

# ST MARY'S

## COLLEGE *of* MARYLAND

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*The Public Honors College*

**BOARD OF TRUSTEES**

**OPEN SESSION**

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

**July 20, 2017**



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

**AGENDA**

July 20<sup>th</sup>, 2017  
9:30 a.m.

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

- I.** Call to Order **Sven Holmes**
  
- II.** Action Items
  - A. Finance, Investment, and Audit Committee **John Wobensmith '93**
    - 1. Action Item 1718-01:** Approval of the FY18 Current Fund (Operating) Budget, including new personnel positions
    - 2. Action Item 1718-02:** Approval of the FY18 Plant Fund (Capital) Budget
  
- III.** Adjourn **Sven Holmes**

*The Board of Trustees does not expect to close any portion of this meeting.*

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

**Date of Meeting:** July 20, 2017

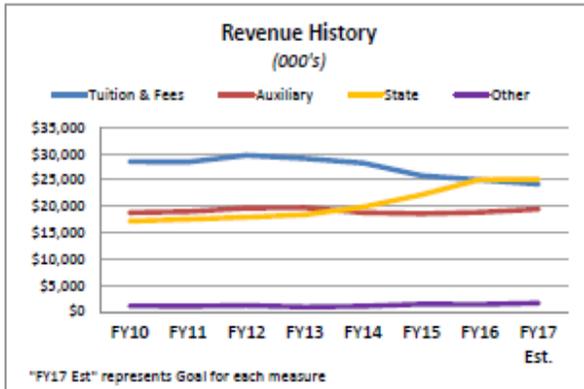
**Date of Next Meeting:** TBD

**Committee Chair:** John Wobensmith '93

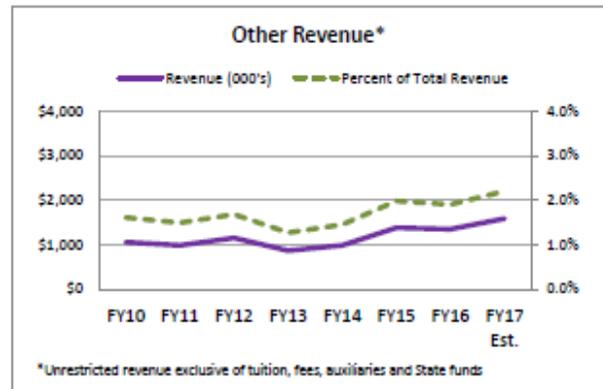
**Committee Members:** Lex Birney, Donny Bryan '73, Asif Dowla, Sven Holmes, Tuajuanda Jordan, Katharine Russell

**Staff Member:** Chip Jackson

**Dashboard Metrics:**



<b>Trend:</b>	Tuition/Fees	Auxiliary	State	Other
	↓	→	↗	↗



<b>Trend:</b>	Other Revenue
	↗

**Executive Summary:**

N/A

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

II.A.1. Approval of FY 2018 Budgets: Operating - The proposed FY18 Operating Budget totals \$67.5 million based on an enrollment projection of 1,411 full-time undergraduate students on campus, 112 less than the prior year budgeted amount. Significant reductions include the elimination of 12 positions (Exhibit M); faculty personnel savings due to retirements; elimination of wage increases; deferred strategic initiatives; and reductions to departmental budgets. Funds are provided for increased health care costs for permanent and contractual employees. As in the past, faculty promotion and retention funds are provided for FY18.

II.A.2. Approval of FY 2018 Budgets: Capital - The Committee on Buildings and Grounds establishes and recommends Priority A FY18 Plant Projects for consideration totaling \$1.26 million.



**Committee Action Taken/Action in Progress:**

**Recommendation to the Board:**

**FINANCE, INVESTMENT, AND AUDIT COMMITTEE**

**MEETING OF JULY 20, 2017**

**AGENDA**

**I. CALL TO ORDER**

**II. ACTION ITEMS**

**A. Approval of FY 2018 Budgets**

- 1. Approval of the FY18 Current Fund (Operating) Budget, including new personnel positions**
- 2. Approval of the FY18 Plant Fund (Capital) Budget**

**III. ADJOURN**

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

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

**ACTION ITEM 1718-01**

**RECOMMENDATION TO APPROVE FY18 CURRENT FUND  
(OPERATING) BUDGET, INCLUDING NEW PERSONNEL POSITIONS**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommend approval by the Board of Trustees, St. Mary's College of Maryland, of the attached operating (current fund) budget for fiscal year 2018 (Exhibit A).

**RATIONALE**

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached FY18 current fund budget will allow the College to continue its mission of providing a high quality, public, post-secondary education.

The proposed FY18 Operating Budget totals \$67.5 million. State funds total \$25.0 million including \$0.5 million of inflator funding and \$0.4 million in tuition buydown funding.

The proposed FY18 Operating Budget is based on an adjusted estimate of student enrollment of 1,411 full-time undergraduate students, 112 less than the prior year assumptions. Tuition rates for both in-state and out-of-state students increase 2% and Auxiliary fees 3% as approved by the Board of Trustees at its May 2017 meeting.

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

**ACTION ITEM 1718-02**

**APPROVAL OF THE FY18 PLANT FUND (CAPITAL) BUDGET**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends approval of the FY18 Plant Budget in the amount of \$1.26 million, Plant Budget priorities were approved by the Buildings and Grounds Committee at its meeting on May 12, 2017.

The Committee on Buildings and Grounds approved the proposed Priority A FY18 Plant Projects as shown in the attached schedule as the highest unfunded priorities. Further, the Committee on Buildings and Grounds recommends to the Finance, Investment, and Audit Committee and to the Board of Trustees that they approve a FY18 Plant Budget that provides funds for these Priority A projects.

**RATIONALE**

The Committee on Buildings and Grounds is charged with the responsibility to establish priorities for capital projects. These priorities are forwarded to the Finance, Investment, and Audit Committee for funding consideration. Pending action of the Finance, Investment, and Audit Committee on May 1, 2017, the amount of funding available for the FY18 Plant Budget is expected to be \$1.26 million.

The sole source of funding comes from the student facility fee. The total revenues for the FY18 Student Facility Fee (\$1.26 million) are based on a revised budgeted enrollment of 1,411 students. The enrollment assumption, which is consistent with the proposed FY18 operating budget, reduces available plant budget funding by \$77 thousand from the amount recommended by the Committee on Buildings and Grounds in May 2017.

Background information, which includes a description of each Priority A project, a list of potential miscellaneous projects, and a summary of plant budget expenditures through June 30, 2017 is attached for information purposes.

