

ST MARY'S COLLEGE *of* MARYLAND

The Public Honors College

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

BOARD OF TRUSTEES

OPEN SESSION

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

October 15, 2016

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

AGENDA

October 15, 2016 (#681)
10:15 a.m.

*Glendening Hall Annex
St. Mary's College of Maryland
St. Mary's City, Maryland*

- | | | |
|--------------|---|---|
| I. | Call to Order | Sven Holmes |
| II. | Approval of agenda | Sven Holmes |
| III. | Report of the Board Chair | Sven Holmes |
| IV. | Report of the President | Tuajuanda Jordan |
| V. | Action Items | |
| | A. Committee Action Items | Molly Mahoney Matthews/Glen Ives |
| | 1. Trustee Governance | |
| | a. Action Item 1617-04: Approval of Spring 2017 Board Meeting Dates | |
| | 2. Finance, Investment and Audit | John Wobensmith '93 |
| | a. Action Item 1617-05: Revision of the FY17 Current Fund (Operating) Unrestricted Budget | |
| | b. Action Item 1617-06: Reconciliation of the FY 17 Plant (Capital) Budget | |
| | c. Action Item 1617-07: 2016 Performance Accountability Report | |
| | d. Action Item 1617-08: Financial Conflict of Interest Policy and Procedures in Public Health Service Funded Research | |
| | e. Action Item 1617-09: Deaccession of Artwork (Vale Painting) | |
| VI. | Government Relations Report | Larry Leak '76 |
| VII. | Middle States Update | Mike Wick |
| VIII. | Additional Reports | |
| | A. Student Trustee | Vera Damanka '17 |
| | B. Faculty Senate President | Karen Crawford |
| | C. Staff Senate | Mary Grube |
| | D. Alumni Association | Allan Wagaman '06 |
| | E. Foundation | Harry Weitzel |
| | F. Historic St. Mary's City | Laura Cripps |
| IX. | Motion to Adjourn Meeting | Sven Holmes |



**BOARD OF TRUSTEES
PRESIDENT'S REPORT**

REPORT SUMMARY

Date of Meeting: October 15, 2016

Date of Next Meeting: January 27, 2017

Committee Chair: N/A

Committee Members: N/A

Staff Member: N/A

Dashboard Metrics: N/A

Executive Summary:

Unit-wide accomplishments

Implementation of the **strategic plan** is underway as a campus-wide effort. The Strategic Plan Implementation Team (SPITFire) is comprised of faculty, staff, and a student. As a means to facilitate continuity between plan writing and implementation, two members of the Strategic Plan Steering Committee – one faculty and one staff - are also members of SPITFire. SPITFire met bi-weekly during the summer. These meetings were focused on reviewing the tactics and measurable objectives described in the plan. During the off weeks, SPITFire members met with key internal stakeholders to critically assess the feasibility of the objectives, modify when necessary, and to identify the campus units/departments who would be responsible for refining and implementing the tactics. Two SPITFire members are assigned to oversee the implementation of each strategic plan goal. Progress can be monitored at <http://www.smcm.edu/strategicplan/news-and-updates/>.

In **Business Affairs**, Anne Arundel Hall was ready for occupancy in time for the start of the academic year. The building and associated systems should be fully functional by the end of the academic year. We have made significant strides towards ensuring that the college's infrastructure is up-to-date and capable of supporting the institution's strategic planning efforts. The college received substantial new funding on the order of \$2.7 million to support IT infrastructure improvements. Over the summer, the Office of Information Technology worked to enhance the infrastructure by installing new parts campus-wide. The new wireless access points will expand capacity and improve security. Plans are also underway to implement a new ERP system to streamline operations and improve efficiency.

In response to concerns voiced by some staff on campus, an Employee Resource Center was designed and opened in June in order to provide staff in Facilities with a computer laboratory, kitchen, and up-to-date common area in which they can store personal belongings and hold training sessions.

The Faculty and Staff Housing initiative, a collaboration between **Business and Finance and Student Affairs**, was successfully implemented. This valuable benefit to the College's employees was developed to enhance the housing stock for our faculty and staff and, very importantly, provide more affordable housing options for our newly hired faculty and staff as they transition to a new community.

Inclusive diversity is high on the college's list of strategic priorities and many of the campus-wide initiatives are focused primarily in **Student Affairs**. Committee members on each of our five Inclusion, Diversity, and Equity work groups have been busy actualizing our goals. The initial steps of the AAC&U Inclusive Excellence diversity assessment have been completed. This assessment process will continue this semester. Last year we had *A Time to Pause* as a means to bring the campus together to discuss the issues that were challenging our community's cohesiveness. Our promise to continue those conversations and our work towards a more inclusive community continues. The most recent Community Conversations event was held on Tuesday, August 30. Students, faculty, and staff participated in these small-group, *student-led* conversations in record numbers to address the central question: how do we maintain community and preserve the principles of our democracy in the midst of the many divisive issues that exist for us as a nation and as global citizens? Close to 500 campus community members participated in this activity.

Issues associated with inclusive diversity need constant attention. Interviews for the position of associate vice president of inclusion and diversity have been completed. Four finalists were brought to campus in September. We hope to have an individual hired and ready to work during the Spring 2017 semester.

Our efforts in **Institutional Advancement** have paid off in a significant way. The \$2.5 million Building Challenge was completed sooner than anticipated and culminated in the College receiving the single largest philanthropic gift in the College's history of \$2.2 million with accompanying naming rights – the Jamie L. Roberts Stadium. Architects for the Jamie L. Roberts Stadium are being hired. We expect completion of the stadium complex, Part I of this \$76M, 3-phase project, in 18 – 24 months.

In **Academic Affairs**, tremendous progress has been made in developing and implementing a sustainable system to assess student-learning outcomes at the institutional-, program-, and course-levels. The faculty is now busy 1) collecting data and using this information to refine, as necessary, course materials, pedagogy, etc., to ensure that students are meeting the learning objectives and 2) documenting what they do and why. Additionally, the Student Learning Outcomes Assessment Handbook has been developed to ensure that are policies are adhered to, our practices are consistent, and everyone is aware of and held accountable for their responsibility(ies) in assessing student learning.

In **Enrollment Management**, there has been some success in expanding our out-of-state footprint. In addition to the successful tours that were implemented as a collaborative initiative between Alumni Affairs, Admissions, and the president's office, we have been working to establish significant collaborations that will increase the internationalization of our campus. Since January, we have established several international recruitment foundations with countries, most notably Aruba in June 2016. (A) The agreement with Aruba was the first ever to be signed between St. Mary's College and an entire nation. The first student from Aruba joined us this semester.

Individual Nota Bene

Faculty and Staff

Kyle Bishop, executive director of the wellness center, published an article – “The relationship between retention and college counseling for high-risk students” – in the *Journal of College Counseling*.

Bill Ward, Director of Sailing, was named the 2016 winner of the Sail1Design Coach of the Year, presented by Henri-Lloyd.

Lori Brasko, public safety officer, has been selected by the International Association of Campus Law Enforcement Administrators (IACLEA) to receive the 2016 IACLEA Award for Valor.

Russell Rhine, associate professor of economics, has been selected to work for Congress during the fall semester. He will be a senior economist with the United States Congress Joint Economic Committee, a bipartisan bicameral committee. Rhine will conduct economic analysis and make policy recommendations to legislators in both houses of Congress.

Wesley P. Jordan, professor of neurosciences and psychology, received the Homer L. Dodge Award for Outstanding Service.

Diana Boros, assistant professor of political science, received the Norton T. Dodge Award for Scholarly and Creative Achievement by a Junior Faculty Member.

Barrett Emerick, assistant professor of philosophy, received the Homer L. Dodge Award for Excellence in Teaching by a Junior Faculty Member.

Sybol Anderson, associate professor of philosophy, received the Andy Kozak Faculty Contribution to Student Life Award.

José Ballesteros, professor of international languages and cultures, is the recipient of the Steven Muller Distinguished Professorship in the Arts.

I wish to acknowledge some of the faculty and staff who have worked to advance the academic enterprise through garnering external support.

Sandy Ganzell, Professor of Mathematics and **Casey Douglas**, Associate Professor of Mathematics, were awarded an NSF grant to support undergraduate research at the College.

Troy Townsend, Assistant Professor of Chemistry, who, in collaboration with the Southern Maryland start-up company SolarTech, Inc., received a Maryland Industrial Partnership grant to develop a proof-of-concept process of printing efficient and stable solar modules using a materials printer. This research has the potential to result in new technology that is more cost-effective than traditional electricity.

Jingqi Fu, Professor of Chinese, is the recipient of a grant from the Endangered Language Documentation Programme, University of London. Her work focuses on documenting Lemo, an ethnic minority dialect of Bai, spoken in China in order to preserve the endangered language.

Julia King, Professor of Anthropology, who will collaborate with the Calvert County Historic Preservation Commission on a project funded by the National Park Service to document seven historically significant Piscataway landscapes in Calvert, Charles, Prince George's, and St. Mary's counties.

Students

Rebecca Webster received an award from the Council for Maryland Archaeology to attend the Middle Atlantic Archaeological Conference where she presented her research on Anglo-Native American interaction in the



Potomac River valley.

Anna Passaniti presented her SMP research, conducted at the Turkana Basin Institute in Kenya, on topical diseases at the annual meeting of the Society for Applied Anthropology.

“Pride Bound,” a film by **Maria Duke** received the Audience Award for Best Short Fiction Film at the Southern Maryland Film Festival.

Claire Kostelnik and **Hannah Starnes** presented their research findings on a potential new fast-acting antidepressant drug at the Eastern Psychological Association meeting.

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

Committee Action Taken/Action in Progress:

Recommendation to the Board:



**TRUSTEE GOVERNANCE COMMITTEE
CONFERENCE CALL
WEDNESDAY, OCTOBER 12, 2016
11:00 AM**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. ACTION ITEMS**
 - A. Approval of spring 2017 Board of Trustees meeting schedule
- III. DISCUSSION ITEMS**
 - A. Process and criteria for trustee prospect recruitment
 - B. Ark and Dove prospects
- IV. MOVE INTO CLOSED SESSION**

A portion of this meeting will be held in closed session

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TRUSTEE GOVERNANCE COMMITTEE**

ACTION ITEM 1617-04

APPROVAL OF SPRING 2017 BOARD MEETING DATES

RECOMMENDED ACTION

The Trustee Governance Committee recommends that the Board approve the following spring 2017 meeting dates: January 27-28, 2017 and May 11-13, 2017.

RATIONALE

In polling the Board for preferred dates in January and February, the weekend of January 27-28 worked best for the largest number of trustees.

For the May 2017 meeting, trustees are requested to arrive on campus by 3 pm on Thursday, May 11 to allow time for committee meetings prior to the full Board meeting held on Friday afternoon. The 2017 Commencement ceremony will be held on Saturday morning.

