

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**

May 13, 2016

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

**OPEN SESSION
MAY 13, 2016**

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

AGENDA

May 13, 2016 (#679)
9:00 a.m.

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

- I.** Call to Order **Gail Harmon**

- II.** Approval of agenda **Gail Harmon**

- III.** Report of the Board Chair **Gail Harmon**

- IV.** Report of the President **Tuajuanda Jordan**
 - 1. **Action Item 1516-28:** Approval of the Strategic Plan

- V.** Action Items
 - A.** College Bylaws Amendment **Gail Harmon**
 - 1. **Action Item 1516-36:** Approval of Amendments to College Bylaws

 - B.** Committee Action Items
 - 1. Academic Affairs **John McAllister/Peter Bruns**
 - a. **Action Item 1516-29:** Approval of the 2016 Candidates for Graduation
 - b. **Action Item 1516-30:** Approval of the 2016 MAT Candidates for Graduation
 - c. **Action Item 1516-31:** Approval of the Bachelor of Science Degrees
 - d. **Action Item 1516-32:** Approval of a Minor in Materials Science
 - e. **Action Item 1516-32:** Approval of an Archaeology Concentration in Anthropology

 - 2. Buildings and Grounds **Michael O'Brien '68**
 - a. **Action Item 1516-34:** Approval of the Annual Facilities Report

 - 3. Development Committee **Cindy Broyles '79**
 - a. **Action Item 1516-35:** Naming Opportunities Policy Proposed Revisions

 - 4. Finance, Investment and Audit **John Wobensmith '93**
 - a. **Action Item 1516-37:** Approval of the FY17 Plant Fund (Capital) Budget
 - b. **Action Item 1516-38:** FY18-FY22 State Capital Budget Proposal (New Academic Building; Infrastructure Projects)
 - c. **Action Item 1516-39:** Approval of a revision to the Tuition Waiver Policy
 - d. **Action Item 1516-40:** Revision to the Procurement Policy
 - e. **Action Item 1516-41:** Revision to the State of MD Supplemental 401(a) Matching Plan Trust

5. Student Affairs

Lex Birney/Ann McDaniel

- a. **Action Item 1516-42:** Proposed Revisions to the Policy and Procedures to Address Sexual Misconduct

VI. Title IX Update

Michael Dunn

VII. Additional Reports

A. Student Trustee

Eric Schroeder '16

B. Faculty Senate President

Wesley Jordan

C. Foundation

Harry Weitzel

D. Historic St. Mary's City

Regina Faden

VIII. Motion to Adjourn Meeting

Gail Harmon

Note: Committee materials and additional reports are available on the Board of Trustees Portal.

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

ACTION ITEM 1516-28

APPROVAL OF STRATEGIC PLAN 2016-2019

(See Appendix 'C for Supporting Documents)

RECOMMENDED ACTION

The President and the College's Strategic Planning Steering Committee recommend approval of the Strategic Plan for 2016-2019 by the Board of Trustees.

RATIONALE

Working with the campus community, the President and the Strategic Planning Steering Committee have crafted a three-year strategic plan for St. Mary's College. The College has been operating without a current strategic plan since 2010.

The goals, objectives and tactics presented in the Strategic Plan are based on the College's mission, vision and core values, which have been refined to embrace the opportunities and challenges of today. An extensive outreach process engaged faculty, staff, students, and alums in developing the plan.

Following approval by the Board, the Strategic Planning Steering Committee will begin work on an implementation process.



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

ACTION ITEM 1516-43

**AMENDMENTS TO THE COLLEGE
BYLAWS**

(See Appendix AA for Supporting Documents)

RECOMMENDED ACTION

It is recommended the Board of Trustees amend the St. Mary's College of Maryland Bylaws ("Bylaws"): 1) to grant the Chair of the Board of Trustees signatory authority on behalf of the Board and the College, 2) to clarify the definition of a quorum for Board Committees, and 3) to remove the provision that the number of members of the Executive Committee shall not exceed ten (10) members. A red-line of the proposed amendments is included for the Board's convenience.

RATIONALE

- 1) The Bylaws have delegated authority to the President to sign certain documents on behalf of the Board and the College. Certain documents, however, including but not limited to, the President's contract or settlement of litigation in which the Board has been named a defendant, should be signed by the Board itself or by the Board Chair on behalf of the College, rather than the President. To avoid the need for all Board members to sign, it is proposed that the Bylaws be amended to permit the Chair of the Board to sign on behalf of the Board and the College.
- 2) The Bylaws currently state that a "simple majority" of the assigned Committee members constitutes a quorum. "Simple majority" means less than half of the total votes cast but more than the minimum required to win, as when there are more than two candidates or choices and typically, does not apply to the concept of a quorum. The intent of this provision was to define quorum as a "majority" of the assigned Committee members, *i.e.* a number that is greater than half the total (over 50%). It is recommended that the word "simple" be removed from this provision.
- 3) The Bylaws were amended on October 3, 2015 to permit the Board Chair to appoint co-chairs for the Board Committees. The Bylaws currently state that the Executive Committee shall ordinarily be limited to a total of 10 members. With the addition of co-chairs, however, the ten member limit may be exceeded. Accordingly, it is recommended that this limitation be removed to give the Board Chair the flexibility to appoint co-chairs for purposes of succession planning.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**
(See Appendix B for Supporting Documents)

Date of Meeting: April 22, 2016

Date of Next Meeting: October 14, 2016

Committee Co-Chairs: John McAllister, Peter Bruns

Committee Members: Gail Harmon, Tim Heely, Glen Ives, Larry Leak '76, Danielle Troyan '92, Harry Weitzel

Staff Member: Laraine Glidden

Dashboard Metrics:

N/A

Executive Summary:

Dean of Faculty Report

Curricular Initiatives—B.S. degrees, Materials Science minor, Archaeology concentration. Only the concentration will need to be submitted to, and approved by, MHEC. All these proposals except for the Archaeology concentration were developed as a result of an initiative offered by the Provost's Office in summer 2015 for faculty to develop innovative curricular initiatives. Based on ongoing work, additional proposals will come before the Board in AY16-17.

Articulation Agreements—We recently signed an anthropology agreement with Community College of Baltimore County, and a Biology agreement with the College of Southern Maryland. These articulation agreements will facilitate the transfer of students from community college programs to SMCM programs. Additional agreements are in process.

Grant/Contract Activity—From July 1, 2015 to March 31, 2016, 13 faculty principal investigators from anthropology, biology, chemistry, computer science, mathematics, psychology, and religious studies; and staff principal investigators from athletics and research/sponsored programs are actively working on awarded grants or contracts. Highlights include a 5-year NSF grant that will prepare underrepresented minorities for success in college-level mathematics, PIs Sandy Ganzell and Casey Douglas; and the 4 archaeology-based grants and contracts from multiple organizations that Julie King is overseeing.

DeSousa-Brent Program—The report by F.J. Talley provides a comprehensive summary of the history of the DeSousa-Brent Program, the ongoing development of the program, current data on retention over time, and strategies to improve retention and the 4-year graduation rate.

continue to be, offered.

Awards Convocation—In addition to the usual awards for students, staff, and faculty, the appointment of José Ballesteros, Professor of International Languages and Cultures-Spanish as the Steven Muller Distinguished Professor of the Arts, will be celebrated. José has published several books of poetry and is active in poetry readings in the Washington DC area as well as nationally.

Faculty Recruitment—All open positions have been successfully filled, with only one position still in process. I am pleased to report that after two years and two unsuccessful searches, we have a new Director of the Library, Kate Pitcher, who was the Interim Library Director at SUNY-Geneseo. I am grateful to Kat Ryner, our Interim Library Director for two years, for her extended and effective service.

Faculty Senate Report

The faculty has been deeply involved in several important College-wide activities, including strategic planning, the development of new curricular initiatives, and the continuing work on the Faculty By-Laws.

In March, the faculty unanimously approved the offering of a Bachelor of Science (B.S.) degree in six majors: Biology, Biochemistry, Chemistry, Computer Science, Physics, and Psychology. Offering B.S. degrees in these fields will enhance job opportunities for graduates and will broaden the appeal of these majors to potential students. Two additional curricular proposals are before the AAC for approval: a new minor in Material Science and an archeology concentration for the anthropology major. Both proposals received unanimous approval by the faculty and have the enthusiastic support of the Provost and President. As the support documents demonstrate, both initiatives will enhance curricular offerings for current students and be attractive to potential new students.

At the January AAC meeting, the committee recommended several amendments to the Faculty By-Laws, but felt it was not ready to act on the entire document proposed by President Jordan and supported by the faculty. The plan was for the co-chairs of the committee to work with the Board Chair and President of the Faculty Senate as an ad hoc committee to identify the remaining issues in preparation for Board consideration at the May meeting. Unfortunately, snow prevented a meeting scheduled for Washington, D.C. Instead of rescheduling, the Board asked the College attorney, Erin Millar, to work with the Senate President on revised language provided by Erin. We had a number of productive conversations on Sections I-III, but did not have the opportunity to discuss revisions to subsequent sections that were first available on March 21.

On April 4, President Tuajuanda Jordan and Senate President Wes Jordan emailed Board Chair Gail Harmon asking that the Board postpone consideration of the Faculty By-Laws until next fall. As we reviewed Erin Millar's draft it was clear that the document was sufficiently different from that submitted by President Jordan and amended by the Trustees that a thorough review was warranted. It was our determination that although the reorganization and rewording of the document improved it, the extent of the rewording may have inadvertently altered procedures. In addition, there were several more substantial changes that deserve discussion among the faculty, senior administration, and potentially the Academic Affairs Committee before going to the Board for action. We also argued that incoming Provost Michael Wick should be involved in the conversations. Our recommendation was accepted and the issue of the Faculty By-Laws is not before the AAC at the April 22 meeting.

As we look forward to continuing the work next fall, I believe it important to bring the document back to campus where the faculty and senior administration can work together to understand how it may differ from the current Faculty By-Laws and the version submitted to the Board by President Jordan. Michael Wick will be an integral part of these conversations. I also recommend that this on-campus group engage designated members of the AAC and Board in conversations about the Faculty By-Laws so that final version can come from the President to the AAC committee for discussion prior to the January Board meeting.

DeSousa-Brent Report

The DeSousa-Brent Scholars (DBS) Program serves Maryland students at risk for not achieving college success because of gaps in their academic preparation, low socioeconomic status, and first-generation college attendance. Students come from Baltimore, DC, Prince George’s County and the tri-county area, as well as more rural parts of Maryland, and are frequently of minority status. The program uses best practices such as pre-college preparation (Summer Bridge), intrusive advising, peer tutoring and mentoring, and regular degree audits.

Mandatory performance measures focus on year to year retention and on the graduation rate for the cohort that entered in 2015. This cohort must meet the following goals:

- (1) 88% of the cohort must be retained from the first-to-second-year.
- (2) 79% of the cohort must be retained from the first-to third year.
- (3) 70% of the cohort must graduate in four years.

Current performance measures are displayed in the following retention/graduation table for previous cohorts.

DeSousa-Brent Scholars Program Retention and Graduation											
Last Updated: A.M. Brady and R. Conover; 10-13-2015											
Cohort year	Cohort Size	First to Second Year Retention Rate		First to Third Year Retention Rate		First to Fourth Year Retention Rate		Four-year Graduation Rate		Six-year Graduation Rate	
		N	%	N	%	N	%	N	%	N	%
2007	25	20	80.0	17	68.0	16	64.0	8	32.0	14	56.0
2008	30	28	93.3	26	86.7	25	83.3	13	43.3	23	76.7
2009	24	23	95.8	20	83.3	20	83.3	10	41.7	20	83.3
2010	30	27	90.0	22	73.3	22	73.3	15	50.0	20	66.7
2011	31	24	77.4	19	61.3	18	58.1	15	48.4		
2012	28	23	82.1	20	71.4	19	67.8	18	64.2		
2013	45	36	80.0	32	71.1						
2014	42	39	92.9								
Total	254	220		156		120		79		77	
Weighted Mean			86.6		73.6		71.9		47.3		70.6
Source: EIS, DIS											
Notes: Green italics denote estimated values											

First-to-second year retention is 92.9% for our current sophomores, the 2014 cohort.

New initiatives for 2016-2017 include instituting a summer tuition grant to allow students who may be behind on credits to make up those credits and graduate on time, and the institution of the sophomore passport, a series of activities and programs targeted toward the success of sophomores.

Action Items

Action Item III.A. Recommendation to Approve Bachelor of Science Degrees

Action Item III.B. Recommendation to Approve a Minor in Materials Science

Action Item III.C. Recommendation to Approve an Archaeology Concentration in Anthropology

Action Item III.D. Recommendation to Approve 2016 Candidates for Graduation

Action Item III.E. Recommendation to Approve 2016 MAT Candidates for Graduation

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.

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF APRIL 22, 2016**

**OPEN SESSION
AGENDA**

I. CALL TO ORDER

II. INFORMATION ITEMS

- A. Dean of Faculty Report
- B. Faculty Senate Report
- C. DeSousa- Brent Scholars Report
- D. Meeting Minutes of January 29, 2016

III. ACTION ITEMS

- A. Recommendation to Approve Bachelor of Science Degrees
- B. Recommendation to Approve a Minor in Materials Science
- C. Recommendation to Approve an Archaeology Concentration in Anthropology
- D. Recommendation to Approve 2016 Candidates for Graduation
- E. Recommendation to Approve 2016 MAT Candidates for Graduation



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: January 29, 2016

Status of Minutes: Approved March 24, 2016

Committee Members Present: Co-Chair Peter Bruns, Gail Harmon, Tim Heely, Larry Leak '76, Danielle Troyan '92, Harry Weitzel

Committee Members Absent: Co-Chair John McAllister, Glen Ives

Others Present: Tuajuanda Jordan, Cindy Broyles, Laraine Glidden, Gary Sherman, Leonard Brown, Chip Jackson, Carolyn Curry, Wes Jordan, Al Hovland, Jim Cramner, Erin Millar, Vera Damanka, Kathy Grimes, Ledesa Eddins, Anna Yates, Joan Pickett, Jenny Sivak, Michael Wick

Executive Summary:

The meeting was called to order by Committee Co-Chair Peter Bruns at 2:00 p.m. At 2:05 p.m. at St. Mary's College of Maryland, Campus Center Room 205, the Academic Affairs Committee held a closed session to discuss faculty personnel items. The motion to close the meeting pursuant to Md. Code Ann., Gen. Prov., § 3-305(b) to discuss these topics was unanimously approved. The topics discussed included faculty appointments and other personnel matters affecting one or more individuals. The following members of the Committee were present: Peter Bruns, Gail Harmon, Tim Heely, Larry Leak '76, Danielle Troyan '92, and Harry Weitzel. The following actions were taken during the closed session: The Academic Affairs Committee approved all faculty personnel items and approved the Academic Affairs Committee Closed Session Minutes of October 2, 2015. The closed session was adjourned at 2:10 p.m., and the meeting continued in open session.

