



**BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: January 8, 2025

Date of Next Meeting: TBD

Committee Chair: Donny Bryan '73

Committee Vice Chair: Talib Horne '93

Committee Members: Board Chair John Bell '95, Lex Birney, Hudson Christensen '25, Peg Duchesne '77, Tim Heely, President Tuajuanda Jordan, Danielle Troyan '92

Staff Member: Amir Mohammadi

Dashboard Metrics

None.

Discussion Items

Office of Information Technology Report

Representatives from the Office of Legislative Audits continue to review the College's network security and general security controls, reliability and integrity of information, the safeguarding of assets, effective and efficient use of resources, and compliance with significant policies, procedures, laws, and regulations. The final audit is expected to be received in January 2025.

The Anthology student system went live on October 8, 2024. The student system was integrated with the finance and HR/payroll system October 25, 2024, and the College campus was granted access to the faculty-staff portal on November 22, 2024.

The Jenzabar system transitioned into "read only" mode at 5:00 p.m. on October 2, 2024. This provided the Anthology Student Implementation Team adequate time to transition the data that had accrued in the Jenzabar system since the last update in early June 2024.

Representatives from Anthology were on-site August 5-8, 2024, and September 10-12, 2024, to conduct user acceptance training and develop training strategies prior to the October 8, 2024, launch. Upon the launch of the Anthology Student System, the Implementation Team was onsite November 10-14, 2024 and December 9-12, 2024. The team will return January 6-9, 2025, to provide post-live support to include troubleshooting, training, and assist with business processes for the functional areas of student accounts, registrar, institutional research, financial aid, and admissions.

The Anthology Student Integrations and Custom Efforts Teams engage with staff several times per week to assess and implement custom forms and integrations, including workflows, form

building, and custom reporting. The integration of 17 different applications that require data extractions from the Anthology system has been time-consuming as this requires data translation tables, modifications, testing and implementation.

New UPS systems were installed in the Baltimore and Schaefer Hall data centers to enhance power reliability and protect against outages. These new UPS systems have a battery runtime of 24 hours and advanced monitoring capabilities. The total cost of the UPS was \$370K. The total project budget was \$400K for installation and initial setup. A maintenance plan that includes regular monitoring and scheduled maintenance for the UPS systems is in place.

OIT staff is conducting a thorough risk assessment to identify potential threats and developing mitigation strategies. A cohort with the Anthology Managed Services staff has been established to ensure that all changes are reviewed and approved by key stakeholders within OIT, including the CIO/CISO, director of network services, and system administrator. A detailed Change Management Plan outlining the steps, timelines, and responsibilities for implementing these changes is under development.

Preliminary Campus Master Plan Progress and Master Plan Update

The Office of Capital Planning, Design, and Construction will hire a consultant in early 2025 to assist the College in creating a 2025–2035 Campus Master Plan Update. Representatives from over a dozen departments participated as members of an internal Preliminary Master Planning Committee that was co-chaired by Interim Vice President for Business and CFO Amir Mohammadi and Campus Architect Charlie Wilson. The target for completing the 2025–2035 Campus Master Plan Update is Fall 2025.

Information Items

Marine Science Program

As of December 2024, the vessel construction was approximately 10% complete. The IP based systems and engineering modeling and fitment is approximately 30% complete. The engine and transmission units have been ordered and are in the process of being built and paired by the manufacturer. Composite is currently converting 2D drawings into a 3D model, and calculating gear ratios, shaft angle and diameter, propeller diameter, pitch, exhaust sizing, air supply, seawater, and other driveline details. Invoices paid to date total \$289K.

The Schaefer Hall lab, specifically designed for the Marine Science program, opened in Fall 2024. The design of the lab has received praise for its modern aesthetics, natural and ambient lighting, equipment resources, and technology-rich instructional features. The popularity of the program led the Office of Campus Planning, Design, and Construction to propose constructing an addition onto Schaefer Hall that would serve multiple future needs. In October 2024, the Office of Capital Planning, Design and Construction formally submitted the project to the state as Program Part I: Schaefer Hall Expansion and Greenhouse Replacement Project.

Residence Hall Refresh Program

The residence hall refresh and modernization plan is comprised of short-, mid-, and long-term objectives to address critical needs and to phase improvements in a strategic manner. Short-term upgrades to the traditional residence halls were completed within two months and focused on

cosmetic enhancements to improve the visual aesthetic of the main lobbies and recreation rooms. These renovations were expedited and completed during the Thanksgiving and winter breaks.

Mid-term plans, beginning in 2025 and spanning three years, will involve comprehensive renovations to the traditional residence halls that modernize the shared bathrooms to increase privacy, improve ADA accessibility, and meet gender neutral needs. In addition, the IT infrastructure will be upgraded to support the growing demand for reliable internet connectivity and smart technology.

Long-term plans for the entire residence life housing portfolio will be integrated into the Campus Master Plan, ensuring that the College's residence halls meet evolving student needs in the future. The goal is to create modern, safe, comfortable, and accessible living spaces that foster a supportive and engaging campus community.

College Managed Capital Projects

Construction of the Maryland Heritage Interpretive Center continues. Smith Group met with the mechanical, electrical, and plumbing engineer to redesign the mechanical system to ensure that equipment can be accessed safely and maintained by Historic St. Mary's City. On November 21, 2024, W.M. Davis received permission to proceed with the mechanical equipment installation.

The College is awaiting approval from the Maryland Department of Budget and Management for Montgomery Hall Renovation Program Parts I/II in January 2025. Upon approval, the design phase with Hord Coplan Macht Architects shall begin.

