



BOARD OF TRUSTEES

OPEN SESSION MINUTES

Date of Meeting: May 10, 2024

Status of Minutes: Approved

Board of Trustee Members Present: Carlos Alcazar; Anirban Basu; John Bell '95; Lex Birney; Peter Bruns; Donny Bryan '73; Hudson Christensen '25; Paula Collins; Board Chair Susan Lawrence Dyer; Peg Duchesne '77; Judy Fillius '79; Katie Fritz '04; Kristen Greenaway; Gail Harmon; Sven Holmes; Talib Horne '93; President Tuajuanda Jordan; Kimberly Kelley; Melanie Rosalez '92; Aaron Tomarchio '96; Danielle Troyan '92; Ray Wernecke; John Wobensmith '93.

Board Members Not Present: Nicolas Abrams '99; Jesse Price '92; Elizabeth Graves '95; Steny Hoyer.

Staff Members: Betsy Barreto; Jenny Sivak.

Others Present: Mary Broadwater; Anne Marie Brady; Chuck Steenburgh; Megan Chee; John Spinicchia; Anna Yates; Jackie Wright; Peter Sanders; Merideth Weir; Karen Raley; Randy Larson; Jerri Howland; Dereck Rovaris; Carolyn Curry; Mary Grube; Jamie Athey; David Hautanen; Katie Gantz; Amir Mohammadi; Joanne Goldwater; Gretchen Phillips; Rob Maddox; Helen Wernecke.

Executive Summary

Board Chair Susan Dyer called the meeting to order at 1:00 pm.

Discussion Items

President Jordan started her report by thanking Chair Dyer for her time as Chair of the Board and Dr. Rovaris for his service to the College.

Dr. Jordan reported that with Dr. Rovaris' impending retirement, the concept of IDEAA will likely be tweaked, and the position title will be changed, though the duties will remain essentially the same.

Dr. Jordan further reported on the state of shared governance at the College. After months of planning through a joint partnership with faculty, executive leadership, and participation with stakeholders and constituents in a series of meetings facilitated by a consultant team, a report was issued regarding the state of shared governance at St. Mary's College. The consultant's

report will be released to the campus community by the October meeting. President Jordan asked that the trustees endorse a charge to form a task force to create a statement on shared governance at the College and, in this statement, develop a statement of principles of shared governance and decision-making.

Committee Reports

Admission and Financial Aid

Vice President David Hautanen reported on the rise of large institutions requiring SAT scores to be submitted with applications. St. Mary's College will continue with the test-optional model as this aligns more with our mission and goals. SMCM looks for well-rounded individuals.

Vice President Hautanen updated the Board on enrollment for the Fall. Enrollment applications surpassed the charge given by Trustee Birney by 145 students for a total of 3,345. The change in the FASFA regulations is causing delays in the number of enrolled students. Deposits are also running behind due to the FASFA changes. We moved the deposit deadline to June 1 to compensate for the delays and are on track to meet our first-year target.

Institutional Advancement

Trustee Harmon gave updates on Institutional Advancement. Currently, we have 900 registrants for Alumni Weekend, which will be held June 6-9. There are 450 Alumni Mentors, which is a 14% increase. Professor Larry Vote has been given the Honorary Alumni Award. The marketing team continues to receive awards for its published materials and continues to work towards the \$20M goal for the capital campaign.

Middle States

Katy Arnett and Anne Marie Brady updated the Board on the progress of the self-study for Middle States. Katy and Anne Marie thanked the steering committee and work groups for their time and efforts invested during this process. The Chair of the Middle States review committee will do a site visit this Fall, and the full committee will be on campus March 16-19, 2025. We will begin to assemble the draft of the self-study report next week. The completed report needs to be finished and submitted by January 30, 2025.

Capital Campaign

Vice President Carolyn Curry updated the Board on the status of the campaign. We are in the fourth year of a five-year campaign. Former Trustee Cindy Broyles made a generous donation and requested that the DPAC Recital Hall be rededicated to Professor Larry Vote in honor of his years of service to St. Mary's College of Maryland. Carolyn recognized our donors and announced that we had reached our goal of \$20M a year early due to their generosity. Even though we have reached our goal, we will continue the campaign until next year's close date.

New Business

Dr. Jordan announced that she would be retiring in June of 2025.

Action Items

Action Item 2324-17 Board Calendar: From the Governance Committee, Trustee Collins moved that the Board approve the updated Board meeting calendar. Trustee Alcazar seconded the motion, which passed unanimously.

Action Item 2324-18 Approval of Degrees: From the Academic Affairs Committee, Trustee Bruns motioned for the Board to approve the conferring of degrees for the Class of 2024. Trustee Wernecke seconded the motion. The motion passed unanimously.

Action Item 2324-19 Faculty Bylaws: From the Academic Affairs Committee, this item was deferred pending further review.

Action Item 2324-20 New Attendance Policy: From the Academic Affairs Committee, Trustee Bruns motioned for the Board to approve the new attendance policy. Trustee Fillius seconded the motion, which passed unanimously.

Action Item 2324-21 Cultural Diversity Report: From the Campus Life Committee, Trustee Bell motioned for the Board to approve the 2024 Cultural Diversity Report. Trustee Wernecke seconded the motion. The motion passed unanimously.

Action Item 2324-22 Annual Facilities Condition Report: From the Technology, Buildings, and Grounds Committee, Trustee Bryan requested that the Board approve the 2024 Facilities Condition Report. Trustee Fillius seconded the motion, and the motion passed unanimously.

Action Item 2324-23 Approval of Tuition, Fees, Room & Board: From the Finance, Investment and Audit Committee, Trustee Wobensmith motioned that the Board approve the FY 25 Tuition, Fees, Room, and Board rates. Trustee Duchesne seconded the motion. The motion passed with one opposed.

Action Item 2324-24 State Capital Budget Proposal: From the Finance, Investment, and Audit Committee, Trustee Wobensmith made a motion that the Board approve the FY26-FY30 capital budget proposal. Trustee Wernecke seconded the motion. The motion passed unanimously.

Action Item 2324-25 Approval of the Authority & Responsibility Matrix: From the Finance, Investment, and Audit Committee, Trustee Wobensmith moved that the Board approve updates to the Authority and Responsibility Matrix. Trustee Bell seconded the motion, which passed unanimously.

Chair Dyer moved to adjourn the meeting. Trustee Wernecke seconded the motion, which passed unanimously. The open session adjourned at 3:55 pm.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
OPEN SESSION
MINUTES**

Date of Meeting: June 14, 2024

Status of Minutes: Approved

Board Members Present: John Bell, '95, Board Chair; Nicolas Abrams, '99; Carlos Alcazar; Anirban Basu; Lex Birney; Peter Bruns; Donny Bryan, '73; Hudson Christensen, '25; Paula Collins; Susan Lawrence Dyer; Judy Fillius, '79; Elizabeth Graves, '95; Kristen Greenaway; Gail Harmon; Sven Holmes; Talib Horne, '93; Tuajuanda Jordan, President; Kimberly Kelley; Aaron Tomarchio, '96; Danielle Troyan, '92; John Wobensmith, '93.

Board Members Not Present: Peg Duchesne, '77; Kate Fritz, '04; Steny Hoyer; Jesse Price, '92; Melanie Rosalez, '92; Ray Wernecke.

Staff Members: Betsy Barreto; Mary Broadwater; David Taylor.

Others Present: Ann Marie Brady; Carolyn Curry; Todd Eberly; Kevin Emerson; Katie Gantz; Mary Grube; Melissa Golowski; David Hautanen; Jerri Howland; Amir Mohammadi; Gretchen Phillips; Chuck Steenburgh; Christina Walker (*Southern Maryland News*.)

Chair John Bell called the meeting to order at 10 a.m. and a quorum was noted.

Discussion Items:

Faculty Bylaws

Chair Bell commented that since the May 10 Board meeting, productive discussions have been held to move forward on the revised Faculty Bylaws; he complimented efforts by Academic Affairs Committee Chair Bruns; President Jordan; former Board Chair Susan Dyer; VP for Academic Affairs Katie Gantz; Faculty Senate President Todd Eberly; and faculty member Geoff Bowers for their efforts. He then asked Committee Chair Bruns to update the Board.

Chair Bruns cited two areas of recent focus; one was the need for the revised Faculty Bylaws to be reviewed by Counsel which was done. Assistant Attorney General Mary Broadwater said the document is legally sufficient and in conformity with the Board Bylaws. She suggested that future iterations may want to clarify distinctions between policies and governance, but the current revised Faculty Bylaws are legally sufficient.

A second area was a wording/editorial focus on situations when a tenured faculty member's employment might be terminated, and more clarity is needed to consider institutional conditions that may have prompted this. It was agreed that the approval of the entire revised Faculty Bylaws document should not be withheld due to needed refinements to this one passage – identified as Section IVC2. Therefore, the Academic Affairs Committee approved an action item for Board

review to reflect this situation; Faculty Senate President Eberly agreed to work with the Faculty Senate on the appropriate wording changes.

Board discussion acknowledged the considerable efforts to revise the Bylaws and to bring them into alignment with the new administrative structure of Academic Affairs. Committee Chair Brunns also complimented all on the collaborative efforts as an example of shared governance at work.

Chair Brunns made a motion to approve the revised Bylaws per the wording in the action item (i.e., except for Section IVC2, below); Trustee Harmon seconded; and on a unanimous vote, the revised Faculty Bylaws were approved based on the guidelines provided in the action item (below).

Approval of the FY25 Current Fund Operating Budget.

FIA Committee Chair Wobensmith, President Jordan, and Interim VP for Business Mohammadi led a discussion to preview the action item to approve the FY25 current fund operating budget that was passed by the FIA committee at its May 30, 2024, meeting. The discussion included a document review that included an updated FY25 budget projection reflecting the latest student count; the FY24 budget actuals as of June 30, 2024; the FY24 budget as previously approved; and the FY23 actuals.

Interim VP Mohammadi said the FY25 proposed budget is based on 1557 FT students (400 freshmen); the FY 24 projected/actual budget (through 06/30/24) was based on 1532 FT students (432 freshmen); the FY24 projected/Board approved budget was based on 1544 FT students; and the FY23 actuals were 1430 FT students (408 freshmen).

Dr. Mohammadi also identified the projected (or actual) surplus for each year as \$182,354 projected for FY25; \$989,500 projected for FY24 through 06/30/24; and \$281,308 from FY23. Any use for a projected surplus would follow a discussion of needs and priorities. Dr. Mohammadi also provided revenues by sources and unrestricted expenditures by object (contained in the materials) for the FY25 operating budget.

Vice President Hautanen gave an update on current/new enrollment; the current gap is 35 for freshmen and transfers are four ahead. When the academic year begins in August, he believes the numbers will be at a better place. The College may be down slightly in yield (like colleges across the country, due to the FAFSA problems), but SMCM is coming off several good years, so this year may be a blip. The number of out-of-state students also is increasing slightly.

Committee Chair Wobensmith made a motion to approve the Action Item 2324-26; Trustee Holmes seconded; on a unanimous vote, the action item was approved.

Action Items

Action Item 2324-19 Faculty Bylaws: From the Academic Affairs Committee, the Board approves the revised Faculty Bylaws except for Section IVC2; until such time as the faculty revise the referenced section, the language shall remain as per the 2019 version of the Faculty

Bylaws which reads, “*Tenure terminates with the retirement or resignation of the faculty member, or when the faculty member is dismissed for cause, (or) when the position is eliminated.*”

Action Item 2324-26 Approval of the FY25 Current Fund Operating Budget: From the Finance, Investment, and Audit Committee, the Board approves the Current Fund Operating Budget for FY25.

CLOSING THE SESSION

Chair Bell asked for a motion to close this open session of the St. Mary’s College of Maryland Board of Trustees 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 – to discuss items permitted in closed session in accordance with **Maryland General Provisions Code Ann. 3-305 (b)** specifically - personnel issues and the potential receipt of a naming gift from a private donor. Following a motion by Trustee Abrams, a second by Trustee Dyer, and a unanimous vote, the motion carried to end the open session, go into closed session, and not reconvene in open session.



BOARD OF TRUSTEES MEETING OCTOBER 11, 2024

PRESIDENT'S REPORT

The momentum SMCM has been experiencing the last four years or so continues, and there is much to discuss this year as the campus community continues to prepare for the March 2025 Middle States site visit to reaffirm the College's accreditation and, with much anticipation, prepares for a transition in executive leadership. This is the year when there will be much greater focus and attention on the most important things as the College prepares for a new era. If the last six weeks are any indication of what is yet to come, it will be a fast-paced and action-packed year.

The Report

Since *A Time for Rebirth*, SMCM has been working to modernize and enhance its infrastructure. A major effort has been to identify and implement a new Enterprise Resource Planning (ERP) system to bring the College's business operations and academic processes into the 21st century. The original system – Jenzabar - is about 20 years old, no longer supported by the vendor, and, importantly, resulted in inefficient, ineffective, and costly processes. As with all new things, the transition has not been smooth, and for a variety of reasons, it has taken longer and been costlier to implement than originally hoped (the details are presented in the Technology, Buildings, and Grounds (TBG) committee report). Nonetheless, at around 5:00 PM on October 2, 2024, the new Anthology system went live. Of course, there is still much to be done to fully implement the new system, but with the leadership of Dr. Jenell Sargent, CIO, and Dr. Amir Mohammadi, CFO, as well as the continued partnership and collaboration with the subject matter experts, I am confident the benefits of the new system will be realized before too long.

Financially, the College's position is sound, as evidenced by the FY24 closeout revealing a budget surplus – which will be transferred to SMCM's fund balance (details contained within the Finance, Investment and Audit (FIA) meeting materials). Since last May, there have been a significant number of processes refined and new organizational structures implemented that will facilitate and enhance the operations of Business and Finance that extend beyond the implementation of the new ERP system. All of these changes, many of which were discussed during the FIA committee meeting, will result in enhanced efficiencies and cost savings.

As we think about maintaining the College's momentum in firmly embodying our brand as the National Public Honors College and fulfilling our mission, it is imperative that we continue to identify ways to diversify our revenue streams. The Institutional Advancement Committee (IAC) materials clearly identify how well we are doing with fundraising in general and specifically with the comprehensive campaign, achieving the \$20M goal a year early. The momentum will be maintained with the launch of the "Soaring to New Heights" initiative that will conclude in June 2025. All of the campaign funds have been used to support aspects of the

LEAD initiative, including providing more than \$7.5M in scholarships. What is not apparent within the revenue streams is the increase in grant funding to support faculty research as well as campus-wide initiatives. Some of these grants provide indirect costs that support the College's operations. Faculty and staff who submit proposals should be commended for their efforts. Going forward SMCM must find ways by which it can garner more support from the major foundations across the country to sustain our programmatic growth as well as professional development of students, faculty, and staff.

Steady progress is being made on in completing the strategic objectives and goals of *The Rising Tide*. A visual representation of progress on implementing the four strategic objectives (abbreviated Create, Empower, Build, and Become) is located [here](#). What follows in this report are some specific successes and growth areas since the May Board of Trustees meeting.

Create

The first pillar focuses on ensuring we have the programming and people that reflect our status as an honors college. The Academic Affairs Committee (AAC) discussed efforts to recruit and hire a group (a.k.a. "cluster hire") of faculty in Biology, Chemistry, and Biochemistry. Although the cluster hire is not focused on a central research area or theme, it will address curricular needs in two programs that have lost a significant number of faculty due to retirement or because they have moved into a full-time administrative role. Additionally, the cluster hire will result in a relatively large cohort of research-active faculty, which should enhance faculty retention and, importantly, engagement with students in research and other professional activities. Funded research grants should also provide SMCM additional operating revenue from indirect costs.

Empower

The second pillar is specifically focused on empowering all students for success. This fall, SMCM saw an increase in total enrollment, which is primarily due to increased retention of returning students. One aspect of the increase in returning students is a 5% increase in first-to-second-year student retention. The focus on retention began several years ago when the Winterim was created as an opportunity to allow all students who may have fallen behind in the number of credits they'd earned to date to catch up. The enhanced retention is also due to an increase in student engagement in both co-curricular and extra-curricular activities, wellness, and well-being. The staff in the Division of Student Affairs play a key role in this, and the Campus Life Committee (CLC) discussed aspects of their efforts. The Admission and Financial Aid (AFA) Committee report touches on enhancements in student success services, especially the integration of professional staff in academic advising.

The Office of Public Safety (OPS) plays an important role in student well-being. Keeping our campus community safe is a top priority for us, and the transformation of the OPS into a respected unit with well-trained staff under the leadership of VPSA Howland is noteworthy. The hybrid policing model is working well, and Chief Martinez is continuously working to ensure the OPS staff have the training and resources needed to not only keep the campus community safe but also integrate the staff more fully into the life of the College.

An important aspect of both retaining and recruiting students to SMCM is our physical infrastructure, specifically those buildings that students occupy the most. The state of the

residence halls, especially the traditional halls, has become a primary focus over the course of the last two years. The topic was touched on in several committee meetings (TBG, FIA, IAC, and CLC), and a few trustees toured several of these facilities in recent weeks. There have been some immediate actions to improve the state of the residence halls, including an initiative sponsored by the SGA to replace all shower heads. Medium to long-range plans to refresh/update/renovate residence halls should be a topic of discussion during the October Board meeting onward, which aligns well with the current work to develop the new Campus Master Plan (an update is located within the TBG committee materials).

Build

The third objective focuses specifically on attracting and recruiting new students to the College. Being a tuition-dependent institution, enrollment, especially as it relates to new students, is always top of mind. As you learned from the Admission and Financial Aid (AFA) Committee materials, new student enrollment, although higher than it was in 2021, was lower than anticipated. The entering class, however, is still one of the most diverse and highly credentialed academically. The enhanced diversity relates to SMCM's mission and corresponds to the goal of building a campus community that reflects the diversity of Maryland. The interest in SMCM continues to grow based on the record number of applications received. It is anticipated that diversity in all its forms (socioeconomic, racial/ethnic, gender, neuro, physical, etc.) will continue to grow as well. An important issue will be to ensure the College's resources will be available to support the diverse needs of the campus community as completely as practicable. Within the information contained within the Campus Life Committee (CLC) report, it is evident that the Wellness Center staff, the numbers of which have increased noticeably the past year, are operating at a very high capacity with the number of visits to both branches of the unit far surpassing those at this point-in-time last year. Additionally, the number of Title IX reports has increased substantially, requiring additional resources. The reasons for this specific increase are unclear, but SMCM anticipates that once the new policy regulations are fully implemented, the number of Title IX cases may increase further.

We continue to discuss and develop ways to ensure that the curriculum offered at SMCM is vibrant, attractive to potential students, and financially sustainable. These discussions and analyses may sometimes require collaboration between both the Academic Affairs and Finance, Investment, and Audit committees, both of which saw a preview of a new tool that will facilitate as well as enhance these analyses and discussions. Academic Affairs is preparing to distribute the tool to department chairs very soon. Having this information will help chairs make important decisions relatively easily regarding course offerings and assist them in identifying which courses are the most challenging for student success and then work with their faculty to address the issues. The data will also help guide program planning in Academic Affairs.

Become

The fourth objective focuses on enhancing SMCM's stature and partnership with the broader community. An important aspect of this was hiring an individual whose primary job is to do just that. The staff for community engagement and partnership is now centrally located in the Daugherty-Palmer Commons. It is noteworthy that the status of the Nancy R. and Norton T. Dodge Performing Arts Center continues to grow as the cultural hub within the region, offering

varied and excellent programming that cuts across cultures. Specifics regarding attendance at these events are contained within the Institutional Advancement Committee (IAC) materials.

Summary

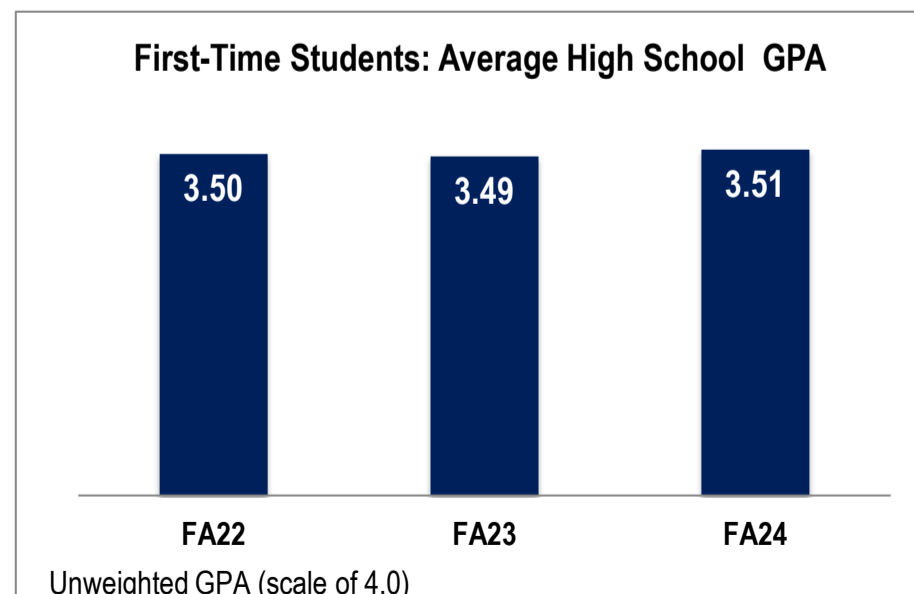
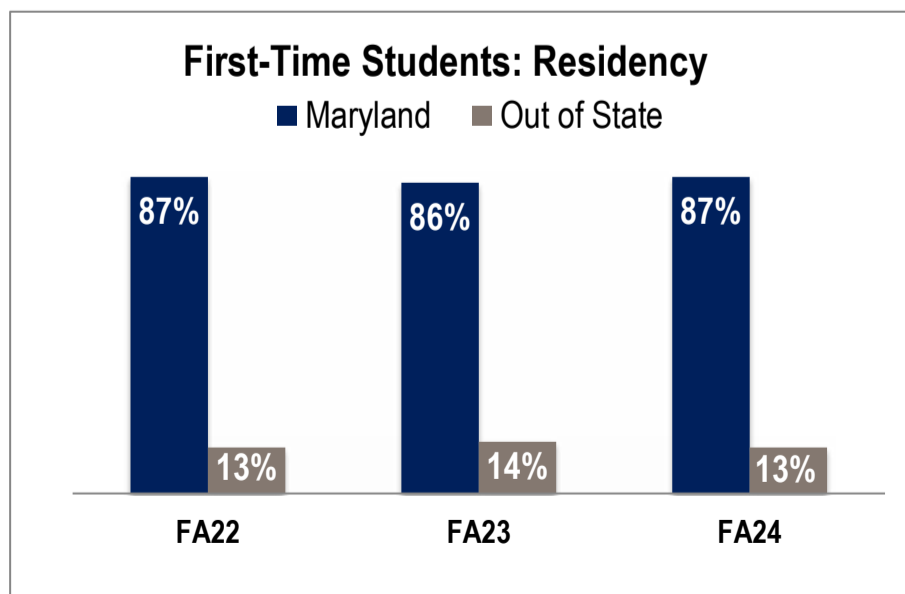
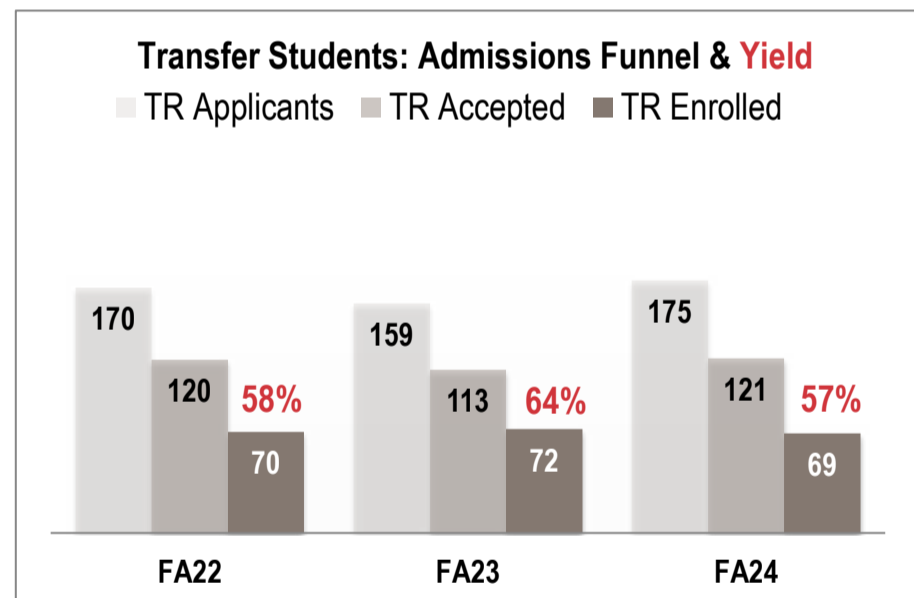
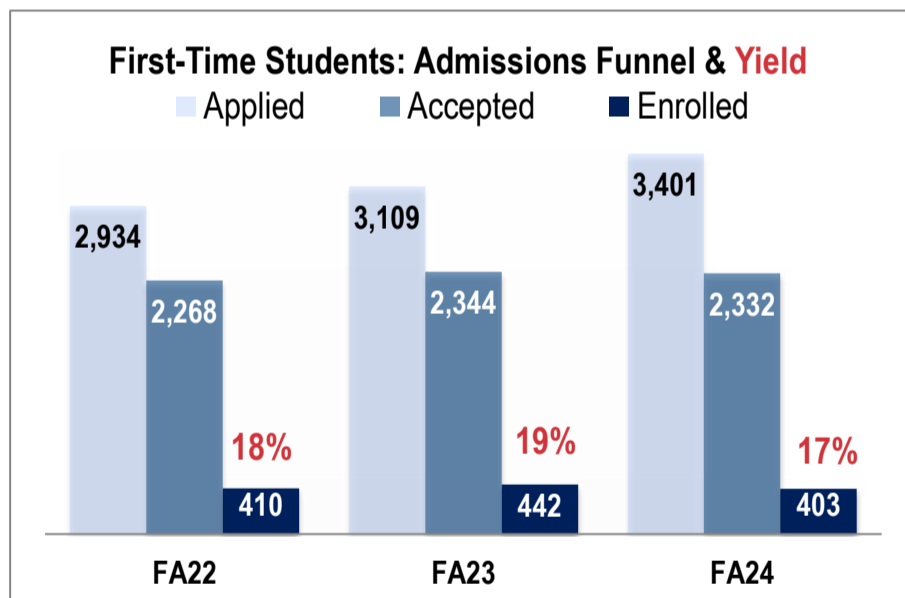
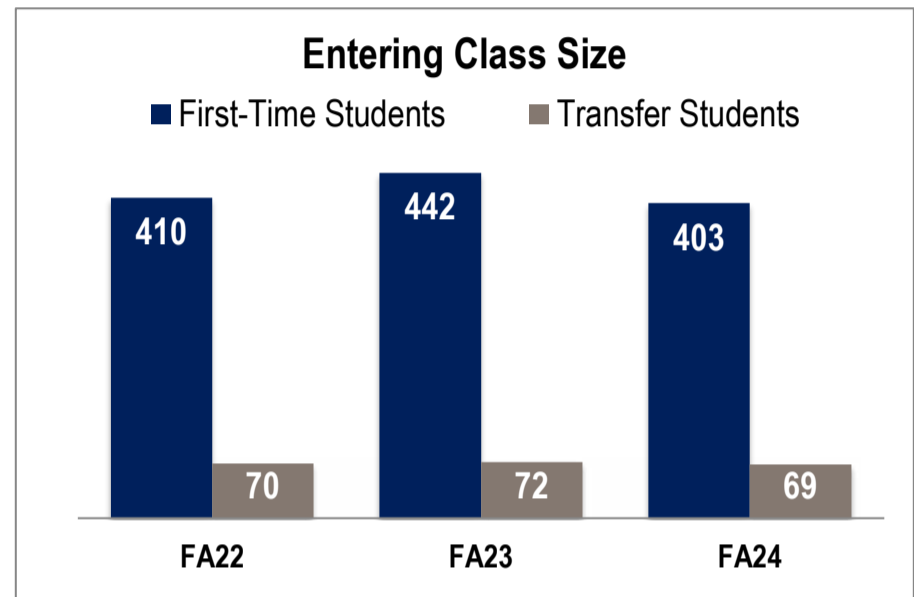
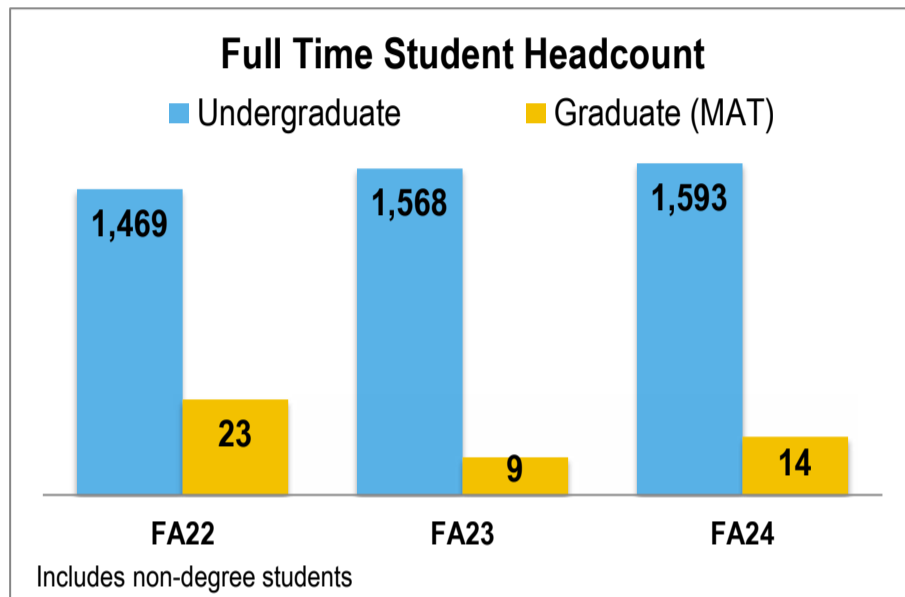
The College continues to progress on virtually every front within every unit. The commitment to student success and the engagement by members of the campus community in all of the initiatives have been phenomenal. The evidence clearly demonstrates that SMCM is continuing to soar to new heights as it leads the way in modeling what a 21st-century higher education should be for all students.

