



**BOARD OF TRUSTEES
CAMPUS LIFE AND FACILITIES COMMITTEE
REPORT SUMMARY**

Date of Meeting: January 31, 2020

Date of Next Meeting: May 15, 2020

Committee Co-Chairs: Donny Bryan '73 and Danielle Troyan '92

Committee Members: Carlos Alcazar, John Bell '95, Board Chair Lex Birney, Mike Dougherty, Peg Duchesne '77, Judy Fillius '79, Elizabeth Graves '95, Jasmine Long '21, Scott Mirabile, President Tuajuanda Jordan

Staff Members: Leonard Brown and Paul Pusecker

Dashboard Metrics

N/A

Executive Summary

Discussion Items

New Academic Building and Auditorium Construction Approval

The construction contract for Bid Package 1 was approved by the Board of Public Works on January 8, 2020. Holder Construction Company will begin site work in late March. The Governor's FY21 capital budget included the additional \$4M required to complete the project as designed. Bid Package 2, which includes finish work, landscaping and paving, will be issued after these additional funds are approved by the State legislature. The current scheduled completion date is in late Spring 2022.

Student Trustee Report

Jasmine Long '21 will present summary highlights of her Student Trustee Report.

Student Engagement and Student Activities

Leonard Brown and Derek Young will outline the structure and plan for increasing social opportunities for students outside the classroom.

Information Items

Commemoration Design Update

The Maryland Board of Public Works approved the contract in April 2019 and the design process is fully underway. The College received a draft of Quenton Baker's redacted poetry in December and will receive renderings in late-February with fabrication of the structure beginning shortly thereafter. Installation is expected to occur in early Summer 2020. A community dedication ceremony is scheduled for September 12, 2020. The College is

developing a companion website that will provide interpretive elements, including discussion about the history of slavery in Southern Maryland, details about the archaeology at the site, and an exploration of the erasure poetry that will grace the structure.

FY20 Capital and Infrastructure Projects

The Jamie L. Roberts Stadium project is complete, with the exception of one minor construction deficiency related to stairwell drainage, which will be remediated by the contractor. The project closeout is expected in March.

The new brick sidewalk along Trinity Church Road is complete and provides a safe walkway for students, faculty, staff, and visitors as they navigate the campus. A new bio-retention facility was installed over the winter break to relieve a ponding issue at the intersection of Trinity Church Road and the James P. Muldoon River Center parking entrance.

The Route 5 Traffic Calming Project (Phase II) is expected to receive final SHA approval to be bid this spring. The project is funded from a seven-year-old Federal grant and matching funds from the State.

Installation of a new, layered membrane roof on the Hilda C. Landers Library is scheduled for March 2020 and will remedy leaks caused by driving rain and minimize negative impacts to office and classroom spaces below.

Installation of the Schaefer Hall layered membrane roof was completed in August 2019. This project was the second and final phase of a complete replacement of the flat roofs on Schaefer Hall.

Replacement of the roof covering the 25yd pool at the Michael P. O'Brien Athletic and Recreation Center was completed in November 2019 and eliminated known failures in an aging roof system by encapsulating skylights and redundant roof drains. This enhancement is expected to increase the overall energy efficiency of the natatorium.

Hilda C. Landers Library HVAC Controls Project Phase 1 included the installation of two new propane boilers and was completed in November 2018. Phase 2 includes the conversion of aged pneumatic HVAC systems to state-of-the-art electronic controls and replacement of an air-handling unit. The system upgrade is expected to be completed by February 2020 and will increase building energy efficiency and comfort control.

Michael P. O'Brien Athletic and Recreation Center HVAC Replacement (Pool Packs) is scheduled to begin in March 2020 and be completed in August 2020. A letter of intent has been provided to a local mechanical firm that is actively working on the submittal packages for the long lead items.

Dean of Students Report

Wellness Center Update: MedStar Medical Group (MMG) renewed the student health services contract during Fall 2019. Measures are in place to ensure students are able to receive health care. Steps were put in place to meet the growing need for mental health services.

Career Center Update: Formal feedback was solicited regarding Career and Network Navigation (Core103) during the Fall 2019 semester through the standard course evaluation process, an independent written survey with open-ended questions, as well as one-on-one meetings between students and instructors and students and their peer mentor.

Student Code of Conduct Update: Language has been added to the student code of conduct to outline the process for students to request accommodations to ensure the College is meeting ADA compliance requirements.

Service Animals on Campus: A draft policy for service animals on campus is included in the Committee materials. This policy, which is in accordance with the Americans with Disabilities Act, will ensure equal access to those who require the assistance of a service animal. This policy will be brought forth for approval at the May 2020 meeting.

Neuro-Diversity Update: The College is taking a collaborative approach to address the needs its neuro-diverse student population. Our goal is to ensure neuro-diverse students feel fully part of the community in and outside of the classroom. While this has been addressed on an individual basis in the past, we are seeing a need to think more broadly about the systems in place to meet these needs across campus.

Inclusive Diversity and Equity Update: Initiatives are underway that will help cultivate an inclusive environment, including Faculty and Staff of Color Luncheon, Retention Consultant, and St. Mary's Day. The Culturally Proficient Leadership Learning Community project is a collaboration between IDE and CITL, designed for people interested in gaining leadership skills within a culturally diverse framework. This group will be a pilot for a broader professional development initiative on campus, and should be pursued by individuals wishing to reflect deeply and engage critically in tough conversations about leadership, intersectionality, and culture. (Facilitators: Tayo Clyburn and Samantha Elliott)

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

Action Item II.A. Approval of a Policy Revision to Incorporate a Good Standing Requirement for Graduation The Campus Life and Facilities Committee recommends that the Board of Trustees incorporate the St. Mary's College of Maryland Degree Policy on Good Standing with respect to the Code of Student Conduct.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020**

AGENDA

- I. DISCUSSION ITEMS**
 - A. New Academic Building and Auditorium Construction Approval
 - B. Student Trustee Report
 - C. Student Engagement and Student Activities