The Schaefer Hall Chiller/Boiler Replacement project is scheduled for completion in February 2025. The oil-fired boilers in both Schaefer and Montgomery Halls will be replaced with four high-efficiency, propane-fired, condensing boilers. This will reduce the boiler carbon imprint and heating bills by 20-40%. This project also replaces the centrifugal chiller in Schaefer Hall with a magnetic bearing chiller. This will reduce the chiller energy costs by 20-30% and result in lower maintenance costs over time.

Quinn Evans Architects have completed the design development phase of the Hilda C. Landers Library renovation and have begun the construction documents. The College will manage the bid and award process to select a general contractor for the project. Once awarded, a phased construction period will allow the Library to remain partially operational while the renovation is in progress. Construction is anticipated to begin in May 2025 and to be completed in Spring 2026.

The Historic St. Mary's City's quarterly report is included in the materials.

Action Items

II.A. Approval of the FY26 Plant Fund Budget

The Technology, Buildings, and Grounds Committee is charged with the responsibility to establish priorities for capital projects. The Committee will consider the proposed FY26 plant projects. A cost breakdown of the FY26 plant projects by priority categories as presented in the materials. The primary source of funding comes from the student facility fee.



**BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A.** Office of Information Technology Report
 - B.** Preliminary Campus Master Plan Progress and Master Plan Update
- II. ACTION ITEMS**
 - A.** Approval of the FY26 Plant Fund Budget
- III. INFORMATION ITEMS**
 - A.** Marine Science Program
 - 1. Status of Vessel Construction
 - 2. Schaefer Hall Labs
 - B.** Residence Hall Refresh Program
 - 1. Short-term Plan
 - 2. Mid-term Plan
 - 3. Long-term Plan 2027 and Beyond
 - C.** College Managed Capital Projects
 - 1. Maryland Heritage Interpretive Center
 - D.** Historic St. Mary's City Commission Report
 - E.** Minutes (Meeting of September 16, 2024)

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

ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025
DISCUSSION ITEM I.A.
OFFICE OF INFORMATION TECHNOLOGY REPORT

Legislative Audit

Representatives from the Office of Legislative Audits (OLA) continue to review the College's network security and general security controls, reliability and integrity of information, the safeguarding of assets, effective and efficient use of resources, and compliance with significant policies, procedures, laws, and regulations. Office of Information Technology staff met with OLA auditors in October 2024. There were multiple findings. We are waiting to receive the final recommendations and findings and expect to receive the final audit in January 2025.

Enterprise Resource Planning System (ERP)

The Anthology student system, comprised of the admissions, financial aid, academic records, and student accounts modules, went live on October 8, 2024. The student system was integrated with the finance and HR/payroll system October 25, 2024, and the College campus was granted access to the faculty-staff portal on November 22, 2024.

The Jenzabar system transitioned into "read only" mode at 5:00 p.m. on October 2, 2024. This provided the Anthology Student Implementation Team adequate time to transition the data that had accrued in the Jenzabar system since the last update in early June 2024. This five-day transition period required the full assistance of all subject matter experts in the affected departments. All functional areas were onsite during this transition period.

Representatives from Anthology were on-site August 5-8, 2024, and September 10-12, 2024, to conduct user acceptance training and develop training strategies prior to the October 8, 2024, launch. This is the final stage of any software development, or change request lifecycle, before going live. The group worked closely with College leadership and staff to review processes within the financial aid, student accounts, academic, admissions, and student services areas. Additionally, the team conducted workflow reviews, report and form building, and data validation.

Upon the launch of the Anthology Student System, the Implementation Team was onsite November 10-14, 2024 and December 9-12, 2024. The team will return January 6-9, 2025, to provide post-live support to include troubleshooting, training, and assist with business processes for the functional areas of student accounts, registrar, institutional research, financial aid, and admissions.

The Anthology Student Integrations and Custom Efforts Teams engage with staff several times per week to assess and implement custom forms and integrations, including workflows, form building, and custom reporting. The integration of 17 different applications that require data extractions from the Anthology system has been time-consuming as this requires data translation

tables, modifications, testing and implementation.

No additional expenses have been incurred, or are anticipated, at this time.

Uninterruptible Power Supply Upgrade (UPS)

New UPS systems were installed in the Baltimore and Schaefer Hall data centers to enhance power reliability and protect against outages. These new UPS systems have a battery runtime of 24 hours and advanced monitoring capabilities. After eight months of site preparation, the installation was implemented on December 17 and 18, 2024. Safety protocols were strictly followed to ensure the safety of personnel and equipment. The total cost of the UPS was \$370K. The total project budget was \$400K for installation and initial setup. A maintenance plan that includes regular monitoring and scheduled maintenance for the UPS systems is in place. This upgrade will ensure continuous operation and improve overall system resilience.