Board of Trustees Dashboard - October 2024

Student Characteristics in Enrollment

Fall 2024 figures based on preliminary census (freeze) data, 9/23/2024

Updated since Committee Reports (9/3/2024)

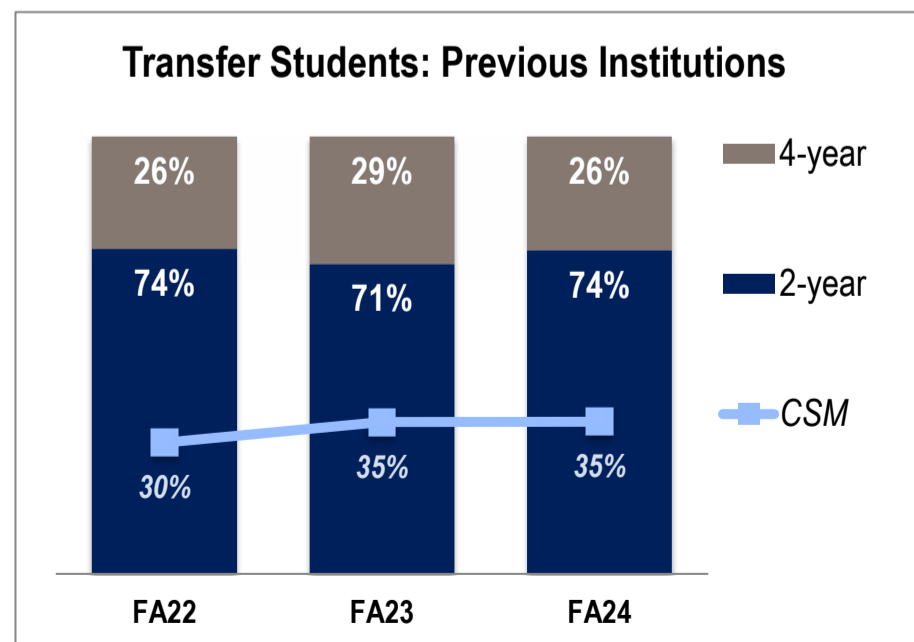
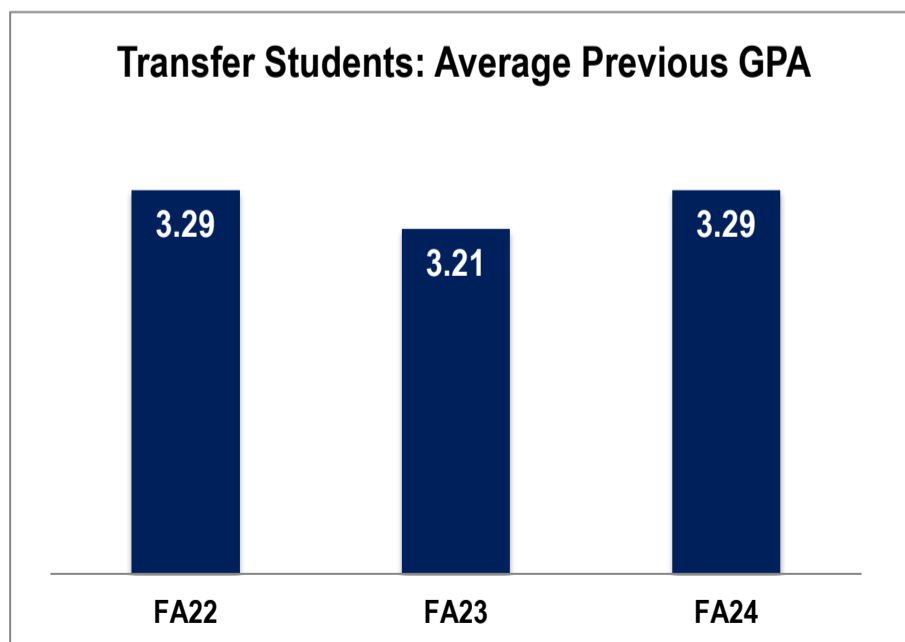
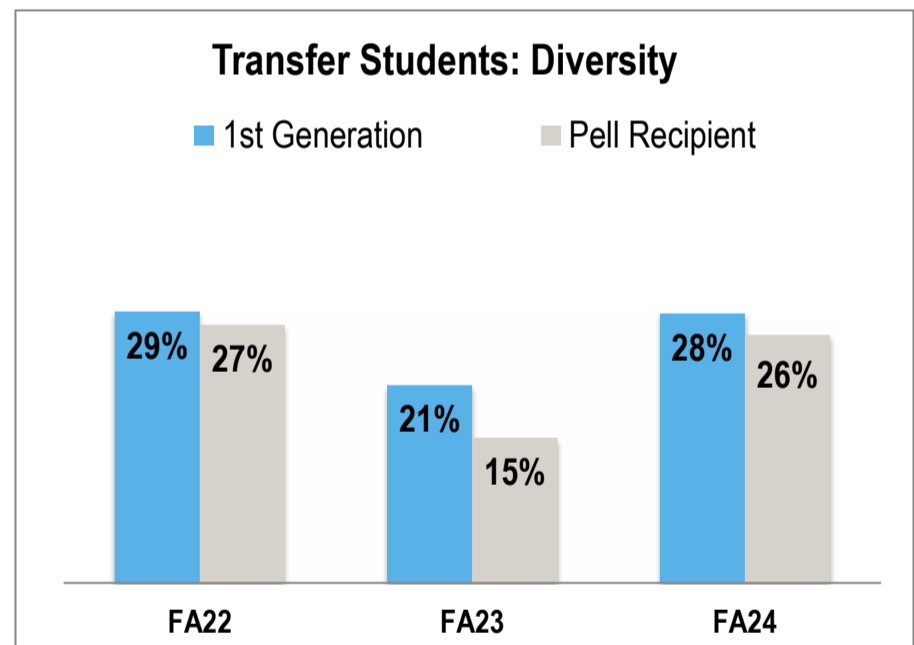
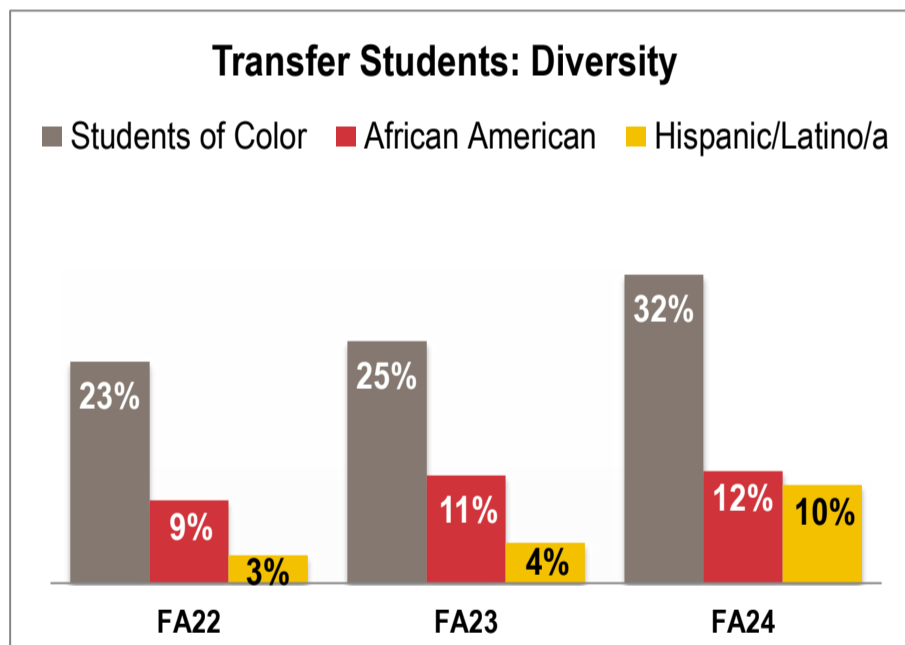
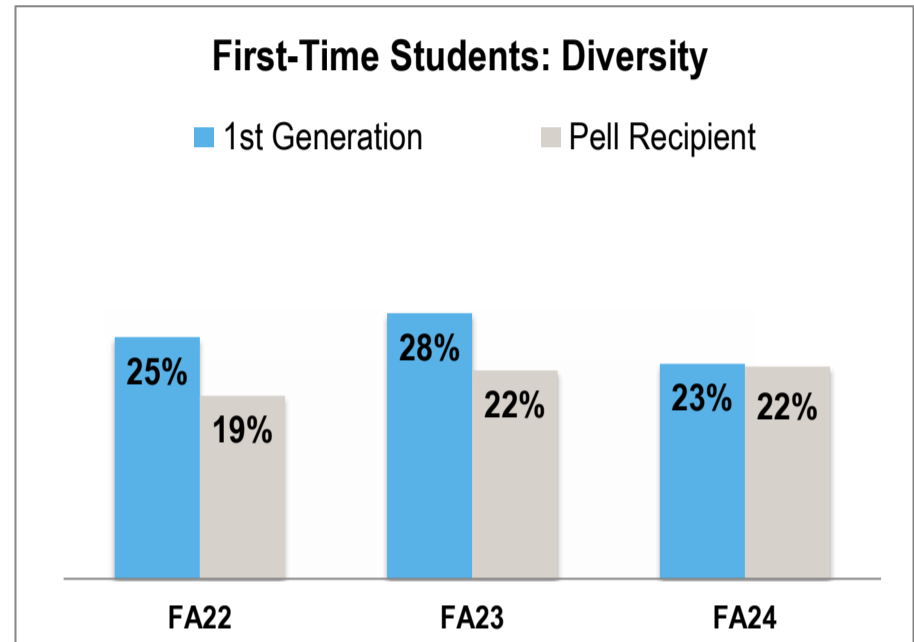
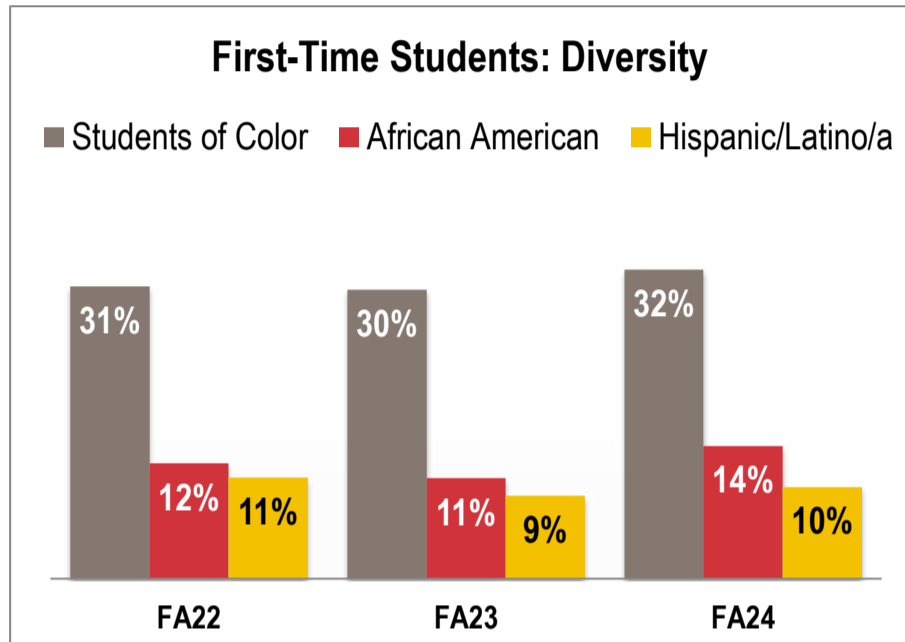


Board of Trustees Dashboard - October 2024

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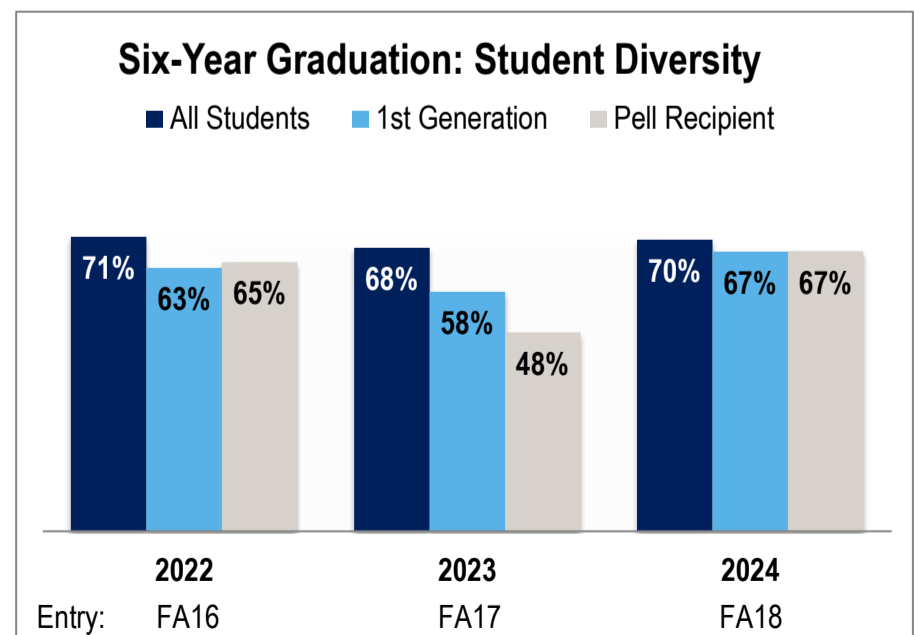
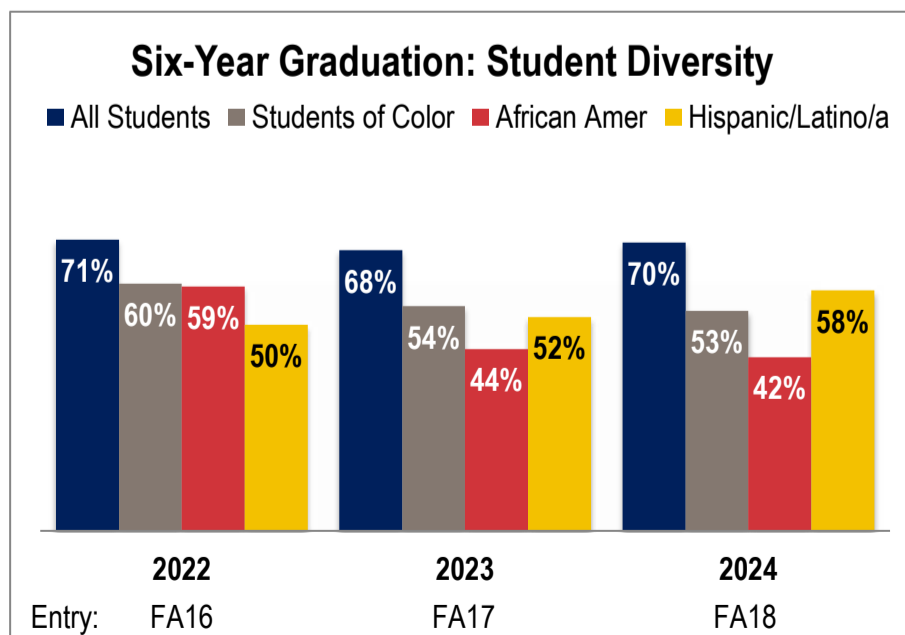
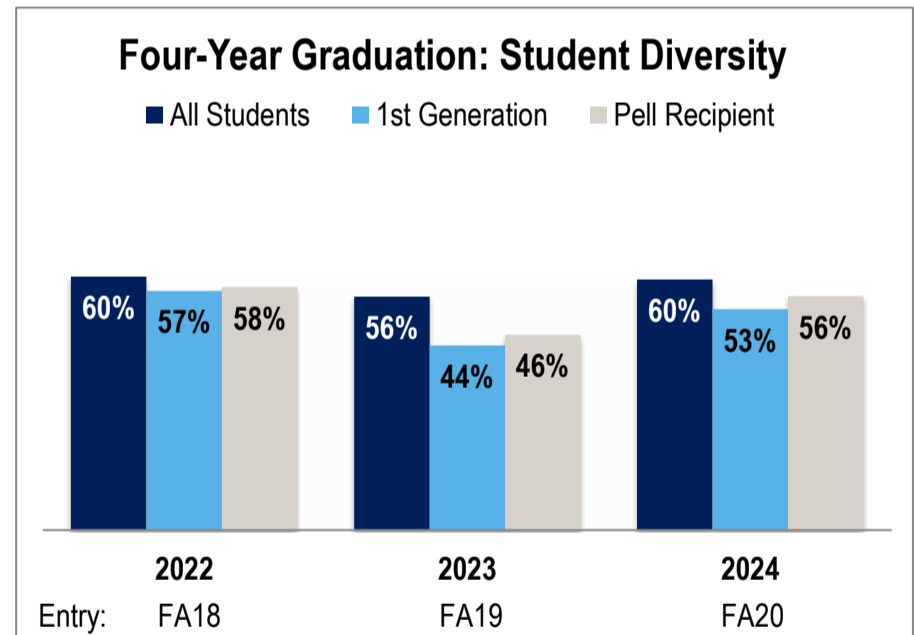
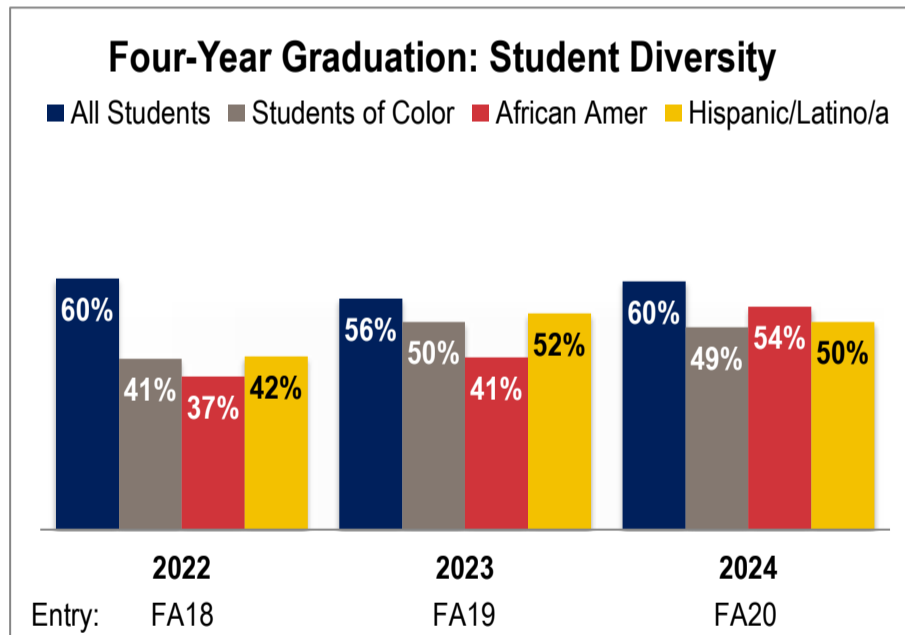
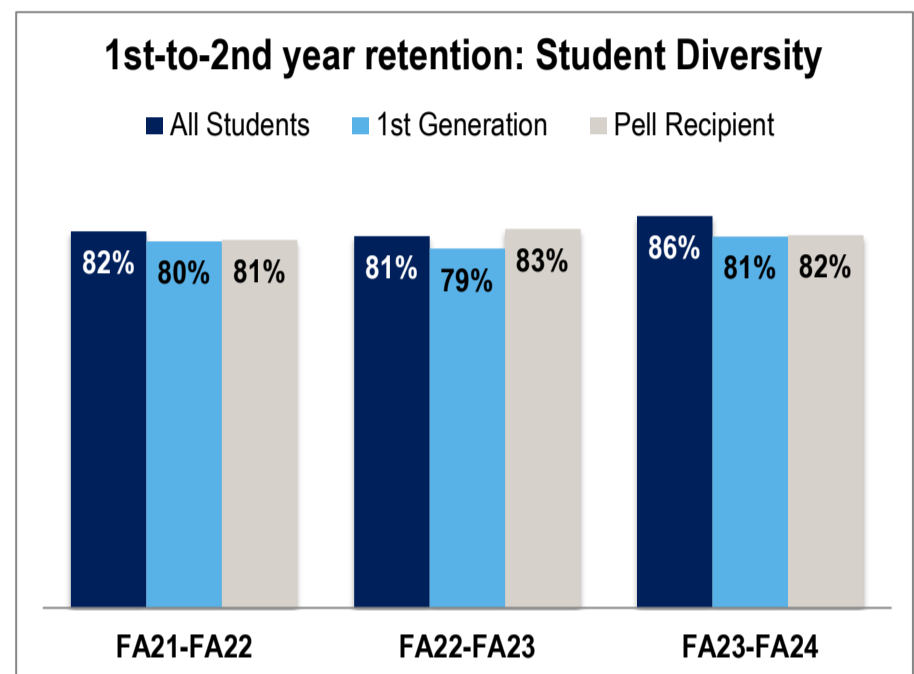
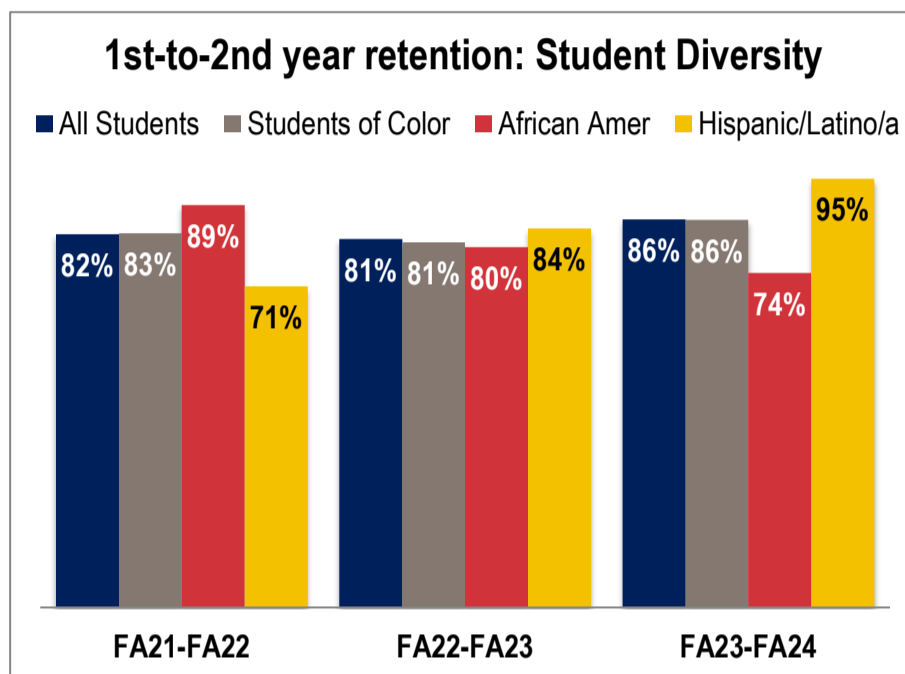


Board of Trustees Dashboard - October 2024

Student Retention and Persistence (First-Time Students)

Fall 2024 figures based on preliminary census (freeze) data, 9/23/2024

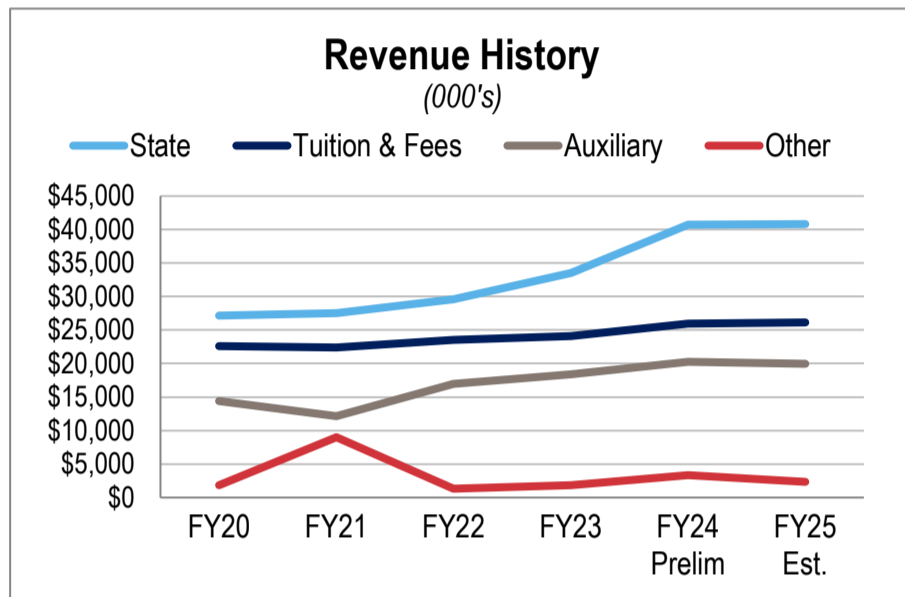
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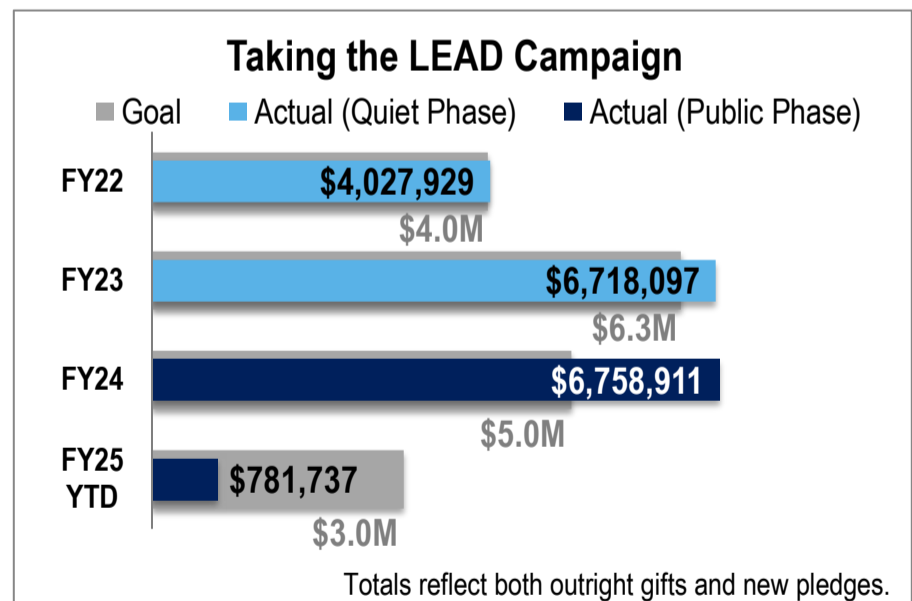
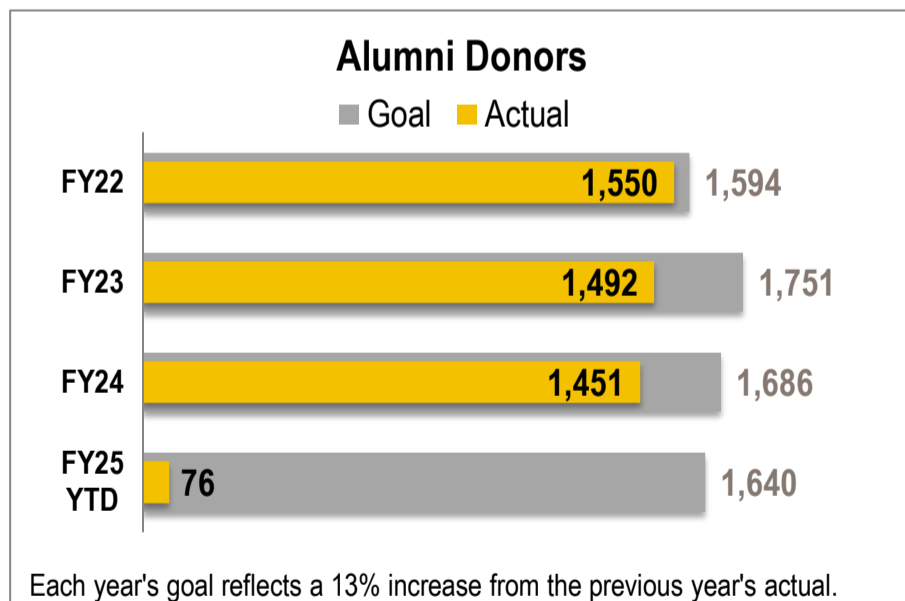
Board of Trustees Dashboard - October 2024

Revenue and Fundraising

Updated since Committee Reports (9/3/2024)



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
ACADEMIC AFFAIRS COMMITTEE**

SEPTEMBER 10, 2024

**VICE PRESIDENT FOR ACADEMIC AFFAIRS
AND DEAN OF FACULTY REPORT**

Academic Affairs has worked diligently to serve the goals of a compelling and innovative curriculum, as outlined in the Rising Tide strategic plan.

Hiring update

As we move into the fall semester, we will conduct a total of 15 searches for 11 tenure-track faculty and four termed lecturers. These positions include the following:

- Chemistry (bioanalytical chemistry): assistant professor
- Biology (microbiologist): assistant professor
- Biology (molecular biology): assistant professor
- English (Latinx focus): assistant professor
- English (professional writing): assistant professor
- Environmental Studies: assistant professor
- Library (archivist): assistant librarian
- Performing Arts (scenographer): assistant professor
- Psychology: assistant professor
- Sociology: assistant professor
- Women, Gender, and Sexuality studies: assistant professor
- Chinese: lecturer
- Educational Studies: lecturer
- Marine Science: lecturer
- Psychology: lecturer

We began the individual searches early this fall to reach the most qualified and competitive candidates. Hiring will continue through the academic year; the committee will be updated on our progress at each meeting.

Cluster hire initiative: Biology and Chemistry

Over the past three years, five faculty members from the Biology and Chemistry/Biochemistry (CBC) departments have either retired from the College or relocated to administrative positions, leaving both programs unexpectedly down a total of 28 course offerings per academic year. The loss of these courses and reliance on visitors with no service or scholarly expectations has wide-ranging and deleterious effects, impacting students in numerous programs (Biology, Chemistry, Biochemistry, Marine Science, Neuroscience, and Environmental Studies), and many courses critical to the College's pre-health students. The thin staffing also means that Biology and CBC are unable to consistently contribute to the LEAD curriculum. However, this faculty shortfall has provided a unique opportunity for both departments to coordinate their hiring strategy (without adding any new lines) through a biochemical/biomolecular/systems biology-themed cluster hire

initiative. Five hires have been approved over a two-year cycle: a developmental biologist, a molecular biologist, a microbiologist, a bioanalytical chemist, and a biosynthetic chemist. The advantages of such an initiative over the equivalent individual faculty searches are many; there is excellent alignment with Pillar One of the Strategic Plan to attract and retain outstanding students, faculty, and staff. Cohort-specific mentoring and community-building provides an unprecedented opportunity to align the programmatic goals of the Biology and CBC departments. In addition, the success of the Ross Fellows cluster hire has provided a clear blueprint for how a cluster hire can not only fill curricular gaps but take on a shared project that supports College goals. This cluster hire will support our pre-health curriculum.

A long-standing trend in the CBC department has been an underrepresentation of biochemists to serve student course demand. The new biochemistry laboratory facilities in Goodpaster make this an ideal time to recruit new biochemistry hires. The cluster hire solidifies the College's ability to maintain accreditation from the American Society for Biochemistry and Molecular Biology.

New program proposals

As scheduled and in response to the Strategic Plan, proposals for new programs were solicited last spring. All four were approved for further development over the summer and underwent market analysis to gauge student interest and relevant job growth. The market analysis has recently been returned, and the proposals are presently being evaluated to determine which could be attractive, sustainable additions to our program array. Any proposal(s) approved will then go through shared governance, culminating in board review and approval.

Faculty Survey on effectiveness of Academic Affairs administrators

As promised to the faculty, Academic Affairs distributed an anonymous survey to all faculty last May to ask about their interactions with a) their own associate dean; b) the Associate Vice President for Academic Affairs; and c) the Vice President for Academic Affairs. With 30% of all faculty (total full- and part-time) and 79% of the department chairs represented here, the survey provides a meaningful picture of how the Academic Affairs team performed in its first full year. The survey has been a great tool for developmental feedback, and the unit devoted a substantial part of the summer to reviewing processes and planning for the coming year.

The outcome of the survey has been both gratifying and instructive. As evident from the [survey quantitative data](#) provided in the supplementary materials, the faculty have overwhelmingly “agreed/strongly agreed” that the different Academic Affairs administrators are helpful, open and accessible, fair, and productive. The quantitative data has been shared with the faculty for their review. Also, as part of our checks and balances to assure that the survey is being fairly and fully reported, Senate President Todd Eberly has reviewed both the quantitative and qualitative data.

A few points I'd like to highlight about the qualitative data:

We received a total of 102 narrative responses from 55 unique respondents. The majority of feedback on the performance of Academic Affairs was positive.

Looking specifically at the comments related to the Associate Deans' effectiveness:

- 24 responses referenced concerns with the chair's workload.
- Those 24 responses were submitted by 16 unique respondents: 6 chairs/coordinators, 10 non-chairs/coordinators
- A few responses expressed confusion about how faculty should be seeking out Academic Affairs administrators, and who should be the point of contact for particular needs.

While the comments lauding the effectiveness of the different administrative positions are energizing, the data is clear that we should improve articulating how the different positions within the structure work together. I agree wholeheartedly with the faculty that more clarity is warranted after year one, and we can now better outline a) the work that the three associate deans have taken on from chairs and coordinators, and b) a more cohesive description of each of the roles in ACAF in support of academic excellence. We will be discussing these at length with the chairs/coordinators this fall.



BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE

PRESIDENT OF THE FACULTY SENATE'S REPORT
SEPTEMBER 10, 2024

Introduction

Compared to my May 2024 report to the Board, this September 2024 report will be mercifully short! I met with the Board in June so that work could continue on the Faculty Bylaws and there have been few other developments in the time since.

Bylaws Update

The Board met on Friday, June 14th, and approved the revised Faculty Bylaws as submitted with one exception - the revised standards for terminating tenure.

As a refresher, the 2019 Bylaws state:

"Tenure terminates with the retirement or resignation of the faculty member, or when the faculty member is dismissed for cause, or when the position is eliminated."

The faculty approved the following amendment to that language:

"Tenure terminates with the retirement or resignation of the faculty member, or when the faculty member is dismissed for cause after due process, or when the position is eliminated under extraordinary circumstances due to financial exigency. Termination of tenured faculty members because of financial exigency should be declared and demonstrably bona fide."

The proposed Bylaws were submitted in May to the Board. Although the Board was comfortable with nearly every change, a majority were uncomfortable with the revised language regarding termination of tenure. There was a sense that the language went from being too permissive to being too restrictive. So at the May meeting, the Board voted to table the Bylaws revisions until a compromise could be reached.

Following a meeting with Peter Bruns, Susan Dyer, Pres. Jordan, Katie Gantz, Geof Bowers and myself, it was agreed that the Board would move forward with the rest of the Bylaws in June while Bruns, Gantz, and I worked on compromise wording regarding the language on termination of tenure that would be submitted to the Senate and to the Faculty for approval in the Fall. Below is the compromise that we have reached with the new language (as compared to what the faculty had already approved) underlined:

"Tenure terminates with the retirement or resignation of the faculty member, when the

faculty member is dismissed for cause after due process, or when the position is eliminated under extraordinary circumstances such as financial exigency or discontinuance of a program or department of instruction. Termination of tenured faculty members because of financial exigency should be declared and demonstrably bona fide. The determination that it is in the best interest of the College to discontinue a program or department shall be made following a review by the faculty, via the Faculty Senate, the administration, via the President, and the Board of Trustees, via the Academic Affairs Committee. Any proposal to eliminate a program or department will require input from all three sectors. The final decision, however, is lodged in the Board of Trustees. Reasons for any decisions of the Board that are adverse to faculty recommendations shall be communicated to the faculty. Tenured faculty in academic programs that are discontinued may be offered an opportunity to fill positions available in other programs at the College if they qualify for those positions."

The new language is borrowed heavily from the Bylaws of peer institutions as well as the AAUP definition of tenure, \; it specifically acknowledges that the faculty are to be involved in any such decisions, and adds a provision on trying to find another position for any affected faculty. The reference to the Board having the final decision is drawn from the existing College Bylaws with the language taken from lines 192-195 of the Faculty Bylaws - which already acknowledge that the Board has the power of final decision.

The compromise language must move forward like any other amendment to the Bylaws. It must be approved by the Faculty Senate and then approved twice by the Faculty. So I will bring the proposed language to the Senate at our first meeting on September 4 and then to the Faculty on September 16 for discussion and, hopefully, an initial vote. The Senate has approved an additional faculty meeting for September 30 so that we can hold a 2nd vote. It will then go to Pres. Jordan and the Board. Pres. Jordan and Peter Bruns have already agreed to the language. So if the Faculty does approve it, it is my hope that it will move forward.

Attached to this report is a copy of the Bylaws as approved by the Board (lines 803-809 contain the 2019 language) as well as a copy of the Bylaws with the proposed amendment that the Senate and Faculty must approve (lines 808-820) of that document.

I think the compromise language is far better than the 2019 language and I want to add that I found the collaboration between myself and VPAA Gantz and Academic Affairs Board Chair Peter Bruns to be incredibly productive and positive and I'm thankful to President Jordan's office for keeping this process moving forward through the Summer.

Presidential Search

The faculty are eager to assist in the search for a new College President. I have been asked to serve on the Search Committee and the Senate was tasked with providing names for additional faculty members to serve on the Committee. A call for nominations was sent and the names will be forwarded to the Board.

Shared Governance

The faculty looks forward to learning more about the next steps in the college's shared governance review. We recognize that the search for a new College President is likely to influence the timeline of that review as the Board may want to plan a review that includes the perspective of an incoming president.

Transition to Anthology Student

Faculty have known for some time that our current ERP system was going to be discontinued and there would be a transition to a new ERP - Anthology Student. We understand why this needs to happen and most of us likely will not miss the old system. That being said, faculty were caught off guard by the recent announcement that the transition would take place in the middle of the Fall semester. As a result of the transition, Fall advising has been moved ahead by 5 weeks and the original Advising Day scheduled for October 29 was moved to September 17. Given the amount of work that goes into planning a semester and setting dates on a course syllabus (especially given the emphasis on Engaged Learning), this change will cause real disruptions for faculty and students (as well as staff). We understand that, given the decision to implement the transition in the middle of a semester, this was viewed as the least disruptive option. Still, we are concerned by the fact that the faculty were not made a part of the discussion regarding the timing of the transition. Rather we learned during the second week of classes that it was happening and were asked to make it work. Although the college's ERP system is not necessarily under the purview of Academic Affairs, it has a significant impact on faculty work and consultation would've been appropriate.