At 2:10 p.m. a motion to approve the Academic Affairs Committee Open Session Minutes of October 2, 2015 was made and the minutes were unanimously approved.

Dean of Faculty Report

High-Impact Practices: Undergraduates have been shown to benefit from certain types of learning experiences that include working one-on-one with faculty, engaging in senior capstone courses, studying internationally, and completing internships. The dashboards displayed provide data about our students and the likelihood that they will complete these types of practices. For benchmarking, it should be noted that data from the National Study of Student Engagement indicates that 85% of students attending liberal arts colleges engage in two or more high impact practices, in comparison to 99% of SMCM undergraduates.

Middle States and Assessment Progress: Based on the Middle States outcome of failing to meet Standard 14, Student Learning Outcomes, we have initiated activities to facilitate rapid progress. By the end of the fall semester, 100% of courses taught in AY15/16 had learning outcomes entered into Campus Labs, the online system that we are using for our assessment information. These course learning outcomes will now be mapped onto program learning outcomes. In addition, in the last week of January two different external consulting services are on campus to work with faculty and administrators to develop our comprehensive plan for the immediate and longer term improvement of our assessment activities.

Faculty/Staff Hiring: Six new faculty in biology, chemistry, psychology, and theatre are under contract or have verbally accepted offers to begin in AY16/17. All are replacement positions. Five other searches are in process, including the search for a new Director of the Library. Our search for Director of Institutional Research has resulted in the appointment of Acting Director Anne Mare Brady as Director.

Sabbaticals: Seven faculty applied for sabbatical, and five were approved by the Dean of Faculty and the President; three of the five are contingent on successful tenure decisions. They are action items on the Academic Affairs agenda.

Faculty By-Laws: The faculty updated and revised its by-laws in spring 2015, and forwarded them to the Dean of Faculty who approved them with three changes, and forwarded them to the President. The items ready for a Board vote are action items on the Academic Affairs agenda.

Non-IT Equipment: Deferred maintenance and replacement of equipment had resulted in a critical need for upgrading, and \$75,000 was carried over from the FY15 budget for this purpose. A call to departments resulted in \$160,870 of requests, \$91,076 of which was funded out of FY15 carryover and FY16 current funds.

Research and Sponsored Programs: From July 1 to December 31, 2015, submitted grants totaled \$2,427,395 in requested direct costs, involving 13 different faculty and staff. Most of these submissions are still pending, but grants totaling \$153,731 in direct and \$41,991 in indirect costs have already been awarded. During this same 6-month period, 14 faculty and staff worked on active grants.

Environmental Studies Major: The ENST major has been as popular as predicted. We currently have 63 students--20 seniors, 24 juniors, 17 sophomore, and 2 first-years--who have declared the major; also, 35 students have declared the minor. Of the 63 majors, 42 have a second major in 11 other disciplines.

Gambia Closing: The closing of The Gambia program has proceeded as planned. Bill Roberts, founder and long-term director of the program, traveled to The Gambia during the semester break and was able to oversee the closure of the facility and finalize operations, including cleaning of computers, donations of supplies to various Gambian institutions, and the return of artifacts that were carried or shipped back to St. Mary's. Final legal papers are completed or in preparation.

Faculty Senate Report

The faculty is deeply involved in several important College-wide activities, most notably strategic planning and assessment of student learning. The draft strategic plan presented to the trustees at this meeting represents many hours of work by faculty, staff, and administrators serving on one of the five working groups or the steering committee. We look forward to working collaboratively during the spring to hone the planning document in response to trustee and College-wide feedback.

Student learning must be assessed at multiple levels of the curriculum, starting with each class, continuing through the majors and core curricula, and ending at the institutional level. Although the College does assess student learning at each level, it is clear from the recent re-accreditation self-study and unambiguously clear from the reaccreditation team's evaluation that we have not made it a central part of the College's regular activities. The College is not waiting for the final decision from Middle States to rectify the problems. Systematic efforts are underway to develop a comprehensive, centralized practice of assessment that will meet

the requirements set forth in Standard 14. Assessment is not just a requirement. It is a vital tool the College must use to assure that what students learn is a result of their experiences at St. Mary's and consistent with our mission as a public honors college.

The faculty seek approval of the revised Faculty By-Laws as submitted by President Tuajuanda Jordan. As the supporting documents attest, the document represents the hard work of both the administration and faculty. For all but one issue the administration and faculty are in agreement. The by-laws have been revised to reflect current practices. For example, the College now appoints faculty to cross-disciplinary programs as well as to traditional academic departments. The current by-laws do not recognize such appointments and amendments were made to appoint and evaluate faculty with an appointment to a cross-disciplinary program. The College's counsel stated that the Faculty By-Laws must undergo a legal sufficiency review before the document can be approved by the Board in its entirety. In order to ensure that more urgent changes are addressed, the Board considered whether to recommend eight (8) proposed amendments to the Board for approval and approved recommending seven (7) of the proposed amendments, one being determined to be moot.

At the end of this semester the College will welcome Provost Michael Wick to St. Mary's. The faculty looks forward to working with him upon his arrival, although it will be hard to send Acting Provost Glidden back to retirement.

The Committee discussed a section of the Faculty By-Laws which provided a system for faculty review of the Dean. Trustees discussed whether or not it was appropriate for the Faculty By-Laws to prescribe a method for the president to review members of her senior staff.

The Committee discussed the St. Mary's Projects (SMP). The Acting Provost will report at the next meeting which departments require an SMP and which have a senior seminar option. The DeSousa Brent Scholars Program was discussed, and it was agreed that it will be a standard agenda item for the Academic Affairs Committee.

The meeting was adjourned by Co-Chair Bruns at 2:55 p.m.

Action Item(s):

Action Item 1516-19a: To remove College's mission statement. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19b: To add language regarding the hierarchy of governing documents and to remove the roles of the Board, the President, and Provost. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19c: To clarify that the Faculty Bylaws address ways in which the faculty may propose an amendment to the Faculty Bylaws. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19d: To amend to provide that the College Bylaws will describe faculty participation on Board Committees. A motion to approve was made and seconded. The motion passed unanimously.

ST MARY'S
COLLEGE of MARYLAND

The Public Honors College

Action Item 1516-19e: To amend to provide that a faculty member who receives tenure will be simultaneously promoted to associate professor and to require external letters as a requirement for tenure and promotion. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19f: To add librarians to the definition of faculty and set forth requirement for appointment, tenure and promotion for librarians. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19h: To clarify the appointment of a department chair or program coordinator when there is a vacancy. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19g was not recommended to be presented to the Board for approval by the Academic Affairs Committee. A working group will be created to address remaining issues in the revision of Faculty Bylaws.

Committee Action Taken/Action in Progress:

The Committee approved recommending seven (7) Amendments to the Faculty By-Laws to the Board. The Committee rejected recommending one (1) Amendment as moot.

Recommendation to the Board:

The Committee recommended the Board of Trustees approve seven (7) St. Mary's College of Maryland Faculty By-Law Amendments, including Action Items 1516-19a., 1516-19b., 1516-19c., 1516-19d., 1516-19e., 1516-19f., and 1516-19h. The Committee did not recommend approval of one (1) Faculty By-Law, Action Item 1516-19g.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ACADEMIC AFFAIRS COMMITTEE**

ACTION ITEM 1516-29

RECOMMENDATION TO APPROVE 2016 CANDIDATES FOR GRADUATION

RECOMMENDED ACTION

On recommendation of the Acting Provost and Dean of Faculty, and with the concurrence of the faculty (contingent on favorable motion on April 26th), the candidates for the degree of Bachelor of Arts are recommended for approval.

RATIONALE

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

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ACADEMIC AFFAIRS COMMITTEE**

ACTION ITEM 1516-30

RECOMMENDATION TO APPROVE 2016 MAT CANDIDATES FOR GRADUATION

RECOMMENDED ACTION

On recommendation of the Acting Provost and Dean of Faculty, and with the concurrence of the faculty (contingent on favorable motion on April 26th), the candidates for the Masters of Arts in Teaching degree are recommended for approval pending successful completion of the program.

RATIONALE

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

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ACADEMIC AFFAIRS COMMITTEE**

ACTION ITEM 1516-31

RECOMMENDATION TO APPROVE BACHELOR OF SCIENCE DEGREES

RECOMMENDED ACTION

The Academic Affairs Committee recommends to the Board of Trustees 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.

RATIONALE

The recommendation to replace the current Bachelor of Arts degree with a Bachelor of Science degree in biology, biochemistry, chemistry, computer science, physics and psychology has the approval of the Departments, Curriculum Review Committee, Faculty Senate, Faculty, Acting Provost and Dean of Faculty, and the President. One minor curricular change within the Bachelor of Science proposals occurs in the Computer Science degree which will *require* all students earning a Computer Science degree to complete MATH 152: Calculus II.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ACADEMIC AFFAIRS COMMITTEE**

ACTION ITEM 1516-32

RECOMMENDATION TO APPROVE A MINOR IN MATERIALS SCIENCE

RECOMMENDED ACTION

The Academic Affairs Committee recommends that the Board of Trustees approved the curriculum proposal for a minor in Materials Science.

RATIONALE

Materials Science is a cross-disciplinary study area between physics, chemistry, biology and mathematics, and has the support of the College's faculty in the Physics, Chemistry and Biochemistry departments. This established field of basic and applied study will give students the tools to apply their knowledge to the challenges facing humanity today such as energy, health and the environment.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ACADEMIC AFFAIRS COMMITTEE**

ACTION ITEM 1516-33

**RECOMMENDATION TO APPROVE ARCHAEOLOGY
CONCENTRATION IN ANTHROPOLOGY**

RECOMMENDED ACTION

The Academic Affairs Committee recommends that the Board of Trustees approve an Archaeology Concentration in Anthropology.

RATIONALE

Archaeology, one of the four subfields of anthropology, is an important component of the anthropology major at St. Mary's, and a number of courses focused on archaeology are regularly taught as part of the curriculum. The creation of a concentration would enable students interested in pursuing archaeology as a career to demonstrate to future employers and institutions of higher learning that they have completed a curriculum designed to prepare them for these career choices. Other than identifying courses that would satisfy requirements for a concentration in Archaeology, this proposal would not require any changes to the frequency and content of our existing course offerings.



**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

REPORT SUMMARY
(See Appendix C for Supporting Documents)

Date of Meeting: April 20, 2016

Date of Next Meeting: October 13, 2016

Committee Chair: Mike O'Brien

Committee Members: Donny Bryan, Peg Duchesne, Gail Harmon, Glen Ives, Scott Mirabile

Staff Members: Dan Branigan, Chip Jackson

Dashboard Metrics: N/A

N/A

Executive Summary:

Solar Project

Discussion of proposals received for installing solar carports and roof top panels on campus.

Faculty/Staff Housing

Review of Housing Survey and Recommendation

Rt. 5 Traffic Calming Phase II

Rt. 5 Traffic Calming Phase II update including feedback from recent public meetings.

Meeting of January 29, 2016 Minutes

Meeting minutes of January 29, 2016 were approved on March 8, 2016.

Howard Property Lease

The College has entered into a lease of the Howard house effective April 1, 2016.

Capital Project Status Update

Status update on various capital projects will be provided.

Action Item(s):

FY17 Plant Budget

The Committee on Buildings and Grounds recommends, to the Finance, Investment and Audit Committee that they approve a FY17 Plant Budget that provides funds in the amount of \$1,347,708.

FY18-FY22 State Capital Budget Proposal

The Committee on Buildings and Grounds recommends, to the Finance Investment, and Audit Committee that they approve the proposed FY18 – FY22 State Capital Budget Proposal which includes the following projects:

- New Academic Building (Continuation of Current Plan)
The project constructs a new academic building to house music, educational studies, study space, a 700-seat auditorium, and relocates the athletic fields to a site on the east side of Mattapany Road.

- Infrastructure Projects (Continuation of Current Plan)
This project will provide infrastructure improvements in multiple phases to include improvements to pedestrian safety (funded in FY17), building HVAC systems, building envelopes, and campus roadways.

Approval of the 2016 Annual Facilities Condition Report

The Committee on Buildings and Grounds recommends to the Board of Trustees that they approve the 2016 Annual Facilities Condition Report.

Naming Opportunities Policy Proposed Revisions

The Committee on Buildings and Grounds forwards, with approval, to the Development Committee, Naming Opportunities Policy Proposed Revisions.