Enterprise Security Change Control Procedures

OIT staff is conducting a thorough risk assessment to identify potential threats and developing mitigation strategies. A cohort with the Anthology Managed Services staff has been established to ensure that all changes are reviewed and approved by key stakeholders within OIT, including the CIO/CISO, director of network services, and system administrator. A detailed Change Management Plan outlining the steps, timelines, and responsibilities for implementing these changes is under development. The implementation of these security measures, such as access controls and data encryption, helps protect data and systems requirements. There is a continuous monitoring requirement for regular audits, which are essential to ensure compliance with security policies and for identification of any issues.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025
DISCUSSION ITEM I.B.
PRELIMINARY CAMPUS MASTER PLAN PROGRESS
AND MASTER PLAN UPDATE**

The Office of Capital Planning, Design, and Construction will hire a consultant in early 2025 to assist the College in creating a 2025–2035 Campus Master Plan Update. As a prelude to that engagement, a broad spectrum of interests representing over a dozen departments were invited to participate as members of an internal Preliminary Master Planning Committee. The Committee, co-chaired by Interim Vice President for Business and CFO Amir Mohammadi and Campus Architect Charlie Wilson, was tasked with three objectives:

- Dream Big – think broadly and unrestrained about the future possibilities for the campus.
- Current Challenges – share departmental issues, constraints, and opportunities.
- Summarization and Prioritization – the Committee prioritized the 30 projects they identified as first, second, or third tier.

The Committee concluded its work in December 2024. Next steps include meetings between the Committee co-chairs and leadership at Historic St. Mary's City and St. Mary's County, respectively, to share similar master planning documents, build on projects of similar interest, and avoid duplication of efforts.

Subsequently, the information garnered through the internal planning sessions will be combined with the knowledge gained from the external organizations and documented into the Preliminary Master Plan that will be presented to the Executive Council in late February 2025. Once approved, this document will serve as a guide for the consultant in creating the future master plan. The target for completing the 2025–2035 Campus Master Plan Update is Fall 2025.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025
ACTION ITEM II.A.
APPROVAL OF THE FY26 PLANT FUND BUDGET**

RECOMMENDED ACTION

The Technology, Buildings, and Grounds Committee recommends approval by the Finance, Investment, and Audit Committee of the proposed FY26 plant fund budget in the amount of \$1.587M. The primary source of funding comes from the student facility fee. The Finance, Investment, and Audit Committee will review and act on the FY26 plant projects at its January 30, 2025, meeting.

RATIONALE

The Technology, Buildings, and Grounds Committee is charged with the responsibility to establish priorities for capital projects. The Committee will consider the proposed FY26 plant projects. A cost breakdown of the FY26 plant projects by priority categories is provided.

ST. MARY'S COLLEGE OF MARYLAND
FY26 PLANT PROJECT SUMMARY

FY26 Priority List

PROJECT	ESTIMATED COST
<u>CAPITAL PROJECTS</u>	
Capital Planning Design & Construction Programming & Revisioning	\$120,000
Campus Center - Provide New Great Room Chairs	\$60,000
Campus-wide - Exterior Signage Improvements (Phase 2)	\$193,040
Campus-wide - Interior Signage Upgrades	\$50,000
TOTAL COST OF FACILITIES PROJECTS	\$423,040
MAINTENANCE AND REPAIR	
Miscellaneous Maintenance and Repair Projects - Unknown	\$30,000
Plant Contingency	\$30,000
Campus-wide - Roof repairs	\$50,588
Campus-wide - Building Automation	\$20,000
Campus-wide - ADA Automatic Doors	\$15,000
Campuswide - Parking Lot Repairs/Maintenance	\$20,000
Campus Center Kitchen Roof Top Equipment	\$20,000
Lucille Clifton Basement Waterproofing	\$25,000
Lewis Quad and Waring Commons Stairwell Rescreening	\$8,000
Rectory Roof Replacement	\$25,000
Rowing Center Carriage Door Restoration	\$15,000
Schaefer Hall - Environmental Control Room 201-205 Floor Repair	\$10,000
TOTAL COST OF MAINTENANCE AND REPAIR PROJECTS	\$408,588

PROJECT	ESTIMATED COST
PROGRAM SUPPORT	
Miscellaneous Enhancements - Unknown	\$12,000
Miscellaneous Site Improvements Projects - Unknown	\$10,000
Admission Welcome Center - Office Privacy Project	\$5,000
Campus Center - Furniture Update - Aldom Lounge	\$40,000
Cobb House - Window Replacement Phase Two	\$30,000
Goodpaster Hall - First Floor Offices	\$20,000
Kent Hall - Adjunct Office Project	\$25,000
Kent Hall - Computer Lab Project	\$20,000
Kent Hall - HVAC Analysis	\$15,000
Library - Landscape Improvements	\$20,000
Mattapany - Landscape Improvements	\$8,000
Montgomery Hall – MH 118 Classroom Furniture Replacement	\$20,000
Schaefer Hall - Attic Water Containment	\$20,000
Schaefer Hall - Attic Water Systems	\$40,000
Schaefer Hall - Greenhouse Renovation Project	\$25,000
Schaefer Hall - Loading Dock Renovations	\$10,000
Wellness Center - Privacy Window and Pass-Through Cabinet Project	\$5,000
TOTAL COST OF PROGRAM SUPPORT PROJECTS	\$325,000
<u>RESIDENCE HALL RENEWAL PROGRAM</u>	
Miscellaneous Residence Hall Repairs	\$30,000
Crescents - New Furniture Phase Three	\$200,000
Residence Hall - Fire Alarm Upgrade Phase Six	\$100,000
Residence Hall Renewal Project Funds	\$100,000
TOTAL COST OF RESIDENCE HALL PROJECTS	\$430,000
TOTAL COST OF PRIORITY A PROJECTS	\$1,586,628

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025
INFORMATION ITEM III.A.
MARINE SCIENCE PROGRAM**

Status of Vessel Construction

As of December 2024, the vessel construction was approximately 10% complete. The IP based systems and engineering modeling and fitment is approximately 30% complete. The engine and transmission units have been ordered and are in the process of being built and paired by the manufacturer.

