

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**

February 2, 2019

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

AGENDA

February 2, 2019 (#687)
11:00 a.m.

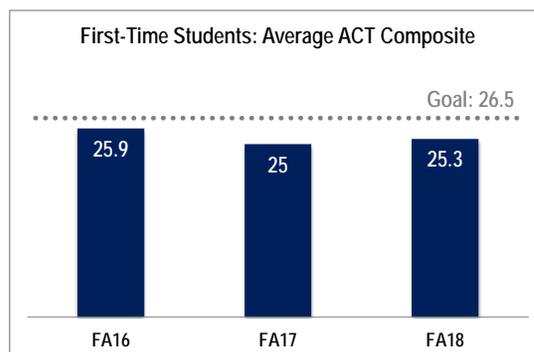
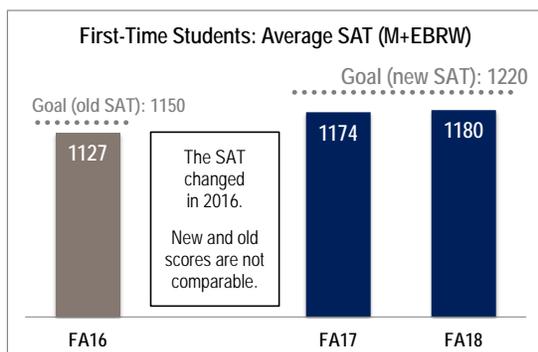
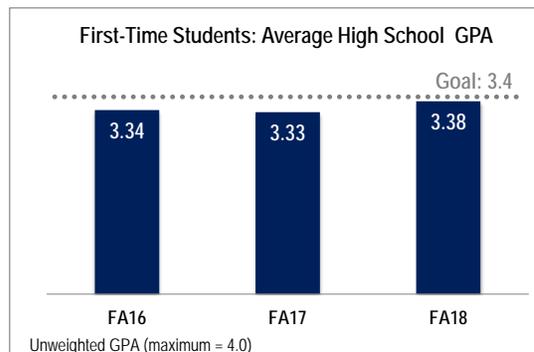
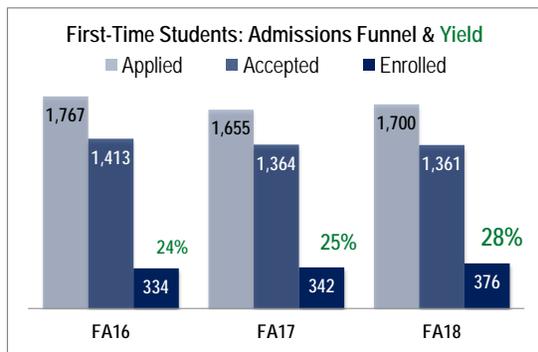
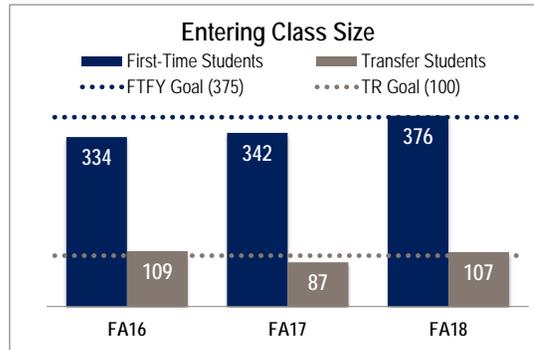
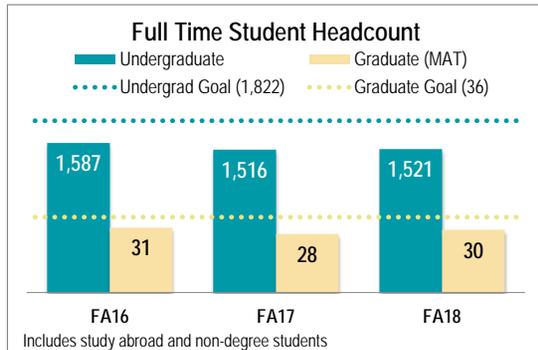
*Glendening Hall Annex
St. Mary's College of Maryland
St. Mary's City, Maryland*

- | | | |
|--------------|---|--------------------------------------|
| I. | Call to Order | Sven Holmes |
| II. | Approval of agenda | Sven Holmes |
| III. | Report of the Board Chair | Sven Holmes |
| IV. | Report of the President | President Jordan |
| V. | Action Items | |
| | A. Finance, Investment and Audit | John Wobensmith '93 |
| | Action Item 1819-09: Approval of a Handbook Policy Revision (Parental Leave Policy) | |
| | B. Student Affairs | Lex Birney, Cindy Broyles '79 |
| | Action Item 1819-10: Endorsement of Standard Operating Procedures | |
| VI. | Admissions Update | David Hautanen, Jr. |
| VII. | Joint Academic Affairs and Student Affairs | Michael Wick, Leonard Brown |
| VIII. | Buildings and Grounds Update | Paul Pusecker |
| IX. | Faculty Presentation | Karen Crawford |
| X. | Motion to Adjourn Meeting | Sven Holmes |

Board of Trustees Dashboard - February 2019

Student Characteristics in Enrollment

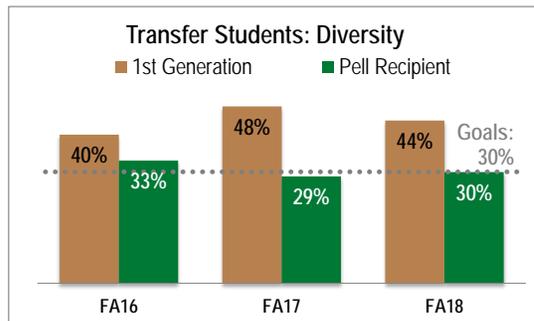
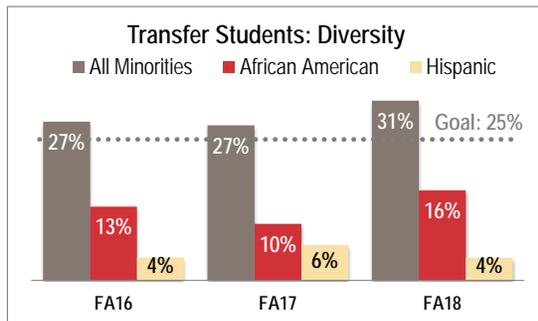
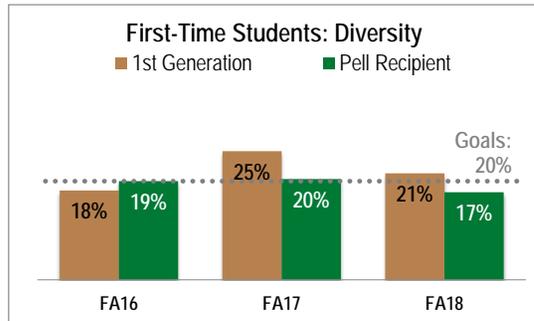
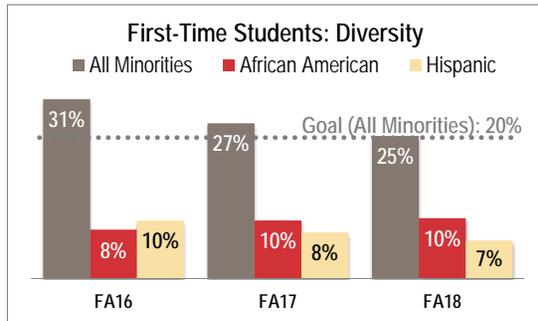
Fall 2018 figures based on final census (freeze) data, 9/24/18



Board of Trustees Dashboard - February 2019

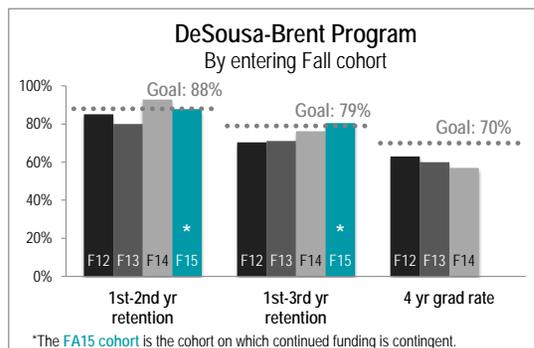
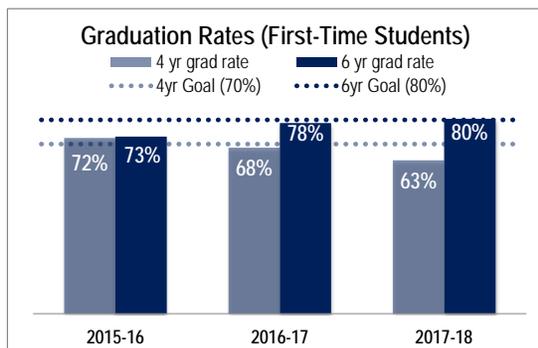
Student Characteristics in Enrollment

Fall 2018 figures based on final census (freeze) data, 9/24/18



Student Retention and Persistence

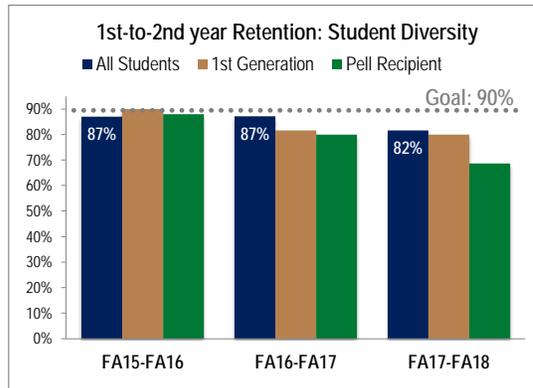
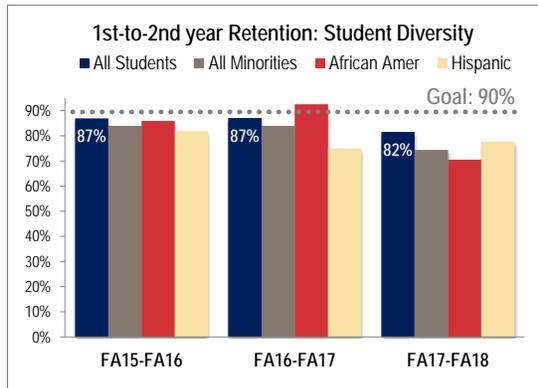
Fall 2018 figures based on final census (freeze) data, 9/24/18