Respectfully submitted,



Todd Eberly, Ph.D.
President, Faculty Senate

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**SEPTEMBER 10, 2024
OPEN SESSION**

FACULTY SURVEY ON ACAF EFFECTIVENESS - MAY 2024

N=56 respondents

- 53 faculty (30% response rate from 177 total full-time and adjunct faculty)
 - 19 faculty chairs/coordinators (79% response rate)
- 2 ACAF staff (non-teaching directors, either faculty or staff)
- 1 Non-ACAF administrator

[ACAF: General](#)

[ASSOCIATE DEANS](#)

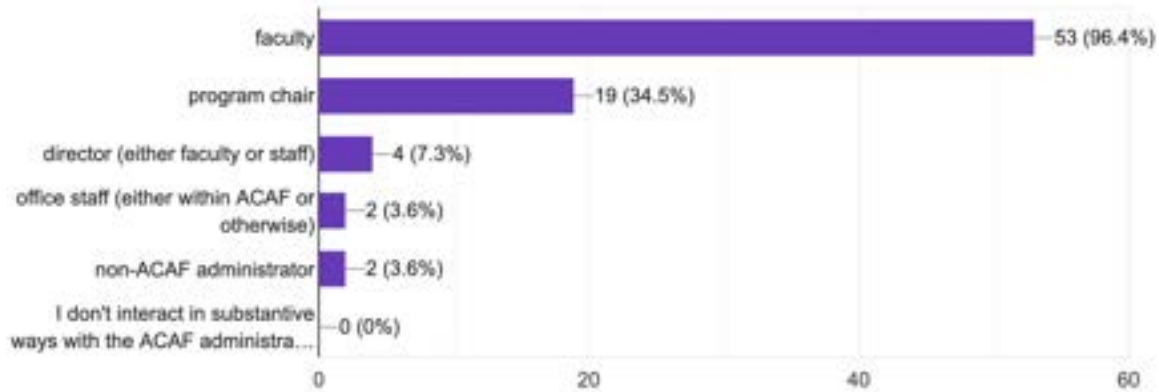
[AVPAA](#)

[VPAA](#)

ACAF: General

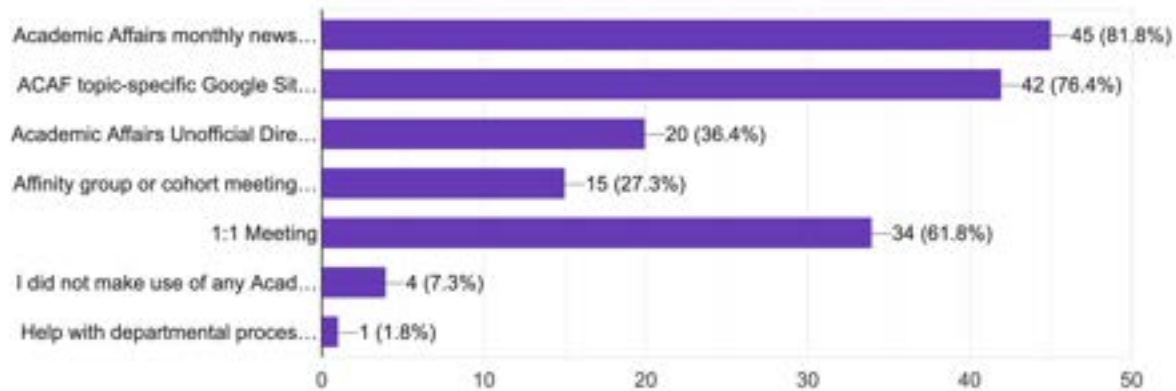
I interact with the ACAF administrators in the following capacity (check all that apply)

55 responses



What resources available to faculty from Academic Affairs did you make use of this year? Check all that apply.

55 responses

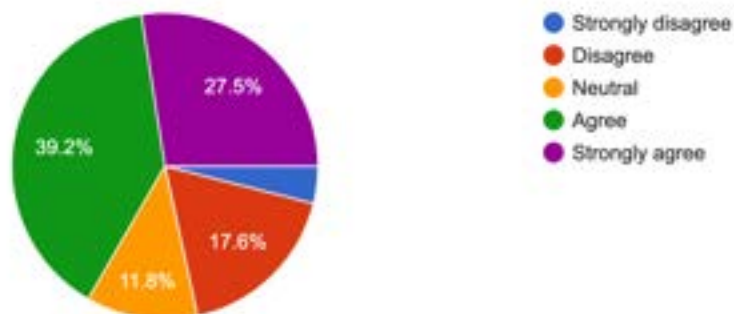


Associate Deans

(NB: respondents were directed to provide feedback on their experiences with their own AD, and not to the ADs as a unit)

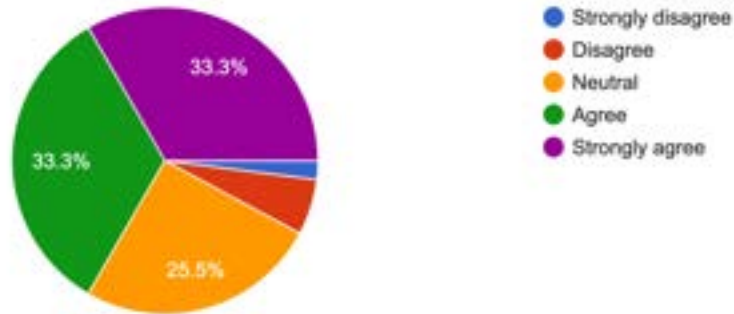
Communications (email or in person) with my AD were useful and correct.

51 responses



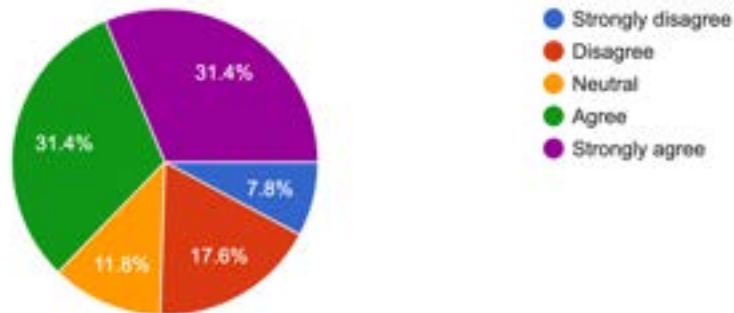
My AD was open to my ideas/questions/concerns.

51 responses



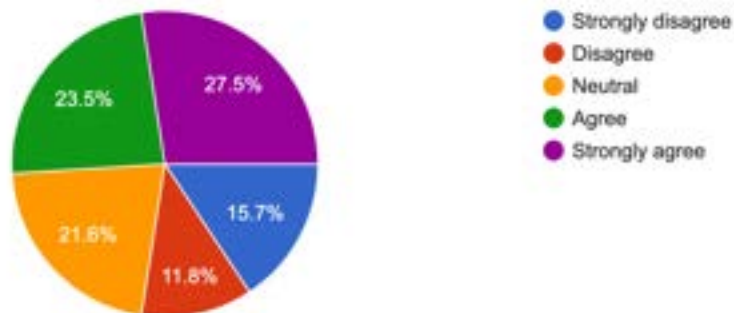
My AD worked to build an understanding of my needs/needs of my program.

51 responses



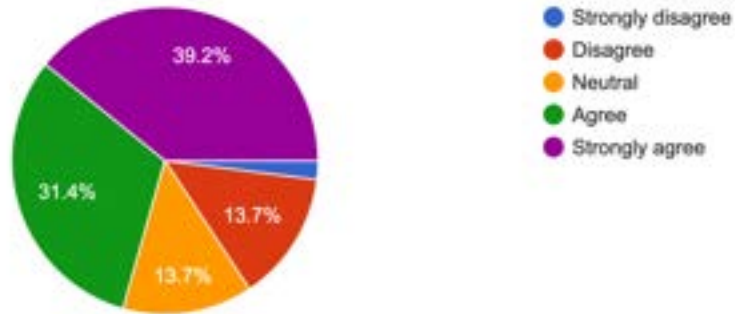
My AD was effective in advocating for my program and/or me.

51 responses



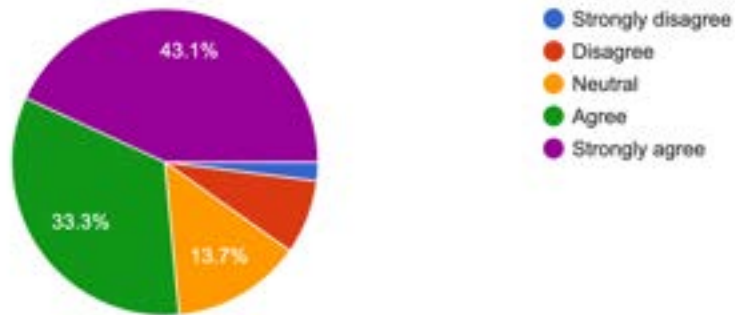
My AD was accessible and available.

51 responses



When I reached out to my AD with questions, I received a timely response.

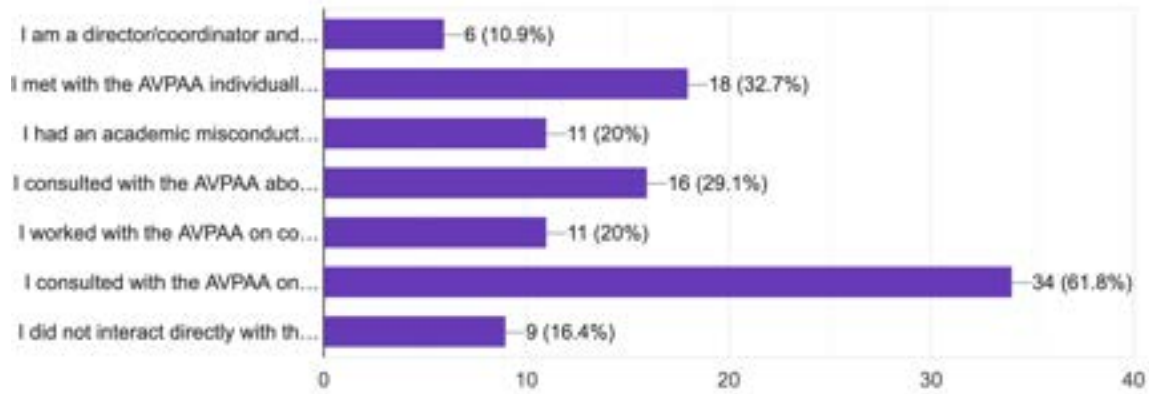
51 responses



AVPAA

In what capacity did you interact with the AVPAA last year? Check all that apply.

55 responses



The AVPAA understood the needs/unique issues that I conveyed.

46 responses

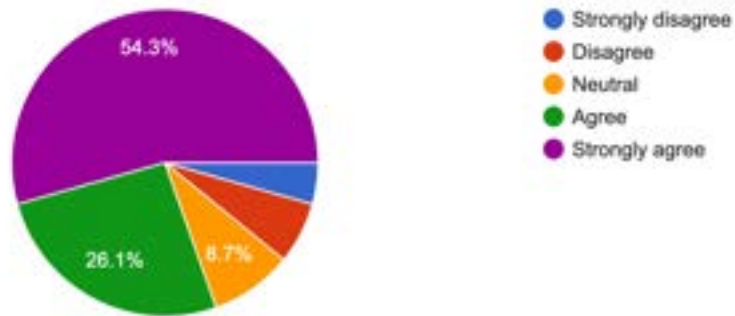


The AVPAA was accessible and available.

46 responses



The advice/feedback/actions of the AVPAA addressed the needs/concerns fairly.
46 responses



VPAA

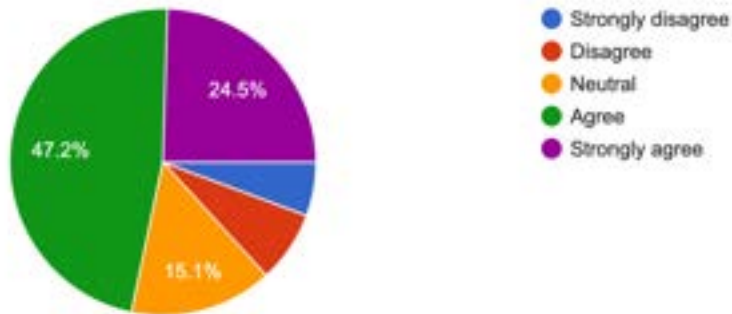
The VPAA listened to my ideas/questions/concerns.

54 responses



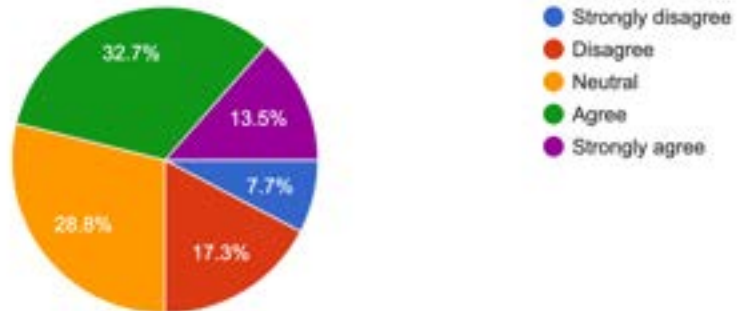
When the VPAA has implemented changes and made decisions, the reasoning has been made clear to the faculty.

53 responses



I can clearly see the ways in which the VPAA works together with the ADs and AVPAA as a team in Academic Affairs.

52 responses



To: Peter Bruns, Chair, Academic Affairs Committee

From: Tuajuanda C. Jordan, President



Date: October 1, 2024

Copy: Katherine Gantz, Vice President for Academic Affairs and Dean of Faculty

Re: Faculty Bylaws 2024 Approval Recommendation

Vice President for Academic Affairs and Dean of Faculty Katherine Gantz has recommended approval of the Faculty Bylaws, most recently approved by the Board of Trustees in May 2024, and subsequently revised and voted on by the faculty in September 2024.

The second revision focused specifically on Section IV.C.1. regarding faculty termination. The sentence

"Tenure terminates with the retirement or resignation of the faculty member, or when the faculty member is dismissed for cause, when the position is eliminated."

has been revised to read

"Tenure terminates with the retirement or resignation of the faculty member, or when the faculty member is dismissed for cause after due process, or when the position is eliminated under extraordinary circumstances due to financial exigency. Termination of tenured faculty members because of financial exigency should be declared and demonstrably bona fide."

in Section IV.C.2. I accept the revision of the language as proposed and recommend approval by the Board.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
OCTOBER 11, 2024**

**ACTION ITEM 2425-01
RECOMMENDATION TO APPROVE
FACULTY BYLAWS**

RECOMMENDED ACTION:

The Academic Affairs Committee recommends approval of the revised Faculty Bylaws.

RATIONALE

The Faculty Bylaws are the foundational document within the shared governance structure used to guide decision-making by the faculty body. Last approved in 2019, the current proposed revisions were put forward to address outdated terminology and to align institutional processes with best practices. The specific details of each area of change are outlined in the supplementary material. The Board of Trustees has the authority to approve all revisions from the faculty as they shall recommend.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
OCTOBER 11, 2024**

ACTION ITEM 2425-06

**ENDORSEMENT OF THE 2024 PERFORMANCE
ACCOUNTABILITY REPORT**

RECOMMENDATION

The Academic Affairs Committee recommends that the Board of Trustees approve the 2024 Performance Accountability Report for submission to the Maryland Higher Education Commission.

RATIONALE

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives, including academics, enrollment, retention and graduation rates, financial aid, and student outcomes. The report provides data on specific metrics, as well as narrative describing strengths and challenges. Maryland law requires institutions to submit their PAR to the Maryland Higher Education Commission for review, and final submission to the Governor and General Assembly.

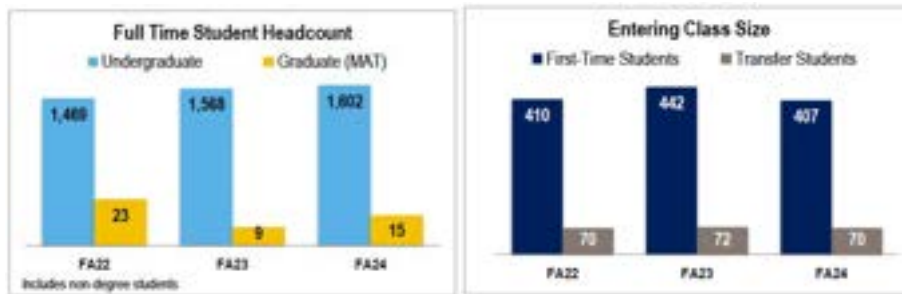
**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID COMMITTEE
SEPTEMBER 10, 2024**

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT REPORT

The Division of Enrollment Management is proud to submit its September 2024 report to the Board of Trustees. Enrollment Management oversees the recruitment and enrollment of new students, the administration of federal, state, and institutional financial aid resources, and the delivery of student academic support services to contribute to the College’s retention goals. The Office of Equity Programming also reported to the Division on an interim basis from June 1 through September 2, 2024.

Enrollment

I am pleased to share that the College’s enrollment continues its growth trajectory. As you will see, the College’s enrollment has increased by 44 total students due to increased retention notwithstanding a smaller entering undergraduate class compared to Fall 2023.



Preliminary enrollment (headcount) for the Fall 2024 semester includes 1643 undergraduate students, (1606 full-time plus 37 part-time), and 15 Master of Arts in Teaching (MAT) graduate students. This is an increase of 38 undergraduate and an increase of six graduate students compared to Fall 2023. The MAT program which has historically enrolled between 25 and 30 students, continues to be impacted by the challenges facing the teaching profession and changes in licensure requirements for teachers.

Following the strong Fall 2023 first-time, first-year (FTFY) enrollment results and positive Fall 2024 key performance indicators, the Fall 2024 new student enrollment goals were set at a total of 530 (450 FTFY and 80 TR) new students in September. This was an ambitious goal and reflected the new student enrollment goal of 530 for the final year of “*The Rising Tide*” Strategic Plan. In the late winter budget process, the budget was based on 525 new students. In June, the budget was revised to 485 new students as it was clear that the FTFY class was not going to meet the original target due to the impact of the delayed and flawed rollout of the new Free Application for Federal Student Aid (FAFSA). Given the point in the transfer cycle, we were optimistic about the new transfer student enrollment. As of this date, there are a total of 477 new students for Fall 2024.



For the Fall 2024 entering class, the College received 3401 (+9%) (FTFY) applications for admission. This is the fifth consecutive year of a record number of applications. While about the same number of applicants were offered admission, the yield rate for admitted students declined by 1.3% compared to the previous fall FTFY entering class and 407 students have enrolled. This is a decrease of 35 students compared to Fall 2023 and is similar to the Fall 2022 entering class.

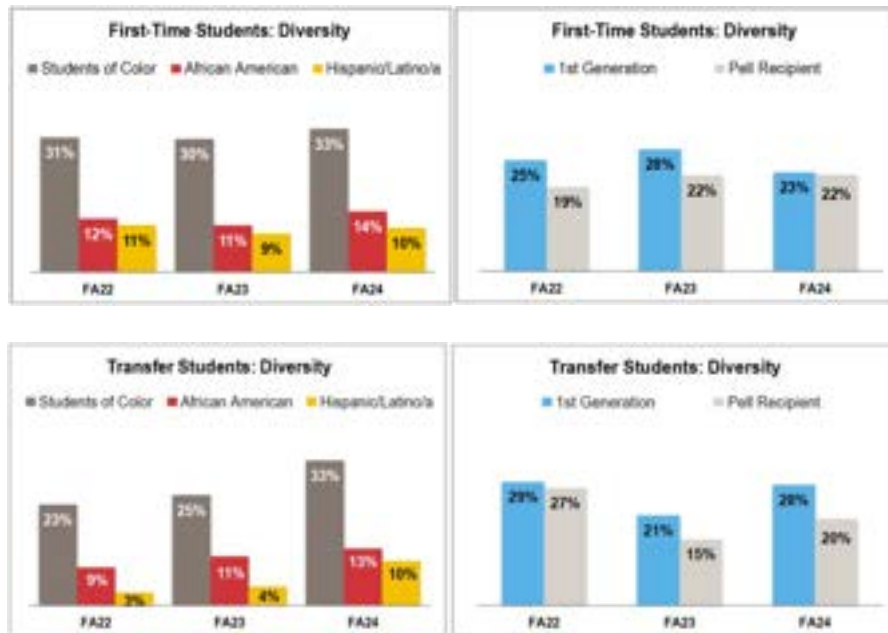
The change in yield was driven by a 3.7% decline in the yield of students admitted during the Regular Decision application process. This is compared to an increase in the yield of our Early Decision students and a less-than 1% decline in the yield of students offered admission as part of the Early Action process. This suggests that our Regular Decision applicants had different characteristics such as a lower affinity for the College, were more affected by the challenges associated with this year's financial aid process, or a combination of the two compared to our other applicants.

A signal of enrolling student affinity is the summer melt rate of students who withdraw after submitting an enrollment deposit. The lower the melt rate, the stronger the affinity. The Fall 2024 melt of our new first-year students was 4.9%. This was a decrease of 0.5% from the Fall 2023 summer melt. Melt rates of 4-5% are a sign that students are confident and comfortable with their choice to enroll at the College.

The College received 175 transfer applications for Fall 2024 compared to 159 the previous year. Admission was offered to eight more students. The College enrolled 70 new transfer students compared to 72 in Fall 2023 and 70 in Fall 2022 with 74% of enrolling transfer students coming from a community college and 36% of the entering class enrolling from the College of Southern Maryland (CSM). This is an increase of 6% since Fall 2022 and represents an upward trajectory in the percent of students enrolling from CSM. With the implementation of the Pathway to Honors Program in April and a renewed attention to the St. Mary's Transfer Edge Program implemented right before the COVID-19 Pandemic, we are strategically strengthening our partnership with CSM as we build these pipelines with CSM and the other Maryland community colleges.

As we assess the cycle, the annual Admitted Student Questionnaire and analysis of our financial aid optimization strategy will be disaggregated by application type, among other characteristics, to determine what we can learn from the responses and the data. I am anticipating that this analysis will reveal the extent by which the challenges associated with the FAFSA affected student choice behavior and/or whether there were affinity-related or other dynamics in play.

This will inform further planning for the Fall 2025 recruitment cycle and looking toward the Fall 2026 cycle.

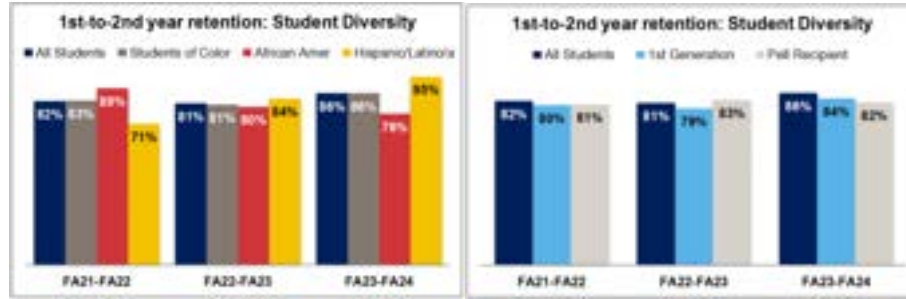


These are among the most diverse classes in the College’s history. Twenty-two percent of the FTFY class and 20% of the transfer class are Pell Grant-eligible; 23% and 28%, respectively, are first generation students; and, 33% are from historically underrepresented communities meeting the one-year target in Pillar 3 of the “*The Rising Tide*” Strategic Plan. Maryland residents account for 87% of FTFY students and 96% of new transfer students. Of the decrease in the size of the FTFY class, 73% are in-state students.

The College’s signature programs are integral in supporting the recruitment and retention of our students as we strive to reach our enrollment goals in “*The Rising Tide*” Strategic Plan. The Fall 2024 entering class includes 37 students who are members of the DeSousa Brent Scholars Program, 16 who are participating in the Sum primus Program for first generation students and seven Landers Scholars. The Landers cohort has expanded from four to seven as the result of additional funding from the Hilda C. Landers Charitable Trust. The College also welcomed our inaugural cohort of Monument Scholars who were selected from among the top 10% of the admitted class based on their academic record and contributions to their school and community. These 36 students will be engaged by the Director of Student Fellowships and Awards as a strategy to build a pipeline of well-prepared applicants for those competitive awards.

The academic profile of the FTFY class is strong with an average unweighted GPA of 3.5 on a 4.0 scale and a weighted GPA of 3.85. With 32% providing scores, the average SAT increased to 1235 from 1208 for the Fall 2023 FTFY entering class. The average GPA of our new transfer students is a 3.27.

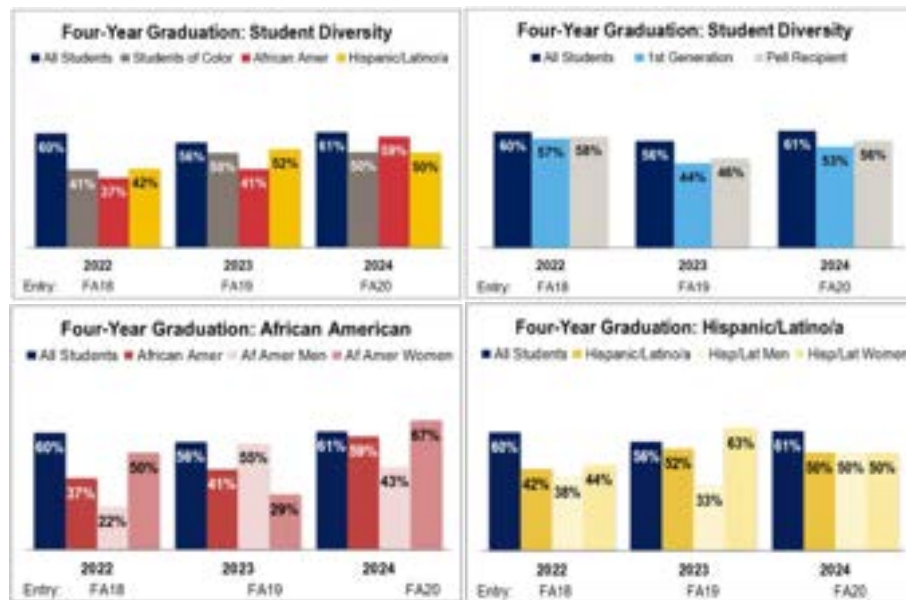
Retention



The College’s first to second year retention has significantly improved this year. As the above charts show, preliminary data indicate that the first- to second-year retention of the Fall 2023 FTFY entering class has increased by 5% to 86% year over year; compared to the 81% and 82% retention of the previous two FTFY entering classes. This represents significant progress toward the 88% first to second year retention target set in “*The Rising Tide*” Strategic Plan.

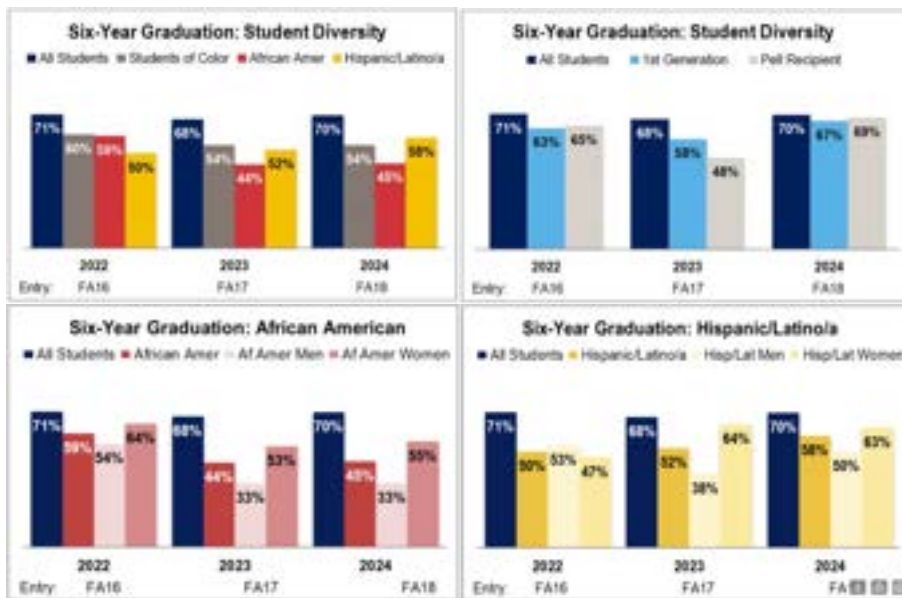
Retention increased for Hispanic/Latino/a American (+11%), first-generation (+5%) and White (+4%) students. Retention declined for Black (-4%) and Pell grant-eligible (-1%) students. While the increase in overall retention is positive, the 13% overall decline in the retention of Black students over the last three years needs to be specifically assessed and addressed. This is especially important if the College is to meet our enrollment goals and serve our mission.

Graduation



The College’s four-year graduation rate for the entering class of 2020 of 61% was 5% above the graduation rate for the entering class of 2019 which was a recent low point. While the overall four-year graduation rate for students of color remained at 50%, the graduation rate for Black students increased by 18% with women increasing by 38% which more than offset a 12%

decline among Black men when compared with the previous year. The graduation rate for Hispanic/Latino/a American students decreased by 2% to 50% with a consistent graduation rate of 50% among all students. The equity gap for first generation students from the overall graduation rate of 61% decreased from 12% to 8% year over year and the equity gap for Pell grant-eligible students decreased from 10% to 5%.



The six-year graduation rate has reversed a three-year decline increasing by 2% to 70% for the entering class of 2018. This includes significant year over year increases of 21% for Pell-grant eligible student and 9% for first generation students. However, the six-year graduation rate for Black and Hispanic/Latino/a American students from the Fall 2017 and Fall 2018 entering classes remains low with equity gaps of 35-37% for Black men, 15-20% for Black women, 20 - 30% for Hispanic/Latino/a American men and only, comparatively, 4-7% for Hispanic/Latino/a American women. This data puts an emphasis on the need for targeted support for all students to ensure that they are making the necessary progress to graduation in order to better manage educational expenses and lower the opportunity cost of lost income.

These data suggest that the initiatives launched in Fall 2020 to increase retention and persistence, along with the work being done to strengthen the overall student experience, the impact of our programming and support services, the investment in financial assistance, and recent changes to the merit revocation policy are starting to produce the desired results in the short term. As we continue with these efforts, employ targeted initiatives for Black men, in particular, further implement “*The Rising Tide*” Strategic Plan and move to the implementation phase of the integrated retention strategic plan, “*Lifting All Boats*” we can anticipate further progress. It is not enough to enroll our students, the College must create a student experience where all can thrive so that more of our students are persisting to graduation in a timely manner.

Financial Aid

In support of the College’s mission of providing access to an exceptional honors education, the

College invests significant institutional funds for merit and need-based financial assistance with 86% of undergraduate students receiving institutional merit and/or need-based aid this fall.

For the 2024-2025 academic year, preliminary projections before the fall census indicate an estimated \$8.8M of unfunded institutional funds (33% discount rate) and about \$896K of St. Mary's College Foundation funds, including \$220K for the Landers Scholars Program, will be used for merit and need-based financial assistance for our students.

The estimated \$8.8M unfunded financial aid budget is slightly above the original SRI budget of \$8.75M because of a 2.5% increase in returning student aid demand due to higher returning student retention, changes with the federal need methodology, and the College funding 35 high-need new students who were awarded an EA Rawlings grant of \$3000 that was not funded by the state due to increased statewide demand as the result of changes in the FAFSA methodology. In addition, an estimated \$922K in waivers for Tuition Exchange, Resident Assistants, and Tuition Remission have been granted for the full academic year.

Overall, the unfunded institutional discount has decreased by 0.25% (33% discount rate) year over year and the new student discount rate has decreased by about 0.5% to 35.1% compared to the Fall 2023 class. Since Fall 2021, the new student discount rate has decreased 2.3% driven by an almost 4% decrease in the FTFY entering class discount. Over that time, the transfer discount has been more volatile due to the composition of the smaller entering class and has ranged from about 19% to 26%. Strategically reducing the College's unfunded discount rate to further optimize our financial resources while also meeting institutional enrollment goals is a desired goal in many circumstances. In a period of tuition freezes, this is critical in order to increase the per student net tuition revenue required to deliver the broad educational experience befitting The National Public Honors College

Following the flawed implementation and rollout of the new FAFSA form during the last academic year, the federal Department of Education has already announced that the FAFSA will be delayed from October 1 to December 1 of this year. In this announcement they have indicated that the back-end functions that were not available until late Spring following the launch on the form in late December 2023 will be in place when this year's form goes live. The delay of this functionality was the reason that offers of financial assistance were not sent to admitted students until late April. We will release awards as soon as possible following the release of our early application admission decisions and will align the release of admission and financial decisions thereafter.

St. Mary's College of Maryland
Board of Trustees

Admission and Financial Aid Committee



September 16, 2024

The
**NATIONAL
PUBLIC
HONORS**
College

The Top Five!

Out of States

1. Virginia
2. Pennsylvania
3. District of Columbia
4. North Carolina
5. MA/NY/WI (tie)

Increases in Yield: % increase

1. Math: +12.5%
2. Art: +8.6%
3. Performing Arts: +5.4%
4. Anthropology: +3.4%
5. Neuroscience: +1.9%

Maryland Counties: % of class

1. Montgomery: 17.3%
2. Anne Arundel: 13.1%
3. St. Mary's: 12.6%
4. Baltimore: 11.7%
5. Calvert: 6.1%

Largest Majors: % of class

1. Psychology: 12.5%
2. Marine Science: 11.7%
3. Business: 10.6%
4. Biology: 10.5%
5. Unknown: 9.0%

Data as of 9.15.24

Fall 2025 Key Performance Indicators



Campus Visits: **+11%**



Inquiries: **-18%**



funnel: Suspects **+11%** / Prospects **+21%**

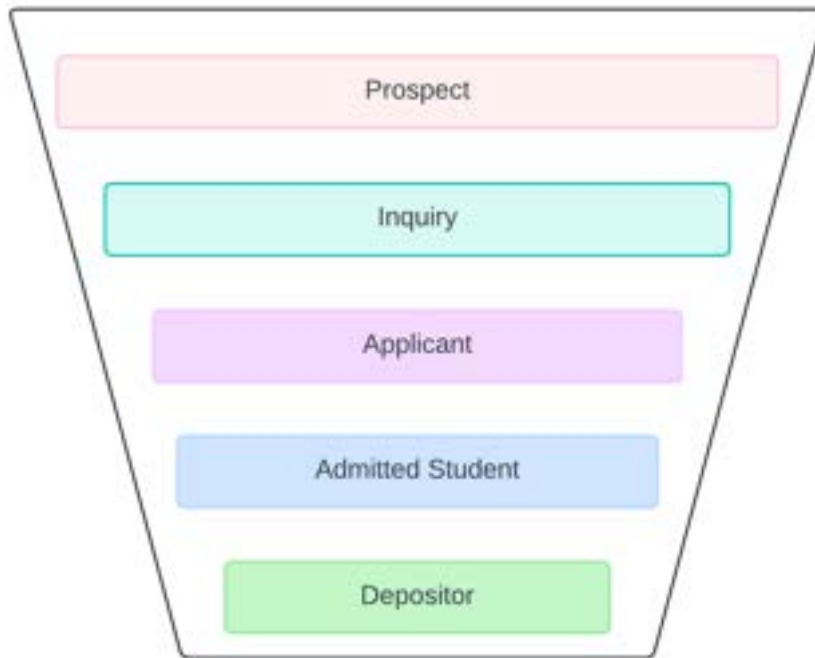
Data as of 9.15.24





Questions?