The deck has received its print and mat layers. Tunnel blockers are surfaced with their primary coats of wax. Upon completion of the print layer, the mold will be set on its feet and fabrication of the keel can begin. The Composite crew has gelled and skinned the hull.

The first layer of stitched fabrics is complete on the hull. The crew is now filling the strakes with high density foam to allow the rest of the laminate to lay continuous to the bottom panel.

Engineering of the house systems, such as BZTUs for HVAC and 12V/12V/240V current loads, is in progress.

Composite is currently converting 2D drawings into a 3D model, and calculating gear ratios, shaft angle and diameter, propeller diameter, pitch, exhaust sizing, air supply, seawater, and other driveline details.

Invoices paid to date total \$289K.

Schaefer Hall Labs

The Schaefer Hall lab, specifically designed for the Marine Science program, opened in Fall 2024. The design of the lab has received praise for its modern aesthetics, natural and ambient lighting, equipment resources, and technology-rich instructional features. A unique feature of the lab, which was recommended by faculty, is a large picture window in the corridor wall. This window enables student ambassadors who are touring with prospective students and parents to observe class taking place within the lab, providing an opportunity to see experiential based learning first-hand.

The popularity of the program has been exceptional with enrollment projections exceeding 300% of expectations in 2024. This enrollment growth led the Office of Campus Planning, Design, and Construction to propose constructing an addition onto Schaefer Hall that would serve multiple future needs:

- New state-of-the-art labs to accommodate growth in the Marine Science, Environmental Studies, and Biology programs.

- Much needed office space for attracting and retaining the best faculty.
- Faculty research labs to meet a growing desire to provide advanced scientific research on campus.
- A new modular, flexible, “swing lab” to accommodate a variety of teaching pedagogies, enabling class lab instruction to be maintained while older labs are taken off-line to be renovated into new state-of-the-art laboratories.

In October 2024, the Office of Capital Planning, Design and Construction formally submitted the project to the state as Program Part I: Schaefer Hall Expansion and Greenhouse Replacement Project.

ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025
INFORMATION ITEM III.B.
RESIDENCE HALL REFRESH PROGRAM

The residence hall refresh and modernization plan is comprised of short-, mid-, and long-term objectives to address critical needs and to phase improvements in a strategic manner. Short-term upgrades to the traditional residence halls were completed within two months and focused on cosmetic enhancements to improve the visual aesthetic of the main lobbies and recreation rooms. These renovations were expedited and completed during the Thanksgiving and winter breaks.

Mid-term plans, beginning in 2025 and spanning three years, will involve comprehensive renovations to the traditional residence halls that modernize the shared bathrooms to increase privacy, improve ADA accessibility, and meet gender neutral needs. In addition, the IT infrastructure will be upgraded to support the growing demand for reliable internet connectivity and smart technology.

Long-term plans for the entire residence life housing portfolio will be integrated into the Campus Master Plan, ensuring that the College's residence halls meet evolving student needs in the future. The goal is to create modern, safe, comfortable, and accessible living spaces that foster a supportive and engaging campus community.

Short-term Plan – Traditional Residence Halls

Timeline: Completed by January 10, 2025

Key Points – Improvements:

- Queen Anne, Caroline, Prince George, and Dorchester Hall lobbies and rec rooms: Vinyl plank flooring installed including new cove base.
- Dorchester, Caroline, and Prince George Halls: each lobby painted with new accent colors to compliment the new furniture.
- Dorchester, Prince George and Caroline Halls: New lobby furniture installed, and rec room furniture replaced in each hall.
- Dorchester, Caroline, Queen Anne, and Prince George Halls: New window treatments in all lobbies.
- Dorchester, Caroline, Queen Anne, and Prince George Halls: Lighting improvements have been negotiated with an 80% discount to include the replacement of all light fixtures within the corridors, laundry facilities and lobbies. Over 400 light fixtures will be replaced with an ROI within 1.5 years.
- Indoor air assessments – currently underway to ensure a safe environment for students and conducive to student learning.

- Addition of a part-time worker who has dual reporting to the Physical Plant and the Office of Residence Life for effective coverage and delivery of services on the evenings and weekends. The expected start date is January 2025.
- Queen Anne Hall: New furniture has been ordered.

Mid-term Plan – Traditional Residence Halls

Timeline: May 2025 - August 2025: Pilot Phase / August 2025 - August 2027: Future Phase
Cost estimation to be determined.

Key Points:

- Design-Build Approach: Utilizing a design-build method will streamline the bidding process, reduce potential change orders, and accelerate project timelines, ensuring minimal disruptions.
- Scope / Targeted Renovations: The focus is on modernizing the bathrooms for increased privacy, daylighting the existing corridors, and converting study areas into modern collaborative lounges.
- Pilot Phase in 2025: The Summer 2025 project in Prince George's Hall will serve as a pilot, allowing the College to refine processes and ensure smooth implementation for future phases in 2026 and 2027.
- IT and Safety Upgrades: The scope includes upgrading information technology infrastructure, enhancing life safety systems such as fire alarms and sprinkler systems, and installing security cameras and access door controls.
- Future Scalability: Lessons learned from the initial phase will inform improvements in subsequent renovations, optimizing project efficiency and quality.
- Comprehensive painting, cleaning, and replacement of cove base will occur in all the traditional dormitories.

