

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

GENERAL SESSION

Date: May 13, 2011
Hour: 3:10 p.m.

Site: St. Mary's College of Maryland
St. Mary's City, Maryland

TRUSTEES PRESENT

Molly Mahoney Matthews (chair), Sherrie Robinson Bailey '81, Arthur Birney, Jr., Cindy Broyles '79, Tom Daugherty '65, Peg Duchesne '77, Gail Harmon, Neil Irwin '00, Thomas Penfield Jackson, Gary Jobson, Larry Leak '76, John McAllister, Mike O'Brien '68, Katharine Russell, Daniel Ruthenberg-Marshall '10, Paul Schultheis '98, and Robert Waldschmitt.

TRUSTEES ABSENT

Ben Bradlee, Steny Hoyer, Jim Muldoon, and John Wobensmith.

OTHERS PRESENT

Joe Urgo, Laura Bayless, Thomas Botzman, Tim Broas, Donny Bryan, Regina Faden, Ruth Feingold, Barbara Geehan, Kathy Grimes, Tim Heely, Mark Heidrich, Sven Holmes, Glen Ives, Charles Jackson, Wes Jordan, Sally Mercer, Robert Paul, Maureen Silva, Sara Slaff, Maurielle Stewart '12, Joe Storey, Kate Ufford, Larry Vote and Alex Walls '13. Press Sarah Miller, County Times, Beckie Supiano, The Chronicle of Higher Education, and Jesse Yeatman, Enterprise.

NOTICE OF EXECUTIVE SESSION

In accordance with the 1991 State Open Meetings Law, H.B. 1321, Chair Molly Mahoney Matthews reported that an executive session had taken place prior to the start of the general session in order to discuss personnel matters.

AGENDA

The consent agenda for the general session was approved as presented.

MINUTES

The minutes of the February 26, 2011 general session were approved as presented.

REPORTS

Report of the Chair

Molly Mahoney Matthews welcomed all in attendance to the 660th meeting of the St. Mary's College of Maryland Board of Trustees, stating that an executive session had taken place prior to the general session. Chair Matthews reported:

- The men's basketball team advanced to the Elite Eight in the NCAA Division III championship. The men's and women's sailing team is traveling to Oregon for the sailing championships.

- Beckie Supiano from The Chronicle of Higher Education is working on a story about the college.
- Several trustees including Lex Birney, Cindy Broyles, Jim Muldoon, and Gary Jobson have employed St. Mary's students as interns or helped them find positions within their companies.
- The trustee web page has been completely overhauled. The new pages will reflect a college-wide redesign that goes live June 8. The revised site includes profiles filled out by trustees, biographies, photos, descriptions of committees, meeting schedule, copies of agendas and minutes, and an "adopt a trustee" page that highlights papers and the interactions of the board with Nitze scholar students. The Board of Trustees has reached 100% fundraising participation. Matthews thanked trustees for their generous giving this year. Development Chair Cindy Broyles recognized Bob Waldschmitt for continuing his mother's pledge for music programs in Alba, Italy.
- There are several summer activities available to trustees, which include: the music festival in Alba, Italy, additional work and implementation of a new financial aid model, a board retreat in conjunction with a River Concert and preparation for a possible presentation at the April 2012 Association of Governing Boards (AGB) Conference in Washington, D.C.
- Matthews presented resolutions to Wes Jordan and Larry Vote and thanked them for their service to the college in their roles as Dean of Admissions and Provost, respectively.

Report of the President

President Joe Urgo addressed the trustees on reaffirming the principles of the college's founding legislation, specifically addressing a call from Maryland House and Senate budget committees on the costs of SMCM tuition compared to other state institutions. The joint chairs of the budget committees expect a report addressing tuition rates and state support by September 1, 2011. The full address can be found at http://www.smcm.edu/president/BOT_5_11.html.