Advancing Enrollment Marketing



The Recruitment “Funnel”

The Office of Integrated Marketing & Communications supports recruitment marketing at every stage of the prospective student life cycle, often referred to as the “marketing funnel.” While the tactics are largely the same at each stage, the message and targeting techniques employed are adapted to the specific stage of the process. For example, the transition from “Admitted Student” to “Depositor” is called the Yield stage, and campaigns and messaging are developed specifically to encourage students who have received their acceptance to SMCM (and likely other institutions) to make us their “choice” and committing that choice by making a deposit.

Channels

Digital Advertising: Meta (Facebook & Instagram), Google Ads (Search Engine Marketing - SEM - and Display - web ads), YouTube

Publications: 50+ for admission including the viewbook, brochures, flyers, posters, postcards, sticker sheets, t-shirts, event programs

Website: Supported with commercial SEO (search engine optimization) tools & updated with constant stream of content

Social Media: Organic Facebook, Instagram, X (Twitter) and LinkedIn with leveraged web content & purpose-driven social campaigns

OTT (streaming video platforms): Highly targeted video spots to introduce SMCM to out-of-state audiences

Traditional Media: So. Maryland newspaper & radio, NAS Pax base publication, & NoVA/DC/Baltimore upscale regional magazines

Content Marketing: 1000s of photos published to Flickr each year, videos (short-form & social “reels”), student testimonials, rankings

Targeting

List Targeting: Specific individuals - prospects, inquiries, applicants, admitted students, parents

Interest targeting: College intenders, parents of teenagers, interest in specific fields of study

Behavioral targeting: Website visitors (retargeting), competitor site interactions, responders to other marketing campaigns

Data: First-party data (collected by the College) & third-party data (outside sources, consumer databases)

Geofencing & polygoning: Specific geographic areas and even buildings/campuses - with ability to track by device

Taking the LEAD Campaign Dashboard

How HIGH Can We Fly?

As of September 12, 2024

LEAD Campaign Overview

	CUMULATIVE METRICS
Campaign Goal	\$ 20,000,000
Total Raised to Date (Total Value of Gifts/Pledges)	\$ 21,063,036
Balance of Outstanding Pledges and Unrealized Planned Gifts	\$ 7,573,631
Percent Raised toward \$20m Goal	105.32%

	FY21-FY24 Total	FY2025 YTD (\$3M Goal)	Total Campaign
Annual Total Raised	\$ 20,281,299	\$ 781,737	\$ 21,063,036
Annual Total Number of Major Gift Donors (\$10,000 and up)	\$ 162	\$ 8	\$ 170
Total Value of Major Gifts (\$10,000+)	\$ 17,780,448	\$ 730,000	\$ 18,510,448
Number of New Pledges	88	8	96
Value of New Pledges	\$ 7,929,833	\$ 648,911	\$ 8,578,744
Number of New Planned Gifts	5	1	6
Value of New Planned Gifts	\$ 4,823,735	\$ 50,000	\$ 4,873,735

LEAD Campaign Priorities

Total Dollars Raised	FY21-FY24 Total	FY2025 YTD	Total Campaign
LEAD General Fund	\$ 3,508,497	\$ 552,805	\$ 4,061,302
New Academic Programs—Business Administration	\$ 411,005	\$ -	\$ 411,005
New Academic Programs—Marine Science	\$ 320,368	\$ 55,075	\$ 375,443
New Academic Programs—Neuroscience	\$ 52,190	\$ -	\$ 52,190
New Academic Programs—Performing Arts	\$ 1,568,989	\$ -	\$ 1,568,989
Enhanced Curricular Support	\$ 1,302,549	\$ 76,209	\$ 1,378,758
Co-Curricular Support	\$ 459,376	\$ -	\$ 459,376
Honors College Promise	\$ 303,004	\$ -	\$ 303,004
IDEAA	\$ 6,250	\$ -	\$ 6,250
Scholarship Support	\$ 7,546,356	\$ 63,325	\$ 7,609,681
St. Mary's Fund	\$ 824,096	\$ 4,700	\$ 828,796
Unrestricted Endowment	\$ 2,502,200	\$ -	\$ 2,502,200
Other	\$ 1,476,420	\$ 29,623	\$ 1,506,043
TOTAL	\$ 20,281,299	\$ 781,737	\$ 21,063,036



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

Taking the LEAD Campaign: How High Can We Fly?

**Traditional Residence Hall Fundraising Project
Background October 2024**

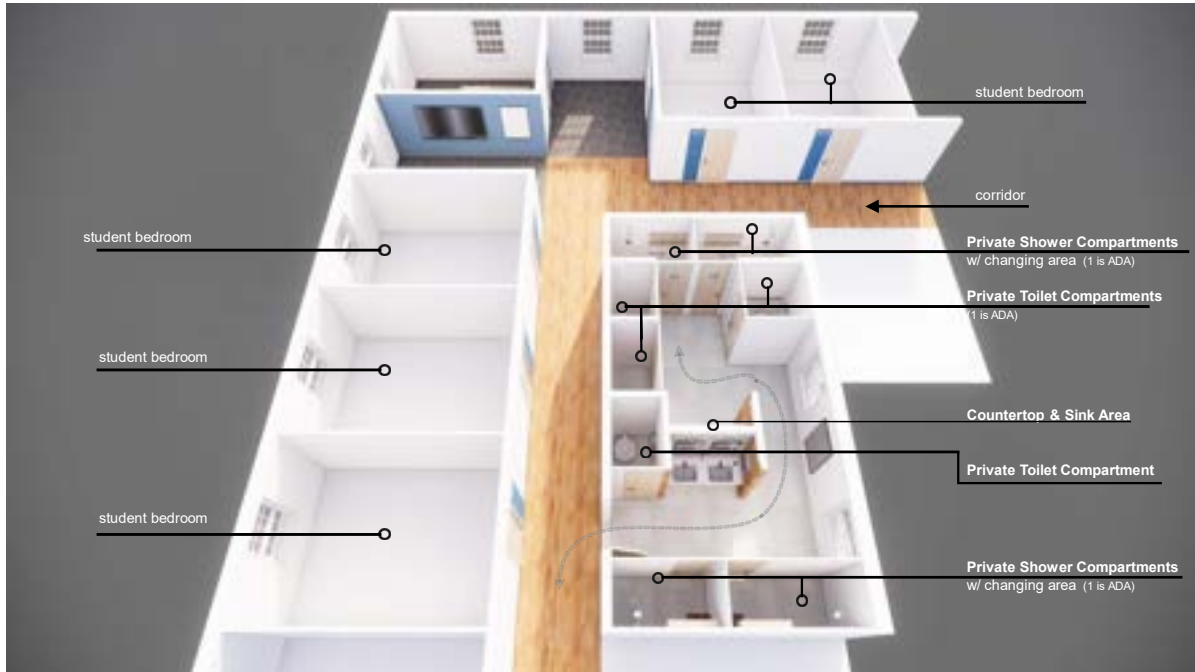
The Taking the LEAD campaign's \$20 million goal over five years was reached in June 2024, a year ahead of schedule. The campaign immediately transitioned to the How High Can We Fly? theme to end the campaign in June 2025. A goal of \$3 million has been set with the emphasis to raise funds that assist with strategic initiatives in *The Rising Tide*.

A major donor brought the concept to the Development team to raise major gift funds in this campaign cycle toward an impactful project for a traditional residence hall, with the hope of it serving as a catalyst for future fundraising campaigns. The donor felt a project like this could assist with student recruitment and retention. President Jordan, VP for Student Affairs Jerri Howland, interim VP for Finance and CFO Amir Mohammadi, students and alumni were all consulted on the feasibility of this idea. The idea was also described to the Trustee's Institutional Advancement Committee and the SMCM Foundation Board.

Given a green light, the Development team is currently working with several prospects to see if dollars could be raised to modernize six bathrooms in one traditional residence hall in 2024, the project deemed to have the most impact within the timeframe given by those consulted. Prospects have been identified by the lead donor, the Development team, Board of Trustee members, Foundation Board directors and members of the Campaign Steering Committee.

Attached to this overview are the *concepts* in order to visualize the project. Keep in mind if the money is raised, the College would put the project out for bid and designs and costs would be solidified. At this point, the Development team is providing the following conceptual drawings to potential major donors and welcomes other prospective major donor candidates.

PARTIAL FLOORPLAN



EXISTING BATHROOM





EXISTING BATHROOM





**BOARD OF TRUSTEES
INSITUTIONAL ADVANCMENT COMMMITTEE**

INSTITUTIONAL ADVANCEMENT REPORT

Date of Meeting: September 20, 2024

Reporter: Carolyn Curry, vice president of Institutional Advancement

Institutional Advancement (IA) is comprised of the six units of development, integrated marketing and communications, alumni relations, events and conference and the Dodge Performing Arts Center (Dodge PAC). IA's strategic focus is to ensure a strong future for St. Mary's College of Maryland in an intensely competitive environment by advancing the College's reputation and brand as the National Public Honors College, inspiring philanthropy, strengthening alumni engagement and establishing the institution as a cultural hub for the region.

IA aligned its four goals with *The Rising Tide* strategic plan through the reporting period July 1, 2024 – August 31, 2024, as illustrated in selected progress points.

Fundraising for the Taking the LEAD Campaign

Giving to date: By June 30, 2024, \$6.8M was raised toward the FY24 \$5M goal, exceeding it by 35% and exceeding the overall campaign goal of \$20M a year ahead of schedule (\$20,281,299). The campaign pivoted to the How High Can We Fly? phase that will culminate June 30, 2025. The FY25 goal is \$3M.

From July 1, 2024, through August 23, 2024, \$682,944 has been raised. Of that total, 85% has been designated for the LEAD General Fund, the campaign's highest priority. Five major FY25 gifts total \$640,000, one of which is six-figures toward the naming of the Dallas P. Dean Learning Commons.

Cultivation and Stewardship: The tactics below are among those underway for cultivation and solicitation.

- *Dallas P. Dean Learning Commons:* On September 27, tied to President Jordan's annual State of the College address to the campus, a naming ceremony will be held for the Dallas P. Dean Learning Commons. The naming was approved by the SMCM Board of Trustees in June 2024 and by the state Board of Public Works in July 2024 in honor of the late alumnae Ms. Dean, a long-time major donor and ambassador for the College and its MAT degree program. The IA team is producing a tribute video and a special feature in the Mulberry Tree magazine it produces.
- *Planned Giving:* A planned giving mini campaign for those 65+ years of age, inclusive of donors who already have made outright campaign gifts and indicated an interest in a

planned gift, is being launched. Foundation Director Scott Raspa '87, who gave the largest planned gift in the College's history, is a major spokesperson and fundraiser. All such booked gifts will be counted toward the Taking the LEAD campaign.

- *Residence Hall project:* The Development team has a major donor-driven initiative under the LEAD campaign underway to renovate restrooms in a traditional hall as a catalyst for future residence hall projects in coming years.
- *Awareness:* To keep the campaign in front of cohorts, the team is working with the Campaign Steering Committee on upcoming appeals, launched a Back to School How High Can We Fly? appeal, added new assets and impact examples to the Taking the LEAD website, and is scheduling six alumni gatherings in tandem with IA's Alumni Relations team across the U.S. for President Jordan. The campaign will also be featured at Hawktoberfest (October 18). The fall Mulberry Tree magazine (circulation 14,000 +) featured the impact of the Taking the LEAD campaign to date.
- *Giving Tuesday:* In preparation for the annual online giving event December 3, the Alumni Council, along with the full IA team, have been preparing marketing and other assets; outreach to secure influencers among students, faculty, staff, alumni and others will begin in a few weeks. One goal is to achieve at least 1,000 alumni donors.

Increasing SMCM's standing as the College of Choice

Enrollment Marketing: The integrated marketing team assists in realizing funnel goals as set by Admission through multiple and targeted strategies. Complementing the 12 pieces created by the team since July 2024, QR code scans on them have realized a 43% uptick (Y/Y). Among other strategies:

- Launched in August, a new continuous "visit" digital campaign in Maryland and key out-of-state markets also pushes Open Houses; radio is incorporated regionally.
- Producing short-form videos (15-30 second "reels" of students authentically relaying their SMCM experience and value) to augment enrollment messaging as well as new :30 second College spots and a new recruitment piece to integrate into Open Houses.
- Improving the SMCM website and key enrollment pages based on suggestions courtesy of Trustee Carlos Alcazar and his colleagues. Among them, the team has improved search engine optimization with 10-12 pages among the top Google search results over just two in June 2024. The team has engaged student ambassadors who are supplying their photos of the day to assist in visualizing the SMCM story.
- Launched new targeted transfer advertising and out-of-state strategies.

- While not directly related to enrollment marketing, creating or overhauling a variety of websites that indirectly create impressions and perceptions about the SMCM experience. In addition to keeping fresh and relevant key Admission pages, work is ongoing on sites related to student success, community relations, wellness, campus life, selected majors, and the Presidential Search.

Alumni Engagement

Choosing to have alumni engage in strategic SMCM activities is a goal of the Alumni Relations team through bi-monthly communiques, e-newsletters and social media. Already, X (Twitter) is up 9% Y/Y with audience growth and Instagram up 14%; engagement rates on all platforms are soaring.

The team is currently overseeing the College's Hawktoberfest (October 18-19) which primarily focuses on parents and families, but also alumni, students, faculty and staff. In FY24, total registration was just under 1,800 with more than 1,100 parents attending and the largest number of students (380). In the first two days of September registration, nearly 350 people registered. A primary goal of the event is to underscore to all cohorts attending that SMCM is the "right" choice for earning a degree, to invest in, to engage in or to volunteer talent and time.

In addition to *Giving Tuesday*, which the team oversees, other alumni engagement initiatives underway include:

- *Mentor-a-Seahawk*: With a goal of 342 alumni volunteers, active recruitment is underway to assist the Center for Professional and Career Development pair mentors with students for career guidance, advice and networking opportunities. In spring 2024, 285 alumni volunteers met with 450 students under this program.
- *Refer-a-Seahawk*: Alumni refer prospects to Admissions; efforts are underway to meet or exceed the 67-referral goal set over the 56 achieved in FY24.

Advancing The National Public Honors College and LEAD brand and reputation

Among the tactics employed in the reporting period:

- *Focus on rankings and accolades*: With the College rising from #11 to #4 in the nation in the Princeton Review's "Making an Impact" ranking, the marketing team is capitalizing on this by licensing the ranking and incorporating it into strategic enrollment messages. The ranking is derived based on student surveys about on-campus engagement, sustainability and opportunities in student government. Complementing this ranking are the aforementioned student video reels under production. A new push: the team is

driving traffic to the College's ranking page, up 16% Y/Y July 1- August 31, 2024, with 677 views and 560 users (up 18%).

- *Increasing viewing of news posts:* In addition to increasing FY25 earned media (goal of 10% unique posts over FY24), the SMCM news posts have seen an uptick in Y/Y web visitors at 5.9% (July 1 – August 31, 2024). This measures individual users who visit the SMCM Newsroom at inside.smcm.edu/news and who also access the link at the bottom of every web page to read selected stories posted there.
- *Leveraging the brand internally:* The team trained the Academic Affairs program student ambassadors on brand messaging and assets. Among other initiatives:
 - For the past year, the team has published a “Brand Tip of the Month” within the SMCMDaily (for faculty and staff) and The Current (for students) newsletters it produces each day. Daily page views for the tips are 20% higher than in the spring.
 - The Brand Resources web pages for the campus community now offer an online tool for designing flyers, posters and social media “art” popular with students, faculty and staff alike.
 - The September 27 State of the College will feature an all-campus reception where the IA team will be distributing new and specially produced College branded swag for all who attend.

Enhancing St. Mary's College of Maryland as a cultural hub and sought-after resource

- *Cultural Hub:* The Dodge Performing Arts Center (Dodge PAC) has booked 11 premiere ticketed performances to date though the spring now open for sales (does not include student or free performances or external vendors renting the facilities). Among the eclectic mix are the Twain Laughing to the Polls (November 27); Nobuntu, an internationally celebrated female a cappella quartet from Zimbabwe (October 4); the jazz Brubeck Brothers Quartet with Camille Thurman (November 1); and traditional Irish music with Danu (March 1). In FY24, the Dodge PAC increased attendance over FY23 by 51% with 31,918 attendees including 85 events/concerts. In the reporting period July 1- August 31, 2024, the Dodge PAC hosted 26 events and 1,915 people.
- *51st Governor's Cup Yacht Race:* IA's Alumni Relations and Events and Conferences teams oversaw the onsite day and evening events and support for post-race activities in August. Ninety boats registered (99 in FY24). A record 11 local food truck vendors participated in a concerted effort to partner with the community. A post-survey to the

racers (24.7% response rate) yielded 100% race registration satisfaction, 60% good/very good post-race experience and numerous suggestions for future races.

- *Top-tier Event Experience:* The Events and Conferences team partners with the full IA staff and others across campus to ensure the College delivers to internal and external audiences the best experiences possible. Whether taking a leadership or supporting role, the team touches branding, customer service, logistical needs, staging receptions, décor and messaging. Over the summer, IA supported five River Concerts (one was cancelled due to rain) with about 5,900 attendees. It also produced four IA VIP receptions held during each River Concert hosting a total of more than 180 guests. The Events and Conferences team provided logistical, onsite and liaison support to five summer clients, including the National Hispanic Institute, Brendan Sailing and the Maryland Special Olympics Regatta, totaling 532 attendees. The team has just completed support for the Opening Convocation August 23 and is currently training campus users on how to book venues and events through its online support software.

Currently, IA is overseeing campus teams producing September 27 marque events mentioned earlier, Hawktoberfest, Giving Tuesday and The Sacred Journey.

- *Marketing:* Monthly event ads and visit/Open House ads are running in print and radio in regional placements. Digital advertising for the Dodge PAC (July 2024 – August 31, 2024) has reached more than 80,000 targeted users in Southern Maryland and in Baltimore, D.C. and Virginia with 3,024 engagements (3.7% rate). Altogether, print, radio and digital ads have driven 5,374 page visits to the Dodge PAC site for the first three promoted fall events.

Of note, the Commemorative to Enslaved Peoples of Southern Maryland is now featured in the state's tourism magazine and in the Maryland Office of Tourism's new "Freedom, Faith & Family" brochure on the Underground Railroad.



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

SMCM ALUMNI ASSOCIATION REPORT

Date of Meeting: September 20, 2024

Reporter: Kate Fritz '04, SMCM Alumni Association president

The Alumni Council met for its annual retreat in mid-August, where it laid out the priorities for the year ahead. Our three focus areas for the year include:

- Engage our existing and future alumni base
- Engage our Alumni Council members
- Continue operational excellence

The Council plans to continue to build on the success of existing, key College events like Hawktoberfest, Alumni Weekend, Bay-to-Bay Service Days, among others. These events offer the Council opportunities to truly prioritize and focus its efforts to engage existing and future alumni.

President Tuajuanda Jordan joined our meeting, and offered us an open dialog regarding her tenure, her legacy and what she believes the College needs next in a President.

The Council is beginning its work preparing for *Giving Tuesday* on December 3, with a goal to raise \$30K from the current and former Alumni Council members to fund this year's Alumni Council Challenge which engages the broader SMCM community. We hope the Trustees will join the efforts again this year for another successful fundraising effort that supports President Jordan's LEAD initiative, academic departments, student clubs, athletes and so much more.

The Council recently welcomed new Chapter Presidents in Philadelphia and Western Maryland, filling two key vacancies. To our objective of engaging our existing and future alumni base, we are working to fill the remaining chapter vacancies in Washington DC, Chicago, Boston, Denver and the California Bay area before Bay-to-Bay Service Days in April.

Our next Council meeting takes place November 2, 2024.



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

St. Mary's College of Maryland Foundation, Inc. Report

Date of Meeting: September 19, 2024

Reporter: Dan Schiffman '91, Foundation President

The Foundation's Joint Investment Advisory Committee (JIAC) and the Foundation Board of Directors met for their annual meetings September 19, 2024. Elected Foundation officers for 2024-25 are Dan Schiffman '91, president; Tomi Hiers '97, vice president; Scott Raspa '86, treasurer; and Bonnie Green '74, secretary. Approved for the JIAC for 2024-25 are Directors Nicole West (chair), Blu Putnam and Nikola Sutherland '87, and Trustee Sven Holmes and Nick Abrams. SMCM President Tuajuanda Jordan is a permanent member. Approved for a second three-year Board term are Dan Schiffman '91, Brittany Tuscano Gore '08 and Blu Putnam. As a matter of information, three Directors are completing their final year on the Foundation Board: Bonnie Green '74, Susan Paul and Nicole West.

Director Blu Putnam, filling in for JIAC Chair Nicole West, reported the total portfolio stands at \$40 million as of July 31 with a 7.1% increase year-to-date and year-to-date return of 11.5%. Director Putnam noted the JIAC is preparing for an upcoming RFP for an investment manager, a process required by the Bylaws every seven years. The JIAC will work on preparing materials to release in the beginning of 2025. He also said the JIAC would be continuing to review private equity as related to the portfolio.

SMCM President Jordan updated the members on key topics including enrollment, a presidential search process now underway, Middle States, upcoming facility master planning and the necessity to assist with the residence hall fundraising project as one action that could help with the enrollment and retention of students.

Executive Director Carolyn Curry explained the How High Can We Fly? one-year extension of the Taking the LEAD campaign with a goal of \$3 million through June 2025. Since July 2024, more than \$600,000 has been raised toward that end. She reviewed the traditional residence hall fundraising concept as part of the overall LEAD campaign, and the major gift assistance needed to aim for completing at least one hall in 2024. President Schiffman reviewed several ways Directors should assist with the multiple fundraising efforts.

The Board approved the Foundation's balance sheets, statement of activities and the 2024-2025 operating budget as presented by Treasurer Scott Raspa, noting the favorable positions of each and the prudent and impactful fiscal management of the Foundation's budget by Executive Director Curry and Director of Foundation Finance and Administration Jackie Wright.

The meeting concluded with a reminder by President Schiffman to attend the September 27 Learning Commons naming ceremony in honor of the late Dallas Plugge Dean '60 who, among her many gifts of service to the College, made a significant impact on the MAT and educational studies program through her substantial philanthropic giving.



**BOARD OF TRUSTEES
STUDENT AFFAIRS
September 12, 2024**

VICE PRESIDENT'S REPORT

Student Affairs had a productive summer working on wellness and safety by updating our Title IX policies and procedures by August 1 to reflect the changes due to the release of the U.S. Department of Education's 2024 Title IX Final Rule on April 19, completing the Office of Public Safety' transition to a hybrid security/police model with the hiring of Special Police Officers, and facilitating the move of Counseling and Psychological Services (CAPS) to Margaret Brent Hall from the Wellness Center. We were also working on organizing new initiatives that we hope will keep students engaged such as, campus conversations supporting freedom of expression, a new campus shuttle, and collaborations with the Student Government Association (SGA). Also, we continue to work to improve our traditional residence hall lobbies. We are just shy of two weeks into the semester and the campus is already filled with excitement and activity. Students are outside hanging out between classes and, due to the warm weather, relaxing at the Waterfront by the end of the day. We are hoping for a fantastic year.

Wellness and Safety

Title IX

Below is a summary of the major changes to our policy and grievance procedures which went into effect on August 1 (see Addendum #1). Interim approval was granted by President Jordan pending final approval by the Board of Trustees. These changes required a complete overhaul of our policies to incorporate protections against all sex-based harassment and discrimination, promote accountability and fairness, and empower and support students and families. As stated by the U.S. Department of Education, every student deserves educational opportunity free from discrimination.

Scope

All incidents occurring on or after August 1, 2024, must adhere to the new regulations. The 2020 regulations apply to all incidents occurring before August 1, 2024. Two sets of policies and procedures are currently posted on the website. The date of the incident determines which policy or procedure should be used.

Sex Discrimination

The 2024 Title IX Final Rule extends beyond sexual harassment to other forms of sex discrimination. St. Mary's College of Maryland (SMCM) prohibits and will not tolerate sex discrimination in any form. Sex discrimination means exclusion from participation in or being denied the benefits of any education program or activity on the basis of sex, including sex

stereotypes, sex characteristics, sexual orientation, gender identity, and pregnancy or related conditions.

Sex-based harassment

Sex-based harassment is a form of sex discrimination that includes the following types of conduct: quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking. Sexual assault offenses now include non-consensual sexual penetration, fondling, incest and statutory rape.

Complaints

“Formal” written complaints are not required for incidents on or after August 1, 2024. Complaint means an **oral** or **written** request to the College that objectively can be understood as a request to investigate and make a determination about alleged sex discrimination.

Pregnancy or Related Conditions

Employees who are made aware of a student’s pregnancy or related conditions must provide the student with the Title IX Coordinator’s contact information and inform the student that the coordinator can coordinate actions to prevent sex discrimination and ensure student’s equal access to SMCM’s education program or activity. SMCM is prohibited from requiring documentation from students to obtain reasonable modifications or other actions unless such documentation is necessary and reasonable.

Training

ALL employees must be trained promptly upon hiring or change of position that alters their duties. Afterwards, employees must be trained annually. Incoming first-year and transfer students must be provided with Title IX training.

Hearings

For incidents occurring on or after August 1, 2024, advisors will no longer cross-examine parties and witnesses. Parties and/or advisors will provide questions to the hearing officer, and the hearing officer will ask those questions after determining relevancy.

Hybrid Security Model: Office of Public Safety

Since May the Office of Public Safety (OPS) has welcomed several new Special Police Officers (SPOs) and Public Safety Officers (PSOs) to enhance their team (see Addendum #2). The new officers are SPO Matthew Ennis (six+ years of law enforcement experience), SPO Anthony Hursey (six years of security experience), PSO Orlando Javier (former employee who served with the office for four years), PSO Jovann Shipp and PSO Zanayah Cunningham (*currently on maternity leave*). One PSO position is open and actively being recruited.

Training

Training remains an integral part of OPS commitment to providing exceptional service and ensuring the safety and well-being of our community. Over the past six months, OPS has conducted the highest number of trainings for the unit in over a decade, reflecting their dedication to continuous improvement. OPS comprehensive training program includes:

1. **Emotional Intelligence 1 & 2:** Enhancing officers' ability to manage emotions effectively in high-stress situations.
2. **Emergency Crisis Response:** Preparing officers for immediate and effective response to campus emergencies.
3. **Managing Bias:** Addressing implicit biases to ensure fair and equitable treatment of all community members.
4. **Domestic Violence Training:** Equipping officers with the skills to handle sensitive domestic situations with care and professionalism.
5. **Introduction to Communications & Advanced Communications During Active Shooter Events:** Fostering clear and effective communication during critical incidents.
6. **Downed Officer Training:** Responding to active threats and providing aid in dangerous environments.
7. **Tactical Combat Casualty Care (TCCC):** Providing advanced medical training to save lives in high-risk situations.
8. **In-Service Training:** Focusing on enhancing tactical and procedural skills (9 hours for PSOs and an additional 5 hours for SPOs).
9. **Mental Health First Aid:** Training officers to recognize and respond to mental health crises.
10. **CPR Refreshers and QPR Training:** Ensuring our team is prepared for life-saving interventions.
11. **Crisis Communications for Higher Education:** Emphasizing effective communication strategies during crises.

Future trainings are being planned to support officers' professional development in De-escalation Training Level 1 & 2 (SPOs), De-escalation Skills for Individuals with Autism, and Conflict Resolution.

Community Engagement

OPS supports the philosophy of the Peelian principle of policing, "the police are the community, and the community are the police," which guides their community engagement efforts. OPS have significantly increased interaction with the Seahawk community through various initiatives: Self-Defense (RAD) Training, kickball games with students, supporting and attending student-led projects and programs, and hosting Coffee with the Chief. Up next is a flag football event where officers are facing off against students. All of these events promote camaraderie and trust with the campus community.

Memorandums of Understanding (MOUs)

With the new hybrid model, MOUs with Historic St. Mary's City, St. Mary's County Sheriffs Office and Trinity Church need to be updated to reflect the addition of armed officers patrolling as well as to outline rules for engagement by officers. The MOU with Historic St. Mary's City has been drafted and is currently under review. We are awaiting feedback on the updated MOU with the Sheriff's Office. There is no update on the MOU with Trinity Church as they are awaiting a new rector.

Office Directives

OPS is working with the Office of the Attorney General (OAG) to ensure the office directives (protocols) are comprehensive, clear, and aligned with best practices for the inclusion of armed officers. This effort is critical to maintaining a high standard of accountability and transparency within OPS.

Counseling and Psychological Services (CAPS)

CAPS moved from Ethel Chance Hall (Wellness Center) to Margaret Brent Hall (next to the Campus Center) the week of August 19. Margaret Brent Hall provides more space to afford a waiting area for student appointments, a peer-to-peer counseling room and space for the addition of two graduate counseling interns to see clients. In addition, CAPS now offers a variety of services to the campus community, including, but not limited to, individual and group counseling, workshops, daily walk-in hours, consultation and now expanded hours on Thursday evening for in-person counseling and Saturday morning virtual sessions by appointment only. Protocall is also still available which is a 24/7 toll free helpline for SMCM students.

Student Engagement

Campus Conversations

Campus conversations provide a mechanism for our community to come together to discuss critical issues/topics that affect each of us to promote greater understanding and awareness through dialogue, education and reflection. It is important for every member of the community to feel free to express and discuss their views without discrimination or reprisal. To ensure that our community listens respectfully to others with open minds and disagree in positive ways we are working on a draft Freedom of Expression Policy that is currently being reviewed by campus constituencies. I am working with the Center for Democracy on a 3-part series campus conversation this fall entitled "Election 2024".

Campus Shuttle

We are piloting a campus shuttle service this fall. The shuttle will run a couple days during the week on a loop from campus to Route 235 shops (Kohls, Walmart, Target), Wildwood Shopping Center and back to campus. On Fridays the shuttle will be extended to Leonardtown so that our students can take advantage of the restaurants and activities. Also, twice a month the shuttle will transport students' home for the weekend with two drop-offs and pickups in Baltimore and DC. Once Facilities hires a driver with a CDL license we will be on the move.

SGA

The Executive Board of SGA and I begin planning for the academic year mid-August. SGA is committed to working with Student Affairs to foster student engagement: brainstorming on how to use and promote the new motorcoach via a "Name the Bus Contest", outreach to students on how to get involved, and identifying ways to make the student experience better by funding new shower heads in the residence hall bathrooms and continuing to fund flu shots.

Residence Halls Refresh

Three of the traditional residence hall lobbies are receiving a makeover with flooring, unique furniture, and a new color scheme to welcome our new incoming students. Dorchester Hall is almost complete with new flooring, new painting and furniture (see Addendum #3). We are still awaiting new window treatments. This hall traditionally only housed male students but went co-ed last fall. Prince George Hall has new flooring on first and second floor lobbies. New paint and furniture is due to be completed over winter break. Queen Ann Hall's furniture is in good condition, but we are awaiting new painting and flooring over winter break. Caroline Hall is awaiting flooring, painting, furniture (see Addendum #3) and window treatments. We are also hoping for this work to be completed during winter break.

Student Affairs began the semester with Ahoy! which became the unofficial greeting of Orientation. A team of 37 orientation leaders welcomed over 400 students, helped them navigate the campus, and form new connections to their fellow first year students. During the days of orientation, students learned about campus resources and in the evening we provided lots of fun activities for the students, including the reimagined Twilight Ceremony where students decorated rocks and tossed them (and themselves) into the river. They also played games in the ARC and watched a scary movie on the Glendening Lawn. During Welcome Week, the full student body was welcomed by the SGA's Programs Board with a fun array of activities including Sign Shop, Zen Give-a-Ways which included Zen gardens, hanging plants, and inspiration boards, Mini Golf on the Campus Center Patio, and a campus favorite Daniel Martin, magician. The voyage has begun.



Addendum #1

St. Mary's College of Maryland Policy on Sex Discrimination

I. Purpose

This policy (the Policy) and the accompanying procedures (the Procedures) are established as the formal implementation of St. Mary's College of Maryland (the College) Policy on Sex Discrimination. As stated in the St. Mary's Way, St. Mary's College of Maryland (hereafter referred to as either "the College" or "SMCM") is an aspirational place "where people foster relationships based upon mutual respect, honesty, integrity, and trust." As such, the College is committed to providing an educational, living and working environment free from Sex Discrimination, including Sex-Based Harassment, Sexual Exploitation, Sexual Coercion, and Sexual Intimidation. The College prohibits and will not tolerate Sex Discrimination in any form. Sex Discrimination is prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended (Title IX) and Title VII of the Civil Rights Act of 1964, and may also constitute criminal activity.

The College endeavors to foster a climate free from Sex Discrimination and Retaliation. The College accomplishes this through training, education, prevention programs, through procedures that promote prompt reporting, prohibit retaliation, and provide for timely, fair, and impartial investigation and resolution of Sex Discrimination and Retaliation cases in a manner that eliminates the conduct, prevents its recurrence, and addresses its effects. All College community members are subject to this policy, regardless of sex, sexual orientation, gender identity, or gender expression. This includes all students, faculty, and staff of the College, as well as third Parties and contractors. Nothing in this policy is intended to supersede or conflict with any federal compliance obligation.

II. Applicability and Scope

This Policy prohibits Sex Discrimination, Other Sexual Misconduct and Retaliation under federal and state discrimination laws, including Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act (Title VII). This Policy applies to all members of the campus community, including Students, faculty, and staff. It also applies to contractors and other third Parties who are engaged in any College Education Program or Activity, or who are otherwise interacting with the College, including, but not limited to volunteers, vendors, and visitors. All College members are prohibited from engaging in or assisting or abetting another's engagement in Sex Discrimination or Retaliation.

This Policy addresses the obligations of the College to address Sex Discrimination prohibited by Title IX of the Education Amendments of 1972 (Title IX) and Sex Discrimination prohibited by other federal laws and Maryland law. This Policy is only applicable to alleged incidents of Sex Discrimination that occur on or after August 1, 2024. For alleged incidents of Sex Discrimination occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator or at <http://www.smcm.edu/title-ix/>

This Policy applies to Prohibited Conduct committed by or against students, faculty, staff and third Parties when:

1. Conduct occurs on College premises, in any College facility, or on property owned or controlled by the College, including but not limited to, a building owned or controlled by a student organization that is officially recognized by the College, and conduct that is subject to the College's disciplinary authority;
2. Conduct occurs in the context of a College Education Program or Activity (as defined herein), including, but not limited to, College-sponsored academic, athletic, extracurricular, study abroad, research, online, or internship programs or activities;
or
3. Conduct occurs outside the context of a College Education Program or Activity or outside the United States, but has continuing adverse effects on or creates a hostile environment for students, employees or third Parties while on premises or other property owned or controlled by the College or in any College Education Program or Activity;

The College has no authority to investigate reported incidents involving members of the campus community that occurred prior to the individual being enrolled at or employed by the College when the incident did not occur on campus or otherwise in connection with a College Education Program or Activity. The College may, however, be able to assist individuals with Supportive Measures.