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

REPORT SUMMARY
(See appendix for supporting materials)

Date of Meeting: October 13, 2016

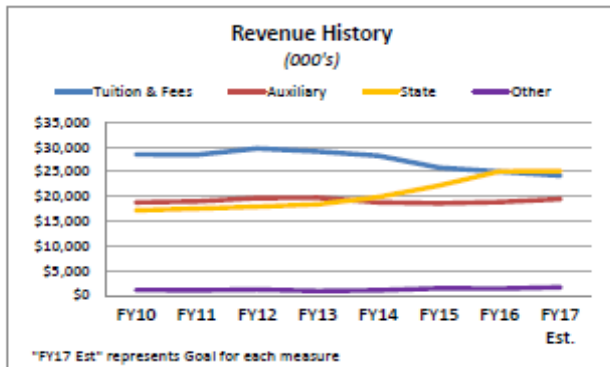
Date of Next Meeting: TBD

Committee Chair: John Wobensmith '93

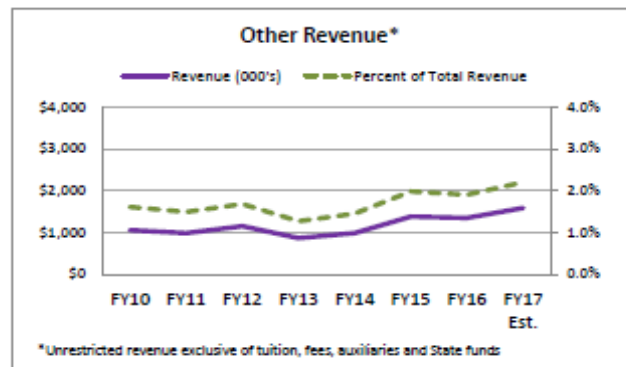
Committee Members: Lex Birney, Donny Bryan '73, Sven Holmes, Mike O'Brien '68, Katharine Russell

Staff Member: Chip Jackson

Dashboard Metrics:



Trend:	Tuition/Fees	Auxiliary	State	Other
	↓	→	↗	↗



Trend:	Other Revenue
	↗

Executive Summary:

FY16 Operating Budget Closing and Status of Financial Statement Audit

FY16 closed on June 30, 2016. Review and adjustments for year-end activity are complete and financial statement drafts are currently undergoing final review. We remain on schedule with the audit tasks. Audited statements are to be presented to the Finance, Investment, and Audit Committee for review in December.

Actual operating results are a surplus of \$2.0 million including \$2.2 million in rollovers to FY16. This result is about \$4.2 million better than expected, resulting from revenue above budget \$1.194 million, payroll savings \$521 thousand exclusive of unfunded pension adjustments, utilities \$480 thousand, scholarships \$571 thousand, encumbered items totaling \$722 thousand and other miscellaneous unspent budgets.

Compensation Plan

The development of a Compensation Plan has continued over the past several months. An Ad Hoc Compensation Committee, and separate faculty and staff working groups, are developing recommendations to

the President to establish guidelines for wage allocations for FY17, to be effective January 1, 2017, and for the future. For both faculty and staff (non-bargaining), FY17 recommendations are intended as interim measures to begin addressing merit and market wage issues while fuller plans are put in place for FY18.

IT Infrastructure / Enterprise Resource Planning System (ERP)

The College last year received one-time funding from the State totaling \$2.74M to modernize our wired and wireless network architecture and upgrade our ERP (Enterprise, Resource, and Planning). The wired and wireless upgrade has been completed, bringing secure wireless capability to all academic and administrative buildings while greatly improving coverage, capacity and bandwidth.

Planning for the ERP project planning is underway to replace the Jenzabar CX solution that has served the campus for 18 years. The College is currently developing the RFP and will begin the process of selection this Fall followed by an anticipated contract award date after the start of the Spring 2017 semester. Implementation and conversion will take approximately two years after award.

State of Maryland Audit (Department of Legislative Services)

The Department of Legislative Services (DLS) completed the 3-year audit for the period 7/1/2012 thru 8/23/2015. The final audit report was issued in August 2016 and is provided to the committee for informational purposes. The report noted five findings, three related to information technology, one in the business office and one in human resources. College responses as to how the findings are being addressed are included within the materials.

Expanding Revenue

Overall, revenue from other sources (revenue excluding tuition and fees and State appropriations) are projected to increase in FY17 by \$234 thousand over the FY16 budget from a variety of sources. The faculty/staff housing program initiated this fall has been a success with leases in place for all 8 possible units including bedrooms in 2 HSMC houses and the Howard property.

Dashboards

Dashboards provided reflect current and relevant data with regard to student characteristics in enrollment, student retention and persistence, revenue, and fundraising.

Joint Investment Activities

The Foundation continues to work with JP Morgan to manage endowed funds. As of June 30, 2016 the endowed funds held within JP Morgan totaled \$28.4m as compared to \$30m on July 1, 2015. On a fiscal year basis, the net year to date decrease in market value of \$1.6 million includes \$706k in contributions, \$537k in income, \$1.08m decrease in investment value, and \$1.76m of withdrawals.

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

Revision of the FY17 Current Fund (Operating) Unrestricted Budget

The proposed revision to the FY17 current fund budget incorporates carry-forward authorization for \$3,589,802 encumbered but not expended as of June 30, 2016 and to support initiatives.



Reconciliation of the FY 17 Plant (Capital) Budget

FY16 plant fund activity is reconciled to the end of the fiscal year and new projects approved in July 2016 are added. The FY17 active project budget totals \$3,378,104. The projected unencumbered plant fund balance is \$1.6 million.

2016 Performance Accountability Report

The Performance Accountability Report (PAR) is required by the State of Maryland to assess 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 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.

Financial Conflict of Interest Policy and Procedures in Sponsored Research

St. Mary's College of Maryland is required to implement and comply with various regulations when federal funding is sought (grants and sponsored research). The purpose of this Policy is to comply with National Science Foundation provisions and Public Health Service regulatory requirements.

Art Deaccession

Ms. Mary Jane Rowe, daughter of late faculty member and artist William Thomas Rowe, has requested that the painting entitled *Vale* be returned to the family. The painting was gifted to the College in 2004. Under the College's Collection Management Plan, the Board of Trustees must approve the deaccession of any art from the collection.

Committee Action Taken/Action in Progress:

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Recommendation to the Board:

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**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF OCTOBER 13, 2016**

AGENDA

I. DISCUSSION ITEMS

- A. FY16 Operating Budget Closing and Status of Financial Statement Audit
- B. Compensation Plan Update
- C. IT Infrastructure / Enterprise Resource Planning System (ERP)
- D. State of Maryland Audit (Department of Legislative Services)
- E. Expanding Revenue
- F. Dashboards

II. ACTION ITEMS

- A. Revision of the FY17 Current Fund (Operating) Unrestricted Budget
- B. Reconciliation of the FY 17 Plant (Capital) Budget
- C. 2016 Performance Accountability Report
- D. Financial Conflict of Interest Policy and Procedures in Sponsored Research
- E. Deaccession of Artwork (Vale Painting)

III. INFORMATION ITEMS

- A. Minutes from Meetings of May 12, 2016 and July 18, 2016
- B. Reportable Procurement Items
- C. Joint Investment Activities

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



BOARD OF TRUSTEES

FINANCE, INVESTMENT, AND AUDIT COMMITTEE

MINUTES

Date of Meeting: July 18, 2016

Status of Minutes: Approved August 9, 2016

Committee Members Present: John Wobensmith '93, Lex Birney, Donny Bryan '73, Katharine Russell, Asif Dowla

Committee Members Absent: Sven Holmes, Mike O'Brien '68

Others Present: Tuajuanda Jordan, Chip Jackson, Michael Wick, Gary Sherman, Carolyn Curry, Leonard Brown, Chris True, Shannon Jarboe, Anna Yates, Mary Grube, Maury Schlesinger

Executive Summary:

The meeting was called to order at 1:03 p.m.

Action items were reviewed and discussed.

Action Item(s):

II.A.1. Approval of the FY17 Current Fund Operating Budget: The proposed FY17 Operating Budget totals \$75.5 million. The proposed Budget is based on an adjusted estimate of student enrollment totaling 1,523 full-time students, 19 less than originally projected. Tuition rates for both in-state and out-of-state students increase 2% and Auxiliary fees increase 3% as approved at the January 2016 Board of Trustees meeting.

State funds include full funding of the College's block grant plus a \$1.1 million one-time grant to replace the administrative software system.

Approximately \$0.3 million of expense reductions are incorporated into the proposed FY17 operating budget to allow, with the rate changes and additional state support, the incorporation of the Anne Arundel Hall operating budget impacts, modest new programmatic and initiative changes tied to the Strategic Plan, and funds for staff and faculty salary changes.

II.A.2. Approval of FY 2017 Plant Fund Capital Budget: The proposed FY17 Plant Budget is composed of projects recommended by the Committee on Buildings and Grounds. The \$1.35 million budget is funded from the student facility fee. Also, excluded from the budget is approximately \$10 million in infrastructure projects provided by the State over the next four years.



Committee Action Taken/Action in Progress:

The proposed action items were approved by the Finance, Investment, and Audit Committee at its meeting on July 18, 2016.

Recommendation to the Board:

The Finance, Investment, and Audit Committee recommended approval of these action items by the Board of Trustees at its meeting on July 21, 2016.

Meeting adjourned at 1:13 p.m.



BOARD OF TRUSTEES

FINANCE, INVESTMENT, AND AUDIT COMMITTEE

MINUTES

Date of Meeting: May 12, 2016

Status of Minutes: Approved August 9, 2016

Committee Members Present: Chair John Wobensmith '93, Gail Harmon, Sven Holmes, Lex Birney, Carlos Alcazar, Peter Bruns

Committee Members Absent: Ann McDaniel, Deborah Lawrence

Others Present: Tuajuanda Jordan, Chip Jackson, Leonard Brown, Gary Sherman, Carolyn Curry, Michael Wick, Laraine Glidden, Chris True, Dan Branigan, Chris Burch, Mary Grube, Shannon Jarboe, Kathy Grimes, Ledesa Eddins, Anna Yates, Tommy Cable

Executive Summary:

The meeting was called to order at 8:03 a.m.

DISCUSSION ITEMS

Expanding Revenue Sources Update: The Committee was provided with an update on initiatives to expand the College's revenue. Growth in enrollment represents the most significant area for expanding revenue, including out-of-state and international students. Resources have been allocated to obtain additional students through means such as out-of-state recruiting, athletic recruiting, and increased marketing. Other opportunities to expand revenue include new traditional and non-traditional academic programming, rental housing for faculty and staff, and Foundation contributions. In alignment with the Strategic Plan, the College will continue to explore additional methods of expanding revenue.

Foundation Support: An overview of support from the St. Mary's College of Maryland Foundation, including anticipated support in FY17, was provided. For FY17, the Foundation has agreed to provide unrestricted funds in the amount of \$35,000 for College operations, plus an additional \$250,000 to support one-time initiatives. The College will continue working with the Foundation to increase overall support, both through growth in the endowment and through increasing unrestricted annual support to the College's operating budget.

Compensation Plan: Overall, College wages have not kept up with the market. Faculty wages are 5.9% behind peers and professional staff wages are 2.6% behind peers, creating recruiting and retention challenges. Wages for bargaining unit staff are 11% above market. The Strategic Plan calls for the College to reduce the wage gap by 50% over the next three years. The Committee discussed its desire that future wage increases be based significantly on merit and asked the College to continue to develop a merit-based compensation plan to reward performance and address retention. Preliminary concepts for creating a merit-based compensation structure were reviewed along with a financial framework to address the wage gaps in accordance with the Strategic Plan. An ad-hoc group of staff and faculty will be established to suggest ways to address feedback on the development of new merit systems. The Committee will be provided with an update on compensation planning at its next meeting.

INFORMATION ITEMS

Results of Legislative Session: The State's FY17 Operating Budget will increase by \$514k (2.18%) representing the Block Grant inflator. The Governor also included \$2.7 million of one-time funds to support IT infrastructure upgrades. The FY17 Capital Budget request included \$1.8 million to begin design of the new academic building and auditorium along with the new athletic stadium and \$0.9 million for infrastructure projects. Trustee Larry Leak, President Tuajuanda Jordan, and Vice President Chip Jackson attended 56 events in Annapolis, building strong relationships with elected and other State officials.