Committee Action Taken/Action in Progress:

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

Recommendation to the Board:

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

**BUILDINGS AND GROUNDS COMMITTEE
MEETING OF APRIL 20, 2016**

AGENDA

I. CALL TO ORDER

II. ACTION ITEMS

- A. FY17 Plant Budget
- B. FY18-FY22 State Capital Budget Proposal
 - New Academic Building (Continuation of Current Plan)
 - Infrastructure Projects (Continuation of Current Plan)
- C. Approval of the Annual Facilities Condition Report
- D. Naming Opportunities Policy Proposed Revisions

III. DISCUSSION ITEMS

- A. Solar Project
- B. Faculty/Staff Housing
- C. Rt. 5 Traffic Calming Phase II

IV. INFORMATION ITEMS

- A. Meeting of January 29, 2016 Minutes
- B. Howard Property Lease
- C. Capital Project Status Update



**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

MINUTES

Date of Meeting: January 29, 2016

Status of Minutes: Approved on March 8, 2016

Committee Members Present: Chair Mike O’Brien, Donny Bryan, Peg Duchesne, Gail Harmon (by phone)

Committee Members Absent: Glen Ives, Scott Mirabile

Others Present: Carlos Alcazar, Dan Branigan, Leonard Brown, Karen Crawford, Carolyn Curry, Vera Damanka, Ledesa Eddins, Mark Fedders, Laraine Glidden, Joanne Goldwater, Kathy Grimes, Mary Grube, Chip Jackson, Tuajuanda Jordan, Jim McGuire, Erin Millar, Maury Schlesinger, Eric Schroder, Gary Sherman, Lisa Smith, Derek Thornton, Mike Wick, Andrew Wilhelm, Anna Yates

Executive Summary:

Committee Chair Mike O’Brien called the meeting to order at 8:36 a.m.

Solar Power Purchasing Agreement (PPA)

The College has issued a Request for Proposal to four vendors for a Power Purchasing Agreement (PPA) under the University System of Maryland Solar Purchasing Contract which has already identified qualified vendors, terms of contract and other technical criteria. Proposals are scheduled to be received February 18, 2016. The College will only move forward if a proposal meets both the College’s technical and financial criteria.

Cobb House Plans

Cobb House is scheduled to be renovated summer/fall ’16 to house the Alumni Relations Department, currently housed on the second floor of Calvert Hall. This renovation would consolidate office, storage, and annual telethon space in addition to providing reception and event and dining space, provide ADA access to the building as well as the main floor bathroom, and will construct a large outdoor deck facing the river for entertaining.

New Campus Entrance Sign Design

Based on feedback from committee members at the October Buildings and Grounds meeting, designs have been refined and developed by landscape architect Michael Vergason. The proposed replacement sign would be located near where the old sign was, at the intersection of MD Route 5 and College Drive. The sign will have a brick base with a slate top containing embossed lettering in white. Locations for flag poles in the vicinity of the College Drive entrance will also be studied.

Governor’s FY17-FY21 Capital Improvement Program (CIP)

The Governor’s 5-year CIP for FY17-FY21 has been released. The Governor’s budget includes \$10M for the Campus Infrastructure Improvements Program and \$76M for the New Academic Building and Auditorium which now includes the Relocation of Athletic Fields as a single project.

Queen Anne Hall HVAC Project

The College will implement one of the last elements of the Residence Halls Renewal Project this summer, to

replace the heating and ventilation systems and addition of cooling systems in Queen Anne Hall. Bids were received in December and the low bid met the project budget.

Faculty/Staff Housing

A detailed analysis of the scope, costs, and financing options continues as the Department of Planning and Facilities continues to explore the possibility of providing housing for faculty and staff on or near campus. In order to determine “market demand” and help identify types and quantities of the units which may be required, a survey of faculty and staff has been prepared and will be ready for distribution in February.

Rt. 5 Traffic Calming Phase II

The next phase of the Route 5 Traffic Calming project is proceeding. The design is complex with several State and Federal agency permits and approvals required. The project has received tentative approval from the Maryland Department of the Environment and will be presented to the Critical Areas Commission in the spring. Permitting and other regulatory approvals will continue through most of 2016. The project should go to bid next winter, for construction during 2017.

Capital Projects Status Report

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

At 9:27 a.m., a motion to move into closed session to discuss the matters 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 session was seconded and passed unanimously.

On January 29, 2016 at Campus Center, the Board held a closed session to discuss the College’s potential acquisition of interest in real estate. The topics discussed included various property interests that the College may be interested in pursuing. No actions were taken during the closed session. At 9:56 a.m., the meeting was adjourned.

Action Item(s):

N/A

Committee Action Taken/Action in Progress:

Buildings and Grounds Meeting Approval of the Minutes (Meeting of October 2, 2015)

The minutes were approved on January 29, 2016.

Recommendation to the Board:

N/A

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
COMMITTEE ON BUILDINGS AND GROUNDS**

ACTION ITEM 1516-34

ANNUAL FACILITIES CONDITION REPORT APPROVAL

RECOMMENDED ACTION

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

RATIONALE

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 attached annual report to the Board for approval.

**BOARD OF TRUSTEES
DEVELOPMENT COMMITTEE**

REPORT SUMMARY
(See Appendix D for Supporting Documents)

Date of Meeting: April 25, 2016

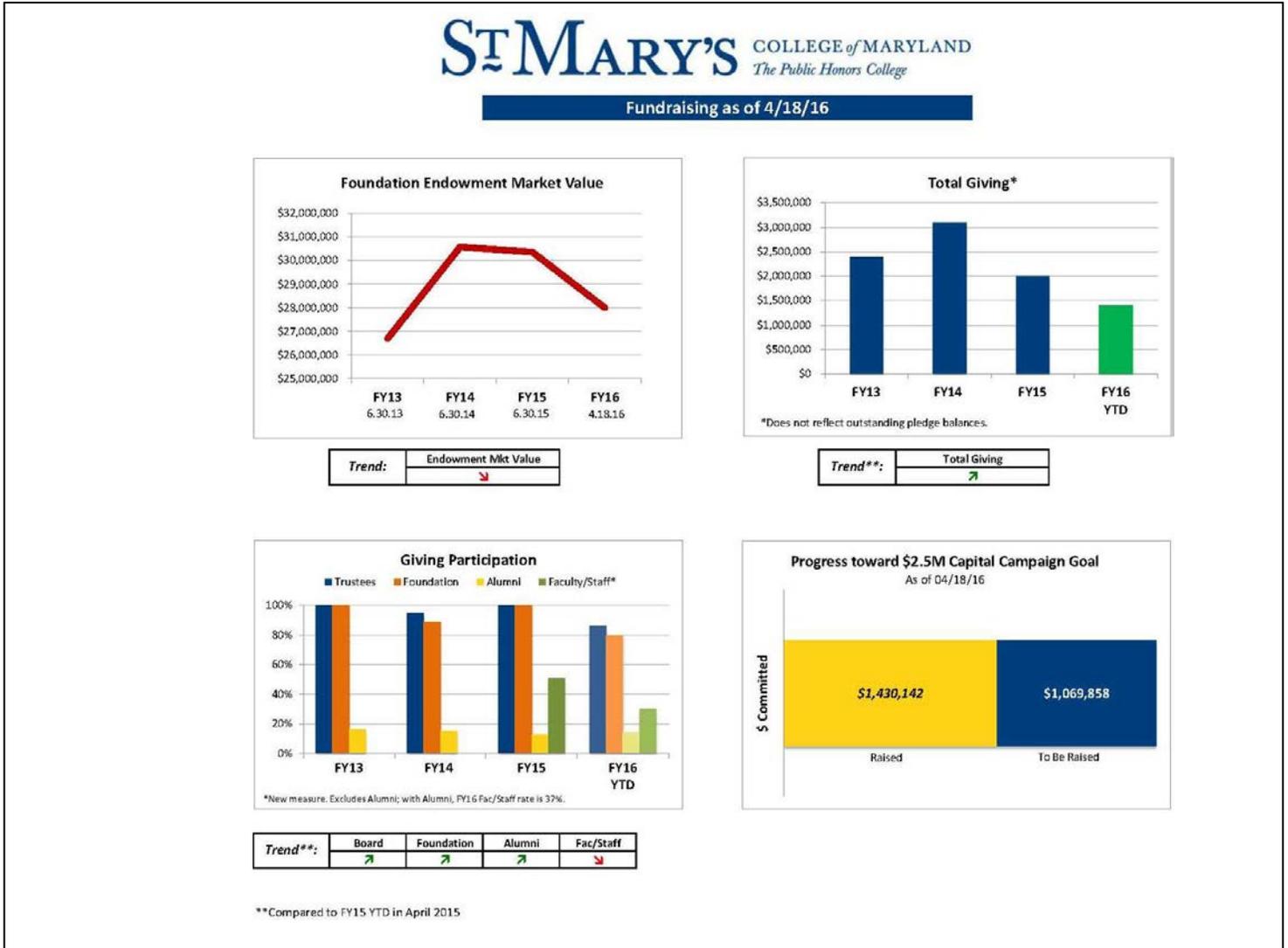
Date of Next Meeting: October 13, 2016

Committee Chair: Cindy Broyles '79

Committee Members: Katharine Russell, Danielle Troyan '92, Gail Harmon, Harry Weitzel

Staff Member: Carolyn Curry

Dashboard Metrics:



Executive Summary:

The Committee will review, for approval, the proposed Naming Opportunities Policy to be forwarded to the full Board of Trustees for approval.

The Committee will also

- a. Review guidelines for the President when naming spaces on campus
- b. Review minimum endowment funding levels
- c. Review progress to date on fundraising goals and metrics
- d. Review progress to date on Alumni Relations goals and metrics
- e. Receive an update from the April 19 Joint Investment Advisory Committee (JIAC) and Foundation Board meetings

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 recommends approval of the Naming Opportunities Policy by the Board of Trustees at its meeting on May 13, 2016.



**DEVELOPMENT COMMITTEE
APRIL 25, 2016, 1:30 P.M.
CAMPUS CENTER 205**

AGENDA

- I. Approval of Minutes dated January 29, 2016**
- II. Discussion Items**
 - A. Naming Opportunities Policy
 - B. DRAFT Naming Guidelines for the President
 - C. DRAFT Funding Guidelines
 - D. Progress-to-date on Development strategic goals and metrics
 - E. Progress-to-date on integrated Alumni Relations strategic goals
 - F. Joint Investment Advisory Committee and SMCM Foundation Board meeting update
- III. Action Items**
 - A. Naming Opportunities Policy
- IV. Information Items**
 - A. Calendar of key Advancement events



BOARD OF TRUSTEES
DEVELOPMENT COMMITTEE
MINUTES

Date of Meeting: January 29, 2016

Status of Minutes: Approved March 14, 2016

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

Others Present: President Tuajuanda Jordan, Carolyn Curry, Erin Millar, Chip Jackson, Laraine Glidden, Gary Sherman, Leonard Brown, Dr. Michael Wick, Ledesa Eddins, Kathy Grimes, Anna Yates, Sandy Abell, Kelley Hernandez, Alan Wagaman, Peg Dushesne

Executive Summary:
Chairperson's Report

Chair Cindy Broyles called the meeting to order at 11:02 a.m.

Trustee Katharine Russell motioned to approve the minutes from the October 2, 2015 meeting; Ms. Danielle Troyan seconded. The minutes were approved as submitted.

Vice President of Institutional Advancement Report

VP Carolyn Curry gave an overview of the Office of Institutional Advancement's FY16 year-to-date progress on strategic goals and metrics as of January 8, 2016. Of note, FY16 Total Giving has reached \$1.4 M toward an annual goal of \$2.2M. Total cumulative giving toward the \$2.5M capital campaign has reached \$1.3M toward the FY16 goal of \$2.5M. Additional year-to-date metrics included an 12% alumni participation rate (goal of 15%), 37% faculty/staff participation rate (goal of 70%), 74% 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 \$29.9M as of November 30, 2015). Total restricted fund giving was \$562,861 toward a goal of \$500K and total unrestricted (St. Mary's Fund) giving was \$88,887 toward a goal of \$200,000.

VP Curry reviewed the effectiveness of giving platforms and their impact on selected demographics. For example, direct mail has yielded more than \$62,000, largely appealing to 55+ donors.

Selected tactics to achieve the \$2.5M Capital Campaign goal in 2016 were reviewed including targeted receptions, major gift networking, and a continued "give or get" approach among Trustees and Foundation Directors.

VP Curry reviewed tactics for achieving a 15% or above alumni participation rate. She revealed the results of the College's *Giving Tuesday* online giving held for one day in December. A total of \$64,985 was raised among 581 donors, of which 508 were alumni. Gifts came in from 33 states, with participation from 12

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

ACTION ITEM 1516-35

**NAMING OPPORTUNITIES POLICY
PROPOSED REVISIONS**

RECOMMENDED ACTION

The Development Committee, along with the Buildings and Grounds Committee, recommend approval of the Naming Opportunities Policy by the Board of Trustees of St. Mary's College of Maryland.

RATIONALE

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 capital 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.