Long-term Plan 2027 and Beyond – All Residence Halls

Integrating Improvements into the Campus Master Plan

St. Mary's College is committed to enhancing and expanding our residential housing options to meet the evolving needs of our students. The Preliminary Master Planning Committee completed the pre-planning phase in December 2024 for the *2025-2035 Campus Master Plan*. One component of the Plan focused on renovating, redesigning, and potentially adding a new residential hall to the housing portfolio. The goal is to provide a diverse range of housing choices that support a safe, engaging, and inclusive living-learning environment. Improvements will be made across all current residential facilities, including townhouses, suites, apartments, and traditional residence halls, to ensure modern amenities, enhanced safety, and a strong sense of community. The College also aims to incorporate sustainable practices in all future housing projects to minimize our environmental footprint and promote long-term sustainability.

Key Points:

- **Comprehensive Housing Improvements:** The College plans to renovate and upgrade existing townhouses, suites, apartments, and traditional residence halls to enhance student living experiences.
- **Diverse Housing Options:** Future planning will explore adding or redesigning residential spaces to offer a variety of housing styles that cater to different student preferences.
- **Focus on Safety and Community:** Ensuring a safe and supportive environment for students to live and learn is a top priority, fostering a sense of place and belonging.
- **Environmental Sustainability:** All housing developments will prioritize eco-friendly practices, reducing the College's environmental impact.
- **Long-Term Planning:** The *2025-2035 Campus Master Plan* will strategically guide improvements and expansions, ensuring the College's residential offerings remain competitive and aligned with student needs and expectations.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
JANUARY 8, 2025
INFORMATION ITEM III.C.
COLLEGE MANAGED CAPITAL PROJECTS**

Maryland Heritage Interpretive Center

Smith Group met with the mechanical, electrical, and plumbing engineer to redesign the mechanical system to ensure that equipment can be accessed safely and maintained by Historic St. Mary's City. On November 21, 2024, W.M. Davis received permission to proceed with the mechanical equipment installation.

Montgomery Hall Renovation

The College is awaiting approval from the Maryland Department of Budget and Management for Program Parts I/II in January 2025. Upon approval, the design phase with Hord Coplan Macht Architects shall begin.

Schaefer Hall Chiller/Boiler Replacement Project

This project was awarded to Limbach Kent Island Mechanical in October 2023 and is scheduled for completion in February 2025. The oil-fired boilers in both Schaefer and Montgomery Halls will be replaced with four high-efficiency, propane-fired, condensing boilers. This will reduce the boiler carbon imprint and heating bills by 20-40%. This project also replaces the centrifugal chiller in Schaefer Hall with a magnetic bearing chiller. This will reduce the chiller energy costs by 20-30% and result in lower maintenance costs over time.

Hilda C. Landers Library Renovation

Quinn Evans Architects have completed the design development phase and have begun the construction documents, which are expected to be completed by March 1, 2025. The College will manage the bid and award process to select a general contractor for the project. Once awarded, a phased construction period will allow the Library to remain partially operational while the renovation is in progress. Construction is anticipated to begin in May 2025 and to be completed in Spring 2026, at which time the Center for Career and Professional Development and the Office of International Education will relocate into the Library. This will culminate the vision of creating a 21st Century library with state-of-the-art technology and student-centric programs to support academic success and research.

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

QUARTERLY REPORT TO THE BOARD OF TRUSTEES ST. MARY'S COLLEGE OF MARYLAND 2ND QUARTER, FY 2025 18 December 2024

John L. Seidel, PhD
CEO/Executive Director
Historic St. Mary's City

Historic St. Mary's City (HSMC) has been as busy as ever this fall quarter, with a full slate of events and programming, exciting progress on capital projects, formulation of the FY 2026 budget, and staff visioning that will provide a platform from which the Commission can crystallize a vision and blueprint for HSMC in 2034, at the state's 400th anniversary. Some quick take-aways are highlighted below, followed by a summary of key progress. More detailed departmental reports are available on request.

Quick Hits

- A series of meetings in October, November, and December have made **important progress in redefining and substantively improving the relationship between the museum and the Indigenous Community.**
 - The **Piscataway Conoy Tribe** has been fully briefed on the plans for the MHIC, and a framework for consultation is resulting in positive conversations about the exhibits;
 - The **Piscataway Indian Nation** also is supportive of the moves toward finalizing the MHIC exhibits.
 - Based on these conversations, **planning and design for the Maryland Heritage Interpretive Center (MHIC) exhibits is resuming.**
 - These conversations will provide a bridge **to creating a more formal arrangement such as an MOU to guide long-term relationships.**
- HSMC staff are **managing over 50 capital and site improvement projects**, working hard to maintain progress and liaise with other state agencies and private contractors to maintain a steady pace. Many of these projects are summarized elsewhere in this report.
- Senior staff are working with St. Mary's College of Maryland (SMCM) to **update the many MOUs under which the SMCM-HSMC partnership has operated**, while **consolidating them into a single, overarching MOU** that is comprehensive and fair to both partners.

