\$300,000
Lewis Quad - HVAC and Mechanical Upgrade Phase 2 of 3 (8 units)	\$125,000
Montgomery Hall - Foundation Repair	\$20,000
Traditional Residence Halls - Fire Alarm Phase 3 of 3	\$85,000
Crescents - Window Replacement	\$125,000
TOTAL COST OF MAINTENANCE AND REPAIR PROJECTS	\$816,488

ST. MARY'S COLLEGE OF MARYLAND
FY23 PLANT PROJECT SUMMARY (CONTINUED)

PROJECT	ESTIMATED COST
<u>PROGRAM SUPPORT</u>	
Boyden Gallery - Lighting System Repair	\$20,000
River Center - Rowing Center Partial Door Replacement	\$10,000
Kent Hall - Installation of Water Fountain/Bottle Filling Station	\$2,000
Campus Wide - Replace/Update Automatic Door Openers - Phase 1 - Montgomery Hall	\$5,000
O'Brien ARC - Rescreen Athletic Courts	\$15,000
O'Brien ARC - Aquatic Center Pool Chemical Feeder Replacement	\$70,000
Miscellaneous Enhancements - unknown	\$15,000
Campus Bookstore and Daily Grind - Lighting Upgrade	\$10,000
Admissions - Outdoor Lighting Project	\$10,000
Miscellaneous Site Improvement Projects - unknown	\$10,000
Wayfinding Signage Phase 1	\$20,000
Great Room - Furniture Restoration Phase 1	\$10,000
TOTAL COST OF PROGRAM SUPPORT PROJECTS	\$197,000
<u>RESIDENCE HALL RENEWAL PROGRAM</u>	
Miscellaneous Residence Hall Repairs	\$30,000
Crescents - New Furniture Phase 1	\$200,000
Caroline Hall - Interior Refresh	\$50,000
TOTAL COST OF RESIDENCE HALL PROJECTS	\$280,000
TOTAL COST OF PRIORITY "A" PROJECTS	\$1,403,488

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.B.
APPROVAL OF THE FY24-FY28 STATE CAPITAL BUDGET PROPOSAL**

RECOMMENDED ACTION

The Technology, Buildings, and Grounds Committee recommends approval by the Finance, Investment, and Audit Committee of the attached FY24-FY28 State Capital Funding Proposal. The Finance, Investment, and Audit Committee will review this proposed capital budget submission and recommend approval at its May 13, 2022 meeting.

The proposed FY24-FY28 State-funded capital budget request includes funding of various Campus Infrastructure Improvements, funding for the design and renovation of Montgomery Hall, and initial design costs associated with interior improvements and ADA compliance issues in Calvert Hall.

RATIONALE

The attached chart summarizes our FY24-FY28 State Capital Budget request and provides a comparison to the Governor's Five-Year Capital Improvement Plan (CIP). Details follow below:

Campus Infrastructure Improvements

This budget continues to fund infrastructure improvements annually in multiple phases. The FY24 allocation of \$2.0M will fund replacement of the Kent Hall HVAC system.

Additional highlighted projects proposed for FY24-FY28 include north campus nodal loop automation upgrades, Schaefer Hall fume hood replacement, masonry restoration and slate roof replacement for the historic campus area, Schaefer Hall controls upgrades, and other projects. The total request for infrastructure projects in FY24-FY28 is \$10.0M.

Additionally, the FY23 infrastructure allocation of \$5.0M, which was increased by the Governor and legislature from the \$2.0M programmed and required to be fully expended by FY26, will fund campus fiber infrastructure upgrades, the replacement of the Campus Center roof and roof top mechanical units, campus roadway and parking lot improvements, the replacement of the lower Hilda C. Landers Library roof, installation of a Library/OIT generator and transfer switches, and other projects.

Montgomery Hall Renovation

Montgomery Hall was constructed in 1979 and currently supports programs in English and the fine and performing arts. Except for the Bruce Davis Theater renovation in 2008, Montgomery Hall has only received minor renovations and cosmetic improvements. The College has prioritized Montgomery Hall as the next campus building in need of significant capital funding for renovation.

The 40-year-old structure requires considerable renewal to its systems and updating in support areas, as well space reconfigurations to support and accommodate current deficiencies and future pedagogical needs. The relocation of the Music Department to the Performing Arts Center in 2022 will enable the College to reallocate the vacated space to other programs.

The Governor's CIP recommends \$1.5M for design funding in FY24, advanced from FY25 in the previously approved CIP. The College is further requesting \$10.0M in FY25 to complete design and start renovation, and the final \$28.9M in FY26 construction funds to complete the renovation.

SMCM - Capital Spending Plan FY23-FY30

Design	
Construction	in \$M

Next Request

FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
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Infrastructure	State (FY23 CIP)	5.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Hilda C. Landers Library Reimagining	State	4.0							
Montgomery Hall	State		1.5	2.5	28.9				
				7.5					
STEM Goodpaster	State	1.9							
Calvert Hall	State						3.0	12.0	12.0
SMCM	State	10.9	3.5	12.0	30.9	2.0	5.0	14	14.0
	College		0	0	0	0	0	0	0
GOVERNOR'S CIP FY23	INFRASTRUCTURE	5.0	2.0	2.0	2.0	2.0	2.0		
	HILDA C. LANDERS LIBRARY	4.0							
	MONTGOMERY HALL		1.5	10.0	28.9				
	GOODPASTER HALL	1.9							
	CALVERT HALL							3.0	
	TOTAL	10.9	3.5	12.0	30.9	2.0	5.0		

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.C.
ANNUAL FACILITIES CONDITION REPORT APPROVAL**

RECOMMENDED ACTION

The Technology, Buildings, and Grounds Committee recommends approval by the Board of Trustees of the Annual Facilities Condition Report.

RATIONALE

The Technology, Buildings, and Grounds Committee is charged with conducting an annual evaluation of the campus facilities and reporting its findings to the Board of Trustees. The Committee presents the attached annual report to the Board for approval.

Summary Data for All Facilities (FCI Report) for 2022 - 2023

Site: St. Marys College of Maryland

Facilities, St. Mary's College

Facility	Replacement Value (F	Deferred Components (I	Selected Projects (SP)	(DC + SP)/RV (FCI)
1 St. Marys College of Maryland				
01 - St. Mary's Hall	\$2,189,688	\$84,615	\$205,490	13.2%
02 - St. Mary's Hall Annex	\$119,781	\$7,584	\$0	6.3%
03 - May Russell Lodge	\$589,712	\$3,936	\$8,000	2.0%
04 - Calvert Hall	\$16,075,280	\$389,059	\$4,585,420	30.9%
05 - Lucille Clifton House	\$287,022	\$7,762	\$0	2.7%
06 - Admissions	\$1,688,790	\$47,692	\$0	2.8%
07 - Kent Hall	\$12,212,436	\$108,413	\$1,043,870	9.4%
08 - Cobb House	\$1,640,770	\$141,842	\$0	8.6%
09 - Margaret Brent Hall	\$1,916,311	\$0	\$0	0.0%
11 - Queen Anne Hall	\$17,887,168	\$350,703	\$31,500	2.1%
12 - Campus Center	\$30,647,708	\$75,360	\$2,500,000	8.4%
13 - Library	\$36,229,800	\$459,758	\$0	1.3%
14 - Dorchester Hall	\$21,045,806	\$338,201	\$70,000	1.9%
15 - Maintenance	\$3,287,745	\$186,618	\$15,000	6.1%
16 - Michael P. O'Brien ARC	\$35,701,995	\$1,118,604	\$100,000	3.4%
17 - Ethel Chance Health Center	\$529,950	\$115,260	\$40,000	29.3%
18 - Caroline Hall	\$21,045,806	\$440,291	\$25,000	2.2%
19 - Prince George Hall	\$17,887,168	\$518,140	\$0	2.9%
20 - Montgomery Hall	\$52,450,874	\$1,783,754	\$11,513,288	25.4%
22 - E.D. Harrington	\$3,012,404	\$76,568	\$0	2.5%

Summary Data for All Facilities (FCI Report) for 2022 - 2023

Site: St. Marys College of Maryland

Facilities, St. Mary's College

Facility	Replacement Value (F	Deferred Components (I	Selected Projects (SP)	(DC + SP)/RV (FCI)
23 - G. Boone	\$2,202,898	\$64,274	\$0	2.9%
24 - H.L. Dodge	\$3,550,989	\$119,613	\$0	3.4%
25 - M.W. Dodge	\$3,018,197	\$136,172	\$0	4.5%
26 - A.B. Morsell	\$2,615,984	\$59,765	\$0	2.3%
27 - B. Trueschler	\$2,202,898	\$29,772	\$0	1.4%
28 - Daugherty-Palmer Commons	\$2,732,524	\$11,458	\$0	0.4%
29 - Admissions Annex	\$288,143	\$17,916	\$0	6.2%
30 - Schaefer Hall	\$49,982,029	\$1,704,945	\$3,000,000	9.4%
31 - Townhouse Crescent	\$14,898,445	\$345,933	\$215,000	3.8%
32 - Lewis Quad - West	\$5,655,727	\$9,622	\$120,000	2.3%
33 - Lewis Quad - North	\$4,164,793	\$10,467	\$120,000	3.1%
34 - Lewis Quad - East	\$5,655,727	\$58,201	\$0	1.0%
35 - Lewis Quad - Commons	\$1,739,148	\$34,577	\$0	2.0%
36A - Waring A - Commons	\$1,013,719	\$12,918	\$25,000	3.7%
36B - Waring B - Units 1-8	\$4,275,210	\$0	\$0	0.0%
36C - Waring C - Units 13-20	\$4,850,980	\$0	\$0	0.0%
36D - Waring D - Units 21-25	\$4,379,483	\$0	\$0	0.0%
36E - Waring E - Units 9-12	\$2,176,141	\$0	\$0	0.0%
36F - Waring F - Units 26-33	\$4,828,312	\$0	\$0	0.0%
36G - Waring G - Units 34-37	\$2,439,091	\$0	\$0	0.0%
36H - Waring H - Units 38-49	\$7,652,761	\$0	\$0	0.0%

Summary Data for All Facilities (FCI Report) for 2022 - 2023

Site: St. Marys College of Maryland

Facilities, St. Mary's College

Facility	Replacement Value (F	Deferred Components (I	Selected Projects (SP)	(DC + SP)/RV (FCI)
37A - Waring I - Units 50-57	\$4,270,409	\$0	\$0	0.0%
37B - Waring J - Units 58-63	\$3,129,578	\$0	\$0	0.0%
38 - Goodpaster Hall	\$48,112,948	\$0	\$1,000,000	2.1%
39 - Muldoon River Center	\$6,333,668	\$15,380	\$0	0.2%
40 - Rowing Center	\$666,882	\$18,642	\$0	2.8%
41 - Glendening Hall	\$19,690,034	\$0	\$0	0.0%
42 - Artist House	\$321,355	\$31,433	\$0	9.8%
44 - Joint Storage Building	\$371,344	\$0	\$0	0.0%
45A - Anne Arundel Hall North	\$5,984,379	\$3,000	\$0	0.1%
45B - Anne Arundel Hall South	\$4,202,038	\$3,000	\$0	0.1%
45C - Anne Arundel Hall West	\$4,435,234	\$3,000	\$0	0.1%
46 - Jamie L. Roberts Stadium	\$2,526,815	\$0	\$0	0.0%
Allowance - Building Allowances	\$0	\$30,900	\$0	0.0%
INFRA - infrastructure	\$0	\$39,585	\$0	0.0%
SITE_WIDE - St. Marys College of Maryland	\$0	\$0	\$750,000	0.0%
Totals	\$506,814,099	\$9,014,733	\$25,367,568	6.8%

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.A.
PERFORMING ARTS CENTER AND LEARNING COMMONS UPDATE**

The Performing Arts Center and Learning Commons project will be completed this summer. Substantial completion (building handover from Holder Construction) is scheduled for June 20, 2022 for the Learning Commons and July 15, 2022 for the Performing Arts Center. These buildings will be fully operational for the Fall 2022 semester.

Highlights of current activities include:

- Completion of the auditorium interior
- Start-up and commissioning of HVAC systems
- Installation of landscape and hardscape elements
- Installation of technology components
- Furniture and equipment (ready for delivery)

Relocation planning is in progress. Faculty have selected their offices and are preparing for the physical move in early summer. Operational protocols and procedures to address the use of the facility by faculty, staff, students, and the community have been defined. David Smith has been named Technical Director, adding to his responsibilities at the Bruce Davis Theater, and recruitment of a Director of Production and Events for the performance venues is underway.

Classes for the Master of Arts in Teaching program will take place in the Learning Commons beginning on July 5, 2022 and Music Department classes will be held in the Performing Arts Center starting in August 2022. Opening dedication is planned for late-September 2022.





**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.B.
CAPITAL INFRASTRUCTURE IMPROVEMENT PROJECTS**

Last year, the State awarded the College \$4.7M to address capital infrastructure projects. The Governor and the Legislature provided an additional \$1.0M in March 2021 for use on any shovel ready infrastructure project. Projects that were completed, or are currently underway, include road infrastructure repairs and replacement of the HVAC and electrical systems in Calvert Hall.

The campus roadway/sidewalk improvement project has been completed, successfully addressing the safety and aesthetic concerns of the existing road surfaces. Additionally, two brick sidewalks were added to the campus for ease of pedestrian movement.

The Calvert Hall HVAC system replacement and electrical upgrades project is progressing on time and on budget. This intrusive renovation, which required all occupants to vacate the building, is expected to last until late August 2022. Taking advantage of this unoccupied building, FY22 State infrastructure funding was utilized to replace all windows in Calvert Hall with modern, historically accurate frames. The contract was awarded to W. M. Davis after approval by the Board of Public Works (BPW) in early 2022 was received. Finally, using available FY21 funding, we secured BPW approval on April 6, 2022 to replace the slate roofing and repair the brick masonry on Calvert Hall. This project was awarded to Garland, Inc. at a cost of \$1.1M. Once all repairs have been completed, Calvert Hall will be extremely energy efficient and provide a much-improved environment for all occupants.

We continue working with Mueller, the mechanical contractors, to finalize the design specifications for the Schaefer Hall HVAC replacement. Design should be completed by late Summer 2022. We will solicit bids for this work, which will have to be staged between heating and cooling seasons as the building will remain occupied and functional. This project is expected to start in late Spring 2023.

The College was provided \$5.0M in infrastructure support from the State for FY23, which must be fully expended within three years. Critical deferred maintenance and infrastructure support projects have been identified by the facilities leadership. Specific details and plans will be shared with the Technology, Buildings, and Grounds Committee, and with the Board of Trustees, at the October 2022 meetings.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.C.
TECHNOLOGY OVERVIEW**

Information Technology Advisory Council

The Information Technology Advisory Council (ITAC) was formed to further institutional technology goals by providing input, feedback, and recommendations regarding information technology policies and procedures. The Council will serve in an advisory role on procedural, organizational, and support issues as they relate to academic services and business practices affected by technology use.

The Council, comprised of the assistant vice president/chief information officer, three faculty members, three staff members, and two students, held its first meeting on April 18, 2022. The Council intends to meet monthly beginning in Fall 2022.

Increased Campus Broadband Capabilities

The College is moving forward with bringing 100Gb broadband capability to campus. This increased capability will support growing academic, administrative, and student demands and the potential for an Applied Data Science academic major in the future. The College contracted with Maryland Research and Education Network (MDREN), who has engaged with Maryland Broadband, and actions are underway to get this capability to campus. We expect the 100Gb pipe to arrive on campus in late Summer 2022.

This increased broadband capacity will require major upgrades to the College's IT infrastructure. To this end, we have engaged Presidio, a global digital services and solutions provider, who will assess the needed infrastructure upgrades, including switches, fiber, routers, etc. With that information, we can proceed to solicit bids for the work. State capital infrastructure funds may be used for these IT capital improvements.

Campus-Wide Phone Replacement Project with Voice Over Internet Protocol (VOIP) Capability

Replacement of the current 20+ year-old legacy phone system with state-of-the-art VOIP instruments is progressing. More than 600 phones have been installed across campus by NEC representatives with support from OIT staff. We are only awaiting the arrival of servers needed to support the conversion of Historic St. Mary's City phone system. Once completed, we anticipate training and cutover to the new system to occur in the May/June timeframe. The NEC team will be onsite to support the cutover, provide training, and to collect the old phones.

Cybersecurity

The Office of Information Technology has implemented the Information Security Awareness program as part of the College's Cybersecurity Awareness Initiative. 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. All faculty, staff, and students were provided with instructions for completing the cybersecurity training course entitled *Security Awareness Essentials*. Executive Council members will complete specialized training entitled *Information Security for Executives* in addition to the *Security Awareness Essentials* course. Moving forward, specialized training will be provided as needed to specific offices. All new students will be required to complete the cybersecurity awareness training prior to enrolling.

DUO, for multi-factor authentication, has been installed and tested. This system will commence in October, which is Cybersecurity Month. Virtru, the email encryption software, has been installed and tested, and will be implemented upon the completion of cybersecurity awareness training by all faculty, staff, and students.

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

Enterprise Resource Planning System

The Enterprise Resource Planning (ERP) software implementation with our Anthology partners continues. The College purchased two major modules, the Student (CNS) module and the Finance, Human Resources and Payroll (CNF/HR) Modules. The CNF/HR module is scheduled to go-live later this summer. The CNS module should be ready for implementation in early 2023.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.D.
MARYLAND HERITAGE INTERPRETIVE CENTER**

The Maryland Heritage Interpretive Center (MHIC) project went out for solicitation in April 2022 with bids due in mid-May.

This facility, a 12,279 GSF interpretive and visitor center, 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, while complementing 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 with removable seats.

Funding in the amount of \$4.7M for the final design and initial construction of the MHIC is included in the current year State budget.

Assuming that bids are within budget, construction could begin in the late summer/early fall of 2022, with the goal for completion of the project in time for Maryland Day 2024. A renovation to the parking lot on Old State House Road will follow later this summer. In accordance with 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.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.E.
MATTAPANY ROAD IMPROVEMENTS / HOWARD PROPERTY
RIGHT OF WAY ACTION UPDATE**

The College continues to work with the St. Mary's County Department of Public Works (DPW) to address safety improvements to Mattapany Road. The College, Historic St. Mary's City, and the Department of Public Works have developed a conceptual design for the much-needed safety improvements, which would make Mattapany Road significantly safer for motorists, pedestrians, and bicyclists, while minimizing the impact to historical resources.

Currently, the County DPW has requested funding support in their annual capital improvement submission. The County Commissioners must review and provide funding approval.

The College also continues to investigate the possibility of creating an alternative path, or recreational trail, for bicyclists and pedestrians through the Howard property south of Mattapany Road.



The Commission recognizes and thanks Father Bill George, who served eight years as our Chair. We are most grateful for his leadership and the accomplishments made under his direction, which include construction of the long anticipated new visitor center, construction of the new Maryland Dove, and the development of a new master plan, which provides a vision to 2034 and the State's 400th anniversary celebration.

The Commission elected a new chair, Admiral Tim Heely, who begins his tenure on July 1st, 2022. Admiral Heely takes the helm as we are on the threshold of an expansion made possible by unprecedented investment by the State in our facilities and programs. We are grateful to have Admiral Heely lead the Commission through the next critical phases, as we realize our vision to become a nationally prominent museum and research center.

The Commission is grateful for the support of Governor Hogan, his administration, and the General Assembly for our capital budget request. Several major projects were funded in FY2023, including \$12M for the Maryland Heritage Interpretive Center to complete construction, \$2.0M to address deferred maintenance and site improvements, and \$683K to continue archaeological investigation of the Leonard Calvert House site, leading towards the development of a new facility and exhibit.

The Commission is very pleased to share that it has been awarded an outright grant in the amount of \$315K by the National Endowment for the Humanities. This grant will support the production of interactive interpretive elements, called Storytellers, to ensure that diverse and inclusive history is presented and to use technology to increase accessibility. The three Storytellers digital interactive interpretive features highlights and stories of diverse people throughout St. Mary's City's history. Grant funds will also be used to enhance accessibility for those visitors who are blind or visually impaired by creating visual descriptions of the interactives accessible through technologies embedded in the exhibition and a visual description. To assist in the development of the exhibition content to ensure that it is fully representative of all the lived experiences of people on the site, the Historic St. Mary's City Commission will partner with community collaborators and humanities scholars, including Kelsey Bush, chief diversity officer at St. Mary's College.

We are looking forward to the arrival of the new Maryland Dove. During the spring and early summer, the Chesapeake Bay Maritime Museum will be completing the build and testing in order to be certified by the US Coast Guard. We expect that she will arrive at her home port in August, after which a celebration for the State's newly commissioned ship will take place at Historic St. Mary's City. We will keep the College and all stakeholders apprised of the plans.