FY 2016 Financial Results to Date: Revenue and expense results were provided. Revenues are 0.9% above the previous year and are tracking consistent with the current year budget. Expenditures are tracking per expectations, approximately 2.5% lower than the previous year.

Solar Power Purchasing Agreement: to provide solar power on campus. Proposals have been received from vendors to install solar panels on campus at their cost with the College buying the electricity through a Power Purchase Agreement. Consultants have been identified to determine whether the agreement is fiscally responsive to our needs.

Minutes from the January 29, 2016 Finance, Investment, and Audit Committee were approved on March 10, 2016.

Action Item(s):

III.A.1. Approval of the FY 2017 Operating Budget and III.A.2. Approval of FY 2017 Capital Budget: Committee Chair Wobensmith proposed that approval of the FY 2017 Operating and Capital Budgets be postponed until there is more clarity with regard to the enrollment numbers. The Committee agreed to schedule a special meeting during the summer to take action of the FY17 budgets after enrollment assumptions are updated.

III.B. Approval of the FY18-FY22 State Capital Budget Proposal: The Committee approved continuation of the current capital budget program consisting of the New Academic Building and Auditorium (inclusive of the athletic stadium) and various Campus Infrastructure Improvements. The proposed plan is consistent with the Governor's proposed 5-year capital budget plan.

III.C. Approval of Revisions to the Tuition Waiver Policy: The revisions include the addition of the Master of Arts in Teaching (MAT) program; extension of tuition benefits to the children of deceased employees; revising the section regarding the eligibility of spouses and dependent children for tuition waiver benefits for clarification; and updating the responsible office from "Office of Continuing Education" to "Office of the Registrar."

III.D. Approval of a Revision to the Procurement Policy: The recommended revision increases the threshold amount from \$500,000 to \$1 million for contracts for capital improvements and services that require review by the Board of Public Works to be consistent with changes in the law.

III.E. Revision to the State of Maryland Supplemental 401(a) Matching Plan and Trust: The recommended revisions amend the Plan document in accordance with recent changes in the law.



Committee Action Taken/Action in Progress:

Approval of the FY 2017 Operating and Capital Budgets will be postponed. A special meeting of the Finance, Investment, and Audit Committee will take place in the summer, followed by a special meeting of the Board of Trustees.

The FY18-FY22 State Capital Budget Proposal; Revisions to the Tuition Waiver Policy; Revision to the Procurement Policy; and Revision to the State of Maryland Supplemental 401(a) action items were approved by the Finance, Investment, and Audit Committee at its May 12, 2016 meeting.

Recommendation to the Board:

The Finance, Investment, and Audit Committee recommended approval of the FY18-FY22 State Capital Budget Proposal; Revisions to the Tuition Waiver Policy; Revision to the Procurement Policy; and Revision to the State of Maryland Supplemental 401(a) action items by the Board of Trustees at its May 13, 2016 meeting.

The meeting adjourned at 8:33 a.m.

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

ACTION ITEM 1617-05

REVISION OF FY17 CURRENT FUND (OPERATING) UNRESTRICTED BUDGET

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommend approval by the Board of Trustees, St. Mary's College of Maryland, of revisions to the current fund (operating) budget for fiscal year 2017, 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 FY17 current fund budget will allow the College to continue its mission of providing high-quality, public, post-secondary education.

The revision incorporates (column B) carry-forward authorization for \$3,589,802 encumbered but not expended as of June 30, 2016.

<i>Program of Expenditure</i>	<i>Type of carry-forward</i>	<i>Amount</i>
Instruction	Encumbered Items & Commitments (faculty start-up, faculty development)	\$85,964
	Other Rollover Items including NMR Lease, Other eq. lease, SURF Funding	\$153,733
Institutional Support	Encumbered items, including IT Project items and Middle States Review	\$632,840
	Rollover items, current and prior year: <ul style="list-style-type: none"> • ERP Initiative / IT Infrastructure • Contingency and other strategic items • Additional IT equip., IDE training, public safety position and miscellaneous other. 	\$1,039,546 \$603,459 \$318,710
Scholarships	Book Scholarships implemented Fall 2016	\$46,500
Student Services	Encumbered Items	\$30,586
	Rollover Items	\$159,500
Auxiliary Enterprises	Rollover future debt service, other	\$410,000
	Encumbered Items	\$57,215
	Bookstore POS system	\$35,000
Physical Plant	Encumbered items and additional rollovers	\$16,724
	<i>Total</i>	\$3,589,802

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

ACTION ITEM 1617-06

RECONCILIATION OF THE FY17 PLANT FUND (CAPITAL) BUDGET

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the following revisions to the plant fund (capital) budget for fiscal year 2017, as attached.

RATIONAL

The attached schedules are provided for information purposes and "walk" from the final approved FY16 plant budget total and add new projects approved by the Board in July 2016.

Five major projects with value greater than \$200,000 continue with a balance remaining of \$2.03 million. Projects with value greater than \$200,000 require explicit Board of Trustees approval. This total includes the \$.63 million remaining project balance of the Residence Hall Rehabilitation project. Additional projects with a value less than \$200,000 have a remaining balance of \$1.35 million.

FY16 plant fund activity is reconciled to the end of the fiscal year and new projects approved in July 2016 are added. The FY17 active project budget totals \$3,378,104. The projected unencumbered plant fund balance is \$1.6 million. Bracketed references in the reconciliation schedule are derived from the subsequent listing of all plant projects.

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

ACTION ITEM 1617-07

2016 PERFORMANCE ACCOUNTABILITY REPORT

RECOMMENDATION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees approve the 2016 Performance Accountability Report for submission to the Maryland Higher Education Commission. This recommendation is contingent upon the endorsement of the Student Affairs Committee and the Academic Affairs Committee.

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 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**

ACTION ITEM 1617-08

**FINANCIAL CONFLICT OF INTEREST POLICY AND PROCEDURES IN
SPONSORED RESEARCH**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the Financial Conflict of Interest Policy and Procedures in Sponsored Research.

RATIONALE

St. Mary's College of Maryland is required to implement and comply with various regulations when federal funding is sought. The purpose of this Policy is to comply with National Science Foundation provisions and Public Health Service regulatory requirements and their goal of promoting objectivity in federally funded research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under NSF and PHS grants, cooperative agreements and contracts will be free from bias resulting from Investigators' Financial Conflicts of Interest.

The Conflict of Interest Policy in Research or Development that was approved by the St. Mary's College of Maryland Board of Trustees on October 6, 2012 is not sufficient to comply with U.S. Public Health Service regulations on Responsibility of Applicants for Promoting Objectivity in Research (42 C.F.R. Part 50, Subpart F), regulations on Responsible Prospective Contractors (45 C.F.R. Part 94), or provisions of the National Science Foundation ("NSF") (60 FR 35820).

The St. Mary's College of Maryland Policy and Procedures for Financial Conflict of Interest will replace the current policy (noted above).

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

ACTION ITEM 1617-09

DEACCESSION OF ARTWORK – VALE PAINTING

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, for the deaccession of the Vale painting from the College's Art Collection and the return of the painting to the William Thomas Rowe Family as represented by Ms. Mary Jane Rowe.

RATIONALE

In 2004, the William Thomas Rowe Family, gifted to the College a painting by the late Thomas Rowe entitled *Vale*. Thomas Rowe was a long-time faculty member at the College, establishing the art department in 1968 and retiring in 1989.

Ms. Mary Jane Rowe, daughter of the artist, has requested that the painting be returned to the family. The painting currently hangs in Daugherty-Palmer Commons.

The College wishes to respect Ms. Rowe's request and agrees to return the Vale painting to the family. Under the *Collection Management Plan of the St. Mary's College of Maryland Art Collection*, the Board of Trustees must approve the deaccession of any art from the Art Collection.

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 14, 2016

Date of Next Meeting: January 27, 2017

Committee Chair: Peter Bruns

Committee Members: Sven Holmes, Tim Heely, Glen Ives, Larry Leak '76, Ann McDaniel

Staff Member: Michael Wick

Dashboard Metrics:



Executive Summary:

DISCUSSION ITEMS

Faculty Senate Report

An update is provided on College-wide activities that faculty have been involved in: assessment, curriculum development, international education, annual faculty merit compensation, and the faculty by-laws.

DeSousa-Brent Scholars Program Report

An update on the current performance measures is provided in the DeSousa-Brent Scholars Program Retention and Graduation table. Information on retention and student success efforts focused on the 2015 cohort is presented.

Dean of Faculty Report

Middle States Accreditation Response Report: An update on activities surrounding the ongoing St. Mary's College of Maryland's response to the accreditation warning issued by the Middle States Commission on Higher Education (MSCHE) is provided.

Program Array Report: Information is provided on the effectiveness of the programs offered at St. Mary's College of Maryland in meeting the institution's mission.

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

Action Item III.A. Endorsement of 2016 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.

Committee Action Taken/Action in Progress:

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Recommendation to the Board:

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**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF OCTOBER 14, 2016**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Faculty Senate Report
 - B. DeSousa-Brent Scholars Program Report
 - C. Dean of Faculty Report
- III. ACTION ITEMS**
 - A. Endorsement of 2016 Performance Accountability Report
- IV. INFORMATION ITEMS**
 - A. Minutes from meeting of April 22, 2016

The Committee expects to close a portion of the meeting.



BOARD OF TRUSTEES

ACADEMIC AFFAIRS COMMITTEE OPEN SESSION

MINUTES

Date of Meeting: April 22, 2016

Status of Minutes: Approved July 11, 2016

Committee Members Present: Co-Chairs Peter Bruns and John McAllister, Gail Harmon, Tim Heely, Glen Ives, Larry Leak '76, Danielle Troyan '92, Harry Weitzel

Committee Members Absent:

Others Present: Tuajuanda Jordan, Laraine Glidden, Michael Wick, Chip Jackson, Erin Millar, Wes Jordan, Al Hovland, FJ Talley, Kathy Grimes, Ledesa Eddins, Joan Pickett, Jenny Sivak, April Ryan, Vera Damanka '17

Executive Summary:

The meeting was called to order by Committee Co-Chair Peter Bruns at 10:34 a.m.

The Dean of Faculty reported on curricular initiatives:

- Additional proposals should come before the Board in AY16-17. Articulation agreements with the Community College of Baltimore County and a Biology agreement with the College of Southern Maryland were recently signed. The Committee asked if the College was seeking articulation agreements with community colleges in outlying areas of MD.
- There was discussion regarding the transfer of credits process and the admissions requirements, specifically how the conversion from 3-credit courses at community colleges to St. Mary's 4-credit courses is achieved.
- Grant and contract activity from July 1, 2015 to March 31, 2016: included 13 faculty principal investigators from several departments.
- The Dean of Faculty also reported that recruitment for tenure-track positions is complete for AY16-17: 10 replacement positions and 1 new position were filled. The Committee inquired about the policy for vacated faculty lines and the process for new curriculum.

The Incoming Dean of Faculty updated the Committee on the work to date on assessments:

- A Rapid Action Task Force has completed its charge to develop an assessment framework. The faculty will submit learning outcomes by May 20th for all courses being taught in 2016-17 using a standard student learning outcome template. This will enable analysis across all disciplines and provide the ability to determine gaps and reflect on intended outcomes. Multiple committees will be formed around campus and an institutional infrastructure will be created. The Committee noted that we could turn a weakness into a strength that defines an Honors College. The timeline includes a meeting with Middle States liaison in mid-May, planning throughout the summer and early fall. Implementation is ongoing.
- It was noted that the Executive Council will help broaden the institutional assessment. A handbook will be written with the timeline and responsibilities.