- HSMC **hosted Curator Alice Rose of Kiplin Hall** over the Thanksgiving weekend. On this visit and in other discussions with Kiplin Hall leadership and the Maryland Center for History & Culture, we have **discussed collaborative ventures and the possibility of an MOU**.
- The Kiplin Hall relationship ties in with the **continuing production of the film on the founding of Maryland**, part of which was previewed at an event for the donors at the Green Spring Valley Hunt Club in Owings Mill on November 10, attended by Commission Chair Heely, Executive Director Seidel, and Senior Research Associate Miller of HSMC.
 - **HSMC staff continue to work with the film producer** to ensure accuracy, and additional filming at the museum is scheduled for March 2025.
 - In addition to a premiere in Maryland in late May or early June 2025, a **UK premier at the Georgian Theater is planned for Charter Day in June at the Georgian Theater**, along events at Kiplin Hall. **HSMC Commissioners are welcome to join these events**.
- Work on **improving staff working conditions and compensation** continues, along with **continued improvements in communication and morale**. A new **text-based messaging platform** has been adopted across the museum for priority announcements to staff, and an in-house **wage and compensation study** has been initiated.
- Concerted staff engagement has included their participation **all-staff information sessions** and in **visioning for 2034**, part of a larger process that will **produce a vision and blueprint for HSMC leading up to 2034**.
- A series of **continuing and new events and school tours throughout the fall drew 6,631 visitors**, while **social media made another 463,990 impressions**. Weather continues to have a major impact on attendance; after excessive heat days, forced museum closures this summer, frigid temperatures in the late fall forced the cancellation of the Krampus Ball and decreased numbers for Hearth & Home (along with well-advertised movie releases that weekend).

By the numbers:

3,659	Program and event attendees
1,454	General admissions
<u>2,972</u>	Students and school group attendees
8,085	Total attendees
388,160	Impressions on Facebook
<u>75,830</u>	Impressions on Instagram
463,990	Total social media contacts
472,075	Total public contacts

11% increase in school visits this quarter over the previous year's Q2

Staffing, Organization

Efforts continue to fill the few empty positions in the organization, to improve recruitment and retention, and to strengthen morale. The senior leadership team was completed over the last year, and at the next supervisory level down, we recently hired Lisa Fischer as Deputy Director of Research & Collections (see the Research & Collections Department report below). Ms. Fischer's experience at Jamestown and Colonial Williamsburg will be a major boost in moving HSMC towards the creation of a digital museum.

As a result of a recent departure in Finance, a search has been launched for a Senior Accountant. Although the Grounds Department was fully staffed through the season, the Maintenance Department has suffered more staff losses this fall. Compensation levels and competition with other regional employers continue to make recruitment and retention a challenge.

Capital Projects

Maryland Heritage Interpretive Center - The Maryland Heritage Interpretive Center (MHIC) remains HSMCC's highest-priority CIP project. We maintain daily oversight to ensure the contractor, W.M. Davis, adheres to the project timeline with minimal disruptions. The roof on the West side of the building has been completed, and the East side roof is approximately 20% complete. W.M. Davis has stated that the roof will be fully completed by the end of the third week of December. Work continues on the interior, and exhibit design is recommencing.

Farthings Parking Lot - The Punch Out walkthrough for the Farthings Parking Lot was completed on Thursday, December 5. The lot and ADA pathway tie-ins are in excellent condition, and no serious issues were encountered during the walkthrough.

Angelika's Kitchen at Farthings Kitchen & Ordinary – In an important milestone, the Lease with Angelika's Kitchen for the Farthings Ordinary Complex was fully executed on December 4, 2024. The projected completion date for mold remediation and construction is set for March 1, 2025. Angelika's Kitchen, specializing in artisanal cuisine—handcrafted breads, cheeses, fruit preserves, and more—will complement our educational offerings by partnering with our Education Department on events such as Hearth & Home and programs highlighting 17th-century Maryland cuisine.

Farthings Bathrooms - We learned this morning that the Farthings Bathrooms project has been removed from the BPW meetings scheduled for December 4 and December 18 due to persistent paperwork mishandling at the Department of General Services (DGS). While our DGS Project Manager has been excellent and shares our frustration, this delay remains disappointing.

The Cell Tower – A new tower was erected at the HSMCC Grounds and Facilities HQ located on Mattapan Road (the lease was finalized earlier this year). Carriers will be installing their respective antennas on the Tower throughout 2025.

"Big Rocks" Schedule - Building on senior staff meetings and museum-wide staff input, Peter Carroccio and Joe Kangas are finalizing a "Big Rocks" Excel spreadsheet, which outlines the timeline for all projects to be completed by 2033 in preparation for the 2034 celebration of Maryland's 400th anniversary. These tentatively number 72 at this time. This careful analysis will be shared with the Commission for input and discussion, and is critical to effectively positioning the agency for this important anniversary.

Planning

The push to flesh out an ambitious vision for 2034 has further illuminated the tight time frame for that effort. On the capital side, if there are construction projects that are important to have completed by 2034, diligence is needed on pushing those projects currently in the pipeline and avoiding delays. If new projects are desired by 2034, such as elements of the Master Plan that are not yet scheduled with the Department of Budget Management (DBM), proposals and justifications for these new efforts will have to be submitted by May 1, 2025.

Finance

Revenue is down significantly due to various factors, including the closure of the Farthing's parking lot and an associated drop in gift store sales, the absence of an event manager for part of the year, the closure of the Inn at Brome-Howard, closure of several rental properties for renovations and mold remediation, and the longer than expected loss of income from food services as the Farthing's Kitchen has been renovated. However, we manage the budget proactively, and corresponding cuts in expenses should keep the HSMC budget for FY 2025 on track. We received feedback on the FY 2026 budget from DBM and submitted our response to their questions and recommendations. Although it is premature to posit the final outcome on HSMC's place in the Governor's FY 2026 budget, the signals are very positive, especially given the tight budget climate.