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

Date of Meeting: February 4, 2022

Status of Minutes: Approved March 2, 2022

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, Carlos Alcazar, Betsy Barreto, Peter Bruns, Kelsey Bush '94, Jeff Byrd, Sarah Cannavo, Paula Collins, Carolyn Curry, Peg Duchesne '77, Regina Faden, Katie Gantz, Mary Grube, Gail Harmon, Jerri Howland, David Hautanen, Melanie Hilley '92, Sven Holmes, Kristina Howansky, Lawrence Leak '76, Douglass Mayer '04, Scott Mirabile, Brad Newkirk, Jenell Sargent, Maury Schlesinger, William Seale, Jenny Sivak, Ray Wernecke, John Wobensmith '93, Anna Yates, Derek Young '02

Executive Summary

Technology, Buildings, and Grounds Committee Chair Donny Bryan '73 called the meeting to order at 9:27 a.m. Attendees participated both in-person and via videoconference.

Discussion Items

Technology Overview Update

The College is in the process of upgrading its current 5Gb broadband network to 100Gb capability. On-campus infrastructure, including switches, fiber, routers, etc., will be enhanced to distribute 100Gb capacity to all the campus academic, administration, and student resident buildings. This increase is necessary to support the College's growing academic demands in general, and the new Applied Data Science major specifically. The process is expected to take 12-15 months to complete.

The Enterprise Resource Planning software implementation with our Anthology partners continues and much progress has been made to support the spin cycles and move toward final implementation. The human resources module is scheduled to go-live in late Spring 2022 and the student module is scheduled to go-live in Summer 2022.

The Office of Information Technology is implementing the Information Security Awareness program as part of the overall Cybersecurity Awareness initiative. The program has four components, including training, multi-factor authentication, use of encryption software for users who transfer Personal Identifiable Information, and reducing the number of employees with administrative rights. Training, which meets the Maryland Treasurer's Office cyber security insurance policy requirements, is underway and expected to conclude in early May 2022.

The chosen name process, a procedure that permits a student to officially notify the College of their chosen first name, is currently a manual process supervised by the Dean of Students. There are limitations to where a chosen first name can currently be reflected within College records and communications. Adjusting the College's various information systems to include the use of a chosen first name is a multi-year effort, due to the complexity and interrelated nature of systems and record sources. The new ERP software will include a chosen first name field, allowing for more wide-spread use.

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, with a boardwalk constructed over Wherritt's Pond and the protected wetlands to allow for continuation of the path to the College's North Field. The 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, with the lowest bid of \$2.4M approximately \$800K above the construction phase budget. The College's Government Relations team immediately engaged with Maryland Transportation Secretary Slater and was successful in securing a commitment for most of the shortfall needed to complete this important pedestrian safety project. Any remaining funding requirements will be covered by the College through capital infrastructure improvement sources.

Information Items

Performing Arts Center and Learning Commons Annex

The project continues with substantial completion scheduled for May 2022 and the buildings fully operational for the Fall 2022 semester. Planning for the opening of the building continues and the drafting of operational protocols and procedures to address the use of the facility are underway.

Throwing Fields for Track & Field Team Update

The NCAA Division-III approved throwing and field event space near the Jamie L. Roberts Stadium supports the College's new track and field program and includes shot put, discus, hammer throw, and a javelin run. St. Mary's College of Maryland now has the facilities to permit the fielding of a complete track and field program and host NCAA Division-III competitions.

Planning for the Future: Accommodation for New and Expanding Programs

The College will 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 current layout and space usage in the Hilda C. Landers Library reflect an academic library facility of the 1990s. With more resources 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. The relocation of these student support offices to the library will enable the College to reallocate space within Glendening Hall for other academic programs and enable the development of the new majors in Marine Science and Applied Data Science and foster the continued growth in Environmental Studies.

The renovation of 40-year-old Montgomery Hall is currently in the state Capital Improvement Program with design funding beginning in FY25 and construction funding to begin in FY26. The College made a formal request to accelerate this project by one year to permit us to start design prior to FY25. The request was approved and included in the Governor's budget, with design now starting in FY24. The scope of the planned renovation will be updated to reflect changes in the art and theater programs.

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.

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 space utilization in Glendening Hall if the Hilda C. Landers Library revisioning project is realized.

The Marine Science program proposal included the purchase of a 45'-50' research vessel for river and bay exploration and a 28' skiff for exploring shallow water. Requests for proposal are currently being drafted and we will solicit competitive bids for these two research vessels.

Gender-neutral restrooms are now available in all academic buildings and residence halls, and additional gender-neutral restrooms have been added to Goodpaster and Schaefer Halls. Each academic building on campus now contains ADA compliant non-gendered restrooms.

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. The College completed the campus roadway/sidewalk improvement project, addressing the safety and aesthetic concerns of the existing roads on campus. The roads were resurfaced, curbing was installed, and two additional sidewalks were added along College Drive from the entrance on Route 5 to the Waring Commons complex. The Calvert Hall HVAC replacement and electrical upgrades project is

underway with initial site work occurring in November and December 2021. Active construction began January 2022.

Other State funded infrastructure projects occurring this year will include the Calvert Hall window replacement project and the Schaefer Hall HVAC replacement.

Maryland Heritage Interpretive Center (MHIC)

The 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 St. Mary's College of Maryland and Historic St. Mary's City, the College is responsible for providing all construction/project management services for this large-scale project.

Committee Chair Donny Bryan'73 introduced Executive Director Regina Faden, Ph.D., who provided an update from Historic St. Mary's City. Dr. Faden discussed the partnership between the programs and museum facilities currently located in Anne Arundel Hall with those that will be housed in the new Maryland Heritage Interpretive Center. The estimated arrival and commissioning of the new Maryland Dove is June 2022. The Dove is Coast Guard certified for passengers and has an ADA accessible deck. Dr. Faden reviewed Historic St. Mary's City's goals and capital projects and reviewed the mission of the Historic St. Mary's City Fort to 400 Commission.

Action Items

None

The meeting adjourned at 10:12 a.m.

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

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: May 13, 2022

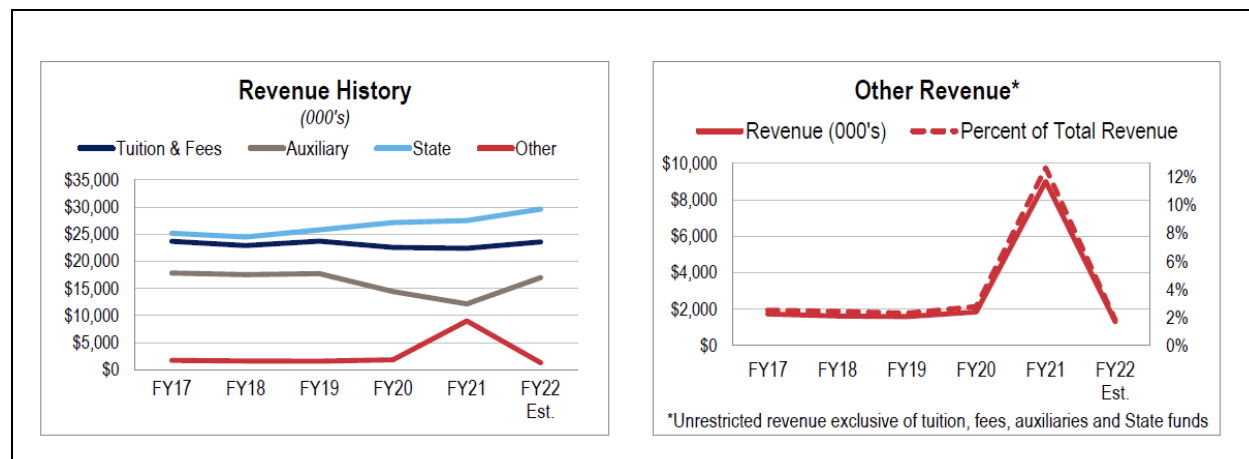
Date of Next Meeting: October 14, 2022

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

Strategic Investments from Bond Proceeds

At the May 7, 2021 meeting, the Board of Trustees approved the strategic investment allocation categories. The cost of issuing the bond was \$716K, leaving an available starting balance of \$19.283M. As of May 13, 2022 an additional \$1,043,275 has been committed. The remaining balance is \$14.937M.

FY23 Legislative Session Financial Impact

The Legislature approved the Governor's recommended FY23 operating budget for the College, which provides \$32,314,926 in State funds, an increase 9.3% over the FY22 allocation. Additional increases in State support include \$0.643M representing the Block Grant inflator, \$0.53M in healthcare insurance increases, \$0.49M to support wage funding, and \$0.64M for the operations and maintenance of the new Performing Arts Center and Learning Commons. In

addition, the Governor provided an additional \$0.4M for need-based financial aid. It is anticipated that this need-based aid will be on a continuing basis, subject to support from the next Governor.

HB54/SB332 St. Mary's College of Maryland Cost-of-Living Adjustment (COLA) Funding. This legislation, passed by the House and Senate and approved by the Governor, increases the amount of funding the College will receive for statewide COLA increases from 50% to 100%.

The Legislature approved the Governor's Five-Year Capital Improvement Plan, which included the anticipated \$2.0M for infrastructure improvement projects. This was supplemented with an additional \$3.0M for a total award of \$5.0M, with the caveat that the total allocation of funds must be fully expended within three years. The College will also receive \$4.0M in capital renovation funding to support the Hilda C. Landers Library reimagining renovation project and \$1.9M for construction of the teaching and research laboratories in Goodpaster Hall. In addition, the Legislature approved \$100K for the Mount Aventine Archeological Project. Professor Julia A. King will complete the important task of documenting, interpreting, and commemorating African American history at the Mount Aventine location in Charles County.

The State is providing the required match to fully execute and complete the Route 5 Boardwalk Project. The College is grateful to the Department of Budget and Management Office of Capital Budgeting for permitting the College to use available infrastructure funding of \$140K to cover our portion of the additional costs.

The College submitted a congressional earmark for a proposal through Majority Leader Steny Hoyer. The grant is for the acquisition of a large research vessel to support of the College's Marine Science program. Included in the \$900K request for funding was the requisite scientific equipment and instrumentation needed to study the biological, chemical, physical properties of the St. Mary's River, the lower Potomac River, and the Chesapeake Bay. The earmark was approved by congressional action and signed by President Joe Biden. We are awaiting the distribution of funds and have begun developing needed vessel specifications in order to solicit bids.

Information Items

Financial Results to Date

Overall, actual revenue collections are 99.8% of the budgeted level, with Sales and Services trailing expectations due to the lower than historical study abroad participation, resulting from the impact of the COVID-19 pandemic. Actual expenditures for FY22 are approximately 79% of budgeted expectations. All programs of expenditures fall within expectations for current-to-prior year comparison with the exception of scholarship expense, which is 7.6% over budget. Note that debt service payments (expenses) are approximately \$776K higher this year versus last year as a result of the new 2020 bond action.

Joint Investment Activities

As of March 31, 2022, the total market value of the Foundation's endowment was \$39M. The Foundation's endowment is comprised of three parts: a portion of the JP Morgan portfolio (\$38M), the Student Investment Group (SIG) account (\$831K), and WesBanco shares (\$271K).

Of the endowment managed by JP Morgan, the fiscal year-to-date decrease in market value of \$755K includes \$466K in contributions, \$664K in income, \$29K increase in investment value, and distributions of \$1.914M. The overall rate of return current fiscal year-to-date is 1.3%. Attached is the consolidated investment statement.

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 Blackistone Endowment. Invested endowment funds, managed by 19/19 Investment Council, have a market value of \$4.7M as of March 31, 2022. Funds are currently invested in a mix of fixed income instruments and equities.

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. Approval of the Long-Range Tuition Strategy

Based on the recommendation of the Board of Trustees Task Force One (admission, financial aid, and cost of attendance), a 10-year budget model was developed to better align the College's in-state tuition with that of the University of Maryland, College Park (UMD), which is the State's flagship public institution and the College's top in-state competitor. Currently, the in-state tuition gap between the two institutions is about 23%.

The Long-Range Tuition Strategy will bring the College's in-state undergraduate tuition within 10% of UMD's within a 10-year period, based on the assumption that UMD continues to increase its undergraduate in-state tuition by an average of 2% per year. This rate of increase was determined by using the five-year average increase, *sans* State tuition buy-downs, prior to the pandemic. The recommendation to hold the College's tuition for in-state, out-of-state, and DC residents at the current levels until the targeted gap is reached, as demonstrated in 10-year budget model. The targeted tuition gap could be reached by FY32.

II.B. Approval of Employee Handbook Revision

The revision to the St. Mary's College of Maryland Employee Handbook is a modification to the Voluntary Separation Policy that clarifies the College's expectations for receiving reasonable notice from senior employees (vice president, assistant/associate vice president, executive director, and director classifications) who voluntarily resign from their position.

The current Voluntary Separation Policy within the Employee Handbook states that employees terminating service are expected to provide notice of at least two weeks prior to their departure date. The proposed insertion is primarily directed towards senior level staff and senior

administrators, as those positions require extensive knowledge and skills. Increasing to a minimum of four weeks notice will provide the College with adequate time to conduct a successful search for a replacement, thus reducing any impact to the level of service provided and ensuring continuity of operations.

II.C. Approval of Revisions to the Authority and Responsibility Matrix

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. The Authority and Responsibility Matrix last received Board of Trustees approval on May 2, 2015. The Matrix has been carefully reviewed and updated accordingly to ensure that it accurately reflects the current College practices. The document included in the materials highlights actions the Board of Trustees needs to approve, as well as when Board of Trustees notification is required.

II.D.1. Approval of the FY23 Current Fund (Operating) Budget

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached FY23 current fund budget will allow the College to continue its mission of providing a high quality, public, post-secondary education.

II.D.2. Approval of the FY23 Plant Fund (Capital) Budget

The Committee will consider the proposed Priority A FY23 Plant Projects as shown in the attached schedule. Background information is attached and includes a cost breakdown by priority categories and a listing of FY23 plant budget projects.

II.D.3. Approval of the FY24-FY28 State Capital Budget Proposal

The proposed FY24-FY28 State-funded capital budget request includes funding of various Campus Infrastructure Improvements, funding for the design and renovation of Montgomery Hall, and initial design costs associated with interior improvements and ADA compliance issues in Calvert Hall.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A.** Strategic Investments from Bond Proceeds
 - B.** FY23 Legislative Session Financial Impact

- II. ACTION ITEMS**
 - A.** Approval of the Long-Range Tuition Strategy
 - B.** Approval of Employee Handbook Revision: Notice from Employees Terminating Service
 - C.** Approval of Revisions to the Authority and Responsibility Matrix
 - D.** Approval of FY23 Budgets
 - 1. FY23 Current Fund (Operating) Budget
 - 2. FY23 Plant Fund (Capital) Budget
 - 3. FY24-FY28 State Capital Budget Proposal

- III. INFORMATION ITEMS**
 - A.** FY22 Financial Results to Date
 - B.** Joint Investment Activities
 - C.** Reportable Procurement Items
 - D.** Dashboard
 - E.** Minutes (Meeting of February 4, 2022)

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 MAY 13, 2022
DISCUSSION ITEM I.A.
STRATEGIC INVESTMENTS FROM BOND PROCEEDS**

At the May 7, 2021 meeting, the Board of Trustees 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. When presented at both the February 4, 2022 Finance, Investment, and Audit Committee meeting and the February 5, 2022 Board of Trustees meeting, the remaining balance of the bond proceeds was \$15.981M.

As of the May 13, 2022 Finance, Investment, and Audit Committee meeting, an additional \$1,043,275 has been committed, with a remaining balance of \$14.937M. The new spending details are highlighted in yellow.

Categories of Bond Spending	Amount Encumbered/Spent	Available Balance
Starting Balance		\$20,000,000
<i>Cost of Issuance*</i>		\$716,415
Starting Strategic Allocation Balance (April 1, 2021)		\$19,283,585
FY21 Faculty Payouts	\$793,488	
FY22 Faculty Payouts	\$76,978	
Private Advisory Group (wealth advisor services for exiting faculty)	\$4,900	
Retaining Excellent Faculty (\$5.0M)		
FY22 Osprey and Eagle Named Junior Professorships	\$1,650,568	
Osprey and Eagle Research Awards	\$170,000	
Student Engagement/LEAD Focused Programs (\$5.8M)		
Center for Career and Professional Development (program enhancements)	\$384,000	
FY23 Student / Academic Support (part of FY23 SRI process)	\$493,476	
Student Retention Programs (\$1.0M)		
IDEAA (development of student retention programs)	\$70,000	
Development of New LEAD-Focused Curricular and Co-Curricular Programming (\$2.42M)		
Throwing Sports Project (student recruitment/retention)	\$100,000	
Marine Science Near Shore Vessel (Maritime 233)	\$98,531	
Recruitment of New Faculty and Staff in LEAD Areas (\$1.4M)		
Academic Search (Senior Professor of Business Administration)	\$52,975	
Dr. Elka Porter, Marine Studies Faculty (base salary + start-up costs)	\$129,000	
Dr. Silvio Borrero, William Seale Professor of Business (base salary + start-up costs)	\$200,000	
Enhanced Business Efficiency (\$0.5M)		
Presidio for IT Assessment	\$122,268	
Total Encumbered	\$4,346,184	\$14,937,401
* Wells Fargo Corporate Trust Fees (\$8,500), Greenberg Traurig Investors Counsel Fee (\$103,600), Whiteford Taylor & Preston Attorney Fee (\$53,012), PFM Financial Advisors Financial Advisory Fee (\$47,712), Jefferies LLC Placement Agent Fee (\$500,000), St. Mary's College Miscellaneous Project Costs (\$3,591)		
Denotes expenses since last report to the Finance, Investment, and Audit Committee.		

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
DISCUSSION ITEM I.B.
FY23 LEGISLATIVE SESSION FINANCIAL IMPACT**

FY23 Operating Budget

The Legislature approved the Governor's recommended FY23 operating budget for the College, which provides \$32,314,926 in State funds, an increase of 9.3% over the FY22 allocation. Additional increases in State support include \$0.643M representing the Block Grant inflator, \$0.53M in healthcare insurance cost increases, \$0.49M to support wage funding, and \$0.64M for the operations and maintenance of the new Performing Arts Center and Learning Commons. In addition, the Governor provided an additional \$0.4M for need-based financial aid. It is anticipated that this need-based aid will be on a continuing basis, subject to support from the next Governor.

SMCM FY23 Operating Budget Summary

General Funds	\$27,062,919
Higher Education Investment Fund	\$ 2,549,840
FY23 Inflator	\$ 643,130
Healthcare Rate Change	\$ 530,739
FY22 COLA Annualization	\$ 490,861
Operational Support for NABA	\$ 637,457*
<u>FY23 Additional Need-Based Aid</u>	<u>\$ 400,000</u>
Total FY23 State Operating Funds	\$ 32,314,946

**Annualized for FY23, expect \$750K in FY24 and beyond.*

HB54/SB332 St. Mary's College of Maryland Cost-of-Living Adjustment (COLA) Funding. This legislation, passed by the House and Senate and approved by the Governor, increases the amount of funding the College will receive for statewide COLA increases from 50% to 100%.

FY23 Capital Budget

The Legislature approved the Governor's Five-Year Capital Improvement Plan (CIP), which included the anticipated \$2.0M for infrastructure improvement projects. This amount was supplemented with an additional \$3.0M, for a total award of \$5.0M, with the caveat that all funds must be fully expended within three years. The College will also receive \$4.0M in capital renovation funding to support the Hilda C. Landers Library reimagining renovation project, and \$1.9M for construction of the chemistry and biochemistry teaching and research laboratories in Goodpaster Hall. In addition, the Legislature approved \$100K for the Mount Aventine Archeological Project. Professor Julia A. King will complete the important task of documenting, interpreting, and commemorating African American history at the Mount Aventine location in Charles County.

SMCM FY23 Capital Budget Summary

Facility and Infrastructure Renewal	\$ 5,000,000
Hilda C. Landers Library Renovation	\$ 4,000,000
Goodpaster Hall Renovation	\$ 1,889,000
<u>Mount Aventine Archeological Project</u>	<u>\$ 100,000</u>
Total FY23 Capital Funds	\$10,989,000*

**Prior to action by the Governor and the Legislature, the College expected just \$3.9M in FY23 support.*

Additional Capital Related Actions

The State will provide the matching funds, due to bids exceeding available budget, to complete the Route 5 Boardwalk Project. The College is grateful to the Department of Budget and Management Capital Budgeting for authorizing the College to use available infrastructure funding, in the amount of \$140K, to cover additional costs.

The College submitted a congressional earmark proposal through Majority Leader Steny Hoyer for the acquisition of a large research vessel capable of carrying 20+ students and faculty. The vessel will be used for day trips throughout the Chesapeake and associated river systems to conduct educational and research activities in support of the College's Marine Science program. Included in the \$900K request for funding was the requisite scientific equipment and instrumentation needed to study the biological, chemical, physical properties of the St. Mary's River, the lower Potomac River, and the Chesapeake Bay. The earmark was approved by congressional action and signed by President Joe Biden. We are awaiting the distribution of funds and have begun developing needed vessel specifications in order to solicit bids.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM IIA.
APPROVAL OF A LONG-RANGE TUITION STRATEGY**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the Long-Range Tuition Strategy. Implementation of the Long-Range Tuition Strategy, upon approval, would begin in FY24 and continue as long as the assumptions remain viable.

RATIONALE

Based on the recommendation by the Board of Trustees Task Force One (admission, financial aid, and cost of attendance), a 10-year budget model has been developed to better align the College's in-state tuition with that of the University of Maryland, College Park (UMD), the College's top in-state competitor. Currently, the in-state tuition gap between the two institutions is about 23%.