III. Definitions

For purposes of this Policy and the accompanying Procedures, the following definitions apply:

- A. Advisor** means a person chosen by a Party to provide advice and consultation to that Party, in accordance with this Policy and Procedures. An Advisor may be an attorney or another individual. An Advisor cannot be a witness or provide evidence in a case.
- B. Appellate Officer** means an individual designated to review and decide appeals of Written Determinations and dismissals of Complaints. Appellate Officers shall have had no previous involvement with the substance of the Complaint.
- C. Complainant** is an individual who is alleged to have been subjected to Sex Discrimination who is a student or employee or who was participating or attempting to participate in the Education Program or Activity at the time of the alleged Sex Discrimination, whether or not that individual initiated the Complaint.¹
- D. Complaint** means an oral or written request to the College that objectively can be understood as a request to investigate and make a determination about alleged Sex Discrimination.

¹ A parent, guardian, or other authorized legal representative with the legal right to act on behalf of the Complainant may also file a Complaint on behalf of a Complainant.

- E. Confidential Employees** are (1) employees whose communications are privileged² or confidential under Federal or State law; (2) employees whose communications are specifically designated as confidential for the purpose of providing services related to potential Sex Discrimination; or (3) employees who are conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination—but the employee’s confidential status is only with respect to information received while conducting the study.
- F. Consent** means a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of the person who wants to engage in sexual activity to ensure that the person has Consent from the other Party, and that the other Party is capable of providing Consent.
- Lack of protest or resistance is not Consent. Nor may silence, in and of itself, be interpreted as Consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.
 - Previous relationships, including past sexual relationships, do not imply Consent to future sexual acts.
 - Consent to one form of sexual activity cannot automatically imply Consent to other forms of sexual activity.
 - Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is Consent or whether prior Consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved
 - Consent cannot be obtained by use of physical force or Sexual Coercion.
 - An individual who is Incapacitated is unable to give Consent.
- G. Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- H. Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with

² The employee’s confidential status is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies.

or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth Complainant protected from those acts by domestic or family violence laws of Maryland.

- I. Education Program or Activity** of the College includes all operations of the College in the United States, including, but not limited to, all conduct³ over which the College exercises disciplinary authority and all conduct that occurs in any building owned or controlled by a student organization that is officially recognized by the College. The College must address a sex-based hostile environment under its Education Program or Activity even when some conduct alleged to be contributing to the hostile environment occurred outside the College's Education Program or Activity or outside the United States.
- J. Employees with Authority** are employees, other than Confidential Employees, who have authority to institute corrective measures or who are responsible for administrative leadership, teaching, or advising.
- K. Incapacitated** means an individual's decision-making ability is impaired such that the individual is incapable of understanding the "who, what, where, why, or how" of their sexual interaction/encounter. A person may be Incapacitated if they are asleep, unconscious, coming in and out of consciousness, being physical restrained by another person or device (e.g., handcuffs, rope, tape), or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a temporary or permanent mental or developmental disability that impairs the ability to Consent to sexual contact. Alcohol or drug use is one of the primary causes of Incapacitation. Being "drunk" or "high", by most individuals' understanding, is not the same as being Incapacitated. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs results in a person being unable to:
1. make decisions about the potential consequences of sexual contact;
 2. evaluate one's own conduct;
 3. communicate to another person, Consent to sexual contact; or
 4. communicate an unwillingness to another person, to engage in sexual contact.

³ Such conduct may occur in-person or through the use of technology such as e-mail, texts, social media applications, etc.

L. Investigator means a trained College faculty or staff member or third-Party contractor designated to conduct an impartial, fair, and unbiased investigation into an alleged violation of this Policy.

M. No Contact Order means an official directive that serves as notice to an individual that the individual must not have verbal, electronic, written, or third-Party communications with another individual.

N. Other Sexual Misconduct means the following conduct:

1. **Sex-Based Harassment prohibited by Md. Code Ann., State Gov't § 20-601**⁴ means unwelcome and offensive conduct, which need not be severe or pervasive, when the conduct is based on sex, sexual orientation, or gender identity or consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature; and
 - a. Submission to the conduct is made either explicitly or implicitly a term or condition of the employment of an individual;
 - b. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or
 - c. Based on the totality of the circumstances, the conduct creates a working environment that a reasonable person would perceive to be abusive or hostile.
2. **Sexual Coercion:** The use of unreasonable pressure in an effort to compel another individual to initiate or continue sexual activity against the individual's will. A person's words or conduct are sufficient to constitute Sexual Coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Sexual Coercion includes but is not limited to intimidation, manipulation, express or implied threats of emotional or physical harm, and/or blackmail. Examples of Sexual Coercion include but are not limited to causing the deliberate Incapacitation of another person; conditioning an academic benefit or employment advantage on submission to the sexual contact; threatening to harm oneself if the other Party does not engage in sexual contact; or threatening to disclose an individual's sexual orientation, gender identity, gender expression, or other personal sensitive information if the other Party does not engage in the sexual contact.
3. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

⁴ This definition applies only to Sex-Based Harassment of employees that does not constitute Sex-Based Harassment prohibited by Title IX. *See* Md. Code Ann., State Gov't §§ 20-601 through 20-611.

4. **Sexual Intimidation:** Threatening behavior that is verbal and/or physical of a sexual nature directed at another person, such as threatening to sexually assault another person or engaging in indecent exposure.
 5. **Attempted Sexual Assault:** An attempt to commit Sexual Assault.
- O. Parental Status** means the current, potential, or past status of an individual who is, with respect to any person under the age of 18 or over the age of 18 but incapable of self-care because of a disability: (1) a biological, step, adoptive, or foster parent; (2) a legal custodian or guardian; (3) in loco parentis; or (4) actively seeking legal custody, guardianship, visitation, or adoption .
- P. Party** means either Complainant or Respondent or collectively “Parties.”
- Q. Pregnancy or Related Conditions** means the current, past, or potential presence of any of the following conditions:
1. Pregnancy, childbirth, termination of pregnancy, or lactation
 2. Recovery from pregnancy, childbirth, termination of pregnancy, or lactation
 3. Medical conditions related to pregnancy, childbirth, termination of pregnancy or lactation.
- R. Preponderance of the Evidence** means that it is more likely than not that a Policy violation has occurred.
- S. Prohibited Conduct** means conduct listed in Section IV of this Policy.
- T. Relevant** means related to the allegations of Sex Discrimination under investigation as part of these Procedures. Questions are Relevant when they seek evidence which may aid an Investigator in determining whether the alleged Sex Discrimination occurred. Evidence is Relevant when it may aid an Investigator in determining whether the alleged Sex Discrimination occurred.
- U. Remedies** means actions designed to restore or preserve the Complainant’s equal access to the College’s Education Program or Activity. Remedies are similar to Supportive Measures but may be punitive and burden the Respondent.
- V. Respondent** means an individual alleged to be the perpetrator of conduct that could constitute Sex Discrimination.
- W. Retaliation** means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because an individual has reported information, made a Complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Sex Discrimination. Retaliation includes bringing

charges against an individual for violations of other College policies that do not involve Sex Discrimination but arise out of the same facts or circumstances as a Complaint, for the purpose of interfering with any right or privilege secured by Title IX.

X. Sanctions mean disciplinary and other consequences imposed on a Respondent who is found to have violated this Policy.

Y. Sexual Assault means an offense classified as a sex offense in the uniform crime reporting system of the Federal Bureau of Investigation. Sex offenses are sexual acts directed against another person and include:

1. **Non-Consensual Sexual Penetration**— Penetration, no matter how slight, of the genital or anal opening of the body of another person with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
2. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
3. **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.⁵

Z. Sex-Based Harassment means Sex Discrimination prohibited by Title IX that satisfies one or more of the following:

1. **Quid pro quo harassment**— An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's Education Program or Activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
2. **Hostile Environment Harassment**— Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's Education Program or Activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - i. The degree to which the conduct affected the Complainant's ability to access the College's Education Program or Activity;

⁵ See Md. Code Ann., Crim. Law §§ 3-301 through 3-307.

- ii. The type, frequency, and duration of the conduct;
- iii. The Parties' ages, roles within the College's Education Program or Activity, previous interactions, and other factors about each Party that may be Relevant to evaluating the effects of the conduct;
- iv. The location of the conduct and the context in which the conduct occurred; and
- v. Other Sex-Based Harassment in the College's Education Program or Activity.

3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

AA. Sex Discrimination means exclusion from participation in or being denied the benefits of any Education Program or Activity on the basis of sex, including sex stereotypes, sex characteristics, sexual orientation, gender identity, and Pregnancy or Related Conditions. Sex-Based Harassment is a form of Sex Discrimination.

BB. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

CC. Student means a person who has gained admission to the College.

DD. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

1. Restore or preserve that Party's access to the College's Education Program or Activity, including measures that are designed to protect the safety of the Parties or the College's educational environment; or
2. Provide support during the College's grievance procedures.

Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact applied to one or more Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, training and education programs related to Sex-Based Harassment, and other similar measures.

EE. Written Determination means a written report which summarizes the allegations, the policies and procedures applicable to the allegations, all evidence reviewed, and interviews conducted, and provides the Investigator's determination as to whether the alleged Prohibited conduct occurred and any sanctions or remedies. The Written Determination memorializes the outcome of the case and is subject to appeal.

IV. Prohibited Conduct

This Policy prohibits Sex Discrimination, Other Sexual Misconduct, and Retaliation as defined in this Policy. Prohibited Conduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Prohibited Conduct can occur between people of the same or different sex, sexual orientation, or gender identity.

V. Title IX Administration

A. Title IX Coordinator

The Title IX Coordinator is responsible for monitoring the Education Program or Activity for barriers to reporting information about conduct that reasonably may constitute Sex Discrimination and take steps reasonably calculated to address such barriers. The Title IX Coordinator leads, coordinates, and oversees the College's efforts regarding compliance, training, prevention programming, and educational programs. The Title IX Coordinator is available to meet with any student, employee, or third Party to answer any questions about this Policy. The Title IX Coordinator may delegate appropriate responsibilities under this Policy to other members of the Title IX Team or any other qualified representative under the Title IX Coordinator's supervision. The use of the term "Title IX Coordinator" in this Policy and Procedures will include any person to whom the Title IX Coordinator has delegated any responsibilities under this Policy or the accompanying Procedures.

Individuals can contact the Title IX Coordinator to seek resources under this Policy at:

Title IX Coordinator: (240) 895-4105, titleix@smcm.edu, Office of Title IX

Compliance and Training, Glendening Annex Suite 190, 47645 College Drive, St. Mary's City, MD 20686. While the Title IX Coordinator has oversight over all complaints, the Deputy Title IX Coordinator serves as a valuable additional resource within the employee context to address complaints against staff, faculty, and third parties. The Deputy Title IX Coordinator can be contacted at:

Deputy Title IX Coordinator: Assistant Vice President of Human Resources, (240) 895-4309, Glendening Hall 170

B. Confidential Employees

The College has designated Counseling and Health professional staff as Confidential Employees. Contact information for Confidential Employees can be found at <https://www.smcm.edu/title-ix-office/>

Wellness Center: (240) 895-4289, wellnesscenter@smcm.edu, Ethel Chance Hall, 47665 Margaret Brent Way, St. Mary's City, Maryland 20686

C. Training

1. All Students and Employees – Preventative Education

The College will develop and implement preventative education, for all employees and students, to help identify and reduce the occurrence of Sex Discrimination. The training will contain information regarding what constitutes Sex-Based Harassment, definitions of Consent and Prohibited Conduct, the College's Procedures, bystander intervention, risk reduction, and the consequences of engaging in Sex-Based

Harassment. These educational initiatives shall be for all incoming students and new employees. The College will also develop ongoing prevention and awareness campaigns for all students and employees addressing the same information. Educational initiatives for employees shall comply with Md. Code Ann., State Pers. & Pens. § 2-203.1.

2. **Employee Training**

The College will develop and implement training for all employees regarding the College's obligation to address Sex Discrimination. All employees shall be trained upon hire, upon change of position that alters their duties under Title IX or this Policy, and annually thereafter. Training materials will not rely on sex stereotypes. The training will include: the scope of conduct that may constitute Sex Discrimination, the definition of Prohibited Conduct, and all applicable notification requirements (set forth in Section VI.B of this Policy) and responsibilities that apply to each employee's specific designation.

VI. Reporting Information to College Employees

All College employees must notify the Title IX Coordinator or provide Students or other persons with the contact information of the Title IX Coordinator under the following circumstances:

A. Pregnancy or Related Conditions – If a Student, or a person who has the legal right to act on behalf of the Student, informs any employee of the Student's Pregnancy or Related Conditions, the employee must provide that person with the Title IX Coordinator's contact information and inform them that the Title IX Coordinator can coordinate specific actions to ensure equal access and prevention of discrimination. Employees need not provide the Title IX Coordinator's contact information if the employee reasonably believes that the Title IX Coordinator has been notified.

B. Prohibited Conduct – When an employee becomes aware of information about conduct that reasonably may constitute Prohibited Conduct, they are required to take the following action based on their designation:

1. **Confidential Employees** must inform any person who communicates information about conduct that may reasonably constitute Prohibited Conduct that they are Confidential Employees, circumstances in which they are not required to notify the Title IX Coordinator about conduct that reasonably may constitute Prohibited Conduct, how to contact the Title IX Coordinator, and how to initiate a Complaint, and that the Title IX Coordinator may be able to offer and coordinate Supportive Measures as well as initiate an informal resolution process or investigation under the procedures.
2. **Employees with Authority** must notify the Title IX Coordinator when they obtain information about conduct that may reasonably constitute Prohibited Conduct.
3. **All Employees** who are not Confidential Employees or Employees with Authority shall either (1) notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute Prohibited Conduct or (2) provide

the contact information of the Title IX Coordinator and information about how to make a Complaint to any person who provides the employee with information about conduct that may reasonably constitute Prohibited Conduct.

Any person may also directly report Prohibited Conduct at any time by contacting the Title IX Coordinator or any member of the Title IX team at any time regardless of whether the reporting person is the Complainant.

VII. Parental, Family and Marital Status

The College prohibits any policy, practice, or procedure, or any employment action, concerning the current, potential, or past Parental Status, family status, or marital status of a student, employee, or applicant (for admission or employment), that treats persons differently on the basis of sex.

VIII. Pregnancy and Related Conditions

A. Nondiscrimination. The College shall not discriminate on the basis of current, past, or potential Pregnancy or Related Conditions. The College will not require any Student to provide certification that they are physically able to participate in a class, program, or activity, unless:

1. The certified level of physical ability or health is necessary for the class, program, or activity;
2. The College requires such certifications of all students participating in the class, program, or activity; and
3. The information obtained through the certification is not used as a basis for prohibited discrimination.

B. Reasonable Modifications. The College will provide reasonable modifications to policies, practices, or procedures for students experiencing Pregnancy or Related Conditions.

1. **Requesting Reasonable Modifications.** Students experiencing Pregnancy or Related Conditions are entitled to reasonable modifications to prevent Sex Discrimination and ensure equal access to the College's Education Program or Activity. Any student seeking reasonable modifications should contact the Title IX Coordinator to discuss appropriate and available reasonable modifications based on their individual needs. Students are encouraged to request reasonable modifications as promptly as possible. Not all reasonable modifications are appropriate for all contexts. Students may request reasonable modifications for Pregnancy or Related Conditions by contacting the Title IX Coordinator (see Section V.A. of this Policy.). The Title IX Coordinator may request documentation from the Student's medical provider which is necessary and Relevant to determining what reasonable modifications are appropriate for the Student's

needs. The Title IX Coordinator will initiate the interactive process, in consultation with the Student, Faculty members, and any other necessary Parties to determine reasonable modifications based on the Student's individualized needs. **Consideration of reasonable modifications.** Reasonable modifications may include but are not limited to: An accommodation that would fundamentally alter the nature of the University's Education Program or Activity is not reasonable and will not be granted under this Policy. Depending on the unique needs of the Student, reasonable modifications may include but are not limited to:

-
- Breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
 - Intermittent absences to attend medical appointments
 - Access to remote learning options
 - Changes in schedule or course sequence
 - Time extensions for coursework and rescheduling of tests and examinations
 - Allowing a student to sit or stand, or carry or keep water nearby
 - Counseling
 - Changes in physical space or supplies (for example, access to a larger desk)
 - A larger uniform or other required clothing or equipment

Students experiencing disabilities related to Pregnancy or Related Conditions may also be entitled to request reasonable accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act. Students may request additional accommodations and the Title IX Coordinator may consult with the Office of Accessibility to determine what additional resources and options are available.

2. **Leaves of Absence.** Students experiencing Pregnancy or Related Conditions may take a voluntary leave of absence for a period of time determined by the Student's medical provider, or the period of time permitted by the College's policy, whichever is greater. Upon return from a leave of absence, the student will be reinstated to the same academic status and (to the extent possible) extracurricular status that the student held when the leave began.

C. Employee Accommodations Modifications The College will provide reasonable modifications for qualified employees with known limitations related to Pregnancy or Related Conditions.

1. **Requesting Reasonable Modifications.** Employees may request modifications for Pregnancy or Related Conditions by contacting the Title IX Coordinator (see Section V.A. of this Policy). The Title IX Coordinator may request documentation from the Employee's medical provider which is necessary and Relevant to determining what modifications are appropriate for the Employee's needs. The Title IX Coordinator will initiate the interactive process, in consultation with the

Employee, Supervisor, and any other necessary Parties to determine reasonable modifications based on the Employee's individualized needs.

2. **Consideration of Reasonable Modifications.** A modification which causes an undue hardship on the part of the College is not reasonable and will not be granted under this Policy. Depending on the unique needs of the Employee, reasonable modifications may include, but are not limited to:
 - Breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
 - Allowing an employee to sit or stand, or carry or keep water nearby
3. **Employee Leave.** The College shall consider Employee Leave if there is no other reasonable modification which will enable the Employee to perform their essential job functions for the duration of a known limitation based on Pregnancy or a Related Condition. If an employee has no remaining paid leave pursuant to the College's employee leave Policy on Annual, Holiday, Personal, and Sick Leave, the College will consider unpaid leave as a possible accommodation, in consideration of the unique needs and circumstances of the employee.

D. Lactation Space. The College provides a lactation space for all members of the campus community and visitors which may be used for expressing milk or breastfeeding as needed. Designated lactation spaces may be found in the Health Center, Montgomery Hall, Room 154 and Nancy R. and Norton T. Dodge Performing Arts Center, Room 113.

IX. Supportive and Interim Measures

Reports of conduct in violation of this policy may require immediate protective measures to protect the safety and well-being of the Parties and/or the College community pending the outcome of the investigative and adjudicative processes. Any Party may request that the College implement Supportive Measures at any time during the investigation and adjudicatory process, as necessary. Supportive Measures include but are not limited to:

A. For students: No Contact Orders, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, other similar measures.

B. For employees: No Contact Orders, Employee Assistance Program, temporary reassignment, other work locations, changing work shifts.

The College may also institute Interim Measures prior to the adjudication of any Complaint as necessary. Interim Measures may include the following:

C. Emergency Removal

An emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which might arise out of Prohibited Conduct. The College may remove a Respondent on an emergency basis from the College's Education Program or Activity when the College:

1. Undertakes an individualized safety and risk analysis;
2. Determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of Sex Discrimination justifies removal; and
3. Provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

The College will not remove a Respondent from the College based solely on an accusation. The Respondent will be offered an opportunity to meet with the Title IX Coordinator to review the reliability of the information within five (5) days from the effective date of the emergency removal. However, there is no guarantee that the Student Respondent will be permitted to return to campus.

D. Administrative Leave - Employee Respondents

The College in consultation with the Title IX Team, Public Safety, and any other necessary campus department may take interim measures for employee Respondents such as changing an employee's work responsibilities or work location or placing the Respondent on administrative leave during the resolution process. Such action may be appropriate when there is a legitimate concern that without interim measures: 1) the employee will engage in Prohibited Conduct while the investigation is ongoing, or 2) the employee would be unduly disruptive to College members or the College's Education Programs or Activities.

X. Reporting to Law Enforcement

Prohibited Conduct, particularly Sexual Assault, may be a crime. Individuals who are experiencing an emergency should call 911 immediately. The Title IX Team will assist Complainants who wish to report Prohibited Conduct to law enforcement authorities. To make a report directly to law enforcement, contact the following police department(s): St. Mary's County Sheriff's Office. For emergencies: 911. For concerning situations: (301) 475-4200 x1900. St. Mary's County Sheriff's Office may have access to the law enforcement resources upon request and as appropriate. Members of the Title IX team can assist Complainants in reporting to law enforcement, seeking medical care, and obtaining confidential or other resources.

Because the standards for a violation of criminal law are different from the standards for a violation of this Policy, criminal investigations and proceedings are not determinative of whether a violation of this Policy has occurred. In other words, conduct may violate this Policy even if law enforcement agencies or local prosecutors decline to prosecute. Complaints of Prohibited Conduct and related internal College processes may occur prior to, concurrent with, or following criminal proceedings off campus.

SMCM Public Safety are Employees with Authority under this Policy and are required to notify the Title I. SMCM Public Safety may be contacted at: (240) 895-4911 or x4911 from any campus phone

- A. **Preservation of Evidence.** In addition to prompt reporting, the preservation of physical and other evidence may be important to prove criminal conduct or to obtain a civil or criminal order of protection. Complainants should contact law enforcement and/or medical personnel, as needed and as soon as possible following the incident to receive guidance on the preservation of evidence needed for proof of Sexual Assaults and the apprehension and prosecution of assailants. For instances of Sexual

Assault, the nearest hospitals equipped with the Maryland Department of State Police Sexual Assault Evidence Collection Kit are:

St. Mary's Hospital
(301) 475-8981
Provides Sexual Assault Forensic Exams

Calvert Memorial Hospital
(410) 535-4000
Provides Sexual Assault Forensic Exams

B. Co-Occurring Criminal Proceeding. Proceeding under these Policy and Procedures is independent of any criminal investigation or proceeding. Reporting to law enforcement does not preclude a person from proceeding with a report or Formal Complaint of Prohibited Conduct under this Policy. The College is required to conduct an investigation in a timely manner, which means, in most cases, the College will not wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing Supportive Measures, and taking appropriate action. However, at the request of law enforcement, the Title IX Coordinator may defer its fact-gathering until the initial stages of a criminal investigation are complete. If such a request is made by law enforcement, the applicable police department will submit the request in writing and the Complainant will be notified. In addition, when possible, in cases where there is a co-occurring criminal investigation by law enforcement or the local prosecutor's office, the Title IX Team will work collaboratively and supportively with each respective agency within the parameters outlined above. The Title IX Team will communicate any necessary delays in the College's investigative process to both Parties in the event of a deferral.

C. Counseling and Mental Health Services. The College offers counseling and mental health services at:

Ethel Chance Hall
47665 Margaret Brent Way
St. Mary's City, Maryland 20686
(240) 895-4289 wellnesscenter@smcm.edu
Provides counseling and medical treatment
Monday through Friday, 8:00 a.m. – 5:00 p.m.

D. Individuals who experience a sexual assault or other sexual violence can also seek services at:

The Southern Maryland Center for Family Advocacy
<https://www.smcfanet/rape-crisis-center>
(240) 925-0084

XI. Off-Campus Confidential Resources (Counseling and Advocacy)

Maryland Coalition Against Sexual Assault (MCASA):

(410) 974-4507

The Maryland Coalition Against Sexual Assault can provide resources for survivors as well as legal services through the Sexual Assault Legal Institute (SALI). MCASA is under no obligation to notify the College when providing services to students.

www.mcasa.org

The Southern Maryland Center for Family Advocacy:

(301) 373-4141

The Southern Maryland Center for Family Advocacy can provide advocacy, resources, referral, and legal assistance to victims of relationship violence. The Center is under no obligation to notify the College when providing services to students.

www.smcfa.net

Rape, Abuse and Incest National Network (RAINN):

(800) 656-4673

A confidential, anonymous national sexual assault hotline. www.rainn.org

ProtoCall:

A toll-free crisis hotline and available 24/7 by licensed professionals. Dial 240-895-4200 or 855-826-1869 for immediate support, crisis intervention, and/or stabilization.

XII. Amnesty

The College encourages the reporting of prohibited conduct under this Policy. It is in the best interest of this community that as many Complainants as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, an individual who reports Sex-Based Harassment, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the College for violation of the College's policy for one's own personal consumption of alcohol or drugs (except for a mandatory intervention for substance abuse), if the College determines that:

- the violation occurred during or near the time of the alleged Sex-Based Harassment,
- the individual made the report of Sex-Based Harassment or is participating in an investigation as a witness, in good faith, and
- the violation was not an act that was reasonably likely to place the health and safety of another individual at risk.

The College may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

XIII. Rights of the Parties

The College will ensure Procedures which provide the Parties with a fair, prompt, equitable and impartial investigation and resolution of the complaint, including the following rights:

- A.** Treatment with dignity, respect, and sensitivity by College officials during all phases of the disciplinary proceedings;
- B.** A fair and impartial investigation;
- C.** Disciplinary proceedings and resolutions that are prompt and equitable and provide an opportunity for the parties to be heard;
- D.** Timely written notice of:
 - 1. The reported violation, including the date, time, and location of the alleged violation, and the range of potential sanctions associated with the alleged violation;
 - 2. The party's rights and responsibilities under the College's policies and procedures and information regarding other civil and criminal options;
 - 3. The date, time, and location of each hearing, meeting, or interview that the party is required or permitted to attend;
 - 4. A final determination made by the adjudicating official or body regarding whether a policy violation occurred and the basis for the determination;
 - 5. Any sanction imposed, as permitted by law; and
 - 6. The party's rights to appeal and a description of the appeal process;
- E.** Participation in the disciplinary proceedings, including:
 - 1. Access to the case file and evidence regarding the incident obtained by the College during the investigation or considered by the adjudicating official or body, with personally identifiable or other information redacted as required by applicable law;
 - 2. Offering testimony at a hearing;
 - 3. Submitting evidence, witness lists, and suggested specific questions to be posed to the other party involved in the disciplinary proceedings by investigators or the adjudicating official or body;
 - 4. Providing and reviewing testimony electronically or in a way in which the parties are not required to be in the physical presence of one another;
 - 5. Reviewing and providing written responses to reports and proposed findings; and
 - 6. Appealing a determination or sanction;
- F.** Assistance by an advisor or licensed attorney throughout the disciplinary proceedings:
 - 1. Attendance at hearings, meetings, and interviews with the party;

2. Private consultations with the party during hearings, meetings, and interviews, except during questioning of the party at a hearing; and
 3. Assistance with the party's exercise of any right during the disciplinary proceedings;
- G.** Notwithstanding whether a student accesses an attorney paid for by the Maryland Higher Education Commission (MHEC), the presence of no more than two people, including a personal supporter of the party's choice, an attorney, or an advisor, at any hearing, meeting, or interview during the disciplinary proceedings;
- H.** Notice to a student party, presented in an appropriate and sensitive format, before the start of the disciplinary proceedings, of:
1. The student's right to the assistance of an attorney or an advisor;
 2. The legal service organizations and referral services available to the student; and
 3. The student's right to have a personal supporter of the student's choice at any hearing, meeting, or interview during the disciplinary proceedings;
- I.** Access to an attorney paid for by MHEC for a current or former student who makes a Complaint or responds to a Complaint on which a Title IX investigation is initiated, and who was enrolled as a student at the College at the time of the incident that is the basis of the Complaint, unless the student knowingly and voluntarily chooses not to have counsel, in accordance with COMAR 13B.09.01:
1. A student may select and retain an attorney before the conclusion of the formal Title IX proceedings;
 2. A student may obtain from MHEC, through MHEC's website, a list of licensed attorneys who have indicated that they will represent such students in Title IX proceedings on a pro bono basis or for reduced legal fees; and
 3. A student's attorney may seek reimbursement of certain legal costs and fees from MHEC's Legal Representation Fund for Title IX proceedings, subject to the availability of funding.

XIV. Recordkeeping

The College will maintain for a minimum of seven (7) years, records of the following:

- A. Each Complaint of Sex Discrimination, records documenting the informal resolution process or grievance procedure, and the resulting outcome.
- B. For each notification the Title IX Coordinator or designee receives of information about conduct that reasonably may constitute Sex Discrimination, records documenting any action taken.
- C. All materials used for Title IX training of students or employees.

XV. Campus Sexual Assault Climate Survey

At least every two (2) years, the College will (1) develop an appropriate Sexual Assault campus climate survey using nationally recognized best practices for research and climate surveys; and (2) administer the Sexual Assault campus climate survey to students in accordance with the procedures set by MHEC. The College will submit to MHEC a report in accordance with the requirements set forth in Md. Code Ann., Educ. § 11-601(g).

XVI. Clery Act Compliance

The College remains responsible for complying with the requirements of the Crime Awareness and Campus Security Act of 1990 (Clery Act) and its amendments. The College must comply with Clery Act requirements, including crime recording and reporting requirements, where compliance is not otherwise achieved by actions under this Policy.

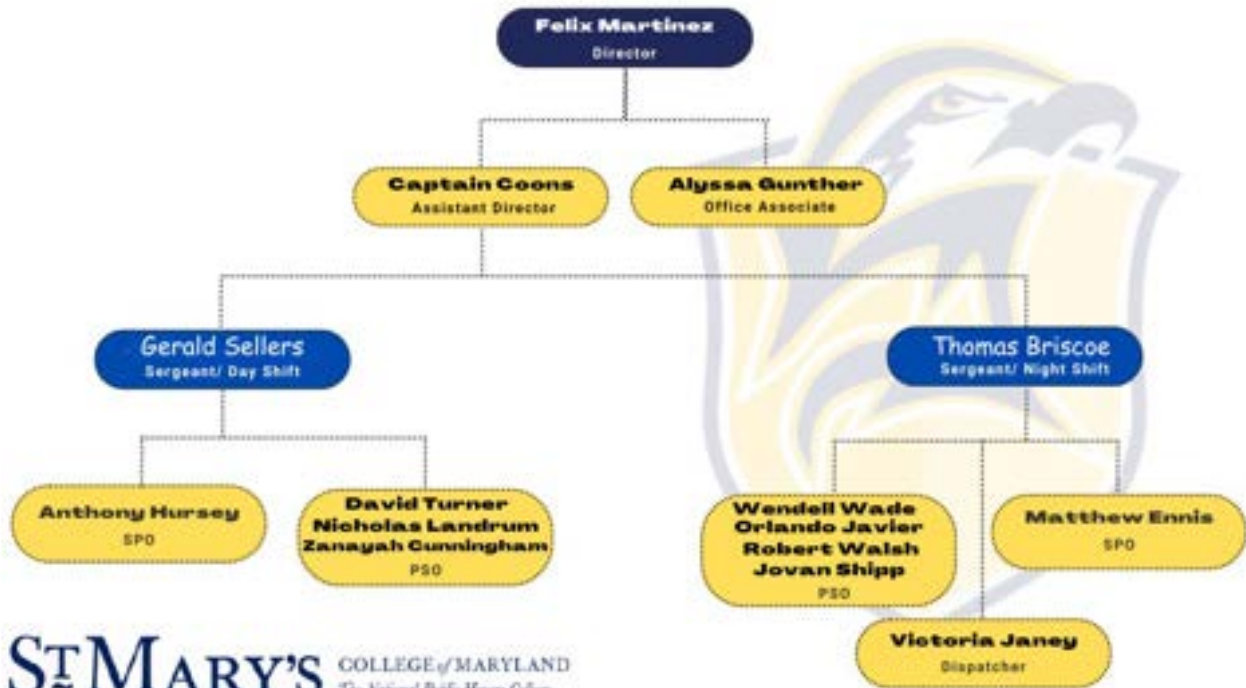
If a report of Prohibited Conduct discloses a serious and ongoing threat to the campus community, Public Safety may issue a timely warning of the conduct in compliance with the Clery Act in the interest of the health and safety of the campus community. This notice will not contain any personally identifying information related to the Parties.

XVII. Conflicts with other Policies

To the extent that this Policy conflicts with any other College policy, procedure, handbook, faculty or employee bylaw, agreement, or process, this Policy shall prevail

Addendum #2

OFFICE OF PUBLIC SAFETY



Addendum #3

Addendum #4

Policy Title: Freedom of Expression and Peaceful Assembly (*DRAFT*)

Policy Statement: St. Mary's College of Maryland (SMCM) strongly values free speech and is committed to freedom of expression and the right to assemble for the purpose of expressing differing opinions.

Responsible College Administrators: VPSA and VPAA

Effective Date:

Date of Last review/Update: N/A

Responsible College Office: Student Affairs

Academic freedom is grounded in a commitment to freedom of speech. A public college like ours must be absolutely committed to protecting freedom of speech, both for constitutional and academic reasons. Freedom of speech is, of course, guaranteed by the Constitution and includes, unambiguously, protection for speech that some find offensive, uncivil or even hateful. Diversity of opinion or perspective is one of the greatest strengths of our public honors college; but it also means that members of our community may sometimes hear ideas they strongly disagree with and find deeply offensive.

St. Mary's College of Maryland has a rich history as an academic institution that promotes a lifelong quest for learning. This is a place where people are engaged in an ongoing dialogue that values differences and the unique contributions of others' talents, backgrounds, customs and worldviews. As such, the College commits to the privilege of any recognized College organization, unit or group to sponsor an external speaker on campus to enrich the educational process through civil discourse, discussion and debate. Invitation and/or sponsorship of a speaker, however, does not imply the College's agreement with endorsement of or support for the ideologies presented nor does it preclude opposing perspectives from discussion.

Definitions

1. "Demonstration" - A person or assembly of persons engaged in a rally, march, sit-in, fast or other public manifestation of welcome, approval, protest or disapproval but does not include social or athletic exhibitions or events.
2. "Encampment" - A temporary or semi-permanent settlement consisting of tents, shelters, or other structures.
3. "Non-College affiliated speaker" also referred to as "External Speaker" – an invited *speaker* is a person or group invited by, or on behalf of, recognized College groups or organizations or by College academic or administrative units and their administrators, to give a speech, lecture, musical or artistic performance or other live presentation at a College facility. The guidelines *do not apply* to speakers invited by faculty or College employees who engage external speakers *for classroom presentations* in credit- or non-credit-bearing College courses.
4. "'Registered student organization" - A student organization properly registered with the Office of Student Life pursuant to rules set forth by the Student Government Association.
5. "College department/unit/office" - Any officially recognized section of the College's organizational structure.
6. "Sound amplification equipment" - Any device used to amplify sound.
7. [Student Rights](#) regarding freedom of expression are enumerated with the Student Handbook primarily under sections labeled as "Basic Rights & Responsibilities."