Report of the Faculty Senate President

Faculty Senate President Bob Paul reported:

- This will be his last board meeting as faculty senate president. The faculty has chosen Alan Dillingham to serve in the position.
- Commencement is a celebration of both student and faculty accomplishments. Faculty members see student successes as a result of their investment, also a time to reconfirm their commitment to the institution. Paul thanked trustees for their support and attendance at commencement and noted it was important for faculty and students to see trustees participating in campus activities.
- Paul offered some reflective comments from the past years work. Faculty has been getting to know Joe Urgo and his administrative team and feels a positive change in direction. The faculty by-laws committee tackled a comprehensive revision. It will take another year for faculty to vet and approve the proposed changes before they come to the board for approval. One item that will come to the board through the Academic Affairs committee is the appointment of college evaluation committee members.

- Paul noted the need for the board to involve faculty in the construct and execution of the strategic plan. Faculty needs to be part of the group that defines specific actions and ideas for the future.
- Paul concluded with three items the faculty recommended for the board's consideration:
 1. Faculty salaries. While faculty understands the salary freeze imposed by the state; adequate and fair compensation for faculty is a cornerstone that affects retention, as well as morale, on campus.
 2. Size of institution. Faculty advises holding the current size of the student body and the faculty/student ratio or consider lowering it.
 3. Masters programs. Faculty supports the Master of Arts in Teaching program currently operated by the college, but recommends not adding any additional master programs to the curriculum as it would detract from undergraduate teaching.

Report of the Student Trustee

Student Trustee Daniel Ruthenberg-Marshall reported:

- Most students have left campus for summer jobs and internships.
- The student body hopes to continue its discussion on civility. Students initiated conversations with faculty, staff, and classmates during the last year to discuss a perceived decrease in civility on campus and to encourage ideas to be more welcoming and engaged.
- The campus arboretum has been certified a Level 1 association. Student David Wood will take over the leadership of Keep St. Mary's Beautiful, a student club designed to support campus clean-up and arboretum projects.
- Student concerns that the sustainability intern position had been eliminated and replaced with 2-3 student work positions. He encouraged board members to evaluate the change at the end of next year.
- Students share the faculty's concern over adding masters programs to the college's curriculum. The student body in general would prefer to see the focus remain on undergraduate teaching.
- The sailing and ultimate Frisbee teams are headed to national championships next week.
- Commencement is tomorrow, May 14, with 466 graduates expected to walk.

Trustee Duchesne thanked Danny Ruthenberg-Marshall for his service as student trustee and noted his engagement in numerous college activities over the past four years, including the SafeRide program, which is still going strong.

Trustee Birney added that he would like to see an evaluation of the sustainability positions before permanent decisions are made. Trustee Leak noted that this could be addressed in the Buildings and Grounds Committee, which has oversight of the sustainability program, and included as part of the strategic plan.

REPORTS FROM COMMITTEES

Academic Affairs

Trustee Leak made a motion to accept the faculty by-law change. The motion was seconded and approved unanimously.

Chair Larry Leak reported:

- Academic Affairs met on April 15.
- The committee is losing longtime members Bob Paul, Larry Vote, and Sherrie Bailey, meaning half of the committee will be new next year.
- The committee heard standing reports from faculty senate president Bob Paul and dean of faculty Larry Vote.
- There were external reviews of several departments on campus.
- The Master of Arts in Teaching (M.A.T.) program received high praise during its seven-year certification review and has been certified by the Maryland Department of Education.
- The draft strategic plan is complete and posted for public comment.
- The college is in preliminary conversations with NAVAIR on an educational collaboration. Materials for a memorandum of understanding are being prepared.
- The committee also met in executive session to approve several personnel matters; including six reappointments with tenure and promotion, one promotion to full professor, and six new faculty appointments. The committee also approved the Voluntary Separation Program.
- Leak distributed the first annual report of the Core Curriculum and noted that the class of 2012 would be the first co-hort of students to graduate under the Core Curriculum.