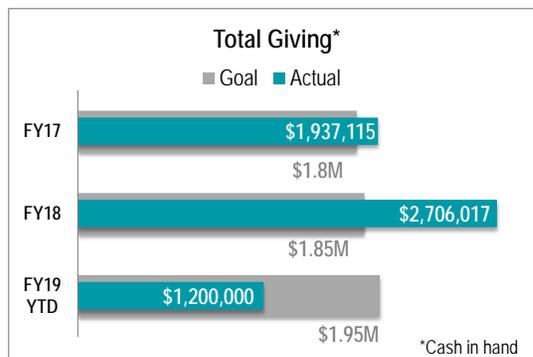
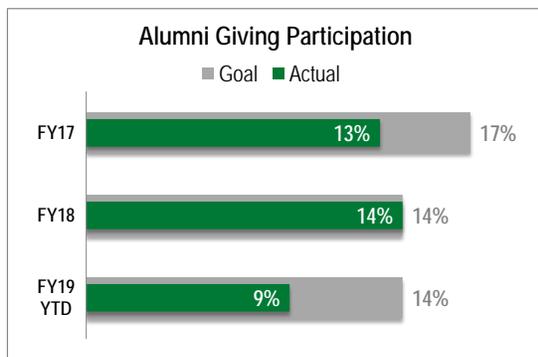
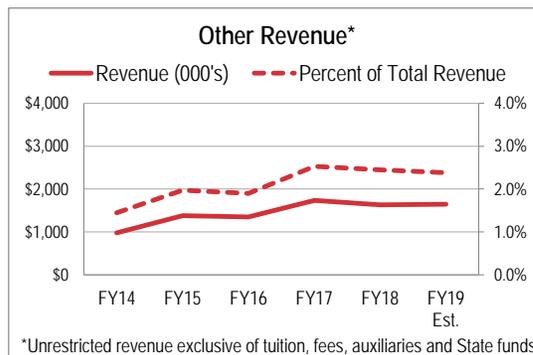
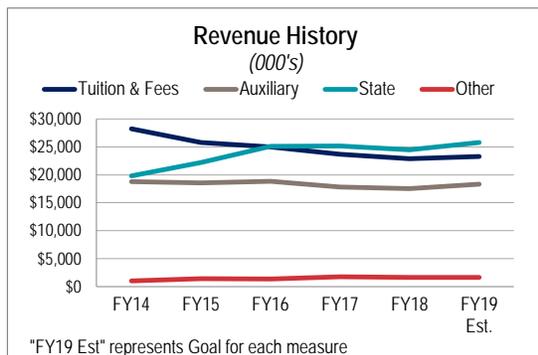
Board of Trustees Dashboard - February 2019

Student Retention and Persistence

Fall 2018 figures based on final census (freeze) data, 9/24/18



Revenue and Fundraising



**BOARD OF TRUSTEES
PRESIDENT'S REPORT**

Date of Meeting: February 2, 2019

Reporter: President Tuajuanda C. Jordan, PhD

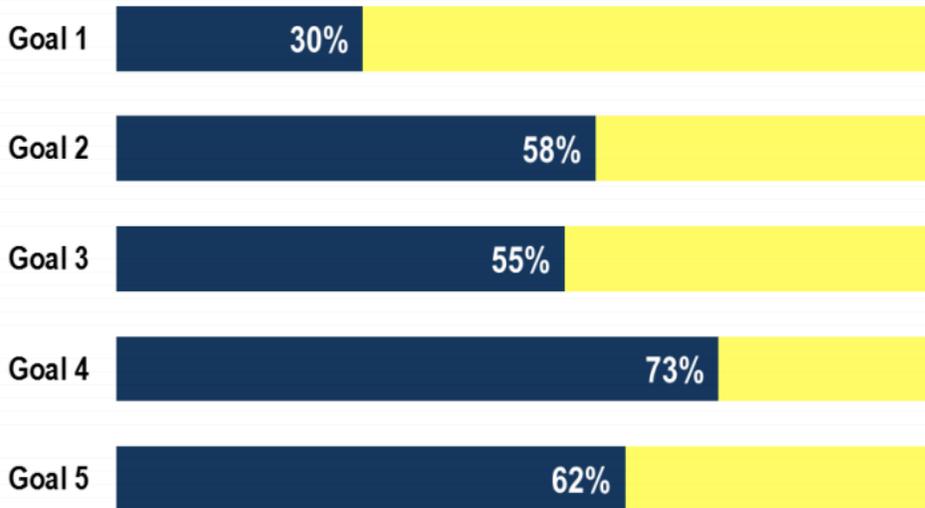
Executive Summary:

The Spring 2019 semester is off to a good start in spite of the first day of classes being postponed due to snow! Some highlights of what will be presented during the Board Committee reports as well as during the Board meeting are summarized here.

- Admissions and Financial Aid: You will hear how the admissions strategies paid off and what will be done to bring in the class for Fall 2019.
- Integrated Marketing: The team has been hard at work developing revamped materials that highlight the new brand.
- Academic Affairs: The director of the DeSousa Brent Scholars programs will provide highlights of the program accomplishments. The provost will provide an update on the articulation agreements with the community colleges across the state and other initiatives designed to facilitate the implementation of the LEAD curriculum.
- Academic Affairs and Student Affairs: Work to develop, pilot, and implement the LEAD curriculum continues. Co-chair, Aileen Bailey and Kate Shirey, the director of the Career Development Center, will provide progress on the work to update the Core curriculum.
- Student Affairs: You will hear from the VP for Student Affairs about efforts to engage the students in developing actions to address their concerns about various issues as well as the progress being made to organize an alcohol task force.
- Institutional Advancement: You will learn of the fundraising progress to date and hear of the various efforts developed and implemented to support the LEAD initiative.
- Buildings and Grounds: Discussions will focus on the continuing construction of the Jamie L. Roberts stadium complex as well as a design update of the new academic building complex. You will learn of the three finalists slated to visit campus in the coming weeks to present their ideas regarding the contemplative site to commemorate the lives of the slaves who lived in the area on which the athletic practice fields are located.
- Finance, Investments, and Audit: You will be provided the status of the FY20 operating budget status as well as learn of a handbook revision mandated by recent legislation extending the parental leave policy for the State.

- Lagniappe: The legislative session is now upon us. Although we do not anticipate introducing any new legislation, we will be spending more time than last year in Annapolis meeting new legislators and establishing stronger ties with incumbents who are now in leadership positions. The College's legislative reception will be held on February 19, 2019. Finally, we continue to make good progress towards the strategic plan goals. Among the achievements, we are pleased to have hired the inaugural director for the Center for Inclusive Teaching and Learning, an idea borne out of our efforts to be more inclusive and to help faculty better engage neuro-diverse students.

Strategic Plan Implementation Team Progress Toward Year 2 Goals (February 2019)



Please see Appendix A for a summary of the progress made on the strategic plan since the October 2018 Board report. The detailed report is available on the website <http://www.smcm.edu/strategicplan/news-and-updates/>.

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

REPORT SUMMARY
(See appendix for supporting materials.)

Date of Meeting: January 22, 2019

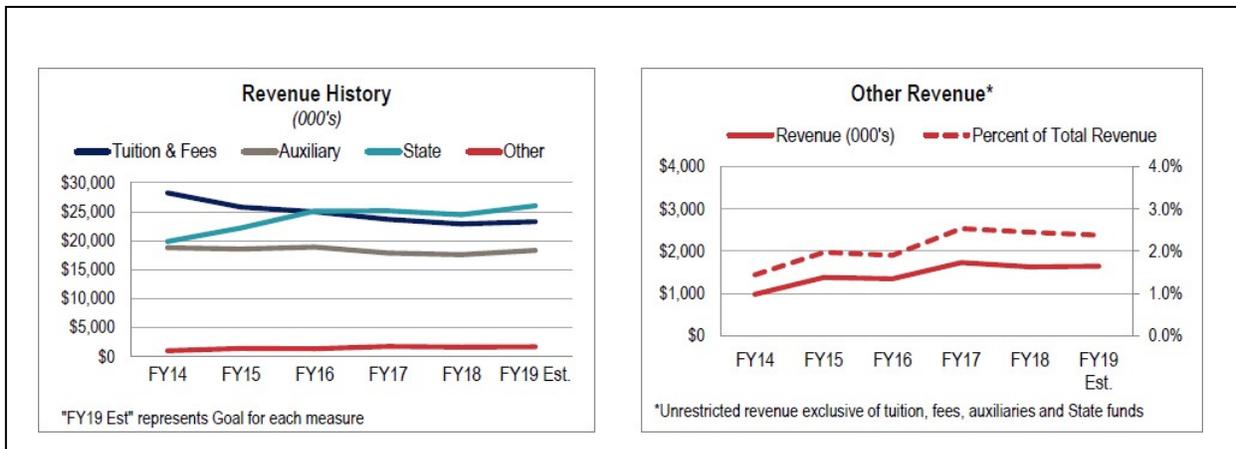
Date of Next Meeting: TBD

Committee Chair: John Wobensmith '93

Committee Members: Anirban Basu, Lex Birney, Donny Bryan '73, Liza Gijanto, Board Chair
Sven Holmes, President Tuajuanda Jordan

Staff Member: Paul Pusecker

Dashboard Metrics



Executive Summary

Discussion Items

Status of FY20 Operating Budget Development:

The status of the preliminary FY20 operating budget, including a review of revenues and expenses, is provided. The preliminary estimates provided in the material are conservative at this time and will be refined over the coming months. The current projection shows a deficit of \$0.4M prior to refinement of assumptions and cost reduction efforts for FY20.

The preliminary FY20 leadsheet incorporates tuition and fee rates, currently anticipated student counts for the expected scenario, and State support based on the Governor's proposed FY20 budget. Counts reflect a baseline of 1,426 total students, which is stable in comparison to FY19. The stable enrollment model anticipates 375 first-year students and 100 transfer students.

Tuition rates are programmed to rise 2% and fees at 3%. Planned FY20 revenues include achievement of DeSousa-Brent graduation targets. Increases to FY20 wages include COLA and

merit/market increases, as well as promotional pools for faculty and staff, an allowance for strategic initiatives, and cost increases related to dining operations and utilities.

Information Items

FY19 Financial Results to Date:

Total revenue is 3.24% higher year-to-year (FY19 vs FY18) and tuition and fee revenues are 3.8% higher over FY18. Tuition & Fees include the spring billing and are at 101.9% of budget to actual for the year. State appropriations are at expected levels for this time in fiscal year, which is 75% of budget. Overall, as of the report preparation date, we have achieved 87.8% of budgeted revenue for the year, which is consistent with previous budget years. Expenditures are 1.76% higher than last year. Scholarship expense is \$781K higher than the prior year and 6.7% over budget or \$452K over-expended at this time.

Revision of the FY19 Plant Fund (Capital) Budget:

Revisions to the plant fund (capital) budget for FY19 are provided and reflect changes from the final approved FY19 plant budget total that was approved at the October 22, 2018, Finance, Investment, and Audit Committee meeting. The changes add new funding from the College operating budget in the amount of \$375K to support new plant projects for FY19.

Enterprise Resource Planning System (ERP):

The Enterprise Resource Planning (ERP) proposal was awarded to the Campus Management Corporation, who will provide the CampusNexus Student and the CampusNexus Finance, HR & Payroll modules for the institution. The College has \$2.4M in one-time funds previously reserved and has reserved additional funds as necessary to support the new ERP and its implementation. It is anticipated that the implementation plan will kick off in early 2019. It will take approximately two- to three-years to fully implement the ERP system.