I. Demonstrations

Demonstrators entering campus buildings to conduct orderly and peaceful demonstrations may not enter or occupy rooms or offices; obstruct entry, exit or restrict the free movement of persons; block hallways, doorways, stairs or doors of college facilities; materially interrupt or

interfere with College business functions or remain in buildings after the close of regular hours of operation.

Types of Demonstrations

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrators should not be obstructed or provoked, and efforts should be made to conduct College business as normally as possible.

Non-Violent, Disruptive Demonstrations

If a demonstration blocks access to College facilities or interferes with the operations of the College, the Office of Public Safety will respond to the area and request that the demonstrators move or desist.

If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action or possible intervention by the St. Mary's County Sheriff's Office. Except in extreme emergencies, the President will be consulted before such actions are taken.

Violent, Disruptive Demonstrations

If a violent demonstration in which injury to persons or property occurs or appears imminent, report it immediately to the Office of Public Safety at x4911 and take the following actions:

- Alert all persons in the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department/office may decide to cease work operations until the disturbance is quieted or dispersed.
- If it later becomes necessary to evacuate your building, follow directions from the Office of Public Safety and/or the sheriff's.

A student demonstration will not be disrupted unless one or more of the following conditions exist because of the demonstration:

- Interference with normal operations of the College
- Prevention of access to office, building, or other College facilities
- Threat of physical harm to persons or damage to College facilities

II. **Encampment**

Encampments on the grounds of St. Mary's College of Maryland are permitted only by students, staff and faculty seeking to establish encampments on the grounds of St. Mary's College of Maryland in designated areas and require prior approval from the SMCM administration. All encampments must adhere to the guidelines and procedures outlined in this policy to ensure the safety, security and environmental sustainability of the campus.

1. Application Process

- All encampments must be approved in advance. An application must be submitted to the Office of Public Safety via email to Publicsafety@smcm.edu, at least 7 days prior to the proposed encampment date.
- The application must include:
 - Purpose of the encampment
 - Dates and duration of the encampment
 - Estimated number of participants
 - Location preference within the designated permitted areas
 - Responsible party's contact information
 - Plans for waste disposal, water supply and safety measures

2. Approval Process

- The Office of Public Safety will review the application and consult with relevant campus departments (e.g., Student Affairs, Environmental Services) before granting approval.
- Approval will be based on factors such as the impact on campus operations, safety and security considerations and environmental impact.
- The responsible party will be notified of the decision within 10 business days of application submission.

3. Permitted Areas

- Encampments are only allowed in designated areas as specified by the college administration. These areas will be chosen based on minimal disruption to campus activities and environmental sensitivity.
- Maps of permitted areas will be provided upon approval of the encampment application.

4. Safety and Security

- The responsible party must ensure the encampment is secure and that all participants adhere to SMCM policies and local laws.
- A safety plan must be submitted, including emergency contact information and procedures for dealing with medical and/or security incidents.
- Open flames and cooking are prohibited unless specifically authorized by the Office of Public Safety.

5. Environmental Considerations

- Encampments must minimize environmental impact. Participants are responsible for maintaining cleanliness and disposing of waste properly.
- No permanent alterations to the landscape are allowed.
- The use of eco-friendly materials and practices is encouraged.

6. Duration and Disbandment

- Encampments are generally limited to a duration of no more than 3 days unless otherwise approved.
- The responsible party must ensure the area is completely cleared and restored to its original condition by the end of the approved encampment period.

III. Designated Public Forum

The College has designated the following area as a public forum for third party free speech

The Campus Center Patio
 47600 Mill Field Dr
 St. Mary's City, MD 20686

Freedom of speech and expression are at the core of academia. The open exchange of ideas intrinsically involves the free expression of viewpoints other than those of the external speaker. The College welcomes dissenting ideas within all public forums of learning. However, the expression of dissenting ideas must not prevent or interfere with the right of others to consume the ideas of the invited speaker or those offering dissenting views. The College, therefore, reserves the right to constrain the time and place of those espousing dissenting ideas, as necessary, to facilitate an open exchange.

1. No electronic amplification of sound is permitted in the academic areas, which includes the Campus Center Patio, due to the proximity of academic buildings in which classes are held. The risk of interfering with classroom instruction is too great to allow for the use of electronic amplification methods. Therefore, the use of electronically amplified sound is not permitted outside academic areas on class days from the time classes begin in the morning through the time that classes end in the evening.
2. In implementing this policy, the College weighs competing obligations and responsibilities:
 1. to meet its legal obligations as a public entity to provide a designated public forum for free speech by third parties;
 2. to meet audit and control responsibilities in managing Maryland state property under college jurisdiction;
 3. to provide for the orderly and safe operation of the campus;
 4. to responsibly manage and allocate College resources in pursuit of its educational mission.
3. The College has determined specific time periods, Blackout Periods when the use of its campus or facilities, including outdoor spaces, are reserved exclusively for college-related activities. During these periods, no third party shall be permitted to reserve or use the designated public forum for free speech purposes:
 1. during our student orientation days and opening weekends for the summer, fall and spring semesters;
 2. during reading and examination periods as set forth in the then-current academic calendar;

3. during graduation-related activities and events including winter and spring commencement days;
4. during major campus-wide celebrations and events such as Hawktoberfest and Convocation.
4. The College reserves the right to terminate any use of the designated public forum in the event either the speaker or member(s) of an audience engage in conduct that violates the orderly operations of the Campus for the safety of the entire Campus Community.
5. To function safely and securely, the College reserves the right to deny, cancel or postpone a reservation, or immediately terminate any ongoing activity that represents a violation of the time, place and manner provisions this policy may outline.

VI. Invited External Speakers and Events

To adequately plan outreach, logistics and other details to maximize a healthy exchange of views in a safe and supportive environment, the College requires advance notice of external speakers. To that end, the following guidelines are designed to (1) enable adequate institutional preparation for events that involve external speakers and (2) ensure the College anticipates and plans for any risks involved, including responsibilities under the law, public safety, and alignment with College policies.

1. Non-College affiliated speakers must be sponsored by a College department or by a registered student organization.
2. Prior to officially inviting an external speaker to campus, the sponsoring College organization, unit, or group must submit its intent through the online [External Speaker Intent Form](#) at least 45 days before the desired date of the event. The form must be submitted to either the Office of the Vice President for Academic Affairs (required for invitations for faculty and staff) or to the Office of the Vice President for Student Affairs (for invitations made by students). The Office of Vice President for Academic Affairs and/or the Office of the Vice President for Student Affairs reserves the right to request additional information to thoroughly assess potential risk to the campus, community safety, and alignment with the College's mission and core values. In all instances, those sponsoring a speaker(s) are responsible for making the necessary provisions to maintain the peaceful demeanor of the assembly, including the arrangements for marshals or other self-governing services in cooperation with the assigned College security personnel.
3. The External Speaker Intent Form will then be forwarded by the Office of the Vice President for Academic Affairs or the Office of the Vice President for Student Affairs to the Office of the Vice President for Institutional Advancement for review to ensure timely scheduling of facilities and adequate institutional preparation for the event.
4. These events may be ticketed events and first priority for these tickets will go SMCM students, followed by SMCM faculty and staff.
5. The College will neither permit nor condone unlawful action. Civil disobedience as a means to produce change is always a matter of individual conscience and consequence.
6. Signs attached to rigid supports or framework are prohibited inside campus buildings.
7. During the course of the event in which he or she participates, no speaker shall:
 - a. Act in violation of the law

- b. Incite hatred or violence
- c. Discriminate against or harass any person or group on the grounds of their sex, gender identity, race, nationality or state of origin, ethnicity, disability, religion and belief, sexual orientation, socioeconomic status, or age.

V. Use of College Facilities for Free Speech by Third Parties

1. The College reserves the right to determine the time, place and manner of assembly or presentation in order to protect against probable disruption to the continuity and quality of the educational process both in and out of class. The College also reserves the right to protect the community when there is a reasonable and articulable risk to the safety of individuals and property.
2. The College recognizes an obligation to provide a free speech area of the campus for use by third parties (not part of or sponsored by the College or a registered student organization). This policy applies to third parties and does not apply to the College's students, speakers officially sponsored by registered student groups, faculty or staff. The rights of students, faculty and staff regarding free speech are included in the Employee and Student Handbook.
3. As a public entity partially funded by Maryland State tax dollars, the College will provide a designated public forum to third parties for the exercise of all protected speech, barring reasonable time, place and manner restrictions. Any use that may create a reasonable time or space issue must go through the reservation system. Reservations for the designated forum will be addressed on a first-come, first-served basis. Spontaneous gatherings are exempt from reserving the space but are still regulated by guidelines.
4. Third parties planning to use the space designated a public forum for third party free speech must complete a **Designated Public Forum Application** and file the application with the Office of Student Life three (3) business days before the date when the applicant wants to use the designated public forum space. Completed applications should be sent or hand delivered to:

Office of Student Life
Campus Center
St. Mary's College of Maryland
47600 Mill Field Dr
St. Mary's City, MD 20686

Applications must be received 7 business days in advance of event. Applications received after 3 pm shall be considered as having been received on the morning of the next business day. The applicant assumes responsibility for proper and timely completion and delivery of an application to the Office of Student Life. The College shall review the application and respond to the applicant no later than the close of business on the third business day prior to the date the applicant wants to use the designated public forum.

1. If the application is completed fully and signed by the applicant, and the date and time are available for use, the College shall inform the applicant of its approval to use the designated forum on the date and time so requested.

2. If the application is not complete and/or it is not signed, the College shall return the application to the applicant for completion. The three (3) business days' time period will begin running again once the completed and signed application is received by the Office of Student Life.
3. If space is already reserved to its capacity for the date and time requested, or if the date and time requested is during a "blackout period" as defined above, the College shall inform the applicant of the same and offer the applicant the next available date and time for the use of the space
4. The College shall not:
 1. inquire as to the nature or content of the free speech;
 2. charge the applicant an application fee to reserve the designated public forum;
 3. charge the applicant/third party for the use of the space;
 4. impose insurance requirements on the applicant/third party; or
 5. charge the applicant for any additional costs to the College that the College may incur due to the use of the space by the applicant/third party, such as security.
5. The applicant/third party shall:
 1. Be responsible for any costs for parking on the campus;
 2. Be responsible for picking up from the designated public forum any brochures, pamphlets, leaflets or other handouts or goods that the third-party speaker brings to the campus to disseminate during his/her speech, and properly disposing of the same in public recycling or trash receptacles or taking them with him/her; or pay for reasonable costs to the College for clean-up, and;
 3. Not use a megaphone or electronic equipment for the amplification of sound.
6. As noted, SMCM has a responsibility to both honor Freedom of Expression, and also protect against those that may restrict such expression in a limited public forum.

Disruption of an event or speaker through actions such as interfering with ingress or egress from College facilities, heckling or shouting down a speaker, damaging property, etc. is not allowed. In the event of such activities, the violator will be asked to leave the event. If they do not leave, they will be escorted from the event.



BOARD OF TRUSTEES
STUDENT TRUSTEE REPORT
OCTOBER 11, 2024

About a month into school, spirits are high as students carry the excitement from the summer to new classes, new friends, and to help make this campus feel alive again. New clubs and events continue to bring students out of dorms and study rooms to meet people and see all of what this college has to offer. After a successful election cycle, SGA now has most seats filled, and I will keep you posted on their accomplishments as they ease into their new roles; the positive attitude and desire to make this campus a better place have me very excited. New clubs include the Feminists United for Sexual Equality Club (FUSE), Volleyball Club, and Math Club. Public Safety has already planned to play a flag football game with students to continue to foster the relationship required to fully “safeguard excellence” at this college. I could continue for hours, but St. Mary’s has always been a special place and continues to live up to the title of The National Public Honors College.

Physical Plant

The relationship between students and the Physical Plant is essential to the well-being of students and the campus itself. By offering an early warning system for damages and issues around campus, the college can respond quickly before issues compound. However, this vital information pipeline has not worked effectively for as long as I have been a student, and students struggle to convey issues to the Physical Plant and have those issues fixed promptly. This diminishes students' voices and continues to fuel the belief that student voices aren't heard. The main issue for students is the confusing and long process of being left without answers for weeks and having tickets closed out of nowhere, all while seeing no change as to why the tickets were created. Some of these tickets will be a lower priority, which is understood. However, higher-end problems still exist, such as locks not working, holes in ceilings, broken faucets leaking water constantly, etc.

One reason for this delay in processing and dealing with broken orders is that all reports must be funneled through the area's RA. While this seems like a good idea to ensure that no false reports are entered, the whole process is unnecessarily complicated and confusing. Not every student knows their RA and must track them down; if they do it when they aren't on duty, it's often that RA's will wait until they are on shift. When they report it, they may not remember pieces that would help further explain the issue; if Physical Plant doesn't respond or address the issue correctly, the students are left in the dark or must restart this whole process completely. Some RAs have said that the Physical Plant has waited a week and systematically closed issues without commenting or addressing them. When RA's advised students to call Physical Plant, they would be intimidated, with students telling me they would be asked “how they got this number” and “to tell the name of the RA that did this.” However, students feel this is the only way to get

important issues addressed. By addressing this barrier between Physical Plant and students, we can help a lot of students and get issues fixed quickly and completely. If we look at other similar offices like IT, we have a system in place that allows students to put in their tickets and see progress. In contrast, the scope of the two offices is very different; but it shows how other departments at this school that receive plenty of student reports/tickets operate.

Athletics

For those who have watched or been to a St Mary's athletic game recently, you'll know it's a pretty good time to be a Seahawk fan. At the end of last year, we ranked 98th out of all Division III colleges, the highest in this college's history. In our conference, we also won substantial praise for academic excellence among athletes, coming in second place. Staying in our division, this is the second year in a row we won the President's Cup and captured the award for Top Women's and Men's Athletic Program. These are amazing accomplishments and show how dedicated the student-athlete population at our school is to athletics and academics. This drive to be better and to compete at the highest level has been infectious throughout the campus. Whether it's in the classroom, at club events, athletic meetings, etc., creating a culture of excellence and supportiveness. This culture allows us to compete further with other colleges, as the environment will tend to be what drives students to go to one college or another. Continuing this trend, we'll see the Seahawk logo start to mean more to potential students, rival colleges, and even fans watching.

However, even with this success, we are seeing a downtick in new student-athletes and new athletic recruits; this can translate to bringing in fewer high-caliber student-athletes. To attempt to rationalize this, I've pulled out a couple of different colleges that ranked above St Mary's in the Division III list. John Hopkins at 1st, Salisbury at 35th, Catholic at 47th, Mary Washington at 69th, Randolph-Macon at 73rd, and Dickinson at 85th all rank above us, but due to a couple of initiatives, each college started long ago.

These initiatives focus on athletic trainers, the time that these strength and conditioning programs have been in place, and the facilities available for athletes. All the colleges previously listed, except Randolph-Macon, have independent varsity facilities and strength and conditioning programs. In addition, they are supplemented by athletic trainers -- Hopkins with five athletic trainers, Salisbury with four, Catholic with three, Mary Wash with one, Randolph-Macon with six, and Dickinson with one, in comparison to our soon-to-be three. For the colleges with less, it's important to say they have independent varsity facilities.

The point of these statistics is to tap into why we may be seeing a decline in admitted athletes. When students come to visit or do overnights, we can very easily win over undecided students with academics and the spirit of St Mary's that every student embodies; however, we can't compete as much with potential students who come to play sports first.

With this in mind, we are still making huge strides as you'll know, St. Mary's expanded its strength and conditioning to all varsity sports, and as a member of one of the teams that is included, I can tell you how much of a game changer it is. By expanding and continuing the use

of athletic trainers, we can keep our athletes out on the field longer and keep them healthier.

As any coach would say, injury prevention and safety are half the battle. While St Mary's continues to raise the bar for other Division III schools with how rapid our rise has been, to continue bringing athletic talent to this college, and to keep our athletes healthy, it's important to not fall too far behind.

Moving Forward

This year, I plan to continue highlighting student leaders throughout this campus to continue the flow of information from the student body to the Board. I hope that initiatives like the trustee student luncheon continue to allow students to get facetime with college leaders and continue to improve the conduit of information between the Board and students. I look forward to my continued work with the Board and am excited to be able to convey a little bit of student life.

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

ACTION ITEM 2425-02

APPROVAL OF THE FREEDOM OF EXPRESSION POLICY

RECOMMENDATION

The Campus Life Committee recommends that the Board of Trustees approve the Freedom of Expression Policy.

RATIONALE

The College has an obligation to protect the freedom to speak rights of the campus community. No member shall prevent such expression, which is protected under the constitutions of the United States and the State of Maryland. Diversity of opinion or perspective is one of the greatest strengths of a public honors college.

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

ACTION ITEM 2425-03

APPROVAL OF THE UPDATED TITLE IX POLICY

RECOMMENDATION

The Campus Life Committee recommends that the Board of Trustees approve the interim Title IX Policy.

RATIONALE

The 2024 Title IX Final Rule policy has been updated in compliance with federal and state laws. The College is committed to providing an educational, living and working environment free from Sexual Harassment. Under the new rule sexual harassment extends to other forms of sex-based harassment (quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking.) Also, Sexual assault offenses now include non-consensual sexual penetration, fondling, incest and statutory rape. The College prohibits and will not tolerate Sex Discrimination in any form.

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

ACTION ITEM 2425-06

**ENDORSEMENT OF THE 2024 PERFORMANCE
ACCOUNTABILITY REPORT**

RECOMMENDATION

The Campus Life Committee recommends that the Board of Trustees approve the 2024 Performance Accountability Report for submission to the Maryland Higher Education Commission.

RATIONALE

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives, including academics, enrollment, retention and graduation rates, financial aid, and student outcomes. The report provides data on specific metrics, as well as narrative describing strengths and challenges. Maryland law requires institutions to submit their PAR to the Maryland Higher Education Commission for review, and final submission to the Governor and General Assembly.



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

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: September 16, 2024

Date of Next Meeting: TBD

Committee Chair: Donny Bryan '73

Committee Vice Chair: Talib Horne

Committee Members: Board Chair John Bell '95, Lex Birney, Hudson Christensen '25, Peg Duchesne '77, President Tuajuanda Jordan, Danielle Troyan '92

Staff Member: Amir Mohammadi

Dashboard Metrics

None.

Discussion Items

FY26-FY30 State Capital Budget Request

The College's proposed FY26-FY30 state capital budget request included funding for the design and renovation of Montgomery Hall, various campus infrastructure improvements, and for the design and renovations necessary to address critical building improvements within Calvert Hall.

Campus Master Plan

The College is engaged in an internal, preliminary, master planning phase as a prelude to hiring a consulting firm for the development of the next master plan. The focus of this preliminary phase is to involve the campus community, build upon previous planning goals and objectives, and to identify new initiatives and building projects. This effort will culminate with a preliminary conceptual plan in Winter 2024. We anticipate hiring a consulting firm in Spring 2025 and anticipate completion of the FY26 – FY36 Campus Master Plan by Fall 2025.

Information Technology Report

The Anthology student system is expected to go-live on October 8, 2024. The student system will be integrated with the finance and HR/payroll system upon its launch. The services of a project manager to support the subject matter experts have been acquired to assist staff with the implementation. The Jenzabar system will transition into "read only" mode at 5:00 p.m. on October 2, 2024. This will provide the Anthology Student Implementation Team adequate time to transition the data that has accrued in the Jenzabar system since the last update in early June 2024.

Information Items

Marine Science

The contract with Composite Yacht to construct the 46-foot vessel was signed on September 3,

2024, at a final cost of \$1.393M. The design consultation phase is finished, and the construction of the vessel is expected to take approximately two years with delivery by August 31, 2026. Official census data from Fall 2024 shows that the number of declared first-year marine science majors is 57. The out-year estimates assume 59 first-year students and nine transfer students each year, with 80% retention for the first two years, 90% for the third year, and 90% of seniors graduating on time.

College Managed Capital Projects

Maryland Heritage Interpretive Center: General contractors W.M. Davis, Inc. was awarded the contract for this project, which was expected to be completed in time for Maryland Day, March 31, 2024, followed by completion of the exhibit installation by July 2024. The project was delayed due to changes made to the wooden beam and structural design, making the new completion date October 14, 2024. However, at this time, it is apparent that the project will not be finished by the promised completion date due to several concern, which are being addressed.

Montgomery Hall Renovation: The College anticipates receiving approval from the Department of Budget and Management in October 2024, after which the design phase with Hord Coplan Macht Architects shall begin. Project completion is expected to occur in Summer 2027. The College requested an amendment to the capital budget to allow the Green Building Premium goal to be changed from a LEED Silver to a Net Zero Energy Building, which will cut carbon, invest in clean energy technology, reduce energy consumption, and build a more sustainable future.

Mattapan Road Improvements: The fire hydrants have been relocated and SMECO has buried the electrical service from Route 5 to East Fisher Road. The project will move forward pending the relocation of two utility poles by Verizon. The St. Mary's County Department of Public Works will hold a road renovation pre-construction meeting this fall. It is anticipated that construction will begin in Summer 2025.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
SEPTEMBER 16, 2024
DISCUSSION ITEM I.A.
FY26-FY30 STATE CAPITAL BUDGET REQUEST**

The College's proposed FY26-FY30 state capital budget request included funding for the design and renovation of Montgomery Hall, various campus infrastructure improvements, and for the design and renovations necessary to address critical building improvements within Calvert Hall.

In support of the College's strategic plan, *The Rising Tide*, the capital budget request identified essential investments in campus infrastructure that are necessary for the College to remain competitive in the national landscape of higher education and to bolster our ability to empower all students to achieve success. These improvements support our efforts to create an innovative, distinctive, and competitive academic identity.

Capital Improvement Program (CIP) Request Details

Montgomery Hall Renovation (Priority 1)

This project remains core to strategic planning efforts, as identified in the *Campus Master Plan 2012-2027*, to provide adequate facilities for academic programs. The extensive renovation of this 45-year-old building will improve energy efficiency, update code compliance, and address programmatic space deficiencies. The governor's CIP provided \$2.59M for design support in FY24.

The College requested \$1.23M in FY26 and \$2.51M in FY27 to finalize the design efforts. The enacted \$41.25M did not address academic program space deficiencies, new programs, and shared-use spaces that support all departments on campus. The College hired Hord Coplan Macht Architects to assist in the visioning and programming of the project and to complete the Program Part II (PP II). Following submission of the PP II, the College requested an additional \$16.25M to supplement the previously enacted budget of \$41M. The PP II was submitted to the Department of Budget and Management on March 1, 2024, with an updated cost estimate worksheet reflecting a total project cost of \$57.5M.

In support of the Moore-Miller Administration's 2024 State Plan, the College requested an amendment to the capital budget to have the Green Building Premium goal changed from a LEED Silver to a Net Zero Energy Building. This change would cut carbon, invest in clean energy technology, reduce energy consumption, and build a more sustainable future. The additional costs to comply with the Net-Zero Energy Building would increase the project by a total of \$11.8M, with a final total project cost of \$69.3M.

Campus Infrastructure Improvements (Priority 2)

The FY26 campus infrastructure improvement funding request would fund energy efficiency projects within Schaefer Hall. These projects were listed in previous requests and included the fume hood replacement, automation controls upgrades, air handling unit replacements, and

window replacements. Infrastructure project priorities beyond FY26 include the Kent Hall chiller replacement and controls upgrades, masonry restoration and slate roof replacement for St. Mary's Hall, Campus Center boiler replacements, the lower library roof replacement, and the Kent Hall building envelope and parking lot upgrades.

Calvert Hall Interior Renovation *(Priority 3)*

Recent Department of Budget and Management funded infrastructure projects have addressed significant building envelope deficiencies, including HVAC and electrical system upgrades, masonry repair, slate roof replacement, and window replacement. The focus now turns to critical safety improvements for this 99-year-old building. The renovation will provide an elevator that will make all floors accessible, fire egress stairwells to meet the International Building Code and National Fire Protection Agency standards, a new ADA-compliant entrance, a fire suppression system, upgraded and ADA-compliant restrooms, and other internal improvements.

The College requested the design funding for this project to be deferred from FY28 to FY33. Planning costs are estimated at approximately \$3.0M in FY33. Renovation construction costs are estimated at approximately \$22.9M, and the renovation funding will be split over FY34 and FY35. Total project cost is \$25.9M.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
SEPTEMBER 16, 2024
DISCUSSION ITEM I.B.
OFFICE OF INFORMATION TECHNOLOGY REPORT**

Legislative Audit

Representatives from the Office of Legislative Audits continue to review the College's network security and general security controls, reliability and integrity of information, the safeguarding of assets, effective and efficient use of resources, and compliance with significant policies, procedures, laws, and regulations. Thus far, there have been some recommendations, but no findings. The College should receive the final audit report by December 2024.

Fiber Network Upgrade

Fiber between the main hub and the residence halls was upgraded over the summer and provides a more robust infrastructure to support both instruction and student activities, such as streaming and e-sports. The campus community has noticed the improvement in speed and connectivity resulting from the increase in bandwidth from 5Gb to 10Gb. Additionally, outbound traffic has increased from 2.96Gb per second to 7.70Gb per second. The College has the capacity to increase to 100Gb, however, this will require extensive upgrades to the network infrastructure.

Enterprise Resource Planning (ERP) System

The Anthology student system, comprised of the admissions, financial aid, academic records, and student accounts modules, is expected to go-live on October 8, 2024. The student system will be integrated with the finance and HR/payroll system upon its launch. The services of a project manager to support the subject matter experts have been acquired to assist staff with the implementation.

The Jenzabar system will transition into "read only" mode at 5:00 p.m. on October 2, 2024. This will provide the Anthology Student Implementation Team adequate time to transition the data that has accrued in the Jenzabar system since the last update in early June 2024. This five-day transition period will require the full assistance of all subject matter experts in the affected departments, including institutional research, as they support the academic affairs team.

Representatives from Anthology were on-site August 5-8, 2024, to conduct user acceptance training and develop training strategies. This is the final stage of any software development or change request lifecycle before going live. The group worked closely with College leadership and staff to review processes within the financial aid, student accounts, academic, admissions, and student services areas. Additionally, the team conducted workflow reviews, report and form building, and data validation.

The Anthology Student Integrations and Custom Efforts Teams will engage with College staff on September 16 and 17, 2024, to conduct a Customs and Integration review, including workflows, form building, and custom reporting. The Anthology team will work very closely with the

College’s subject matter experts for admissions, academic records, financial aid, bursar/student accounts, advising, and the student portal. Importantly, this review will enable any issues and remaining open items to be addressed.

As requested by the Board of Trustees, a breakdown of the costs to date and the cost estimates to complete the implementation and sustain the ERP system follows. No new money beyond what has been budgeted is anticipated.

Implementation Costs	Hours	Discounted Hourly Rate	Estimated Fees
Anthology Student Module			
Existing Spin Seven	370	\$175	\$64,750
Existing Spin Eight	592	\$175	\$103,600
UAT Spin	692	\$175	\$121,100
Training	148	\$175	\$25,900
Go-Live	222	\$175	\$38,850
Go-Live Stabilization	250	\$175	\$43,750
Anthology Student Phase II			
Financial Aid Automation (Separate System)	488	\$175	\$85,400
Student Financial Aid Automatic Awarding (Separate System)	592	\$175	\$103,600
Anthology Student Project Go-Live Support	200	\$175	\$35,000
Anthology Finance, HR, and Payroll Module (Phase II)			
Estimate	565	\$175	\$98,875
Total			\$720,825

Additional ongoing costs include those associated with the software as a service, which permits users to access programs via the Internet rather than through software, and managed services contracts with external companies that provide services to the institution.

Professional Services	Term	Billing Amount
Managed Services Contract		
Student Technical Account Manager Anthology Student will provide and support SSRS, Workflow, Forms Builder, Database and SQL	November 1, 2023 - October 31, 2024	\$55,000
Student Application Administrator Anthology will provide and support Student Configuration Maintenance, End-User Support, Student Feature, and Functionality Optimization.	November 1, 2023 - October 31, 2024	\$48,016
Finance, Human Resources, Payroll Application Administrator will provide and support the Feature and Functionality Implementation Assistance.	November 1, 2023 - October 31, 2024	\$102,113
Total		\$205,129

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
SEPTEMBER 16, 2024
DISCUSSION ITEM I.C.
CAMPUS MASTER PLAN**

The Campus Master Plan establishes the framework for campus development. Based on the Academic and Strategic Plans, and an assessment of space needs and building conditions, the Campus Master Plan will set forth the requirements and objectives to be achieved within the planning timeframe, including a specific set of capital projects. These projects will also be tested against potential funding capacity, including the state's capital budget funding requirements.

The Campus Master Plan will establish land use parameters and the character of the campus through the development of planning principles and campus site plans. The College has placed significant effort on these qualitative issues to ensure that the campus has an identity fitting to its place. This emerged from architect and urban planner Jaquelin Robertson's vision of an "academic tidewater village." The College's consistent treatment of campus architecture is an intentional outcome guided by a history of master planning dating back to 1986. As a result of this honorific stewardship of the buildings and grounds through time, a memorable and cherished legacy for attracting generations of students has been created.

The College is engaged in an internal, preliminary, master planning phase as a prelude to hiring a consulting firm for the development of the next master plan. The focus of this preliminary phase is to involve the campus community, build upon previous planning goals and objectives, and to identify new initiatives and building projects. This effort will culminate with a preliminary conceptual plan in Winter 2024. We anticipate hiring a consulting firm in Spring 2025 and anticipate completion of the FY26 – FY36 Campus Master Plan by Fall 2025.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
SEPTEMBER 16, 2024
INFORMATION ITEM III.A.
MARINE SCIENCE PROGRAM**

Marine Science Research Vessel

The contract with Composite Yacht to construct the 46-foot vessel was signed on September 3, 2024, at a final cost of \$1.393M. The design consultation phase is finished, and the construction of the vessel is expected to take approximately two years with delivery by August 31, 2026.

Equipment Acquisition Update

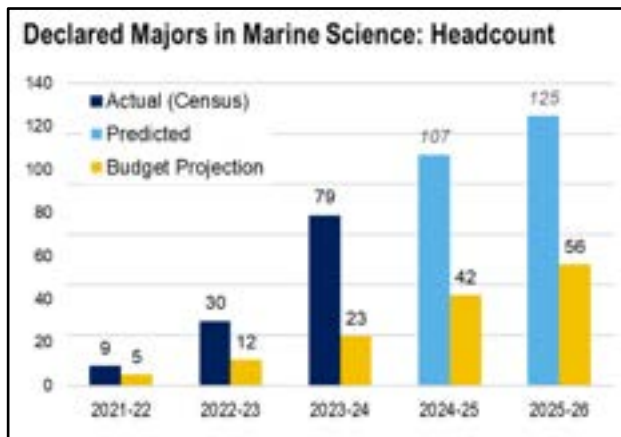
The Conductivity, Temperature, and Depth instrument from SeaBird, Inc. has been received. This instrument may also be used on one of the College's smaller boats.

Equipment for the marine science lab in Schaefer Hall 116 is being ordered, in accordance with a three-phased priority system in consultation with the faculty. Orders for priority 1 and priority 2 items have been submitted to the business office and are being processed. Collectively, these purchases represent \$324,706. Equipment for the research vessel will be purchased after the phase one orders for the lab have been submitted. The maintenance and branding of the two current boats continues, with a target completion date of October 1, 2024.

Growth and Challenges

Official census data from Fall 2024 shows that the number of declared first-year marine science majors is 57. The out-year estimates assume 59 first-year students and nine transfer students each year, with 80% retention for the first two years, 90% for the third year, and 90% of seniors graduating on time.

The department currently has three full-time tenured/tenure track faculty, Professors Porter, Gurbisz, and Breece, and will be adding a three-year, renewable, lecturer position in AY25-26 to address the staffing needs of this rapidly growing program. However, this addition will also increase the pressure for additional office and lab space. In addition, the faster than anticipated growth of the program has resulted in a strain on physical plant and program staff.



Future Opportunities

Connections with the graduate marine science program at the University of Maryland Center for Environmental Science continue to grow and strengthen. The department is currently pursuing an agreement to provide research opportunities for marine science majors at Morgan State's PEARL

research facility in St. Leonard, MD. Opportunities to collaborate with the underwater sensors research labs at the Patuxent River Naval Air Station are available but have not yet been realized. Likewise, collaborations with the Maryland Autonomous Technology Research and Innovation Laboratory in California, MD, are also available.

Professor Breece recently received a ~\$300K grant from the National Science Foundation which will start on February 1, 2025. Further grant opportunities are being sought.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
SEPTEMBER 16, 2024
INFORMATION ITEM III.C.
RESIDENCE HALL REFRESH**

The College's four traditional residence halls, Dorchester, Prince George, Caroline, and Queen Anne, were constructed in the late 1960's. Although these facilities receive routine maintenance and repairs, and the furniture is replaced in accordance with the residence hall improvement plan, they are outdated. In order to meet the standards that are expected from higher education institutions, and to attract and retain students, remodeling to modernize these facilities is necessary.

A refresh of the lobby in Dorchester Hall was performed in January 2024, which included new flooring, paint, light fixtures, and furniture. A refresh of the lobbies within in Caroline and Prince George Halls will be completed in December 2024. The Queen Anne Hall lobby is scheduled to be renovated in 2025.

Similarly, the restrooms are antiquated and require considerable attention in order to adequately address systemic issues. The current design does not support the health, well-being, privacy, and gender related needs of students.

The Office of Capital Planning, Design, and Construction is currently working with a Quinn Evans Architects to develop designs specifically geared toward modernizing the residence halls.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
SEPTEMBER 16, 2024
INFORMATION ITEM III.D.
MATTAPANY ROAD IMPROVEMENTS**

The project for performing critical safety improvements to Mattapany Road, managed by the St. Mary's County Department of Public Works, includes widening the road and smoothing its undulating surface, making the road significantly safer for motorists, pedestrians, and bicyclists, while minimizing the impact to historical resources.

The fire hydrants have been relocated and SMECO has buried the electrical service from Route 5 to East Fisher Road. The project will move forward pending the relocation of two utility poles by Verizon.

The St. Mary's County Department of Public Works will hold a road renovation pre-construction meeting this fall. It is anticipated that construction will begin in Summer 2025.