The Long-Range Tuition Strategy will bring the College's in-state undergraduate tuition within 10% of UMD's within a 10-year period, based on the assumption that UMD continues to increase its undergraduate in-state tuition by an average of 2% per year. This rate of increase was determined by using the five-year average increase, *sans* State tuition buy-downs, prior to the pandemic. The recommendation, as demonstrated in the 10-year budget model, is to hold the College's tuition for in-state, out-of-state, and DC residents at the current levels until the targeted gap is reached. Accordingly, based on the assumptions below, the targeted tuition gap could be reached by FY32.

Revenue Assumptions

- Determine total student enrollment to estimate expected tuition dollars.
 - Consider historical averages for application to enrolled student yield for those indicating an intended major. Both Marine Science and Neuroscience are expected to impact enrollment beginning in Fall 2022 (FY23) and Business in Fall 2023 (FY24). Stable growth is then anticipated through FY26.
 - Transfer student enrollment is projected to remain stable.
 - A 1% per year increase in first-to-second year retention is expected until a plateau of 88% is reached.
- Assumption that the State will honor the funding formula and the inflator will be 2.5% annually, based on the rolling four-year average over the course of the last eight years.
- Room, board, and fees increase by 2% annually.
- Projected additional revenue from the rental of the Jamie L Roberts Stadium and the Performing Arts Center.
- All other revenue sources are projected to remain relatively flat, including the unrestricted support from the Foundation.

Expense Assumptions

- Operating expenses are calculated based on a 4% annual increase due to inflation, with the exception of the campus bookstore, which averages an annual operating increase of 3%.
- A 2.5% annual increase in scholarships is expected until FY31, at which time it will likely decrease to 1% due to enrollment stabilization.
- The 10-year budget model does not include the College's contributions for employee COLA increases, which are now fully funded by the State as a result of HB 54/SB 332.

SMCM Proposed Model to Right-Set In-State Undergraduate Tuition

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
UMD Tuition	\$9,364	\$9,551	\$9,742	\$9,937	\$10,135	\$10,338	\$10,545	\$10,756	\$10,971
SMCM Tuition	\$12,116	\$12,116	\$12,116	\$12,116	\$12,116	\$12,116	\$12,116	\$12,116	\$12,116
Gap Percent	22.70%	21.20%	19.60%	18.00%	16.40%	14.70%	13.00%	11.20%	9.50%

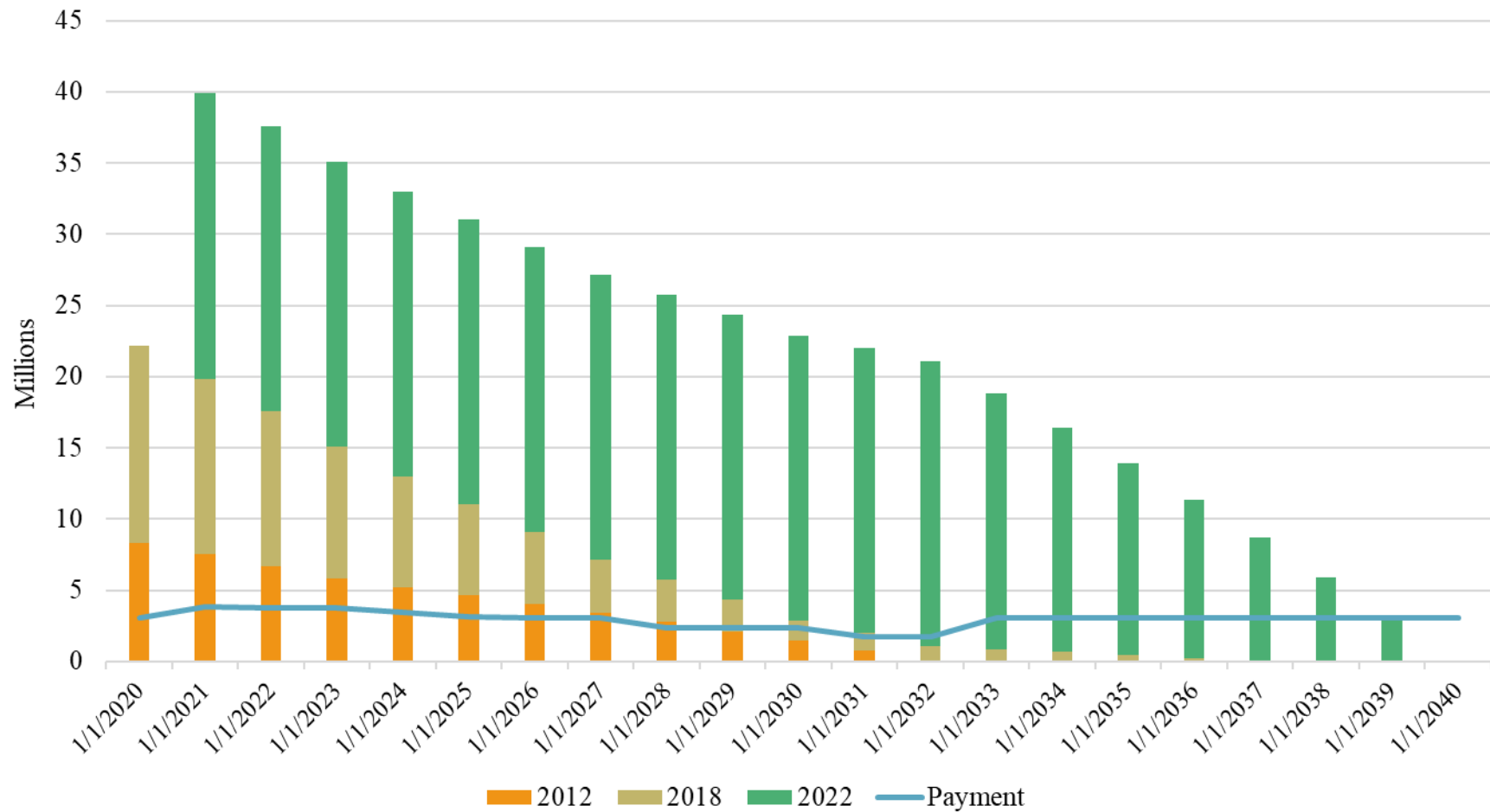
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Budget Projections

	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Total Enrollment	1,544	1,601	1,657	1,694	1,721	1,737	1,741	1,741	1,741
Revenues	\$80,765,020	\$82,828,669	\$82,980,890	\$84,660,588	\$86,201,286	\$87,586,886	\$88,941,331	\$90,327,353	\$91,745,696
Expenditures	\$79,901,432	\$81,000,215	\$81,899,612	\$83,334,549	\$84,951,420	\$85,942,998	\$87,665,249	\$89,284,362	\$90,345,740
Surplus (Deficit)	\$863,588	\$1,828,454	\$1,081,278	\$1,326,040	\$1,249,865	\$1,643,888	\$1,276,081	\$1,042,991	\$1,399,956

ST. MARY'S COLLEGE OF MARYLAND CONFIDENTIAL										
Rate Changes										
Tuition	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
MAT	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Fees	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
General Fund Grant	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Room	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Board	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Budget Projection Model	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Projected Total Enrollment	1,544	1,601	1,657	1,694	1,721	1,737	1,741	1,741	1,741	1,741
REVENUE:										
Tuition	23,333,921	24,090,721	24,590,749	24,955,635	25,171,863	25,225,921	25,225,921	25,225,921	25,225,921	25,225,921
Fees	3,589,255	3,752,172	3,884,153	4,000,705	4,098,781	4,175,130	4,244,898	4,316,062	4,388,649	4,462,688
State Appropriations - General Fund	31,737,139	32,530,567	33,343,831	34,177,427	35,031,863	35,907,659	36,805,351	37,725,484	38,668,622	39,635,337
Auxiliary Enterprises (includes room, board, bookstore ops)	19,083,063	19,433,567	19,791,081	20,155,746	20,527,704	20,907,101	21,294,086	21,688,811	22,091,430	22,502,102
Sales and Services - Educational(conf revenues, foreign program fees, non-credit tuition)	862,675	862,675	862,675	862,675	862,675	862,675	862,675	862,675	862,675	862,675
Quasi-Endowment / Interest Income(\$95K from quasi endowment, balance from MD interest)	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000	179,000
Foundation Unrestricted Support	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Debt funded Transfer (Osprey and Eagle)***	1,650,567	1,650,567								
Other (career center reg fees, faculty housing revenue, miscellaneous)	254,400	254,400	254,400	254,400	254,400	254,400	254,400	254,400	254,400	254,400
Total Revenues	80,765,020	82,828,669	82,980,890	84,660,588	86,201,286	87,586,886	88,941,331	90,327,353	91,745,696	93,197,122
Operating expenses	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Bookstore Operations	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Scholarships	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	1.0%	1.0%	1.0%
EXPENSE:	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Base Budgets										
Operating (supply/expense, non-personnel)	16,602,063	17,266,145	17,956,791	18,675,063	19,422,065	20,198,948	21,006,906	21,847,182	22,721,069	23,629,912
Utilities	3,853,455	3,969,058	4,088,130	4,210,774	4,337,097	4,467,210	4,601,226	4,739,263	4,881,441	5,027,884
Institutional Expense (institutional contingency, plant/auxiliary contingency, insurance)	623,831	623,831	623,831	623,831	623,831	623,831	623,831	623,831	623,831	623,831
Debt Services	3,806,842	3,449,035	3,173,578	3,052,529	3,061,054	2,390,059	2,393,579	2,393,794	1,781,562	3,087,232
Dining Services(Bon Appetit costs)	4,842,060	5,035,742	5,237,172	5,446,659	5,664,525	5,891,106	6,126,751	6,371,821	6,626,694	6,891,761
Bookstore Operations	840,508	865,723	891,695	918,446	945,999	974,379	1,003,610	1,033,719	1,064,730	1,096,672
Tuition Waivers	802,250	822,306	842,864	863,936	885,534	907,672	930,364	939,668	949,064	958,555
Total Scholarships	8,280,461	8,487,473	8,699,660	8,917,151	9,140,080	9,368,582	9,602,797	9,698,825	9,795,813	9,893,771
Sub Total (non-personnel)	39,651,470	40,519,314	41,513,721	42,708,388	44,080,186	44,821,788	46,289,064	47,648,102	48,444,204	51,209,619
Personnel - Wages (includes 275K of foundation offsets)	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Additional salary costs (beyond bond support) - inclusive of benefits	28,598,747	28,598,747	28,598,747	28,268,180	28,268,180	28,268,180	28,268,180	28,268,180	28,268,180	28,268,180
Osprey and Eagle Moves to Foundation			(1,650,567)							
Personnel - Benefits	11,546,942.98	11,777,882	12,013,439.48	12,253,708	12,498,782	12,748,758	13,003,733	13,263,808	13,529,084	13,799,666
2% COLA	-	-	-	-	-	-	-	-	-	-
Related FICA and Pension	-	-	-	-	-	-	-	-	-	-
Other wage changes	104,272	104,272	104,272	104,272	104,272	104,272	104,272	104,272	104,272	104,272
Osprey & Bald Eagle Named Professorship savings - private funding offset										
Sub Total (Personnel)	40,249,962	40,480,901	40,385,891	40,626,160	40,871,234	41,121,210	41,376,185	41,636,260	41,901,536	42,172,118
Total Expenses	79,901,432	81,000,215	81,899,612	83,334,549	84,951,420	85,942,998	87,665,249	89,284,362	90,345,740	93,381,737
(Deficit)	863,588	1,828,454	1,081,278	1,326,040	1,249,865	1,643,888	1,276,081	1,042,991	1,399,956	(184,615)
Note***										
Per the Board document proposing the Osprey and Eagle professorships. The program was for two-year awards, renewable once, for a total of four years.										
The initial funding source was private bond money, subsequently funds should be made available through the College's fundraising efforts.										

Outstanding Principal and Debt Payment by Year



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.B.
APPROVAL OF EMPLOYEE HANDBOOK REVISION**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees approve the following revision to the St. Mary's College of Maryland Employee Handbook. Specifically, a modification to the Voluntary Separation Policy will clarify the College's expectations for receiving reasonable notice from senior employees (vice president, assistant/associate vice president, executive director, and director classifications) who voluntarily resign from their position.

RATIONALE

The current Voluntary Separation Policy within the Employee Handbook states that employees terminating service are expected to provide notice of at least two weeks prior to their departure date. The proposed insertion is primarily directed towards senior level staff and senior administrators, as those positions require extensive knowledge and skills. The additional notice will provide the College with adequate time to conduct a successful search for a replacement, thus reducing any impact to the level of service provided and ensuring continuity of operations.

Current language with proposed addition in *italics*:

Voluntary Separation Policy

Employees terminating their service with the College are expected to give reasonable notice of at least two weeks (preferably, one month). *Senior level staff (vice president, assistant/associate vice president, executive director, and director classifications) who voluntarily resign and wish to remain in good standing with the College are expected to give a reasonable notice of at least four weeks.* In cases of retirement, the decision is usually made well in advance of the actual date and, as such, the College expects a longer notice. Employees retiring should contact the Office of Human Resources for an appointment for retirement counseling at least three months prior to retirement.

Employees resigning should notify their supervisors in writing of their intention to leave and provide a specific date for the last day they expect to be paid on payroll. Copies of this letter of resignation should be provided to the Senior Administrator and the Office of Human Resources by the employee's supervisor.

**BOARD OF TRUSTEES
ST. MARY’S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM ILC.**

APPROVAL OF REVISIONS TO THE AUTHORITY AND RESPONSIBILITY MATRIX

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary’s College of Maryland, of revisions to the Authority and Responsibility Matrix.

RATIONALE

The Authority and Responsibility Matrix was developed to provide an accurate and clear summary of the responsibilities delegated to the Board of Trustees, the President, and the officers of the College regarding various functions and operations. The Authority and Responsibility Matrix last received Board of Trustees approval on May 2, 2015. The Matrix has been carefully reviewed and updated accordingly to ensure that it accurately reflects current College practices. The Authority and Responsibility Matrix included in the materials highlights actions requiring Board of Trustees approval, as well as those requiring Board of Trustees notification. Included in the supplemental materials is the Authority and Responsibility Matrix for Executive Council, which contains extensive detail and is designed for internal reference.

DRAFT Pending Board of Trustees Approval on May 13, 2022

Administrative Area	Responsibility/Authority			
	Prepare	Recommend	Approve	Notify
Budget & Finance				
Fiscal Year Budgets - Operating and Capital (Plant)	VP Business/CFO	President	Board	
Rates: Tuition, Fees, Room and Dining Plan	VP Business/CFO	President	Board	
Auditors' Report and Audited Financial Statements	VP Business/CFO	President	Board	
Operating Budget Revision: Revenues = or > Expenditures		VP Business/CFO	President	Board
Operating Budget Revision: Revenues < Expenditures	VP Business/CFO	President	Board	
Plant Budget Revision < \$200K		VP Business/CFO	President	Board
Plant Budget Revision > \$200K	VP Business/CFO	President	Board	
Liquidation of up to 10% of Quasi-Endowment		VP Business / CFO	President	Board
Spending Authority above 5% of Annualized Budget		VP Business / CFO	President	Board
Contingency Budget Spending	AVP Finance	VP Business/CFO	President	
Banking / Bond Issues				
Issue Revenue Bonds / Bank Loans	VP Business/CFO	President	Board	
Bond Refinancing	VP Business/CFO	President	Board	
Procurement and Memoranda of Understanding				
Procurement Policy	VP Business/CFO	President	Board	
Procurement >\$100K			VP Business/CFO	President/Board
Procurement >\$1.0M	Director of Budgets	Director of Procurement	VP Business/CFO and Board of Public Works	President/Board
Procurement: State Capital Funds	Director of Procurement	Director of Budgets	VP Business/CFO and Board of Public Works	President
Facility and Service Agreements with HSMC	HSMC	VP Business/CFO	President	Board
Various Memoranda of Understanding and Agreements	Unit/Department Head	Impacted VP and VP Business/CFO	President	
Information Technology				
IT Master Plan (Required by State)	AVP Office of Information Technology and VP Business/CFO	President	Board	
IT Security Plan (Required by State)	AVP Office of Information Technology and VP Business/CFO	President	Board	
Facilities				
Facilities Master Plan	VP Business/CFO	President	Board	
Building Designs	VP Business/CFO	President	Board	
Building Programs	VP Business/CFO	President	Board	
Acquisition/Disposal of Real Property	VP Business/CFO	President	Board	
Annual Facilities Condition Report	VP Business/CFO	President	Board	
Note 1: Requires final approval by Board of Public Works				
Human Resources				
Appointment - Staff (Department Head and Below)		Unit Head	VP of unit	President/Board
Appointment - Staff (Assistant VP and Above)		VP of Unit	President	Board
Appointment - Faculty		Division Head	Provost	President/Board
Termination - Staff		VP Business/CFO	President	Board
Termination - Faculty (IAW Bylaws)	Division Head	Provost	President	Board
Contract Renewal - Probationary Status to Permanent FT Employees		Human Resources	VP of unit	President/Board
Create New Position		VP Business/CFO	President	Board
Union Agreement AFSCME		VP Business/CFO	President	Board
Staff Salary Plan	VP Business/CFO	President	Board	
Employee Handbook Revisions	VP Business/CFO	President	Board	
Modifications to Retirement Plans	VP Business/CFO	President	Board	
Staff Senate Bylaw Revisions	Staff Senate/VP Business/CFO	VP Business/CFO and President	Board	
Various Human Resources Policies	VP Business/CFO	President	Board	
Faculty Bylaws	Faculty and Provost	President	Board	
Reporting to Government Agencies				
Managing for Results Submission (MFR)	Director of Institutional Research/Provost	VP Business/CFO and President	Board	
Performance Accountability Report (PAR)	Director of Institutional Research/Provost	VP Business/CFO and President	Board	
Cultural Diversity Report	Chief Diversity Officer and VP Equity and Strategic Initiatives	VP Equity and Strategic Initiatives and President	Board	
Academic Affairs				
Faculty Reappointment, Tenure, Promotion	Provost	President	Board	
Curriculum Changes, Majors and Minors	Faculty and Provost	President	Board	
Study Abroad Sites, SMCM as primary operator		Provost	President	Board
Academic Policy Changes	Faculty and Provost	President	Board	
Student Affairs				
Student Trustee-in-Training Selection	VP Student Affairs	President	Board	
Cleary and Crime Statistics Reporting	Public Safety	VP Student Affairs	President	Board
Advancement				
Capital or Comprehensive Campaigns	VP Advancement	President	Board	Foundation Board
Named Opportunities Less than Building	VP Advancement and VP Business/CFO	VP Advancement	President	Board
Named Opportunities Building	VP Advancement and VP Business/CFO	President	Board	
Note 1: Requires final approval by Board of Public Works				
Enrollment Management				
Admission Policies	VP Enrollment Management	President	Board	
Financial Aid Award Policies	VP Enrollment Management	President	Board	
Equity and Strategic Initiatives (IDEAA)				
Title IX Policy Changes	VP Equity and Strategic Initiatives	President	Board	
Other Policies				
Revision of any Policy Approved by the Board of Trustees	VP of Unit	President	Board	
Order of the Ark and Dove Award		President	Board	
Conferral of Degrees	Provost	President	Board	
Honorary Degree Recipients		President	Board	

Note: in the event that any item in this Authority Matrix conflicts with specific authorities provided in a Board of Trustees approved policy, then the Board approved policy shall prevail.

**BOARD OF TRUSTEES
ST. MARY’S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.D.1.
APPROVAL OF THE FY23 CURRENT FUND (OPERATING) BUDGET**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the attached current fund (operating) budget for FY23.

RATIONALE

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached FY23 current fund budget will allow the College to continue its mission of providing a high quality, public, post-secondary education.

St. Mary's College of Maryland
FY23 Operating Budget
Supporting Documentation Table of Contents

Exhibit A	FY23 Current Fund (Operating) Unrestricted and Restricted Budget for Board of Trustees Approval
Exhibit B	Important Assumptions
Exhibit C:	FY23 Budget Proposed (Leadsheet) for Board of Trustees Approval (This schedule describes revenues by source and all expenditure items by type for the Current Fund Unrestricted.)
Exhibit D:	FY23 Current Fund Unrestricted (CFU) Budgeted Revenue by Source
Exhibit E:	FY23 CFU Budgeted Expenditures by Program
Exhibit F:	FY23 CFU Budgeted Expenditures by Object
Exhibit G:	Five-Year Comparative Expenditures by Program
Exhibit H:	Five-Year Comparative Expenditures by Object
Exhibit I:	Reconciliation of State Appropriation
Exhibit J:	FY23 CFU Budget for Contingency Items This schedule provides information about the contingency funds included in the current fund unrestricted budget.
Exhibit K:	FY23 CFU Planned Expenditures Greater Than \$100,000 Each Required by the Board approved Budget Policy, this schedule displays anticipated operating budget expenditures for goods/services to a single vendor greater than \$100,000 each.