- II. ACTION ITEMS**
 - A. Approval of a Policy Revision to Incorporate a Good Standing Requirement for Graduation

- III. INFORMATION ITEMS**
 - A. Commemoration Design Update
 - B. FY20 Capital Infrastructure Projects
 - C. Dean of Students Report
 - D. Inclusive Diversity and Equity Update
 - E. Minutes (October 18, 2019)

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
DISCUSSION ITEM I.A.**

NEW ACADEMIC BUILDING AND AUDITORIUM CONSTRUCTION APPROVAL

Construction contract for Bid Package 1, in the amount of \$53,985,917, was approved by the Board of Public Works on January 8, 2020. Holder Construction Company has mobilized and site work will begin in late March. The Governor's FY21 capital budget included the additional \$4M required to complete the project as designed. Bid Package 2, which includes finish work, landscaping and paving, will be issued after these additional funds are approved by the State legislature. The current schedule targets completion in late Spring 2022, which will allow the College to relocate the Music Department and Educational Studies Program into the facility over the summer, prior to the beginning of the Fall 2022 semester.

Please see the attached document for further details regarding NABA, including impact, the value engineering/scope reduction that was required to keep the project on budget, an explanation of the funds appropriated, and the bid packaging necessary to keep the project moving forward. Also included is a synopsis of the bid solicitation and bid response levels, as well as a breakdown by major trades.

New Academic Building and Auditorium (NABA) Reference Notes

- NABA construction will allow for completion of Campus Master Plan 2012-2027 creating critical STEM research and teaching spaces (Goodpaster Hall) and allowing for major renovation of essential academic department, admin, and teaching spaces (Montgomery Hall).
- Game Changer for campus and Southern Maryland - no auditorium venue available in St. Mary's County to accommodate 700 patrons – will attract businesses, conferences, and serve as cultural hub.
- End of Design Development Phase (October 2018) through 95% Construction Document Phase (September 2019) – SMCM value engineered over \$6M out of project to keep within anticipated budget (e.g., HVAC simplification/relocation, reduce size of performance stage, delete stage apron and pit, reduce acoustic and window efficiencies, reduce building systems, reduce parking, paving, and extent of brick walks, significant reduction in landscaping).

Project total appropriated and pre-authorized	\$57.8M
Bid package #1	\$54.0M
Bid package #2	\$ 4.0M
Contingency/indirect expenses	\$ 3.2M
College commitment (Café)	<u>\$ 0.6M</u>
Total	\$61.8M

- Bid package #1 (\$54M) was within currently appropriated and pre-authorized project total, SMCM secured BPW approval on January 8, 2020 to award contract to Holder Construction.
- Bid package #2 (\$4M) includes finishing site work, sidewalks, landscaping, paving, AV technology. This \$4M shortfall was included in our current capital budget request. Will return to BPW for approval once funding is allocated by Governor and General Assembly.

New Academic Building and Auditorium (NABA): Subcontracting Summary

1,335 Subcontractors were solicited

141 Responses from qualified bidders were evaluated.

30 Subcontracts to be awarded for Bid package #1, 19 from Maryland (63%), to include largest subs: mechanical (\$9.1M); electrical (\$5.5M); site work (\$4.5M); and masonry (\$3.5M)

	<u>Dollar Value</u>	<u>% of Trade Contract Value</u>
Maryland	\$36,294,922	84%
Non-Maryland	\$6,810,513	16%

Trades with Limited Bidders

	<u>Firms Contacted</u>	<u>Bids Received</u>
Asphalt/Paving	118	2
Concrete	63	2
Fireproofing	10	3
Millwork	46	3
Doors	34	3
Paint	38	2
Elevators	24	3
<i>Major Subs:</i>		
Electrical	60	3
MEP	49	3

Rationale cited by Construction Manager (Holder) for bid responses:

- There are more opportunities (projects) in the market than subcontractors can respond to. This excess of opportunities has increased their selectivity, and in turn their expectations for financial return on their resources
- The volatile and scarce labor market has increased the risk subcontractors face when asked to guarantee labor costs for work they may not perform for up to two years in the future

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
DISCUSSION ITEM I.B.
STUDENT TRUSTEE REPORT**

We are halfway through this academic year and I have now settled more into my role as Student Trustee. In the first meeting, we discussed the plan for the Student Trustee Application and marketing. Since then I have worked more with Fatima Bouzid, the Student Trustee-in-Training, and she has reached out via email to the students recommended by Faculty and posted fliers around campus prior to winter break. I have had a meeting with a potential candidate to give her a better understanding of the role and have done some follow up with target candidates. I will go more in-depth in this meeting's discussion.

I am happy to report many changes following our first meeting addressing student concerns. Rebecca Malaga, the SGA President, and I have brought back the Public Safety Advisory Committee. Although I co-chair the committee, Rebecca does all the work scheduling the meetings as well as creating agendas for each meeting, so she deserves great gratitude. Communication has shown to be very pertinent. Since our last meeting, there were several sessions that were mandatory for students and faculty to attend to help students get a better understanding of what they should do if there were to be another incident like the one we had earlier in the academic year or any sign of imminent threat on our campus. Additionally, tests have been done to determine which students are having issues receiving campus communications and have been given instructions to ensure they receive them. Lastly, a few student leaders and I met with a security consultant to help the consultant get a better understanding of the campus and give our perspective to help them give recommendations to aid in improving campus security and help to ensure students feel safe. Ultimately, all these efforts are greatly appreciated and great progress has been made.