# Appendix

**St. Mary's College of Maryland  
FY18 Operating Budget  
Supporting Documentation Table of Contents**

Exhibit A	<u>Budget Item for BOT Approval</u>
Exhibit B	<u>Important Assumptions</u>
Exhibit C	<u>Updated Enrollment Projection</u>
Exhibit D1	<u>FY18 Budget Leadsheet</u> This schedule describes revenues by source and expenditure items by type for the Current Fund Unrestricted only.
Exhibit D2	<u>FY18 Budget Crosswalk</u> This schedule describes year-to-year changes in revenue and expenditure items for the Current Fund Unrestricted only.
Exhibit E	<u>Pie Chart: FY18 Current Fund Unrestricted (CFU) Budgeted Revenue by Source</u>
Exhibit F	<u>Pie Chart: FY18 CFU Budgeted Expenditures by Program</u>
Exhibit G	<u>Pie Chart: FY18 CFU Budgeted Expenditures by Object</u>
Exhibit H	<u>Bar Chart FY18 – FY14 Comparative Expenditures by Program</u>
Exhibit I	<u>Bar Chart FY18 – FY14 Comparative Expenditures by Object</u>
Exhibit J	<u>Reconciliation of State Appropriation</u>
Exhibit K	<u>FY18 CFU Budget for Contingency Items</u> This schedule provides information about the contingency funds included in the current fund unrestricted budget.
Exhibit L	<u>FY18 CFU Planned Expenditures Greater Than \$100,000 Each</u> Required by the Board approved Budget Policy, this schedule displays anticipated operating budget expenditures for goods/services to a single vendor greater than \$100,000 each.
Exhibit M	<u>FY18 Permanent Personnel Complement</u> This schedule provides counts of faculty, administrative, and staff positions, by program and by department.

**St. Mary's College Of Maryland  
FY18 Operating (Current Fund) Budget  
Exhibit A**

	FY18 Current Fund Unrestricted (CFU)		FY18 Current Fund Restricted (CFR)	
	Proposed Budget	% Of Total	Proposed Budget	% Of Total
<b>Revenue</b>				
Tuition	19,702,887	29.2%		0.0%
Fees	3,073,764	4.6%		0.0%
State Grant (Appropriation)	24,964,954	37.0%		0.0%
Gifts And Grants	0	0.0%	5,300,000	100.0%
Sales & Services-Educational	782,039	1.2%		0.0%
Endowment/Investment	516,000	0.8%		0.0%
Foundation Unrestricted Support	75,000	0.1%		0.0%
Sales & Services-Auxiliary	18,151,499	26.9%		0.0%
Other	255,600	0.4%		0.0%
<b>Total Revenue</b>	<b>67,521,743</b>	<b>100.0%</b>	<b>5,300,000</b>	<b>100.0%</b>
<b>Expenditures</b>				
Instruction	20,047,770	29.7%	566,136	10.7%
Research	0	0.0%	196,215	3.7%
Public Service	98,404	0.1%	14,541	0.3%
Academic Support	2,371,064	3.5%	14,526	0.3%
Institutional Support	13,165,905	19.5%	536,082	10.1%
Student Services	6,177,954	9.1%	296,236	5.6%
Plant Operation And Maintenance	4,677,839	6.9%	411,290	7.8%
Scholarships/Grants	6,247,166	9.3%	3,264,974	61.6%
Auxiliary Enterprises	14,735,641	21.8%	0	0.0%
<b>Total Expenditures</b>	<b>67,521,743</b>	<b>100.0%</b>	<b>5,300,000</b>	<b>100.0%</b>
<b>Transfers In (Out)</b>				
Plant-Deferred Maintenance & Parking Fee	0	0.0%	0	0.0%
Quasi Endowment	0	0.0%	0	0.0%
<b>Total Transfers</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expend. &amp; Transfers</b>	<b>67,521,743</b>	<b>100.0%</b>	<b>5,300,000</b>	<b>100.0%</b>
<b>Budget Year Increase (Decrease in Fund Balance)</b>	<b>0</b>		<b>0</b>	
<b>Total Increase (Decrease) in Fund Balance</b>	<b>0</b>		<b>0</b>	

Note 1: Please refer to attached schedules for more information.

Note 2: For FY18, The CFU expenditure budget contains \$400 thousand in unallocated/contingency and \$1.3 million study abroad contingency.

April Action Item FY18 Current Fund Total		Prior Year Beginning Budget FY17 Current Fund Total			
Proposed Budget	% Of Total	July 2016 Budget	% Of Total	\$ Change	% Change
67,521,743	100.0%	75,506,225	100.0%	(2,684,482)	-3.56%
20,613,906	28.3%	21,353,154	28.3%	739,248	3.46%
196,215	0.3%	196,215	0.3%	(0)	0.00%
112,945	0.2%	112,374	0.1%	(571)	-0.51%
2,385,590	3.3%	2,386,210	3.2%	620	0.03%
13,701,987	18.8%	15,202,703	20.1%	1,500,716	9.87%
6,474,190	8.9%	6,377,451	8.4%	(96,739)	-1.52%
5,089,129	7.0%	5,509,758	7.3%	420,629	7.63%
9,512,140	13.1%	9,256,754	12.3%	(255,386)	-2.76%
14,735,641	20.2%	15,111,606	20.0%	375,965	2.49%
72,821,743	100.0%	75,506,225	100.0%	2,684,482	3.56%
0	0.0%	0	0.0%		
0	0.0%	0	0.0%		
0	0.0%	0	0.0%	0	
72,821,743	100.0%	75,506,225	100.0%		
0					
0					

**FY 2018 KEY BUDGET ASSUMPTIONS  
EXHIBIT B**

**REVENUES**

The overall FY18 revenue budget has decreased \$2.68 million (3.6%) over the FY17 revenue budget primarily due to lower enrollment. Other changes include increased student rates for tuition and auxiliary charges, increased interest earnings, and a \$200 thousand increase in the overall restricted fund activity level.

The FY18 budget is based on 1,411 full-time students net of international activity, 112 less than budgeted for FY17. Tuition and fee revenue decreases \$1.43 million as rates rise 2% over equivalent FY17 levels (for both resident and non-resident students) and student counts decrease. Auxiliary Enterprise revenue decreases \$1.34 million as residence hall and dining rates increase by 3% and student counts decrease.

The State appropriation, as shown in Exhibit J, decreases \$0.16 million over the FY17 representing the net of the removal of the FY17 \$1.1 million technology grant offset by increases in the Block Grant inflator and buydown funds from the state to cap tuition increases at 2%.

The St. Mary's College of Maryland Foundation provides \$75 thousand in unrestricted support and an additional \$314 thousand in expense offsets including endowed chairs, staff support and miscellaneous other items.

**EXPENDITURES**

The FY18 current fund expenditure budget, detailed in Exhibit A, decreases a total of \$2.68 million (3.6%) over the FY17 expenditure budget consisting of the removal of the one-time state funded technology grant and cost reductions required to address lower enrollment revenue.