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

(See Appendix E for Supporting Documents)

Date of Meeting: May 12, 2016

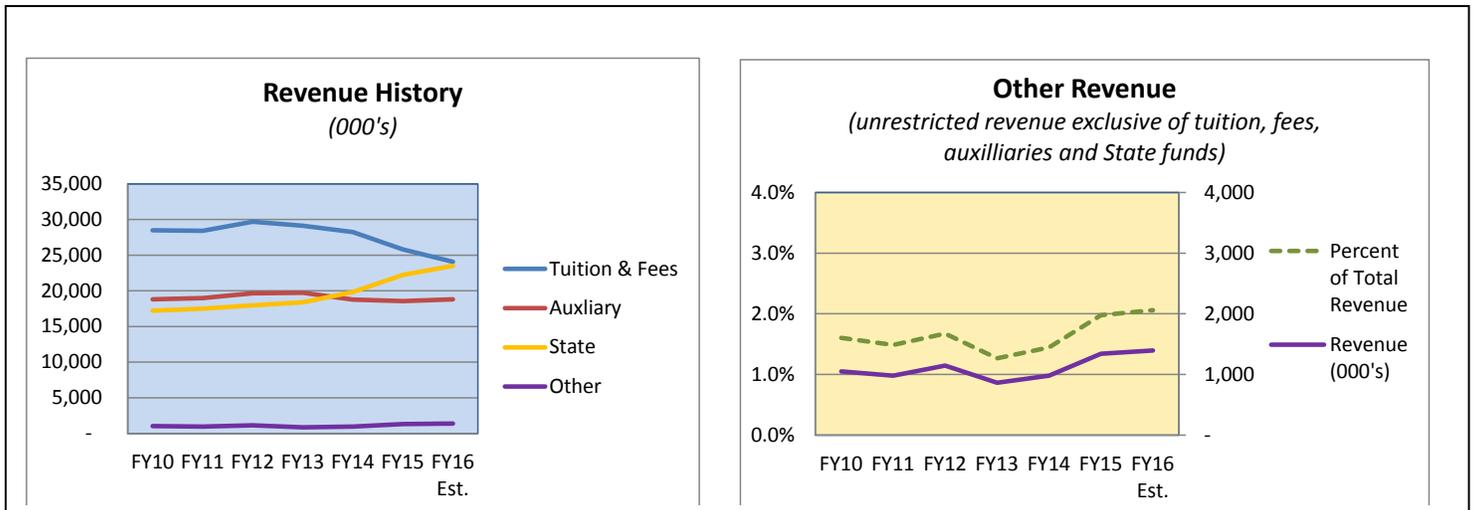
Date of Next Meeting: TBD

Committee Chair: John Wobensmith '93

Committee Members: Carlos Alcazar, Gail Harmon, Lex Birney, Peter Bruns, Sven Holmes, Deborah Lawrence, Ann McDaniel

Staff Member: Chip Jackson

Dashboard Metrics:



Executive Summary:

DISCUSSION ITEMS

Expanding Revenue Sources Update: Information is provided that describes the College's efforts to identify and implement enhanced revenue streams.

Foundation Support: An overview of support from the St. Mary's College of Maryland Foundation to include anticipated support in FY17.

Compensation Plan: Compensation issues are reviewed as well as a framework to address wage gaps, retention and performance.

INFORMATION ITEMS

Results of Legislative Session: The Governor's FY17 Operating Budget proposal provided SMCM with \$514k (2.18%) representing the Block Grant inflator. The Governor also included \$2.7 million of one-time funds, spread out over two years, for a grant covering essential IT infrastructure upgrades within the College. 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.

FY 2016 Financial Results to Date: Revenue and expense results are provided.

Solar Power Purchasing Agreement: An update is provided on the potential Power Purchase Agreement to provide solar power on campus.

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

III.A.2. Approval of FY 2017 Budgets: Capital - The Committee on Buildings and Grounds establishes and recommends Priority A FY17 Plant Projects for consideration totaling \$1.35 million.

III.B. FY18-FY22 State Capital Budget Proposal: The Committee on Buildings and Grounds recommends 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. Revision to the Tuition Waiver Policy: The revisions include the addition of the Master of Arts in Teaching (MAT) program; extending the tuition benefit to dependent children of deceased employees; and updating the responsible office from Office of Continuing Education to Office of the Registrar.

III.D. Revision to the Procurement Policy: The recommended revision increases 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.

III.E. Revision to the State of Maryland Supplemental 401(1) Matching Plan and Trust: The recommended revisions amend the Plan document in accordance with recent changes in the law.

FINANCE, INVESTMENT, AND AUDIT COMMITTEE

MEETING OF MAY 12, 2016

AGENDA

I. CALL TO ORDER

II. DISCUSSION ITEMS

- A. Expanding Revenue Sources Update
- B. Overview of Foundation Support
- C. Compensation Plan

III. ACTION ITEMS

- A. Approval of FY 2017 Plant Fund (Capital) Budget
- B. FY18-FY22 State Capital Budget Proposal
 - 1. New Academic Building
 - 2. Infrastructure Projects
- C. Revision to the Tuition Waiver Policy
- D. Revision to the Procurement Policy
- E. Revision to the State of MD Supplemental 401(a) Matching Plan Trust

IV. INFORMATION ITEMS

- A. Results of Legislative Session
- B. FY 2016 Financial Results to Date
- C. Reportable Procurement Items
- D. Joint Investment Advisory Activities
- E. Solar Project
- F. Minutes from Meeting of January 29, 2016



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

MINUTES

Date of Meeting: January 29, 2016

Status of Minutes: Approved March 10, 2016

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

Committee Members Absent: Ann McDaniel

Others Present: Cindy Broyles '79, Peg Duchesne '77, Tuajuanda Jordan, Chip Jackson, Carolyn Curry, Laraine Glidden, Leonard Brown, Gary Sherman, Michael Wick, Dan Branigan, Chris True, Chris Burch, Catherine Pratson, Kathy Grimes, Ledesa Eddins, Anna Yates, Tommy Cable, Vera Damanka '17, Eric Schroeder '16, Andrew Wilhelm '16

Executive Summary:

The meeting was called to order at 3:14 p.m.

Discussion Items

FY17 Operating Budget Development: A preliminary review of anticipated revenues and expenses based on current assumptions was provided. The current budget projects a deficit of \$529,000 prior to cost reduction efforts. The Budget Committee will review potential cost reduction measures towards balancing the FY17 budget. A balanced budget will be prepared for approval by the Board at its May meeting.

Five-Year Operating Budget Projections: An updated 5-year budget model for the period FY17 – FY21 was provided. The model incorporated various assumptions to predict fiscal conditions and trends to help the institution understand the fiscal environment facing the College over the next five years, including the currently estimated \$.53M deficit due to lower enrollments. The model was developed as a starting point for discussion with trustees and the campus community.

Revenue Sources: An overview of the College's revenues was provided, including a framework to assess the potential for growing existing revenue and developing new revenue streams. The College plans to develop non-traditional programs to increase revenue. The objective to become more entrepreneurial is in the Strategic Plan.

Compensation: Trustees encouraged the College to develop a plan to allocate funds intended for increasing compensation to address market conditions for those who may have fallen behind market levels (to support recruitment and retention), as well as to focus increases through a merit process rather than on across the board COLA increases. A compensation plan is requested to be presented to FIA in April as part of the proposed FY17 Operating Budget.

Information Items

FY16 Financial Results to Date: Total revenue is 1.0% lower year-to-year due to anticipated lower overall enrollment, primarily in tuition and auxiliaries. Expenditures in FY16 are running 14.6% lower than the reporting period last year.

Update on the Legislative Session: An overview of the Governor's proposed operating and capital budgets, which were released January 20, 2016, was provided. Included is the College's full request of \$24.0 million in State funds, including \$21.5 million in the general fund grant and \$2.5 million in Higher Education Investment Funds (HEIF). The budget incorporates our block grant inflator of \$0.5 million, a 2.1% increase from last year. The proposed budget includes an additional \$2.7 million in one-time funds for information technology infrastructure improvements, supplementing the \$1.1 million the College budgeted at the beginning of FY16 through the year end process. The total \$3.8 million project includes a new ERP, new wireless for all administrative and academic buildings, and new network infrastructure. The capital budget includes our full request to include the design of the new academic building/auditorium/athletic stadium and funding for infrastructure improvements totaling \$10.3 million over the next four years.

Action Item(s):

Action Item I. Approval of Minutes

Minutes were approved.

Action Item III.A.: FY17 Tuition, Fees, Room and Dining Plan

The increase amounts were determined after examining factors that affect our ability to provide an outstanding educational program, including current and future budget projections, enrollment trends, and market conditions. The objective is to provide revenues that balance fiscal constraints and the need to support people and the quality of programs. Tuition rates for FY17 were recommended to be increased by 2.0% and fees, room, and board were recommended to be increased to 3.0%. Trustees recommended that the College use the funds provided by the modest tuition increase to address critical needs, such as compensation for faculty and staff.

Action Item III.B.: Domestic Partner Policy Discontinuation

With the passage of the Civil Marriage Protection Act in Maryland on January 1, 2013 and with the United States Supreme Court ruling in *Obergefell v. Hodges* on June 26, 2015 same sex marriage has been legalized in the United States and same sex couples now share the same benefits, protection and obligations as opposite sex couples under Maryland and Federal law. The College's Same Sex Domestic Partner Health Benefits Policy was recommended to be discontinued.

Action Item III.C.: Employee Handbook Revision

It was recommended that the Employee Handbooks be changed as follows: to update the College's Shift Differential policy; to update the College's Miscellaneous Paid Leave policy; to update the College's Exempt Employee policy; and to remove the section titled, Domestic Partner to effectuate a discontinuation of that policy.

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Finance, Investment, and Audit Committee at its January 29, 2016 meeting.

Recommendation to the Board:

The Finance, Investment, and Audit Committee recommended approval of these action items by the Board of Trustees at its January 30, 2016 meeting.

The meeting adjourned at 5:10 p.m.

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

ACTION ITEM 1516-37

APPROVAL OF THE FY17 PLANT BUDGET

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval of the FY17 Plant Budget as recommended by the Buildings and Grounds Committee.

The Committee on Buildings and Grounds establishes Priority A FY17 Plant Projects as shown in the attached schedule as the highest unfunded priorities. Further, the Committee on Buildings and Grounds recommends to the Finance, Investment, and Audit Committee and to the Board of Trustees that they approve a FY17 Plant Budget that provides funds for these Priority A projects.

RATIONALE

The Committee on Buildings and Grounds is charged with the responsibility to establish priorities for capital projects. These priorities are forwarded to the Finance, Investment, and Audit Committee for funding consideration. Pending action of the Finance, Investment, and Audit Committee on April 26, 2016, the amount of funding available for the FY17 Plant Budget is expected to be \$1.35 million.

The sole source of funding comes from the student facility fee. The total revenues for the FY17 Student Facility Fee are based on a budgeted enrollment of 1,542 students.

Background information is attached for information purposes. Included is a description of each Priority A project, a list of potential miscellaneous projects, and a summary of plant budget expenditures through March 31, 2016.

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

ACTION ITEM 1516-38

FY18-FY22 STATE CAPITAL BUDGET PROPOSAL

RECOMMENDED ACTION

The Finance, Investment and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of a FY18 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 as described herein.

RATIONALE

The attached chart summarizes our FY18–FY22 State capital budget proposal and compares it to the Governor’s 5-year Capital Improvement Plan dated January 2016.

New Academic Building and Auditorium

The project constructs a new academic building to house music, educational studies, study space, and a 700-seat auditorium. Relocating Music and Educational Studies departments will enable the College to reallocate vacated space to the arts (Montgomery) and the sciences (Goodpaster). The new study space will provide a contemporary “Learning Commons” for student collaboration and research. The auditorium will provide an appropriately sized facility for concerts, lectures, and other uses which cannot now occur for lack of a suitable facility.

This project requires the relocation of athletic fields to clear the site for the new building. The new athletic fields component of the project includes a new grass playing field and a new artificial turf field with a running track. Support facilities include seating for 1,600 spectators (800 per field), team rooms, concessions, press box, parking for 75 cars.

The total estimated cost for this project is \$76 million with the College providing \$2.5 million in FY19. The State appropriated \$1.8 million in FY17 to initiate design. The FY18 proposal includes \$3.5 million for planning and design and \$2.8 million for the initial construction of athletic field component (Turf Field).

Campus Infrastructure Improvements

This project will provide infrastructure improvements in multiple phases to include improvements to pedestrian safety (funded in FY17), building HVAC systems, building envelopes, and campus roadways. The Governor’s Capital Improvement Plan includes \$12.1 million from FY17 through FY20. The FY18 proposal includes \$2.4 million to replace the windows in Calvert Hall, replace the elevator in Montgomery Hall, upgrade the controls in the Library, and repair roads on campus. See attached chart for project breakdown. The College will request an additional year of infrastructure funding in the range of \$1 million to \$3 million dollars for FY21 after updating and reviewing the remaining deferred maintenance list.

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

ACTION ITEM 1516-39

REVISION TO THE TUITION WAIVER POLICY

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of revisions to the employee Tuition Waiver Policy. The revisions include the addition of the Master of Arts in Teaching (MAT) program; revising the section regarding the eligibility of spouses and dependent children for tuition waiver benefits; updating the responsible office from Office of Continuing Education to Office of the Registrar; and the addition of tuition waiver benefits for dependents of deceased employees.

RATIONALE

The Tuition Waiver Benefit entitles full-time, permanent employees the benefit of undergraduate tuition. This benefit should be extended to include the MAT program. The MAT Program is a full-time, graduate level program. Part-time study is not available and therefore tuition waivers will only be granted for four consecutive sessions.

The Tuition Waiver Benefit is available to all full-time, permanent employees who have completed two consecutive years of employment. The hire date of the December 1, 2001 in the current policy is no longer necessary.

The Office of the Registrar is the responsible office rather than the previously referred to Office of Continuing Education.

For informational purposes, please refer to the following sample policy which reflects the proposed changes.

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

ACTION ITEM 1516-40

REVISION TO THE PROCUREMENT POLICY

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees approve the amendment of St. Mary's College of Maryland's Procurement Policies and Procedures 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. The recommended amendment is as follows:

- 1.1.5.1 Any contract for capital improvements or services with a value that exceeds ~~\$500,000~~ \$1,000,000 and any modifications to contracts for capital improvements or services where the value of the modification is in excess of ~~\$500,000~~ \$1,000,000 shall be submitted to the Board of Public Works for review and approval.

RATIONALE

St. Mary's College of Maryland's Procurement Policies and Procedures, last amended on January 24, 2007 provide that contracts for capital improvements or services must be reviewed and approved by the Board of Public Works if the value exceeds \$500,000. The law changed to increase the threshold amount to \$1,000,000. COMAR 21.01.03.01-1(E). This amendment is recommended to reflect the current law.

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

ACTION ITEM 1516-41

**REVISION TO THE STATE OF MARYLAND SUPPLEMENTAL
401(a) MATCHING PLAN AND TRUST**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees ratify and execute the revised State of Maryland Higher Education Institutions Supplemental 401(a) Matching Plan and Trust document.