A big thing for students following our first meeting was registering for classes. I have talked to students from different departments including Economics and Sociology that had a tough time registering for classes. Staffing, time of class, and class offerings were the main concerns. Speaking from my experience as an Economics major I saw first-hand the struggle my fellow classmates had trying to fill the 300-level course requirements. With course offerings having little fluctuation and the timing less than ideal for some student-athletes when trying to take classes they had not already taken registration was found to be quite frustrating for some students. As I progress through my time here, I get more and more concerned about whether I will be able to take classes that I looked forward to that have been listed on the website with no guarantee of being offered. I also had a student talk to me about how they had higher expectations of academic programs before they got here and then found themselves having those expectations not met. So I ask that while continuing to make strides for the LEAD curriculum, we also make it a priority to strengthen our current academic programs and allow for resources to support and sustain them. I have a meeting scheduled with Provost Wick to discuss what he did to offset those concerns during registration and steps currently being taken. The ultimate goal being to ensure that our foundation is strong enough to be able to also withstand and support our plans for growth.

Lastly, I would like to acknowledge work towards my initiative, which focuses on Title IX, alcohol and drugs, diversity and inclusion, and mental health. I slowed down on work on my initiative to support the Lucille Clifton Award committee and I also have been working on the committee to help with St. Mary's Day. While working on those committees were not in the initial framework of my initiative, I feel like they both embodied what my initiative hopes to achieve. I look forward to working with the network I built in those committees and the network I had been building throughout the first semester. I will now be able to focus more on my initiative with more knowledge than what I had before. Knowing that I have the rest of this academic year as Student Trustee and next year as a senior, I feel confident I will make major strides in bettering the campus culture.

**BOARD OF TRUSTEES
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
ACTION ITEM II.A.
APPROVAL OF A POLICY REVISION TO INCORPORATE A
GOOD STANDING REQUIREMENT FOR GRADUATION**

RECOMMENDED ACTION

The Campus Life and Facilities Committee recommends that the Board of Trustees incorporate the St. Mary's College of Maryland Degree Policy on Good Standing with respect to the Code of Student Conduct.

RATIONALE

The proposed policy changes would allow the College to withhold a student's degree until the completion of a disciplinary process, investigation, or sanction. Under current College policy, a student who has completed the degree requirements may graduate even if the student is involved in a disciplinary process/investigation or has not completed the sanctions assigned after a disciplinary process.

This policy adds to the student code of conduct, the ability to withhold a degree when addressing serious policy violations that could reasonably result in suspension or expulsion and defines Good Standing as completion of all disciplinary sanctions.

The proposed policy revisions follow:

MEMORANDUM

To: The Board of Trustees

From: Michael Dunn, Director of Title IX Compliance and Training/Title IX Coordinator

Date: January 22, 2020

Re: Proposed “Good Standing”/“Withholding of Degree” Policy Language

I. Introduction

Leonard Brown, Vice President for Student Affairs/Dean of Students, and I, in consultation with the College's counsel, have prepared a draft policy revision to incorporate a “good standing” conduct requirement for graduation. This policy revision would address situations in which a student is the subject of a disciplinary process or sanction (relating to Student Conduct, Title IX, etc.) as the student's graduation date approaches.

These policy revisions would allow the College to withhold a student's degree until the completion of a disciplinary process, investigation, or sanction. Under current College policy, a student who has completed the degree requirements may graduate even if the student is involved in a disciplinary process/investigation or has not completed the sanctions assigned after a disciplinary process.

The Academic Policy Committee of the Faculty Senate, the Faculty Senate as a whole, and the full faculty reviewed and approved of these proposed revisions during the fall 2019 semester.

This memorandum includes proposed policy revisions to implement a good standing/withholding of degree provision in three locations:

- The Student Code of Conduct – defining “withholding of degree” as a sanction and defining “good standing” in the glossary
- Policy Against Sexual Misconduct – including “withholding of degree” as a possible sanction within the student procedures
- Graduation Requirements, under the Office of the Registrar webpage – including good standing as a graduation requirement

II. Proposed Revisions

The table on the following page illustrates the proposed revisions, which are written *in bold and italicized text*. Thank you for your consideration of these proposed changes.

Policy	Proposed Revisions
<p>The Student Code of Conduct – Sanctions</p> <p>Link: “To the Point” Student Handbook – Code of Student Conduct: Article VII: Sanctions</p>	<p><i>Section 5: Withholding of Degree</i></p> <p><i>The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. The College may withhold a student’s degree when addressing issues of a serious, complex, and/or controversial nature that could reasonably result in a student’s suspension or expulsion if the student is found responsible for the alleged policy violation.</i></p>
<p>The Student Code of Conduct – Glossary</p> <p>Link: “To the Point” Student Handbook – Code of Student Conduct: Glossary</p>	<p><i>Good Standing: In order to be in good standing with respect to the Student Code of Conduct, students must have completed any and all disciplinary sanctions.</i></p>
<p>Policy Against Sexual Misconduct</p> <p>Link: Policy Against Sexual Misconduct – Section (VIII)</p>	<p><i>d. Withholding of Degree</i></p> <p><i>The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. The College may withhold a student’s degree when addressing issues of a serious, complex, and/or controversial nature that could reasonably result in a student’s suspension or expulsion if the student is found responsible for the alleged policy violation.</i></p>
<p>Graduation Requirements</p> <p>Link: Office of the Registrar / Graduation / Graduation Requirements</p>	<p>What are the overall requirements for graduation?</p> <p>General College Requirements</p> <ul style="list-style-type: none"> • Completion of at least 128 credit-hours (credits), including at least 44 credit-hours of upper-division (300- and 400-level) courses, with a cumulative grade-point average of at least 2.00, both on an overall basis and in those courses that meet major requirements. • At least 30 of the last 36 credit hours of academic work toward the degree must be St. Mary’s courses. • The Core Curriculum requirements. • The requirements for a major field of study. • <i>Good standing with respect to the Code of Student Conduct.</i>

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
INFORMATION ITEM III.A.
COMMEMORATION PROJECT UPDATE**

St. Mary's College of Maryland has commissioned the design firm RE:site, led by founders Norman Lee and Shane Allbritton, in association with poet Quenton Baker, to design *A Commemorative to Enslaved Peoples of Southern Maryland*.