Joint Investment Activities:

The Joint Investment Advisory Committee met on November 13, 2018 to review financial information on the Foundation and College endowments. See attached for information related to the Foundation and College investments. As of November 30, 2018, the total market value of the Foundation's endowment is \$31.7M. The College holds investments totaling \$3.9 million consisting of Endowment and Quasi-Endowment: \$2.87M are funds functioning as endowment (Quasi) and \$1.02M represents the Blackistone Endowment.

Historical Discount Rate/Enrollment:

Data illustrating the overall institutional discount trend for both first-year and transfer student discount trends is presented.

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

Action Item II.A. Handbook Policy Revision (Parental Leave Policy):

To comply with State Personnel and Pensions Article Code of Maryland Regulations, the Parental Leave Policy must be updated within the Employee Handbook and the Faculty Bylaws. The updates include a change in the number of days and type of leave that may be used by the employee. The updated policy would become effective October 1, 2018.



**FINANCE, INVESTMENT, AND AUDIT
COMMITTEE MEETING OF JANUARY 22, 2019**

AGENDA

- I. DISCUSSION ITEMS**
 - A. Status of FY20 Operating Budget Development
 - B. Dashboards

- II. ACTION ITEMS**
 - A. Handbook Policy Revision (Parental Leave Policy)

- III. INFORMATION ITEMS**
 - A. FY19 Financial Results to Date
 - B. Revision of the FY19 Plant Fund (Capital) Budget
 - C. Enterprise Resource Planning System (ERP)
 - D. Reportable Procurement Items
 - E. Joint Investment Activities
 - F. Historical Discount Rate / Enrollment
 - G. Foundation President Report
 - H. Minutes (Meeting of October 22, 2018)

The committee does not expect to close a portion of this meeting.

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

ACTION ITEM 1819-09

HANDBOOK POLICY REVISIONS

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees approve the following revisions to the St. Mary's College of Maryland Employee Handbook ("Handbook"):

To update in the staff Handbook the Parental Leave Policy to comply with State Personnel and Pensions Article § 9-1101,9-1108, Code of Maryland Regulations, Title 17, Subtitle 04, Chapter 11, Section 29.

To update faculty Parental Leave Policy to comply with State Personnel and Pensions Article § 9-1101,9-1108, Code of Maryland Regulations, Title 17, Subtitle 04, Chapter 11, Section 29

RATIONALE

The updated policy is needed to comply with the Code of Maryland Regulations effective October 1, 2018

The updates to the policy include;

- 1) the change in the amount of paid parental leave from thirty (30) days to sixty (60) days employees are provided and permitted to utilize for the birth or placement of a child under six (6) years old,
- 2) the removal of the restriction of parental leave use once every two (2) years.

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

MINUTES

Date of Meeting: October 22, 2018

Status of Minutes: Approved December 17, 2018

Finance, Investment, and Audit Committee Members Present: Committee Chair John Wobensmith '93, Anirban Basu, Lex Birney, Donny Bryan '73, Faculty Delegate Liza Gijanto, Board Chair Sven Holmes, President Tuajuanda Jordan

Committee Members Absent: None

Staff Member: Paul Pusecker

Others Present: Betsy Barreto, Leonard Brown, Carolyn Curry, Cynthia Gross, Mary Grube, David Hautanen, Kelley Hernandez '08, Shannon Jarboe, Michael O'Brien '68, Jenell Sargent, Doria Stitts, Chris True, Mike Wick, Jackie Wright, Anna Yates

Executive Summary

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 11:03 a.m.

FY18 Operating Budget Closing and Status of Financial Statement Audit

Fiscal Year 2018 closed on June 30, 2018, and the review and adjustments for year-end activity have been completed. The independent audit firm SB and Company has completed their fieldwork and the drafts of the financial statements were received from them on October 4, 2018. The College remains on schedule with the audit tasks and the audited statements will be provided to the Finance, Investment, and Audit Committee for review and approval in December.

Actual operating fund results have a surplus of \$102,000. Rollovers to FY19 totaled \$5.4 million for a fully funded, net-change in financial position over the last three fiscal years of zero. Rollovers include significant carry-forward items from the previous two fiscal years, including the Enterprise Resource Planning System project. In addition, \$100,000 was transferred to both Quasi Endowment and to the Plant Fund as part of the year-end closing process. The year-end operating result was approximately \$1.0 million higher than expected.

Synopsis of Bond Sale

The College refinanced its outstanding 2005, 2006 and 2014 Series A revenue bonds with the assistance of PFM, our financial advisor. The transaction formally closed on July 25, 2018. The face value of the bonds issued totaled \$18,715,000 at a true interest cost of 2.77%, which resulted in a net present value of savings over time totaling \$1.745 million, or 9.03% of bonds outstanding. There were no savings present in FY19, however, FY20 will realize a one-time savings of \$900,000.

Dashboards

Current dashboards with Fall 2018 data were provided. There were 1,701 applications received in Fall 2018, an increase of 46 from Fall 2017. Yield is at 28%. There were 20 more transfer students in Fall 2018 than there were in Fall 2017. Vice President for Enrollment Management David Hautanen informed the Committee that detailed metrics for discount rate, scholarship, and enrollment were under development. President Jordan noted that the College is diligently working toward reducing the discount rate.

Current Fund Unrestricted Budget FY19 Results to Date

Results to date reflected an increase in total revenue of 3.0%. Tuition and fee revenues increased by 5.4%. Revenue collections are at 40.7% of the budgeted level. Expenditures in FY19 are 3.9% higher than last year.

College Investment Manager Update

Proposals from five semi-finalists were made available to members of the Finance, Investment, and Audit Committee for review and comment. The list of semi-finalists was provided to the Joint Investment and Audit Committee (JIAC) to review in mid-October. The JIAC will complete on-campus interviews by mid-November. The goal is to make a final decision by the end of December 2018. Finance, Investment, and Audit Committee members are welcome to attend the on-campus interviews as non-voting participants.

Enterprise Resource Planning System (ERP)

The vendor, Campus Management, was selected to provide the new Enterprise Resource Planning System. Campus Management was chosen based on campus feedback, technical assessment, and cost. The statement of work is in its final stages and the procurement action will appear before the Board of Public Works on October 31, 2018. It is anticipated that the implementation plan will be in early 2019. It will take approximately two years to fully implement the system.

Joint Investment Activities

The College holds investments totaling \$3.9 million consisting of Endowment and Quasi-Endowment. As of August 31, 2018, the total market value of the Foundation's endowment is \$33.5 million.

Action Items

II.A. Revision of the FY19 Current Fund (Operating) Unrestricted Budget

The revision includes carry-forward authorization for \$5,454,221 and rollover items from the previous year, including \$2.4M for the ERP project and major institutional initiatives involving LEAD academic efforts and the marketing and branding campaign. A motion was made, seconded, and the item was approved unanimously.

II.B. Reconciliation of the FY19 Plant (Capital) Budget

The FY18 plant fund activity was reconciled. The FY19 active project budget totals \$6.1 with five major projects valued at \$4.9M. The FY19 active project budget totals \$6,130,718. The projected unencumbered plant fund balance is \$1.3 million pending the final receipt of future Foundation funds. A motion was made, seconded, and the item was approved unanimously.

II.C. 2018 Performance Accountability Report

The Performance Accountability Report, required by the State of Maryland, is used to assess the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics and narratives describing strengths and challenges. The Performance Accountability Report will be reviewed by the Student Affairs Committee and the Academic Affairs Committee at their respective meetings, which will take place on October 26. Contingent upon the endorsement of the report from the aforementioned Committees, the Finance, Investment, and Audit Committee will present the item for Board approval. A motion was made, seconded, and the item was approved unanimously.

The meeting adjourned at 11:29 a.m.



**BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE**

REPORT SUMMARY
(See appendix for supporting materials.)

Date of Meeting: February 1, 2019

Date of Next Meeting: May 9, 2019

Committee Chair: Co-Chair Lex Birney, Co-Chair Cindy Broyles '79

Committee Members: Carlos Alcazar, John Bell '95, Peg Duchesne '77, Elizabeth Graves '95, Board Chair Sven Holmes, Justin Hoobler '19, President Tuajuanda Jordan , Larry Leak '76, Danielle Troyan '92

Staff Member: Leonard Brown

Dashboard Metrics

N/A

Executive Summary

Discussion Items

Career Center:

The Career Center staff will speak to the committee about the ways in which services to students have expanded over the last few years and how those services will continue to evolve in concert with the LEAD curriculum initiatives. Examples discussed will include increasing opportunities for career exploration through job shadowing, mentorship in career fields of interest, and increased internship preparation/participation.

Role of Student Trustee:

As a follow up to the Fall Board meeting, the Student Trustee was asked by the committee chairs to work with the SGA President to clarify and document the role of the Student Trustee. The Student Trustee will share with the committee what was discussed between SGA and the Student Trustee and how the roles between the SGA President and the Student Trustee will be handled going forward.

Student Trustee Report:

Justin Hoobler '19 will present his Student Trustee Report.

Information Items

Response to Student Speak Out:

Vice President for Student Affairs and Dean of Students Leonard Brown hosted working dialogue sessions during the Fall 2018 semester, which provided students with a platform to voice their concerns. An email update was sent to students and provided to the Committee

highlighting actions taken to address the concerns, including policy clarifications, administration visibility, and topics for further working dialogues.

Alcohol Task Force:

A task force comprised of students, staff, and faculty has been formed to review the data from the two student surveys conducted in 2016 and 2018. The task force will meet throughout the Spring 2019 semester with the ultimate goal of recommending an implementation timeline for addressing alcohol and drug use on campus.

Approved minutes from Student Affairs Committee meeting of October 26, 2018.

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

Action Item II. A. Endorsement of Emergency Operations Plan:

The SMCM Emergency Operations Plan (EOP) is designed to serve as a guideline for College personnel when responding to any disaster or emergency situation that could or does affect the College. The EOP is applicable to any human-made and natural disaster, including, but not limited to floods, hurricanes, earthquakes, power failures, hazardous material releases and civil disturbances. The EOP sets forth an operational structure and outlines basic operational procedures that shall direct those individuals and departments that may be called upon to assist in an emergency response. Because not every scenario can be predicted, the EOP is designed to allow policymakers and incident manager's flexibility to adapt to events as they unfold. By establishing a framework of defined responsibilities and communication links, the EOP will help to ensure that the College's response to an emergency is prompt, professional, and well-coordinated.

**STUDENT AFFAIRS COMMITTEE
MEETING OF FEBRUARY 1, 2019**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A. Career Center services and opportunities
 - B. Clarification of the role of Student Trustee and the connection to the Student Government Association
 - C. Student Trustee Report-Justin Hoobler

- II. ACTION ITEMS**
 - A. Endorsement of Emergency Operations Plan

- III. INFORMATION ITEMS**
 - A. Response to Student Speak Out
 - B. Alcohol Task Force
 - C. Minutes (meeting of October 26, 2018)

The committee does not expect to close a portion of this meeting.