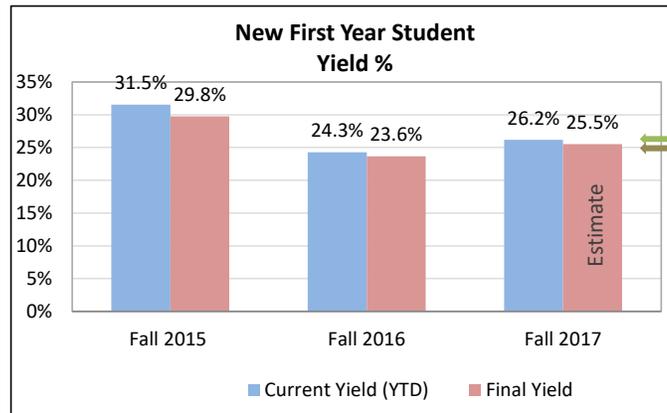
Significant reductions include the elimination of 12 positions (Exhibit M); faculty personnel savings due to retirements; elimination of wage increases; deferred strategic initiatives; and reductions to departmental budgets. Funds are provided for increased health care costs for permanent and contractual employees. As in the past, faculty promotion and retention funds are provided for FY18.

Significant additions and reductions are shown in the FY18 Budget Crosswalk (Exhibit D2).

As of 7-14-17

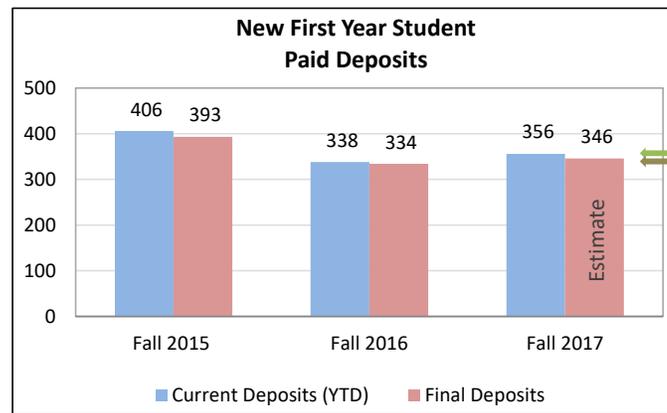
FY18 Enrollment Projection  
EXHIBIT C

**New First Year Students**



7-10 Est.

High Est:	26.0%
Low Est:	25.0%



High Est:	356
Low Est:	346

**New First Year Students - Fall**

**Previous Budget Assumption**

**Revised Budget Assumption**

Estimated Range	Low Est: 346	Budget: 372	High Est: 356
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346
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**New Transfer Enrollment - Fall**

	2015	2016	2017
Paid Deposit (YTD)	103	104	80
Paid Deposit Final	107	110	TBD

Estimated Range	Low Est: 80	Budget: 118	High Est: 86
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80
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**Returning Students - Fall (on-campus)**

Estimated Range	Low Est: 1,037	Budget: 1,042	High Est: 1,061
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1,037
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**Total Estimated Enrollment - Fall '17**

Estimated Range	Low Est: 1,463	Budget: 1,532	High Est: 1,503
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1,463
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**Fall to Spring Adjustment**

All UG Adjustment	Low Est: -40	Budget: -34	High Est: -37
Add'l Abroad	Low Est: -12	Budget: incl	High Est: -10

-40
-12

**Total FY18 Estimated Enrollment**

Estimated Range	Low Est: 1,411	Budget: 1,497	High Est: 1,457
Difference to Budget	-86		-41

1,411
-86

Note: Previous Budget enrollment estimates are @ 98% of Projections/Targets

**St. Mary's College of Maryland**  
**FY18 Budget Leadsheet**  
**Board of Trustees Summary**  
**Exhibit D1**

	<b>FY18</b>
Tuition	19,702,887
Fees - adjusted Orientation and Application fees	3,073,764
State Appropriation - General Fund Grant	24,964,954
Sales & Services - Educational	782,039
Endowment / Investment Income (College)	516,000
Foundation Unrestricted Support	75,000
Auxiliary Enterprises	18,151,499
Other	255,600
<b>Total Current Fund Unrestricted Revenues</b>	<b>67,521,743</b>
<hr/>	
<u>Expenditures:</u>	<b>FY18</b>
Base Budgets Forward	26,554,265
Contractual Payroll Reductions	(96,700)
Scholarships	6,129,474
Additional Scholarships	258,336
<b>Total Base Budgets + Transfers</b>	<b>32,845,375</b>
<hr/>	
Wages & Benefits	36,075,343
Foundation Endowed Chairs & Admin Support	(198,868)
Instructional Wage Savings	(310,000)
Position Reductions (12)	(999,866)
Wage Pool: Faculty Tenure & Promotions only	110,000
Fringe Changes - 7% health + 88,500 pension	445,639
<b>Total Wages + Benefits</b>	<b>35,122,248</b>
<hr/>	
<u>FY18 Additions / Reductions:</u>	
Strategic Initiatives	-
Continuing Operations - additional costs	138,076
Foundation Funded Expense Reductions	(114,698)
Reductions	(469,258)
	(445,880)
<hr/>	
<b>Total Expenditures</b>	<b>67,521,743</b>
<hr/>	
<b>Surplus (Deficit)</b>	<b>0</b>

**St. Mary's College of Maryland**  
**FY18 Budget Crosswalk**  
**Revenue Sources vs. Uses and Reallocations**  
**Exhibit D2**

**New Revenue**

General Fund Grant Inflatior	545,451
General Fund Grant - Tuition Buydown	392,954
Tuition Rates	387,194
Fees - Rates & Other	75,333
Interest Earnings	91,000
Board - Rates	187,400
Room - Rates	298,328
Foundation On-going Unrestricted Support	40,000
Total New Revenue	2,017,660

**Reduced Revenue**

Tuition - (112)	(1,419,781)
Fees - (112)	(216,374)
Room - (89)	(733,505)
Board - (86)	(256,605)
Misc. other fees	(48,659)
Wash Items (Lower revenue offset by lower expenses)	
Remove one-time IT Grant (state)	(1,100,000)
Lower International Counts - (15)	(325,000)
Revised Room/Board Counts & Choice Mix	(465,000)
Remove FY17 one-time Foundation support	(250,000)
Misc. other	(87,218)
Total Reduced Revenue	(4,902,142)