RATIONALE

Before St. Mary's College of Maryland ("College") obtained the statutory authority to use its own qualified 403(b) plan for matching contributions, the College became an included entity in the State of Maryland Higher Education Institutions Supplemental 401(a) Matching Plan and Trust ("401(a) Plan"). College employees participated in a match to the 401(a) Plan. After obtaining the appropriate statutory authority, the College amended its 403(b) plan to add a match feature. The existence of past match contributions in the 401(a) Plan continues, and thus, the College needs to ratify and execute the revised 401(a) Plan document to benefit the College employees who have and who continue to contribute to the 401(a) Plan.

Due to changes in the law, the 401(a) Plan document has been amended and restated by the Attorney General. Two technical changes were made to the 401(a) Plan to comply with the changes to the law:

1. Section 14.01 has been amended to reflect that the 401(a) Plan will be administered in accordance and construed to be consistent with Section 401(a) of the Internal Revenue Code and its accompanying regulations, and designated as a profit-sharing plan; and
2. Section 10.04(b) and Section 14.01(a) have been modified to provide for the suspension of minimum distribution rules, consistent with the Worker, Retiree, and Employer Recovery Act.

The changes to the 401(a) Plan are effective retroactive to January 1, 2016. Upon approval of this action item, the President will be authorized to sign the amended and restated 401(a) Plan document on behalf of the College, pursuant to the College Bylaws.

**BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE**

REPORT SUMMARY
(See Appendix F for Supporting Documents)

Date of Meeting: April 25, 2016

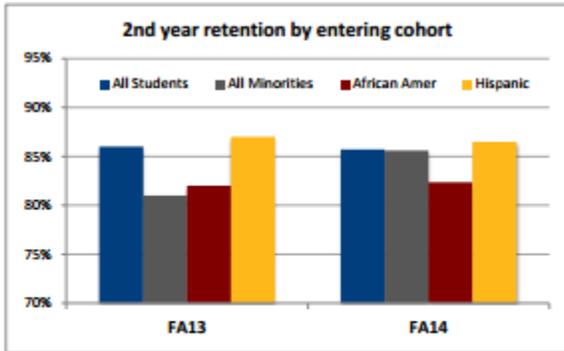
Date of Next Meeting: October 14, 2016

Committee Chair: Lex Birney (co-chair) Ann McDaniel (co-chair)

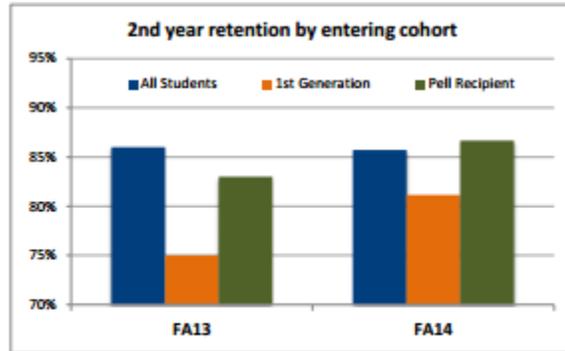
Committee Members: Peg Duchesne '77, Elizabeth Graves '95, Gail Harmon, Gary Jobson, Eric Schroeder '16

Staff Member: Leonard Brown

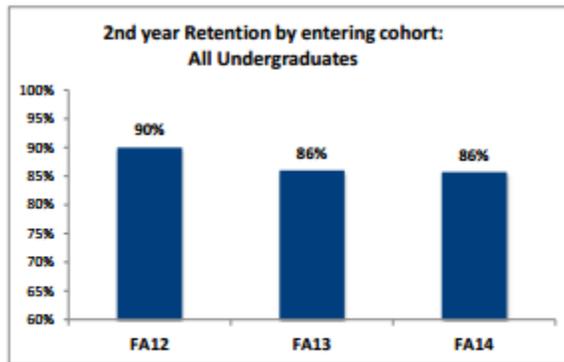
Dashboard Metrics:



Trend:	All Students	All Minorities	African Am	Hispanic
	➡	↗	➡	➡



Trend:	All Students	1st Gen	Pell Recipients
	➡	↗	↗



Trend:	Retention
	➡



Executive Summary:

Proposed Revisions to the Policy and Procedures to Address Sexual Misconduct

The Policy Against Sexual Misconduct, most recently revised on July 1, 2015, currently employs a hearing model to adjudicate issues of sexual misconduct. The proposed revisions were outlined in the presentation by Mr. Dunn with a request to approve the policy in committee and forward the policy to the Board of Trustees at the May 13, 2016 meeting with implementation planned for the 2016/17 academic year.

Student Conduct/Title IX Report:

The Student Conduct and Title IX Reports was reviewed.

Student Trustee Report:

Eric Schroeder shared the Student Trustee Report.

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

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

The Policy Against Sexual Misconduct 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 during 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 recommends approval of these action items by the Board of Trustees at its meeting on May 13, 2016.

**STUDENT AFFAIRS COMMITTEE
MEETING OF APRIL 25, 2016**

OPEN SESSION AGENDA

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Campus Update
- III. ACTION ITEMS**
 - A. Proposed Revisions to the Policy and Procedures to Address Sexual Misconduct
- IV. INFORMATION ITEMS**
 - A. Minutes from January 29, 2016
 - B. Student Trustee Report
 - C. Student Conduct/Title IX Report
- V. Motion to move into closed session meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) for the purposes set forth on the closing statement**

BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE
MINUTES

Date of Meeting: January 29, 2016

Committee Members Present: Gail Harmon, Peg Duchesne'77, Elizabeth Graves'95, Eric Schroeder'16, Heather Moon

Committee Members Absent: Lex Birney, Gary Jobson, Ann McDaniel

Others Present: Tuajuanda Jordan, Leonard Brown, Gary Sherman, Carolyn Curry, Chip Jackson, Laraine Glidden, Carlos Alcazar, Michael O'Brien '68, Larry Leak '76, Erin Millar, Vera Damanka, Kathy Grimes, Ledesa Eddins, Anna Yates, Dana Burke, Michael Dunn, Joanne Goldwater, Kelly Schroeder, Tressa Setlak, Andrew Wilhelm, Helena Klassen, Michael Wick, Lisa Youngborg

Executive Summary:

Peg Duchesne, acting as Committee Chair, called the meeting to order at 1:00 p.m.

Primer on Civil Rights Resolution Model to Address Sexual Misconduct

The Policy Against Sexual Misconduct, most recently revised on July 1, 2015, currently employs a hearing model to adjudicate issues of sexual misconduct. This fall a working group met to discuss this issue with appropriate campus governance bodies. During the spring semester students will be engaged in a dialogue about the model and the process. A policy will be created and presented to the Board of Trustees at the May, 2016 meeting with implementation planned for the 2016/17 academic year.

Student Retention:

Leonard Brown, VP for Student Affairs/Dean of Students and Gary Sherman, VP of Enrollment Management/Dean of Admissions, shared with the committee an overview of the issues being addressed regarding student retention and reviewed methods for recruiting and retaining high level students.

Student Conduct/Title IX Report:

The Student Conduct and Title IX Reports were reviewed.

Student Trustee Report:

As the process of reforming our Title IX policy has continued, students and student leaders have been able to raise concerns about our current system. Through the efforts of Michael Dunn and other students working with the Title IX office students are confident that their voices were heard during the reformation of our processes. The students feel that the proposed reforms offer an opportunity to substantially change the way in which Title IX is handled at St. Mary's in a very positive way.

As with many other colleges and universities around the nation, the issues of race came to St. Mary's this past semester. Students responded to these acts of ignorance and racism through the creation of dialogues and a solidarity march to continue to show that our students stand with those who face these injustices. As the issue of race will continue to emerge, the student body will continue to engage the St. Mary's Way and create a more inclusive and diverse environment for all students.

This November, the new Director of Public Safety, Tressa Setlak, began her time at the college. In the short time that Director Setlak has been with the College, the student body has reacted incredibly positively to the actions that she and the Department are making. Through meeting students, it would be hard pressed to find a better individual to take up the role of Public Safety Director and we hope to continue to foster a positive relationship between students and Public Safety.

Action Item(s):

None

Committee Action Taken/Action in Progress:

None

Recommendation to the Board:

None

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
STUDENT AFFAIRS COMMITTEE**

ACTION ITEM 1516-42

**PROPOSED REVISIONS TO THE POLICY AND PROCEDURES TO ADDRESS
SEXUAL MISCONDUCT**

RECOMMENDATION

The Student Affairs Committee endorses the Proposed Revisions to the Policy and Procedures to Address Sexual Misconduct.

RATIONALE

The Policy Against Sexual Misconduct 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 XI are endorsed. The action item is requested for a policy change that will be implemented during the 2016/17 academic year.



**BOARD OF TRUSTEES
OPEN SESSION**

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

MINUTES

Date of Meeting: January 29, 2016

Board Members Present: Gail Harmon, Cindy Broyles '79, John Wobensmith '93, Larry Leak '76, Carlos Alcazar, Ann McDaniel, Tim Heely, Sven Holmes, Mike O'Brien '68, Danielle Troyan '92, Donny Bryan '73, Katharine Russell, Lex Birney, Peg Duchesne '77, Glen Ives, Peter Bruns (via GoToMeeting)

Board Members Absent: John McAllister, Peter Bruns, Elizabeth Graves '95, Steny Hoyer, Gary Jobson, Molly Mahoney Matthews

Others Present: Tuajuanda Jordan, Katherine Bainbridge (counsel for the College)

Executive Summary:

A meeting of the Board is called to order by Chair Gail Harmon at 6:45 p.m.

Chair Harmon made a motion to approve the minutes for the October 3, 2015 and December 14, 2015 meetings of the Board. The motion was seconded and passed unanimously.

At 6:50 p.m., a motion to move into closed session to discuss personnel issues, legal advice on legal matters and administrative functions, 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 session was seconded and passed unanimously.

On January 29, 2016 at Glendening Hall Annex, the Board held a closed session to discuss employment and performance of one or more specific employees, to obtain legal advice regarding legal matters pertaining to potential administrative action and matters of administrative function, including communication regarding potential administrative action and internal governance. The topics discussed included performance of one or more specific employees and former employees, communication to the public regarding potential administrative action, and internal governance, including improved communication to the Board. No actions were taken during the closed session. At 9:20 p.m., the meeting was adjourned.

Action Item(s):

N/A

Summary prepared by Katherine Bainbridge on February 22, 2016.



**BOARD OF TRUSTEES
OPEN SESSION**

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

MINUTES

Date of Meeting: January 30, 2016

Board Members Present: Gail Harmon, John Wobensmith '93, Cindy Broyles '79, Sven Holmes, Danielle Troyan '92, Elizabeth Graves '95, Tim Heely, Larry Leak '76, Carlos Alcazar, Peg Duchesne '77, Mike O'Brien '68, Katharine Russell, Glen Ives, Donny Bryan '73, Ann McDaniel, Lex Birney

Board Members Absent: Gary Jobson, Molly Matthews, Peter Bruns, Steny Hoyer, John McAllister

Others Present: Dr. Jordan, Erin Millar, Kathy Grimes, Ledesa Eddins, Anna Yates, Carolyn Curry, Chip Jackson, Leonard Brown, Laraine Glidden, Gary Sherman, Michael Dunn

Executive Summary:

Chair Gail Harmon called the meeting to order at 8:31 a.m.

The agenda was approved.

Chair Harmon thanked Trustees, President and VPs for their work on difficult issues and reminded the group of many recent accomplishments, noting progress on the strategic plan, good news in the Governor's budget, fundraising, admissions and growing confidence in student Title IX policies and procedures.

A motion was made to close the meeting at 8:39 a.m. for the reasons set forth in the attached closing statement. The motion was seconded and passed unanimously.

On January 30, 2016 at Glendening Hall Annex, the Board held a closed session to discuss personnel matters involving appointments, promotions, discipline and leave; advice from counsel on specific matters concerning pending and potential litigation, Title IX compliance, and administrative proceedings and investigations; matters that specific federal law prevents public disclosures; governance issues and administrative function, including members on Board committees, meeting schedule and honorary degrees, and best practices for Boards. The topics discussed included personnel matters related to specific employees, including appointments, reappointments, retentions, tenure, promotions, leaves, non-renewals, resignations, and retirements; Title IX matters involving faculty and staff in compliance with federal law prohibiting disclosure of information regarding Title IX complaints; advice from counsel regarding pending and potential litigation and status of pending administrative proceedings and investigations; and administrative functions, including reappointment of a Board member, granting an honorary degree and the Board's meeting schedule.

The following members of the Board were present during the closed session: Gail Harmon, John Wobensmith, Cindy Broyles, Sven Holmes, Danielle Troyan, Elizabeth Graves, Tim Heely, Larry Leak, Carlos Alcazar, Peg Duchesne, Mike O'Brien, Katharine Russell, Glen Ives, Donny Bryan, Ann McDaniel, Lex Birney.

The following actions were taken during the closed session: approval of personnel actions, including appointments, reappointments, retentions, tenure, promotions, leaves, non-renewals, resignations, and retirements; approval of reappointment of a Board trustee; approval of the summer/fall Board meeting schedule; and granting of an honorary degree.

Following closed session, the open session was called to order at 10:51 a.m.

Trustees Present: Gail Harmon, John Wobensmith, Cindy Broyles, Sven Holmes, Danielle Troyan, Elizabeth Graves, Tim Heely, Larry Leak, Carlos Alcazar, Peg Duchesne, Mike O'Brien, Katharine Russell, Glen Ives, Donny Bryan, Ann McDaniel, Lex Birney, Eric Schroeder

Others Present: Dr. Jordan, Erin Millar, Kathy Grimes, Ledesa Eddins, Anna Yates, Carolyn Curry, Chip Jackson, Leonard Brown, Laraine Glidden, Gary Sherman, Michael Dunn, Laura Cripps, Harry Weitzel, Strategic Planning Committee members (Libby Williams, Angela Johnson, Derek Young, Arminta Plater, Juliet Hewlet) Regina Faden, Andrew Wilhelm, Dave Lewis, Ruth Feingold, Vera Damanka, Evan Lesser, Kayla Baier, Justin Hoopler, Crystal Worrell, Andrew Wildemuth

Trustees Absent: Gary Jobson, Molly Matthews, Peter Bruns, Steny Hoyer, John McAllister

Chair Gail Harmon called the meeting to order at 10:51 a.m.