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

ACTION ITEM 1819-10

ENDORSEMENT OF EMERGENCY OPERATIONS PLAN

RECOMMENDATION

The Student Affairs Committee recommends that the Board of Trustees endorse the 2019 Emergency Operations Plan submitted by the Emergency Response Team.

RATIONALE

The Emergency Operations Plan is a foundational document designed to support the College in meeting its obligation to be prepared for a variety of threats to the campus community.

The Emergency Operations Plan sets forth an operational structure and outlines basic operational procedures that shall direct those individuals and departments that may be called upon to assist in an emergency response.

While recognizing that emergency planning is an on-going effort, the endorsement of the Emergency Operations Plan by the Board of Trustees affirms the College's commitment to the safety and security of the campus at all levels of the institution.



**BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE**

MINUTES

Date of Meeting: October 26, 2018

Status of Minutes: Approved December 4, 2018

Student Affairs Committee Members Present: Committee Co-Chair Lex Birney, Committee Co-Chair Cindy Broyles, Peg Duchesne '77, Elizabeth Graves '95, Board Chair Sven Holmes, Justin Hoobler '19, President Tuajuanda Jordan, Danielle Troyan '92

Committee Members Absent: Carlos Alcazar, John Bell '95, Larry Leak '76

Staff Member: Leonard Brown

Others Present: Betsy Barreto, Daniel Belson '19, Samantha Berenschot-Bucciero '19, Allison Boyle, Peter Bruns, Carolyn Curry, Susan Dyer, Cynthia Gross, Gail Harmon, Anne Harvey-Diggs, David Hautanen, Jasmine Long '21, Ann McDaniel, Daniel Pindell, Paul Pusecker, Doria Stitts, Amanda VerMeulen, Allan Wagaman '06, Mike Wick, Anna Yates, Derek Young '02

Executive Summary

Student Affairs Committee Co-Chair Lex Birney called the meeting to order at 11:58 a.m.

Policy Revision Work in Collaboration with Students Vice President for Student Affairs/Dean of Students Leonard Brown introduced students Daniel Belson '19 and Samantha Berenschot-Bucciero '19 to the committee. These two students shared with the committee their work to review and revise policies in collaboration with administration. They had reached out to Dean Brown at the beginning of this academic year to discuss concerns brought forth by students regarding the Quiet Hours/Noise Policy. During resident assistant training the students were made aware of the Quiet Hours/Noise policy (specified in the student handbook). Upon learning about the policy, they were concerned that if the policy was enforced as written, students would be displeased. They decided to take action and meet with administrators to discuss options. The North Campus residences were looking for communication with each other rather than strict enforcement. A focus group of 17 students created a petition from North Campus residents that included 250 signatures (out of 750 students living in North Campus). After approval was endorsed by the administration, the revisions were presented to and approved by the SGA.

Co-chair Birney commended the two students for doing a great job at listening and communicating. Dean Brown echoed Co-chair Birney's statement. He also expressed his appreciation that they stepped forward and created a model for handling issues.

Next Steps on Alcohol and Drugs on Campus Dean Brown thanked Co-chair Birney for the introduction to Tom Fontana, BASICS Program Coordinator at the University of Vermont. Their campus has survey data similar to SMCM regarding students' excessive use of alcohol and drugs. The goal is to reduce alcohol and other drug use, in order to reduce the negative consequences

associated with excessive alcohol and drug use. During a conference call with student affairs staff, creation of a task force of students, staff and faculty was recommended with the goal to create a three to four year plan to decrease the negative consequences of alcohol and drug use. A task force is expected to be in place by the Spring 2019 semester.

Student Trustee Report-Justin Hoobler Before the report was presented, Co-chair Birney charged both the SGA and Justin Hoobler with developing a plan to describe the expected roles of the student trustee and student trustee-in-training to be presented at the February 2019 Board of Trustees meeting.

Justin Hoobler stated that rather than read his report aloud, since it was available on the portal, he would present supplementary information. He went on to state that student concerns about various issues arose during the beginning of this academic year. Things had come to a head during the first SGA meeting, with hundreds of students present. Students are concerned their social environment is being threatened and not in line with the St. Mary's Way. He and other students were shocked and felt deceived that public safety is so short-staffed, therefore, students do not feel safe. He also shared student concern that public safety staff were not getting enough time to spend with their families due to working so many hours to cover shifts.

He stated that the SGA suggested he host formal meetings with more student groups to get a better sense of their concerns. Most groups had no specific concerns to raise. However, groups such as the Black Student Union (BSU), Feminists United for Sexual Equality (FUSE), and the Jewish Student Union (JSU) did. BSU raised their concern that new students are not aware that a Bias Incident Response Team exists until a bias incident occurs. FUSE raised concerns regarding increasing the awareness of sexual violence, increased access to the Wellness Center, and 24-hour access to emergency contraception. The JSU group raised concerns about increased signage for food ingredients in the Great Room for religious holidays/other religious reasons.

Board Chair Sven Holmes thanked Justin and shared his appreciation of continued dialogue to support student safety, which is always a priority. He stated that an extensive review of student safety was completed Spring 2018.

Response to Student Speak Out

Dean Brown briefly reviewed the materials presented at the forum held in response to the student speak out at SGA earlier this semester. He stated that forums to address the concerns raised at the speak-out are on-going. The next meeting will address Title IX. Dr. Jordan commented that communication is a two-way street and commended the students that worked with Dean Brown and student affairs staff to address policy concerns. She asked that they continue to do so because an active role is important. She stated that although the forums have not been well attended, it would be helpful for SGA and Justin Hoobler to help ensure students are aware of the forums moving forward.

Action Items

II.A. Endorsement of 2018 Performance Accountability Report

2018 Performance Accountability Report is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives including academics, enrollment,

retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as narratives describing strengths and challenges. A motion was made, seconded, and endorsement of the item was approved unanimously. The Finance, Investment, and Audit Committee will present the action item to the full Board for approval.

II.B. Revision to the Quiet Hours Policy

The proposed changes to the Quiet Hours Policy were a result of the collective standards of students and administration. The proposed changes will allow for better alignment of the policy with enforcement practice. A motion was made, seconded, and the item was approved unanimously.

The meeting adjourned at 12:35 p.m.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: February 1, 2019

Date of Next Meeting: May 10, 2019

Committee Chair: Peter Bruns

Committee Members: John Bullock, Susan Dyer, Board Chair Sven Holmes, Glen Ives, President Tuajuanda Jordan, Larry Leak '76, Ann McDaniel

Staff Member: Michael Wick

Dashboard Metrics: N/A

Executive Summary

Discussion Items

Dean of Faculty Report

Faculty Senate Report

DeSousa-Brent Program

Information Items

Minutes of October 26, 2018



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF FEBRUARY 1, 2019**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Dean of Faculty Report
 - B. Faculty Senate Report
 - C. DeSousa-Brent Report
- III. INFORMATION ITEMS**
 - A. Minutes from meeting of October 26, 2018

The Committee expects to close a portion of the meeting.

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
OPEN SESSION**

MINUTES

Date of Meeting: October 26, 2018

Status of Minutes: Approved December 6, 2018

Committee Members Present: Chair Peter Bruns, Susan Dyer, Board Chair Sven Holmes, President Tuajuanda Jordan, Ann McDaniel

Committee Members Absent: John Bullock, Glen Ives, Larry Leak '76

Staff Member: Michael Wick

Others Present: Donny Bryan '76, Cindy Broyles '79, Gail Harmon, Joan Pickett, F. J. Talley, Danielle Troyan '92, Allan Wagaman '06

Executive Summary

Meeting was called to order at 10:20 a.m.

Faculty Senate President, Karen Crawford discussed two elements contained in her written report to the Committee.

- The Academic Planning Committee (APC) has made progress on a proposal to restructure the size of the Faculty Senate with the goal of creating a more functional structure. The proposal reduces the number of senators from twenty to eight, freeing up faculty to serve the College in other capacities. The modified proposal should be available to share with the Faculty in January, then sent to the Academic Affairs Committee for approval in the spring.
- Dr. Crawford reported that the Core Design Workgroup (CDW) met with the Faculty on October 23rd and received support in concept for each of the four Core Curriculum elements. The CDW should have a refined implementation plan by late November or early December for review by the Senate, and final review by the Faculty in January. Faculty are enthusiastic and excited about the changes to the curriculum but have concerns regarding resources needed and implementation. The impact on the current course offerings within the majors, minors, and cross disciplinary study areas is unknown at this point. Securing outside grant support and increasing College resources may be necessary to implement these new initiatives. The Committee asked if the proposed curriculum would affect the workload for current and transfer students. Provost Wick is working in conjunction with others on student schedules and faculty workloads.

Provost Wick presented a number of items of interest.

- He gave an update on Year 2 of the College's three-year student learning assessment cycle. The expectation is for 80% of our students to meet the learning outcomes. This target was met in the outcomes for Cultural Perspectives (Knowledge), Humanistic Foundations

(Knowledge), and Civic & Global Engagement (Value). Core 101 students met the outcome for Critical Thinking (Skills). Targets were not met in Lifelong Learning (Value), Critical Thinking for Core 301 students, and students completing the SMP. All academic departments participated in assessments during 2017-18 either collecting and analyzing data or making adjustments to their assessment plans. Chair Bruns noted that assessment and learning outcomes are getting national attention and we are showing great progress compared to other institutions. President Jordan urged the Provost to write up and publish our assessment plan.

- Provost Wick discussed the LEAD Curriculum which intertwines four components to produce a distinctive and relevant curriculum for our students. Analysis of the resource implications of the LEAD Curriculum is unfolding. Discussions with department chairs revealed that some areas do have the capacity to deliver the Core experience, but a sustainable model will require more or realigned resources.
- The Committee was updated on our new academic programs. The Business Minor has 8 students enrolled. If this pattern continues, this could be the 6th largest minor at St. Mary's College. The Astrophysics Minor does not have any enrollment yet, but offers a recruitment strategy for students interested in astronomy. Women, Gender & Sexuality Studies Major is awaiting tenure-track line allocations. Work continues on developing articulation agreements with community colleges. Five institutions are the focus this year: College of Southern Maryland, Montgomery College, Anne Arundel Community College, Howard Community College, and Community College of Baltimore County. The Provost charged each department/program with developing five program specific articulations by January 2019. Currently, fifteen proposals have been submitted.
- Our first online course was offered this past summer: Introduction to Anthropology (ANTH 101) by Professor Bill Roberts. A consultant was hired to assist in developing the online course. Professor Roberts is sharing his positive experience with other faculty. This fall, the Provost met with ten faculty who expressed interest in teaching online summer courses. To move forward, professional development is needed. Courses would be available for our students as well as the general public. We would likely hire a company to host our online courses.
- An update on the first-to-second year retention rate shows a decline from 90% in 2012 to 82% in 2017. The reported causes include academic choice, academic difficulty, medical and family. The retention analysis will be shared with the department chairs. Provost Wick shared the work of the Retention Committee in identifying student milestones that are predictive of increased student retention and progression. The identified milestones are being shared with faculty advisors.