Exhibit A

St. Mary's College Of Maryland FY23 Current Fund (Operating) Budget

	FY23 Current Fund Unrestricted (CFU)		FY23 Current Fund Restricted (CFR)	
	Proposed Budget	% of Total	Proposed Budget	% of Total
Revenue				
Tuition	20,714,380	27.2%		0.0%
Fees	3,224,563	4.2%		0.0%
State Grant (Appropriation)	32,314,926	42.4%		0.0%
Gifts and Grants	0	0.0%	4,500,000	100.0%
Sales and Services-Educational	812,675	1.1%		0.0%
Endowment/Investment	382,500	0.5%		0.0%
Foundation Unrestricted Support	75,000	0.1%		0.0%
Sales and Services-Auxiliary	18,384,519	24.1%		0.0%
Other	254,400	0.3%		0.0%
Total Revenue	76,162,963	100.0%	4,500,000	100.0%
Expenditures				
Instruction	21,356,071	28.0%	480,682	10.7%
Research	0	0.0%	166,598	3.7%
Public Service	423,928	0.6%	12,346	0.3%
Academic Support	1,952,665	2.6%	12,333	0.3%
Institutional Support	15,486,629	20.3%	455,164	10.1%
Student Services	9,835,015	12.9%	251,521	5.6%
Plant Operation and Maintenance	5,540,304	7.3%	349,208	7.8%
Scholarships/Grants	8,690,395	11.4%	2,772,148	61.6%
Auxiliary Enterprises	15,021,999	19.7%	0	0.0%
Total Expenditures	78,307,006	102.8%	4,500,000	100.0%
Transfers In (Out)				
Debt Funded Transfers	2,144,043	2.8%	0	0.0%
Quasi Endowment	0	0.0%	0	0.0%
Total Transfers	2,144,043	2.8%	0	0.0%
Total Expenditures and Transfers	76,162,963	100.0%	4,500,000	100.0%
Budget Year Increase (Decrease in Fund Balance)	0		0	
Total Increase (Decrease) in Fund Balance	0		0	

Note 1: Please refer to attached schedules for more information.

Note 2: For FY22, the CFU expenditure budget contains \$1,772,627 in contingency funds.

July Action Item FY23 Current Fund Total		Prior Year Beginning Budget FY22 Current Fund Total			
Proposed Budget	% of Total	June 2021 Budget	% of Total	\$ Change	% Change
20,714,380	25.7%	20,453,526	26.9%	260,854	1.28%
3,224,563	4.0%	3,099,542	4.1%	125,021	4.03%
32,314,926	40.1%	29,612,759	39.0%	2,702,167	9.13%
4,500,000	5.6%	4,500,000	5.9%	-	0.00%
812,675	1.0%	812,675	1.1%	-	0.00%
382,500	0.5%	179,000	0.2%	203,500	113.69%
75,000	0.1%	75,000	0.1%	-	
18,384,519	22.8%	16,999,498	22.4%	1,385,021	8.15%
254,400	0.3%	254,400	0.3%	-	0.00%
80,662,963	100.0%	75,986,400	100.0%	4,676,563	6.15%
21,836,753	27.1%	18,822,165	25.5%	3,014,588	16.02%
166,598	0.2%	166,598	0.2%	-	0.00%
436,274	0.5%	458,828	0.6%	(22,554)	-4.92%
1,964,998	2.4%	1,730,556	2.3%	234,442	13.55%
15,941,793	19.8%	15,382,890	20.8%	558,903	3.63%
10,086,536	12.5%	9,177,681	12.4%	908,855	9.90%
5,889,512	7.3%	5,069,658	6.9%	819,854	16.17%
11,462,543	14.2%	10,747,929	14.6%	714,614	6.65%
15,021,999	18.6%	14,430,095	19.5%	591,904	4.10%
82,807,006	102.7%	75,986,400	102.9%	6,820,606	8.98%
2,144,043	2.7%	2,144,043	2.9%		
0	0.0%	0	0.0%		
2,144,043	2.7%	2,144,043	2.9%	11,497,169	
80,662,963	100.0%	73,842,357	100.0%		
0					
0					

FY2023 Key Budget Assumptions**REVENUES**

The FY23 revenue budget has increased \$4.67M (6.15%) over the FY22 revenue budget (original), primarily due an increase in State support and auxiliary enterprise revenues. The FY23 budget is based on 1,430 full-time students. Enrollment counts are budgeted at 100% of projected totals. Tuition rates are flat over equivalent FY22 levels for both resident and non-resident students.

The State appropriation increases \$2.7M over FY22 representing the Block Grant inflator, the annualization of previous and current year COLA salary funding, healthcare insurance cost increases, Performing Arts Center and Learning Commons operational funding, as well as a supplement of \$400K specifically for additional need-based scholarship awards. Overall, State support increases 9.13%.

Auxiliary enterprise revenue increases \$1.4M as residence hall rates increase 2%, dining rates increase 4%, and student counts for dining and residence occupancy recover from COVID-19 related plan changes. The St. Mary's College of Maryland Foundation provides \$75K in unrestricted support.

EXPENDITURES

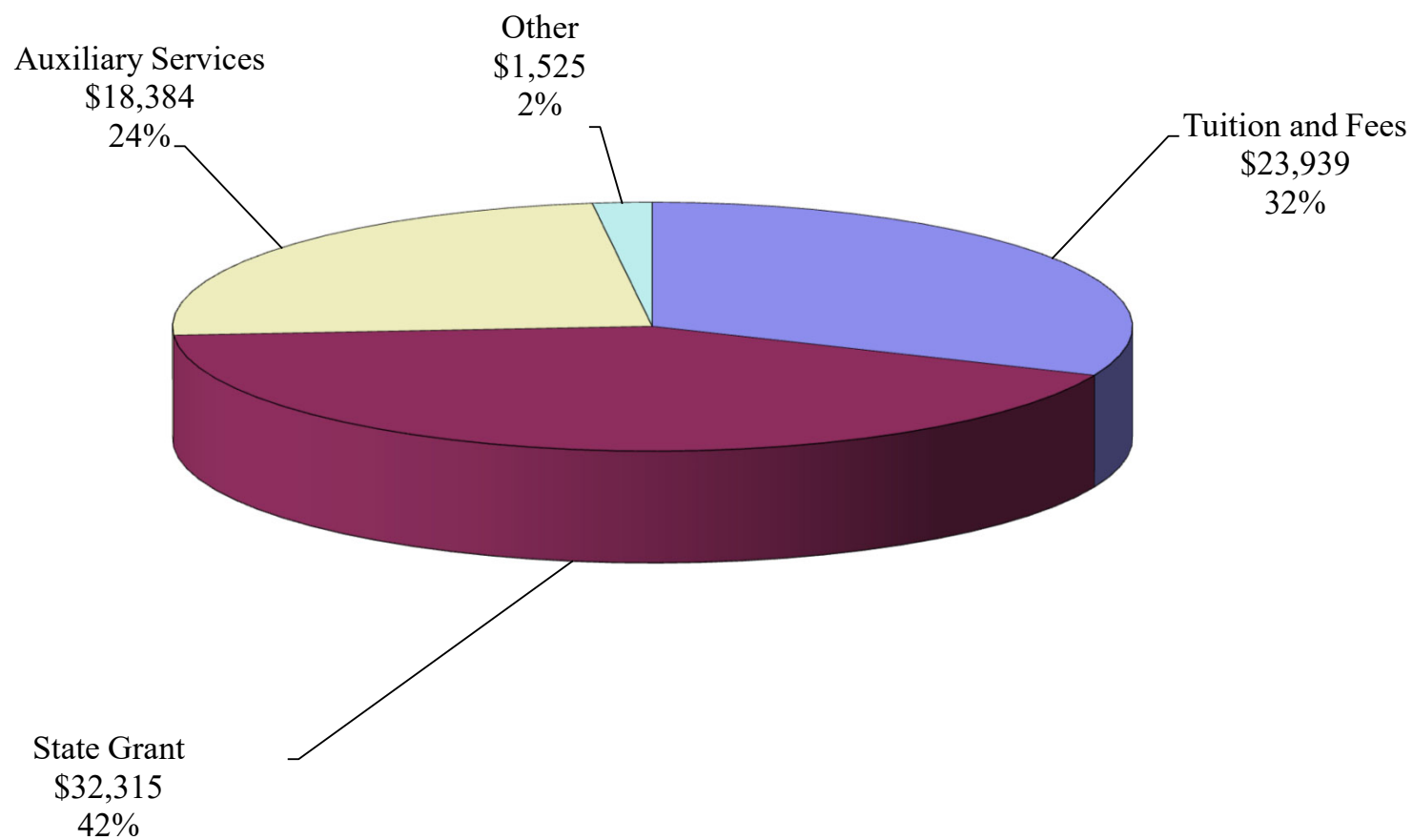
The FY23 current fund unrestricted expenditure budget, detailed in Exhibit A, increases a total of \$6.8M (8.98%) over the FY22 expenditure budget consisting of new required expenditures, a salary pool for faculty and staff wage increases, 1.5% COLA for all permanent employees, annualizations of prior year salary changes, operational budget changes due to the opening of the Performing Arts Center and Learning Commons, and the results of the Strategic Resource Initiative additions.

Permanent approved position counts are 401.

Exhibit C

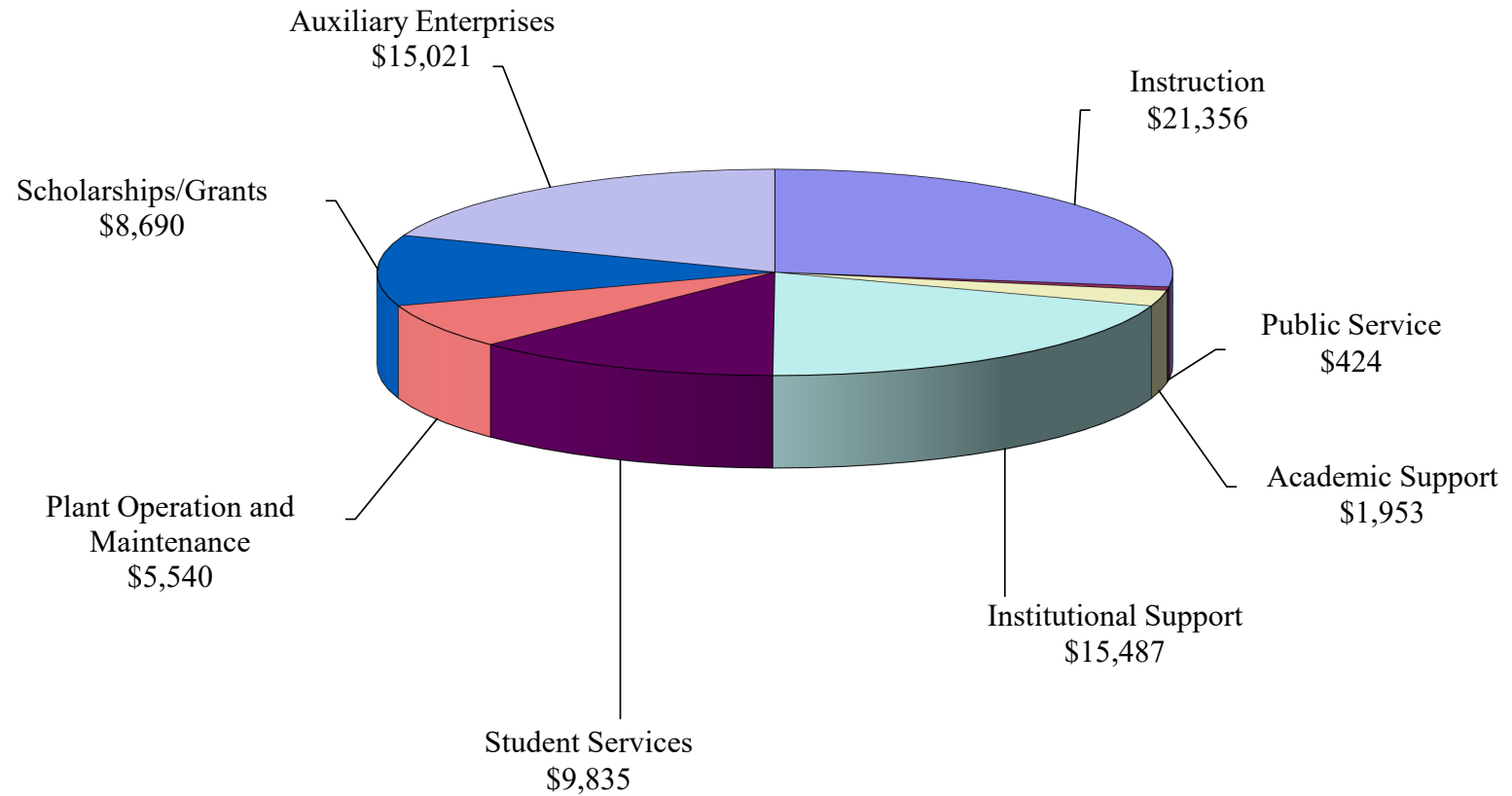
ST. MARY'S COLLEGE OF MARYLAND CONFIDENTIAL			
PROPOSED FY23 BUDGET	FY22 Budget BOT Approved May 3, 2021	FY23 Budget for BOT Approval	
REVENUE:			
Tuition	\$20,453,526	\$20,714,380	0% tuition increase for all categories (390 new/85 transfer (475), total headcount 1,430)
Fees	\$3,099,542	\$3,224,562	2% increase
State Appropriations - General Fund	\$29,612,759	\$31,277,469	
Increase GFG for NABA Operational Expenses		\$637,457	
Additional need-based scholarship funding		\$400,000	
Auxiliary Enterprises (includes room, board, bookstore operations)	\$16,999,498	\$18,384,519	2% room increase, 4% board (dining) increase
Sales and Services - Educational (conference revenues, foreign program fees, non-credit tuition)	\$812,675	\$812,675	
Quasi-Endowment / Interest Income (\$95K from Quasi endow, balance from MD interest)	\$179,000	\$382,500	Higher interest returns
Foundation Unrestricted Support	\$75,000	\$75,000	
Debt funded Transfer (Osprey and Eagle named professorships)		\$2,144,043	
Other (career center reg fees, faculty housing revenue, miscellaneous)	\$254,400	\$254,400	
Total Revenues	\$71,486,400	\$78,307,005	
EXPENSE:			
Base Budgets			
Operating (supply/expense, non-personnel)	\$15,327,604	\$15,963,522	Reflects revised, final SRI total, minus bond offload (\$493,476), plus NABA expenses (\$95K)
Utilities	\$3,237,718	\$3,741,218	Includes \$228K for NABA utilities plus fuel cost increase for College, \$500K total increase from FY22
Institutional Expense (institutional contingency, plant/auxiliary contingency, insurance)	\$499,789	\$623,831	Insurance expense increases
Debt Services	\$3,869,549	\$3,811,841	Actual bond/debt service cost for FY23
Dining Services (Bon Appetit costs)	\$4,416,345	\$4,655,827	Revised after Bon Appetit budget discussions for FY23
Bookstore Operations	\$967,631	\$816,027	Revised after discussions with bookstore manager
Tuition Waivers	\$782,683	\$782,683	
Total Scholarships	\$7,363,884	\$8,078,499	Incremental increase in aid, plus \$400K State need-based aid
Sub Total (non-personnel)	\$36,465,203	\$38,473,448	
Personnel - Wages (includes \$275K of Foundation offsets)	\$25,879,776	\$28,179,697	Accounting for all faculty/staff staff equity, promotion actions/0.5% COLA FY22/\$270K for NABA personnel expenses
Personnel - Benefits	\$10,454,359	\$11,254,799	
1.5% COLA effective 7/1/2022	\$261,046	\$419,050	SMCM provides 1.5% for total 3% State approved COLA increase, effective 7/1/22
Related FICA and Pension	\$49,599	\$67,048	
Other wage changes (faculty, overtime, shift, vacation, savings, Foundation offset)		-\$87,037	Wage change offsets, calculated by State
Osprey and Eagle named professorship savings - private funding offset	-\$1,623,583		
Sub Total (Personnel)	\$35,021,197	\$39,833,557	
Total Expenses	\$71,486,400	\$78,307,005	
(Deficit)	\$0	\$0	

SMCM FY23 Operating Budget **CFU Revenues by Source (\$000s)**

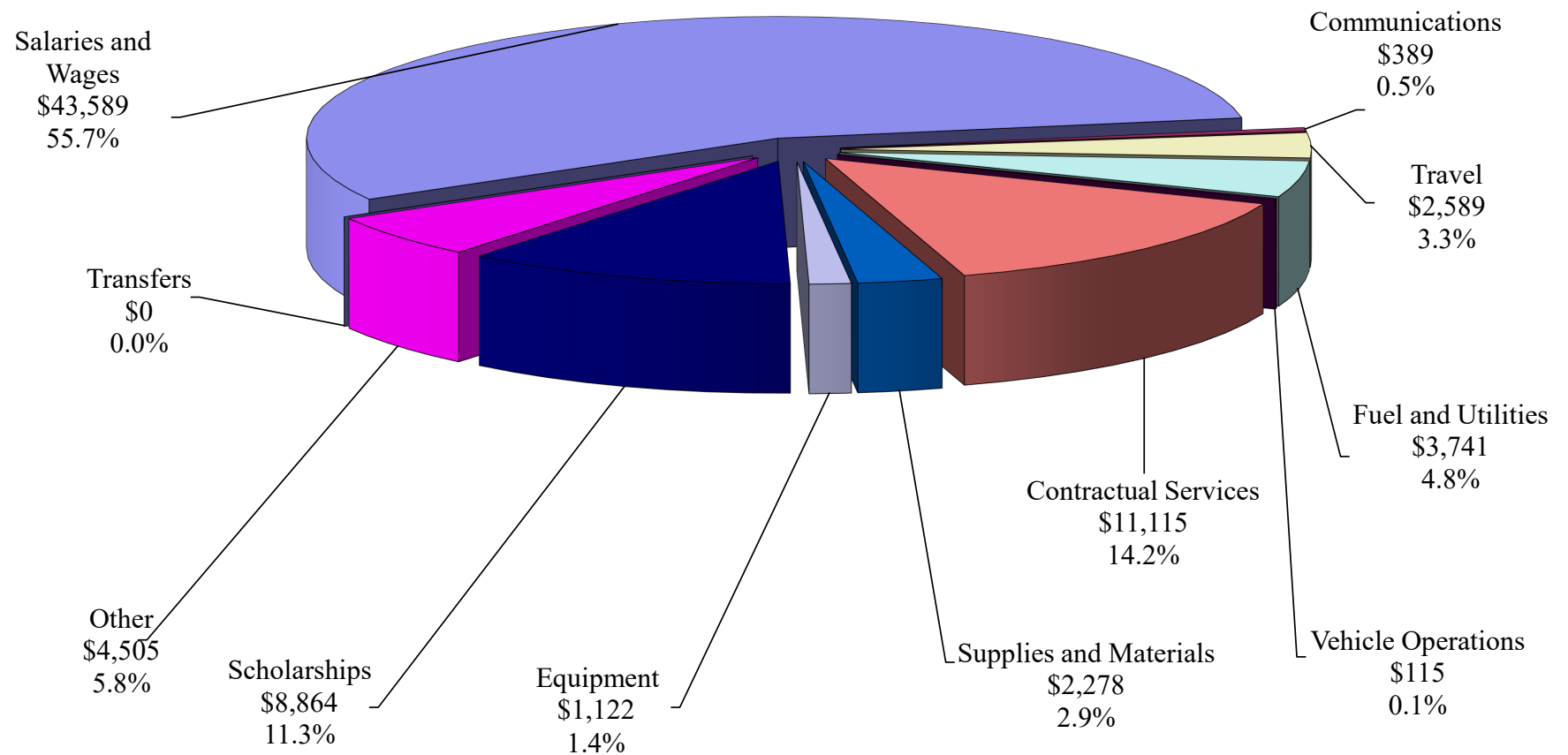


SMCM FY23 Operating Budget

Unrestricted Expenditures by Program (000's)