The Faculty Senate President reported:

- The B.S. degrees were being recommended to the Committee for majors in six disciplines.
- The faculty are working on providing learning objectives within their departments.
- The Faculty By-laws have been extensively rewritten and a group of faculty will begin reviewing them in the fall. The Committee asked for clarification on the role of the Academic Affairs Committee with respect to the Faculty By-laws.

The Director of the DeSousa-Brent Program provided an update and overview of the DeSousa-Brent Scholars (DBS) Program:

- The focus of the Program is academic success for Maryland students who may be at risk due to low socioeconomic status, gaps in academic preparation, or first-generation college attendance.
- Current and historical retention data were presented. Strategies to improve retention and meet the 4-year graduation rate were discussed.
- The Summer Bridge program provides pre-college preparation and this year a summer tuition benefit will also be offered. The Committee discussed whether funds for the summer tuition benefit could be used to allow students to take classes at a college closer to home and transfer those credits back to SMCM. This might benefit students who work and live at home during the summer. The flexibility of the summer tuition grant will need to be explored.

Action Item(s):

Action Item III.A. Recommendation to Approve Bachelor of Science Degrees. A motion to approve replacing the current Bachelor of Arts (B.A.) degree and offering a Bachelor of Science degree (B.S.) for the majors in biology, biochemistry, chemistry, computer science, physics, and psychology was made and seconded. The motion passed unanimously.

Action Item III.B. Recommendation to Approve a Minor in Materials Science. A motion to approve the curriculum proposal for a minor in Materials Science was made and seconded. The motion passed unanimously.

Action Item III.C. Recommendation to Approve an Archaeology Concentration in Anthropology. A motion to approve an Archaeology Concentration in Anthropology was made and seconded. The motion passed unanimously.

Action Item III.D. Recommendation to Approve 2016 Candidates for Graduation. A motion to approve the 2016 candidates for graduation was made and seconded. The motion passed unanimously.

Action Item III.E. Recommendation to Approve 2016 MAT Candidates for Graduation. A motion to approve the 2016 MAT candidates for graduation was made and seconded. The motion passed unanimously.

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Academic Affairs Committee at its meeting on April 22, 2016.

Recommendation to the Board:

The Academic Affairs Committee recommends approval of these action items by the Board of Trustees at its meeting on May 13, 2016.

Meeting adjourned at 11:42 a.m.



**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID**

REPORT SUMMARY
(See appendix for supporting materials)

Date of Meeting: October 14, 2016

Date of Next Meeting: January 27, 2017

Committee Co-Chairs: Carlos Alcazar and Gary Jobson

Committee Members: Peter Bruns, Sven Holmes, Molly Mahoney Matthews, Ann McDaniel

Staff Member:

Dashboard Metrics:

N/A

Executive Summary:

The fall 2016 recruitment cycle achieved varied success. While first-time freshmen enrollment declined from 393 to 336 students compared to the fall of 2015, new transfers exceeded expectations with a record number of 114 compared to 108 last year. The yield rate of transfers has remained steady at 67% and this is the fourth consecutive year of increases for transfers. The drop in new student enrollment is a change compared to the previous two years of increasing numbers. This decline is despite an increase of 87 applications from last year. The primary admissions funnel change contributing to the decline among first year students was an unanticipated change in yield from 30% last cycle to 24.5% this year. While impact from a series of negative publicity events during the spring did little to support our yield expectations, there is also a need to enhance our processes in communications and outreach to help insulate us from unforeseen difficulties.

Upward adjustments to the out-of-state financial aid matrix to target stronger yield appears to not have not been substantial enough to generate the desired increase, although out-of-state enrollments did remain steady with 33 in 2015 and 32 in 2016. There has been great success realized in building first generation, minority, and PELL Grant recipient enrollment. The GPA average for transfer students (3.3) and FY minority students (3.2) are the highest on record.

Despite the decrease in overall enrollment of new students this fall the net tuition revenue increased from \$4,885,598 to \$4,969,051 year over year. This result was in part due to the average discount rate. The discount rate was lowered from 35.4% in the of fall 2015 to 31.9% this year. Net tuition is described as tuition and fees less institutional aid.

Admissions dashboards indicate continued success in attracting a more diverse student body with over 24% of the new enrollments in minority categories. Overall, the number of PELL grant recipients is 25%.

Attracting students to St. Mary's is a total college effort. The overall campus involvement in recruitment has been characterized by broad faculty, staff and student involvement in recruitment activities. For example, at our recent open house individual programs were represented by faculty, students participated in the activities fair,

and staff provided valuable information on financial aid, student life, athletics etc. New initiatives in place include lunch with a professor and a reorganized class visit program for visitors wishing this option. Faculty will continue to call and email accepted students as needed. Admissions staff has been assigned to coordinate outreach activities with the alumni office such as coverage of college fair programs and also to directly contact priority admits to help facilitate their enrollment.

Collaboration with the DeSousa Brent (DB) program to bring a full-cycle recruitment focus to build front end interest and applications has been initiated. Representatives from DB will accompany an admission counselor to selected college fairs and target high school visits. Potential students who are identified as good candidates will be coded in our system to create an enrollment funnel for outreach.

The resources of the Board can be helpful with recruitment by providing access to networks members may have. A recent example is the connection to the Tragedy Assistance Program for Survivors (TAPS), facilitated by Danielle Troyan. This lead has already resulted in a visit to campus by the TAPS administrative team, and a commitment to bring students to campus in the spring of 2017 from across the country to consider SMCM. Other leads of potential new students have been individually recommended, and connections to high schools in and out of Maryland have been made. Every student counts and this strategy of connection is a great way for the Board members to contribute to the enrollment effort.

To provide greater outreach the admissions office has enhanced its recruitment for out-of-state students by reorganizing all counselor territories to include out-of-state responsibilities. Last year two counselors worked with out-of-state students, now all seven have a share in recruitment beyond Maryland's borders. We expect this to provide a positive impact. The goal is to increase new out-of-state students to 55, or roughly 10% of the new class. To provide greater access to visit campus, open house events have been expanded this fall. In addition to our two traditional open houses, we have added Discover St. Mary's Days on Columbus and Veterans Day. This effort will provide more options for prospective students to visit and learn about SMCM. Initially the primary open house events may be somewhat smaller than last year due to the current pool of campus guests choosing to attend a new visit option. Regardless, there should be an overall increase in total visitors.

To help drive greater numbers of visitors to campus, college fair visits have been increased from 70 in 2015, to 100 in 2016. This 43% increase in coverage is intended to reach more potential SMCM prospective students for fall 2017 and beyond.

Geographic regions beyond Maryland which have been targeted for focused recruitment this cycle include Northern Virginia to Richmond (including Loudoun County VA), Montgomery, Bucks Counties and Central PA, the metro areas of NC including Charlotte and the Research Triangle, and Atlanta, GA. Efforts to recruit from northern NJ to New England are scheduled, but an understanding of the severe drop in available students in the Northeast has caused us to a focus greater attention to the south.

This year we will provide estimated financial aid packages to students admitted early action and completing the FAFSA in the fall. We are targeting admission notification and aid estimates to be sent on December 15, 2016 for the fall term. This significant move is designed to use the new prior, prior year aid change to our advantage, and to get a fast start on enrolling the new class. Plans have been set to make this adjustment, however it is key that Jenzabar, provides the necessary patch in our system in time to create aid packages by 12/15, to early action



admits in the pool.

Our transfer outreach continues to grow and will be further enhanced this year by the maturing of our Guaranteed Admission Agreements with community colleges across Maryland. Efforts are underway to secure an office location preferably at the LaPlata location of CSM. As more students learn of the welcoming transfer environment we offer, St. Mary's should become the school of choice for the transfer students. The transfer market is a strong potential pipeline of new students, but the need exists to strengthen our internal intake, registration, and support for these students. This fall 25% of our new enrollments are transfers and these numbers should continue to grow.

The MOU signed with the country of Aruba to facilitate the enrollment of up to 20 new international students in the spring and fall of 2017 holds great promise. We will be attending the national college fair in Aruba on November 3rd and 4th to recruit. Visits are also being planned to select high schools and the primary community college on the island. Emerging as an opportunity with great promise for international recruitment is our collaboration with INTCUS, an on-line student identification and recruitment platform. INTCUS is a cost efficient option to reach international students from across the globe. It also provides us with the ability to determine students who are a solid match for SMCM. Our relationship with the Maryland Sister States organization will continue.

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

Committee Action Taken/Action in Progress:

Recommendation to the Board:



**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID COMMITTEE
MEETING OF OCTOBER 14, 2016**

AGENDA

I. CALL TO ORDER

II. DISCUSSION ITEMS

- A.** Personnel update/introduction of Acting Director of Admissions
 - a. Plan for filling permanent position
- B.** Enrollment Report:
 - a. Final 2016/2017 status (includes outlook for 2017)
 - b. Current 2017-2018 status
 - c. Marketing report (Carolyn Curry)
- C.** Dashboard
 - a. Review for sufficiency and appropriateness
- D.** Discussion: Available financial aid and plans for allocating that aid to students

III. ACTION ITEMS

- A.** None

IV. INFORMATION ITEMS

- A.** Minutes from meeting of April 27, 2016

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



**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID COMMITTEE**

MINUTES

Date of Meeting: April 27, 2016

Status of Minutes: May 16, 2016

Committee Members Present: Molly Mahoney Matthews, Gail Harmon, Donny Bryan

Committee Members Absent: Carlos Alcazar, Eric Schroeder

Others Present: Tuajuanda Jordan, Gary Sherman, Michael Cummings, Nadine Hutton, Elizabeth Charlebois, Rob Maddox, Vera Damanka, Leonard Brown, Laraine Glidden, Carolyn Curry, Michael Wick, Ledesa Eddins, Kathy Grimes, and Beverly Read, Allison Boyle

Executive Summary:

Meeting was called to order at 10:00 a.m.

Gary Sherman, Vice President for Enrollment Management and Dean of Financial Aid and Admissions, reported to the committee on the following items related to enrollment and applications:

- The total institutional enrollment for Fall 2015 (1773 students) and Spring 2016 (1697 students). Mr. Sherman noted that the decline is within the normal range and the retention rate from fall to spring was 96%. Mid-year completers, leave of absence, medical issues, transfer, and academic difficulties were the reasons given for the 58 students that did not return spring semester. 67% of those that did not return indicated they want to return. 69 students have not registered for classes for Fall 2016 and he and Leonard Brown, Vice President for Student Affairs and Dean of Students, are working on a plan to reach out to those students by the end of the week.
- Application deadlines and notification dates for early decision and early action. Mr. Sherman noted that changing Early Decision, a binding decision, to Early Action, a non-binding decision, did not increase the number of students depositing early.
- The universal date established by the National Association for College Admissions Counseling (NACAC) for students to commit is May 1.

Mr. Sherman and Michael Cummings, Director for Admissions reported on First Year Enrollment:

- As of April 27, 2016, 1,710 students have applied, 1,349 have been accepted, and 256 have deposited. Last year by this date 313 had deposited with a final of count of 398, and in 2014, 273 had deposited with a final number of 383. The three-year average to date is 279. Mr. Cummings noted that applications, attendance at open houses and Admitted Students Days have all increased but the recent negative publicity such as Washington Post article about incidents on campus has caused some students concern.
- With regard to recruitment, it was reported that the Office of Admissions continues to be proactive with email, social media, admissions counselors making phone calls, ambassadors making phone calls, and various offices on campus making phone calls to students, who may have additional questions. The application will remain open, recruitment will continue, and the Office of Admissions will continue to be aggressive in reaching out to students. The Committee discussed the reasons students are late in depositing and possible ways to encourage students to apply. Ideas included new or revised majors, new

ST MARY'S
COLLEGE of MARYLAND

The Public Honors College

athletic teams, and an increase in the number of transfer students. It was pointed out that resources are limited to support some of those mentioned, and it takes about three years after new programs and teams are initiated to see an impact on enrollment. Students are also late depositing because of competition and being coached by high school counselors to bargain with colleges to receive more aid or merit money.