Action Items

III.A. Recommendation to Approve the Endorsement of the 2018 Performance Accountability Report. The proposed action item was approved by the Academic Affairs Committee at its meeting on October 26, 2018.

Meeting adjourned at 11:20 a.m.



**BOARD OF TRUSTEES
JOINT ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEES
OPEN SESSION
REPORT SUMMARY**

Date of Meeting: February 1, 2019

Date of Next Meeting: May 10, 2019

Academic Affairs Committee Chair: Peter Bruns

Student Affairs Committee Co-Chairs: Lex Birney, Cindy Broyles '79

Committee Members: Carlos Alcazar, John Bell '95, John Bullock, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Board Chair Sven Holmes, Justin Hoobler '19, Glen Ives, President Tuajuanda Jordan, Larry Leak '76, Ann McDaniel, Danielle Troyan '92

Staff Members: Michael Wick, Leonard Brown

Dashboard Metrics

N/A

Executive Summary

Discussion Items
Core Development Workgroup update on the LEAD Curriculum Initiative.

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

N/A



**BOARD OF TRUSTEES
JOINT ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEES
MEETING OF FEBRUARY 1, 2019**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. LEAD Curriculum Initiative Update (Aileen Bailey)**
- III. INFORMATION ITEMS**
 - A. Meeting Minutes of October 26, 2018**

The committee does not expect to close a portion of this meeting.

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEES
JOINT OPEN SESSION**

MINUTES

Date of Meeting: October 26, 2018

Status of Minutes: Approved December 6, 2018

Academic Affairs Committee Members Present: Chair Peter Bruns, Susan Dyer, Board Chair Sven Holmes, President Tuajuanda Jordan, Ann McDaniel

Committee Members Absent: John Bullock, Glen Ives, Larry Leak '76

Staff Member: Michael Wick

Student Affairs Committee Members Present: Co-Chair Cindy Broyles '79, Co-Chair Lex Birney, Elizabeth Graves '95, Peg Duchesne '77, Board Chair Sven Holmes, President Tuajuanda Jordan, Danielle Troyan '92

Committee Members Absent: Carlos Alcazar, John Bell '95, Larry Leak '76

Staff Member: Leonard Brown

Others Present: John Ahearn '76, Betsy Barreto, Allison Boyle, Donny Bryan '73, Karen Crawford, Carolyn Curry, Misty Frantz, Cynthia Gross, Gail Harmon, Anne Harvey-Diggs, David Hautanen, Justin Hoobler '19, Doug Hovland '02, Dave Kung, Jasmine Long'21, Joan Pickett, Dan Pindell, Paul Pusecker, Kate Shirey, Doria Stitts, Amanda VerMeulen, Allan Wagaman '06, Anna Yates, Derek Young '02

Executive Summary

Meeting was called to order at 11:25 a.m.

Provost Wick and Dean Brown each thanked the members of the Core Design Workgroup (CDW) for their hard work on the Core Curriculum Revision. CDW Chair Dave Kung provided the Committee members with an update on the Core work to date, and the steps going forward. The First Year Honors Experience consists of two 3-credit 1st year seminars: Core 101 (writing and humanities) and Core 102 (oral communication and quantitative literacy), and two 1-credit courses Core 103 and Core 104 (professional literacy). This fall, pilot sections of Core 103 were offered, and pilot sections of Core 104 will begin in the spring. The second component of the Core Curriculum gives students the choice of two models: Exploring the Liberal Arts (distribution or cafeteria model) or Integrated Inquiry (thematic exploration). During the sophomore/junior year, students would enroll in Core 201 (leadership/teamwork) and Core 302 (internship prep) thereafter. Professional literacy would continue in the student's major. The Honors College Promise (replaces ELAW) insures that each student will have access to a research or internship experience. The CDW has an ambitious timeline planned for implementation while seeking faculty approval. Dr. Kung reported that the faculty voted and approved the pedagogical value of all four components of the proposal at the October 23rd faculty meeting. Concerns going forward



are resources and implementation. The CDW will assemble an implementation/resource plan and present it to the faculty for a vote on November 13th. Committee members were pleased about the faculty vote. It was suggested that the CDW look at Duke University Focus Program (topics/theme clusters). The Committee asked what the CDW needs from the Board. The reply was resources. Dr. Wick indicated that adjuncts could be hired to backfill for faculty teaching Core classes.

The meeting adjourned at 11:50 a.m.

**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID**

REPORT SUMMARY

Date of Meeting: February 1, 2019

Date of Next Meeting: May 9, 2019

Committee Chair: Carlos Alcazar

Committee Members: Peter Bruns, Board Chair Sven Holmes, President Tuajuanda Jordan, Ann McDaniel, Allan Wagaman

Staff Member: David L. Hautanen, Jr. Vice President for Enrollment Management

Dashboard Metrics

N/A

Executive Summary

The Office of Enrollment Management is pleased to submit its February report to the Committee on Admissions and Financial Aid of the Board of Trustees. This report includes information about our Fall 2018 recruitment efforts, Spring 2019 enrollment, admitted student yield initiatives, Fall 2020 recruitment, and an update on staffing.

A. Fall 2018 Recruitment Efforts

During the Fall 2018 recruitment travel season the admission staff completed more than 600 (+35%) recruitment events compared to Fall 2017. With a focus on relationship building both in Maryland and out of state, the number of school visits where admission staff personally met with counselors and interested students increased by 28%. Admission staff also attended more than 130 college fairs with just under half of these fairs located outside of Maryland.

The Admission Office hosted three “Fall for St. Mary’s” Open House programs. 371 students and 519 family members attended the programs. These figures represent a 5% increase in the number of students who attended similar programs held in Fall 2017. Feedback on the programs was very positive. The continued strength and ongoing improvement of these events can be attributed to the work of the campus-wide Signature Recruitment Events Committee.

In addition, the Office of Admission hosted an information night for prospective students and their families in Montgomery County in October. This event was coordinated and hosted by our new Montgomery county based regional representative, Tamara Wolfson.

The Hometown Hawks program was launched by the Office of Admission in November. Hometown Hawks is a program to recruit, train and support currently enrolled students who

would like to go back to their secondary schools or community colleges and assist the College with recruiting new students by meeting with prospective students and counselors. Seventeen students expressed interest. During these “Hawk Talks” students are prepared to share their St. Mary’s College experience as well as high level information about the admission process. Hometown Hawks will also participate in admitted student outreach campaigns.

International Education Advantage from Salem, Massachusetts conducted an assessment of the College’s capacity and readiness to recruit, enroll and retain international students. During their two-day visit in November they met with faculty, staff and students. They have also conducted interviews with alumni and parents. Their report is due in late January.

B. Enrollment

Current Spring 2019 new student enrollment include 30 total students (one first year and 29 transfer students) on a goal of 28 new students. This is consistent with the number of new students who enrolled beginning Spring 2018. There are also 1485 returning students registered. The census date for Spring enrollment is on February 11, 2019. At that time we will communicate the College’s actual Spring 2019 and blended annual enrollment figures.

A Retention Intervention Team was convened in December. The team meets regularly and includes representatives from athletics, enrollment, finance, registrar, student life and student support services. The objective of the Retention Intervention Team is to coordinate intrusive outreach with students who have exhibited signals that they may not retain.

C. Admitted Student Yield Initiatives

With the mailing of admitted student packets to our Early Action and Early Decision applicants in December, we launched our yield initiatives for the Fall 2019 entering class. These redesigned admitted student packets prominently feature the National Public Honors College brand with a high degree of personalization, including an updated and more informative financial aid award publication. Following the admitted student packet is a comprehensive multi-channel communications campaign along with faculty, staff, and student outreach.

We are hosting two on campus Admitted Seahawks Days. The first is Friday, February 22, 2019 and the second is Friday, April 5. These events will be complimented by off campus Admitted Seahawk Receptions. Currently we are hosting a reception in Bethesda, MD on March 21, and are working with Institutional Advancement on other locations.

Over the holiday break the first stage of refreshing Admission Office public spaces was completed. This included minor construction to move internal doorways, painting, refinishing floors, and installing new lighting fixtures. The next stage includes reconfiguration of doorways and the installation of a large screen television to allow for formal presentations to take place in the sunroom. Finally, new furniture, carpets and window dressings have been ordered and will be installed upon delivery. This is the first refresh of the Admission Building, the College’s front door, in more than 20 years and the final product promises to deliver an excellent first impression and experience for our daily visitors.

E. Fall 2020 Recruitment

A new partner for our new student search strategy for the Fall 2020 and beyond entering classes has been selected. Waybetter Marketing from Columbia, MD will be replacing our current partner who was brought to the College as part of the Enrollment Marketing Request for Proposal awarded in November 2017. Waybetter has a strong track record of increasing enrollment for their partners through the development and implementation of personalized new student search and communication campaigns that are initiated on an ongoing, monthly basis. This will then be followed by a robust communication flow, in-territory recruitment travel, and counselor engagement strategies. Our “Spring for St. Mary’s” Open House is Saturday, April 6, 2019.

The College has been invited to become a member of the Coalition for College. The Coalition is a group of 150 distinguished schools that are working to improve the college application process for lower-income, first-generation, and historically under-represented students. Membership is based on meeting minimum affordability, enrollment, and graduation metrics overall and for these populations. The College will join the University of Maryland College Park as Maryland’s only public institution members.

F. Staffing

In December, Quiana Oates, Assistant Director of Transfer Admission resigned. Emily Quade, Admissions Counselor, was promoted to this role. A search will be underway to replace Emily. In early January, Kathy Robinson joined the Admissions Office as a part time receptionist to improve the visit experience.

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

None

**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID COMMITTEE
MEETING OF FEBRUARY 1, 2019
AGENDA**

- I. CALL TO ORDER**

- II. DISCUSSION ITEMS**
 - A. Review Spring 2019 enrollment
 - B. Report on the Fall 2018 admitted student survey
 - C. Report on the admitted student yield strategy
 - D. Report on Fall 2020 new student search

- III. ACTION ITEMS**
 - A. None

- IV. INFORMATION ITEMS**
 - A. Minutes from meeting of October 26, 2018

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

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

MINUTES

Date of Meeting: October 26, 2018

tatus of Minutes: Approved January 23, 2019

Admissions and Financial Aid Committee Members Present: Committee Chair Carlos Alcazar, Peter Bruns, Ann McDaniel, Allan Wagaman '06, Board Chair Sven Holmes, President Tuajuanda Jordan

Committee Members Absent: Anirban Basu

Staff Member: David L. Hautanen, Jr.