The Commemorative proposed by RE:Site best met the project's goals and objectives in a memorable, creative, and thought-provoking way. More than \$550,000 has been secured for this initiative, including \$500,000 from the State of Maryland, and grants and donations provided by the Maryland Heritage Areas Authority, the Southern Maryland Heritage Area Consortium, and Elizabeth and Jeffrey Byrd.

The Maryland Board of Public Works approved the contract in April 2019 and the design process is fully underway. The College received a draft of Quenton Baker's redacted poetry in December 2019, which the Commemoration Committee approved without comment. The College will receive renderings of the Commemorative structure with the approved poetry applied in late-February. It is anticipated that the fabrication of the structure will begin shortly thereafter, with installation in early Summer 2020. A community dedication ceremony is scheduled for September 12, 2020.

The College is developing a companion website that will provide interpretive elements, including discussion about the history of slavery in Southern Maryland, details about the archaeology at the site, and an exploration of the erasure poetry that will grace the structure.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
INFORMATION ITEM III.B.
FY20 CAPITAL AND INFRASTRUCTURE PROJECTS**

CAPITAL PROJECTS

Jamie L. Roberts Stadium

The Jamie L. Roberts Stadium project is complete, with the exception of one minor construction deficiency related to stairwell drainage, which will be remediated by the contractor. The project closeout is expected in March.

Trinity Church Sidewalk

The new brick sidewalk along Trinity Church Road is complete and provides a safe walkway for students, faculty, staff, and visitors as they navigate the campus. A new bio-retention facility was installed over the winter break to relieve a ponding issue at the intersection of Trinity Church Road and the James P. Muldoon River Center parking entrance.

Rt. 5 Traffic Calming – Phase II (North Field Pedestrian Path)

The Route 5 Traffic Calming Project (Phase II) consists of a boardwalk across Wherrits Pond and the adjacent wetlands to provide a pedestrian path from College Drive to the North Field. The project also includes a pedestrian and bike path parallel to Route 5 from College Drive to St. Johns Pond. Having been in the permitting phase for several years, this project is expected to receive final SHA approval to be bid this spring. The project is funded from a seven-year-old Federal grant and matching funds from the State.

INFRASTRUCTURE PROJECTS

Hilda C. Landers Library Roof Replacement

Installation of a new, layered membrane roof on the Hilda C. Landers Library is scheduled for March 2020. Work is scheduled to last three weeks. Once installed, the roof system and flashing repairs will remedy leaks caused by driving rain and minimize negative impacts to office and classroom spaces below. The membrane roof comes with a five-year installer's warranty and a 20-year manufacturer's warranty.

Schaefer Hall Membrane Roof Replacement

Installation of the Schaefer Hall layered membrane roof was completed in August 2019. This project was the second and final phase of a complete replacement of the flat roofs on Schaefer Hall and has a five-year installer's warranty and a 20-year manufacturer's warranty.

Michael P. O'Brien Athletic and Recreation Center Roof Replacement

Replacement of the roof covering the 25yd pool at the Michael P. O'Brien Athletic and Recreation Center was completed in November 2019. This project eliminated known failures in an aging roof system by encapsulating skylights and redundant roof drains. The layered membrane system is also

expected to increase the overall energy efficiency of the natatorium. The same warranty mentioned for both the Hilda C. Landers Library and Schaefer Hall will apply for the Michael P. O'Brien Athletic and Recreation Center roof replacement.

Hilda C. Landers Library HVAC Controls Project

The project consists of two phases. Phase 1 included the installation of two new propane boilers and was completed in November 2018. Phase 2, the conversion of aged pneumatic HVAC systems to state-of-the-art electronic HVAC controls and replacement of an air-handling unit, will be completed by February 2020. This system upgrade is expected to increase building energy efficiency and comfort control.

Michael P. O'Brien ARC HVAC Replacement (Pool Packs)

This replacement of the two Pool Pack units serving the indoor environment around the 50m pool is scheduled to begin in March 2020 with work being completed in August 2020. A letter of intent has been provided to a local mechanical firm that is actively working on the submittal packages for the long lead items. The current plan is to announce a notice to proceed following the Board of Public Works contract approval in late January 2020. Once completed, this project will significantly improve the indoor air quality around the 50m pool.

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
INFORMATION ITEM III.C.
DEAN OF STUDENTS REPORT**

Wellness Center:

At the end of Summer 2019 the contract the Wellness Center had in place with MedStar St. Mary's abruptly ended when St. Mary's decided to no longer fulfill the contract and requested that MedStar Medical Group (Corporate) takeover responsibility for fulfilling the contract. MedStar Medical Group (MMG) agreed to fulfill the contract, but it took a considerable amount of time for them to acquire personnel to fulfill the agreement. At the same time, the Center's part-time nurse informed the Director of the Wellness Center that she would not be returning for the Fall 2019 semester. This left the Center without health services for students for the first two months of the semester.

During this time, the Wellness Center explored relationships with multiple community partners with the immediate goal of acquiring interim health care for students and the long-term goal of acquiring a partner that could expand the health services provided to students on campus in a thorough and dependable manner. None of the community partners decided to provide the Center with a proposal for services. During this time, the Director also launched a search to replace the part-time nurse. Although she interviewed multiple candidates, ultimately no one accepted the offer for the position. By the end of the Fall 2019 semester, MMG drafted a renewed contract for the Wellness Center that mirrored the original contract with MedStar St. Mary's. Continuing the relationship with MMG will be vital for continued services for students. The Wellness Center plans to discuss expanding the current contract with MMG to include a part-time nurse due to the inability to recruit independently.

In addition to the steps outlined above, the Wellness Center has put in place the following measures to ensure that students are able to receive continued health care during this period of transition.

1. MMG fulfilled contract to provide Nurse Practitioner and Medical Assistant health care appointments daily (weekdays) starting 11/1/19.
2. Partnered with a local pharmacy to deliver prescription medications to students on campus.
3. Facilitated transportation to off-campus appointments and medical services by utilizing the student drivers on call through Public Safety.
4. Created a partnership with a local allergist to continue allergy shots for students.
5. Removed the charge for emergency contraceptives, continued to distribute OTC medications at no charge
6. Provided two days of sports physicals for students participating in club sports. Provided 56 physicals at no cost to students (in the past they have gone off campus and incurred costs in transportation and copays).