Buildings and Grounds

Chair Paul Schultheis reported:

- Building and Grounds met on April 15.
- The committee reviewed the FY12 Plant Budget priorities, which include funds for the new pub and restoration of funding for residence hall repairs after two years of state-mandated cuts.
- The annual facilities condition report was approved as part of the consent agenda. Overall, the report indicates that the campus is in good condition.
- The committee approved the design for the North Campus food venue and pub. The pilot program carried out in April was a resounding success and the late-night food option was appreciated by students. The design includes renovation of the kitchen, creating a warm “pub-like” atmosphere, and a bar that will be the senior gift of the class of 2011. The renovated pub will be completed by the fall semester.
- The committee recommends that the auditorium design funding be re-evaluated and the project scope and siting become part of the master plan.
- The committee is laying the groundwork for a new facilities master plan. A committee comprised of faculty, staff, students, and alumni has been charged to help create a document that will address space needs for the next 10-15 years and a land-use plan that will incorporate the St. Mary’s Arboretum and landscape improvements.

- The committee reviewed early design concepts for the Garden of Remembrance. The goal is to rehabilitate portions of the garden that have declined while enhancing the overall setting.
- The Route 5 safety traffic-calming project is underway. Design engineers and landscape architects have been selected and public meetings will begin this summer and continue through the fall.

Community Relations

Chair Mike O'Brien reported:

- Community Relations met on April 12.
- Tom Botzman summarized the results of the legislative session which ended on April 11, including an invitation from the joint chairmen to submit a proposal for increased state funding without modifying our block grant agreement.
- The capital projects update highlighted Margaret Brent, facilities master planning, traffic calming and the Lewis Quad pub.
- The advancement report included a staff update, alumni re-engagement visits and foundation evaluation.
- The faculty report noted the challenges of finding meaningful opportunities for the CORE Curriculum's Experiencing the Liberal Arts in the World (ELAW) and mentioned the M.A.T. program certification.
- The Publications and Media Relations report highlighted the inauguration and men's basketball press coverage.
- The Arts Outreach report highlighted the summer Orchestra Academy for young musicians and the Arts Alliance Outreach Committee's support of poetry and dance workshops for local high schools.
- The athletics report included Elite 8 (basketball) coverage and the addition of media clips to press releases starting in the fall.

Development

Chair Cindy Broyles reported:

- The Board of Trustees has reached 100% participation in fundraising. Broyles thanked all the members for their support.
- Committee members are continuing the "who's in your rolodex?" effort, working with advancement staff to identify and cultivate potential donors.
- Fundraising is on par with last year.
- Current fundraising numbers and explained new report by designation. Unrestricted funds are up by \$100K from last year.
- Looking forward to next year's efforts with full advancement staff supported by strong operations in both fundraising and the foundation.

Enrollment and Student Affairs

Chair Neil Irwin reported:

- Enrollment and Student Affairs met on April 6.
- Members discussed splitting the committee into two separate committees focused on enrollment/enrollment management and student affairs. Pros and cons were debated and

it was agreed that two committees would allow for more substantial attention to each issue as well as financial aid. The Trustee Governance Committee has approved the change.

- The Financial Aid Office has changed the criteria by which the Emergency Assistance Funds can be distributed to students. State and federal assistance thresholds have increased and more students face ongoing financial hardships, not just emergencies. The new criteria will allow the committee to make decisions for students who have not experienced an “emergency,” but who need the money for other reasons.

Finance, Investment and Audit

Vice President for Business and Finance Tom Botzman reported:

- The FIA Committee met on April 20.
- A dashboard containing various metrics for the college was prepared and reviewed with the committee. College staff will prepare updates and target values for review by FIA in the fall.
- The college continues to submit quarterly reports to the Office of Legislative Audit. Three additional findings have been moved to satisfactory progress with six findings requiring additional effort. Updates and reports are available on the portal.
- Five action items were approved and are being brought to the full board:
 1. Action Item 1011-22: Approval of the 2011-2012 Current Fund Budget including personnel positions.
 2. Action Item 23: Approval of the 2012 Plant Fund
 3. Action Item 24: Approval of the Staff Salary Plan
 4. Action Item 25: Approval of the Faculty Voluntary Separation Program for tenured faculty.
 5. Action Item 26: Approval of Amendment to the Supplemental 392(b) Plan.