A motion was made to approve the agenda. It was seconded and passed unanimously.

Chair Harmon welcomed trustees and guests, thanked trustees for their work and previewed open session action items.

President Jordan thanked trustees and VPs for their work on pending initiatives. She updated the Board on the IDE (Inclusion, Diversity, Equity) groups and the race monologues that were presented as part of the 175th anniversary celebration and noted the recent success of the College's legislative reception. Dr. Jordan presented an update on the development of the College's strategic plan, which will be submitted to the Board for approval at the May meeting

Reports to the Board

Title IX Coordinator, Michael Dunn, presented a report on policy revisions and the use of a civil rights model in lieu of a hearings model.

Government Relations Liaison, Larry Leak, reported on success in the Governor Hogan's proposed FY 2017 budget, including full block grant funding and inflator, funding for IT improvements and for infrastructure improvements. Design funds for the new academic building are included in the Governor's proposed capital budget. The College will continue to work with members of the MD General Assembly to protect these funding allocations.

Student Trustee, Eric Schroeder, reported on recent student initiatives.

HSMC Liaison Laura Cripps reported on success in securing increased funding within Governor Hogan's

proposed FY 2017 budget for Historic St. Mary's City to support maintenance/energy costs for Anne Arundel. Foundation Board President Harry Weitzel noted recent fundraising success and previewed the Center for the Study of Democracy conference on income inequality to be held in Baltimore at the end of March.

Dr. Jordan thanked Vice President for Institutional Advancement, Carolyn Curry, for the quality of publications, noting the success of the legislative reception materials, which showed the home counties of St. Mary's College students from Maryland, providing a useful tool in our advocacy to the legislature.

The meeting adjourned at 12:33 p.m.

Action Item(s):

Academic Affairs: Tim Heely presented action items from the Academic Affairs Committee. All actions relate to revision of Faculty Bylaws:

Action Item 1516-19a: To remove College's mission statement. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19b: To add language regarding the hierarchy of governing documents and to remove the roles of the Board, the President, and Provost. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19c: To clarify that the Faculty Bylaws address ways in which the faculty may propose an amendment to the Faculty Bylaws. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19d: To amend to provide that the College Bylaws will describe faculty participation on Board Committees. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19e: To amend to provide that a faculty member who receives tenure will be simultaneously promoted to associate professor and to require external letters as a requirement for tenure and promotion. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19f: To add librarians to the definition of faculty and set forth requirement for appointment, tenure and promotion for librarians. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-19h: To clarify the appointment of a department chair or program coordinator when there is a vacancy. A motion to approve was made and seconded. The motion passed unanimously.

(Note: **Action Item 1516-19g** was not recommended to be presented to the Board for approval by the Academic Affairs Committee.)

A working group will be created to address remaining issues in the revision of Faculty Bylaws.

Finance, Investment and Audit: FIA Chair/Treasurer, John Wobensmith, presented three action items to the Board:

Action Item 1516-21: To discontinue the College's Domestic Partnership Policy. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-22: To revise the Employee Handbook. A motion to approve was made and seconded. The motion passed unanimously.

Action Item 1516-20: To increase FY17 tuition/fees/room and board rates. FIA Chair/Treasurer Wobensmith presented the action item and asked for discussion.

Several students in attendance made comments: SGA President Andrew Wilhelm asked trustees to be sensitive to the impact of any tuition increase and accompanying impact on student loan. Senior Kayla Baier pointed out adverse impact on recruiting and noted friends who have transferred to less expensive schools. Justin Hoopler, president of the class of 2019, spoke on behalf of out-of-state students and the higher cost that will adversely impact recruiting. Evan Lesser, class of 2018 and current RA, spoke on behalf of students who already work to make ends meet and noted that the increase will make it more difficult for these students. BSU president/De Sousa Brent scholar Crystal Worell noted the adverse impact on DeSousa Brent students and critical need to retain in order to keep performance-based funding. Andrew Wildemuth noted that the increase is mandated by the Governor and is not consistent with the St. Mary's way. He stated that the College should demand more funding from the State and stated that he plans to go to Annapolis to protest. Student Trustee Eric Schroeder summarized written comments he has received from additional students, noting the common thread of threat to affordability.

Dr. Jordan thanked the students for their input and noted that the College strives every day to provide an excellent academic experience.

Several Trustees thanked the students for their comments and commended their thoughtfulness.

A motion was made to approve **Action Item 1516-20** and was seconded. The motion passed unanimously. FIA Chair/Treasurer Wobensmith noted that when the final budget is discussed, a strategy for handling tuition increases and incorporating merit should be included.

Summary prepared by Kathy Grimes on March 3, 2016



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

Date of Meeting: April 27, 2016

Date of Next Meeting: October 14, 2016

Committee Co-Chairs: Molly Mahoney Matthews and Carlos Alcazar

Committee Members: Donny Bryan '73, Gail Harmon, Eric Schroeder '16

Staff Member: Gary Sherman

Dashboard Metrics:

N/A

Executive Summary:

The fall 2016 enrollment effort is nearing an important checkpoint on May 1, 2016 when the national student decision date arrives. Currently there are 246 first year deposits as compared to 293 last year. Although the year over year comparison is not favorable, there are still a large number of uncommitted students in our pool we are working with. With 959 accepted students still active, the opportunity exists over the next week to close the gap toward the target.

Admissions Counselors are surveying, calling, and hosting a record number of Accepted Student Day (ASD) guests this year. Our ASD programs have hosted 372 students and their families, a 39% increase over last year. This metric alone should be significant in driving May 1st deposits. We must convert 16.8% of our remaining acceptances to reach the first year target of 407. It is notable information from our financial aid consulting firm Ruffalo-Noel/Levitz, our admissions software vendor Hobsons, and other institutions around the Mid-Atlantic whom we spoke to at the Potomac and Chesapeake Admissions Counselors Conference, that a slow deposit trend is prevalent this cycle. The understanding is that May 1st will provide an important push point for student commitments, but most agree recruiting will continue in earnest into the summer.

The average GPA of deposited students has increased over last year from 3.33 to 3.43. The current SAT Average is relatively flat, but did increase from 1,149 compared to 1,145. The ACT score has remained flat at 26.

This year has been filled with many challenges in dealing with unfavorable media exposure resulting from an array of campus situations. There has particularly been a lot of press this spring that has raised questions from prospective students and guidance counselors about why accreditation problems, ethics, safety, and our campus environment. Having these obstacles to navigate during the final selection time for prospective students raises question in the minds of those teetering between us, and another competitive college. We can directly attribute loss of some students who placed us at the top of their list, but reconsidered. A bigger problem may be with students who may have crossed us off their short list, after learning of issues that have been magnified in the media. We plan to conduct admitted student surveying to help access this impact and to gain other perceptions of SMCM.

Our current discount rate for first year students is well in check with a solid possibility of coming in under the targeted 32% figure. With most of the DeSousa Brent Scholars yet to be selected, and financial aid appeals being reviewed, we are at a rate of 23.6%. That rate will clearly increase some, but every indication is that it will be much lower than 35% last fall. A lower discount rate of course increases the net per student revenue. At this time the average net revenue over \$1500 per first year student above last year.

Beginning this fall we will move into a revised timeline process for our students to apply for financial aid using the Free Application for Federal Student Aid (FAFSA). New Federal regulations now in effect will allow students to file their FAFSA as of October 1, 2016 for the 2017-18 year. This filing date is three months earlier than the previous January 1st date, and the new process will allow families to use their Prior, Prior Year tax return. This means that students enrolling in fall 2017 will be using financial information from their 2015 Tax Return.

While the move is intended to make the process of filing for aid easier, it also creates a new set of behaviors for student and institutional behavior. Some colleges plan to use estimated aid awards beginning in October, and move application dates up as well. There are many issues facing Maryland students since we anticipate state grants and scholarship schedules to remain unchanged this year. This means some will provide aid awards without knowing the extent of allocations to be made available prior to January. Our position is to move our application deadlines up 15 days to November 1st for Early Action, and January 15th for Regular Decision. This will keep us in a competitive time range for delivering decisions to students that are not too far behind some colleges who will admit even earlier this cycle. In this pivotal transition year, caution is advised to not overreact to the shifting landscape of what will be new applicant behavior. Because we moved to Early Action Admissions this cycle we have made a big transitional step toward addressing the impending movement to advance the admissions and aid cycle forward.

Action Item(s):

N/A



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ADMISSIONS AND FINANCIAL AID COMMITTEE**

MEETING OF APRIL 27, 2016

AGENDA

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Fall 2016 Admissions Report
 - B. Financial Aid Report
 - C. Prior, Prior Year Financial Aid
- III. ACTION ITEMS (None)**
- IV. INFORMATION ITEMS**
 - A. Updated Admissions and Financial Aid Report
 - B. Overview of International Recruitment Initiative
 - C. Minutes of January 29, 2016 meeting



**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID**

MINUTES

Date of Meeting: January 29, 2016

Status of Minutes: Approved on March 11, 2016

Committee Members Present: Carlos Alcazar, Donny Bryan, Gail Harmon, Eric Schroeder

Committee Members Absent: Molly Mahoney Matthews

Others Present: Tuajuanda Jordan, Gary Sherman, Leonard Brown, Chip Jackson, Laraine Glidden, Carolyn Curry, Beth Charlebois, Rob Maddox, Erin Millar, Lee Capristo, Anna Yates, Ledesa Eddins, Kathy Grimes, Michael Cummings, Nadine Hutton, Cindy Broyles, Peg Duchesne, and Beverly Read

Executive Summary:

Mr. Alcazar called the meeting to order at 10:00 a.m. and welcomed the group. The October 2, 2015 meeting minutes were approved.

Gary Sherman and Michael Cummings shared statistics on the status of applications for spring and fall 2016. They are pleased with the number of applications received from early action. The number of deposits, the SAT averages, GPA, diversity and number of out-of-state students are up.

Nadine Hutton presented a Financial Aid Report. 647 students received scholarship totaling \$2.8 million. The merit scholarship for out-of-state students will increase from \$10,000 to \$12,000 for fall 2016. After parameters for packaging have been received from the federal government in mid-March, financial Aid packages for fall 2016 will be mailed.

Gary Sherman spoke briefly about the proposed tuition increase that will be presented to the Board later in the day, giving his support based on information from peer institutions.

Mr. Alcazar and Mr. Sherman presented a slide show on E-Expectations, a study conducted by Noel-Levitz on the evolution of digital technologies in college enrollment. They discussed how to understand the market and refine engagement methodologies looking at where we are and what we should be looking to change to attract students.

Action Item(s):

N/A

Committee Action Taken/Action in Progress:

N/A

Recommendation to the Board:

N/A

Meeting adjourned at 10:45 a.m.

EXECUTIVE COMMITTEE

**MEETING OF MARCH 28, 2016
10:00 AM**

**AGENDA
OPEN SESSION**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES** (Meeting of December 4, 2015)
- III. CHAIR'S REPORT** (Gail Harmon)
- IV. PRESIDENT'S REPORT** (Tuajuanda Jordan)
- V. DISCUSSION ITEMS**
 - A.** 2017 Board Meeting Dates (Sven Holmes)
 - B.** Summer Retreat Topics (Gail Harmon)
 - C.** Significant or Critical Board Committee Matters (Various)
 - D.** Legislative Update (Larry Leak)
 - E.** By-Laws (Sven Holmes, Peter Bruns)
 - F.** DeSousa Brent Scholars (Gail Harmon, Larry Leak, Peter Bruns)
- VI. ACTION ITEMS**
- VII. INFORMATION ITEMS**
 - A.** Action Items FIA will bring forward to the Board in May (John Wobensmith)
 - a. FY17 Operating and Capital Budgets
 - b. FY 17 Staff Salary Plan
- VIII.** Motion to move into closed session to discuss matters set forth on the closing statement in accordance with Md. Gen. Prov. Code Ann. § 3-305.

ST MARY'S
COLLEGE of MARYLAND

The Public Honors College

BOARD OF TRUSTEES

EXECUTIVE COMMITTEE

OPEN SESSION

MINUTES

Date of Meeting: December 4, 2015

Committee Members Present: Chair Gail Harmon, Larry Leak '76, John Wobensmith '93, Lex Birney, Cindy Broyles' 79, John McAllister, Mike O'Brien '68

Committee Members Absent: Sven Holmes, Molly Mahoney Matthews

Others Present: President Tuajuanda Jordan, Erin Millar, Anna Yates

Executive Summary:

The meeting was called to order by Chair Gail Harmon at 3:35 p.m.

Minutes of the September 4, 2015 and April 30, 2015 meetings were approved.

President Jordan reported on The Gambia program. Due to recent events in The Gambia, and after consulting with the State Department, the Red Cross, and other relevant agencies, it was determined that it would be in the best interest of the College and our students to end the program. The matter will be further discussed during the January Board meeting and information will be provided regarding the phasing-out of the program.

Discussion Items

Possible meeting dates for 2016/2017 were reviewed. All were in agreement to present the proposed dates to the full board.

An update on the progress with the Anne Arundel Hall Memorandum of Understanding was provided and possible summer retreat topics were discussed.

There was a motion at 4:16 p.m. to move into closed session.

Action Item(s):

Approval of the FY15 Auditor's Report and Audited Financial Statements

The Executive Committee, on behalf of the Board of Trustees, approved the FY15 Auditors' Report and Audited Financial Statements of the College.

Committee Action Taken/Action in Progress:

The proposed action item was approved by the Executive Committee at its December 4, 2015 meeting.