7. Partnered with the St. Mary's County Health Department to provide smoking cessation classes on campus for students after a state law raised the age to purchase tobacco and e-cigarette/vaping products to 21 years of age.
8. Partnered with SGA and Health Connections to offer two Flu Shot clinics; 52 flu shots were administered (50 paid for by SGA).

The Wellness Center has taken the following steps to meet the growing need for mental health services to the greatest extent possible.

1. Continued to offer several points of access for counseling services
 - a. Traditional intake and ongoing therapy
 - b. Same-day urgent appointments any time the Wellness Center is open
 - c. Counseling walk-in clinic weekdays from 1-3pm with no required intake paperwork
 - d. On-line access to anonymously contact an SMCM therapist through smcm.caresforyou.org
 - e. 24/7 confidential helpline staffed by professional counselors. (ProtoCall set up complete in October, 2019)
 - f. Offered extended counseling hours for students in the MAT program who have limited access to campus during regular work hours.
2. Offered two art therapy groups for students; Loss and Renewal and The Art of Relationships.
3. Consulted with faculty members, staff members, and parents when concerned about student mental health and created plans for immediate intervention and/or long-term support as needed.
4. Continued to offer Sexual Assault Advocacy and created a new MOU with Southern Maryland Center for Family Advocacy to provide stand-by support for survivors as they navigate medical and legal services.
5. Hosted the Medical Sociology class at the Wellness Center to discuss services from a public health perspective.
6. Offered a meditation room and biofeedback equipment for students to increase mindfulness skills. Students may use the equipment at the Wellness Center or take it home with them to increase mindfulness practice.
7. Provided a stress-relief table at midnight breakfast to encourage appropriate self-care during exams.
8. The Wellness Center set a goal for 2019/2020 is to increase student awareness of services. We have taken the following steps towards achieving that goal:
 - a. Created the Wellness Center Advisory Committee to increase knowledge of services on campus and collect information about student perceptions and experiences with a goal of improving services.
 - b. Partnered with Student Activities to provide mental health and health information to student groups/clubs.
 - c. Partnered with the Chemistry Department and MAT Program to share specific information to support students' health and mental health.

- d. Contributed an informational article with review of our services to each edition of The Point News
 - e. Increased social media presence
 - f. Presented a panel at SOAR to share important information about access to services and scope of services to families
 - g. The Director attended an SGA meeting to share information, answer student questions and hear concerns. Two projects have been planned from that meeting:
 - i. Partner with LGBTQ Student Services to provide updated pamphlet of health and mental health concerns specific to the population
 - ii. Partner with SGA to plan an STI clinic at no cost to students (currently in planning)
9. Two student groups contributed education and support to the community
- a. Peer Health Educators (PHEs) provided ongoing programming about mental health, reducing stigma about talking about suicide, smoking cessation, and programming on request to RAs in Residence Halls.
 - b. Sexual Misconduct Advocacy and Resource Team (SMART) provided a 24/7 student staffed phone line and provide programming to increase knowledge of sexual misconduct and healthy relationships.

Career Center

Core 103

Career and Network Navigation (Core 103) saw its second successful pilot with the addition of a networking event at Hawktoberfest which connected current students with alumni from around the region. Learning from these two pilot semesters has informed small changes to written assignments, staff and instructor training, and co-curricular programming that supports the course. Moving forward we are prepared to engage the incoming first year class in Fall 2020.

Core 201

The Honors College Externship (Core 201) progress is beginning to pick up with five sections being offered Spring 2020, each with a unique site placement ranging from education to professional writing.

Professional Literacy Pathway Administration and Implementation

The LEAD Implementation Team (LIT) continues to include a focus on the professional literacy pathway. LIT initiatives regarding professional literacy include mapping professional literacy in the major, developing catalog copy, and an academic policy and standards for the Honors College Externship that differentiate the course from a traditional internship and provide guidelines for the development of future site placements.

Co-curricular Programming

Fall 2019 saw the successful expansion of on campus recruiting programs for the college with the addition of a career fair and interview day. Moving forward the career center will focus on increasing the variety of opportunities for both internships and full time employment to better meet the needs of the student body as a whole.

JobIQ is in the final stages of testing and development before an official pilot within Career and Network Navigation II (Core 104) in Spring 2020. The program has seen significant evolution and promises to streamline the process by which students engage with alumni remotely. The nature of the program and its ability to create an institutional database of alumni and community members available to speak with students will create equity among students as all students will have access to the same group of professionals.

Service Animals on Campus

Policy Summary

The College strives to ensure equal access to all aspects of the St. Mary's experience for all members of the St. Mary's community, including those on campus accompanied by a Service Animal. In accordance with the Americans with Disabilities Act (ADA), it is the College's policy that individuals with a disability that require the assistance of a Service Animal may be accompanied by a Service Animal anywhere on the St. Mary's campus. The sole exception to this policy is situations where the College determines that the presence of a service animal would "fundamentally alter" the program, service, or activity taking place on campus. In those situations, however, the College will make all reasonable efforts to provide the affected individual with an alternative means of experiencing the program, service, or activity.

The College urges all students, employees, and visitors to be familiar with this policy, and to respect the rights of individuals with Service Animals to move freely about the campus without disruption to the individuals or their Service Animals.

Any individual accompanied by a Service Animal who believes they have been denied access to a program, service, or activity because of their disability and/or Service Animal may report a concern or complaint to the Office of Accessibility Services (OAS) or Human Resources (HR). Students, employees, and visitors with concerns about the presence and/or behavior of a Service Animal on campus, may also contact OAS (students or visitors) or HR (employees) for assistance.