The HSMC Finance Department continues to have difficulty in meeting internal and external deadlines in financial reporting, as well as in paying vendors, due to slow-downs on the SMCM end of the HSMC-SMCM finance partnership. This is partially due to SMCM staffing shortages, compounded by the launch of a new software system (Anthology) at SMCM, which also poses problems in personnel time management and payroll. Consultation continues with DBM on how to bring some of the more problematic elements of the partnership back into HSMC to improve our efficiency, while working with SMCM to resolve the issues. The prognosis on this front is good, with excellent communications with senior SMCM finance staff.

Education & Programs

Visitors from schools were up in this quarter over the previous year by 11%, although attendance at some events such as Hearth and Home were down due to weather and other factors. Education staff offered exciting programs such as Lost City, Hearth and Home, and Lord of Misrule, while assisting with social and other events such as Tall Ships at Twilight, joint public sails with the Constellation, Vampire Manor, and the St. Mary's Watershed Association's Riverfest, held on museum grounds. In addition, the department took the museum's offerings on the road, with the *Maryland Dove* participating in Chestertown's annual Downrigging Festival, which saw over 1,300 visitors come aboard for dockside interpretation and public sails.

Research & Collections

Work continues on archaeology at the 1634 St. Mary's Fort and the Leonard Calvert House, with excellent progress in providing evidence that will support the follow-on capital projects. The department continues to engage with the Chancellor's Point Working Group (CPWG), a team of community members invested in the respectful study of the human remains discovered at the Chancellor's Point site.

Department staff are actively engaged in major exhibit design projects (e.g., MHIC, Chapel furnishings), as well as in original research, publication, and conference participation. Staff members delivered 6 papers at professional conferences or other venues during the quarter, while also supporting both research and courses at SMCM. Public outreach includes coordination with a group from our sister museum at Jefferson-Patterson Park and Museum and survey work at a nearby cemetery, yielding valuable experience for our staff in ground penetrating radar work and supporting the local community.

Advancement & Communications

Social media continues to engage public imagination and heighten awareness of HSMC, with 75,830 hits on Instagram and 388,160 on Facebook, where a series of “silent movie shorts” and other clever posts captured a wide audience. Fall events included the following:

- ***Tall Ships at Twilight***: Introduced as a warm welcome for Pride of Baltimore II during RiverFest, featuring:
 - Catering by Pier 450, live music, and ship tours.
 - Established collaboration with Pier 450, a South County business.
- ***Vampire Manor***: A fall highlight that drew new audiences, featuring:
 - 198 attendees (including discounted staff and complimentary tickets), \$11,172.53 in ticket sales, and \$1,500 sponsorship from Patuxent Dental.
 - Partnerships with local vendors, including Jubilee Farm Fermentations, Free State Ciders, and others.
 - Unique performances by the Black Magic Circus.

A preview of 2025 includes the following events that have been planned during the current quarter:

- MarylandFest (May 3): A family-friendly, free community event celebrating Maryland pride.
- Vampire Manor (October): Returning by popular demand.
- Frost Fair (December): A new two-day winter festival featuring:
 - A holiday market, local vendors, festive lighting, and a Krampus concert.

Volunteer Summary

- Volunteer Recruitment: New coordinator Brooke Moe is off to an energetic start, having remarkably doubled the volunteer pool with 80 new recruits.
- Event Support: Staffed six major events, including Vampire Manor and Lost City.
- Tech Integration: Implemented Volgistics software to streamline volunteer management.
- Internship Program: Partnered with St. Mary’s College of Maryland to manage SHIP internships and enhance community connections.

Community Outreach

- Participated in St. Mary’s College events, including the Fall Career Fair and Volunteerism Day.
- Partnered with SMCM’s Office of Community Outreach to host info sessions on volunteering at HSMC.

Membership Summary

A total of 29 memberships came in during the quarter, of which 11 were new members. An end-of-year push to secure additional memberships was mailed on Friday, December 13, 2024. Fall events that helped to spread the word or that were designed to serve existing members included:

- *Lost City*: Engaged over 1,000 attendees and promoted memberships.
- *Natural Wreath Making*: Sold-out workshop producing festive decorations.
- *Archaeological Lab Tour*: Overbooked event with plans to repeat.
- *Member Exchange Program*: Hosted members from Jefferson Patterson Museum.

Initiatives planned for 2025 include:

- ***Genealogy Classes***: January-February weekly sessions (free for members, \$40 for non-members).
 - ***Mother's Day Tea***: Joint event with St. Clement's Island (May 9).
 - ***Seasonal Workshops***: Floral design, herb gardening, and returning favorites like wreath-making.
 - ***New Programs***: Doggie Social in late spring and expanded Member Exchange tour
-

Overall, the HSMCC grounds, educational programs, archaeological projects, and administrative functions are progressing with noticeable improvements in quality and attention to detail. The enthusiasm, commitment, and teamwork demonstrated by our staff continue to foster a welcoming environment that is both inspiring and informative for our visitors. In short, Historic St. Mary's City has never looked better, a testament to the dedication of a truly remarkable and effective team.

On a personal note, I was pleased to teach a course in Underwater Archaeology (ANT/ENST 351) at SMCM this fall semester and truly enjoyed it. It was wonderful to work more closely with students and to see how the College operates from the inside - I was very favorably impressed with the way in which various components of the academic programming are handled. I know that I speak for all of the staff members at HSMC who have an opportunity to teach and to interact with SMCM students, faculty, and staff that we greatly value the interactions and partnership.



**BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: September 16, 2024

Status of Minutes: Approved December 9, 2024

Committee Members Present: Committee Chair Donny Bryan '73, Committee Vice-Chair Talib Horne '93, Board Chair John Bell '95, Lex Birney, Hudson Christensen '25, President Tuajuanda Jordan

Committee Members Absent: Peg Duchesne '77, Danielle Troyan '92

Staff Member: Amir Mohammadi

Others Present: Mary Broadwater, Peter Carroccio, Carolyn Curry, Jonathan Dobry, Kevin Emerson, Mary Grube, David Hautanen, Jerri Howland, Brad Newkirk, Jenell Sargent, John Seidel, David Taylor, Charlie Wilson, Anna Yates

Executive Summary

Technology, Buildings, and Grounds Committee Chair Donny Bryan '73 called the open session meeting to order at 10:04 a.m. Participation was via videoconference. No action items were presented at this meeting.

Discussion Items

FY26 - 30 State Capital Budget Request

The FY26-FY30 state capital budget request includes funding for the design and renovation of Montgomery Hall that will improve energy efficiency, update code compliance, and address programmatic space deficiencies. Additionally, the College requested an amendment that would enable the Green Building Premium goal be changed from a LEED Silver to a Net-Zero Energy Building. To achieve this goal will cost an additional \$11.8M, bringing the total project cost to \$69.3M.

The College requested to defer the Calvert Hall interior renovation design funding from FY28 to FY33. This delay will enable the College to address more immediate needs, such as additional classrooms and laboratories to accommodate the marine science and business programs, expand Schaefer Hall's building envelope, and to relocate the archives, which is currently housed in the basement in Calvert Hall. The Calvert Hall interior renovation project will be a priority in the 2025-2035 Campus Master Plan.

Campus infrastructure improvements to address critical deferred maintenance and renewal needs include:

- Lower library and St. Mary's Hall roof replacements.

- Kent Hall building envelope and parking lot upgrades, controls upgrade, chiller replacement.
- Boiler replacement in the Campus Center.
- Fume hood replacement, automation controls upgrade, window replacement, and swing lab in Schaefer Hall.

Office of Information Technology Report

The Jenzabar system became *read only* on October 2, 2024, to allow adequate time to transmit data, a critical step in bringing the Anthology student system live on October 8, 2024. Costs to date and additional ongoing expenses to sustain the Anthology system were provided. As of June 2024, the project has cost \$4.2M. No new funds beyond what has been budgeted is anticipated. The annual licensing fee for the Anthology system will be approximately \$205K. The Maryland Central Payroll Bureau is transitioning to cloud-based system effective March 2025. The College is in the process of acquiring the necessary program and working with Anthology on its implementation.

Fiber between the main hub and the residence halls was upgraded over the summer. Bandwidth increased from 5Gb to 10Gb, and outbound traffic increased from 2.96Gb per second to 7.70Gb per second. Extensive upgrades to the network infrastructure are needed before the capacity can be increased to its full 100Gb potential.

FY26-FY36 Campus Master Plan

An internal, preliminary master planning phase is underway. The emphasis will be to build upon previous goals and objectives and identify new initiatives and building projects, to create a preliminary conceptual plan. The College anticipates hiring a consulting firm to develop the master plan in Spring 2025, with completion expected by Fall 2025. Performing the preliminary phase of the process in-house will result in significant cost savings.

Information Items

Marine Science Program

A contract with Composite Yacht to construct the 46-foot vessel was signed on September 3, 2024. The final cost is \$1.393M. The design consultation phase is complete. Construction of the vessel is expected to last approximately two years with delivery by August 31, 2026. The conductivity, temperature, and depth instrument has been received and equipment for the marine science lab has been ordered. Maintenance and branding of the two current boats continues. The target date for completion of the vessel is October 1, 2024.

Census data from Fall 2024 shows 57 first-year marine science majors. The department has three full-time faculty and plan to add a lecturer position to address the staffing needs of this rapidly growing program.

College Managed Capital Projects

General contractors W.M. Davis, Inc. is constructing the Maryland Heritage Interpretive Center. The project was delayed due wooden beam and structural design changes that resulted in delaying the completion date to October 14, 2024. However, the completion date has again been delayed. Staff from the College and Historic St. Mary's City met with representatives from W.

M. Davis and Smith Group on September 10, 2024, to address the delays.

Montgomery Hall Renovation

This major renovation project is part of the College's goal to provide adequate facilities for academic programs. Major building components that will improve energy and efficiency and update code compliance will be replaced. Hord Coplan Macht Architects will assist in the visioning and programming of the project. The College anticipates receiving approval from the Department of Budget and Management in October 2024, after which the design phase with Hord Coplan Macht Architects shall begin. Project completion is expected to occur in Summer 2027.

Residence Hall Refresh

A remodel and modernization of the residence halls is underway. The goal is to enable the College to attract and retain students. The Office of Capital Planning, Design, and Construction is working with Quinn Evans Architects to develop designs specifically geared toward modernizing the residence halls. The refresh will include new flooring, light fixtures, and furniture for each residence hall.

Mattapany Road Improvements

The fire hydrants have been relocated and SMECO has buried the electrical service from Route 5 to East Fisher Road. The project will move forward pending the relocation of two utility poles by Verizon. The St. Mary's County Department of Public Works will hold a road renovation pre-construction meeting this fall and construction will begin in Summer 2025.

Committee Chair Donny Bryan '73 asked for a motion to adjourn the meeting. A motion was made by Trustee Talib Horne and seconded by Student Trustee Hudson Christensen '25. The motion passed unanimously. The meeting adjourned at 10:35 a.m.