HISTORIC ST. MARY'S CITY COMMISSION
Update for SMCM Board of Trustees
September 2024

State of the Organization

The Historic St. Mary's City Commission (HSMCC) had an active and productive summer season, marked by significant progress on our Capital Improvement Plan (CIP) and core initiatives. We were pleased to welcome new members to our team, including Captain **Angela Wilt Larro**, who has taken command of the *Maryland Dove*, and bid a fond farewell to our former Baker/Maryland Dove Ship Captain, Will Gates. Additional new faces include **Mike Bellis**, our Director of Advancement & Communications, and most recently, **Brooke Moe**, who has joined us as Volunteer Coordinator.

Recent activities of note at HSMCC include the following:

- An **independent historic ship assessment team** visited on September 4, 2024, to inspect the old Dove and offer options, costs, and concerns.
- Senior leadership has engaged with the **Maryland Stadium Authority for their FY 2025 Phase 2 Study** of Historic St. Mary's City (HSMC), following up in the 2021 Phase 1 Marketing & Impact Assessment Study.
- A film production company, Rubicon Productions, spent three days filming at HSMC for an upcoming **film on the founding of St. Mary's City and Maryland**, scheduled for release in mid-2025.
- A variety of steps have been taken to address needs discovered via the June 2024 **Workplace Climate Survey**, including monthly all-staff meetings, improved internal communications, staff social events and interactions, and staff exposure to the inner workings of HSMC such as the budget process. Whenever possible, steps are being taken to address staff compensation issues.
- Senior staff met with teams from the **Department of Budget Management (DBM)** and the **Department of General Services (DGS)** in Baltimore and have submitted all of the updated and new **capital project budget** sheets necessary for keeping these projects on track and defending them.
- In mid-August, we engaged with the **Office of Legislative Audits (OLA)** in the kick-off and initial data transfers for the next regularly scheduled audit (generally done on a 4-year cycle).
- On August 29, 2024, we submitted the mandated **Report to the Legislature** on the UHY Audit that was due by September 1, 2024.
- With the discovery of **mold** in several buildings on site, a primary objective over the last two quarters has been to eliminate as much mold as possible, providing a safe environment for

our employees, visitors, and guests. The Farthings Kitchen remediation is largely complete. An additional \$175,000 has been added to \$300,000 in emergency funding supplied by DGS for the Brome Howard, Public Relations, and Admin buildings, and the project is in procurement.

- A draft **Priorities & Vision statement** for HSMC is being reviewed and discussed, with the aim of forming a 10-year action plan that will take HSMC to 2034 and the 400th Anniversary.

Capital Projects Update

Current Projects:

- **Maryland Heritage Interpretive Center:** This new visitor center, featuring a long-term exhibit gallery, is facing delays due to issues with the W.M. Davis Company. We are working closely with SMCM to address these deficiencies and greatly appreciate the College's very effective and collaborative work on this critical project.
- **Farthing's Parking Lot Repairs:** This project is nearing completion, on time and within budget, and will be ready for our fall events and school tours.
- **ADA Paths & Trails:** The repaving project has been successfully completed by S.E. Davis and looks excellent.
- **ADA Accessible Pier:** Approved for FY 2025 CIP, this project will extend accessibility to boating and fishing at the Chancellor's Point site.
- **Ghost Frame Replacement:** The replacement of all ghost frames has been completed, with a fresh coat of sealer applied this summer.

2025 CIP Projects:

Newly assigned Project Managers from the Department of General Services (DGS) are overseeing the following:

- Chancellor's Point House - Chase House
- Hiking Trails and Bridges
- Period Split Rail and Paling Fences
- Visitor Center Bridge
- Administration Office – Exterior Renovation
- Administration Building Parking Lot and Driveway
- Westerly House Renovation
- Visitor Center Corn Crib, Dairy House, Ice House, Well House
- Access roads to interpretive sites
- Signage: Way-finding- interpretive signage
- Museum entrance sign
- Godiah Spray Plantation exhibit parking lot
- Other jobs in progress:
 - Chapel Exhibit
 - The Struggle for Freedom Exhibit; Brome Howard Slave Quarters
 - Barns at the Godiah Spray Plantation – Barns Exhibit
 - Farthings Bathrooms
 - Farthings Complex Renovation

Additional Updates:

- Numerous rental homes have received new roofs, siding, and windows; however, mold remains a persistent issue.
- The Farthing's Complex Proprietor RFP has been awarded to Angelika's Kitchen, with final lease negotiations underway. We anticipate the opening of the kitchen by mid-Fall.
- Ginger Askew has energetically embraced her role as Membership Coordinator, working closely with Mike Bellis, the Foundation Board, and the HSMCC Leadership Team to grow our 1634 Society and attract potential large donors.
- Jen Acker has quickly adapted to her new role as Rental Facilities Coordinator, collaborating with Porzia Purves to bring various events to our HSMCC campus.

Senior staff from HSMCC recently met with Department of Budget Management (DBM) leadership and analysts, as well as representatives from DGS and other agencies, to review the FY 2025 -2026 capital program. Given the tightening state budget, HSMCC made the strongest possible case for defending, and not deferring, current and planned projects, as the clock is ticking on preparations for the upcoming 400th anniversary of the state in 2034. From a planning and capital perspective, there is no time to waste in preparing for the influx of visitors and the enormous opportunity this presents for regional economic development. Both HSMCC and SMCM stand to benefit from this once-in-a-century event, and we look forward to working closely with the College as we prepare.



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

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: September 24, 2024

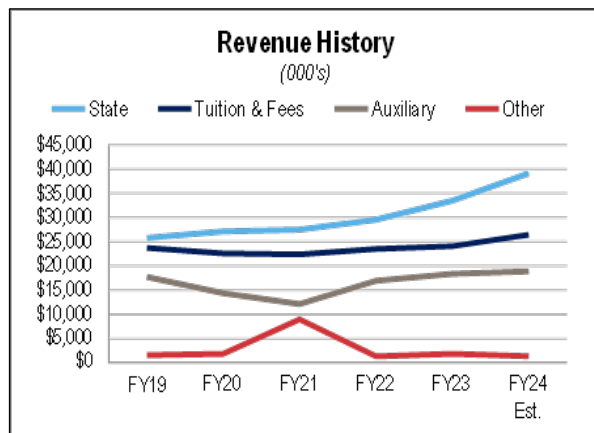
Date of Next Meeting: TBD

Committee Chair: John Wobensmith '93

Committee Members: Nick Abrams '99, Anirban Basu, Board Chair John Bell '95, Lex Birney, Susan Lawrence Dyer, Sven Holmes, President Tuajuanda Jordan, Faculty Finance Delegate Charles Holden, Ray Wernecke

Staff Member: Amir Mohammadi

Dashboard Metrics



Discussion Items

Status of the FY24 Operating Budget Closing and the Annual Financial Statement Audit

FY24 preliminary and un-audited results are 99% accurate at this time. Actual current fund unrestricted revenues of \$90.329M were more than budgeted by \$3.849M. Expenditures and transfers totaled \$92.959M, which was \$2.740M more than the \$90.219M that was budgeted. Overall, expenses exceeded revenue by \$2.63M, but \$3.790M from the 2020 revenue bond supported approved operating expenditures, producing a net positive year-end position of \$332K.

The fiscal year closed on June 30, 2024. The audited statements are on track to be presented to the Finance, Investment, and Audit Committee and to the Board of Trustees for review and approval in January 2025.

Strategic Investments from Bond Proceeds

The FY25 anticipated College expenses to be supported by the bond currently total \$3.83M, which includes strategic planning initiatives from “*The Rising Tide*,” resulting in an expected remaining balance of \$5.2M for FY26, the final year for initiatives available from bond proceeds. FY25 anticipated bond expenditures and allocated bond spending by category follow.

Information Items

Moody’s Rating

Moody’s Investors Service, a leading global provider of credit ratings, research, and risk analysis, lowered the outlook on St. Mary’s College of Maryland from stable to negative to with an A2 rating on June 20, 2024. Moody’s noted that the College’s credit quality incorporates its excellent operating environment with solid financial support from the State of Maryland as well as well as our unique role as the state’s only stand-alone, residential public honors college.

Joint Investment Activities

As of July 31, 2024, the total market value of the Foundation’s endowment was \$40.2M. The endowment consists of two parts: the endowed funds held at JP Morgan (\$40M), and the WesBanco shares (\$252K). In FY25, the endowed funds managed by JP Morgan have increased in market value by \$563K, comprised of \$52K in income, \$541K increase in investment value, and distributions of \$30K.

Invested endowment funds, managed by 19/19 Investment Counsel, have a market value of \$5.02M as of August 30, 2024. Funds are currently invested in a mix of fixed income instruments and equities. Over a 12-month period, the endowment funds have increased in market value by \$646K, with an annualized rate of return of 14.77%.

AFSCME Memorandum of Understanding 2023-2026

St. Mary’s College of Maryland and the American Federation of State, City, and Municipal Employees ratified a Memorandum of Understanding between the two parties in June 2024. A summary of the changes and additions to the previous MOU is included in the material. Negotiations regarding articles affecting Public Safety continue.

Action Items

II.A. Revision of the FY25 Current Fund Operating Budget

The revision incorporates enrollment projection changes based on latest data from institutional research and a reduction of the state appropriation of 1% initiated on July 17, 2024. Changes in operating expenses include a reduction in projected utility costs, increases to incorporate academic faculty start-up carry-forward from FY24, additional funding to enhance the modernization of residence halls, and increases in expenses beyond normal operating to fund the Wi-Fi upgrade. The FY24 budget surplus was carried forward to offset FY24 unencumbered expenses and the additional funds added to the modernization of residence halls planned for FY25.

II.B. Reconciliation of the FY24 Plant Fund Budget

FY24 plant fund activity is reconciled to the end of the fiscal year and new projects, approved in February 2024, have been added. Eight major projects with a value greater than \$200K continue,

with a FY25 balance remaining of \$3.5M. The plant fund currently carries \$2.188M in expenses related to the Calvert Hall remediation and repairs due to the fire. We are in the final steps of providing the documentation to the state treasurer's office for reimbursement.

II.C. Approval of the 2024 Performance Accountability Report

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as a narrative describing strengths and challenges.

The recommendation for approval of the PAR is contingent upon the endorsement of the Campus Life and the Academic Affairs Committees.

FY24 and FY25 Tuition and Fees Analysis Highlights



Amir Mohammadi

Interim Vice President for Business and CFO

September 24th, 2024

The
**NATIONAL
PUBLIC
HONORS**
College

Enrollment Results FY24



	BOT Approved October 2023	FY24	FY24
	Projected FY24 Budget	Expenses to date through 6/30/2024	Variance to Actual Budget Projection
Undergraduate*	1544	1532 FT (432 F)	1532 FT (432 F)
In-State Full-Time Student Head Count	1401	1386	(1%)
In-State Part- Time Student (Count Per Credit Hour)	3086	1805	(42%)
DC Resident Full-Time Student Head Count	20	21	5%
Out-of-State Full-Time Student Head Count	119	125	5%
Out-of-State Part-Time Student (Count Per Credit Hour)	0	178	
Graduate	0	0	
MAT Program Student Head Count	24	9	(63%)

Tuition Revenues FY24



St. Mary's College Revenues	BOT Approved	FY24	FY24
Tuition Revenue	22,782,164	21,816,482	(4%)
Tuition Waivers Received from Other Institutions	210,000	264,394	26%
Total Tuition Revenue	22,992,164	22,080,876	(4%)
Fees	3,484,609	3,881,936	11%
State Appropriations			
General Fund (Includes January Inflation - FY24)	36,635,000	36,735,000	0%
General Fund Addition* (FY24 COLA Increase)	-	1,447,912	
HEIF	2,549,840	2,549,840	0%
Sub-Total State Appropriation Revenue	39,184,840	40,732,752	4%
Tuition Revenues and State Appropriation Totals	65,661,613	66,695,564	2%

Other Revenues FY24



Auxiliary Enterprises			
Residence Halls	11,448,461	11,877,340	4%
Dining Services	6,282,842	7,142,285	14%
Bookstore Operations	1,216,030	907,059	(25%)
Other Auxiliary Revenue (One Card General Revenue, Study Abroad Study Tours)		333,144	
Sub-Total Auxiliary Revenue	18,947,333	20,259,828	7%

Other Revenue Sources			
Sales & Services - Educational	812,675	475,473	(41%)
Quasi-Endowment (4% Spending Allocation of Cash Equities)	271,434	357,695	32%
Interest Income from Cash at State	111,066	1,142,984	929%
Treasurer Note Interest Return from Bond	422,257	813,317	93%
Foundation Unrestricted Support	-	75,000	
Other (Career Center, Registration fees, Faculty Housing Revenue, Miscellaneous.)	254,400	509,627	100%
Sub-Total Other Revenue Sources	1,871,832	3,374,096	80%

Total Revenues FY24



St. Mary's College Revenues	BOT Approved	FY24	FY24
Tuition Revenue	22,782,164	21,816,482	(4%)
Total Tuition Revenue	22,992,164	22,080,876	(4%)
Fees	3,484,609	3,881,936	11%
Sub-Total State Appropriation Revenue	39,184,840	40,732,752	4%
Tuition Revenues and State Appropriation Totals	65,661,613	66,695,564	2%
Sub-Total Auxiliary Revenue	18,947,333	20,259,828	7%
Sub-Total Other Revenue Sources	1,871,832	3,374,096	80%
Total Operating Revenues	86,480,778	90,329,488	4%

Operating Expenses FY24



St. Mary's College Expenses	BOT Approved	FY24 Actual	FY24 Variance
Operating Expenses	October 2023	June 30, 2024	6/30/24
Contractual Payroll (includes student payroll)	4,381,605	4,139,143	6%
Travel	2,469,578	1,940,272	27%
Utilities and Fuel	4,506,400	3,717,230	21%
Contractual Services	5,962,049	9,326,922	(36%)
Supplies	2,747,922	2,070,778	33%
Equipment	1,236,201	3,823,070	(68%)
All Other Operating Expenses	2,271,756	2,520,607	(10%)
Operating Expenses	23,575,511	27,538,022	(14%)

Auxiliary and Payroll Expenses FY24



Auxiliary Expenses	BOT Approved	FY24	FY24
Dining Services (Bon Appetit costs)	4,908,659	5,123,819	(4%)
Bookstore Operations	962,069	1,034,610	(7%)
Sub-Total Auxiliary Expenses	5,870,728	6,158,429	(5%)
Other Expenses			
Institutional Expense	644,372	294,926	118%
Debt Services	3,806,841	3,793,219	0%
Other Expenses	4,451,213	4,088,145	9%
Scholarship/Waiver Expenses			
Tuition Waivers	836,445	995,029	(16%)
Total Scholarships	8,450,000	8,795,833	(4%)
Scholarship/Waiver Expenses	9,286,445	9,790,862	(5%)
Sub-Total SMCM Expenses (Non-FT Personnel)	43,183,897	47,575,423	(9%)

St. Mary's College FT Personnel Expenses	BOT Approved	FY24	FY24
Personnel - Wages	32,215,108	30,650,973	5%
Personnel - Benefits, Wage Changes, Savings, Miscellaneous Items	13,031,770	12,707,612	3%
Sub-Total FT Personnel Expenses	45,246,878	43,358,585	4%

Total Expenses FY24



St. Mary's College Expenses	BOT Approved	FY24	FY24
Operating Expenses	23,575,511	27,538,022	(14%)
Sub-Total Auxiliary Expenses	5,870,728	6,158,429	(5%)
Other Expenses	4,451,213	4,088,145	9%
Scholarship/Waiver Expenses	9,286,445	9,790,862	(5%)
Sub-Total FT Personnel Expenses	45,246,878	43,358,585	4%
Total Expenses	88,430,775	90,934,043	(3%)

Non-Operating Budget Expenses FY24



Additional Expenses Beyond Normal Operating Budget	BOT Approved	FY24	FY24
FY24 ERP, WIFI Upgrades, Security Cameras Annual Lease			
ERP Project	1,000,000	1,233,114	(19%)
WIFI Upgrades	400,000	-	
Security Cameras Annual Lease	388,713	234,264	66%
FY24 Strategic Plan "The Rising Tide" Initiatives to the Bond	-	499,021	
FY24 Strategic Plan "The Rising Tide" Initiatives to Operating Expenses	-	58,992	
Sub-Total Additional Expenses Beyond Normal Operating Budget	1,788,713	2,025,391	(12%)

Additional Revenues Beyond Normal Operating Budget	BOT Approved	FY24	FY24
Strategic Initiatives to the Bond (Non-FT Personnel Expenses)	3,760,251	3,789,627	(1%)
Transfer from Fund Balance (Transfer Due to FY24 Rollovers to FY25 for Unencumbered Expenses)		(827,850)	
Sub-Total Additional Revenues Beyond Normal Operating Budget	3,760,251	2,961,777	27%

Results Summary FY24



St. Mary's College Revenues			
Tuition Revenue	22,782,164	21,816,482	(4%)
Total Tuition Revenue	22,992,164	22,080,876	(4%)
Fees	3,484,609	3,881,936	11%
Sub-Total State Appropriation Revenue	39,184,840	40,732,752	4%
Sub-Total Auxiliary Revenue	18,947,333	20,259,828	7%
Sub-Total Other Revenue Sources	1,871,832	3,374,096	80%
Total Operating Revenues	86,480,778	90,329,488	4%
St. Mary's College Expenses			
Operating Expenses	23,575,511	27,538,022	(14%)
Sub-Total Auxiliary Expenses	5,870,728	6,158,429	(5%)
Other Expenses	4,451,213	4,088,145	9%
Scholarship/Waiver Expenses	9,286,445	9,790,862	(5%)
Sub-Total FT Personnel Expenses	45,246,878	43,358,585	4%
Total Expenses	88,430,775	90,934,043	(3%)
Additional Expenses Beyond Normal Operating Budget			
Sub-Total Additional Expenses Beyond Normal Operating Budget	1,788,713	2,025,391	(12%)
Sub-Total Additional Revenues Beyond Normal Operating Budget	3,760,251	2,961,777	27%
Grand Total of Revenue (Total Operating Revenue + Additional Revenue)	90,241,029	93,291,265	(3%)
Grand Total of Expenses (Total Operating Expenses + Additional Expenses)	90,219,488	92,959,434	(3%)
Surplus/(Deficit)	21,541	331,831*	

*This surplus will go towards the fund balance (the College's reserve)

Budget Revisions Tuition FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Undergraduate*	1557 FT (400 F)	1552 FT (403 F)	1552 FT (403 F)
In-State Full-Time Student Head Count	1403	1392	(1%)
Out-of-State Full-Time Student Head Count	132	137	4%
MAT Program Student Head Count	18	14	(22%)
In-State Full-Time Student Tuition	16,998,748	16,865,472	(1%)
Out-of-State Full-Time Student Tuition	3,721,344	3,862,304	4%
MAT Program Tuition	297,540	231,420	(22%)
Subtotal Tuition Revenue	22,171,744	22,113,308	(0%)
Total Tuition Revenue	22,381,744	22,323,308	(0%)

Budget Revisions Fees and Appropriations FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Mandatory Fees Undergraduate	4,857,840	4,842,240	(0%)
Mandatory Fees Graduate	87,948	68,404	(22%)
Sub-Total Fees Revenue	3,848,884	3,813,740	(1%)
Reduction of 1% July 17, 2024		(386,000)	
Sub-Total State Appropriation Revenue	41,201,515	40,815,515	(1%)

Budget Revisions Revenues FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Total Tuition Revenue	22,381,744	22,323,308	(0%)
Sub-Total Fees Revenue	3,848,884	3,813,740	(1%)
Sub-Total State Appropriation Revenue	41,201,515	40,815,515	(1%)
Sub-Total Auxiliary Revenue	19,984,663	19,984,663	0%
Sub-Total Other Revenue Sources	2,364,113	2,364,113	0%
Total Operating Revenues	89,780,919	89,301,339	(1%)

Budget Revisions Operating Expenses FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Operating Expenses			
Travel	2,295,605	2,321,492	(1%)
Utilities and Fuel	4,450,000	4,015,000	11%
Contractual Services	7,971,923	7,977,923	(0%)
Equipment	1,297,029	1,375,499	(6%)
Sub-Total Operating Expenses	23,760,445	23,435,803	1%

Budget Revisions Summary Expenses FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Sub-Total Operating Expenses	23,760,445	23,435,803	1%
Sub-Total Auxiliary Expenses	5,725,000	5,725,000	0%
Sub-Total Other Expenses	3,929,035	3,929,035	0%
Sub-Total Scholarship/Waiver Expenses	9,537,000	9,537,000	0%
Sub-Total SMCM Expenses (Non-FT Personnel)	42,951,480	42,626,838	1%
Sub-Total FT Personnel Expenses	47,105,439	47,105,439	0%
Total Expenses	90,056,919	89,732,276	0%

Budget Revisions Additional Expenses FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
FY25 Modernization of Residence Halls	300,000	600,000	(50%)
FY25 Wi-Fi Upgrade Project (Carryover from FY24)		417,475	(100%)
Sub-Total Additional Expenses Beyond Normal Operating Budget	2,997,126	3,714,601	(19%)
Carry-forward of FY24 Surplus to Offset FY24 Unencumbered Expenses		527,850	(100%)
Carry-forward of FY24 Surplus to Increase FY25 Modernization of Residence Halls		300,000	(100%)
Sub-Total Additional Revenues Beyond Normal Operating Budget	3,455,480	4,283,330	(19%)

Budget Revisions Summary FY25



	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	0% T, 0% F, 3.9% Room, 3.9% Board	0% T, 0% F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Total Operating Revenues	89,780,919	89,301,339	(1%)
Total Expenses	90,056,919	89,732,276	0%
Sub-Total Additional Expenses Beyond Normal Operating Budget	2,997,126	3,714,601	(19%)
Sub-Total Additional Revenues Beyond Normal Operating Budget	3,455,480	4,283,330	(19%)
Grand Total of Revenue (Total Operating Revenue + Additional Revenue)	93,236,399	93,584,669	(0%)
Grand Total of Expenses (Total Operating Expenses + Additional Expenses)	93,054,045	93,446,877	(0%)
Surplus/(Deficit)	182,354	137,792	32%

Bond Spending



	Expense	Balance
Starting Balance		\$20,000,000
Cost of Issuance	\$716,415	\$ 19,283,585
Fiscal Year 2022 Actual Drawdown	\$3,184,107	\$16,099,478
Fiscal Year 2023 Actual Drawdown	\$3,309,272	\$12,790,206
Fiscal Year 2024 Actual Drawdown	\$3,789,627	\$9,000,579
Fiscal Year 2025 Projected Drawdown	\$3,833,480	\$5,167,099

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
SEPTEMBER 24, 2024
DISCUSSION ITEM I.A.
STATUS OF THE FY24 OPERATING BUDGET CLOSING AND
THE ANNUAL FINANCIAL STATEMENT AUDIT**

Please note that these figures are un-audited.

FY24 preliminary and un-audited results are 99% accurate at this time. On a cash basis, actual current fund unrestricted revenues of \$90.329M were more than budgeted by \$3.849M. Expenditures and transfers totaled \$92.959M, which was \$2.740M more than the \$90.219M that was budgeted.

Overall, expenses exceeded revenue by \$2.63M, but \$3.790M from the 2020 revenue bond supported approved operating expenditures, producing a net positive year-end position of \$332K.

The fiscal year closed on June 30, 2024. The entrance interview with audit firm Clifton, Larsen, Allen, LLP (CLA) took place in June 2023. Review and adjustments for year-end are well underway. The fieldwork visit was conducted by the CLA on September 18, 2024, after which the auditors have been working remotely. We remain on schedule and the audited statements are on track to be presented to the Finance, Investment, and Audit Committee and to the Board of Trustees for review and approval in January 2025.

ST. MARY'S COLLEGE OF MARYLAND

SMCM FY24 Results to Date as of 9-17-2024

	BOT Approved	FY24 as of 09/17/2024	FY24
	Projected FY24 Budget	Expenses to date through 6/30/2024	Variance to Actual Budget Projection
Undergraduate*+5:98	1544	1532 FT (432 F)	1532 FT (432 F)
In-State Full-Time Student Head Count	1401	1386	(1%)
In-State Part- Time Student (Count Per Credit Hour)	3086	1805	(42%)
DC Resident Full-Time Student Head Count	20	21	5%
Out-of-State Full-Time Student Head Count	119	125	5%
Out-of-State Part-Time Student (Count Per Credit Hour)	0	178	
Graduate	0	0	
MAT Program Student Head Count	24	9	(63%)
St. Mary's College Revenues			
Tuition Revenue			
Undergraduate			
In-State Full-Time Student Tuition	17,605,760	16,767,896	(5%)
In-State Part-Time Student (Tuition Per Credit Hour)	926,132	571,704	(38%)
DC Resident Full-Time Student Tuition	442,320	442,320	0%
Out-of-State Full-Time Student Tuition	3,411,232	3,781,759	11%
Out-of-State Part-Time Student (Tuition Per Credit Hour)		80,100	
Non-Degree Seeking Tuition Revenue		19,800	
Graduate			
MAT Program Tuition	396,720	152,903	(61%)
Subtotal Tuition Revenue	22,782,164	21,816,482	(4%)
Tuition Waivers Received from Other Institutions	210,000	264,394	26%
Total Tuition Revenue	22,992,164	22,080,876	(4%)
Fees			
Mandatory Fees Undergraduate	2,797,896	2,962,019	6%
Mandatory Fees Graduate		28,080	

Mandatory Fees Part-Time Students		13,852	
Other Fees (Course, Graduation, etc.)	686,713	877,985	28%
Sub-Total Fees Revenue	3,484,609	3,881,936	11%
State Appropriations			
General Fund (Includes January Inflator - FY24)	36,635,000	36,735,000	0%
General Fund Addition* (FY24 COLA Increase)	-	1,447,912	
HEIF	2,549,840	2,549,840	0%
Sub-Total State Appropriation Revenue	39,184,840	40,732,752	4%
Auxiliary Enterprises			
Residence Halls	11,448,461	11,877,340	4%
Dining Services	6,282,842	7,142,285	14%
Bookstore Operations	1,216,030	907,059	(25%)
Other Auxiliary Revenue (One Card General Revenue, Study Abroad Tours)		333,144	
Sub-Total Auxiliary Revenue	18,947,333	20,259,828	7%
Other Revenue Sources			
Sales & Services - Educational	812,675	475,473	(41%)
Quasi-Endowment (4% Spending Allocation of Cash Equities)	271,434	357,695	32%
Interest Income from Cash at State	111,066	1,142,984	929%
Treasurer Note Interest Return from Bond	422,257	813,317	93%
Foundation Unrestricted Support	-	75,000	
Other (Career Center, Registration fees, Faculty Housing Revenue, Miscellaneous)	254,400	509,627	100%
Sub-Total Other Revenue Sources	1,871,832	3,374,096	80%
Total Operating Revenues	86,480,778	90,329,488	4%
St. Mary's College Expenses			
Operating Expenses			
Contractual Payroll (includes student payroll)	4,381,605	4,139,143	6%
Travel	2,469,578	1,940,272	27%
Utilities and Fuel	4,506,400	3,717,230	21%
Contractual Services	5,962,049	9,326,922	(36%)
Supplies	2,747,922	2,070,778	33%
Equipment	1,236,201	3,823,070	(68%)
All Other Operating Expenses	2,271,756	2,520,607	(10%)
Sub-Total Operating Expenses	23,575,511	27,538,022	(14%)
Auxiliary Expenses			
Dining Services (Bon Appetit costs)	4,908,659	5,123,819	(4%)

Bookstore Operations	962,069	1,034,610	(7%)
Sub-Total Auxiliary Expenses	5,870,728	6,158,429	(5%)
Other Expenses			
Institutional Expense	644,372	294,926	118%
Debt Services	3,806,841	3,793,219	0%
Sub-Total Other Expenses	4,451,213	4,088,145	9%
Scholarship/Waiver Expenses			
Tuition Waivers	836,445	995,029	(16%)
Total Scholarships	8,450,000	8,795,833	(4%)
Sub-Total Scholarship/Waiver Expenses	9,286,445	9,790,862	(5%)
Sub-Total SMCM Expenses (Non-FT Personnel)	43,183,897	47,575,458	(9%)
St. Mary's College FT Personnel Expenses			
Personnel - Wages	32,215,108	30,650,973	5%
Personnel - Benefits, Wage Changes, Savings, Miscellaneous)	13,031,770	12,707,612	3%
Sub-Total FT Personnel Expenses	45,246,878	43,358,585	4%
Total Expenses	88,430,775	90,934,043	(3%)
Additional Expenses Beyond Normal Operating Budget			
FY24 ERP, WI-FI Upgrades, Security Cameras Annual Lease			
ERP Project	1,000,000	1,233,114	(19%)
WI-FI Upgrades	400,000	-	
Security Cameras Annual Lease	388,713	234,264	66%
FY24 Strategic Plan "The Rising Tide" Initiatives to the Bond	-	499,021	
FY24 Strategic Plan "The Rising Tide" Initiatives to Operating Expenses	-	58,992	
Sub-Total Additional Expenses Beyond Normal Operating Budget	1,788,713	2,025,391	(12%)
Additional Revenues Beyond Normal Operating Budget			
Strategic Initiatives to the Bond (Non-FT Personnel Expenses)	3,760,251	3,789,627	(1%)
Transfer from Fund Balance (Transfer Due to FY24 Rollovers to FY25 for Unencumbered Expenses + FY25 Increase		(827,850)	
Sub-Total Additional Revenues Beyond Normal Operating Budget	3,760,251	2,961,777	27%
Grand Total of Revenue (Total Operating Revenue + Additional Revenue)	90,241,029	93,291,265	(3%)
Grand Total of Expenses (Total Operating Expenses + Additional Expenses)	90,219,488	92,959,434	(3%)
Surplus/(Deficit)	21,541	331,831	

*This is 99% accurate at this point. The remaining surplus will be transferred to the surplus once the FY24 results are final.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
SEPTEMBER 24, 2024
INFORMATION ITEM I.B.
STATUS OF STRATEGIC INVESTMENTS FROM BOND PROCEEDS**

The FY25 anticipated College expenses to be supported by the bond currently total \$3.83M, which includes strategic planning initiatives from "*The Rising Tide*," resulting in an expected remaining balance of \$5.2M for FY26, the final year for initiatives available from bond proceeds.

Supporting materials include:

Allocated bond spending by category for FY22, FY23, and FY24.

Projected bond spending for FY25.

Categories of bond spending for FY22, FY23, and FY24.