Nadine Hutton, Director of Financial Aid reported on Financial Aid Expenditures:

- In January, Ms. Hutton reported a balance of \$370,000 but that balance has decreased to \$275,616 with an anticipated balance of \$150,000 at the end of the fiscal year. She further reported that 715 financial aid packets were mailed on March 16 and that there was an increase of 102 students filing the FASFA. 45 students have filed appeals and that number will likely increase to 48. The current discount rate is 24% but will likely increase with awards to DeSousa Brent scholars and modification to awards through the appeals process. The net revenue for deposited students is \$1,000 per student, reflecting higher expected family contributions.

Mr. Sherman reported on changes to filing the Free Application for Federal Student Aid (FASFA):

- Families can begin to file the FASFA on October 1, 2016, using prior, prior year tax information (e.g., 2017 applicants will use their 2015 tax returns). Pell funds and Maryland state funds will not be finalized until the beginning of 2017 making it necessary to provide estimated financial aid packages initially. Filing earlier will make it easier for the student but will impact the Office of Financial Aid in the number of changes to award packages that might come from the updates to the Pell and Maryland funds.

Action Item(s):

N/A

Committee Action Taken/Action in Progress:

N/A

Recommendation to the Board:

N/A

Meeting adjourned at 11:04 a.m.



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

Date of Meeting: October 14, 2016

Date of Next Meeting: January 27, 2016

Committee Chair: Mike O'Brien

Committee Members: Donny Bryan, Sven Holmes, Katherine Russell, Kevin Emerson

Staff Members: Chip Jackson, Maury Schlesinger

Dashboard Metrics: N/A

N/A

Executive Summary:

Jamie L. Roberts Stadium Status

Status updates on the procurement for the Design Build Contractor and ongoing archeology.

Trinity Church Road Sidewalk Design Concept

Discussion on the preliminary concept for extending the pedestrian improvements from Rt. 5 to Kent and Calvert Halls.

Faculty/Staff Housing Update 2016-2017

Report on the pilot program initiated for the 2016-2017 academic year and discussion of the next steps in development of a possible new faculty/staff housing facility.

Meeting of April 20, 2016 Minutes

Meeting Minutes of April 20, 2016 were approved on May 16, 2016.

Capital Project Status Update

Status update on various capital projects.

Sustainability Report

Report on the newly re-established Sustainability Council role.

Campus Tour

Campus tour to include Anne Arundel Hall, St. Mary's Hall and Kent Hall.



Action Item(s):

N/A

Committee Action Taken/Action in Progress:

Recommendation to the Board:

**BUILDINGS AND GROUNDS COMMITTEE
MEETING OF OCTOBER 14, 2016**

AGENDA

- I. CALL TO ORDER**
- II. ACTION ITEMS (None)**
- III. DISCUSSION ITEMS**
 - A. Jamie L. Roberts Stadium Status
 - B. Trinity Church Road Sidewalk Design Concept
 - C. Faculty/Staff Housing Update 2016-2017
- IV. INFORMATION ITEMS**
 - A. Meeting of April 20, 2016 Minutes
 - B. Capital Project Status Update
 - C. Sustainability Report
- V. CAMPUS TOUR**
 - A. Anne Arundel Hall, St. Mary's Hall, and Kent Hall

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



**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

MINUTES

Date of Meeting: April 20, 2016

Status of Minutes: Approved on May 16, 2016

Committee Members Present: Chair Mike O'Brien, Donny Bryan, Peg Duchesne (by phone), Gail Harmon (by phone), Glen Ives (by phone), Scott Mirabile

Committee Members Absent: None

Others Present: Allison Boyle (by phone), Dan Branigan, Carolyn Curry, Ledesa Eddins, Laraine Glidden, Joanne Goldwater, Kathy Grimes, Mary Grube, Chip Jackson, Tuajuanda Jordan, Joe Kangas, Jim McGuire, Maury Schlesinger, Lisa Smith, Derek Thornton, Mike Wick

Executive Summary:

Committee Chair Mike O'Brien called the meeting to order at 3:31 p.m.

Solar Power Purchasing Agreement (PPA)

The College has received proposals from two vendors for a Power Purchasing Agreement (PPA) for installation of solar panels on campus. The College has engaged a consultant to perform an analysis and provide a report to confirm the potential net savings to the College as well as assessing any other risks to the College. The College will only move forward if the proposal meets both the College's technical and financial criteria.

Faculty/Staff Housing

A survey of faculty and staff was conducted to determine need and to identify types and quantities of the units that may be required. There were 180 unique responses from a potential pool of about 430. The College will now develop a specific project proposal for future consideration including scope, budget and financing plan to construct new housing as well as continuing to offer rental options through leased properties.

Rt. 5 Traffic Calming Phase II

The project is currently proceeding through the permitting process and being reviewed by various state and Federal agencies. The project design was presented at two public meetings this spring, on March 30th and again on April 6th. Some attendees raised concerns about the height of the ramping boardwalk and blocking the view of the pond from the road. The College listened to these concerns and is directing the design engineer to set the boardwalk at the lowest height possible. In addition, the College and the engineer will request that State Highway permit a portion of the shoulder of southbound Rt. 5 opposite the Admissions building to be used as a scenic overlook.

Meeting of January 29, 2016 Minutes

The minutes from the January 29, 2016 Buildings and Grounds Committee Meeting were approved by the Committee on March 8, 2016.

Howard Property Lease

The College has entered into a lease of the Howard house and studio apartment effective April 1, 2016. The lease is an annual lease with options for four additional years.

Capital Projects Status Report

The Capital Projects Status report was presented. No questions were raised.

Action Item(s):

FY17 Plant Budget

The Committee on Buildings and Grounds establishes Priority A FY17 Plant Projects. These priorities are forwarded to the Finance, Investment, and Audit Committee for funding consideration.

FY18-FY22 State Capital Budget Proposal

The proposed FY18 State funded capital budget is a continuation of the current capital budget and includes the New Academic Building and Auditorium (inclusive of the athletic stadium) and various Campus Infrastructure Improvements.

Annual Facilities Condition Report

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

Naming Opportunities Policy Proposed Revisions

The Trustees Naming Opportunities Policy was last revised by the Development Committee in May 2003. The former policy is outdated and requires updating.

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Building and Grounds Committee at its meeting on April 20, 2016.

Recommendation to the Board:

The Buildings and Grounds Committee recommends approval, via the Finance, Investment, and Audit Committee, of the FY17 Plant Budget by the Board of Trustees at their meeting on May 13, 2016.

The Buildings and Grounds Committee recommends approval, via the Finance, Investment, and Audit Committee, of the FY18-FY22 State Capital Budget Proposal by the Board of Trustees at their meeting on May 13, 2016.

The Buildings and Grounds Committee recommends approval of the Annual Facilities Condition Report by the Board of Trustees at their meeting on May 13, 2016.



The Buildings and Grounds Committee recommends approval, via the Development Committee, of the Naming Opportunities Policy Proposed Revisions by the Board of Trustees at their meeting on May 13, 2016.

Meeting adjourned at 4:48 p.m.

**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

MINUTES

Date of Meeting: June 9, 2016

Status of Minutes: Approved June 29, 2016

Committee Members Present: Chair Mike O'Brien '68, Gail Harmon, Donny Bryan '73, Peg Duchesne '77,

Committee Members Absent: Glen Ives

Others Present: Cindy Broyles '79, Katharine Russell, Danielle Troyan '92, Larry Leak '76, Tuajuanda Jordan, Carolyn Curry, Chip Jackson, Kathy Grimes, Anna Yates

Executive Summary:

Committee Chair O'Brien '68 called a special meeting of the Buildings and Grounds Committee to order at 2:22 p.m.

The action item for consideration, the naming of the College's new athletic stadium and field facility, was forwarded to the Buildings and Grounds Committee for approval by the Development Committee in accordance with the Naming Opportunities Policy.

Discussion was held regarding the naming of the College's new athletic stadium and field facility. The naming would be in honor of Jamie L. Roberts, a St. Mary's College class of 2011 economics major and three-sport star athlete who tragically lost her life at age 24 in June 2014.

The meeting adjourned at 2:24 p.m.

Action Item(s):

Action Item II.A.: Naming of the New Athletic Stadium

The Committee recommended the naming of the College's new athletic stadium and field facility, to be built as a component of the College's \$2.5 million capital campaign, the *Jamie L. Roberts Stadium*.

Committee Action Taken/Action in Progress:

The proposed action item was approved by the Buildings and Grounds Committee at its June 9, 2016 meeting.

Recommendation to the Board:

The Buildings and Grounds Committee recommends that the Development Committee forward this action for approval by the Executive Committee of the Board of Trustees during its June 9, 2016 special meeting.



**EXECUTIVE COMMITTEE
BOARD OF TRUSTEES**

Special Conference Call Meeting

MINUTES

Date of Meeting: June 9, 2016

Executive Committee Members On Call: Gail Harmon, Cindy Broyles, Larry Leak, Carlos Alcazar, Peter Bruns, Molly Mahoney Matthews, Mike O'Brien, Sven Holmes

Executive Committee Members Absent: Lex Birney, John Wobensmith, Ann McDaniel (Note: Ann had difficulty connecting to the conference call and sent an e-mail expressing her support for the action item).

Others Present: President Jordan, Allison Boyle, Chip Jackson, Carolyn Curry, Kathy Grimes, Anna Yates

Executive Summary:

A special conference call meeting of the St. Mary's College of Maryland Board of Trustees was called to order by Board Chair Gail Harmon on June 9, 2016 at 2:30 pm.

Naming of New Athletic Stadium and Field Facility

Chair Harmon introduced action item II.a, the naming of the new athletic stadium and field facility, to be built as a component of the College's \$2.5 million capital campaign, the *Jamie L. Roberts Stadium* in honor of Jamie L. Roberts '11, who tragically lost her life in June 2014 while participating in a cross-country bike ride to support cancer research.

The action item was previously unanimously approved by the Development Committee and the Buildings & Grounds Committee. Following approval by the Executive Committee, the proposed naming will be considered by the Board of Public Works on June 22. The St. Mary's College Board of Trustees will be asked to confirm the Executive Committee action at the fall meeting.

Chair Harmon recognized President Jordan and Vice President of Institutional Advancement Carolyn Curry for their compassion and sensitivity in working with the Roberts family to honor their daughter. Dr. Jordan recognized Vice President of Institutional Advancement Carolyn Curry and Vice President for Business and Finance Chip Jackson for their teamwork in working with the donor on the details of this project.

The special Executive Committee conference call meeting adjourned at 2:42 pm.



Action Item(s):

The following action item was unanimously approved by the Executive Committee:

Action Item II.A: approval of the naming of the new athletic stadium and field facility, to be built as a component of the College's \$2.5 million capital campaign, the *Jamie L. Roberts Stadium* in honor of Jamie L. Roberts '11, who tragically lost her life in June 2014 while participating in a cross-country bike ride to support cancer research.

Summary prepared by Kathy J. Grimes



**BOARD OF TRUSTEES
TRUSTEE GOVERNANCE COMMITTEE**

MINUTES

Date of Meeting: April 13, 2016

Status of Minutes: DRAFT

Committee Members Present: Gail Harmon, Sven Holmes, Molly Mahoney Matthews, Cindy Broyles, Tim Heely, Gary Jobson, Mike O'Brien

Committee Members Absent:

Others Present: President Jordan, Kathy Grimes

Executive Summary:

Meeting was called to order at 9:03 am.