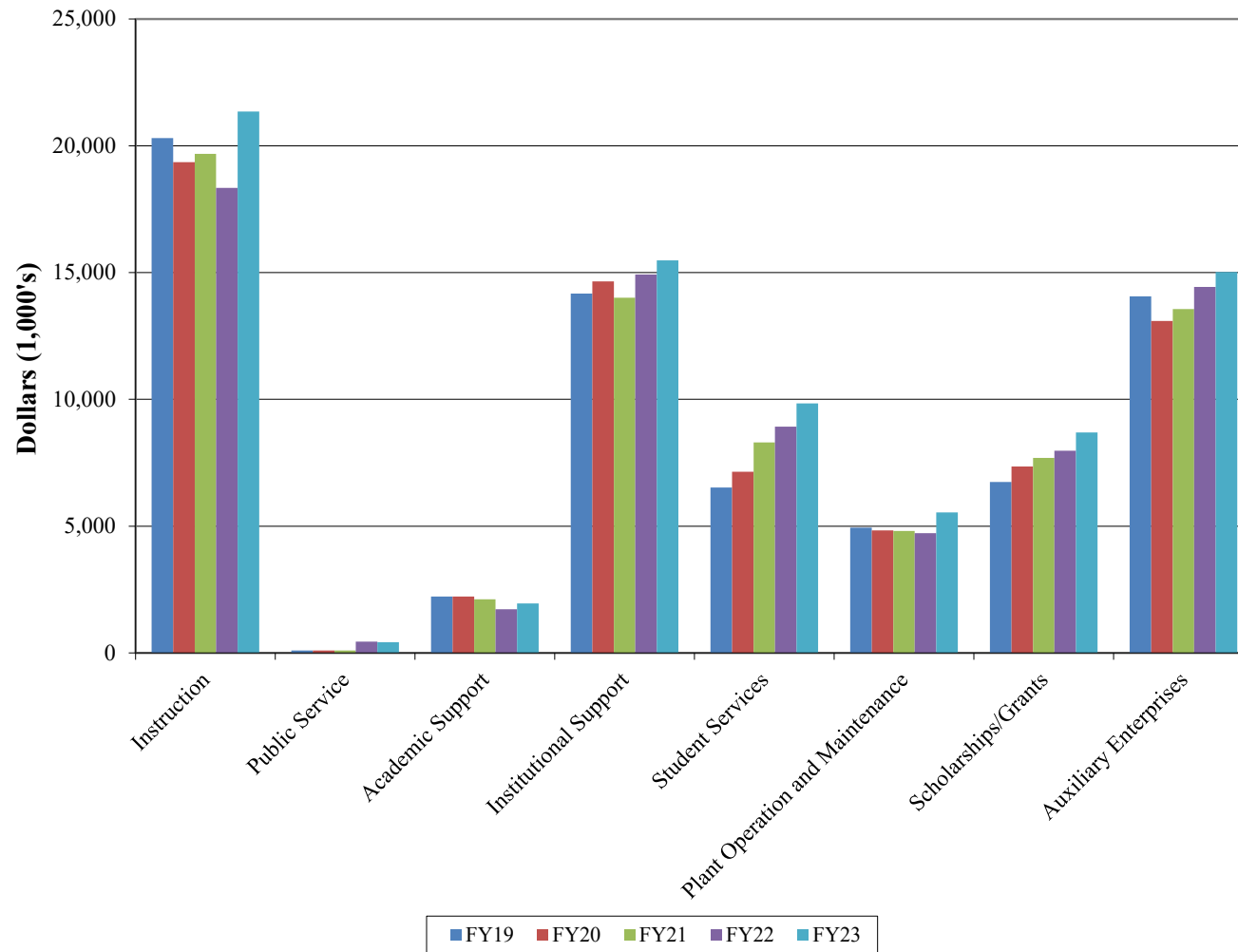


**SMCM FY23
Operating Budget
Unrestricted Expenditures by Object
(\$000s)**

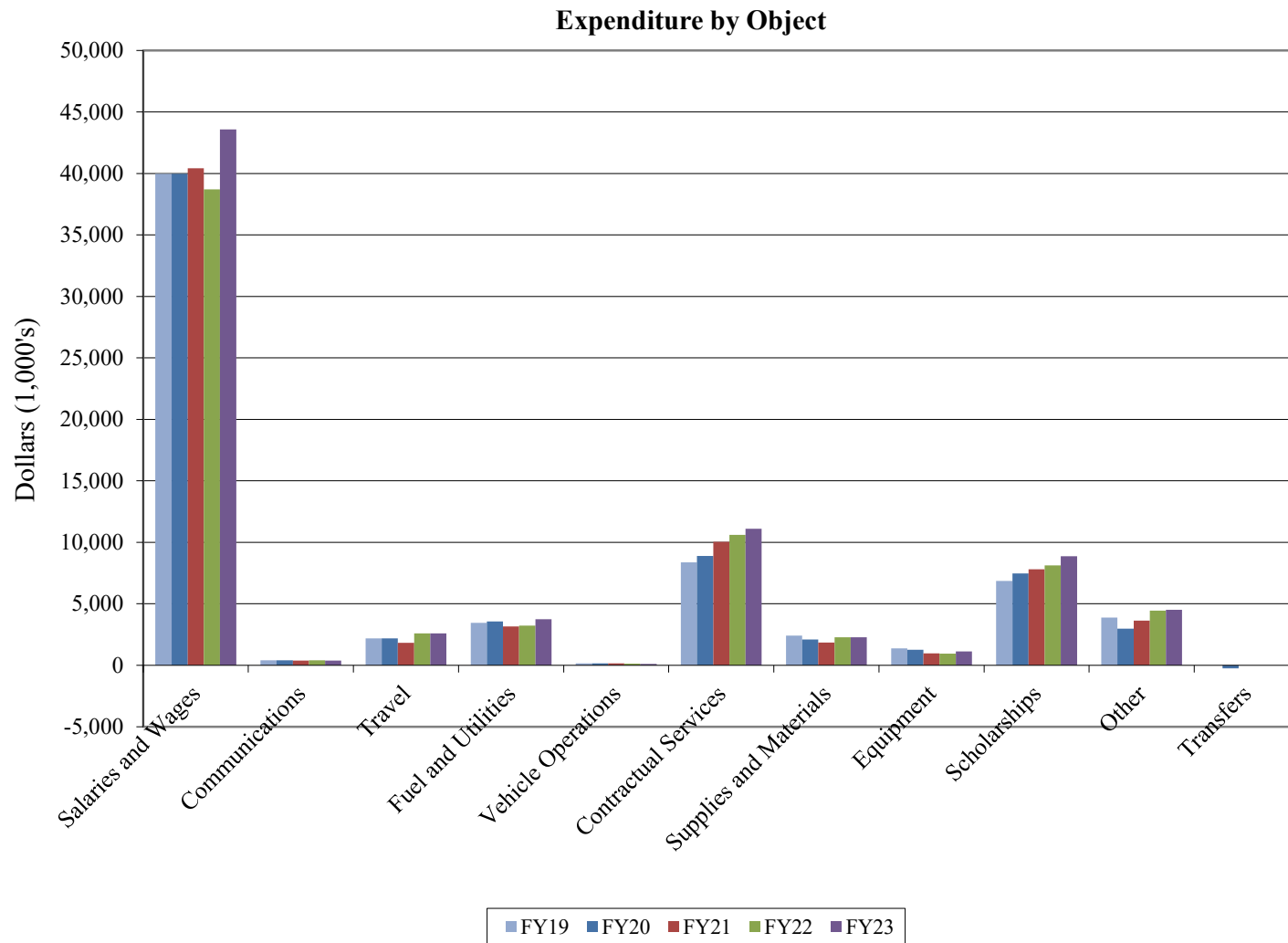


SMCM Five-Year Operating Budgets

Program of Expenditure



SMCM Comparative Operating Budget



St. Mary's College of Maryland
FY23 Operating Budget
Reconciliation of State Appropriation (General Fund Grant)

	Results of 2022 Legislative Session
Beginning Base for FY22	\$29,612,759
Inflator	\$703,303
Net Formula Update	\$470,566
Beginning Base for FY23	<u>\$30,786,628</u>
<u>FY23 Adjustments</u>	
FY22 Wage Increment and Inflator	\$490,841
FY23 Allowance for NABA Operational Impacts	\$637,457
FY23 Additional Need-Based Aid	\$400,000
Total Adjustments	<u>\$1,528,298</u>
Allowance	<u>\$32,314,926</u>
FY22 General Fund Grant Total	\$32,314,926

St. Mary's College of Maryland
FY23 CFU Contingency Items

Item	Amount
Institutional Contingency Balance	300,000
 Institutional Contingency Amount	 <u>300,000</u>
 <u>Study Abroad</u>	
International Signature Programs	<u>1,267,079</u>
Study Tours	<u>200,000</u>
<i>(Both international programs and tours are offset by anticipated revenues.)</i>	
Total Contingency Items	<u><u>\$ 1,767,079</u></u>

St. Mary's College of Maryland
FY22 CFU Planned Expenditures Greater Than \$100,000 Each to a Single Vendor

Description	Vendor	Estimated Amount
<u>IT and Library Related</u>		
Administrative Software	Anthology	\$523,675
University of Maryland Academic Telecommunication System - Internet	Network Maryland	\$120,000
Life Cycle Replacements	Dell	\$260,000
Administrative Systems	Jenzabar	\$130,000
Library Management System	USM and Affiliated Institutions (USMAI)	\$135,000
Library Databases	Lyrisis	\$190,000
Library Serials	Ebsco	\$265,000
		<u>\$1,623,675</u>
 <u>Maintenance and Utilities</u>		
Housekeeping Services	Shine Brite	\$220,000
Sewage Services	METCOM	\$285,000
Electricity	SMECO	\$1,600,000
Postage	US Postal Service	\$142,000
Heating Oil	Birch Oil	\$740,940
Trash Disposal	Waste Management	\$120,000
		<u>\$3,107,940</u>
 <u>Auxiliaries, International, and Miscellaneous</u>		
Bookstore Cost of Goods Sold	Nebraska Book Company	\$90,000
Marketing	Creative Communications	\$300,000
Strategic Search	Enrollment Management	\$150,000
Food Service Contract	Bon Appetit	\$4,578,350
 Bus Service, Athletics Teams	 Keller Transportation	 \$158,000
 Publication Printing	 Awarded among a pool of three (Carter, Tray Printing, or Schmitz Press)	 \$200,000
		<u>\$5,476,350</u>
		<u>\$10,207,965</u>
	Grand Total	

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.D.2.
APPROVAL OF THE FY23 PLANT FUND (CAPITAL) BUDGET**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, contingent upon a favorable endorsement by the Technology, Buildings, and Grounds Committee at its May 13, 2022 meeting, of the proposed FY23 Plant Budget in the amount of \$1.403M. The sole source of funding comes from the student facility fee.

RATIONALE

The Technology, Buildings, and Grounds Committee is charged with the responsibility to establish priorities for capital projects. The Committee will consider the proposed Priority A FY23 Plant Projects as shown in the attached schedule. Background information is attached and includes a cost breakdown by priority categories and a listing of FY23 plant budget projects.

**ST. MARY'S COLLEGE OF MARYLAND
FY23 PLANT PROJECT SUMMARY
PRIORITY A PROJECTS LIST**

	Estimated Cost
Major Capital Projects	
Miscellaneous Capital Projects < \$200,000	\$ 110,000
<i>Subtotal</i>	\$ 110,000
Maintenance and Repair	
Michael P. O'Brien ARC Partial Roof Replacement	\$ 300,000
Miscellaneous Maintenance and Repair Projects < \$200,000	\$ 516,488
<i>Subtotal</i>	\$ 816,488
Program Support	
Miscellaneous Projects < \$200,000	\$ 197,000
<i>Subtotal</i>	\$ 197,000
Residence Hall Renewal Program	
Crescents New Furniture Phase 1	\$ 200,000
Miscellaneous Residence Hall Projects < \$200,000	\$ 80,000
<i>Subtotal</i>	\$ 280,000
FY21 PRIORITY A PROJECTS	\$1,403,488

ST. MARY'S COLLEGE OF MARYLAND
FY23 PLANT PROJECT SUMMARY

PROJECT	ESTIMATED COST
<u>CAPITAL PROJECTS</u>	
Goodpaster Hall - Design	\$60,000
Montgomery Hall - Intermediate use of vacanted music space	\$50,000
TOTAL COST OF CAPITAL PROJECTS	\$110,000
<u>MAINTENANCE & REPAIR</u>	
Miscellaneous Maintenance and Repair Projects - unknown	\$50,000
Plant Contingency	\$41,488
Campus Wide - Roof repairs	\$50,000
Campus Wide - Building Automation	\$20,000
Michael P. O'Brien ARC Partial Roof Replacement	\$300,000
Lewis Quad - HVAC and Mechanical Upgrade Phase 2 of 3 (8 units)	\$125,000
Montgomery Hall - Foundation Repair	\$20,000
Traditional Residence Halls - Fire Alarm Phase 3 of 3	\$85,000
Crescents - Window Replacement	\$125,000
TOTAL COST OF MAINTENANCE AND REPAIR PROJECTS	\$816,488

ST. MARY'S COLLEGE OF MARYLAND
FY23 PLANT PROJECT SUMMARY (CONTINUED)

PROJECT	ESTIMATED COST
<u>PROGRAM SUPPORT</u>	
Boyden Gallery - Lighting System Repair	\$20,000
River Center - Rowing Center Partial Door Replacement	\$10,000
Kent Hall - Installation of Water Fountain/Bottle Filling Station	\$2,000
Campus Wide - Replace/Update Automatic Door Openers - Phase 1 - Montgomery Hall	\$5,000
O'Brien ARC - Rescreen Athletic Courts	\$15,000
O'Brien ARC - Aquatic Center Pool Chemical Feeder Replacement	\$70,000
Miscellaneous Enhancements - unknown	\$15,000
Campus Bookstore and Daily Grind - Lighting Upgrade	\$10,000
Admissions - Outdoor Lighting Project	\$10,000
Miscellaneous Site Improvement Projects - unknown	\$10,000
Wayfinding Signage Phase 1	\$20,000
Great Room - Furniture Restoration Phase 1	\$10,000
TOTAL COST OF PROGRAM SUPPORT PROJECTS	\$197,000
<u>RESIDENCE HALL RENEWAL PROGRAM</u>	
Miscellaneous Residence Hall Repairs	\$30,000
Crescents - New Furniture Phase 1	\$200,000
Caroline Hall - Interior Refresh	\$50,000
TOTAL COST OF RESIDENCE HALL PROJECTS	\$280,000
TOTAL COST OF PRIORITY "A" PROJECTS	\$1,403,488

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
ACTION ITEM II.D.3.
APPROVAL OF THE FY24-FY28 STATE CAPITAL BUDGET PROPOSAL**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, contingent upon a favorable endorsement by the Technology, Buildings, and Grounds Committee at its May 13, 2022 meeting, of the proposed FY24-FY28 State Capital Funding Proposal.

The proposed FY24-FY28 State-funded capital budget request includes funding of various Campus Infrastructure Improvements, funding for the design and renovation of Montgomery Hall, and initial design costs associated with interior improvements and ADA compliance issues in Calvert Hall.

RATIONALE

The attached chart summarizes our FY24-FY28 State Capital Budget proposal and provides a comparison to the Governor's Five-Year Capital Improvement Program. Details follow below.

Campus Infrastructure Improvements

This budget continues to fund infrastructure improvements annually in multiple phases. The FY24 allocation of \$2.0M will fund replacement of the Kent Hall HVAC system.

Additional highlighted projects proposed for FY24-FY28 include north campus nodal loop automation upgrades, Schaefer Hall fume hood replacement, masonry restoration and slate roof replacement for the historic campus area, Schaefer Hall controls upgrades, and other projects. The total request for infrastructure projects in FY24 - FY28 is \$10.0M.

Additionally, the FY23 infrastructure allocation of \$5.0M, which was increased by the Governor and legislature from the \$2.0M programmed and required to be fully expended by FY26, will fund campus fiber infrastructure upgrades, the replacement of the Campus Center roof and roof top mechanical units, campus roadway and parking lot improvements, the replacement of the lower Hilda C. Landers Library roof, installation of a Baltimore Hall generator and transfer switches, and other projects.

Montgomery Hall Renovation

Montgomery Hall was constructed in 1979 and currently supports programs in English and the fine and performing arts. Except for the Bruce Davis Theater renovation in 2008, Montgomery Hall has only received minor renovations and cosmetic improvements. The College has prioritized Montgomery Hall as the next campus building in need of significant capital funding for renovation.

The 40-year-old structure requires considerable renewal to its systems and updating in support areas, as well space reconfigurations to support and accommodate current deficiencies and future pedagogical needs. The relocation of the Music Department to the Performing Arts Center in 2022 will enable the College to reallocate the vacated space to other programs.

The Governor's CIP recommends \$1.5M for design funding in FY24, advanced from FY25 in the previously approved CIP. The College is further requesting \$10.0M in FY25 to complete design and start renovation, and the final \$28.9M in FY26 construction funds to complete the renovation.

SMCM - Capital Spending Plan FY23-FY30

Design	
Construction	in \$M

Next Request

FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
------	------	------	------	------	------	------	------

Infrastructure	State (FY23 CIP)	5.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Hilda C. Landers Library Reimagining	State	4.0							
Montgomery Hall	State		1.5	2.5	28.9				
				7.5					
STEM Goodpaster	State	1.9							
Calvert Hall	State						3.0	12.0	12.0
SMCM	State	10.9	3.5	12.0	30.9	2.0	5.0	14	14.0
	College		0	0	0	0	0	0	0
GOVERNOR'S CIP FY23	INFRASTRUCTURE	5.0	2.0	2.0	2.0	2.0	2.0		
	HILDA C. LANDERS LIBRARY	4.0							
	MONTGOMERY HALL		1.5	10.0	28.9				
	GOODPASTER HALL	1.9							
	CALVERT HALL							3.0	
	TOTAL	10.9	3.5	12.0	30.9	2.0	5.0		

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.A.
FY22 FINANCIAL RESULTS TO DATE**

Overall, actual revenue collections are 99.8% of the budgeted level, with sales and services trailing expectations due to the lower than historical study abroad participation, resulting from the impact of the COVID-19 pandemic. Actual expenditures for FY22 are approximately 79% of budgeted expectations. All programs of expenditures fall within expectations for current-to-prior year comparison with the exception of scholarship expense, which is 7.6% over budget. Note that debt service payments (expenses) are approximately \$776K higher this year versus last year as a result of the new 2020 bond action.

See attachments for additional detail.

FY22	Category	Status	YTD Budget to Actual (April 2022)	Remarks
REVENUE				
	State Appropriation		\$29.6M/\$29.6M = 100%	SMCM has received entire General Fund Grant and HEIF for FY22.
	Tuition		\$20.4M/\$20.0M = 98%	\$400K less than budget.
	Fees		\$3.1/\$4.1M = 133%	Awaiting transfer of fee revenue to SGA, will come down to budgeted expectation.
	Sales & Services		\$812K/\$153K = 19%	Expect revenue increase for May/June events, international education down.
	Investment Income		\$84K/\$86K = 102%	Slightly above budgeted expectation.
	Auxiliary Enterprises		\$17.0M/\$17.1M = 101%	On track to budget.
	Foundation, Fund Balance Additions, Other Revenue		\$424K/\$210K = 50%	Will see minor additional revenue prior to year close.
	Overall Revenue		71.5M/\$71.4M = 100%	Tracking precisely to overall budgeted expectations.
EXPENSES				
	Operating (Supply/Expense)		\$17.2/\$12.6M = 73%	Department/unit expenses trending with historical spending.
	Utilities		\$3.2M/\$2.3M = 70%	Awaiting billing, costs down but in line with expectation
	Debt Service		\$3.8M/\$3.8M = 100%	Within expectations, final FY22 payment was made.
	Institutional Expense		\$500K/16K = 3%	Contingency funds not used.
	Dining Services		\$4.4M/\$3.6M = 83%	Expense within expectation
	Bookstore Operations		\$968K/\$716K = 74%	Expense down.
	Scholarships/Tuition Waivers		\$8.1M/\$8.5M = 105%	Larger than anticipated class required additional financial aid.
	Personnel Wages/Benefits		\$35.0M/\$26.6M = 76%	Completely in line with budget.
	Overall Expense		\$73.3M/\$58.1M = 79%	Within expectations.

Tracking, no issues

Acceptable, but monitor periodically

Concern, monitor closely

April 2022

Leadsheet Line	Classification	Budget	Actual	Actual vs. Budget	Balance	Prior Year	Actual vs. Prior	Actual vs. Prior
A1 State Appropriation	A Revenues	-29,612,759	-29,612,759	100.00%	0	-28,031,899	-1,580,860	5.34%
A2 Tuition		-20,453,526.02	-20,028,632.5	97.92%	-424,893.52	-19,430,025.3	-598,607.2	2.99%
A3 Fees		-3,099,541.9	-4,130,684.76	133.27%	1,031,142.86	-2,938,029.87	-1,192,654.89	28.87%
A4 Sales & Services		-812,675	-152,597	18.78%	-660,078	1,200	-153,797	100.79%
A5 Investment Income		-84,000	-85,984.37	102.36%	1,984.37	-79,087.99	-6,896.38	8.02%
A6 Foundation Unrestricted Support		-75,000	0	0.00%	-75,000	-75,000	75,000	
A7 Other Revenue		-254,400	-208,550.05	81.98%	-45,849.95	-179,082.54	-29,467.51	14.13%
A8 Auxiliary Enterprises		-16,999,498.43	-17,131,636.88	100.78%	132,138.45	-12,072,138.8	-5,059,498.08	29.53%
A9 Additions to Fund Balance		-95,000	-270	0.28%	-94,730	-1,286,636.42	1,286,366.42	-476,432.01%
B1 Operating (supply/expense. non-personnel)		0	-1,040		1,040	-864	-176	16.92%
A Revenues - Summary		-71,486,400.35	-71,352,154.56	99.81%	-134,245.79	-64,091,563.92	-7,260,590.64	
B1 Operating (supply/expense. non-personnel)	B Operating Expenses	17,227,267.99	12,589,483.85	73.08%	4,637,784.14	11,098,472.89	1,491,010.96	11.84%
B11 Utilities		3,240,151.45	2,262,869.41	69.84%	977,282.04	2,072,056.49	190,812.92	8.43%
B12 Institutional Expense		499,790.47	15,836	3.17%	483,954.47	101,686	-85,850	-542.12%
B13 Debt Service		3,869,548.73	3,821,491.26	98.76%	48,057.47	3,045,716.24	775,775.02	20.30%
B14 Dining Services		4,416,344.77	3,665,958.39	83.01%	750,386.38	3,179,519.25	486,439.14	13.27%
B15 Bookstore Operations		967,631.33	715,802.7	73.97%	251,828.63	609,017.74	106,784.96	14.92%
B16 Waivers		782,683.99	555,604.9	70.99%	227,079.09	527,157.25	28,447.65	5.12%
B17 Scholarships		7,363,884.02	7,928,102	107.66%	-564,217.98	6,998,457	929,645	11.73%
B Operating Expenses - Summary		38,367,302.75	31,555,148.51	82.24%	6,812,154.24	27,632,082.86	3,923,065.65	
C20 Wages	C Payroll	25,025,990	19,014,640.17	75.98%	6,011,349.83	19,444,445.22	-429,805.05	-2.26%
C21 Benefits		10,014,204.36	7,565,950.78	75.55%	2,448,253.58	7,656,775.76	-90,824.98	-1.20%
C Payroll - Summary		35,040,194.36	26,580,590.95	75.86%	8,459,603.41	27,101,220.98	-520,630.03	
Overall - Summary		1,921,096.76	-13,216,415.1		15,137,511.86	-9,358,260.08	-3,858,155.02	

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.B.
JOINT INVESTMENT ACTIVITIES**

The Foundation's Joint Investment and Advisory Committee met on April 29, 2022 to review the Foundation's endowment portfolio with its investment manager J.P. Morgan. The Committee also received a report on the College's endowment/quasi endowment. See attached documents for information related to the Foundation and College investments.