Others Present: Sandy Abell, Bhargavi Bandi, Betsy Barreto, Lex Birney, Allison Boyle, Leonard Brown, Cindy Broyles '79, Mike Bruckler, Donny Bryan '73, Karen Crawford, Carolyn Curry, Peg Duchesne'77, Susan Dyer, Cynthia Gross, Gail Harmon, Justin Hoobler '19, Kendra Lawrence, Jasmine Long '21, Rob Maddox '07, Paul Pusecker, Beverly Read, Doria Sitts, Lauren Smith '19, Danielle Troyan '92, Mike Wick, Staff Senate delegate Marsha Wilcox, Anna Yates, Brian Zuckerman

Executive Summary

Admissions and Financial Aid Committee Chair Carlos Alcazar called the meeting to order at 3:30 p.m.

Integrated Marketing

Vice President for Institutional Advancement Carolyn Curry provided an update on the status of the branding work that has been done by the team at Creative Communications Associates. The new identifier - "The National Public Honors College"- was unveiled to the public during Hawktober Fest, October 19-20. This branding will be used along with St. Mary's College of Maryland, as an identifier of what makes us different. Also announced was the term LEAD (Learning Through Experiential and Applied Discovery), which identifies our curriculum and academic mission. Together these will be used to bring our brand to life and build our story.

Committee Chair Alcazar asked if the College had yet purchased the identifier on Google and whether or not the process has been started to trademark "The National Public Honors College." Carolyn Curry stated that her office will look into the question about Google and Allison Boyle indicated that work had already begun on the trademark process.

Fall Enrollment Update

Vice President for Enrollment Management David Hautanen introduced two new staff members, Kendra Lawrence, director of admissions, and Bhargavi Bandi, director of enrollment operations, to the committee.

Fall 2018 Enrollment Update

- 1,521 full-time student headcount
- The Fall 2019 entering class included 376 first-year and 107 transfer students
- Applications, admits, and yield for first-year students and transfer student were both up from last year
- The annual institutional financial aid budget is projected at just under \$7M, of which two-thirds will be distributed to returning students and the remaining third to new students
- Targets for 2019 are 380 first-year students and 100 transfer students, 3.4 GPA, and 1220 SAT

Trustee Peter Bruns asked how many of the transfer students were coming to St. Mary's with a two-year degree. Kendra Lawrence will gather that data and report back to the committee.

Fall 2019 New Student Recruitment Highlights

- Partnered with Spark 451 to assist with student search
- Experienced a 26% increase in attendance for our signature on-campus recruitment events
- Staff are participating in 648 recruitment events this fall, an increase of 280 compared to Fall 2016
- The assistant director for transfer admissions will have formal office hours at the College of Southern Maryland beginning in November
- A special recruitment event will be held in Montgomery County
- Partnered with a company to recruit students from India and will visit China again in the spring

Questions were raised about the fall enrollment target goals, given the growth in the inquiry pool. Mr. Hautanen confirmed that the goal is conservative and achievable. The Board reaffirmed that the goal should be quality over quantity.

Mr. Brian Zucker, president of Human Capital Research Corporation (HCRC), gave a presentation on data that his company uses to help us target and enroll students. Mr. Zucker noted that the academic programs and course offerings, affordability, campus environment, and academic reputation are the five top attributes that students look for when deciding on which college to attend. Results from the most recent accepted student survey conducted by HCRC indicated that hands-on, applied learning, study-abroad, career-focused curriculum, mentoring, and opportunities to work one-on-one with faculty were the top determining factors in school choice. Students responding to the survey also indicated that St. Mary's was on par when they were gauging its overall value relative to their other top choices.

The meeting adjourned at 5:30 p.m.

**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

REPORT SUMMARY

Date of Meeting: February 1, 2019

Date of Next Meeting: May 9, 2019

Committee Chair: Donny Bryan '73

Committee Members: John Bell '95, Scott Mirabile, Board Chair Sven Holmes, President Tuajuanda Jordan, Paul Schultheis '98

Staff Member: Paul Pusecker

Dashboard Metrics

N/A

Executive Summary

Discussion Items

Review of the Governor's FY19 Capital Improvement Program Projects: Updates provided on the status of five funded projects for FY19:

- Montgomery Hall HVAC controls upgrades are currently under construction with expected completion in Spring 2019.
- Phase 1 of the Hilda C. Landers Library HVAC Controls Project was completed in November 2018 with the installation of two new propane boilers. Phase 2, the conversion of aged pneumatic systems to state-of-the-art electronic systems, is currently in design. Construction is scheduled to begin in May 2019 and will be completed in August of 2019.
- Milling, repaving/resurfacing, and restriping of the Margaret Brent and Glendening Hall parking lots was completed in Fall 2018.
- The storm water and living shoreline project and the required wetland mitigation for the Phase 2 traffic calming boardwalk project is expected to begin in February 2019 and be completed in late Spring 2019.
- The archaeology needed to prepare for the Phase 2 traffic calming boardwalk project is underway and the expected completion date is late Spring 2019.

Review of the Governor's Five-Year Capital Improvement Program (FY20-FY24): Highlights SMCM projects planned in FY20 through FY24 as part of the Governor's CIP budget, to include annual funding totals, is provided.

Information Items

Commemoration Project:

The Selection Committee reviewed and ranked the 28 respondents using a web-based process, and selected eight artists for video interviews. Based on these interviews, the Committee

invited three artists, Steven Prince, Norman Lee and Shane Allbritton (RE: Site Studio), and Donna Lynn Dobberfuhr, to submit design proposals. Their design proposals will be presented on February 12, 13, and 14 at the College. Video of the presentations and the design proposals will be available on the website. The Selection Committee plans to award the commission in February.

Jamie L. Roberts Stadium:

Construction of the Jamie L. Roberts Stadium was delayed due to unusually wet weather. The project is about 45 working days behind schedule with a substantial completion date now set for June 4, 2019. Plans are in progress for a dedication/celebration ceremony honoring Jamie L. Roberts and her family on September 7, 2019.

New Academic Building and Auditorium:

The design development stage of the New Academic Building is complete. Vigorous efforts were made to keep costs within budget. This process resulted in few compromises to functionality or aesthetics, while ensuring value out of the available funds. The project proceeds into the construction document phase, which will be checked for budget compliance at 50% complete later this summer. Construction should be underway by this time next year.

Trinity Church Road Sidewalk:

An archaeology investigation was completed. Construction bids were received and a contract awarded. Conditional approval has been received from the State Highway Administration and the College is responding to minor questions from the Maryland Department of Environment regarding storm water management plan. The project now has an expected completion date of early April 2019.

Living Shoreline Project:

The winning bid has been approved by Maryland Board of Public Works and the contract was formalized. Construction is expected to begin in February/March 2019. Successful project completion will occur when the various low and high marsh grasses begin to grow.

Route 5 Traffic Calming Project Phase II:

The College has obtained preliminary permit approvals from Maryland Department of the Environment, Critical Areas Commission, Army Corp of Engineers and the State of Maryland Wetlands License. Archeology began in October 2018. The State Highway Administration (SHA) recently approved the design and project review is now with the Federal Highway Administration.

Utility Bury Project:

The College is in discussions with Southern Maryland Electric Cooperative (SMECO), Verizon, and Atlantic Broadband to execute a Memorandum of Understanding (MOU) to facilitate the relocation of overhead utilities to underground distribution. The SMECO overhead electric and Atlantic Broadband local cable is located on the taller poles along the shoreline. The shorter poles on the east side of Maryland Route 5 carry the Verizon communication utility.

Sustainability Report Update:

The Sustainability Program at St. Mary's College of Maryland directs efforts for carbon reduction and environmental stewardship and seeks to enhance engagement, understanding and knowledge of sustainability throughout the college community. Examples of efforts to increase sustainable practices on campus are included in the report.

Campus Tour:

A virtual tour highlighting campus upgrades will be presented.

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

Action Items

None



**BUILDINGS AND GROUNDS COMMITTEE
MEETING OF FEBRUARY 1, 2019**

**OPEN SESSION
AGENDA**

I. DISCUSSION ITEMS

- A. Review of FY19 Capital Improvement Projects
- B. Review of Governor's Five-Year CIP (FY20 – FY24)

II. ACTION ITEMS (NONE)

III. INFORMATION ITEMS

- A. Commemoration Design Update
- B. Capital Project Status Reports
 - 1. Jamie L. Roberts Stadium Update
 - 2. New Academic Building and Auditorium Update
 - 3. Trinity Church Road Sidewalk Update
 - 4. Living Shoreline Project Update
 - 5. Route 5 Traffic Calming Project Phase II Update
- C. Maryland Route 5 Overhead Utility Bury Project
- D. Sustainability Report
- E. Historic St. Mary's City Commission Report
- F. Meeting of October 26, 2018 Minutes

IV. VIRTUAL CAMPUS TOUR

(Admissions – before and after; Hilda C. Landers Library propane boilers; Prince George Hall boiler)

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



**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

MINUTES

Date of Meeting: October 26, 2018

Status of Minutes: Approved January 14, 2019

Committee Members Present: Committee Chair Donny Bryan '73, Board Chair Sven Holmes, President Tuajuanda Jordan

Committee Members Absent: John Bell '95, Scott Mirabile

Others Present: Annie Angueira, Betsy Barreto, Lex Birney, Allison Boyle, Leonard Brown, Cindy Broyles '79, Peter Bruns, Jim Cranmer, Carolyn Curry, Peg Duchesne '77, Susan Dyer, Regina Faden, Cynthia Gross, Gail Harmon, David Hautanen, Justin Hoobler '19, Jasmine Long '21, Jim McGuire, Paul Pusecker, Maury Schlesinger, Lisa Smith, Doria Stitts, Danielle Troyan '92, Allan Wagaman '06, Mike Wick, Anna Yates, Derek Young '02

Executive Summary

Committee Chair Donny Bryan '73 called the meeting to order at 1:20 p.m.

FY20 Capital Budget Requests

The Capital Budget submission to the Maryland Department of Budget and Management (DBM) was modified from the FY20-FY24 Capital Budget proposal previously approved by the Board of Trustees at its May 11 2018 meeting. At the recommendation of DBM, the College deferred its request for funding of the renovation of Montgomery Hall from the College's 2019 submission. The College requested an increase in Capital Infrastructure Project FY20 in the amount of \$0.45M, for additional costs associated with the replacement of the Michael P. O'Brien Athletic and Recreation Center pool HVAC system. The Department of Budget and Management approved this increase.

Campus Beautification Planning

The College has secured funding for the implementation of approximately \$1.3M in campus beautification projects. Approximately \$0.72M in physical improvement projects have been completed or are currently in progress. Another \$0.75M in projects have been identified with funding yet to be secured. In addition, the College conducted a food service survey which confirmed that enhanced food service options would support overall recruitment and retention efforts. Some of these enhancements included the installation of a pizza oven at the Hawk's Nest (formerly the Pub) with plans to update the décor. A coffee bar, "Brew'd Awakening," opened in the Michael P. O'Brien Athletic and Recreation Center, serving Starbucks coffee, and was well received.