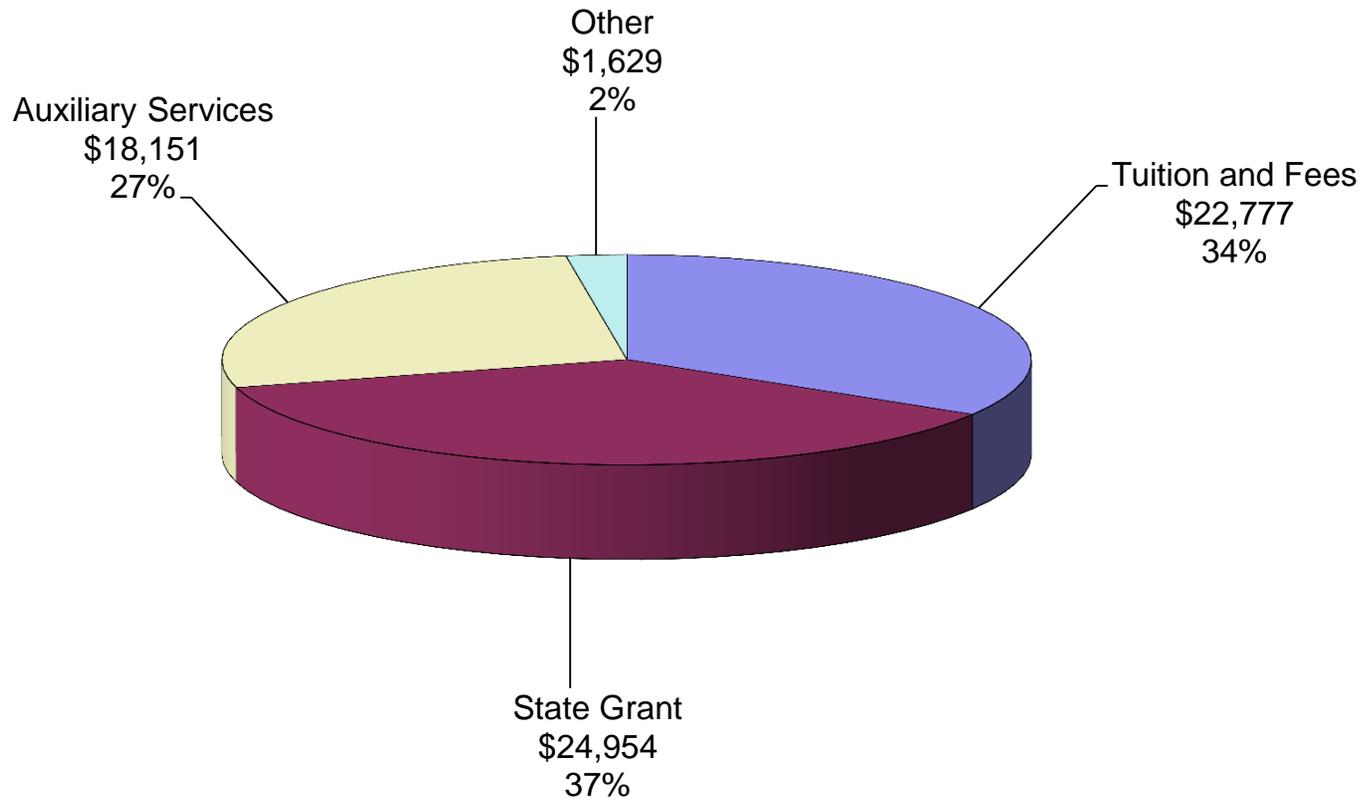
**Net Revenue Change****(2,884,482)****Uses:**

Wash Items (Lower revenue offset by lower expenses)	
Remove one-time IT Grant (State)	(1,100,000)
Lower International Expense Budgets	(325,000)
Reduce Dining Expense Budgets (lower counts & margin)	(468,925)
Non-Recurring FY17 one-time items	(250,000)
Personnel Changes	(1,053,888)
Scholarship addition	258,336
Payroll Change (wages and fringes)	632,364
Reductions	(469,258)
One Time Foundation expense support	(114,698)
Continuing Operations	138,076
Misc. other	(131,539)
Net Expenditure Budget Change	(2,884,532)

# SMCM FY18 Operating Budget

## CFU Revenues by Source

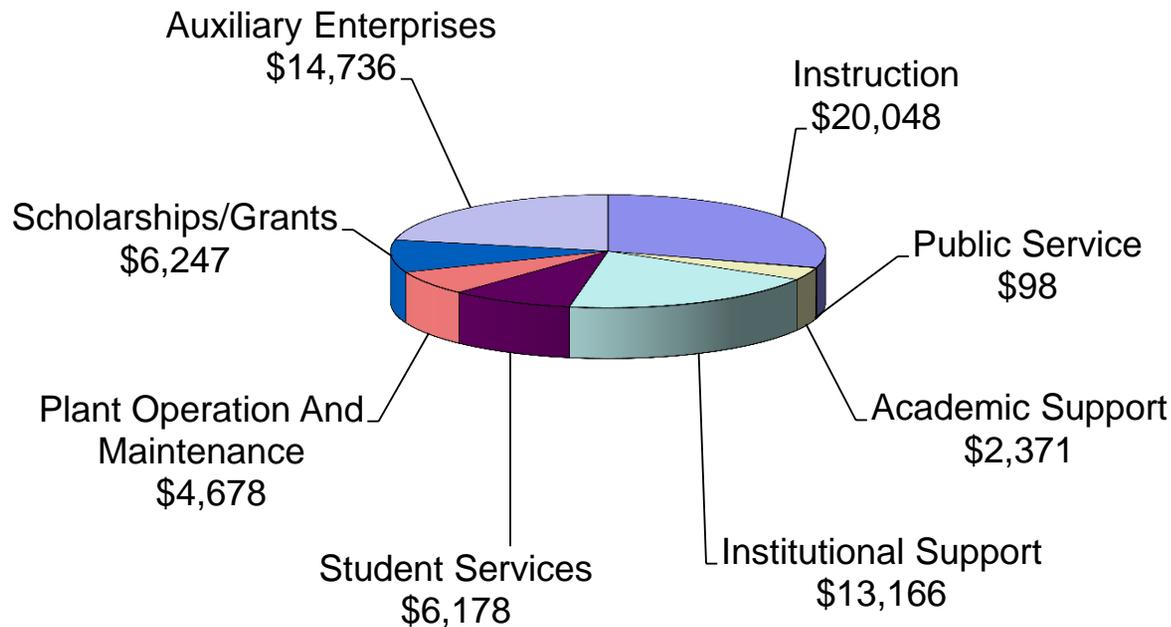
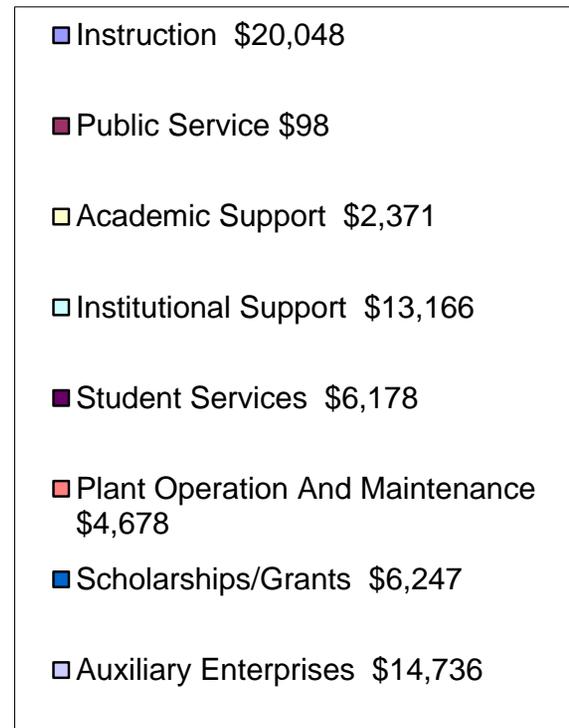
(\$000s)  
Exhibit E