St. Mary's College of Maryland Foundation

As of March 31, 2022, the total market value of the Foundation's endowment was \$39M. The Foundation's endowment is comprised of three parts: a portion of the JP Morgan portfolio (\$38M), the Student Investment Group (SIG) account (\$831K), and WesBanco shares (\$271K).

Of the endowment managed by JP Morgan, the fiscal year-to-date decrease in market value of \$755K includes \$466K in contributions, \$664K in income, \$29K increase in investment value, and distributions of \$1.914M. The overall rate of return current fiscal year-to-date is 1.3%. Attached is the consolidated investment statement.

St. Mary's College of Maryland Endowment and Quasi Endowment

The College holds investments totaling \$4.8M consisting of Endowment and Quasi-Endowment. \$3.8M are funds functioning as endowment (Quasi) and \$1.0M represents the Blackstone Endowment. Invested endowment funds, managed by 19/19 Investment Council, have a market value of \$4.7M as of March 31, 2022. Funds are currently invested in a mix of fixed income instruments and equities.

The remaining \$295K of College endowment is currently held in a cash investment pool by the State Treasurer.

St Mary's College of Maryland Foundation, Inc
Consolidated Investment Statement
for the period July 1, 2021 to March 31, 2022

	<u>Beginning Market Value</u> <u>7/1/2021</u>	<u>Ending Market Value</u> <u>3/31/2022</u>
<u>JP Morgan Portfolio</u>		
Endowed Accounts	38,681,437.05	37,922,727
Gift Annuity	1,280,343	1,208,231
Current Funds	4,124,358	3,897,482
Total Investment Accounts Market Value	44,086,138	43,028,440
Endowed Funds Allocated Spending Account	738	720
Gift Annuity Cash Account	6,733	17,980
SGA Investment	669,032	830,744
Total JP Morgan Portfolio	44,762,641	43,877,883
<u>Other Assets</u>		
Perpetual Trust, PNC	1,746,347	1,689,650
WesBanco shares	281,548	271,513
<u>Cash</u>		
Checking Account	711,491	1,480,120
Endowment Spending Account	1,256,034	1,656,489
<u>Total</u>	48,758,062	48,975,654

*** In addition to the JP Morgan Portfolio, the Foundation Endowment includes the WesBanco Shares & the SGA investment

*** The College holds a quasi-endowment in addition to the above funds

St. Mary's College of Maryland

Endowment Fund

As of 3/31/2022

	<u>6/30/2021 Balance</u>		<u>31-Mar-22</u>	Annualized return
Legg Mason / 1919 Investments - Cash & Equivalent	193,140.56		207,180.04	Cash
Legg Mason / 1919 Investments - Fixed Income	2,483,028.39	Fixed & Cash	2,335,319.31	
Legg Mason / 1919 Investments - Equity Portfolio	1,944,461.73		1,934,886.97	
	4,620,630.68		4,477,386.32	-2.33%
Cash with Treasurer	295,665.98		295,665.98	Cash
Investable Total	4,916,296.66		4,773,052.30	-2.91%
Other Investments	977.50		977.50	
Total Investments 6/30/2020	4,917,274.16		4,774,029.80	

	6/30/2019	6/30/2020	Annual Return	<u>06/30/2021 - Unaudited</u>	
Components of Endowment Fund:					
Restricted Non-expendable	1,000,117.00	1,000,117.00		1,000,117.00	
Restricted Expendable	19,894.00	19,894.00		19,894.00	
Board Designated	3,122,254.01	3,315,949.66		3,897,263.16	
Total	4,142,265.01	4,335,960.66	4.68%	4,917,274.16	8.79%

Asset Allocation *			
Current	Lower	Target	Upper
37.3%	20%	30%	50%
5.9%	0%	5%	10%
52.2%	50%	60%	70%
4.6%	30%	5%	15%
100.0%	100%	100%	145%

Note: Asset Allocation per Board of Trustees approved Investment Policy February 2, 2018

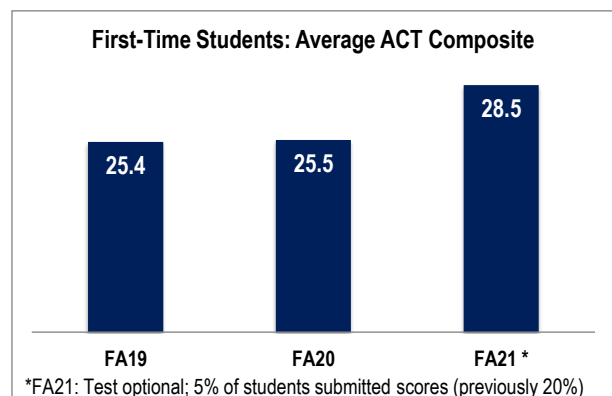
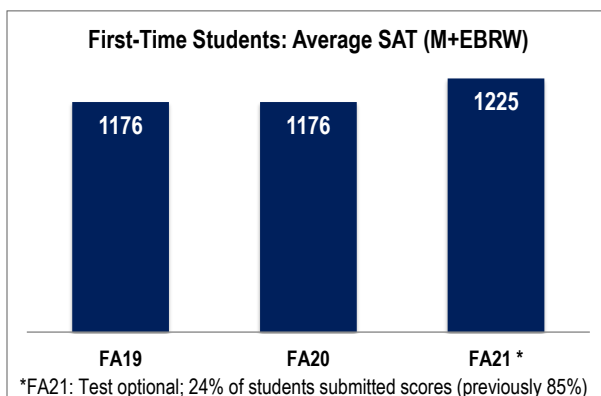
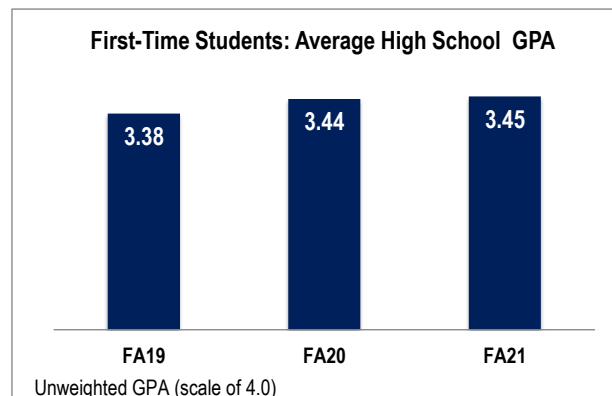
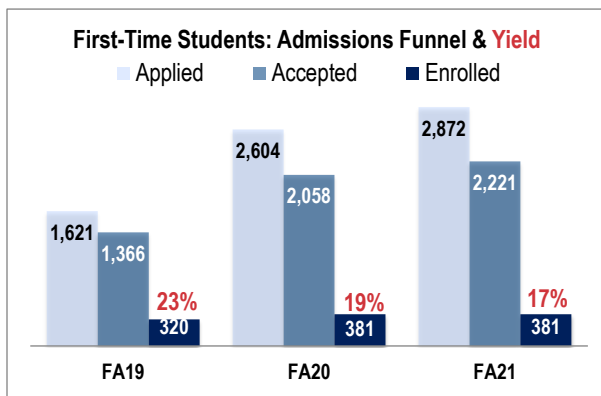
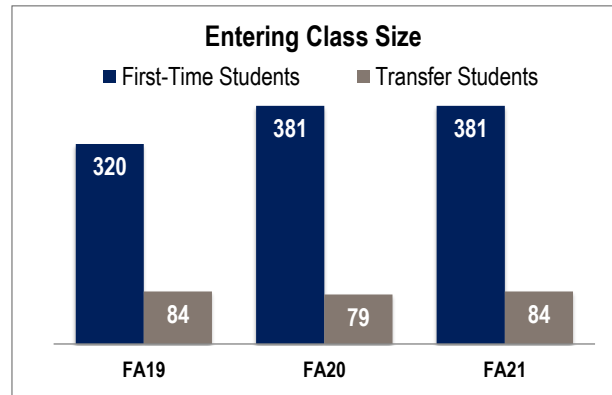
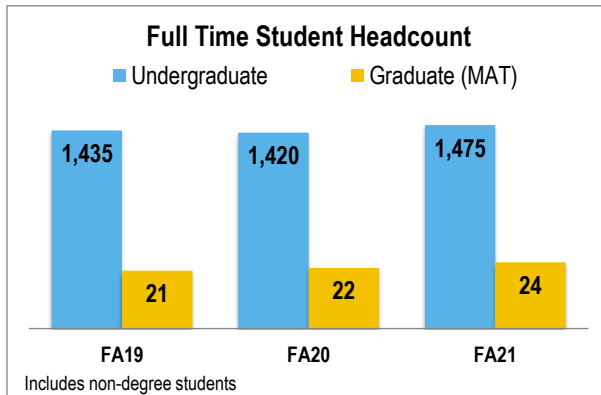
**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF MAY 13, 2022
INFORMATION ITEM III.C.
REPORTABLE PROCUREMENT ITEMS**

Payee	Description	Amount
Ziger/Snead, LLP	Goodpaster Hall 2nd Floor Renovations – Architectural and engineering design services.	\$166,000
S.E. Davis Construction LLC	Route 5 Pathway Project	\$2,106,377
Maryland Correctional Enterprise	Furniture for the Performing Arts Center and Learning Commons	\$330,503
Garland, dba DBS, Inc	Calvert Hall Roof Replacement	\$1,099,684
Capital Brand Group, LLC	Calvert Hall Electrical and HVAC Upgrade	\$2,604,838

Board of Trustees Dashboard - May 2022

Student Characteristics in Enrollment **

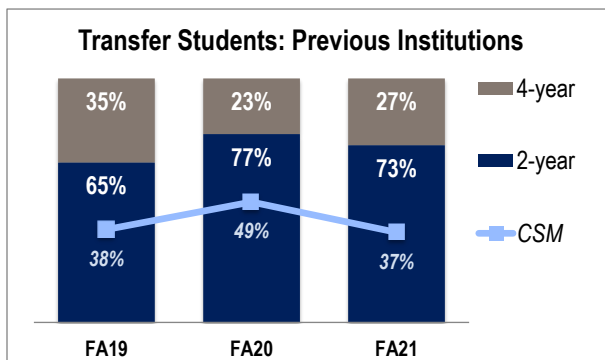
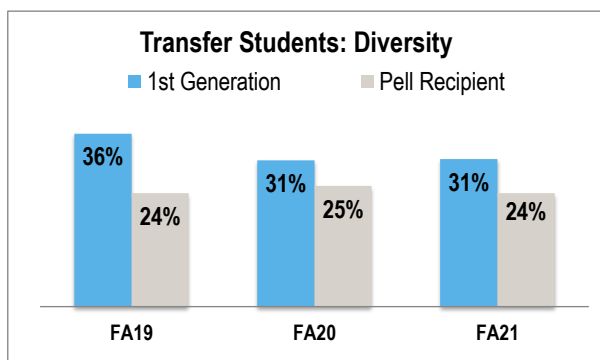
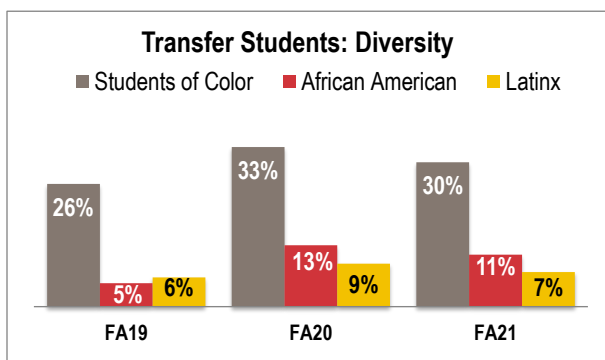
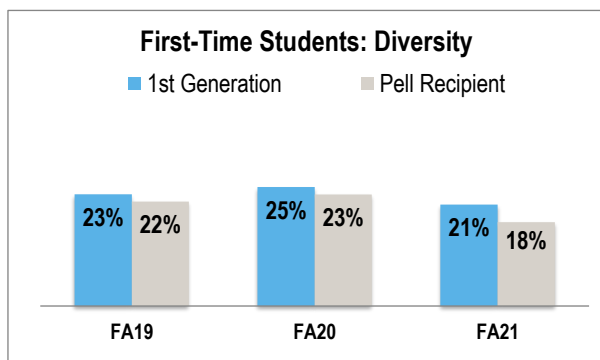
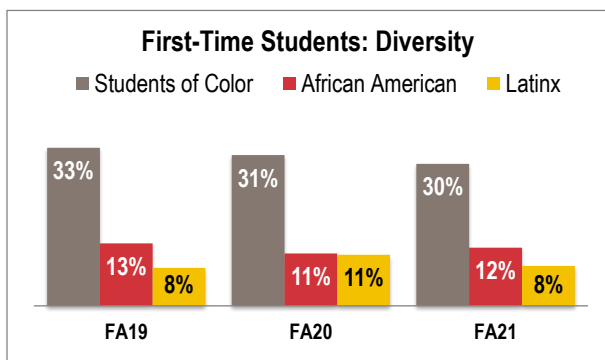
Fall 2021 figures based on final census (freeze) data, 9/27/2021



Board of Trustees Dashboard - May 2022

Student Characteristics in Enrollment **

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

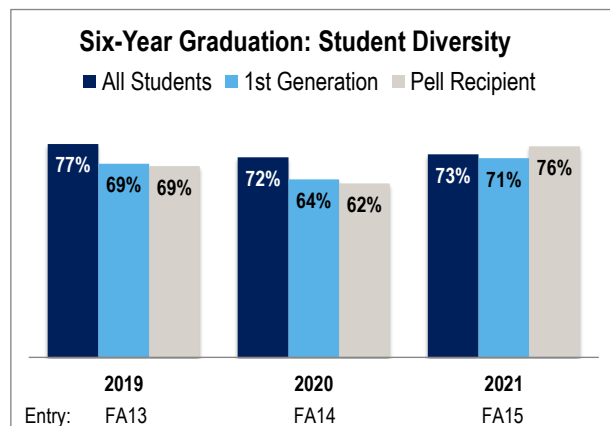
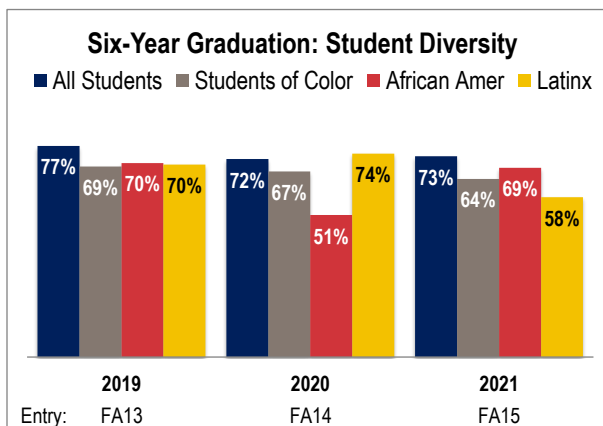
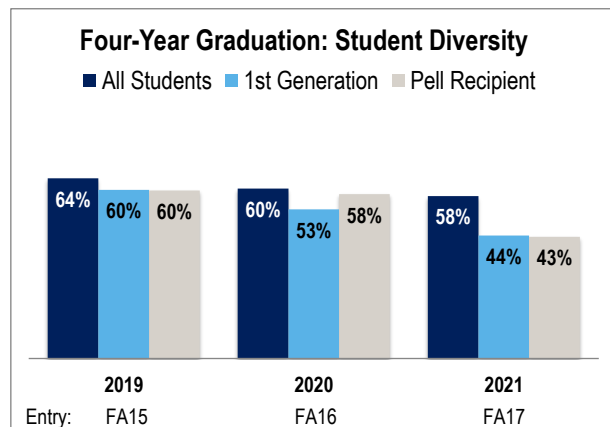
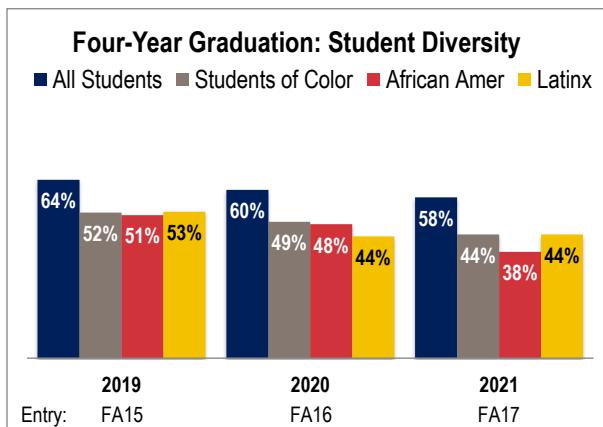
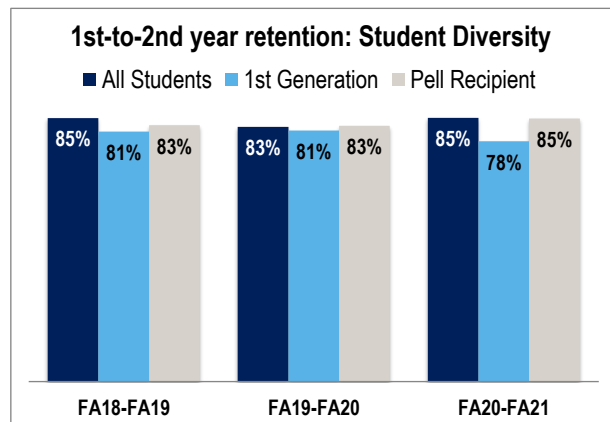
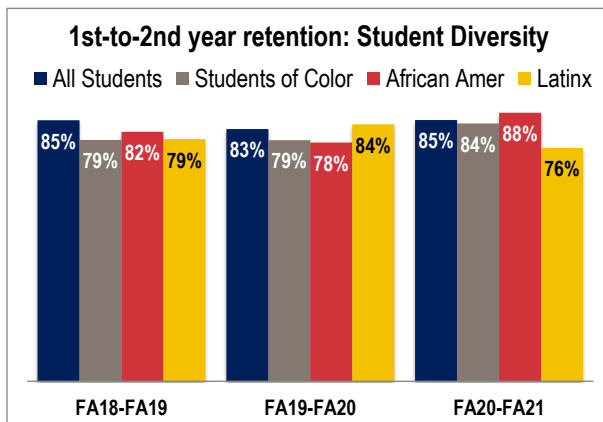


** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Board of Trustees Dashboard - May 2022

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

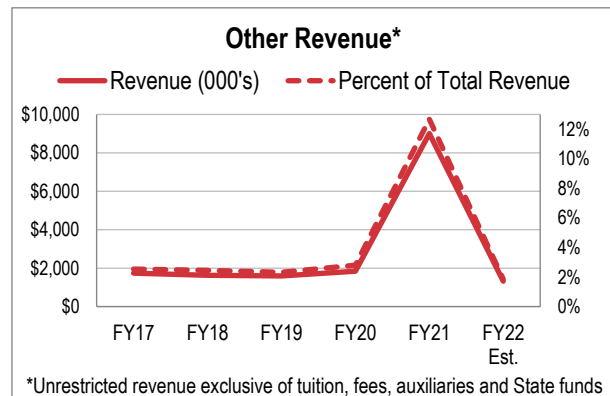
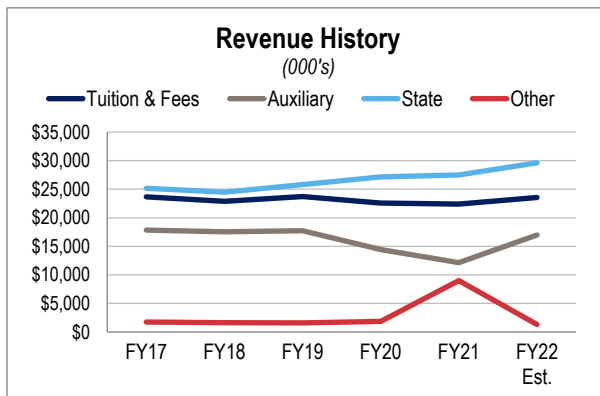
Fall 2021 figures based on final census (freeze) data, 9/27/2021