Offices Affected By This Policy

Human Resources, Office of Accessibility Services, Residence Life

Who Should Know About This Policy

Students, employees, and visitors to the SMCM campus

Definitions

Handler - The individual with a disability who uses a Service Animal

Service Animal - The Americans with Disabilities Act defines a Service Animal as a dog that is individually trained to do work or perform tasks for people with disabilities; in some situations, a miniature horse may also be a service animal (see following definition). Service animals do not need to wear any type of identifier such as a vest or tag. Service animals are working animals, not pets; the work they perform must be directly related to the individual's disability, this includes a physical, sensory, psychiatric, intellectual, or other mental disability.¹ A Service Animal is an extension of the handler.

¹ Miniature horses can also be considered service animals on a case by case basis. There are four factors that must be assessed in order to determine if a miniature can be accommodated in a facility: 1. Whether the miniature horse is housebroken; 2. Whether the miniature horse is under the handler's control; 3. Whether the College can accommodate the type, size, and

Emotional Support Animals, Therapy Animals, and Pets are distinctly different from a Service Animal. Those animals are not addressed under this policy.

Policy

Section I. Students and Visitors

Students and visitors who have a disability requiring the assistance of a service animal may be accompanied anywhere on campus with their service animal except in spaces where the presence of a service animal would fundamentally alter the activity or program is being held in that area.

1. *Fundamental Alteration of a program or activity.* St. Mary's College may exclude a Service Animal from a particular location if the Service Animal's presence would fundamentally alter the program or activity being held in that space. For example, there are certain labs where Service Animals cannot be admitted because the presence of a Service Animal may alter experiments that are being held in the labs or that the safety precautions for the service animal in the lab do not limit the likelihood of contamination outside of the lab setting. In such situations, the college will collaborate with the handler to attempt to identify reasonable alternative ways or means to participate in the program or activity.
2. *Documentation, Identification, and Permitted Inquiries.* A student with a disability who has a Service Animal is not required to provide documentation in regards to their disability or to establish their need for a Service Animal; this means that they do not need to register their Service Animal with the Office of Accessibility Services if they have a Service Animal. Handlers do not need to prove their Service Animal has been individually trained. Service Animals are also not required to wear badges, vest, capes, or other identifiers.

When it is not obvious that an animal is a Service Animal, only two questions may be asked of the handler: i) is the animal required because of a disability, and ii) what work or task has the animal been trained to perform? College personnel are not allowed to request any documentation that relates to the dog's abilities, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

3. *Residential considerations for students with a Service Animal:* If a student with a Service Animal wishes to live on campus, they are encouraged to work with the Office of Residence Life to ensure that their living situation is workable/accessible for the presence of their Service Animal; this includes roommate considerations. Service Animal Handlers may be asked to provide documentation related to the general licensing and vaccination requirements of animals in Maryland/St. Mary's County as part of this conversation with Residence Life.

Section II. Employees

If an employee wishes to be accompanied by their service animal at work, an accommodation request can be made to the Office of Human Resources.

weight of the miniature horse; and 4. Whether the presence of the miniature horse compromise the safe operation of the applicable College facility.

Conflicting Disabilities or Disabling Health Conditions

Students who have health conditions such as asthma, allergies, phobias, or a disability that is adversely affected by the proximity of a Service Animal should contact the Office of Accessibility Services (OAS). If the individual raising the concern is a student, they may be asked to provide documentation and have an interactive meeting with OAS to determine if the needs of this student can be mitigated by accommodations or if an alternate solution may be presented. Employees who have concerns about a Service Animal in their work environment should contact the Office of Human Resources.

Handler Responsibilities

Service Animal handlers must be in control of the Service Animal at all times, ensuring that the animal displays appropriate, non-disruptive behavior. Service Animals must be leashed or tethered at all times, unless the Service Animal is off duty and engaged in play or exercise, or doing so directly affects the work or task for which the Service Animal is trained. In those cases, the handler must be in control in other ways such as through voice or signaling.

The handler of the animal must ensure proper care of their Service Animal. This includes, but is not limited to: feeding, bathing, walking, and cleaning up after the Service Animal. Handlers are responsible for damages or harm caused by the Service Animal. The Service Animal must follow local law/health codes provided for that specific type of animal. Service Animals do not have the right to violate health codes. For example: a Service Animal should not be admitted into a pool. However, the service animal should be allowed on the deck of a pool if the handler is in the water.

Exclusion and Removal

As mentioned above, a Service Animal may be excluded from a space if the presence of the Service Animal fundamentally alters that environment. For example, where a Service Animal's presence compromises the experiments within a lab space, the Service Animal may not be permitted in the lab while the College works to find an alternative means for the handler to achieve the same lab experience. The College may remove a Service Animal if the animal poses a direct threat to the health or safety of others. The College may remove the Service Animal if the animal is not house broken, or is aggressive or disruptive. The Service Animal may also be removed if the handler refuses to fulfill the responsibilities listed above or if there is proof of animal harm/neglect. Where the College concludes that a Service Animal must be removed from a certain situation, setting, or the campus as a whole, the Handler may request reconsideration of that decision as outlined in "Complaints and Dispute Resolution" section below.

Interference

Intentionally and/or maliciously disrupting or distracting a Service Animal, intentionally separating a Service Animal from its handler, petting, feeding, purposefully startling a Service Animal after being directed not to do so is considered misconduct and may be subject to disciplinary action.

Complaints and Dispute Resolution

Students, employees and visitors can contact the Office of Accessibility Services to request assistance in resolving disputes and complaints involving a Service Animal, including, but not limited to: discrimination stemming from or involving a Service Animal, as well as reconsideration

of denial/ removal of a Service Animal. OAS will work with the individual to ensure that the matter is assessed by the appropriate College official, either through an informal process or formal investigation.