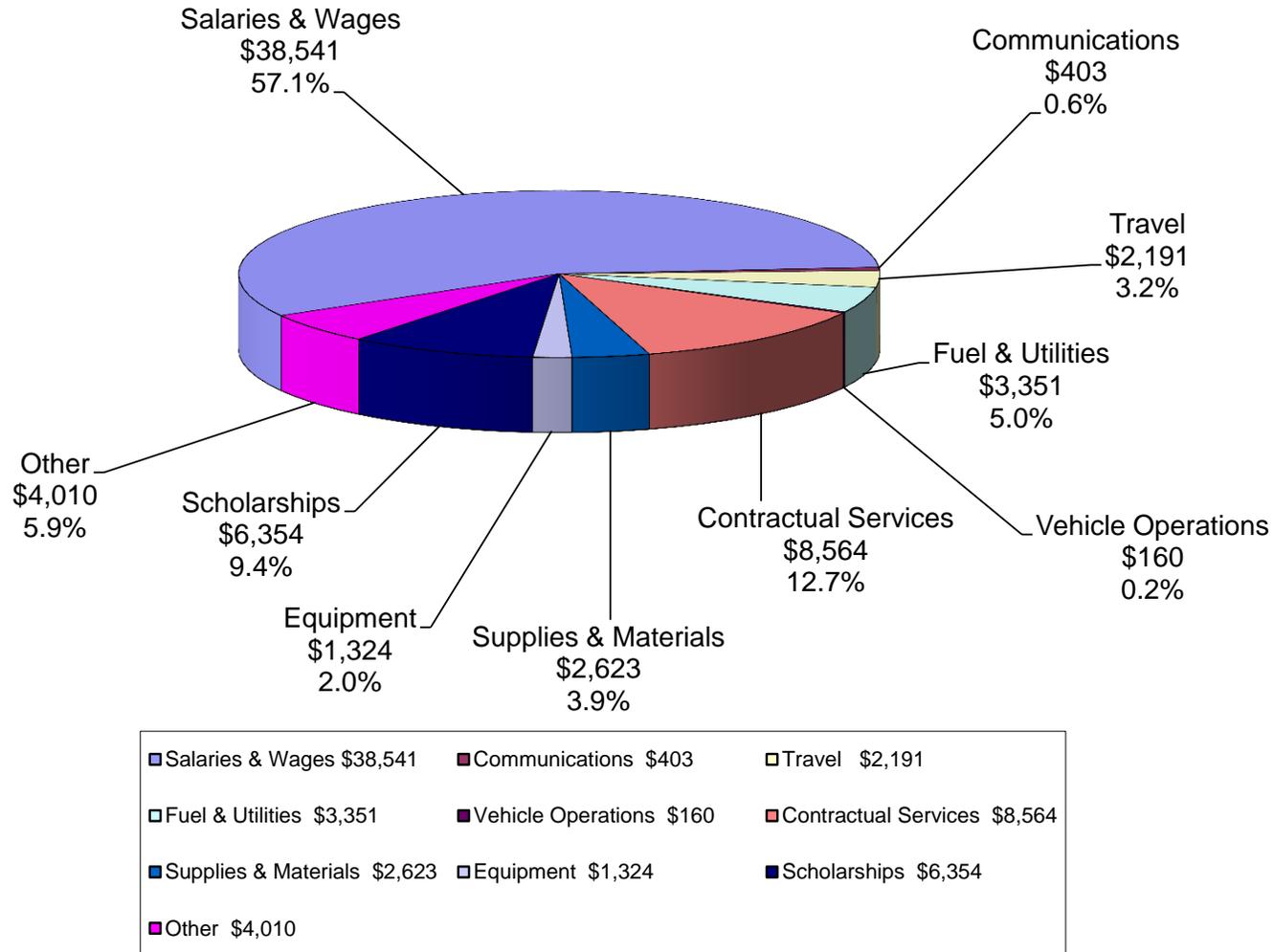
# SMCM FY18 Operating Budget

## Unrestricted Expenditures by Program

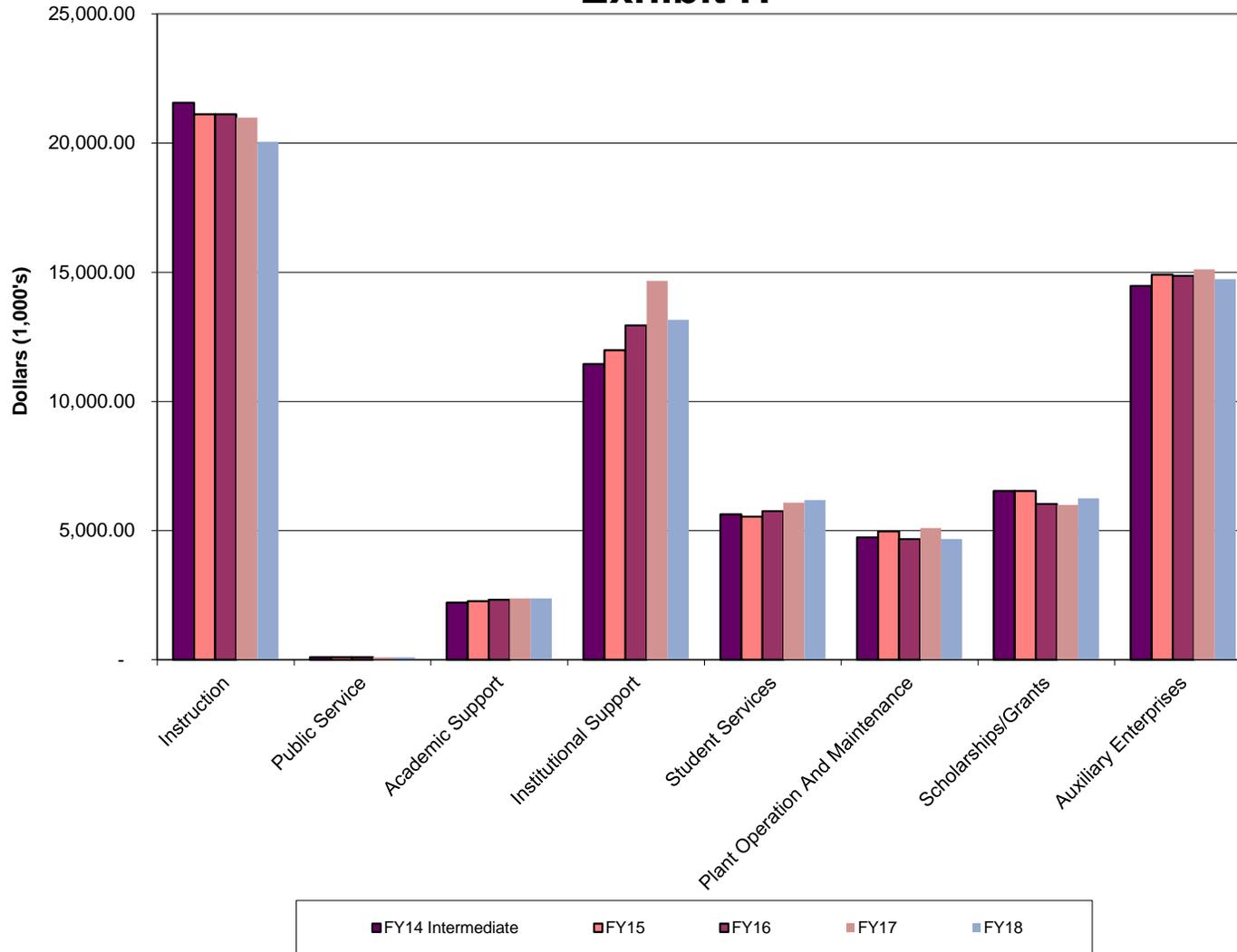
(000's)  
Exhibit F



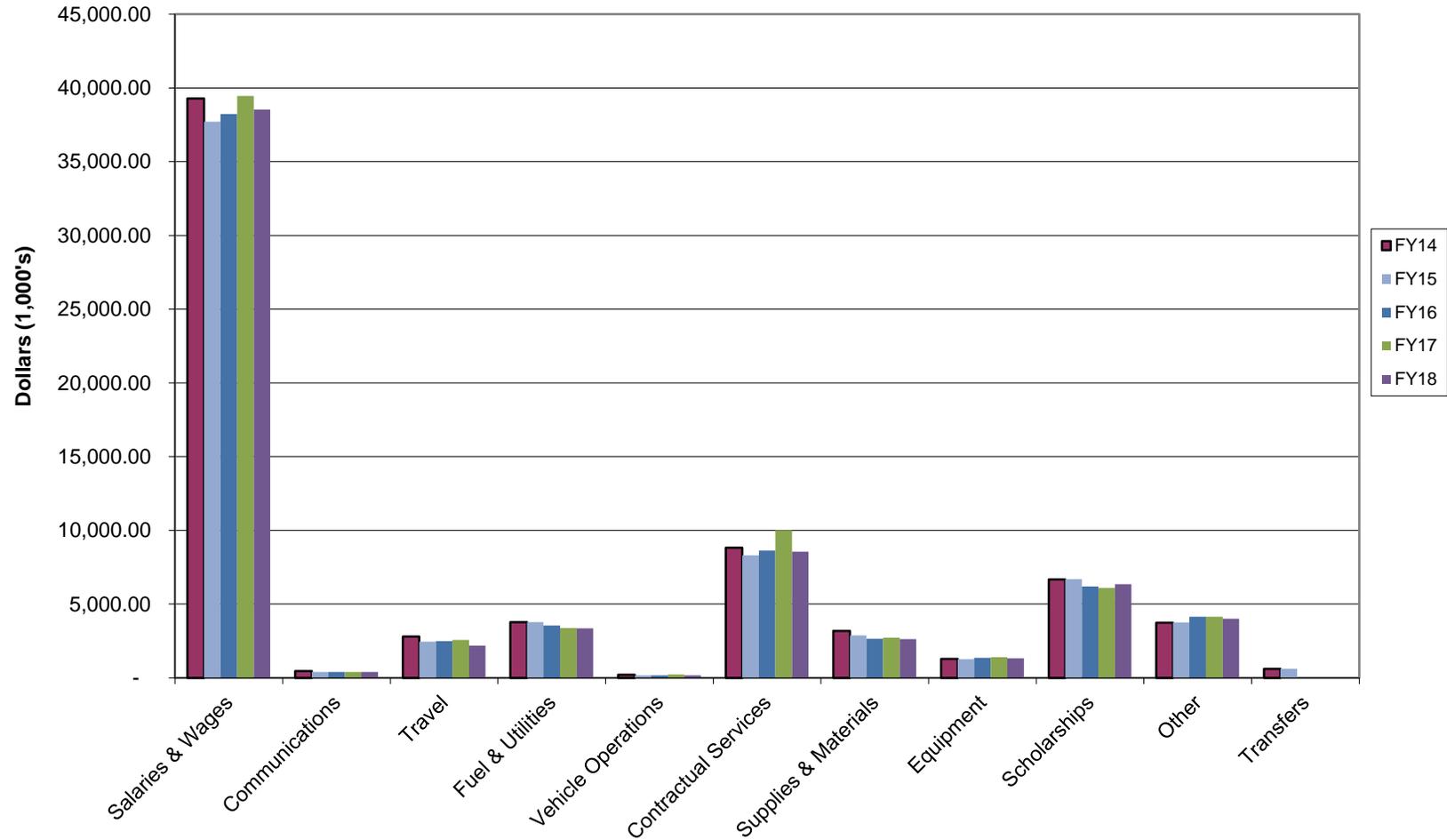
### SMCM FY18 Operating Budget Unrestricted Expenditures by Object (\$000s) Exhibit G



## SMCM 5 Year Operating Budgets Expenditures by Program Exhibit H



## SMCM Comparative Operating Budget Expenditure by Object Exhibit I



**St. Mary's College of Maryland**  
 FY18 Operating Budget  
 Reconciliation of State Appropriation (General Fund Grant)  
 Exhibit J

	<b>Results of 2017</b>	
	<b>Legislative Session</b>	
Beginning Base for FY17	25,126,549	
Remove one time Technology Grant	(1,100,000)	
Beginning Base for FY18	24,026,549	
<u>FY18 Adjustments</u>		
Inflator	545,451	
Tuition Buydown	392,954	
Total Adjustments	938,405	3.91%
Allowance	24,964,954	
Net Increase FY17 Start to FY18 Start	(161,595)	-0.7%

St. Mary's College of Maryland  
 FY18 CFU Contingency Items  
 Exhibit K

<b>Item</b>	<b>Amount</b>
Institutional Contingency Balance	400,633
Institutional Contingency Amount	400,633
<u>Study Abroad</u>	
International Signature Programs	1,267,079
Study Tours	200,000
<i>(Both international programs and tours are offset by anticipated revenues)</i>	