Recommendation to the Board:



**BOARD OF TRUSTEES
TRUSTEE GOVERNANCE
MEETING OF JANUARY 22, 2016**

OPEN SESSION AGENDA

St. Mary's College of Maryland
James P. Muldoon River Center Conference Room
10:00 a.m.

- I. CALL TO ORDER**
- II. APPROVAL OF OPEN SESSION MINUTES (Meeting of September 24, 2015)**
- III. DISCUSSION**
Proposed Revisions to Faculty Bylaws
- IV. MOTION TO CLOSE MEETING**
Motion to move into closed session meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) for the purposes set forth on the closing statement.



BOARD OF TRUSTEES
GOVERNANCE COMMITTEE
OPEN SESSION

MINUTES

Date of Meeting: January 22, 2016

Status of Minutes: Approved on March 4, 2016

Committee Members Present: Sven Holmes, Tim Heely, Mike O'Brien '68, Gail Harmon, Cindy Broyles '79, and Gary Jobson,

Committee Members Absent: None.

Others Present: President Jordan, Laraine Glidden, Wes Jordan, Erin Millar, Kathy Grimes, and Ledesa Eddins

Executive Summary:

Meeting was called to order at 10:07 a.m. by Chair Sven Holmes.

Chair Holmes requested approval of open session minutes from September 24, 2015. A motion was made to approve, seconded and passed unanimously.

Chair Holmes previewed the upcoming discussion of faculty bylaws revision that will occur in closed session. Interim Dean of Faculty Laraine Glidden and Faculty Senate President Wes Jordan will be invited to remain during closed session due to the need for their presence to facilitate a discussion on this topic. The guiding principles of the discussion will be grounded in the hierarchy of governing documents at the College: statutes passed by the legislature, followed by College Bylaws intended to allocate rights, responsibilities, resources, and management of the organization, followed by Faculty Bylaws as a subset of College activities. The statute not only spells out the fiduciary duty of the Board, but notes the role of the President as CEO of the College and the Chief of Staff to the Board. As review of Faculty Bylaws progresses, the Board's goals are to re-allocate items between Faculty and College Bylaws to more appropriately reflect each item within the governance architecture and to ensure that there is no derogation of the special role/responsibility of the President.

Committee members agreed that this is an appropriate framework for the discussion of Faculty Bylaws revision. President Jordan noted that it is consistent with her views.

A motion to close the meeting was made at 10:21 am. for the reasons set forth in the attached closing statement. The motion was seconded and passed unanimously.

On January 22, 2016 at the James P. Muldoon River Center conference room, the Governance Committee of the Board held a closed session to discuss potential changes to the Faculty Bylaws

ST MARY'S
COLLEGE of MARYLAND

The Public Honors College

related to whether certain provisions should be moved to the College's Bylaw and voting rights of faculty delegates on Board committees; potential re-appointment of a trustee to the Board; Board meeting schedule; conferral of an honorary degree; and selection process for trustees. The topics discussed included the hierarchy of governing documents, voting rights of faculty delegates on Board committees, recommendation to reappoint a Trustee, the Board summer/fall meeting schedule, granting an honorary degree, and selection process for Trustees. The following members of the Board were present during the closed session: Gail Harmon, Sven Holmes, Tim Heely, Mike O'Brien, Cindy Broyles, and Gary Jobson. The following actions were taken during the closed session: recommendations for reappointment of a Board Trustee, granting an honorary degree and approval of the summer/fall meeting schedule. At 11:56 a.m. the meeting was adjourned.

Action Item(s):

N/A

Committee Action Taken/Action in Progress:

N/A

Recommendation to the Board:

N/A

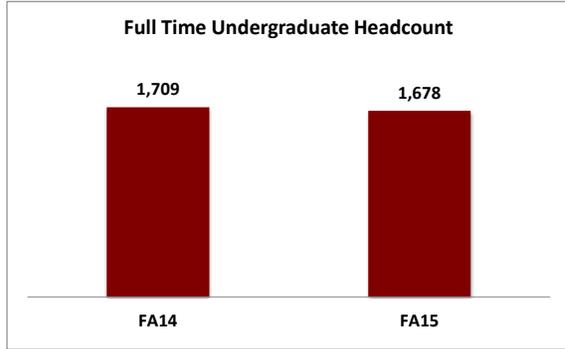
Meeting adjourned at 10:21 a.m.

ST MARY'S COLLEGE of MARYLAND

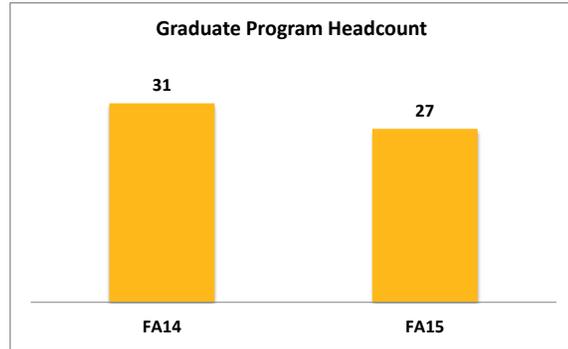
The Public Honors College

Student Characteristics in Enrollment

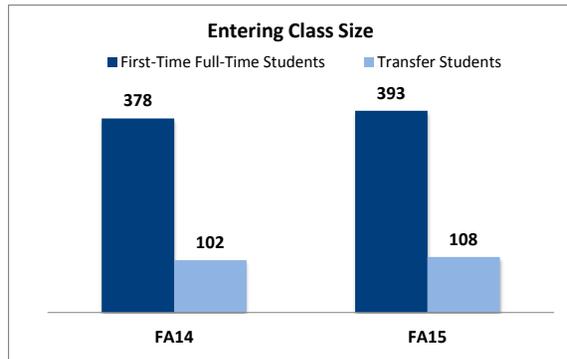
Finalized Fall 2015 figures based on census (freeze) date of 9/28/15



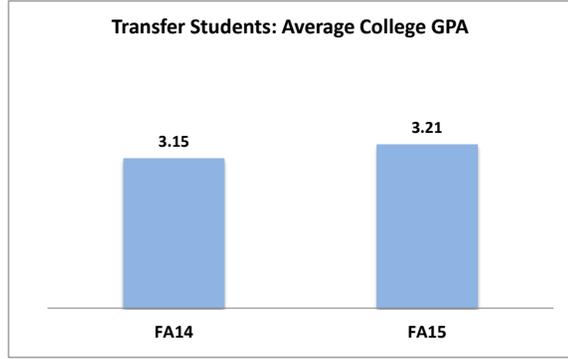
Trend:	FT Undergrad Enrollment
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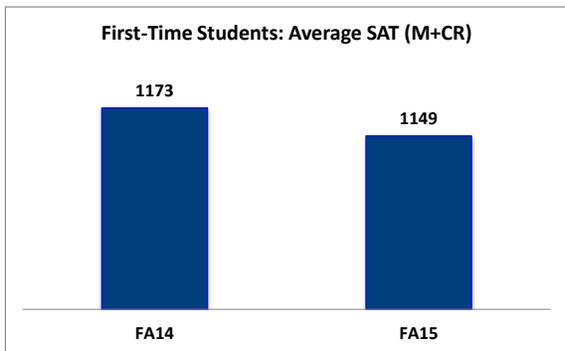
Trend:	MAT Enrollment
	↓



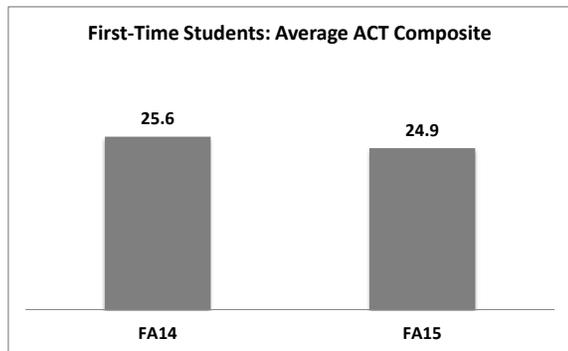
Trend:	First-Time	Transfers
	↗	↗



Trend:	Transfer GPA
	↗



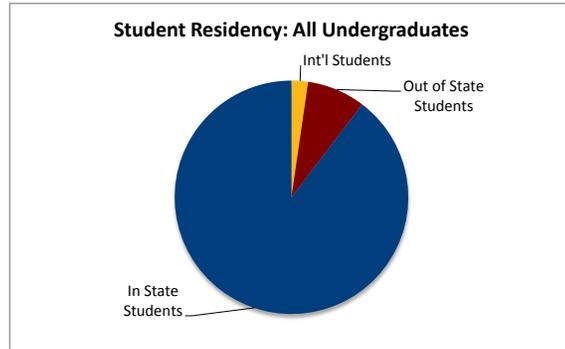
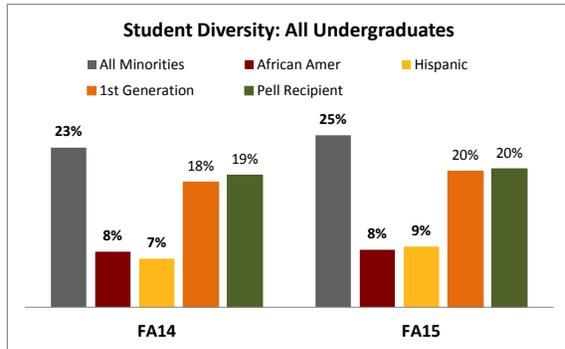
Trend:	SAT(M+CR)
	↓



Trend:	ACT Composite Score
	↘

Student Characteristics in Enrollment

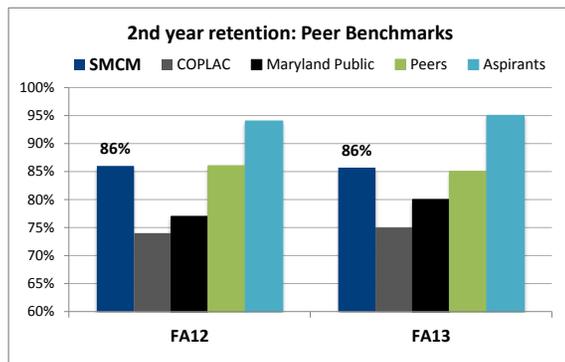
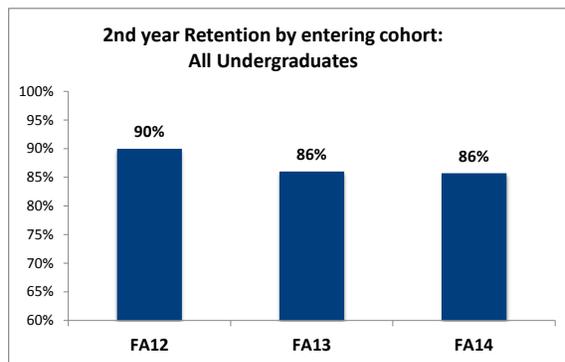
Finalized Fall 2015 figures based on census (freeze) date of 9/28/15



Trend:	All Minorities	African Am	Hispanic	1st Gen	Pell
	↗	→	↗	↗	↗

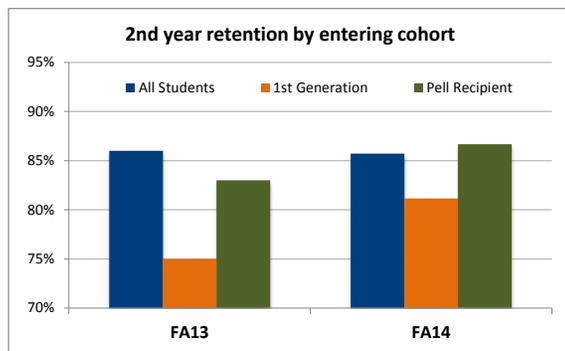
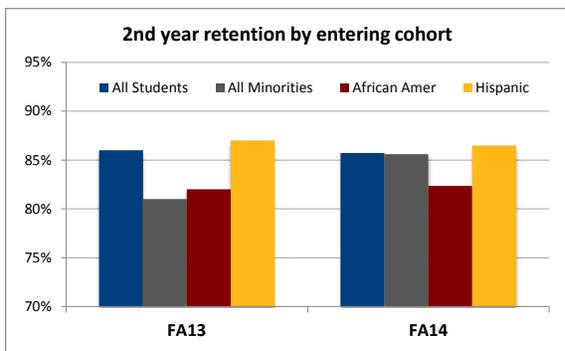
Trend:	Intl	Out of state
	→	↘

Student Retention and Persistence



Trend:	Retention
	→

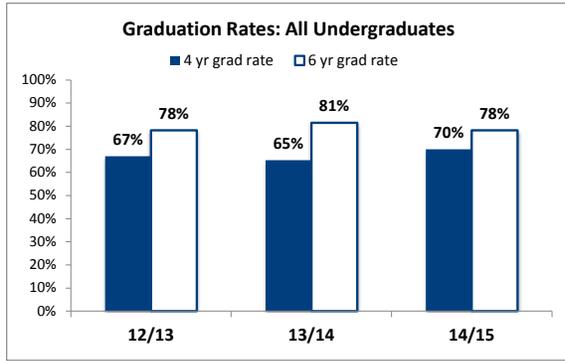
FA14 cohort benchmark data not yet available



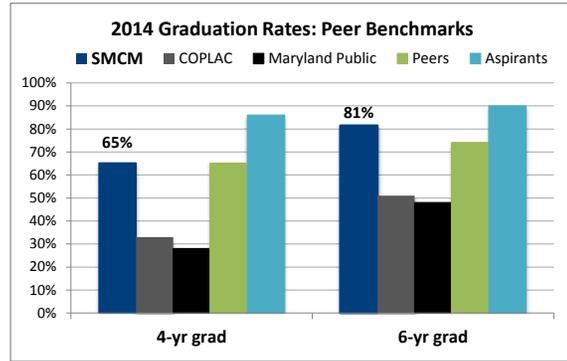
Trend:	All Students	All Minorities	African Am	Hispanic
	→	↗	→	→