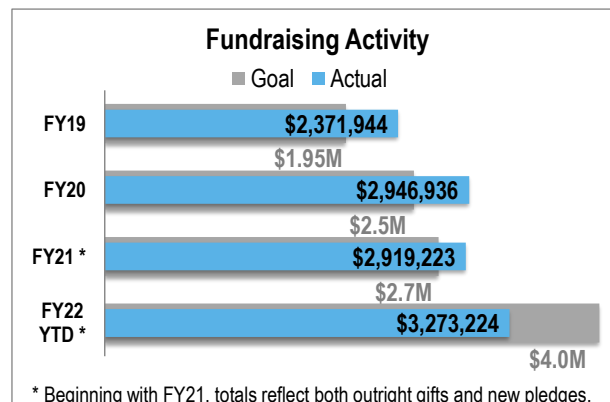
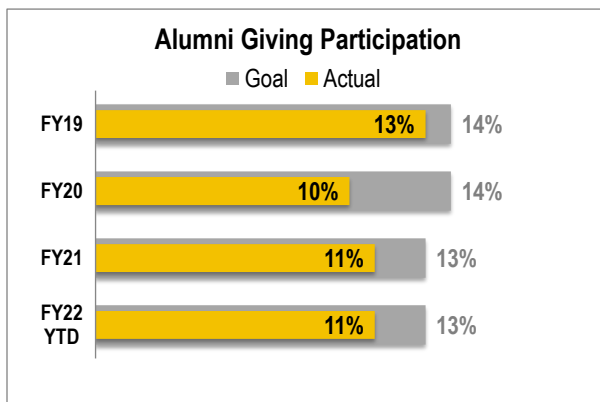
** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Board of Trustees Dashboard - May 2022

Revenue and Fundraising



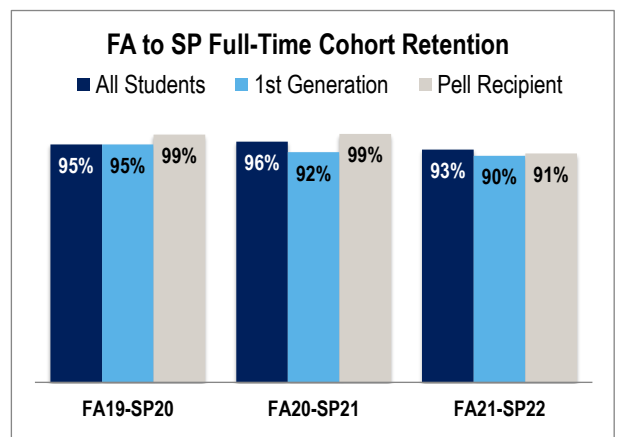
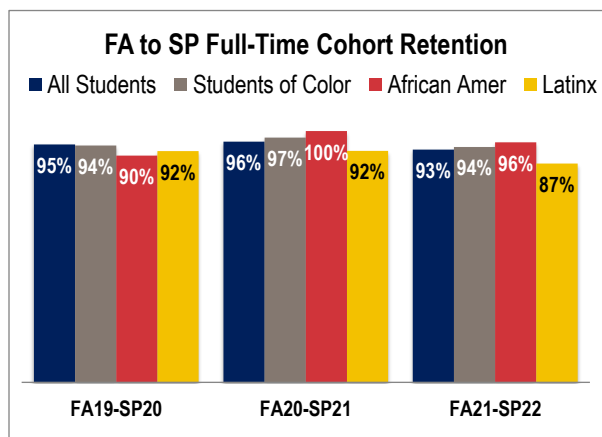
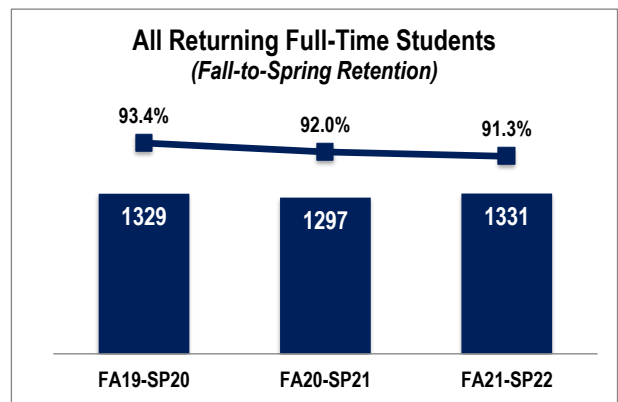
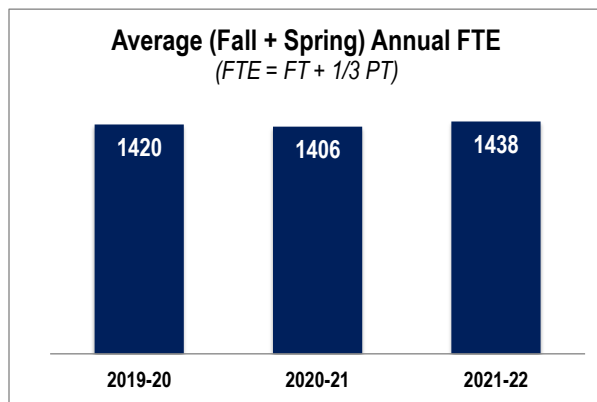
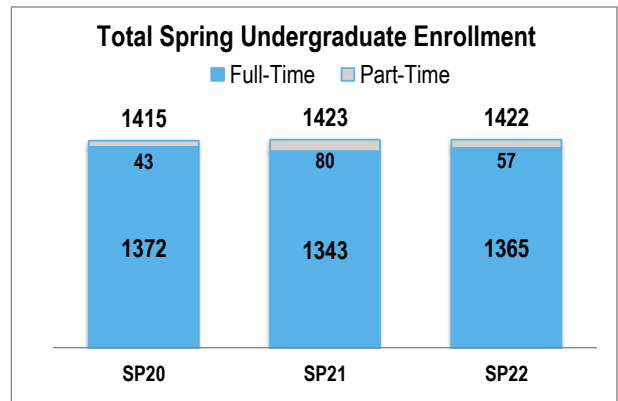
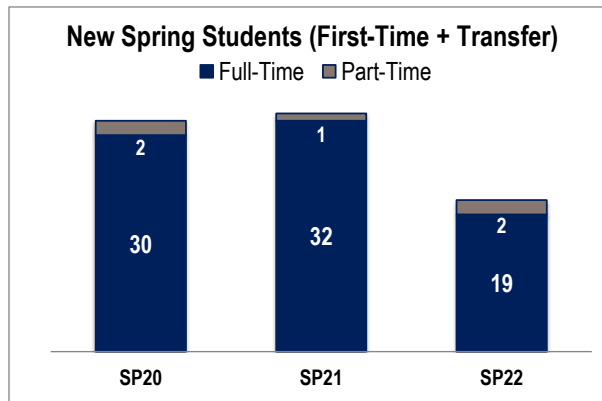
Note regarding FY21 Revenue: The COVID-19 pandemic had major impacts on Auxiliary revenues. A significant portion of the student population chose to study remotely, leading to substantial decreases in on-campus living and dining participation rates. Offsetting revenue increases were recorded in the Other 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).



Board of Trustees Dashboard - May 2022

Spring Semester Enrollment and Persistence

Spring 2022 figures based on final census (freeze) data, 2/14/2022





**BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
OPEN SESSION
MINUTES**

Date of Meeting: February 4, 2022

Status of Minutes: Approved March 8, 2022

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

Committee Members Absent: Anirban Basu

Staff Member: Paul Pusecker

Others Present: Nicolas Abrams '99, Joshua Ajanaku '22, Carlos Alcazar, Betsy Barreto, Alice Bonner '03, Donny Bryan '73, Peter Bruns, Kelsey Bush '94, Jeff Byrd, Paula Collins, Carolyn Curry, Peg Duchesne '77, Katie Gantz, Elizabeth Graves '95, Mary Grube, David Hautanen, Gail Harmon, Jerri Howland, Shannon Jarboe, Jenn Kersch, Lawrence Leak '76, Doug Mayer '04, Gretchen Phillips, Jenny Sivak, Danielle Troyan '92, Chris True, Jackie Wright, Anna Yates

Executive Summary

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 1:38 p.m. Attendees participated both in-person and via videoconference.

Discussion Items

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

The Performing Arts Center and Learning Commons Annex is scheduled to open in Summer 2022. The College requested a permanent increase to its general fund grant through an over-the-target funding request. The increase would provide funding for the maintenance, operations, and staffing needs of these new buildings. The Governor's FY23 budget recommendation did not include the additional funding; however, subsequent conversations with the Department of Budget and Management leadership have indicated that this was an oversight and that the funding request will be supported and added to the Governor's supplemental funding action. The College is optimistic that this increase will occur in FY23.

Strategic Investments from Bond Proceeds Update

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. As presented at the October 14, 2021 Finance, Investment, and Audit Committee meeting, the remaining balance of the bond proceeds was \$16.115M. Subsequently, an additional

\$135K was encumbered, with a balance remaining of \$15.981M. A list of encumbrances anticipated to occur over the next six months was provided to the Committee.

FY22 Financial Results to Date

Revenue collections are 77% of the budgeted level, with auxiliary enterprises and tuition recovering from the depressed levels last year. Operating expenditures in FY22 are 11.5% higher than last year, with several areas of expenditures 13.2% to 40.4% 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 the increased on-campus presence this year. Scholarship expense is 14.7% higher than the prior year. Wages and benefit costs for the College are basically level.

Faculty and Staff Market-based Increase

Numerous market-based compensation, reclassification, and promotion actions that provided annualized salary increases to faculty and staff took place in January 2022. Over the past several years, financial constraints have prevented the College from adequately addressing base salary, compression, and general wage issues for employees in a comprehensive manner. In recent years, most employee salary increases were limited to the State supported Cost of Living Allowance (COLA) increases. A total of 192 employees received a salary increase, including 67 faculty members. The total annualized cost for these increases approached \$672K. The College plans to continue performing these analyses periodically and to address any remaining issues, should funds be available, as part of its commitment to providing competitive salaries to attract and retain faculty and staff.

Financial Inputs and Impacts

At the request of Finance, Investment, and Audit Committee Chair John Wobensmith '93, Vice President for Business and CFO Paul Pusecker provided Committee members with a tutorial on College revenue streams and approval authority, unrestricted and restricted funding sources, and the annual expense rollover process.

Information Items

Authority and Responsibility Matrix

The Committee received the College's Authority and Responsibility Matrix, which was approved by the Board of Trustees on May 2, 2015. The Authority and Responsibility Matrix provides an accurate and clear summary of the responsibilities assigned to the Board of Trustees, the President, and the officers of the College for various College functions and operations. Also included in the Matrix are the responsible parties for the preparation, approval, and notification of each function and operation. Committee Chair John Wobensmith '93 requested that Trustees review the Matrix and provide their input prior to the May 2022 meeting, at which time any proposed changes would be brought forward for action.

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. FY23 Tuition, Fees, Room, and Board Rates

The Committee reviewed the recommended FY23 student rates for tuition, fees, room, and board, which proposed that tuition remains equal to the FY22 rate. 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, a 2% increase for mandatory fees and room rates and a 4% increase for board rates were proposed. 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 is to encourage affordable enrollment growth and to continue closing the tuition price gap between St. Mary's College of Maryland and the University of Maryland, College Park. 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.

The meeting adjourned at 2:10 p.m.



BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE
REPORT SUMMARY

Date of Meeting: May 13, 2022

Date of Next Meeting: TBD

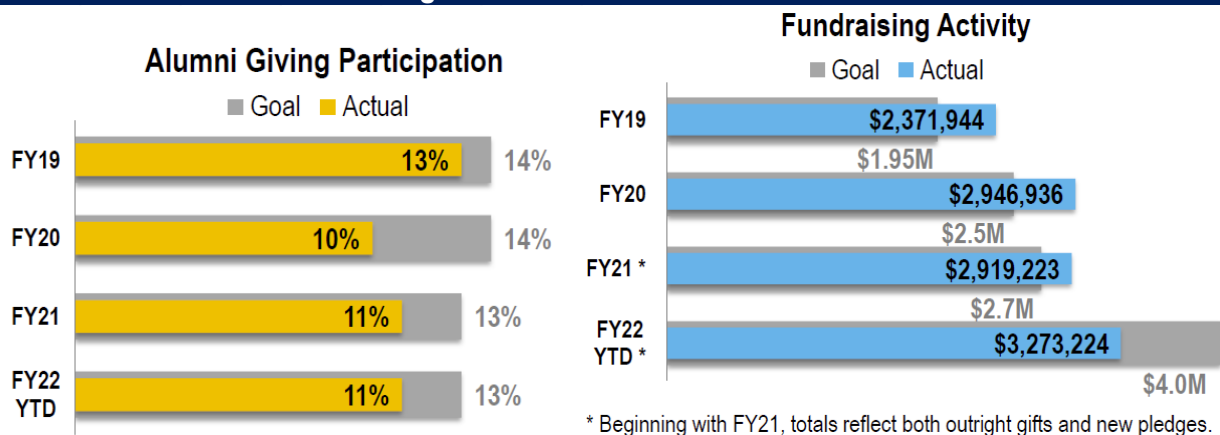
Committee Chair: Gail Harmon

Committee Members: Trustee Chair Susan Dyer, Alice Bonner '03, Paula Collins, Peg Duchesne '77, Judy Fillius '79, Elizabeth Graves '95, Bonnie M. Green '74, Glen Ives, President Tuajuanda Jordan, Douglass Mayer '04

Staff Member: Vice President Carolyn Curry

Dashboard Metrics:

FY 2022 Revenue and Fundraising



Executive Summary:

Institutional Advancement (IA) aligns with the Institutional Advancement Committee's (IAC) charge to strengthen the College's brand and reputation, increase philanthropy, and engage alumni and the community. The two graphs above are among the metrics that track progress. Total FY22 fundraising activity as of April 21, 2022 is \$3,273,224 toward a goal of \$4 million.

The alumni giving participation rate as of April 21 is 11% which matches the final goal reached in FY21. With Alumni Weekend coming in June, the FY22 goal of 13% is attainable.

The IAC meeting packet includes progress reports since January 2022 for Alumni Association activities in partnership with the IA Alumni Relations team, most notably on targeted initiatives that have increased alumni engagement over last year at this time.



Also included is the report from the April Foundation Board and its Joint Investment Advisory Committee meetings. Of note, the market value of the Foundation's endowment as of March 31, 2022 was \$38 million, up \$2.5 million from the same time last year.

Rounding out the reports are Institutional Advancement's progress in promoting the brand and the College's reputation, philanthropy highlights and alumni and community engagement.

The closed portion of the IAC meeting will focus on major gift donor identification and cultivation strategies.



**INSTITUTIONAL ADVANCEMENT COMMITTEE
MEETING OF MAY 13, 2022**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Update from SMCM Alumni Association President Alice Bonner '03
 - B. Update from SMCM Foundation President Bonnie M. Green '74
- III. ACTION ITEMS**

There are no action items.
- IV. INFORMATION ITEMS**
 - A. Report from St. Mary's College of Maryland Alumni Association President
 - B. Report from St. Mary's College of Maryland Foundation President
 - C. Report from Institutional Advancement Vice President
 - D. Minutes of the February 4, 2022 Meeting
- V. Vote to close meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) for the purposes set forth in the closing statement.**

A portion of this meeting will be held in closed session.



ST. MARY'S COLLEGE OF MARYLAND ALUMNI

ASSOCIATION Date of Meeting: May 13, 2022

Reporter: Alice Bonner '03, president of the SMCM Alumni Association

After two years of remote engagement, alumni are excited to gather again in person.

The first alumni event of 2022 was the successful second annual *Valumtine's* Virtual 5K in February with 141 participants from 17 states, Washington, DC and four international countries. Participants posted photos from the 5K as part of a contest whereby five winners received SMCM hats and St. Mary's College Campus Store gift cards (see the photos [Second Annual Valumtine Photos 2022](#)). The 5K also raised \$4,556 in donations for the Alumni Legacy Scholarship, which will cover award commitments for this year's two recipients. The Scholarship Committee is currently reviewing candidates and will announce the winners by July 1.

The first on-campus alumni event since the 2019 Hawktoberfest took place on April 9, when 95 alumni (130 total, including family/friends) returned for Spring Break-a-Sweat. The event, a reunion for the fall sports alumni athletes, consisted of five reunion games – men's and women's soccer, volleyball, field hockey, and women's basketball. Notably, it was the first opportunity for many to play in the Jamie L. Roberts Stadium. After the reunion games, a tailgate gathering was held to watch both lacrosse teams defeat their opponents.

Throughout the month of April, Earth Day was celebrated with the Sixth Annual Bay to Bay Service Days. This year featured 10 projects with non-profits, the **regional chapters** and current students: St. Mary's River Watershed Association, Kate Chandler Campus Community Farm, the Live Water Foundation in **Annapolis**, Anacostia Watershed Society in **Washington, DC**, Leveling the Playing Field in **Silver Spring** and **Baltimore**, Color on the Creek in **Frederick**, the **Philadelphia** Zoo, and St. Luke's Episcopal Church Food Pantry in **Boston**.

During Alumni Weekend on Friday, June 10, the Recognition and Awards Committee will present the Association's annual awards. Trustees are welcome to attend the ceremony at 4:00 p.m. in the Cole Cinema where the following will be honored for 2022:

- Society of Distinguished Alumni Awards: Barbara Mantler, Litsa Williams, Les Potter
- Outstanding Young Alumni Award: Haley Rizhallah
- Honorary Alumni Award: Peter Burns

We will also recognize the 2020 and 2021 award winners at this time.



The Association has five new members joining the Alumni Council this fall:

- Aman Afash '16
- Matt Baden '11
- Kenneth Benjes '11
- Valerie Gregorio '19
- Michael Mellinger '18

Additionally, the Association welcomes three new officers:

- Treasurer John Ahearn '76
- VP of Operations Sean Floyd '06
- VP of Chapter Activities Erin O'Connell '91



ST. MARY'S COLLEGE OF MARYLAND FOUNDATION INC. REPORT

Date of Meeting: May 13, 2022

Reporter: Bonnie M. Green '74, president of St. Mary's College of Maryland Foundation Inc.

Executive Summary:

The Foundation Board of Directors and its Joint Investment Advisory Committee (JIAC) held meetings on April 29, 2022.

The Foundation's investment manager J.P. Morgan reported that the endowment investment portfolio performance as of March 31, 2022 had a market value of \$37.9M (net of fees), a gain of \$2.3M in market value from the same time last year. The JIAC spent time discussing market trends and risks as they relate to the endowment and how J.P. Morgan is continuing to evolve the portfolio. In line with broadening investment opportunities, on March 14, 2022 the JIAC voted to recommend a \$1M private credit investment, which the Foundation accepted and approved.

Executive Director Carolyn Curry provided a fundraising update in the Foundation Board meeting: \$3.3M has been raised in current funds and booked pledges since July 1, 2021, toward a goal of \$4M by June 30, 2022. A series of metrics were presented showing key areas of fundraising support to date, including LEAD and scholarships. Naming opportunities, a stadium locker campaign for the Seahawk Fund, and a Performing Arts Center auditorium seat campaign for the Performing Arts Fund were also revealed. Thirty-eight major gift donors have contributed funds to help reach the \$4M goal.

President Jordan provided an update to the Foundation on College initiatives and activities, including enrollment progress, new majors, state funding, and projects being funded by recent donations.

The Foundation Board of Directors approved its FY23 operating budget. It also reviewed several areas to help cultivate prospects and introduce them to the value of a St. Mary's College of Maryland education. Directors continue to be actively engaged in identifying major gift prospects and in donor cultivation.



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

**REPORT FROM INSTITUTIONAL ADVANCEMENT
MAY 13, 2022**

Institutional Advancement Committee (IAC) Charge:

Ensure a strong future for St. Mary's College of Maryland in an intensely competitive environment by promoting 21st century reputation and branding of the College, encouraging philanthropy, and strengthening alumni and community relationships.

Institutional Advancement (IA) aligned with the IAC's charge throughout the reporting period January 2022–May 2022. The following are selected progress points:

Philanthropy

- **Raised to date:** For the FY22 giving cycle (July 1, 2021- June 30, 2022), the total raised as of April 21, 2022, is \$3,273,224 toward a goal of \$4M. Thirty-eight major gifts (\$10,000+) represent 89% of the total raised. The largest donor categories have been to the LEAD Strategic Fund and to scholarships.
- **Cultivation:** Development staff are actively working with volunteers, Foundation Directors, Trustees, faculty and staff to identify major gift prospects and develop strategies for cultivation. In partnership with President Jordan this semester, development officers traveled to San Diego, Boston and New York City to meet with prospects. A new major gift officer, Sarah Dudley, was hired to fill a vacancy; she is cultivating, soliciting and stewarding major gifts along with being the team's point person for planned giving.
- **Annual Giving:** As of April 21, 2022, \$465,991 has been raised in annual funds with a goal of \$500,000. Among the initiatives and marketing just launched: donations tied to June's Alumni Weekend registration, a stadium locker naming drive and an auditorium seat naming drive. Funds from the locker tributes will go toward the athletic Seahawk Fund and funds from the auditorium seat tributes will go toward the Performing Arts Fund.