Total Contingency Items	\$ 1,867,712

St. Mary's College of Maryland  
 FY18 CFU Planned Expenditures Greater Than \$100,000 Each  
 To A Single Vendor  
 Exhibit L

Description	Vendor	Estimated Amount
<b><u>IT &amp; Library Related</u></b>		
Administrative Software RFP	TBD	1,977,138
University of Maryland Acad. Telecom. Sys. - Internet	Network Maryland	120,000
Administrative Systems	Jenzabar	130,000
Library Mgt. System	USM & Affiliated Institutions (USMAI)	110,000
Library Databases	Lyrasis	215,000
Library Serials	Ebsco	350,000
		<b><u>2,902,138</u></b>
 <u>Maintenance &amp; Utilities</u>		
Housekeeping Services	CJM	250,000
Sewage Services	METCOM	280,000
Electricity	SMECO	2,000,000
Postage	US Postal Service	160,000
Heating Oil	James River	682,000
Trash Disposal	Waste Management	120,000
		<b><u>3,492,000</u></b>
 <u>Auxiliaries, International &amp; Misc.</u>		
Bookstore Cost of Goods Sold	Nebraska Book Company	140,000
Food Service Contract	Bon Appetit	4,500,000
Bus Service, Athletics Teams	Keller Transportation	150,000
Publication Printing	Awarded among a pool of three (Carter, Tray Printing or Schmitz Press)	150,000
		<b><u>4,940,000</u></b>
		<b><u>11,334,138</u></b>
	Grand Total	<b><u>11,334,138</u></b>