Responsibilities

Office of Accessibility Services: provides support to students in regards to Service Animals on campus; will work with students with service to find reasonable alternatives and accommodations in the event their Service Animal cannot be admitted to a particular learning space

Human Resources: works with employees of the College with regards to the presence of a service animal at the workplace

Residence Life: works to support accessible and safe living situations for student handlers of Service Animals and for the students who may come into contact with Service Animal through life on campus

Contact Information

Office of Accessibility Services

Phone: 240-895-4388

Email: adasupport@smcm.edu

Residence Life

Phone: 240-895-4207

Human Resources

Phone: 240-895-4309

References

[ADA Guidance about Service Animals](#) (2011, Department of Justice)

[Frequently Asked Questions about Service Animals and the ADA](#) (Department of Justice, 2015)

**BOARD OF TRUSTEES
ST. MARY’S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE
MEETING OF JANUARY 31, 2020
INFORMATION ITEM III.D.
INCLUSIVE DIVERSITY AND EQUITY UPDATE**

The Division of Inclusive Diversity and Equity is leading and collaborating on several important initiatives to support the colleges work around the cultivating an inclusive environment where all faculty, staff, and students can thrive.

Faculty and Staff of Color Luncheon

On February 20, 2020, IDE will host a luncheon for Faculty and Staff of Color. This will be a recurring event with the long-term goal of cultivating a shared sense of community among our faculty and staff who are underrepresented at the College.

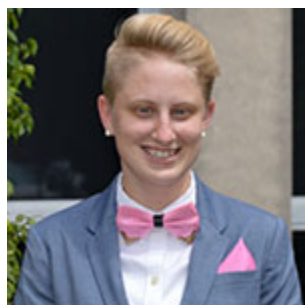
Retention consultant

The SMCM retention committee has contracted a retention consultant to assist St. Mary’s College with identifying appropriate high impact practices in the retention of underrepresented, first-generation, and low-income students. The consultant will visit the campus this spring and meet with campus stakeholders regarding best practices in their respective areas.

St. Mary’s Day

On March 10, 2020, the College is hosting a St. Mary’s Day focused on the theme of “Civil Discourse.” While the day’s agenda is still being constructed, the contents of the day will focus on community, communication, and critical inquiry. In order to promote broad engagement from students, faculty, and staff, the College will cancel classes and suspend all non-essential operations as means to facilitate all students and faculty fully participating in the day. The tentative agenda for the day includes an opening keynote on the principles of deep civility and how they are practiced on college campuses; an interactive presentation on interrupting bias; and a panel discussion on critical literacy and the impact of disinformation on public debate.

The confirmed speakers for this event are Lena Tenney and Ashley N. Woodson. Biographies to follow.



Lena Tenney (they/them/theirs) is Coordinator of Public Engagement for the Kirwan Institute for the Study of Race and Ethnicity at The Ohio State University. They direct the facilitation portfolio of the Race and Cognition Program, which includes traveling around the nation to facilitate trainings about implicit bias, structural racism, and being an active bystander. Lena is a co-author of the 2017 edition of the Kirwan Institute’s *State of the Science: Implicit Bias Review* publication and a co-creator of the Kirwan Institute’s Implicit Bias Module Series. Their interests include critical race studies, adult learning, higher education, and public policy. A trained

Intergroup Dialogue facilitator, Lena has a background in inclusive education and coalitional activism work.

Lena holds a Masters of Education and a Masters of Public Administration from the University of Oklahoma. They also graduated Phi Beta Kappa with a Bachelors of Arts in Religious Studies and History from the University of Oklahoma.



Ashley N. Woodson is an Assistant Professor of Social Studies Education and the William A. and Jean S. Stauffer Faculty Fellow in Education. Her areas of expertise are theories of race, racism and racial identity; life history and ethnographic methodology; and citizenship and civic education.

She uses qualitative methods and critical theories of race to explore Black kids' performances of citizenship and activism. Dr. Woodson is particularly interested in the civic stories adolescents tell as they think through intersections of race, gender, sexuality and religion. She received her Ph.D. from Michigan State University and has published in *Urban Education*, the *Journal of Lesbian Studies*, the *International Journal of Qualitative Studies in Education*, and *Theory and Research in Social Education*. Her work has been funded by the American Educational Research Association, National Science Foundation and Spencer Foundation.

**BOARD OF TRUSTEES
CAMPUS LIFE AND FACILITIES COMMITTEE
OPEN SESSION
MINUTES**

Date of Meeting: October 18, 2019

Status of Minutes: Approved December 19, 2019

Campus Life and Facilities Committee Members Present: Committee Co-Chairs Donny Bryan '73 and Danielle Troyan '92, John Bell '95, Board Chair Lex Birney, Mike Dougherty, Peg Duchesne '77, Judy Fillius '79, Jasmine Long '21, President Tuajuanda Jordan, Faculty Representative Scott Mirabile

Student Affairs Committee Members Absent: Carlos Alcazar

Staff Member: Leonard Brown, Paul Pusecker

Others Present: Betsy Barreto, Fatima Bouzid '22, Tom Brewer, Peter Bruns, Tayo Clyburn, Susan Dyer, Paula Collins, Carolyn Curry, Elizabeth Graves '95, Gail Harmon, Anne Harvey-Diggs, David Hautanen, Maury Schlesinger, William Seale, Jenny Sivak, Allan Wagaman '06, Ray Wernecke, Michael Wick, John Wobensmith '93, Anna Yates

Executive Summary

Campus Life and Facilities Committee Co-Chair Donny Bryan '73 called the meeting to order at 11:20 a.m. Co-Chair Bryan '73 began the meeting by stating the charge of the newly formed Committee, which is to maximize the campus “wow” factor through beautification, 21st Century facilities and infrastructure, increase student engagement and happiness by ensuring physical and mental wellness, safety, and Title IX conformity, solicit feedback about campus initiatives and climate, and to ensure a robust process for annually selecting a student trustee.