Each action item was seconded and unanimously approved.

Government Relations

Chair Gary Jobson reported:

- The committee is thankful for student participation, led by Sean Gugerty, both in Annapolis and in analyzing general session materials.
- The final state budget included full funding of the college’s block grant and inflator which totals \$17.8 million for 2012. Other budget highlights include the restriction of merit-based pay increases for college staff (with limited exceptions), no state furloughs, and a one-time \$750 bonus for employees in July 2011.
- Delegate John Bohanan introduced two pieces of legislation that impact the college. House Bill 435 broadens language about the optional retirement plan for consistency with Internal Revenue Service standards. House Bill 1347 creates a Southern Maryland Higher Education Council to address issues of access. The council seeks to improve communication between stakeholders in the area. College officials will take an active role in the council.
- Two pieces of legislation affecting tuition paid by Maryland residents passed this session. The changes regarding foster children and undocumented students will have minimal impact on St. Mary’s.

- The Joint Chair's Report (JCR) is requesting four reports from the college covering financial aid, general funds used in conjunction with athletics, and, as noted by Dr. Urgo in his address, the issues of access and affordability. This last will be an important step in addressing the overall mission of the college.

International Studies

Chair Lex Birney reported:

- The International Studies Committee met during lunch just prior to the board meeting
- Dr. Laraine Glidden, the chair of the Faculty Task Force on International Education, reviewed the task force's final report, a working document and procedures which addressed the four original charges:
 1. The development of a vision statement for on- and off-campus international Education (IE) programs that includes objectives and goals for all programs.
 2. Creation of a set of procedures for an International Education strategic plan.
 3. Identify groups who will address the priorities and action plans.
 4. Establish mechanisms for faculty engagement in IE strategic planning.
- The task force report is a significant step in re-orienting the efforts on internationalization. One of its major findings is that the internationalization efforts have now matured to the point where they must be more officially channeled through the governance structures already in place. In keeping with this, the International Studies Committee will distribute the report to the board and would like to discuss the findings sometime next year.
- Finally, the search for a new IE director has drawn several interesting candidates. The new hire will be pivotal in incorporating many of the strategies and goals outlined by the task force report.

Inaugural Committee

Co-Chair Peg Duchesne reported:

- The inauguration of Dr. Urgo was a success
- After offering a few highlights, Duchesne thanked committee members and staff again for their work on the event.
- Forty-one academic delegates attended the ceremony and several mentioned how welcoming the St. Mary's faculty and staff were.

REPORTS FROM ASSOCIATED ORGANIZATIONS

St. Mary's College of Maryland Alumni Association

Alumni Council President Paul Schultheis reported:

- The policy change regarding the Alumni Lodge, giving alumni priority during the summer months.
- Alumni Reunion will be held June 10-12. Several popular and new events will be available this year.

St. Mary's College of Maryland Foundation Board and Joint Investment Advisory Committee

Foundation Board member Harry Weitzel reported:

- The foundation board and advisory committee each met May 2.

- The foundation board reelected its current officers.
- Foundation assets are up, around \$22 million.
- The foundation board is working with Maureen Silva to hire a consultant who can help establish best practices and procedures.

Historic St. Mary's City

Larry Leak recognized HSMC Executive Director Regina Faden, who reported;

- There are 10 students with museum studies minors graduating tomorrow.
- The Archeology Field School is full for this summer.
- The museum is taking a broad view of its mission with the Slave Quarter Project, giving the audience an idea of what conditions and lifestyle a slave would have experienced.
- Beer Fest will be held on May 22. This event is an important social event and fundraiser for HSMC's foundation.
- The city will also continue offering the pre-school explorers program in addition to planned school tours throughout the spring.

A motion was made to adjourn the meeting at 4:55 p.m.

Summary prepared by Kathy Grimes

September 13, 2011

Approved by Larry Leak

September 15, 2011

Approved by Molly Mahoney Matthews

September 15, 2011