Action Item(s):

Approval of honorary degree for Commencement speaker Kojo Nnamdi

Approval of honorary degree for Deputy Assistant Secretary of the Navy Gary Kessler

Nomination of officers for 2016-2017 academic year: Chair Sven Holmes, Vice-Chair Ann McDaniel, Secretary Tim Heely and Treasurer John Wobensmith

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Trustee Governance Committee at its meeting on April 13, 2016.

Recommendation to the Board:

The Trustee Governance Committee recommended approval of these action items by the Board of Trustees at its meeting on May 13, 2016.

Meeting adjourned at 9:13 am.

**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT
REPORT SUMMARY**

Date of Meeting: October 14, 2016

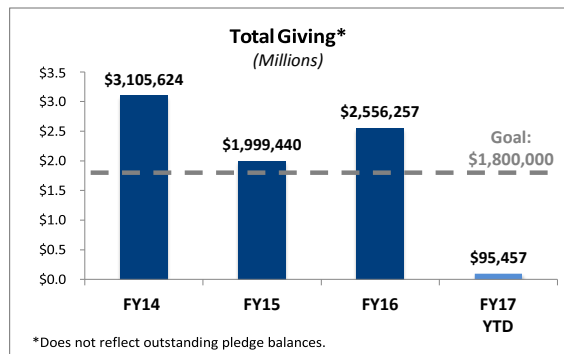
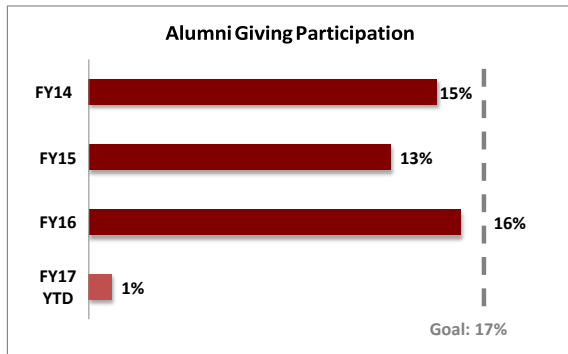
Date of Next Meeting: January 27, 2016

Committee Chair: Gail Harmon

Committee Members: Cindy Broyles, Peg Duchesne, Elizabeth Graves, Danielle Troyan, Dr. Tuajuanda Jordan, Judge Sven Holmes, Allan Wagaman

Staff Member: Carolyn Curry

Dashboard Metrics:



*Does not reflect outstanding pledge balances.
Note: FY14-16 total annual giving averaged \$1.5 million yearly. The actuals shown are higher as they include one-time only estate gifts (FY14) and capital campaign donations (FY15, FY16) of more than \$300,000.

Executive Summary:

The Committee will review the 2016-2017 Institutional Advancement five strategic goals centering on fundraising, recruitment assistance, image, engagement and infrastructure. The focus will be on the following:

1. Key Development strategies including reaching \$1.8 million in annual giving for 2016-17; annual giving for student success (including internships), academic enrichment, scholarships and the St. Mary's Fund; Giving Tuesday; and enhanced donor relations.
2. Key Integrated Marketing strategies including recruitment marketing (in-state, out-of-state, transfer and international cohorts); image building; and website and social media enhancements
3. Key Alumni Relations strategies including reaching an alumni participation rate of 17%; database enhancements through the conversion to a new Advancement Services module; recruitment assistance; and engagement activities such as Bay-to-Bay in April, micro-internships, and Bookbag to Briefcase.

The Committee will review the current dashboard that includes total giving for fundraising (goal of \$1.8



million) and the alumni participation rate (goal of 17%). Development ended the 2015-16 year by finishing the \$2.5 million building campaign, securing the largest gift in SMCM history--\$2.2 million for the Jamie L. Roberts Stadium, and reaching a 16% alumni participation rate (surpassing goal of 15%). The Building Challenge Campaign saw the highest number of donors giving—a record 2,829. The 2015-16 total giving was \$2.55 million with total fundraising for the annual cycle, including pledges, at \$4.3 million thanks to the Robert Family donation.

The SMCM Foundation, Inc.'s current investment portfolio with JP Morgan (as of August 31, 2016) is \$29.3M.

The Committee will culminate the meeting with a discussion on ways the Board of Trustees can contribute to meeting the goals discussed, particularly in fundraising.

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

No action items.

Committee Action Taken/Action in Progress:

Recommendation to the Board:



**INSTITUTIONAL ADVANCEMENT COMMITTEE
MEETING OF OCTOBER 14, 2016**

AGENDA

I. CALL TO ORDER

II. DISCUSSION ITEMS

- A. Review 2016-17 Institutional Advancement Goals
- B. Review Development key strategies
- C. Review Integrated Marketing key strategies
- D. Review Alumni Relations key strategies
- E. Review of Board's dashboard
- F. Update from SMCM Foundation, Inc.
- G. Discuss Board's role in reaching goals

III. ACTION ITEMS

- A. Approval of the Minutes dated April 25, 2016
- B. Approval of the Minutes dated June 9, 2016

IV. INFORMATION ITEMS

- A. Calendar of Key Events Related to Institutional Advancement

The Committee does not expect any portion of this meeting will be closed.



**BOARD OF TRUSTEES
DEVELOPMENT COMMITTEE**

MINUTES

Date of Meeting: June 9, 2016

Status: DRAFT

Committee Members Present: Chair Cindy Broyles '79, Gail Harmon, Katharine Russell, Danielle Troyan '92

Committee Members Absent: N/A

Others Present: Larry Leak '76, Mike O'Brien '68, Donny Bryan '73, Peg Duchesne '77, Tuajuanda Jordan, Carolyn Curry, Chip Jackson, Kathy Grimes, Anna Yates

Executive Summary:

Committee Chair Broyles '79 called a special meeting of the Development Committee to order at 2:17 p.m.

Discussion was held regarding the naming of the College's new athletic stadium per the Board's Naming Opportunities Policy. The naming of the stadium would be in honor of Jamie L. Roberts, a St. Mary's College class of 2011 economics major and three-sport star athlete who tragically lost her life at age 24 in June 2014. The Roberts Family donated a \$2.2 million gift to the College, a portion which would go to complete the \$2.5 Million Capital Building Challenge currently underway.

It was noted that there will be additional naming opportunities for stadium components, such as: locker rooms, workout rooms, et al.

The naming was approved by the Development Committee and forwarded to the Buildings and Grounds Committee, in accordance with the Naming Opportunities Policy, for its approval.

The Development Committee reconvened at 2:25 p.m. and received notification from the Buildings and Grounds Committee of its approval of the action item. In accordance with the Naming Opportunities Policy, the action item was forwarded to the Executive Committee for approval.

Action Items:

II.A. Naming of the New Athletic Stadium

The Committee recommended the naming of the College's new athletic stadium, to be built as a component of the College's \$2.5 million capital campaign, the *Jamie L. Roberts Stadium*.



Committee Action Taken/Action in Progress:

The proposed action item was approved by the Development Committee at its June 9, 2016 meeting.

Recommendation to the Board:

The Development Committee recommends approval of this action item by the Executive Committee of the Board of Trustees during its June 9, 2016 special meeting.

The meeting adjourned 2:27 p.m.



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

MINUTES

Date of Meeting: April 25, 2016

Status of Minutes: DRAFT

Committee Members Present: Cindy Broyles '79, Katharine Russell (*by teleconference*), Danielle Troyan '92 (*by teleconference*), Gail Harmon (*by teleconference*), Harry Weitzel

Committee Members Absent: None.

Others Present: President Tuajuanda Jordan, Carolyn Curry, Allison Boyle (*by teleconference*), David Sushinsky, Alan Wagaman, Erin Millar (*by teleconference*), Chip Jackson, Laraine Glidden, Michael Wick, Ledesa Eddins, Kathy Grimes, Kelley Hernandez, Vera Damanka '17, Sandy Abell

Executive Summary:

Chairperson's Report

Chair Cindy Broyles called the meeting to order at 1:37 p.m.

Trustee Katharine Russell motioned to approve the minutes from the January 29, 2016 meeting; Ms. Danielle Troyan seconded. The minutes were approved as submitted.

Naming Opportunities Policy – Gifts or Honorarium:

Chair Broyles referenced the proposed Naming Opportunities Policy – Gifts or Honorarium (Attachment #2). The Development Committee has been working with Executive Director and VP Carolyn Curry to revise the current policy which was last reviewed in May 2003. The revised policy has thus far been reviewed and approved by the Board of Trustees' Building and Grounds Committee, the St. Mary's College of Maryland Foundation Board of Directors, and reviewed for legal sufficiency by the Office of the Attorney General. Ms. Russell moved to approve the Naming Opportunities Policy – Gifts or Honorarium as submitted. Ms. Troyan seconded. All were in favor. The policy will now be forwarded to the full Board of Trustees for review and approval.

Naming Guidelines for the President and Guidelines for Endowment Funding Levels:

At its last Committee meeting, the Committee requested that Vice President Carolyn Curry provide guidelines for the President to have when naming spaces other than whole buildings and to also include suggestions for endowment funding levels. The purpose was to ensure the Committee that such criterion was in place in addition to the Board's Naming Opportunities Policy. VP Curry presented both documents – Naming Guidelines for the President and Guidelines for Endowment Funding Levels (Attachments #3 and #4). Chair Broyles noted that the framework of both of these guidelines follows best practices and will provide relevant guidance for President Jordan.



VP Curry advised that the policies of 19 different institutions were considered to inform the guidelines. Upon review of the two sets of draft guidelines, Chair Broyles moved to endorse them; Ms. Troyan seconded. Motion carried.

Vice President of Institutional Advancement Report:

VP Carolyn Curry gave an overview of Institutional Advancement's FY16 progress on strategic goals and metrics as of April 18, 2016. Of note, FY16 Total Giving has reached \$1.4 M toward an annual goal of \$2.2M. Additional year-to-date metrics included a 14% alumni participation rate (goal of 15%), 37% faculty/staff participation rate (goal of 70%), 84% Trustee and Foundation Board participation rate (goal of 100%), and a slight decrease in the endowment market value (\$30.3M in September 2015 compared to \$28M as of March 31, 2016).

VP Curry reviewed fundraising tactics underway including the implementation of an Advancement Services module, the hiring of a Director of Corporate and Foundation Relations and an upcoming fund and friend raising reception hosted by Trustee Molly Mahoney Matthews, with co-hosts Ann McDaniel and Sven Holmes.

VP Curry also highlighted several tactics for increasing alumni participation including a short "All 4 St. Mary's" giving campaign in May and a Zero Class Reunion.

David Sushinsky, director of Alumni Relations, reviewed progress-to-date on Alumni Relations goals and metrics. The goals included: 1) strengthening engagement, 2) partnering with the Alumni Council to reach fundraising goals, and 3) creating a more efficient infrastructure. Selected tactics included assisting with President Jordan's on-the-road tours, developing social media volunteers, helping to launch the successful Bay-to-Bay Service Day April 23, and producing Alumni Weekend June 9-12 and the Golden & Beyond Reunion. Alumni mentoring will be strengthened through the "Bookbag to Briefcase" program, new micro-internship job shadowing, and the Life Fair. Alumni Relations also has a vastly improved communications system and will be involved in the conversion of data to a new system in the fall.