Rollover balances @ 7-10-2017

**ST. MARY'S COLLEGE OF MARYLAND  
PERMANENT PERSONNEL COMPLEMENT  
FY18  
Exhibit M**

	<b>PROGRAM</b>	<b>FACULTY</b>	<b>ADMIN</b>	<b>STAFF</b>	<b>TOTAL</b>	<b>TEMP</b>
1	Academic Services	0	4	1	5	0
2	Anne Arundel Hall	0	0	1	1	0
	Anthropology and Sociology	8	0	0	8	0
3	Art Department	7	0	0	7	0
	Art Gallery	0	1	0	1	0
4	Montgomery Hall	0	0	2	2	0
	Biology	12	2	0	14	0
	Center for Democracy	0	2	0	2	0
	Chemistry	9	1	0	10	0
	Core Curriculum	0	0	0	0	0
	Theatre, Film & Media Studies	6	1	0	7	0
	Economics	10	0	0	10	0
5	Educational Studies	6	1	0	7	0
	English	12	0	0	12	0
6	Environmental Studies	2	0	0	2	0
7	History	8	0	0	8	0
	Kent Hall	0	0	2	2	0
	Goodpaster Hall	0	0	2	2	0
	Instructional Administration	0	0	0	0	0
8	International Education	0	1	0	1	0
9	International Languages & Culture	10	0	0	10	0
	Mathematics & Computer Science	12	0	0	12	0
	Music	5	1	0	6	0
	Schaefer Hall	0	0	2	2	0
10	Philosophy & Religious Studies	7	0	0	7	0
	Physics	5	1	0	6	0
	Political Science	9	0	0	9	0
	Professional Services	0	0	0	0	0
	Psychology	13	2	0	15	0
11, 12 & 13	Temporary	0	0	0	0	16
	<b>TOTAL PROGRAM 01</b>	<b>141</b>	<b>17</b>	<b>10</b>	<b>168</b>	<b>16</b>
	<b>PROGRAM 02 - ACADEMIC SUPPORT</b>					
	Library - Faculty	7	0	0	7	0
14	Library General	0	8	0	8	0
	<b>TOTAL PROGRAM 02</b>	<b>7</b>	<b>8</b>	<b>0</b>	<b>15</b>	<b>0</b>
	<b>PROGRAM 03 - INSTITUTIONAL SUPPORT</b>					
	Academic Administration	0	0	0	0	0
15	Academic Affairs	0	2	0	2	0
	Business Office	0	9	5	14	0
	Dean of Faculty	0	3	0	3	0
	Dean of Students	0	2	0	2	0
	Environmental Health & Safety	0	1	0	1	0
16	Events and Conferences	0	2	0	2	0
17	Human Resources & Payroll	0	4	2	6	0
	Institutional Research	0	2	0	2	0
18	Office of Institutional Advancement	0	13	1	14	0
19	Office of Information Technology	0	18	0	18	0
20	Physical Plant/Campus Mail Service	0	0	0	0	0
21 & 22	President's Office	0	6	1	7	0
	Professional Programs	0	0	0	0	0
	Public Safety	0	1	13	14	0
	Publications	0	6	0	6	0
	Vice President for Business & Finance	0	3	0	3	0
	<b>TOTAL PROGRAM 03</b>	<b>0</b>	<b>72</b>	<b>22</b>	<b>94</b>	<b>0</b>

	<b>PROGRAM</b>	<b>FACULTY</b>	<b>ADMIN</b>	<b>STAFF</b>	<b>TOTAL</b>	<b>TEMP</b>	
<b>PROGRAM 04 - STUDENT SERVICES</b>							
	Admissions	0	11	1	12	0	
	Athletics and Recreation	0	20	3	23	0	
	Career Development	0	3	0	3	0	
	Financial Aid	0	5	0	5	0	
	Registrar	0	4	1	5	0	
	Student Activities	0	4	2	6	0	
	Waterfront	0	4	0	4	0	
23	Wellness Center (combined Counseling & Health Svcs)	0	4	1	5	0	
<b>TOTAL PROGRAM 04</b>		<b>0</b>	<b>55</b>	<b>8</b>	<b>63</b>	<b>0</b>	
<b>PROGRAM 06 - PLANT OPERATION &amp; MAINTENANCE</b>							
24 & 25	Non Auxiliary Projects	0	6	17	23	0	
	Planning and Facilities	0	5	0	5	0	
<b>TOTAL PROGRAM 06</b>		<b>0</b>	<b>11</b>	<b>17</b>	<b>28</b>	<b>0</b>	
<b>PROGRAM 10 - AUXILIARY ENTERPRISES</b>							
26	Auxiliary Administration	0	0	26	26	0	
	Residence Halls	0	4	1	5	0	
27	St. Mary's Campus Store	0	3	0	3	0	
<b>TOTAL PROGRAM 10</b>		<b>0</b>	<b>7</b>	<b>27</b>	<b>34</b>	<b>0</b>	
<b>Beginning FY17 there were 430 Board approved positions</b>		<b>149</b>	<b>181</b>	<b>83</b>	<b>413</b>	<b>17</b>	<b>430</b>
1	Moved one Admin Line to Temporary Faculty (Cognard-Black)		(1)				
2	Changed classification from Admin to Staff		(1)	1			
3	Moved one Temp Line to Art Department	1					
4	Changed classification from Admin to Staff		(1)	1			
5	Abolished one Admin Line - Facilitator/SMC Projects		(1)				
6	New FY18 Faculty Line - Environmental Studies/using temp line	1					
7	Abolished one Faculty Tenured Track Line (Cohen)	(1)					
8	Abolished two Admin Lines - Dir and Asst Dir		(2)				
9	Moved one Faculty line to Admin (Gantz)	(1)					
10	Abolished one Faculty Tenured Track Line (Cook-Anderson)	(1)					
11	Moved one Admin line from Academic Services (A. Cognard-Black)					1	
12	Moved one temp line to Environmental Science					(1)	
13	Moved one temp line to Art Department					(1)	
14	Abolished one Admin Line - Acquisitions Technician		(1)				
15	Moved one Faculty line to Admin (Gantz)		1				
16	Abolished one Admin Line - Bd of Trustees and Community Liaison		(1)				
17	New Staff Position - Benefits Administrator/Recruiter			1			
18	Abolished one Admin Line - Assoc Dir Alumni Relations		(1)				
19	Abolished one Admin Line - Software Developer		(1)				
20	Abolished one Staff Line - General Support Staff/Mail			(1)			
21	New Staff Position - Office Associate II (Title IX/Diversity/Inclusion)			1			
22	New Admin Position - Driver/Special Assistant to the President		1				
23	Abolished one Admin Line - Assistant Dir Health Services		(1)				
24	Abolished one Staff line - HVAC Mechanic			(1)			
25	Abolished one Admin Line 0 Asst VP for Campus Operations		(1)				
26	Abolished one Staff Line - General Support Staff/Set-ups			(1)			
27	Abolished one Admin Line - Operations Manager		(1)				
Net Changes (Year to Year)		(1)	(11)	1	0	(1)	(12)
<b>TOTAL ALL PROGRAMS</b>		<b>148</b>	<b>170</b>	<b>84</b>	<b>402</b>	<b>16</b>	<b>418</b>
		<b>FACULTY</b>	<b>ADMIN</b>	<b>STAFF</b>	<b>TOTAL</b>	<b>TEMP</b>	<b>TOTAL</b>