Commemoration Design Update

The College procured the services of CODAworx to assist in the selection of a designer/artist for the Commemoration site. A Request for Qualifications (RFQ) was issued in late August 2018. Fifty-seven respondents applied to the RFQ. Twenty-eight respondents were determined by CODAworx to have met the College's minimum criteria and were deemed qualified for further consideration. The Selection Committee met on October 4, 2018, and selected eight qualified respondents with video interviews scheduled to take place on October 29, 2018. It is expected that three to four finalists will be selected to visit campus to review the site, engage with the campus community, and prepare specific proposals, after which a finalist will be chosen.

Jamie L. Roberts Stadium Update

The artificial turf field was completed in August 2018 and the first field hockey game was played on the field in August 2018. The grass field at the Jamie L. Roberts Stadium is currently under cultivation and should be ready for play in Spring 2019. The stadium building is under construction. Due to inclement weather issues, the original January 2019 completion date will not be met. Completion is now scheduled for mid-March, with dedication event planned for April 13, 2019.

New Academic Building and Auditorium Update

The design development stage is in process with the construction details being worked out and systems evaluated. The design development drawings will be completed in late November 2018, incorporating this value engineering phase of the project. The College will perform a thorough review of the plans and the budget prior to authorizing the architect to proceed into the contract document phase, which is where the actual detailed drawings and specifications are developed. The construction document phase will take approximately nine months with the final pricing by Holder Construction. Construction is scheduled to begin in January 2020.

Trinity Church Road Sidewalk Update

The project consists of a brick sidewalk beginning at the existing brick paved landing area on the northwest side of the intersection of Maryland Route 5 and Trinity Church Road. The path continues along the West side of Trinity Church Road, past the River Center, and will end at Kent Hall. Archaeology investigation is continuing on the site. Construction bids have been received by the College and the project is currently awaiting Maryland Board of Public Works approval to award a contract for construction. The project completion date is expected for January 2019.

Route 5 Traffic Calming Project Phase II

The College has obtained preliminary permit approvals from the Maryland Department of the Environment, Critical Areas Commission, Army Corp of Engineers and the State of Maryland Wetlands License, with the State Highway Administration (SHA) currently reviewing the design. Archeology is scheduled to begin October 2018 and the College is on track for approval to bid the project from SHA in early 2019.

Maryland Route 5 Overhead Utility Bury Project

The College is in discussion with Southern Maryland Electric Cooperative (SMECO), Verizon, and Atlantic Broadband to execute a Memorandum of Understanding to facilitate the relocation of overhead utilities to underground distribution. The overhead utilities would be relocated from the south side of the bridge crossing Wherrits Pond to near the intersection of Statehouse Road and Maryland Route 5. The estimated cost for the College to relocate overhead electric and Atlantic Broadband cable to an underground conduit is \$250,000 - \$300,000. The College will continue discussions with Verizon to secure their support and approval for the underground relocation of Verizon overhead lines on the east side of Maryland Route 5.

Additionally, the Committee was presented with a virtual tour of Montgomery Hall. The presentation highlighted the many recent upgrades to the facility.

Meeting was adjourned at 1:56 p.m.

**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE
REPORT SUMMARY**

Date of Meeting: February 1, 2019

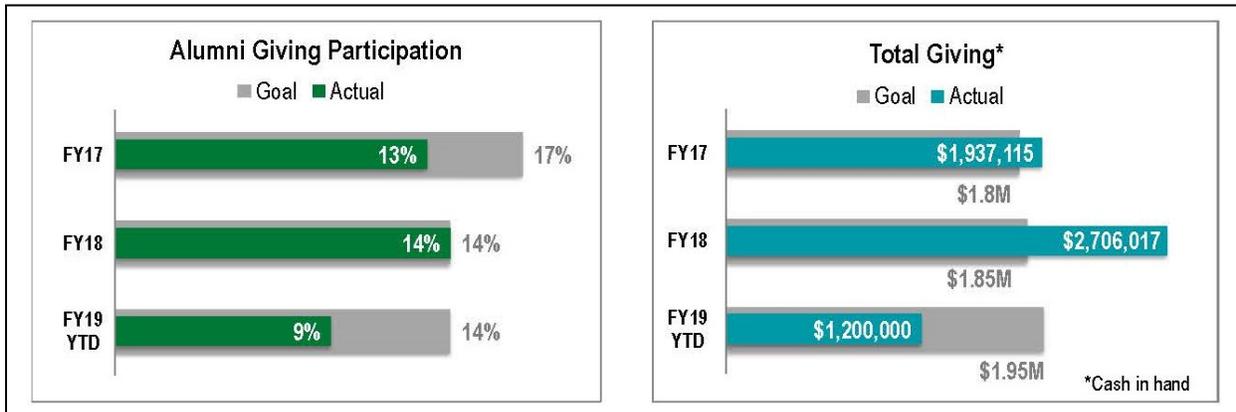
Date of Next Meeting: May 9, 2019

Committee Chair: Gail Harmon

Committee Members: Cindy Broyles '79, Peg Duchesne '77, Elizabeth Graves '95, Trustee Chair Sven Holmes, President Tuajuanda Jordan, Danielle Troyan '92, and Allan Wagaman '06 with Barret Emerick, Amir Reda '13, Jack Saum '89, Kelly Schroeder

Staff Member: Vice President Carolyn Curry

Dashboard Metrics



Executive Summary:

The Institutional Advancement Committee (IAC) will review FY19 progress-to-date in fundraising, alumni relations and College branding through integrated marketing. In addition to mid-year fundraising metrics, the Committee also will review plans for the Jamie L. Roberts Stadium naming opportunities, and receive an update on both the St. Mary's College of Maryland, Inc. Foundation endowment portfolio and the recent RFP results for an investment manager as led by the Foundation's Joint Investment Advisory Committee.

Top-tier results and impact of the highly successful *Giving Tuesday* online giving November drive will be shared along with career advisor matching and the 11 alumni chapter *Welcome to the Neighborhood* events hosted last fall by Alumni Relations and the Alumni Council.

For outcomes of the Foundation's and the Alumni Council's work, see the two complementary reports submitted.

An update on the College's branding initiatives in partnership with the consultant firm Creative Communications Associates will be presented along with deliverables for the spring semester.

IAC Chair Gail Harmon will review how Board members have assisted in reaching Institutional Advancement goals during the last semester and the high impact areas targeted for assistance in the current semester.

**INSTITUTIONAL ADVANCEMENT COMMITTEE
MEETING OF FEBRUARY 1, 2019**

AGENDA

I. DISCUSSION ITEMS

A. Development

1. FY19 fundraising progress to date
2. Stadium naming opportunities
3. Report by St. Mary's College of Maryland Foundation President
 - a. Endowment Portfolio
 - b. RFP for Investment Manager results
 - c. New directors

B. Alumni Relations

1. Giving Tuesday key indicators
2. JOB-IQ career advisors
3. Report from St. Mary's College of Maryland Alumni Association President

C. Board assistance in reaching goals

D. Integrated Marketing – status on College branding

1. Deliverables to date to complement enrollment efforts
2. Integration of brand to date
3. Spring semester focus

II. ACTION ITEMS

There are no action items.

III. INFORMATION ITEMS

- A. Minutes (Meeting of October 26, 2018)
- B. Key Calendar of Events

The committee does not expect to close a portion of this meeting.

**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE
MINUTES**

Date of Meeting: October 26, 2018

Status of Minutes: Approved

Institutional Advancement Committee Members Present: Committee Chair Gail Harmon, Cindy Broyles '79, Peg Duchesne '77, Elizabeth Graves '95, Board Chair Sven Holmes, President Tuajuanda Jordan, Jack Saum '89, Danielle Troyan '92, Allan Wagaman '06

Committee Members Absent: None

Staff Member: Carolyn Curry

Others Present: Sandra Abell, Betsy Barretto, Lex Birney, Allison Boyle, Leonard Brown, Peter Bruns, Donald Bryan '73, Barrett Emerick, Cynthia Gross, David Hautanen, Justin Hoobler '19, Jasmine Long, Ann McDaniel, Paul Pusecker, Karen Raley '94, Kelly Schroeder, Doria Stitts, David Sushinsky '02, Mike Wick, Anna Yates

Executive Summary

Institutional Advancement Committee Chair Gail Harmon called the meeting to order at 2:30 p.m.

Update from the St. Mary's College of Maryland Foundation, Inc. President

Foundation President Jack Saum reported that independent audit firm CliftonLarsonAllen has rendered a clean opinion of the Foundation's FY17 and FY18 financial statements. He also noted that as of 8/31/18 the Foundation's endowment portfolio, as managed by J.P. Morgan, was valued at \$32.9M.

The Request for Proposal (RFP) process through the Joint Investment Advisory Committee (JIAC) for an investment manager continues with finalists for the Foundation and the College to be determined and interviewed on campus in December.

In follow-up to the establishment of the Foundation's vision, mission and core values, Mr. Saum presented the Foundation Board's strategic goals: Goal 1 – ensure that the work of the Foundation is aligned with the strategic priorities of the College; Goal 2 – increase the College's capacity to fundraise; and Goal 3 – maintain the Foundation's fiscal integrity and provide financial oversight to inspire confidence among donors and prospects. He reviewed strategies to achieve these goals over a three-year period and a set of key performance indicators to measure progress.

Update by the Director of Alumni Relations and the St. Mary's College of Maryland Alumni Association President

In addition to the report submitted, Alumni Relations Director David Sushinsky '02 added the following information: Alumni Weekend (1,160 attendees) last June and Hawktoberfest (1,230

attendees) last weekend achieved record-breaking attendance. He and Alumni Association President Allan Wagaman reviewed *Giving Tuesday* plans for November 27, including \$15,000 raised by the Alumni Council to encourage student involvement and donor participation. Additionally, the 11-city *Welcome to Our Neighborhood* chapter events, underwritten by Institutional Advancement, are well underway.

To continue to engage alumni, the Alumni Relations unit has partnered with the Career Center to implement JOB-IQ, a career skill application to complement the College's new LEAD (Learning through Experiential and Applied Discovery) curriculum. Mr. Sushinsky said his office is specifically matching freshmen with alumni mentors. The product will be fully tested in spring 2019, with implementation for all freshmen in fall 2019. Trustee Cynthia Broyles requested more information about JOB-IQ.

Development Update

Vice President for Institutional Advancement Carolyn Curry presented an overview of Institutional Advancement's FY19 year-to-date key goals and progress. Included in her report: total FY19 year-to-date giving is \$210K (toward the goal of \$1.95M). The current alumni participation rate is 1% (168 donors) toward the FY19 goal of 14% (1,587 donors). Ms. Curry also briefly reviewed the new branding efforts for The National Public Honors College and the LEAD curriculum. Ms. Broyles recommended vetting "The National Public Honors College" branding with the Legislature. Dr. Jordan agreed and indicated that would be included in the process.

Assistant Vice President for Development Karen Raley '94 provided an overview of the case for support and funding priorities developed for prospective major gift (\$10K+) donors. She reviewed an engagement tool that aims to raise money for LEAD; it was developed and tested over the summer through a connection made by Chair Harmon.