Chair Broyles applauded the work of the unit, its integration with Institutional Advancement and its important work with the Alumni Council. Ms. Troyan commented that alumni, through the leadership of Allan Wagaman and many others on the Council, are importantly engaged in helping to raise the alumni participation rate and the number of donations to the College.

Foundation Report:

SMCM Foundation Board President Harry Weitzel provided an update from the April 19 Joint Investment Advisory Committee (JIAC) and Foundation Board meetings. He noted that a thorough analysis was presented on how the Foundation's spend rate for FY17 was obtained. The Foundation has also significantly amended its Bylaws as part of a best practice review and is currently reviewing its Investment Policy with JIAC. Mr. Weitzel encouraged the Development



Committee to share names with him of any prospective directors so the Foundation Board can be increased.

Action Item(s):

Approve the Naming Opportunities Policy to then present it to the full Board of Trustees on May 13, 2016.

The Naming Opportunities Policy was last reviewed in May 2003. The rationale for a new policy is that the former policy is outdated, and this policy is meant to supersede it and replace the old one. The College is in the midst of a building campaign, and a policy reflective of best practices is needed for donors. The current proposal updates the policy in light of best practices, clearly delineates the Board's authority, provides clearer processes, and provides guidelines for the naming of buildings and facilities.

Committee Action Taken/Action in Progress:

The Development Committee approved the Naming Opportunities Policy at its meeting April 25, 2016. In addition, the Building and Grounds Committee, at its meeting on April 19, 2016, also approved the Policy since this Committee is part of the official process. The Foundation Board of Directors also reviewed the Policy at its February 26, 2016 meeting as a matter of information.

Recommendation to the Board:

The Development Committee recommended approval of the Naming Opportunities Policy by the Board of Trustees at its meeting on May 13, 2016.

Meeting adjourned at 2:26 p.m.

ST MARY'S

COLLEGE of MARYLAND

The Public Honors College

BOARD OF TRUSTEES STUDENT AFFAIRS COMMITTEE

REPORT SUMMARY

Date of Meeting: October 14, 2016

Date of Next Meeting: January 27, 2017

Committee Chair: Lex Birney (co-chair) Cindy Broyles'79 (co-chair)

Committee Members: Carlos Alcazar, Vera Damanka'17, Peg Duchesne'77 Elizabeth Graves'95, Larry Leak'76, Danielle Troyan'92, Sven Holmes,

Staff Member: Leonard Brown

Executive Summary:

Assessment of Signature Programs

The implementation of learning outcomes based assessment was presented and discussed. Key information on each program and the learning outcome to be assessed this year was reviewed.

Campus Culture

Discussion of the THRIVE analysis and other campus initiatives related to diversity and inclusion.

Student Trustee Report

Vera Damanka reviewed her submitted report.

Title IX Report

The Title IX report was reviewed.

Clery Report

The Clery Report was reviewed.

ST MARY'S
COLLEGE of MARYLAND
The Public Honors College

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

Action Item 1617-01:

Endorse the Finance, Investment and Audit Committee's recommendation that the Board of Trustees approve the 2016 Performance Accountability Report for submission to the Maryland Higher Education Commission. 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 specific objectives are found in sections 2.3, 2.4, 3.2, 4.1, 4.2, and 4.3 of the PAR. 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.

Committee Action Taken/Action in Progress:

Recommendation to the Board:

ST MARY'S
COLLEGE of MARYLAND
The Public Honors College

STUDENT AFFAIRS COMMITTEE

MEETING OF OCTOBER 14, 2016

AGENDA

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Assessment of Signature Programs**
 - B. Campus Culture**
- III. ACTION ITEMS**
 - A. 2016 Performance Accountability Report**
- IV. INFORMATION ITEMS**
 - A. Minutes from meeting of April 25, 2016**
 - B. Student Trustee Report**
 - C. Title IX Report**
 - D. Clery Report**

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

ST MARY'S
COLLEGE of MARYLAND
The Public Honors College

BOARD OF TRUSTEES

**STUDENT AFFAIRS COMMITTEE
OPEN SESSION**

MINUTES

Date of Meeting: April 25, 2016

Status of Minutes: Approved on May 2, 2016

Committee Members Present: Lex Birney, Ann McDaniel, Elizabeth Graves'95, Gail Harmon, Eric Schroeder'16,

Committee Members Absent: Peg Duchesne'77, Gary Jobson, Heather Moon

Others Present: Tuajuanda Jordan, Leonard Brown, Gary Sherman, Carolyn Curry, Laraine Glidden, Michael Wick, Erin Millar, Vera Damanka, Kathy Grimes, Ledesa Eddins, Michael Dunn, Kyle Bishop, Joanne Goldwater, Tressa Setlak, Helena Klassen, Candace Battle, Brittney Moore, Sabrina Parker, Crystal Worrell, Lisa Youngborg

Executive Summary:

Lex Birney called the meeting to order at 9:15 a.m.

Proposed Revisions to the Policy and Procedures to Address Sexual Misconduct

The Policy Against Sexual Misconduct currently employs a hearing model to adjudicate issues of sexual misconduct. Michael Dunn presented the proposed revisions to the Policy. Committee discussion centered on the implementation of the policy and the need to ensure the policy and procedures would be aligned. The Committee approved Action Item 1516-04 and recommended approval by the Board of Trustees.

Student Trustee-in-Training

Mr. Birney announced that Sharon Phillips has been selected as the 2016/17 Student Trustee-in-Training.

Campus Update

Leonard Brown shared information on bias incidents that have occurred this semester. He outlined several initiatives that are underway across campus to address diversity issues and increase awareness and communication. A website has been created that will provide information to the campus. Eric Schroeder stated multiple student organizations are working to address diversity issues through civility and service initiatives and participation in the working groups established by Dr. Jordan. Social media has had a negative impact across campus particularly via YikYak. Committee members questioned if the service could or should be removed from campus servers so the College is not supporting a communication tool detrimental to our students. As a community SMCM needs to decide if we should support social media that allows anonymous postings. The committee would like to revisit this issue at the next meeting.

ST MARY'S
COLLEGE of MARYLAND
The Public Honors College

Student Trustee Report

Eric Schroeder endorsed the discussion surrounding the use of anonymous social media on campus. Students want a diverse and inclusive campus and should be held accountable for negative actions. There are collaborative efforts to examine the issues in a direct way and address them in order to put SMCM back on a positive path forward.

Lex Birney thanked Eric Schroeder for his hard work and dedication as Student Trustee.

Student Conduct/Title IX Report

The report was sent to the committee prior to the meeting. There were no questions.

At 10:02 a.m., a motion was made to move into closed session to discuss the following topic: investigation of criminal conduct and College policy violations and obtain legal advice regarding the same, as set forth in the closing statement posted in accordance with Md. Gen. Prov. Code Ann. 3-305 and attached hereto. The motion to close the sessions was seconded and passed unanimously.

On April 25, 2016 at the Campus Center, the Student Affairs Committee held a closed session and discussed investigation of criminal conduct and violation of College policy. No actions were taken during the closed session. At 10:18 a.m., the meeting was adjourned.

Action Item(s):

Action Item 1516-04: Approval to accept the Proposed Revisions to the Policy and Procedures to Address Sexual Misconduct.

The current policy employs a hearing model to adjudicate issues of sexual misconduct. Based on emerging best practices and feedback from the College community, revisions to the Policy to better serve our students and ensure we are fulfilling the letter and spirit of Title IX are proposed. The action item is requested for a policy change that will be implemented in the 2016/17 academic year.

Committee Action Taken/Action in Progress:

The proposed action item was approved by the Student Affairs Committee at its meeting on April 25, 2016.

Recommendation to the Board:

The Student Affairs Committee recommended approval of the action item by the Board of Trustees at its meeting on May 13, 2016.

Meeting moved into closed session at 10:02 a.m.



**BOARD OF TRUSTEES
OPEN SESSION**

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

MINUTES

Date of Meeting: May 13, 2016

Board Members Present: Gail Harmon, Cindy Broyles '79, Peter Bruns, Danielle Troyan '92, Mike O'Brien '68, Donny Bryan '73, Peg Duchesne '77, Tim Heely, Eric Schroeder '16, Harry Weitzel, John McAllister, Gary Jobson, Carlos Alcazar, Glen Ives, Molly Mahoney Matthews, Ann McDaniels, Elizabeth Graves '95. Participating by phone: Sven Holmes, John Wobensmith '93, Lex Birney

Board Members Absent: Larry Leak '76, Steny Hoyer

Others Present: President Jordan, Erin Millar, Allison Boyle, Chip Jackson, Carolyn Curry, Leonard Brown, Laraine Glidden, Michael Wick, Dan Branigan, Michael Dunn, Arminta Plater, Mary Grube, Shannon Jarboe, Jeff Byrd, Ben Click, Gina Faden, Wes Jordan, Vera Damanka, Gretchen Miller (*Enterprise* reporter), Ledesa Eddins, Anna Yates, Kathy Grimes

Executive Summary:

A regular quarterly open meeting of the St. Mary's College of Maryland Board of Trustees was called to order by Board Chair Gail Harmon at 9 am.

A motion was made to approve the agenda. Two changes were made to the order of the agenda: Title IX discussion will precede the action item and the Finance, Investment and Audit Committee will be the first committee to report. The revised agenda was approved unanimously.

Chair Harmon welcomed the Board and previewed the action items that would be considered.

Approval of 2016-19 Strategic Plan

President Jordan presented the strategic plan, "A Time for Rebirth". The plan covers the time frame of 2016-2019. Work will begin soon on a 5-year plan to begin in 2019. An implementation team for the 2016-2019 strategic plan is being named and will be comprised of faculty, staff and a student member. A detailed version of the plan will include regular measurement of objectives. A question was raised about whether to add a Board member to the implementation team. The question will be considered and discussed at the summer retreat meeting. A motion was made and seconded to approve the 2016-2019 strategic plan. The motion passed unanimously.

College Bylaws Amendment

Chair Gail Harmon introduced editorial changes to the bylaws to clarify signature authority for the Board Chair, revise quorum language and remove the limit on the size of the Executive Committee.

FIA Report

In addition to the action items listed below, Chair Wobensmith reported that the FIA Committee discussed ongoing efforts to expand revenue sources, foundation support and adding merit to the compensation plan.

Title IX Report

Title IX Coordinator Michael Dunn presented a report on the new model being used to resolve Title IX cases on campus.

Reports

Student trustee Eric Schroeder introduced Sharon Phillips, the new student trustee-in-training. Schroeder reported that racial tensions rose in the spring, but students are using various pathways to communicate with the administration and faculty. Schroeder was thanked for his service as student trustee. Vera Damanka will serve as student trustee next year.

Faculty Senate President Wes Jordan noted successes of the past year and expressed concerns about provision of information to faculty during the admissions recruiting process in the spring. The concern was noted by Dr. Jordan, who outlined the campus communications provided to the community.

Harry Weitzel reported on the Joint Investment Advisory Committee and the Foundation Board meeting. The \$2.5 million capital campaign is progressing, with less than \$1 million left to raise. Weitzel reported on various events hosted by the College and the Center for the Study of Democracy. Trustees discussed ways to leverage events through social media to provide better outreach to prospective students, donors and friends.

Gina Faden reported for Historic St. Mary's City. The historic lead coffins are back in the chapel at HSMC. A new chief archaeologist is being hired, and plans for the occupation of the new shared building are underway. HSMC has received funding to replace the Dove pier and fix the visitor's center.

Outgoing Board chair Gail Harmon was thanked and recognized for her service. Retiring Associate Vice President of Facilities Dan Branigan was thanked for his service.

The open session adjourned at 10:30 am.