Student Trustee Selection Process and Marketing Plan and Position Description

Committee Co-Chair Danielle Troyan '92 stated that during the Spring 2019 Student Trustee search there was a noticeable lack of interest from students, evidenced by the number of applications received. As a result, Vice President for Student Affairs and Dean of Students Leonard Brown and Student Trustee Jasmine Long '21 were charged with updating the Student Trustee position description, developing a selection process, and creating a comprehensive marketing plan. An integral part of the process was to identify the skills and characteristics necessary in order to be an effective and successful Student Trustee. Co-Chair Troyan '92 emphasized the importance of the Student Trustee's role as a conduit to the Board with regard to student concerns. Going forward, the Student Trustee should feel a sense of place on campus and have a platform from which they can communicate. Dr. Brown expressed his appreciation to Student Trustee Long '21 for her support and her assistance in the process.

Ms. Long '21 stated that the revised timeline for the search process would provide students with a longer period in which to apply. Advertising will make full advantage of the available social media opportunities and live Q&A sessions will be held in an effort to engage students, all of which will provide opportunities to convey the importance of the Student Trustee position.

Board Chair Lex Birney expressed his appreciation to Co-Chairs Bryan '73 and Troyan '92 for their support and leadership on the process.

Co-Chair Danielle Troyan '92 asked for a motion to endorse the Student Trustee Selection Process, Marketing Plan, and Position Description. All were in favor.

Student Trustee Report

Student Trustee Jasmine Long '21 introduced Student Trustee-in-Training Fatima Bouzid '22. Ms. Bouzid '22 will train with Ms. Long '21 throughout the year in preparation for her role as Student Trustee in 2020-2021. Ms. Long '21 remarked about the positive impact that the Jamie L. Roberts Stadium has had on the community and expressed her appreciation to the Board of Trustees for their support of the project. Long stated that she is in the process of restoring the Public Safety and Student Advisory Committee (PSSAC) and noted that bi-monthly student group meetings were taking place to encourage on-going communication and relationship-building with Public Safety and to provide a venue for students to voice their concerns. Long stated that the four initiatives she will direct her focus on are Title IX, alcohol and drug use, diversity and inclusion, and mental health. She has been working closely with Dr. Brown and SGA President, Rebecca Malaga '20 on developing plans to address concerns in these areas.

FY 21 Capital Budget Requests

The College's capital budget request for FY21 through FY25 included construction funding for the New Academic and Auditorium Building, continued funding of infrastructure projects, funding for the renovation of Goodpaster Hall, and a revised request for the renovation of Montgomery Hall. The request also identified essential institutional capital improvements. Specifics of the FY21-25 Capital Improvement Program were provided to the Committee.

Commemoration Project

The design firm RE:Site, along with poet Quenton Baker, has been commissioned to design *A Commemorative to Enslaved Peoples of Southern Maryland*. The Maryland Board of Public Works approved the contract in April 2019 and the design process is underway. We expect to receive Quenton Baker's redacted poetry recommendations in the November/December timeframe. It is anticipated that the installation of the Commemorative structure will occur in early Summer 2020 with a community dedication ceremony taking place in early September 2020.

Capital Project Status Update

The Jamie L. Roberts Stadium is complete. The Department of Athletics is managing the day-to-day activities and the usage of the facility. Feedback by patrons and athletes has been overwhelmingly positive. This facility is a game changer for the College's student athletes, sporting events, and community engagement, propelling Seahawk field hockey, lacrosse, and soccer to the next level.

The dedication ceremony and celebration honoring Jamie L. Roberts and her family on September 7, 2019 was very successful. In attendance were several dignitaries, hundreds of guests, and many individuals and organizations that were personally touched by Jamie during her lifetime.

The New Academic Building and Auditorium Project is moving forward. The architects of GWWO and the Gund Partnership have completed the final 95% Construction Document phase and the Construction Manager-at-Risk, Holder Construction Company, has released bid documents to potential sub-contractors as of late September 2019. It is anticipated that Holder Construction will provide the College with financial estimates for project completion through a guaranteed maximum price (GMP) scope in November. For FY20, the Governor recommended, and the Maryland Legislature approved, the final \$1.9M in design fees and \$11.3M for initial construction costs. The Legislature pre-authorized \$28.2M in FY21 and \$17M in FY22 to complete construction. Construction is scheduled to begin in early 2020.

The Living Shoreline Project is complete. The College established an additional 11,000 square feet of shoreline wetlands area in the vicinity of St John's Pond, closest to the Queen Anne residence hall. A rock retaining barrier was installed to hold back the 11,000 square feet of dirt and sand to prevent it from leeching into the pond. The final stage included the planting of various species of marsh grasses, which are now thriving. This project helped to ensure both the safety of College students as well as enhance the landscape of the campus, and provide essential habitat for plant and animal species closest to the critical watershed zone.

The Trinity Church Road sidewalk is complete and provides a much-needed pedestrian path. This sidewalk visually enhances the area and ensures the safety of students, faculty, staff, and visitors as they navigate the campus.

Alcohol Task Force Update

The Implementation Team acquired a grant from the St. Mary's County Health Department to purchase an online alcohol education program for a three-year period. The online training was introduced to new students in mid-August 70% of whom completed the training voluntarily. The goal is for training to be mandatory for incoming students in the future. A list of objectives for the Implementation Team was provided to the Committee within the meeting material.

Commissioned Officer Update

The 80-hour training program (Special Police Officer-SPO) is in place for the Public Safety staff. The proposal contained within the meeting material was discussed with the Executive Council and approved by the President on September 19, 2019. The Special Police Officer (SPO) Designation is given by the State of Maryland. Specific to our officers, the designation as an SPO would grant them full police power on the property of St. Mary's College of Maryland. This would give our officers the authority to detain, arrest, and direct traffic on campus.

Action Items

II.A. Endorsement of 2019 Performance Accountability Report

The 2019 Performance Accountability Report is required by the State of Maryland. The report assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. Additionally, the report

provides data on specific metrics, as well as narratives that describe the College's strengths and challenges. The Campus Life and Facilities Committee was asked to provide their endorsement of the report as presented to the Finance, Investment, and Audit Committee, who will then present the action item to the full Board for approval. A motion was made, seconded, and endorsement of the item was approved unanimously.

The meeting adjourned at 12:00 p.m.