A discussion led by Chair Harmon centered on ways in which Trustees can help to achieve Institutional Advancement goals. A list of thought prompters was provided; members particularly underscored the importance of contributing on *Giving Tuesday*, thanking donors, offering major donor leads, and identifying mentors for JOB- IQ.

Chair Harmon again encouraged fellow Trustees to find ways to open doors, as well as to attend the Jamie L. Roberts Stadium Dedication slated for April 13, 2019 and other campus events listed on the Selected Calendar of Events.

Action Items

There were no action items.

The meeting adjourned at 3:23 p.m.

**TRUSTEE GOVERNANCE COMMITTEE
MEETING OF FEBRUARY 1, 2019**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS (None)**
- II. ACTION ITEMS (None)**
- III. INFORMATION ITEMS (None)**
- IV. MOTION TO CLOSE MEETING**
Vote to close meeting in compliance with Title 10, Subtitle 3 of the General Provisions
Article

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



**BOARD OF TRUSTEES
OPEN SESSION**

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

MINUTES

Date of Meeting: October 27, 2018

Status of Minutes: Approved December 18, 2018

Board Members Present: Board Chair Sven Holmes, Carlos Alcazar, Lex Birney, Cindy Broyles '79, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Gail Harmon, President Tuajuanda Jordan, Ann McDaniel, Justin Hoobler '19, Danielle Troyan '92, Allan Wagaman '06, John Wobensmith '93

Board Members Absent: Anirban Basu, John Bell '95, John Bullock, Susan Dyer, Elizabeth Graves '95, Glen Ives, Steny Hoyer, Larry Leak '76,

Others Present: Betsy Barreto, Allison Boyle, Leonard Brown, Mike Bruckler, Karen Crawford, Carolyn Curry, David Hautanen, Cynthia Gross, Cassie Gurbisz, Jasmine Long '21, Travis Parno, Paul Pusecker, Ed Sirianno, Doria Stitts, Michael Wick, Anna Yates

Executive Summary: The St. Mary's College of Maryland Board of Trustees held an open session meeting on Saturday, October 27, 2018. Board Chair Sven Holmes called the meeting to order at 10:36 a.m.

Chair Holmes recognized the commitment and contributions from staff and faculty with regard to the new curriculum. The Board is pleased with all that has been accomplished over the past year and is looking forward to that which is planned for the future. Chair Holmes thanked Faculty Senate President Karen Crawford for all she and the faculty have accomplished.

Dr. Jordan introduced American Council on Education Fellow Doria Stitts, who is completing her fellowship at the College. Dr. Stitts is working on several projects that will be helpful to our leaders. Doria is the Associate Provost and Dean of University College and Lifelong Learning, and Interim Dean, the College of Arts, Sciences, Business and Education, Winston-Salem State University.

President Jordan remarked on the progress of the integrated institutional planning activities. Special mention was made of the campus beautification initiatives, including the designing of the New Academic Building and Auditorium and the construction of the Jamie L. Roberts Stadium. The Commemoration project is moving forward and the selection of semi-finalists will take place very soon.

The College had the honor of hosting the Governor General of Antigua and Barbuda along with his spouse, Lady Williams, in early October. The meeting resulted in new cultural, archeological, social and educational opportunities for faculty and students.

Dr. Jordan spoke of the progress made thus far on the College's brand identity. The work to market the new brand to potential students, their families, and new employees will continue in a collaborative partnership with the higher education marketing firm CCA. The new branding of the College will ensure that we are recognized in places that are located beyond our river.

Student Affairs Committee Chair Lex Birney introduced the new Trustee-in-Training Jasmine Long '21. Jasmine is a biology major and a member of the DeSousa Brent Scholars Program. She is also a student representative on the Honors College 2.0 (now referred to as LEAD, see below) Skills Team and a Student Ambassador for the Office of Admissions.

Institutional Advancement Committee Chair Gail Harmon provided an update on the efforts of the Office of Institutional Advancement. A consultant was recently utilized to determine strengths, weaknesses, and opportunities for giving. Alumni gifts are at 14%, which is very good. The typical alumni giving rate at public institutions is 3%. A concise, one page document was developed to assist the advancement office in their endeavors for soliciting major gifts. Trustees were asked to help the advancement team to identify potential donors. Committee Chair Harmon also provided the Board with an update on the programs and procedures of the Foundation.

An update on Learning through Experiential and Applied Discovery (LEAD) was provided by Provost / Dean of Faculty Michael Wick and Vice President for Student Affairs /Dean of Students Leonard Brown. Faculty members have been tremendously successful in the development and implementation of LEAD in the curriculum. The progress and trajectory has been successful in nearly all of the program elements that are in the pilot phase. The Core 103 Career Skills course now has five sections with an enrollment of approximately 90 students. The 201 series classes will pilot in the Spring 2019 semester as a continuation of the programs that began in Fall 2018.

Vice President for Enrollment Management David Hautanen provided an update on the College's admissions. The entering class has an average grade point average of 3.4 and an average SAT score of 1180. Total enrollment would have been somewhat higher if there had not been a reduction in retention. The Retention Committee identified milestones that are critical in order to meet the College's goal of 90% retention. There is a 20% increase in the number of students who have shown interest in attending St. Mary's and a 26% increase in the number of signature recruitment events, such as high school and college fair visits. As the College grows and improves its academic programs, an offset to financial aid will result. The College is moving in the right direction with its academic programming. Faculty Senate President Karen Crawford reported that the new students are very eager, enthusiastic, and engaged, and are doing very well, resulting in fewer withdrawals.

Vice President for Business and Finance Paul Pusecker provided a Buildings and Grounds update. The expected completion date for the Jamie L. Roberts Stadium is late March 2019 and the dedication is scheduled to take place on April 13, 2019. The New Academic Building and Auditorium is in the design development phase where construction details will be solidified and systems evaluated. Floor plans are in discussion and design concepts are under consideration. Construction is scheduled to start in early 2020 with completion in Spring 2022. There were 57 respondents, consisting of both national and international artists, to the Commemoration request for qualifications. Of that number, the Selection Committee chose eight semi-finalists from which three to four finalists will be selected to present on campus to the entire campus and broader communities.

Assistant Professor of Environmental Studies Cassie Gurbisz presented information on her work with the coastal ecosystem restoration. Professor Gurbisz discussed her research with regard to the Chesapeake Bay Restoration project and the role of students in the project. Professor Gurbisz has been conducting research related to the Chesapeake Bay since 2005. She provides opportunities for student-centered research through participation, exploration, and laboratory studies. Students are able to utilize their knowledge of biology, chemistry, and physics, as well as collaborate with leading researchers in the field.

Ed Sirianno, CEO of Creative Communications Associates, provided an update on the College's new brand identity. The goal is to build a stronger brand. In order to do so, the College must look forward in the direction it is going. Important elements of the process includes: separation from the status quo; telling our brand story authentically and with passion; inviting stakeholders to be co-creators; differentiating the College from others; and rebuilding confidence and changing perceptions of who we are, where we are going, and why. Sirianno also shared with the Trustees a video that was produced to roll out the College's new brand.

Action Items

1819-02 Approval of a Revision of the FY19 Current Fund Unrestricted Budget

The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. The revision incorporates carry-forward authorization for \$5,454,221 and rollover items from the previous year, including \$2.4M for the ERP project and major institutional initiatives involving LEAD academic efforts and the marketing and branding campaign. A motion was made, seconded, and the item was approved unanimously.

1819-03 Approval of a Reconciliation of the FY19 Plant (Capital) Budget

The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. The FY18 plant fund activity was reconciled. The FY19 active project budget totals \$6.1 with five major projects valued at \$4.9M. A motion was made, seconded, and the item was approved unanimously.

1819-04 Approval of the 2018 Performance Accountability Report

The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. The Performance Accountability Report, required by the State of Maryland, is used to assess the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as narratives describing strengths and challenges. The Performance Accountability Report was reviewed by the Student Affairs Committee and the Academic Affairs Committee at their respective meetings and it is with their endorsement that the Finance, Investment, and Audit Committee presented the item for Board approval. A motion was made, seconded, and the item was approved unanimously.

19819-05 Approval of a Revision to the Quiet Hours Policy: The item was presented by Academic Affairs Committee Chair Lex Birney. The proposed changes to the policy are a result of the collective standards of students and administration and will allow for better alignment of the policy with enforcement practice. A motion was made, seconded, and the item was approved unanimously.

The meeting adjourned at 12:20 p.m.



**BOARD OF TRUSTEES
OPEN SESSION**

*Campus Center 205
St. Mary's College of Maryland*

MINUTES

Date of Meeting: December 13, 2018

Status of Minutes: January 15, 2017

Board Members Present: Cindy Broyles '79, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Elizabeth Graves '95, Board Chair Sven Holmes, Justin Hoobler '19, Glen Ives, President Tuajuanda Jordan, Larry Leak '76, Danielle Troyan '92, Allan Wagaman '06, John Wobensmith '93

Board Members Absent: Carlos Alcazar, Anirban Basu, John Bell '95, Lex Birney, John Bullock, Susan Dyer, Gail Harmon, Steny Hoyer, Ann McDaniel

Others Present: Betsy Barreto, Monique Booker, Allison Boyle, Leonard Brown, Tommy Cable, Carolyn Curry, David Hautanen, Shannon Jarboe, Gabriel Mbomeh, Paul Pusecker, Doria Stitts, Chris True, Michael Wick, Anna Yates

Executive Summary: The St. Mary's College of Maryland Board of Trustees held a special open session meeting on Thursday, December 13, 2018. Board Chair Sven Holmes called the meeting to order at 1:46 p.m.

Action Items

1819-06: Acceptance of the FY18 Auditor's Report and Audited Financial Statements. The Finance, Investment, and Audit Committee met with the independent audit firm SB and Company to review and discuss the College's FY18 auditor's report and audited financial statements prior to the Board of Trustees meeting. Statements included the financial transactions and position of the College for the period July 1, 2017 through June 30, 2018. The financial statements were prepared in accordance with GASB 34 and 35 reporting requirements.

Finance, Investment, and Audit Committee Chair Wobensmith reported that no instances of fraud were discovered and no material weaknesses were found. Additionally, Committee Chair Wobensmith reported that SB and Company received full cooperation from management and no significant audit related adjustment entries were required.

Chair Holmes stated that during the closed session of the Finance, Investment, and Audit Committee meeting, for which College management was excused, Trustees discussed the audit findings with SB and Company representative Monique Booker. The Trustees are very



comfortable with SB and Company's findings and are pleased to report that there are no issues of concern within the audit.

To provide evidence that the statements were provided to and approved by the Board of Trustees, the Finance, Investment, and Audit Committee recommended acceptance of the financial statements by the St. Mary's College of Maryland Board of Trustees. A motion to approve was presented by John Wobensmith '93, chair of the Finance, Investment and Audit Committee. The motion was seconded and approved unanimously.

The meeting adjourned at 1:54 p.m.