Action Item(s):

The following action items were unanimously approved by the Board:

Action Item 1516-28: approval of the 2016-2019 Strategic Plan presented by President Jordan.

Action item 1516-29: approval of the Class of 2016 for graduation.

Action item 1516-30: approval of the MAT Class of 2016 for graduation.

Action item 1516-31: approval of the addition of Bachelor of Science degrees for certain majors.

Action item 1516-32: approval of a minor in materials science.

Action item 1516-33: approval of archaeology concentration in anthropology.

Action item 1516-34: approval of the annual campus facilities report.

Action item 1516-35: approval of Naming Opportunities Policy.

Action Item 1516-36: approval of an amendment to the College bylaws which makes editorial changes to the bylaws to clarify signature authority for the Board Chair, revise quorum language and remove the limit on the size of the Executive Committee.

Action item 1516-37: approval of the state capital budget (includes new academic building/auditorium and athletic facility/stadium).

Action item 1516-38: approval of a revision of tuition waiver policy to include coverage for children of deceased employees.

Action Item 1516-39: approval of a revision to College procurement policy to increase the threshold amount for contracts for capital improvements and services that require review by the Board of Public Works to be consistent with changes in the law.

Action Item 1516-40: approval of a revision to the College's 401(a) matching plan, required by state law.

Action item 1516-41: approval of revision to College policy and procedures to address sexual misconduct.



**BOARD OF TRUSTEES
SPECIAL MEETING**

**CONFERENCE CALL
MINUTES**

Date of Meeting: July 21, 2016

Board Members Present: Sven Holmes, Gail Harmon, Cindy Broyles '79, Peter Bruns, Danielle Troyan '92, Mike O'Brien '68, Donny Bryan '73, Peg Duchesne '77, Gary Jobson, , Ann McDaniels, John Wobensmith '93, Larry Leak '76, Katharine Russell, Allan Wagaman, Vera Damanka

Board Members Voting by Proxy: Tim Heely, Lex Birney, Molly Mahoney Matthews, Carlos Alcazar, Elizabeth Graves '95.

Board Members Absent: Steny Hoyer, Glen Ives, Laura Cripps

Others Present: President Jordan, Allison Boyle, Chip Jackson, Chris True, Anna Yates, Kathy Grimes

Executive Summary:

The St. Mary's College of Maryland Board of Trustees held a special conference call meeting on July 21, 2016 for the purposes of reviewing and approving the FY 17 operating and capital budgets. Action on these items was postponed from the May 2016 meeting.

The meeting was called to order by Chair Sven Holmes at 1:00 pm. Budget materials were presented by Finance, Investment and Audit Committee Chair John Wobensmith and Vice President for Business and Finance Chip Jackson. The FIA Committee reviewed the action items earlier in the week and unanimously recommended approval to the Board.

Following discussion, the Board unanimously approved the FY17 budgets.

The special meeting adjourned at 1:14 pm.

Action Item(s):

The following action items were unanimously approved by the Board:

Action Item 1617-01: approval of the FY17 Current Fund (Operating) Budget, including new personnel positions

Action item 1617-02: approval of the FY17 Plant Fund (Capital) Budget

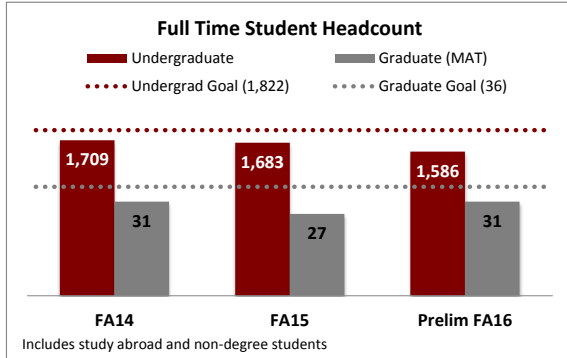
Summary prepared by Kathy J. Grimes

ST MARY'S COLLEGE of MARYLAND

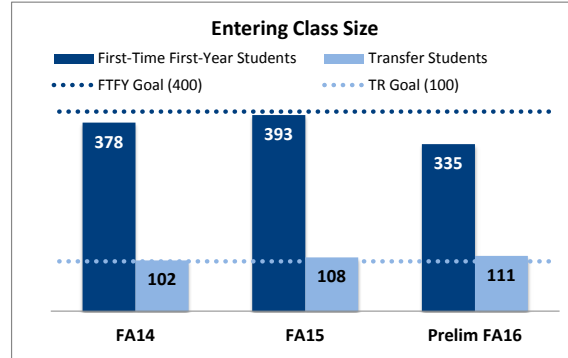
The Public Honors College

Student Characteristics in Enrollment

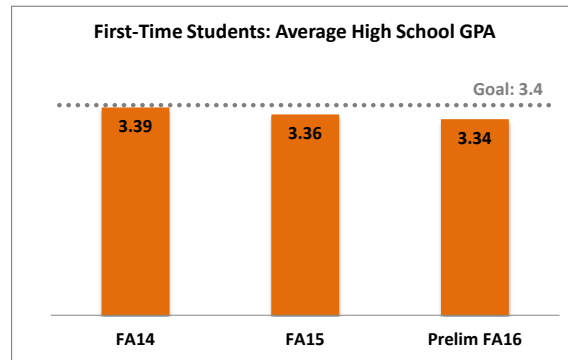
Fall 2016 figures based on preliminary census (freeze) data, 9/26/16



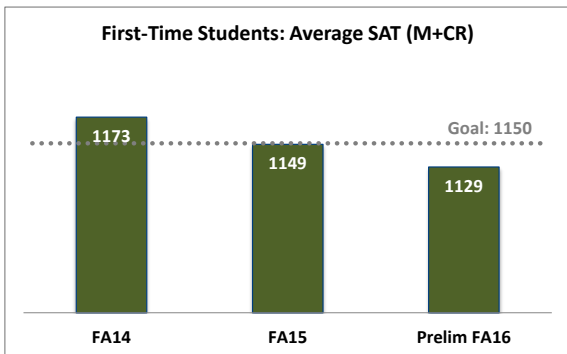
Trend:	Undergrad	Graduate
	↓	→



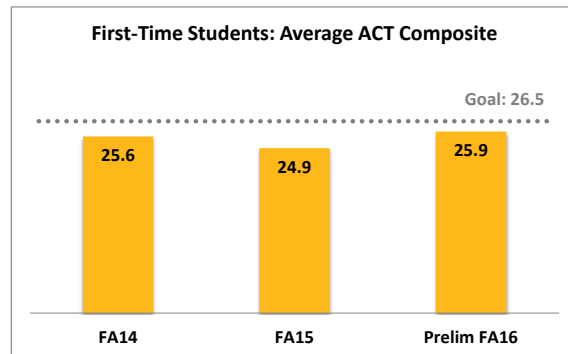
Trend:	First-Time	Transfers
	↓	↗



Trend:	High School GPA
	↓

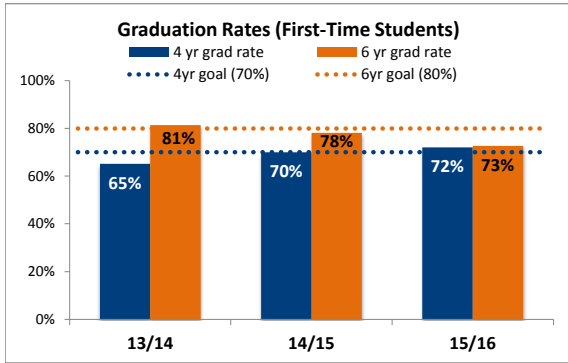


Trend:	SAT(M+CR)
	↓

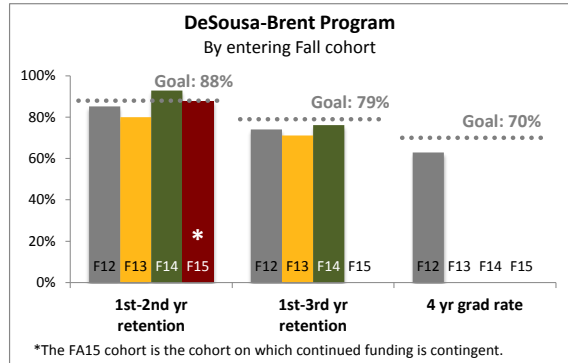


Trend:	ACT Composite Score
	↗

Student Retention and Persistence

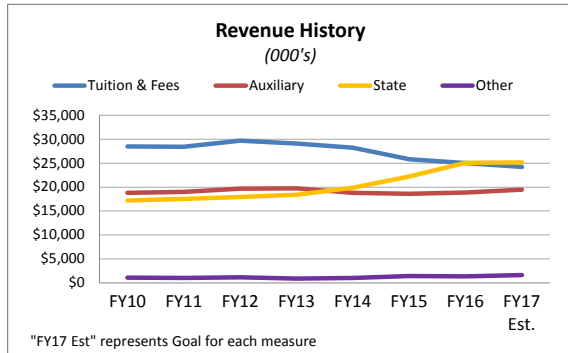


Trend:	4yr Grad Rate	6yr Grad Rate
	↗	↘

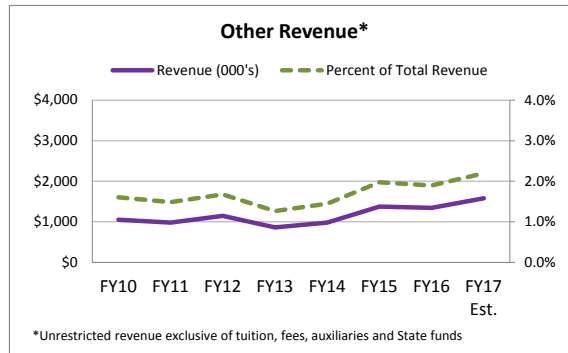


Trend:	1st-2nd	1st-3rd	4yr grad
	→	↗	↗

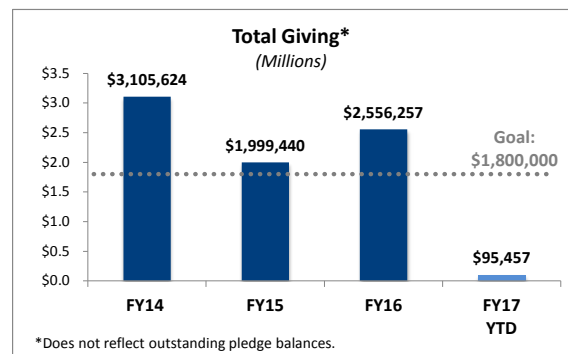
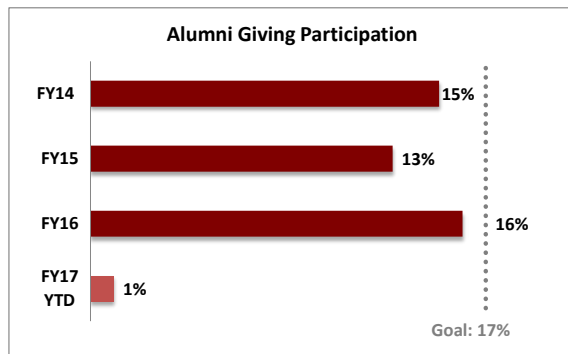
Revenue and Fundraising



Trend:	Tuition/Fees	Auxiliary	State	Other
	↘	→	↗	↗



Trend:	Other Revenue
	↗



Note: FY14-16 total annual giving averaged \$1.5 million yearly. The actuals shown are higher as they include one-time only estate gifts (FY14) and capital campaign donations (FY15, FY16) of more than \$300,000.

**ST. MARY'S COLLEGE OF MARYLAND
ADMINISTRATIVE ORGANIZATIONAL CHART**