Trend:	All Students	1st Gen	Pell Recipients
	→	↗	↗

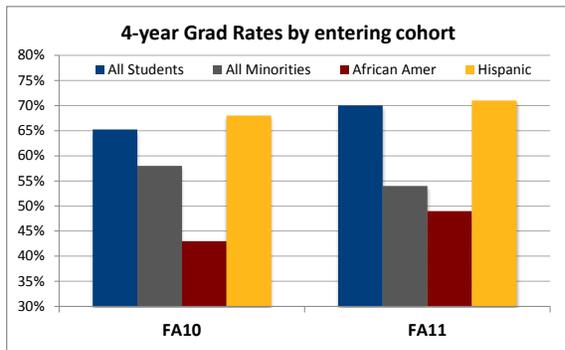
Student Retention and Persistence



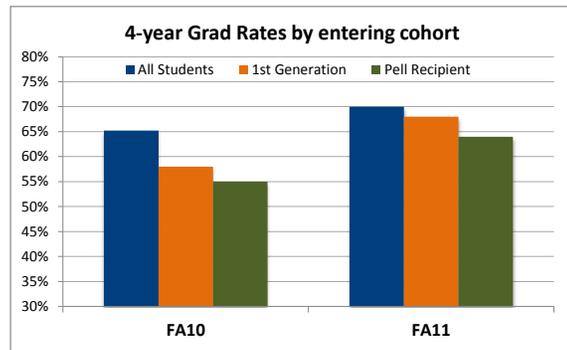
Trend:	4yr Grad Rate	6yr Grad Rate
	↗	↘



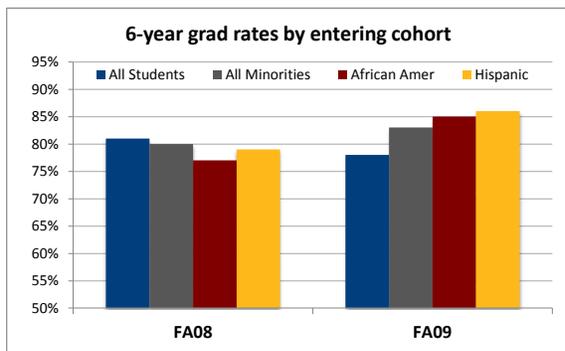
2015 benchmark data not yet available



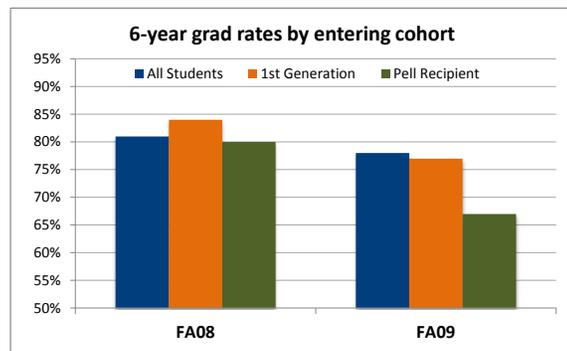
Trend:	All Students	All Minorities	African Am	Hispanic
	↗	↘	↗	↗



Trend:	All Students	1st Gen	Pell Recipients
	↗	↗	↗

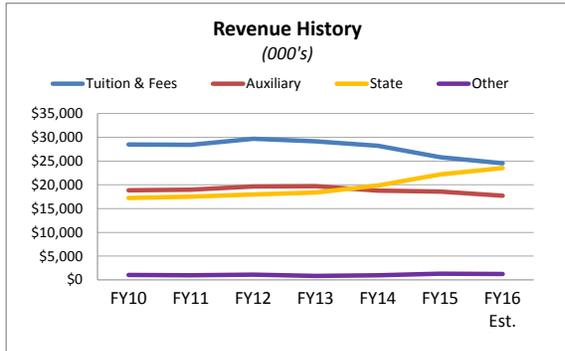


Trend:	All Students	All Minorities	African Am	Hispanic
	↘	↗	↗	↗

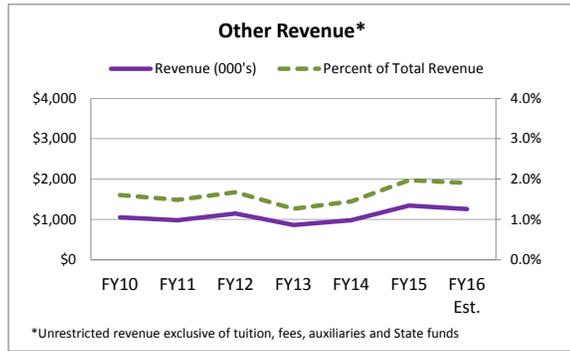


Trend:	All Students	1st Gen	Pell Recipients
	↘	↘	↘

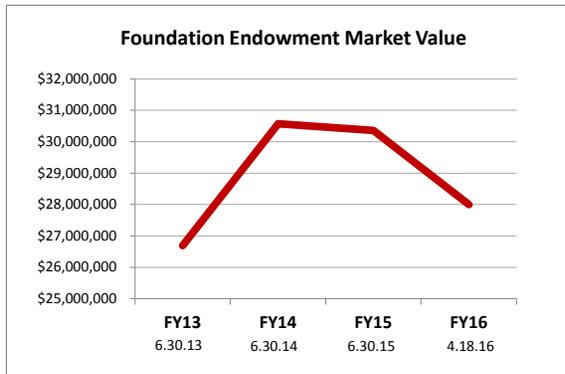
Revenue and Fundraising



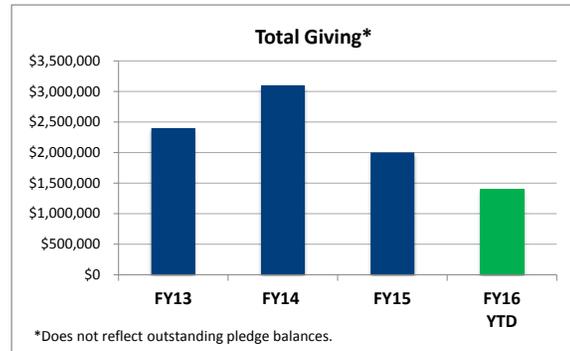
Trend:	Tuition/Fees ↓	Auxiliary →	State ↗	Other ↗
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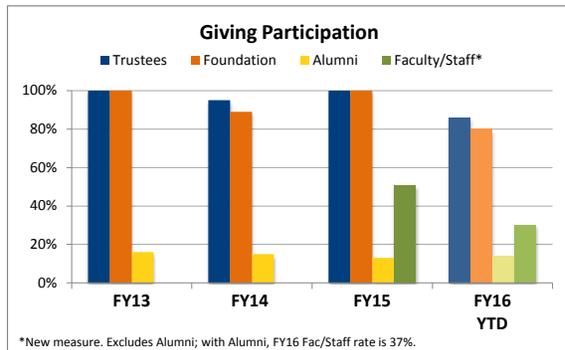
Trend:	Other Revenue ↗
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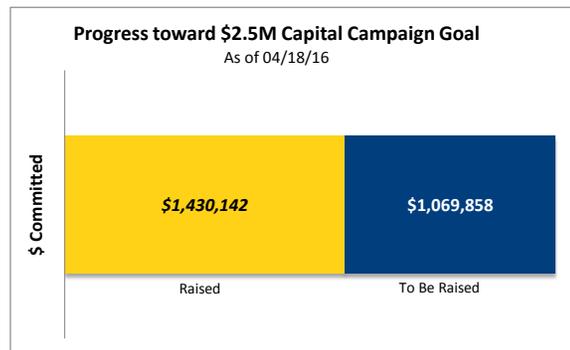
Trend:	Endowment Mkt Value ↓
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Trend**:	Total Giving ↗
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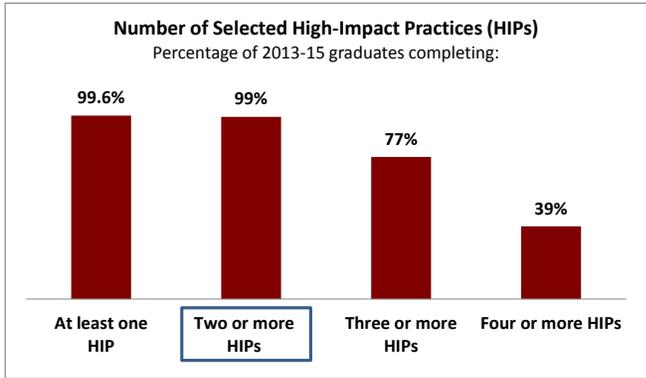
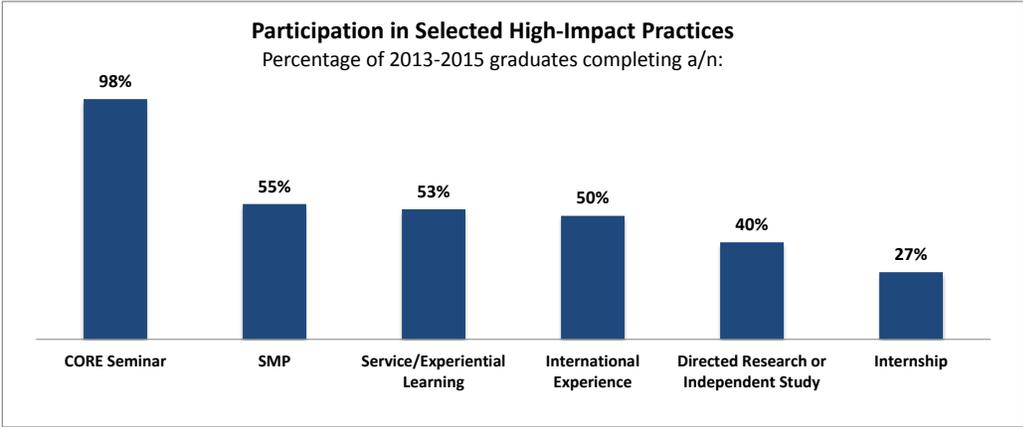


Trend**:	Board ↗	Foundation ↗	Alumni ↗	Fac/Staff ↓
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**Compared to FY15 YTD in April 2015

Selected Student High-Impact Practices

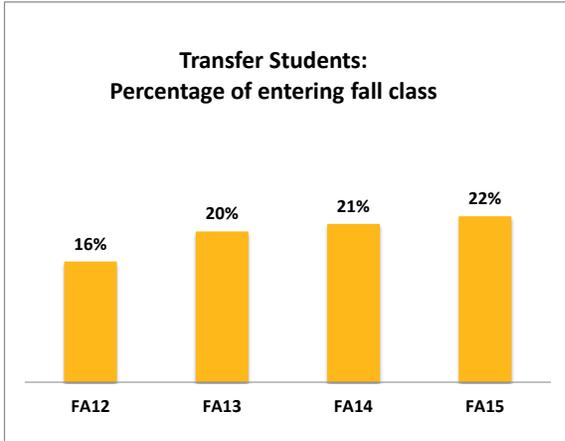


HIPs: Peer Benchmarks

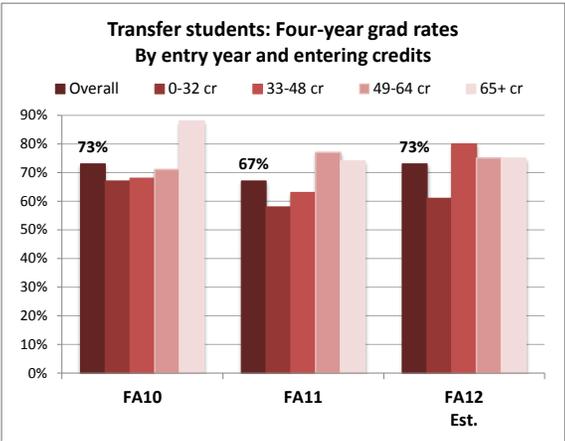
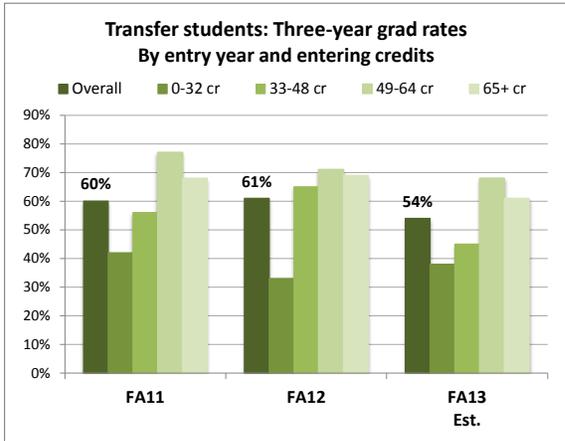
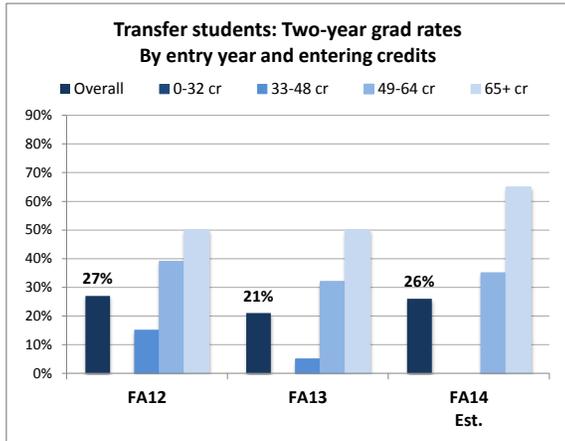
The National Survey of Student Engagement (NSSE) recommends that students participate in **at least two high-impact practices** during college.

The 2015 NSSE survey found that **85% of graduating seniors** at Carnegie Baccalaureate colleges had participated in at least two HIPs (compare to **99% at SMCM**).

Transfer Students



Trend:	Transfer percentage
	↗



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