Allocated Bond Spending by Category	Amount Allocated	Amount Actually Spent in FY22 & FY23	Amount Actually Spent in FY24	Amount Projected for FY25	Balance
Retaining Excellent Faculty	\$5,000,000				
Osprey and Eagle Named Junior Professorships		\$3,069,946	\$1,737,845	\$1,789,980	
Osprey and Eagle Research Awards		\$102,974	\$80,000	\$80,000	
Balance Remaining					-\$1,860,746
Student Engagement/LEAD Focused Programs	\$5,800,000				
Center for Career & Professional Development - Program Enhancements		\$503,508			
Center for Career & Professional Development - Internships (Strategic Plan II.C.2)		\$217,599	\$288,000	\$288,000	
Student / Academic Support		\$493,476	\$140,000		
Study Aboard Program - Financial Assistance (Strategic Plan I.B.2)			\$81,900	\$165,000	
Honors College Promise Program - Student Research (Strategic Plan II.C.2)			\$130,000	\$212,000	
Executive Motor Coach Initiative			\$225,000		
Marine Science Research Vessel				\$513,000	
Marine Science Lab Equipment				\$178,000	
Balance Remaining					\$2,364,517
Student Recruitment/Retention	\$1,000,000				
Summer Bridge Program - Sum Primus LLC		\$8,073	\$28,625		
Presidio for IT Assessment - Resident Hall and Academic Connectivity Improvements		\$122,268			
"Must Go To" Programs (Strategic Plan III.A.1)			\$31,167	\$40,000	
Out-of-State Recruitment Initiative (Strategic Plan III.B.1)			\$40,000	\$40,000	
Student Alumni Mentor Program (Strategic Plan II.C.1)				\$12,500	
Expand Seahawk Experience (Strategic Plan II.B.1)				\$25,000	
Rebrand Campus Life Experience (Residential & Commuter Students) (Strategic Plan II.B.3)				\$105,000	
Travel/Transitional Grants (Strategic Plan III.B.2)				\$50,000	
International Recruitment (Strategic Plan III.B.2)				\$40,000	
Spanish Speaking Diversity Recruitment Specialist Salary + Benefits Cost (Strategic Planning Initiative)				\$90,000	
Campus Transportation Initiative (Strategic Plan II.B.4)				\$115,000	
Balance Remaining					\$309,617
Development of New LEAD-Focused Curricular and Co-Curricular Programming	\$2,420,000				
Throwing Sports Project - Student Recruitment/Retention		\$100,000			
Marine Science Near Shore Vessel (Maritime 233)		\$98,531			
Design Costs for Renovation for Schaefer Hall for Marine Science Lab		\$161,800			
Iver C. Franzen Maritime - Marine Science Research Vessel Design Services		\$8,000	\$11,500		
Renovation Costs for Schaefer Hall for Marine Science Lab			\$442,632		
Marine Science Instructional Lab Equipment (Estimated Cost)			\$30,958		
Composite Yachts - Design, Research and Development Services for Marines Science Research Vessel			\$64,500		
Create Community-Based Learning Courses (Strategic Plan IV.B.1)			\$5,000	\$35,000	
Neuroscience - EEG Machine			\$30,000		
New Program Market Analysis (Strategic Plan I.A.1)				\$25,000	
Balance Remaining					\$1,407,079
Recruitment of New Faculty and Staff in LEAD Areas	\$1,400,000				
Academic Search (Senior Professor of Business Administration)		\$52,975			
Dr. Elka Porter - Marine Studies Faculty (Base Salary + Start-up costs) (Two years begins in FY23)		\$115,628	\$20,000	\$30,000	
Dr. Silvio Borrero, William Seale Professor of Business (base salary + start-up costs + moving expenses) (Two years begins in FY23)		\$15,000	\$23,000		
Coordinator of Studio Art (Base Salary + FICA) (Two years begins in FY24)			\$71,500		
Marine Science Instructional/Lab Coordinator (Base Salary + FICA) (Two years begins in FY24)			\$78,000		
Assistant Professor of Business (Base Salary + FICA) (Two years begins FY24)			\$125,500		
Performing Arts, Theatre Visiting Assistant Professor (Base Salary + FICA) (Two years begins in FY24)			\$78,000		
Balance Remaining					\$790,397
Enhanced Business Efficiency	\$500,000				
NEC Campus Phone System Upgrade		\$540,073			
All Marine - Install of Boat Lift River Center		\$8,162			
Balance Remaining					-\$48,235
Operating Budget Contingency	\$2,200,000				
No Cost to Date		\$0	\$0	\$0	
Balance Remaining					\$2,200,000

FY22 Categories of Bond Spending	FY22 Actual Costs	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 Payout	\$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	\$1,534,973	
Osprey & Eagle Research Awards	\$49,444	
Student Engagement/LEAD Focused Programs (\$5.8M)		
Center for Career and Professional Development (program enhancements)	\$188,750	
Student Retention Programs (\$1.0M)		
Presidio for IT Assessment	\$122,268	
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	
Design Costs for Renovation for Schaefer Hall for Marine Science Lab	161,800	
Recruitment of New Faculty and Staff in LEAD Areas (\$1.4M)		
Academic Search (Senior Professor of Business Administration)	\$52,975	
Total Spent for FY22	\$3,184,107	

** 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)*

FY23 Categories of Bond Spending	FY23 Actual Costs	Available Balance
Starting Balance		\$20,000,000
Cost of Issuance	\$716,415	
		\$19,283,585
Starting Strategic Allocation Balance (April 1, 2021)		
FY22 Bond Proceeds Drawdown	\$3,184,107	\$16,099,478
Retaining Excellent Faculty (\$5.0M)		
FY23 Osprey and Eagle Named Junior Professorships	\$1,534,973	
Osprey & Eagle Research Awards	\$53,530	
Student Engagement/LEAD Focused Programs (\$5.8M)		
Center for Career and Professional Development (program enhancements)	\$314,758	
Center for Career & Professional Development - Internships	\$217,599	
FY23 Student / Academic Support (part of FY23 SRI process)	\$493,476	
Student Retention Programs (\$1.0M)		
Summer Bridge Program - Sum Primus LLC	\$8,073	
Development of New LEAD-Focused Curricular and Co-Curricular Programming (\$2.42M)		
Iver C. Franzen Maritime - Marine Science Research Vessel design services	\$8,000	
Recruitment of New Faculty and Staff in LEAD Areas (\$1.4M)		
Dr. Elka Porter - Marine Studies Faculty (Base Salary + Start-up costs)	\$115,628	
Dr. Silvio Borrero, William Seale Professor of Business - start-up costs only for FY23 - salary paid from the Foundation	\$15,000	
Enhanced Business Efficiency (\$0.5M)		
NEC Campus Phone System Upgrade	\$540,073	
All Marine - Install of Boat Lift River Center	\$8,162	
Total Spent	\$3,309,272	

Additional FY23 Bond Spending for Drawdown

FY23 Actual Costs

Retaining Excellent Faculty (\$5.0M)	
Osprey & Eagle Research Awards	\$4,427
Development of New LEAD-Focused Curricular and Co-Curricular Programming (\$2.42M)	
Iver C. Franzen Maritime - Marine Science Research Vessel design services	\$8,000
Additional Drawdown Total	\$12,427

Total Drawdown for FY23	\$3,309,272
Original Drawdown for FY23	\$3,296,845

FY24 Categories of Bond Spending	Amount Spent or Anticipated Expenditures	Available Balance
Starting Balance		\$20,000,000
<i>Cost of Issuance</i>	\$716,415	
		\$19,283,585
Starting Strategic Allocation Balance (April 1, 2021)		
FY22 Bond Proceeds Drawdown	\$3,184,107	\$16,099,478
FY23 Bond Proceeds Drawdown	\$3,309,272	\$12,790,206
FY24 Projected Anticipated Expenses		
Retaining Excellent Faculty (\$5.0M)		
FY24 Osprey and Eagle Named Junior Professorships	\$1,737,845	
Osprey and Eagle Research Awards	\$80,000	
Student Engagement/LEAD Focused Programs (\$5.8M)		
FY24 Student / Academic Support	\$140,000	
Center for Career & Professional Development - Internships (Strategic Plan II.C.2)	\$288,000	
Study Aboard Program - Financial Assistance (Strategic Plan I.B.2)	\$81,900	
Honors College Promise Program - Student Research (Strategic Plan II.C.2)	\$130,000	
Executive Motor Coach Initiative (Strategic Plan II.B.4)	\$225,000	
Student Retention Programs (\$1.0M)		
Sum Primus (Summer Bridge Program)	\$28,625	
"Must Go To" Programs (Strategic Plan III.A.1)	\$31,167	
Out of State Recruitment Initiative (Strategic Plan III.B.1)	\$40,000	
Development of New LEAD-Focused Curricular and Co-Curricular Programming (\$2.42M)		
Renovation Costs for Schaefer Hall for Marine Science Lab	\$442,632	
Design Costs for Schaefer Hall for Marine Science Lab	\$26,500	
Marine Science Instructional Lab Equipment	\$30,958	
Design, Research and Development Services for Marine Science Research Vessel	\$64,500	
Iver C. Franzen Maritime - Marine Science Research Vessel Redesign Services	\$11,500	
Create Community-Based Learning Courses (Strategic Plan IV.B.1)	\$5,000	
Neuroscience - EEG Machine	\$30,000	
Recruitment of New Faculty and Staff in LEAD Areas (\$1.4M)		
Dr. Elka Porter, Marine Studies Faculty (Year two start-up costs)	\$20,000	
Dr. Silvio Borrero, William Seale Professor of Business (Year two start-up costs)	\$23,000	
Coordinator of Studio Art (Base Salary + FICA)	\$71,500	
Marine Science Instructional/Lab Coordinator (Base Salary + FICA)	\$78,000	
Assistant Professor of Business (Base Salary + FICA)	\$125,500	
Performing Arts, Theatre Visiting Assistant Professor (Base Salary + FICA)	\$78,000	
Current Total of FY24 Expenses	\$3,789,627	\$9,000,578

FY25 Categories of Anticipated Bond Spending	Amount Spent or Anticipated Expenditures	Available Balance
Starting Balance		\$20,000,000
<i>Cost of Issuance</i>	\$716,415	
		\$19,283,585
Starting Strategic Allocation Balance (April 1, 2021)		
FY22 Bond Proceeds Drawdown	\$3,184,107	\$16,099,478
FY23 Bond Proceeds Drawdown	\$3,309,272	\$12,790,206
FY24 Bond Proceeds Drawdown	\$3,789,627	\$9,000,578
FY25 Projected Anticipated Expenses		
Retaining Excellent Faculty (\$5.0M)		
FY25 Osprey and Eagle Named Junior Professorships	\$1,789,980	
Osprey and Eagle Research Awards	\$80,000	
Student Engagement/LEAD Focused Programs (\$5.8M)		
Center for Career and Professional Development - Internships (Strategic Plan II.C.2)	\$288,000	
Study Aboard Program - Financial Assistance (Strategic Plan I.B.2)	\$165,000	
Honors College Promise Program - Student Research (Strategic Plan II.C.2)	\$212,000	
Marine Science Research Vessel	\$513,000	
Marine Science Lab Equipment	\$178,000	
Student Retention Programs (\$1.0M)		
Expand Seahawk Experience (Strategic Plan II.B.1)	\$25,000	
Rebrand Campus Life Experience (Residential and Commuter Students) (Strategic Plan II.B.3)	\$105,000	
Student Alumni Mentor Program (Strategic Plan II.C.1)	\$12,500	
"Must Go To" Programs (Strategic Plan III.A.1)	\$40,000	
Spanish Speaking Diversity Recruitment Specialist Salary + Benefits Cost (Strategic Plan III.A.2)	\$90,000	
Out of State Recruitment Initiative (Strategic Plan III.B.1)	\$40,000	
Travel/Transitional Grants (Strategic Plan III.B.2)	\$50,000	
International Recruitment (Strategic Plan III.B.2)	\$40,000	
Campus Transportation Initiative (Strategic Plan II.B.4)	\$115,000	
Development of New LEAD-Focused Curricular and Co-Curricular Programming (\$2.42M)		
New Program Market Analysis (Strategic Plan I.A.1)	\$25,000	
Create Community-Based Learning Courses (Strategic Plan IV.B.1)	\$35,000	
Recruitment of New Faculty and Staff in LEAD Areas (\$1.4M)		
Dr. Elka Porter, Marine Studies Faculty (Year three start-up costs)	\$30,000	
Current Total of FY25 Projected Anticipated Expenses	\$3,833,480	\$5,167,098

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
OCTOBER 11, 2024**

ACTION ITEM 2425 - 04

REVISION OF THE FY25 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 revisions to the current fund operating budget for fiscal year 2025, as attached.

RATIONALE

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached FY25 current fund operating budget will allow the College to continue its mission of providing high-quality, public, post-secondary education.

The revision incorporates enrollment projection changes based on latest data from institutional research and a reduction of the state appropriation of 1% initiated on July 17, 2024. Changes in operating expenses include: a reduction in projected utility costs, increases in various expense categories to incorporate academic faculty start-up carry-forward from FY24, additional funding to enhance the modernization of residence halls, and increases in additional expenses beyond normal operating to fund the Wi-Fi upgrade project that was originally budgeted in FY24, but not encumbered or completed until FY25. Additionally, the FY24 budget surplus was carried forward to offset FY24 unencumbered expenses and the additional funds added to the modernization of residence halls planned for FY25.

ST. MARY'S COLLEGE OF MARYLAND

SMCM FY25 Budget Approved by BOT 06/13/2024 & Revisions as of 9/18/2024

	FY24 as of 09/17/2024	FY25 Approved Budget	FY25 Revised Budget - 9/18/2024	FY25
	Expenses to date through 6/30/2024	0% T, 0%F, 3.9% Room, 3.9% Board	0% T, 0%F, 3.9% Room, 3.9% Board	Variance between FY25 Approved & Revised
Undergraduate*	1532 FT (432 F)	1557 FT (400 F)	1552 FT (403 F)	1552 FT (403 F)
In-State Full-Time Student Head Count	1386	1403	1392	(1%)
In-State Part- Time Student (Count Per Credit Hour)	1805	1949	1949	0%
DC Resident Full-Time Student Head Count	21	22	22	0%
Out-of-State Full-Time Student Head Count	125	132	137	4%
Out-of-State Part-Time Student (Count Per Credit Hour)	178	150	150	0%
Graduate	0			
MAT Program Student Head Count	9	18	14	(22%)
St. Mary's College Revenues				
Tuition Revenue				
Undergraduate				
In-State Full-Time Student Tuition	16,767,896	16,998,748	16,865,472	(1%)
In-State Part-Time Student (Tuition Per Credit Hour)	571,704	584,700	584,700	0%
DC Resident Full-Time Student Tuition	442,320	486,552	486,552	0%
Out-of-State Full-Time Student Tuition	3,781,759	3,721,344	3,862,304	4%
Out-of-State Part-Time Student (Tuition Per Credit Hour)	80,100	67,500	67,500	0%
Non-Degree Seeking Tuition Revenue	19,800	15,360	15,360	0%
Graduate				
MAT Program Tuition	152,903	297,540	231,420	(22%)
Subtotal Tuition Revenue	21,816,482	22,171,744	22,113,308	(0%)
Tuition Waivers Received from Other Institutions	264,394	210,000	210,000	0%
Total Tuition Revenue	22,080,876	22,381,744	22,323,308	(0%)
Fees				
Mandatory Fees Undergraduate	2,962,019	4,857,840	4,842,240	(0%)
Mandatory Fees Graduate	28,080	87,948	68,404	(22%)
Mandatory Fees Part-Time Students	13,852	102,326	102,326	0%
Other Fees (Course, Graduation, etc.)	877,985	794,720	794,720	0%
Reduction for Mandatory Fees Transferred to Student Government Association (SGA)		(425,250)	(425,250)	0%
Reduction for Mandatory Fees Transferred to Plant Facility Fund		(1,568,700)	(1,568,700)	0%
Sub-Total Fees Revenue	3,881,936	3,848,884	3,813,740	(1%)
State Appropriations				
General Fund				
Reduction of 1% July 17, 2024	36,735,000	36,851,675	36,851,675	0%
FY2025 COLA Salary Adjustments (Final Amount Pending State Calculation)	1,447,912	1,800,000	1,800,000	0%
HEIF	2,549,840	2,549,840	2,549,840	0%
Sub-Total State Appropriation Revenue	40,732,752	41,201,515	40,815,515	(1%)
Auxiliary Enterprises				
Residence Halls	11,877,340	11,947,312	11,947,312	0%
Dining Services	7,142,285	7,108,351	7,108,351	0%
Bookstore Operations	907,059	929,000	929,000	0%

Other Auxiliary Revenue (One Card General Revenue, Study Abroad Tours)	333,144	-	-	
Sub-Total Auxiliary Revenue	20,259,828	19,984,663	19,984,663	0%
Other Revenue Sources				
Sales & Services - Educational	475,473	500,000	500,000	0%
Quasi-Endowment (4% Spending Allocation of Cash Equities)	357,695	176,800	176,800	0%
Interest Income from Cash at State	1,142,984	850,000	850,000	0%
Treasurer Note Interest Return from Bond	813,317	462,313	462,313	0%
Foundation Unrestricted Support	75,000	75,000	75,000	0%
Other (Career Center, Registration fees, Faculty Housing Revenue, Miscellaneous)	509,627	300,000	300,000	0%
Sub-Total Other Revenue Sources	3,374,096	2,364,113	2,364,113	0%
Total Operating Revenues	90,329,488	89,780,919	89,301,339	(1%)
St. Mary's College Expenses				
Operating Expenses				
Contractual Payroll (includes student payroll)	4,139,143	4,129,680	4,129,680	0%
Travel	1,940,272	2,295,605	2,321,492	(19%)
Utilities and Fuel	3,717,230	4,450,000	4,015,000	11%
Contractual Services	9,326,922	7,971,923	7,977,923	(0%)
Supplies	2,070,778	2,012,284	2,012,284	0%
Equipment	3,823,070	1,297,029	1,375,499	(6%)
All Other Operating Expenses	2,520,607	1,603,924	1,603,924	0%
Sub-Total Operating Expenses	27,538,022	23,760,445	23,435,803	1%
Auxiliary Expenses				
Dining Services (Bon Appetit costs)	5,123,819	4,800,000	4,800,000	0%
Bookstore Operations	1,034,610	925,000	925,000	0%
Sub-Total Auxiliary Expenses	6,158,429	5,725,000	5,725,000	0%
Other Expenses				
Institutional Expense	294,926	500,000	500,000	0%
Debt Services	3,793,219	3,429,035	3,429,035	0%
Sub-Total Other Expenses	4,088,145	3,929,035	3,929,035	0%
Scholarship/Waiver Expenses				
Tuition Waivers	995,029	787,000	787,000	0%
Total Scholarships	8,795,833	8,750,000	8,750,000	0%
Sub-Total Scholarship/Waiver Expenses	9,790,862	9,537,000	9,537,000	0%
Sub-Total SMC M Expenses (Non-FT Personnel)	47,575,458	42,951,480	42,626,838	1%
St. Mary's College FT Personnel Expenses				
Personnel - Wages	30,650,973	33,918,647	33,918,647	0%
Personnel - Benefits, Wage Changes, Savings, Miscellaneous Items)	12,707,612	13,186,792	13,186,792	0%
Sub-Total FT Personnel Expenses	43,358,585	47,105,439	47,105,439	0%
Total Expenses	90,934,043	90,056,919	89,732,276	0%
Additional Expenses Beyond Normal Operating Budget				
FY25 Security Cameras Annual Lease	234,264	234,266	234,266	0%
FY25 ERP Final Implementation Costs	1,233,114	650,000	650,000	0%
FY25 Support for Middle States Reaffirmation of Accreditation		66,360	66,360	0%
FY25 Montgomery Hall Temporary Relocation Expense		325,000	325,000	0%
FY25 Modernization of Residence Halls		300,000	600,000	(50%)
FY25 Wifi Upgrade Project (Carryover from FY24)		-	417,475	(100%)
FY25 Strategic Plan "The Rising Tide" Initiatives to the Bond	499,021	1,242,500	1,242,500	0%
FY25 Strategic Plan "The Rising Tide" Initiatives to Operating Expenses	58,992	179,000	179,000	0%
Sub-Total Additional Expenses Beyond Normal Operating Budget	2,025,391	2,997,126	3,714,601	(19%)

Additional Revenues Beyond Normal Operating Budget				
Strategic Initiatives to the Bond (Non-FT Personnel Expenses)	3,789,627	3,455,480	3,455,480	0%
Carry-forward of FY24 Surplus to Offset FY24 Unencumbered Expenses		-	527,850	(100%)
Carry-forward of FY24 Surplus to Increase FY25 Modernization of Residence Halls		-	300,000	(100%)
Transfer from Fund Balance (Transfer Due to FY24 Rollovers to FY25 for Unencumbered Expenses + FY25 Increase to Residence Hall Enhancement)	(827,850)			
Sub-Total Additional Revenues Beyond Normal Operating Budget	2,961,777	3,455,480	4,283,330	(19%)
Grand Total of Revenue (Total Operating Revenue + Additional Revenue)	93,291,265	93,236,399	93,584,669	(0%)
Grand Total of Expenses (Total Operating Expenses + Additional Expenses)	92,959,434	93,054,045	93,446,877	(0%)
Surplus/(Deficit)	331,831	182,354	137,792	32%

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
OCTOBER 11, 2024**

ACTION ITEM 2425- 05

RECONCILIATION OF THE FY24 PLANT FUND BUDGET

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the following revisions to the plant fund budget for FY25, as provided.

RATIONALE

The attached schedules are provided for informational purposes and include the final approved FY24 plant budget with the addition of new projects that were approved by the Board of Trustees in February 2024.

Eight major projects with a value greater than \$200K continue, with a FY25 balance remaining of \$3.5M. Projects with value greater than \$200K require explicit Board of Trustees approval. FY24 plant fund activity is reconciled to the end of the fiscal year, and new projects approved in February 2024 have been added.

It is noted that the plant fund currently carries \$2.188M in expenses that are related to the Calvert Hall remediation and repairs due to the contractor related fire. We are in the process of the final steps of reconciliation to the state treasurer's office for reimbursement. This process has been ongoing as the state treasurer's office requires that all invoices must be paid in full prior to submitting a request for reimbursement, unfortunately, some of the data equipment and furniture that had to be replaced had sufficient lead times.

St. Mary's College of Maryland
Action Item Reconciliation of the FY23 Plant Fund (Capital Budget)
FY24 Plant Project Summary

For June 30, 2024

FY24 Additions CARS		FY24		Balance	FY25	FY25
Subfund	Description	Final Budget	FY24 Expenditures	Remaining	Additions	Final Budget
3003	Miscellaneous Maintenance and Repairs	\$478,540	\$80,135	\$398,405	\$210,000	\$608,405
3004	Miscellaneous Small Enhancement	\$162,883	\$35,412	\$127,472	\$182,000	\$309,472
3121	Miscellaneous Residence Hall Projects	\$695,789	\$178,280	\$517,509	\$460,000	\$977,509
3225	Athletics Renovation	\$176,369	\$128,707	\$47,662	\$270,000	\$317,662
3239	Residence Hall Furniture	\$440,538	\$30,615	\$409,923		\$409,923
3263	Traditional Residence Halls Refresh	\$285,000	\$51,003	\$233,997		\$233,997
3268	PG Chiller Renovation Project	\$0	\$0	\$0	\$200,000	\$200,000
6501	GSMRF	\$484,741	\$21,003	\$463,738		\$463,738
	Projects > \$200K	\$2,723,860	\$525,154	\$2,198,705	\$1,322,000	\$3,520,705
	Projects < \$200K	-\$1,096,553	\$489,960	-\$1,586,513	\$340,000	-\$1,386,513
	Total All Projects	\$1,627,307	\$1,015,115	\$612,192	\$1,662,000	\$2,134,192
3001	Plant Contingency	\$50,000	\$0	\$50,000	\$30,000	\$80,000
3020	Site Improvements	\$12,470	\$0	\$12,470	\$20,000	\$32,470
3022	Campus Master Plan	\$114,419	\$0	\$114,419		\$114,419
3090	Parking Lot Improvements	\$24,000	\$0	\$24,000	\$20,000	\$44,000
3175	2006A Bond Issue	\$0	\$0	\$0		\$0
3184	MH Refurbishments	\$0	\$0	\$0		\$0
3227	New Academic Building Facility Program	\$0	\$0	\$0		\$0
3229	HSMC Chancellors Point	\$0	\$0	\$0		\$0
3230	Traffic Calming Project	\$103,660	\$92,252	\$11,408		\$11,408
3233	Sun Trust - LOC	\$35,565	\$0	\$35,565		\$35,565
3234	Debt Service	\$0	\$0	\$0		\$0
3236	Pathway Project	\$0	\$0	\$0		\$0
3238	Programming/Study Projects	\$128,306	\$128,306	\$0	\$100,000	\$100,000
3240	JLR Stadium (Private Funds)	\$71,550	\$0	\$71,550		\$71,550
3241	Commemoration Project	\$19,438	\$0	\$19,438		\$19,438
3242	Wellness Center Restroom	\$10,220	\$0	\$10,220		\$10,220
3244	JLR Stadium F&E	\$0	\$0	\$0		\$0
3245	PG & Dorch ADA Ramps	-\$37,382	-\$38,083	\$701		\$701
3247	2018 Series A	\$0	\$0	\$0		\$0
3250	JLR Track Surface (Private Funds)	\$360	\$0	\$360		\$360
3251	Campus Security Lighting	\$42,000	\$0	\$42,000		\$42,000
3252	Library Renovation	\$99	\$0	\$99		\$99
3253	River Center Dock Repair	\$0	\$0	\$0		\$0
3254	Housing Security Upgrade	\$46,797	\$0	\$46,797		\$46,797
3255	Rowing Dock Project (SGA Funded)	\$0	\$0	\$0		\$0
3257	2020 Series A	-\$2,127	\$0	-\$2,127		-\$2,127
3258	Goodpaster Hall	\$35,236	\$37,890	-\$2,654		-\$2,654
3259	Throwing Sports	\$0	\$0	\$0		\$0
3260	Admissions Roof	\$0	\$0	\$0		\$0
3261	ADA Upgrades	\$27,000	\$0	\$27,000	\$15,000	\$42,000
3262	Calvert Hall Fire	-\$1,918,164	\$269,594	-\$2,187,758		-\$2,187,758
3264	Traditional Resident Halls - Life Sprinklers	\$125,000	\$0	\$125,000		\$125,000
3265	Artist House Repairs	\$15,000	\$0	\$15,000	\$15,000	\$30,000
3269	MB Renovation Project				\$90,000	
3270	Campus Wide Signage Upgrade Project				\$50,000	
Total Projects		-\$1,096,553	\$489,960	-\$1,586,513	\$340,000	-\$1,386,513

St. Mary's College of Maryland
Action Item II.B.
Reconciliation of the FY24 Plant Fund Budget

FY24 Initial Plant Budget	1,627,307
Final FY24 Plant Budget	<u>1,627,307</u>
FY24 Expenditures	1,015,115
FY24 Available Balance	612,192
FY25 New Projects	<u>1,662,000</u>
FY24 Available Project Budgets	<u>2,274,192</u>
Cash Available in Unexpended Plant Fund July 1, 2024	1,517,253
FY24 Facility Fee Receipts	<u>1,517,166</u>
Plant Fund Cash	<u>3,034,419</u>
FY24 Plant Fund Expenses	<u>1,015,115</u>
July 1, 2024 Plant Fund Available Cash	<u>2,019,304</u>
Less: Approved New Projects FY25	<u>(1,662,000)</u>
Excess / (Deficit) Plant Funds	<u>357,304</u>
FY25 Projected Facility Fees	<u>1,662,000</u>
Projected Plant Fund Balance	<u>2,019,304</u>

**ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
OCTOBER 11, 2024**

ACTION ITEM 2425 - 06

APPROVAL OF THE 2024 PERFORMANCE ACCOUNTABILITY REPORT
(See supplemental document for full report.)

RECOMMENDATION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees of the 2024 Performance Accountability Report for submission to the Maryland Higher Education Commission. This recommendation is contingent upon the endorsement of the Campus Life and the Academic Affairs Committees.

RATIONALE

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as a narrative describing strengths and challenges. Maryland law requires institutions to submit their PAR to the Maryland Higher Education Commission for review, and final submission to the Governor and General Assembly.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF SEPTEMBER 24, 2024
INFORMATION ITEM III.A.
MOODY'S RATING**

Moody's Investors Service, a leading global provider of credit ratings, research, and risk analysis, lowered the outlook on St. Mary's College of Maryland from stable to negative to with an A2 rating on June 20, 2024. Moody's noted that the College's credit quality incorporates its excellent operating environment with solid financial support from the State of Maryland as well as our unique role as the state's only stand-alone, residential public honors college.

**ST. MARY’S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
SEPTEMBER 24, 2024
INFORMATION ITEM III.B.
REPORTABLE PROCUREMENT ITEMS**

In accordance with the College’s Internal Procurement Requirements and Practices Statement, all purchase orders and contracts that exceed \$100,000 must be approved by the Vice President for Business /CFO or an approved designee. These procurements are required to be reported to the Finance, Investment and Audit Committee of the Board of Trustees.

The following procurement items were approved during the period between the last Finance, Investment, and Audit Committee meeting (April 12, 2024) and September 17, 2024.

Payee	Description	Amount
Explus, Inc.	HSMC MHIC Exhibit Fabrication	\$3,806,135
Awarded to multiple vendors, IDIQ	External Publications Printing Services	\$300,000
WittKieffer, Inc.	Presidential Search Services	\$100,000
FMB Laundry, Inc.	Campus Laundry Services	\$225,668
ePlus Technology, Inc.	Palo Alto Networks OIT Infrastructure	\$210,038
Tecta America East LLC	ARC Gymnasium Roof Replacement	\$189,520
Global Life Sciences USA LLC	Goodpaster Hall Phase 3 Lab Equipment	\$124,009

**Explus contract is for HSMC State Capital funded construction project.*

** WittKieffer contract value shown is based on minimum estimate based on 33.3% of compensation pkg.*

**External publications contract value shown awarded to five vendors under Indefinite Delivery/Qty basis, includes total estimated awards of \$50K per year over six years contract term including option years.*

**FMB Laundry contract value is based on five-year contract valued at \$45,137 per year.*

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
SEPTEMBER 24, 2024
INFORMATION ITEM III.C.
JOINT INVESTMENT ACTIVITIES**

The Foundation's Joint Investment and Advisory Committee met on September 19, 2024, 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.

St. Mary's College of Maryland Foundation

As of August 31, 2024, the total market value of the Foundation's endowment was \$40.86M. The endowment consists of two parts: the endowed funds held at JP Morgan (\$40.6M), and the WesBanco shares (\$255K).

In FY25, the endowed funds managed by JP Morgan have increased in market value by \$1.14M, comprised of \$83K in income, \$1.1K increase in investment value, and distributions of \$37K.

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

Invested endowment funds, managed by 19/19 Investment Counsel, have a market value of \$5.02M as of August 30, 2024. Funds are currently invested in a mix of fixed income instruments and equities.

Over a 12-month period, the endowment funds have increased in market value by \$646K, with an annualized rate of return of 14.77%.

St Mary's College of Maryland Foundation, Inc.
Consolidated Investment Statement
for the periods ending 9/30/2023 to 8/31/2024

Portfolio	Period to											
	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024	6/30/2024	7/31/2024	8/31/2024
*** Endowed Funds	35,414,011	35,022,064	35,851,691	36,826,469	37,168,225	37,762,001	38,571,396	38,024,977	39,051,051	39,457,702	40,021,152	40,606,100
Gift Annuities	1,028,504	1,009,482	1,073,192	1,114,556	1,114,738	1,118,731	1,146,768	1,111,972	1,148,394	1,163,435	1,185,865	1,125,915
Current Funds	6,707,927	6,709,928	7,187,510	7,288,674	7,311,034	7,313,401	7,348,610	7,343,162	7,390,191	7,023,819	7,079,733	7,128,156
Endowment Funds Spending	1,066,438	1,070,777	1,075,315	1,051,479	1,056,004	1,060,448	1,064,593	1,069,061	1,073,373	1,077,889	1,082,255	1,086,779
Total Invested Accounts Market Value	44,216,880	43,812,251	45,187,708	46,281,178	46,650,001	47,254,581	48,131,367	47,549,172	48,663,009	48,722,845	49,369,005	49,946,950
Endowed Funds Cash Account	1,295	1,296	1,296	1,296	1,297	1,297	1,297	1,297	1,298	2	1,225	1,225
Gift Annuity Cash Account	73,738	70,052	66,701	10,598	5,267	21,917	18,566	14,879	11,529	8,178	4,491	81,141
SGA Investment	635,973	575,893	645,459	669,510	635,072	675,620	681,537	642,100	649,693	684,452	693,992	689,851
Total Portfolio	44,927,886	44,459,492	45,901,164	46,962,582	47,291,637	47,953,415	48,832,767	48,207,448	49,325,529	49,415,477	50,068,713	50,719,167
Other Assets												
Perpetual Trust	1,432,912	1,399,883	1,501,103	1,571,749	1,571,003	1,614,898	1,654,139	1,594,101	1,577,847	1,598,442	1,627,523	1,663,646
** WesBanco shares	192,967	192,730	210,351	247,886	231,845	229,000	235,559	213,354	218,095	220,545	251,916	254,523
Cash												
Checking Account	1,269,832	1,682,749	2,418,593	2,484,969	2,224,312	1,798,018	2,100,168	1,396,934	1,389,664	924,446	945,260	1,229,338
Total	47,823,597	47,734,854	50,031,211	51,267,186	51,318,797	51,595,331	52,822,633	51,411,837	52,511,135	52,158,909	52,893,412	53,866,674

Notes

** The Foundation endowment is comprised of the 'Endowed Funds' and the WesBanco shares.
The College holds a quasi-endowment in addition to the above funds.

St. Mary's College of Maryland Endowment Fund
Investment Portfolio Performance Summary as of August 30, 2024

Period From Date	Period To Date	Beginning Monthly Market Value	Ending Monthly Market Value	Monthly Change Market Value
	8/31/2023		4,377,087	
8/31/2023	9/30/2023	4,377,087	4,233,521	(143,566)
9/30/2023	10/31/2023	4,233,521	4,166,259	(67,262)
10/31/2023	11/30/2023	4,166,259	4,424,304	258,045
11/30/2023	12/31/2023	4,424,304	4,610,779	186,475
12/31/2023	1/31/2024	4,610,779	4,627,819	17,040
1/31/2024	2/29/2024	4,627,819	4,703,622	75,803
2/29/2024	3/31/2024	4,703,622	4,790,106	86,484
3/31/2024	4/30/2024	4,790,106	4,652,187	(137,919)
4/30/2024	5/31/2024	4,652,187	4,758,800	106,613
5/31/2024	6/30/2024	4,758,800	4,856,468	97,668
6/30/2024	7/31/2024	4,856,468	4,936,438	79,970
7/31/2024	8/30/2024	4,936,438	5,023,495	87,057
Annualized Gain/(Loss) in Dollars				646,408
Annualized Rate of Return				14.77%

**ST. MARY’S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF SEPTEMBER 24, 2024
INFORMATION ITEM III.D.
AFSCME MEMORANDUM OF UNDERSTANDING 2023-2026**

St. Mary’s College of Maryland and the American Federation of State, City, and Municipal Employees (AFSCME) ratified a Memorandum of Understanding (MOU) between the two parties in June 2024. This Collective Bargaining Agreement (CBU) was negotiated over a period 25 months and is effective through July 2026. The College and the Union remain in negotiations regarding articles affecting Public Safety. Further information will be provided upon ratification of Public Safety. The following summarizes the changes and additions to the previous MOU between the two parties.

Modified Sections

Section 5.01 AFSCME Job Stewards: Provide shop stewards release time for additional reasons and shortens AFSCME’s time to submit names of job stewards to the College from 60 to 30 days.

Section 5.05 Representation Rights: Extends the meeting time to prepare grievances, interview, confer from 1 to 2 hours.

Section 5:09: Monthly Bargaining Unit Report: Updates the specific information that must be provided within the report. Updates to whom, and method by which, the report is sent.

Section 5:10: Semi-Annual Personnel Transaction Report: Updates the specific information that must be provided within the report.

Section 5.11: New Employee Orientation: Updates the notice timing and method of notification newly hired bargaining unit employees that AFSCME receives from the College.

Section 5.13: Representation on Committees: Modifies language from representation within the College’s Strategic Planning Committee Structure to Strategic Planning Committee.

Section 6.02 Contractual Conversion: Allows for the conversion of contractual employees to full-time status in positions that, if full-time and permanent, would-be collective bargaining eligible, based on the following criteria:

1. Has the position been occupied by the same person, full-time, for 547 days (1.5 years)
2. If the position were full-time and permanent, would it be collective bargaining eligible position?
3. Does the College intend to continue to need the services of the position full-time?

Provides a retiree clause so that a retiree in a contractual position that meets the criteria for conversion may opt to remain in contractual employment.

Section 6.04: Employees Right to Fairness and Respect: Updating the language (SMCM request) to include expectations for supervisee.

Section 6.07: Parking for Housekeepers: Updates the parking lot designations.

Section 9.08 Position Description: Updates “other duties as assigned” language to mean job-related duties directly relevant to the position. Includes provision to provide additional compensation and the employee’s ability to accept or decline the additional duties. Removes the requirement to provide AFSCME the history of all position descriptions.

Section 9.10: Updating Position Descriptions: Inclusion of provision to bargain any change that is considered a mandatory subject of bargaining.

Section 9.10: New Positions-Position Descriptions: Provides provision for employee who declines a new position that resulted from a change in their current position due to work method, workflow, or the needs of the College, allowing them to be placed in another position that is the same or similar to their current position. Further, if no position is available at the time of the promotion offer, and the available position has a lower salary range, the incumbent shall move to the lower position with no loss of compensation. An employee may decline any promotion to a new position.

Section 9.20: On Call Pay: Increase on-call pay from \$40 to \$60 each 24-hour period.

Section 9.35: Essential Employees and Reporting to Work when the College is Closed: Includes provision that requires the College to provide employees double time if they work more than eight hours during a closure. Includes provision for essential employees working during a weather related or public health State of Emergency declared by the County Commissioners, the Chief Public Health Officer, Governor, President of the United States double time.

Section 13.08: Release Time for Staff Senate Meetings: Clarifies the language.

Section 19.01: Paid Holidays: Updates the number of holidays to 18.

Section 21.03: Requirements before Employee may be Disciplined: Shortens the College’s timeline to schedule and conduct disciplinary actions. Limits the ability to request extensions.

Section 22.04: Workdays Defined: Updates “state holiday” to “holiday.”

Section 23.01 Duty for Safe Work Environment.

Section 24.01: Uniforms: Updates to the uniform items and quantities.

New Sections Added

Section 16.17: COVID leave (*Valid only through December 31, 2024*).

Section 35.03: Merit Increases.

Section 35.04: Across the Board Wage Increases.

Section 35.06: Health Hazard Pay.

Section 35.07: Cost of Living.

Article 38: Employee Privacy Rights and Limitations on Employer Surveillance.