Branding and Reputation Building

Enrollment Marketing

In addition to creating a print mix of marketing materials, the IA integrated marketing team works in tandem with Admission to help influence its funnel goals through a variety platforms. For the

reporting period, the IA marketing team partnered with the College's enrollment consultants and the Admission team on the following:

- **Pageviews:** *Visit* page traffic increased by 13% over the same January-May reporting period last year (26,421 vs. 26,037). *Apply* views increased 5% over the same period last year (10,051 vs. 9,576).
- **Open Houses:** To complement the April Open House pushes from the marketing partners, the IA marketing team created a landing page for print and digital ads it had produced that had 1,845 pageviews. The team also created and launched two e-blasts to key geographic territories – each averaged a 27% view rate, more than double the industry average rate of 12%. Both also averaged a 3.5% click rate, above the standard rate of 1-2%.
- **Social Media:** The IA team created and focused on brand and enrollment-specific content to complement Admission efforts. In the January-May reporting period, compared to last year, Instagram followers increased by 13%, Facebook by 3%, Twitter by 3% and LinkedIn by 1%. The team recently delved into TikTok with posts from student interns generating about 2,700 views. Stress reduction tips for exams topped TikTok views. The College's Giphy channel garnered another 500,000 views in this reporting period, bringing that platform's total views since its November 2021 launch to 3.7 million. Overall, video continues to be the most popular attractor in realizing increased actions on all platforms.
- **Other:** Enrollment marketing partners continued influencing portions of the funnel through search 2023 and scholarship campaigns using graphics, photography and videos created by the IA team. As an example, the team created three short video ads for one partner, with the videos outperforming static digital image ads running by 63%. Other actions of note:
 - The IA team won its 20th marketing award in in the past two years for the Admission Inquiry Response print piece it created in house. It won silver in the national Educational Advertising Awards competition.
 - The IA team created and launched web pages for the new Business Administration and Performing Arts degree programs.
 - IA encourages Admission to leverage with prospects and families the materials it produces for College events and initiatives (video, ads, event promos, etc.) as appropriate.
 - Among its website revamps across campus units, the IA team is improving the Office of Student Financial Assistance's site.
 - The team added in April its 18th internally-produced One Minute Major video to its playlist—Marine Science. These videos are created by IA in conjunction with its student interns.
 - The team recently conducted an extensive photography shoot to enhance and refresh the imagery for the Admission FY23 viewbook and companion pieces it is currently creating.



Amplifying the Brand

- **Earned Media:** Multiple media outlets ran the story about the Mackall Plantation named as a new site on the Underground Railroad Network to Freedom with outlets such as the Smithsonian Magazine and WTOP using photos of the College's Commemorative to Enslaved Peoples of Southern Maryland. Among other stories getting media attention for the College: Julie King's work with the Rappahannock Tribe was featured in the Washington Post; Skylar Kaplan was featured in the Baltimore Sun as one of nine women playing collegiate baseball; the Department of Chemistry research with a local distillery was featured in Forbes; and local outlets ran mentions of the Board's tuition and fee freeze, the new hires in the Center for Career and Professional Development, the new Vice President for Equity and Strategic Initiatives Dereck Rovaris, and the Commencement speaker. New VP Dereck Rovaris was also featured in Diverse Issues in Higher Education.
- **E-newsletters:** Refreshed the design and content of the monthly InsideSMCM Parents and Families, Arts Alliance, and Alumni e-newsletters based on customer feedback.
- **Enhanced branding efforts:** The IA team, while focusing on external visibility, continued to internally strengthen the brand during the second semester. Among the initiatives:
 - Updating the Route 5 road banners for Historic St. Mary's City and Trinity Episcopal Church as part of the College's pole banner displays.
 - Creating more downloadables on the brand resource web page (www.smcm.edu/brand-resources), with more than 300 visitors accessing new PowerPoint slides, flier templates and logos this semester. Two hundred seventy in the reporting period have viewed the brand tutorial video IA created. New branded desktop and phone screensavers are currently being shared with alumni, families and Arts Alliance members via IA's monthly e-newsletters.
 - Creating more brand imagery on campus such as stand-up banners and stair risers for the Office of Student Success Services, customized video/slide College promos that run in Zoom waiting rooms for Zoom-related events; and inside entry way signage that details what units are within buildings, particularly for academic ones.

Leveraging Events (internally and externally)

The IA team produces or assists in producing and leveraging branded College events. Among this semester's work:

- Supported President Jordan's spring thank you to the campus community by creating and promoting the Spring Snack Shack on April 11 with more than 400 students, faculty and staff stopping by for special treats.



- Marketed the virtual MLK Prayer Breakfast, the virtual Lucille Clifton event, Awards Convocation, and the Mark Twain Lecture with Reese Waters.
- Currently promoting Commencement 2022 to internal and external audience via webpages, social media and e-promos and will oversee online streaming. Also marketing the Mulberry Music Festival: Jazz and the five summer River Concerts locally and statewide. IA will also oversee hospitalities run by its development team at all six concerts, an Arts Alliance reception tied to one of the River Concerts, and assist with the Governor's Cup event at the end of July.
- Ready for 11 external conferences this summer whereby the IA unit oversees logistical needs, marketing as appropriate, onsite check-in and registration, among other duties. The conferences booked total approximately 700 adults and students.

Alumni and Community Engagement

In addition to collaborating with the Alumni Council and alumni chapters (*see the Alumni Council report as part of the IAC materials*), the team produced the following in the reporting period to further promote the College's brand and reputation and to keep alumni engaged in the College's strategic initiatives:

Engagement

- The Valumtine's Virtual 5k was up 17.5% registrants over last year (141 vs. 120), Spring Break-a-Sweat engaged 21.5% more this year over last (130 vs. 107), and Bay to Bay Service Days increased by 66% (83 vs. 50).
- The upcoming June 9-12 Alumni Weekend had 768 participants within the first five days of registration going live on April 22.
- The Launch-a-Leader Alumni Referral Program, designed to assist Admission with recruiting, has yielded 47 alumni (an increase of 20.5% over last year) referring 52 students (an increase of 13% over last year).

Marketing to Alumni

- Working with student interns, IA's student advancement club, the IA integrated marketing team, and alumni, created newly branded templates for all Alumni Relations events, QR codes, and social media graphics. Conducted an extensive marketing and branding assessment of all Alumni Relations and alumni chapter communiques that also provided examples and solutions for IA to use campus-wide.



- Launched a “Get Involved” e-newsletter that outlines initiatives alumni can choose to support, such as mentoring, student referrals, scholarships, service projects, award nominations, notes for The Mulberry Tree, and the like.
- Increased alumni social media engagement in the spring semester over the fall semester as these metrics show: 2% increase in total social media audience (7,291 vs. 7,161)), 60% net audience growth (99 vs. 62), and 39% engagement rate increase with content (13,693 vs. 9,822). Facebook is currently experiencing the most growth of all platforms.

Looking ahead, IA will be engaged this summer in planning for October’s Hawktoberfest and events around the dedication of the new Performing Arts Center and Learning Commons.



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

OPEN SESSION MINUTES

Date of Meeting: February 4, 2022

Status of Minutes: Approved

Institutional Advancement Committee Members Present: Committee Chair Gail Harmon, Board Chair Susan Lawrence Dyer, Alice Bonner '03, Paula Collins, Peg Duchesne '77 (via Zoom), Elizabeth Graves '95 (via Zoom), Glen Ives (via Zoom), President Tuajuanda Jordan, Doug Mayer '04

Institutional Advancement Committee Member Absent: Judith Fillius '79

Staff Member: Vice President for Institutional Advancement Carolyn Curry

Others Present: Sandra Abell (via Zoom), Nick Abrams '99, Joshua Ajanaku '22, Carlos Alcazar (via Zoom), Betsy Barreto, John Bell '95, Peter Bruns, Donny Bryan '73, Kelsey Bush, Jeff Byrd, Bonnie M. Green '74, David Hautanen, Melanie Hilley '92 (via Zoom), Sven Holmes, Jerri Howland, Gretchen Phillips (via Zoom), Larry Leak (via Zoom), Paul Pusecker, Paul Schultheis '98, Bill Seale (via Zoom), Jenny Sivak, Danielle Troyan '92, Ray Wernecke, John Wobensmith (via Zoom), Jackie Wright (via Zoom), Anna Yates

Executive Summary

Institutional Advancement Committee (IAC) Chair Gail Harmon called the meeting to order at 2:50 p.m. She announced that St. Mary's College of Maryland is on a positive trajectory with regard to the committee's charge of promoting the reputation and branding of the College, encouraging philanthropy, and strengthening alumni and community engagement.

Chair Harmon thanked the College's Trustees and Foundation Directors, who once again had a 100% participation in Giving Tuesday. She encouraged the Committee to review the full Institutional Advancement report and metrics in the meeting packet provided by Vice President Carolyn Curry to become familiar with the significant progress and achievements since the last IAC meeting in October 2021.

VP Curry briefly highlighted fundraising efforts since July 1, 2021. As of January 25, 2022, \$2.8M has been raised toward the FY22 goal of \$4M. The Giving Tuesday event on November 30 was a contributing factor, with a record 800+ alumni donors and \$277K raised.

VP Curry listed a number of enhanced branding and recruitment marketing efforts that have been underway including a brand resources website, earned media, and a record 19 top-tier national awards bestowed on the unit's work spanning the past two pandemic years thus far.

VP Curry also presented a status update on secured named facility spaces, including those at the Performing Arts Center and the Learning Commons currently under construction. Chair Harmon



encouraged Committee members and other Trustees to consider naming opportunities to perhaps honor loved ones or their family names.

Alumni Association President Alice Bonner '03 provided highlights of Alumni Council activities since the last Committee meeting, which included a very successful Giving Tuesday event. Alumni Council members donated \$20K to incentivize participation and giving through an influencer model.

Foundation President Bonnie M. Green '74 expressed great pleasure in seeing Committee and Board members in person after quite a long while. She encouraged the Committee to review her complete Foundation report included in the meeting materials. She thanked the Committee for their gifts on Giving Tuesday that contributed to 100% participation across both boards and for their ongoing donor connections. The focus of Foundation fundraising continues to be the LEAD initiative, creating internships, and enlisting Directors to help with donor cultivation. The Foundation endowment is currently valued at more than \$42M.

At 2:10 p.m. Chair Harmon asked for a motion to close the meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) for the purposes set forth on the closing statement: To review and discuss items permitted to be discussed in closed session by Md. Gen. Prov. Code Ann. '3-305(b), as they require preserving the confidentiality of private citizens' finances as well the confidentiality of commercial information. Matters to be discussed: donors and prospects to LEAD fundraising; strategies to reach goals, and specific donor cultivations.

Action Items

There were no action items.

**BOARD OF TRUSTEES
OPEN SESSION**

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

Date of Meeting: February 5, 2022

Status of Minutes: May 9, 2022

Members Present: Board Chair Susan Dyer, President Tuajuanda Jordan, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Gail Harmon, Danielle Troyan '92, Paula Collins, Alice Bonner '03, Nicolas Abrams '99, Doug Mayer '04, Ray Wernecke, Jesse Price '92, Joshua Ajanaku '22

Virtual Attendees: Elizabeth Graves '95, Bill Seale, Allison Boyle, Larry Leak '76, Melanie Hilley '92, Carlos Alcazar, Anirban Basu, Peg Duchesne '77, John Wobensmith '93, , Mike Dougherty

Board Members Absent: Steny Hoyer, Judy Fillius '79, Glen Ives

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, Geoffrey Bowers, Jenn Kersch, Michael Dunn, Regina Faden, Brayan Ruiz Lopez

Executive Summary: The St. Mary's College of Maryland Board of Trustees held an open session meeting on Saturday, February 5, 2022. Board Chair Susan Dyer called the open session meeting to order at 9:02 a.m.

Chair Dyer asked for a motion to approve the updated agenda with the addition of an action item to be presented by the Governance Committee. A motion was made, seconded, and passed unanimously.

President Jordan gave her opening remarks, noting that the campus is in the best physical shape it has ever been. Admissions is breaking records in applications and with the new academic building, the new Performing Arts majors will be able to take pride in the facility where they perform. The environment is one making students want to be here.

The Executive Council reported on how the pandemic has impacted their respective areas. VP for Enrollment David Hautanen reported challenges: a loss of synergy; lack of privacy when meeting with prospective students virtually; increased use of sick leave; a reduced number of college fairs; and decreased event attendance. Positive outcomes have been that virtual programming allows: greater access, an expansion of the concept of work hours; expanded creativity of event programming; and an increase in daily tours.

VP for Student Affairs Jerri Howland reported on challenges facing students: increased mental health issues and changes in their social lives as they are not gathering in groups like they did before the pandemic. With students having been remoted, Student Affairs staff have been unable to do the work they love and some have been feeling that they may no longer want to do this work. VP Howland shared that Student Affairs counselors are stretched to the breaking point trying to understand their role and the level of service expected of them. Positive indicators seen are: amazing resilience, compassion, new healthier practices to old traditions, and creativity of programming. Future as a campus to collaboratively address student wellness and empower students to continue their college journey and empower staff to create a sense of belonging for students sooner than later.

Interim VP for Academic Affairs Jeff Byrd and Interim Dean of Faculty Katie Gantz reported seeing: burnout, a need to reset in-person learning expectations, loss of research productivity, and challenges in re-acclimating and how to engage in person. They noted that they could not have predicted the impact of the pandemic and the constant need to develop new policy as a result. Positive outcomes include: the development of relevant new policies and engagement in new conversations of pedagogical innovation. Emerging out of the pandemic they commented on how well virtual winter term and summer programming worked, as well as how grateful they are to be back in person.

VP for Business and Finance Paul Pusecker reported on the logistical challenges resulting from the pandemic, including: disinfecting the campus, reconfiguring spaces, putting together PPE packets, and installing plastic shielding in work areas. He talked about how time-consuming tracking testing and vaccinations was for HR. He reported on some financial successes, including: Federal and State support that offset most of the expenditures of the campus, maintaining workforce stability, and developing and implementing a new telework policy (approved by the Board in October). Finally, he praised his staff for their amazing teamwork.

VP for Institutional Advancement Carolyn Curry reported challenges in her department: developing the best language to communicate what was happening on campus, deciding upon the preferred channels to use in sending out information, finding a new way to do fundraising, addressing donor fatigue, navigating employee home/work balance, and keeping staff inspired. VP Curry shared that her department put out a lot of positive messages and learned a lot from feedback regarding her department's work that had been disseminated to well-known organizations for review.

Chair Dyer thanked the Executive Council members for their reports stating that it is important to hear from the VPs about the pandemic's impact on their respective areas. Chair Dyer noted that staffing shortages and retention for staff and faculty are real challenges and are being actively worked.

Vice President for Enrollment David Hautanen presented his report, "From Funnel to Graduation". He reported that the College's academic applicant pool is strong and much more diverse than in past years. VP Hautanen also reported that Marine Science has the 5th largest applicant pool behind Undecided, Biology, Psychology, and Computer Science, and that the College has seen significant

growth in its out-of-state applicants. VP Hautanen suggested ways the Board could help with first-year student success.

Chief Diversity Officer Kelsey Bush reported on retention efforts. He shared that his office is working across campus and externally to develop affinity groups - groups that will work on ways to support new faculty and staff who move into the area and provide them the opportunity to become comfortable with our community.

Interim Vice President Jeff Byrd and Interim Dean of Faculty Katie Gantz gave their presentation “Progress: Moving the Needle” and reported on activities across majors:

- Neuroscience is blossoming this year.
- Marine Science is taking off: 8 marine science alums reached out to provide help and internship opportunities to help this program blossom. There are 5 first-year students registered for the 22-23 academic year, 12 students surveyed intend to major in Marine Science, 45 students have enrolled in Marine Science, and 9 students have declared Marine Science as their major. They shared that while the College is in the process of hiring a Physical Oceanographer to start in August of 2022, the hiring of a second Marine Science faculty member may need to be moved up in the timeline. Interim VP Byrd and Dean Gantz reported working with faculty in both biology and marine science to identify space to be repurposed in Schafer Hall to accommodate marine science. They reported on reaching out to community colleges in the State to put together agreements and that to date, agreements have been secured with Warwick Community College, Chesapeake Community College, Hartford Community College, and the College of Southern Maryland. The College is also in the process of repairing and acquiring the marine vessels needed for the program.
- Business Administration: As a liberal arts college, there will be discussions on ethics in business practices. They reported that there is a lot of interest tied to the major with new and current students. The College is in the process of hiring a professor for the inaugural William Seal Professor of Business and there is potential to hire a second business professor.
- Performing Arts: There is a proposal to place historically marginalized and oppressed groups in the center of the department’s work. Students will examine the historical and cultural aspects of the work and imagine what the future would be like. The program will contain three tracks: music, theater, dance and performing, and integrated performance. There will be two new courses: “Critical Creativity through the Performing Arts” will be a lower-level course, and “Integrated Performing Arts Today” will be an upper-level course.

Interim VP Byrd and Dean Gantz reported on academic restructuring, sharing that faculty have been very engaged in the conversations and brought forward a modified administrative restructuring plan where there would be:

- Four divisions with division heads;
- Department chairs with a reduced number of department chairs;
- Compensation regularized for those department chairs;
- Fewer course releases for administrative work;
- Cross-disciplinary study areas will be grouped so that there is one coordinator for the group instead of multiple coordinators; and
- Cross-disciplinary and core curriculum will now be housed in a division where they will now have a division head to help support them.

The timeline for implementation of the administrative restructuring plan is to have a partial implementation in the Fall of 2022 and full implementation in the Fall of 2023.

Trustee Harmon inquired as to why the two new programs are cross-disciplinary and not in their own department. Conversations will continue this spring but for the moment they are considered cross-disciplinary because they touch on so many of the different disciplines. Trustee Bell inquired if the Division Heads will be faculty that are here today, and the Board was informed that the hope is that they will be within that division and will be teaching faculty members who will be excited to step up into this opportunity.

Student Trustee Joshua Ajanaku gave his report to the Board. Joshua brought forward a concern about the diminished relationship between the students and Public Safety, stating that the situation needs to be addressed to find a way to repair this relationship.

Trustee Larry Leak gave the Government Relations report:

- Governor Hogan introduced the FY23 budget and the College did very well.
- The College received the full inflator and COLA, but what was not included were funds for the operation and staffing of the new building. Trustee Leak explained that this was an oversight and will be corrected in the supplemental budget.
- Included in the budget is funding for the Goodpaster renovations and other infrastructure projects. He explained that the College is permitted to use excess funds from previous projects that have come in under budget to increase internet bandwidth throughout the campus.
- At the Federal level, the College has support to secure funding of 1 million dollars for the purchase of a research vessel to support the College's new Marine Science program. On February 1st President Jordan reported on the state of the college to the County Commissioners.

Trustee Mayer gave his remarks on the 2022 legislative session. The State's finances are in the black. The Hogan administration and legislature have been extremely generous with institutions of higher learning. St. Mary's College has developed and earned a reputation of being a strong fiscal partner and manager.

Action Items

Action Item 2122-16: Approval of Revised Criteria for the Ark and Dove Award

Governance Committee Chair Paula Collins presented for approval the revision of the criteria for the prestigious Ark and Dove award – a Service Award given to those individuals whose enthusiastic dedication and service to St. Mary's College has been consistent and noteworthy in advancing the College's missions as a selective, public liberal arts college and vibrant community of scholars and learning. The trustees have been giving this award since 1972, but have not had the process or criteria for choosing awardees in a written statement. This proposal seeks to address that. A motion was made, seconded, and passed unanimously.

Action Item 2122-10: Approval of the St. Mary's College of Maryland Business Major

Academic Affairs Committee Chair Peter Bruns presented for approval by the Board, the College's Business Major. The proposed business major is in direct response to the ongoing expressed interest of current and incoming 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 outpace expenses by roughly 70%. The Curriculum Review Committee (CRC), Faculty Senate, and the full faculty reviewed and approved this proposed business major during the fall 2021 semester. A motion was made, seconded, and passed unanimously.

Action Item 2122-11: Approval of the Performing Arts Major

Academic Affairs Committee Chair Peter Burns presented for approval by the Board the new Performing Arts Major. The proposed Performing Arts major replaces the former majors in Music, Theater, and 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 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 this proposed business major during the fall 2021 semester. A motion was made, seconded, and passed unanimously.

Action Item 2122-12: Approval of the Chosen Name Policy

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. A motion was made, seconded, and passed unanimously.

Action Item 2122-13: Approval of the 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. A motion was made, seconded, and passed unanimously.

Action Item 2122-14: Approval of FY23 Tuition, Room and Board Rates

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. A motion was made, seconded, and passed unanimously.

Chair Dyer called for a motion to close the open session to go into the closed session. The motion made, seconded, and passed unanimously. Open Session closed at 12:03 pm.