**ST. MARY'S COLLEGE OF MARYLAND  
FY18 PLANT PROJECT SUMMARY  
PRIORITY A PROJECTS LIST**

	<b>Estimated Cost</b>
<b>Major Capital Projects</b>	
Miscellaneous Capital Projects less than \$200,000	\$ 60,000
<i>Subtotal</i>	\$ 60,000
<b>Maintenance and Repair</b>	
Miscellaneous Maintenance and Repair Projects less than \$200,000	\$ 585,000
<i>Subtotal</i>	\$ 585,000
<b>Program Support</b>	
Miscellaneous Projects less than \$200,000	\$ 261,827
<i>Subtotal</i>	\$ 261,827
<b>Residence Hall Renewal Program</b>	
Caroline – New Furniture	\$ 280,000
Miscellaneous Residence Hall Projects less than \$200,000	\$ 70,000
<i>Subtotal</i>	\$ 350,000
<b>FY18 PRIORITY A PROJECTS</b>	<b>\$1,256,827</b>

**ST. MARY'S COLLEGE OF MARYLAND  
FY18 PLANT PROJECT SUMMARY  
TENATIVE MISCELLANEOUS PROJECTS**

The following provides a list of miscellaneous projects that represents preliminary planning for funding within the FY18 plant budget. Implementation of specific projects is subject to change in the event of unforeseen circumstances.

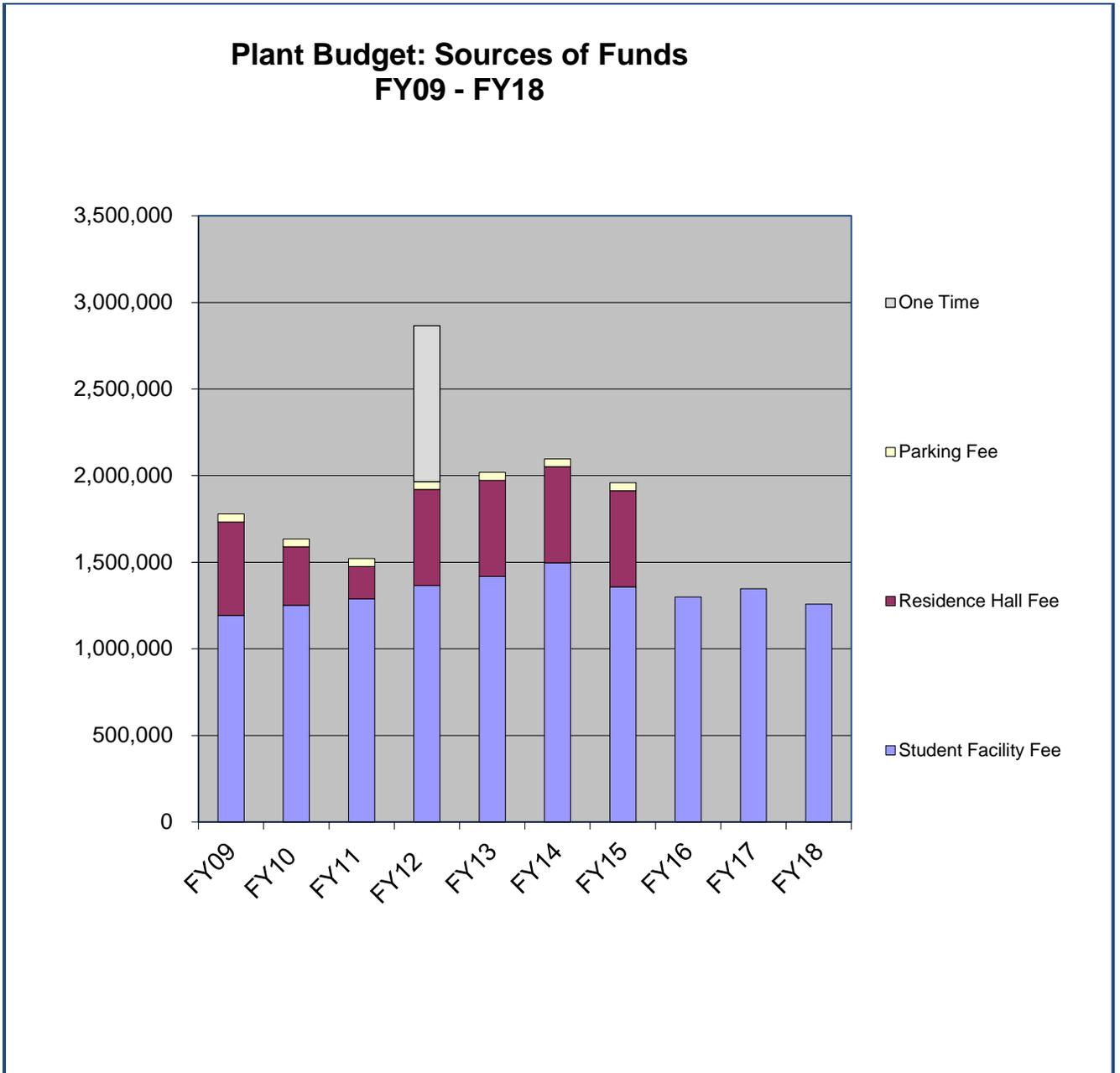
**Action Item 1718-02**

<b>PROJECT</b>	<b>ESTIMATED COST</b>
<b><u>CAPITAL PROJECTS</u></b>	
Faculty/Staff Housing Programming	40,000
Bike Trail - Concept Study	20,000
<b>TOTAL COST OF CAPITAL PROJECTS</b>	<b>60,000</b>
<b><u>MAINTENANCE &amp; REPAIR</u></b>	
Miscellaneous maintenance and repair projects - unknown	51,000
Plant Contingency	39,000
Campus Wide - Slate roof repairs	20,000
Campus Wide - Building Automation Commissioning	25,000
Aquatic Center - Replace black rubber mats with new mats or permanent non-slip surface	135,000
Campus Center - Chiller Study	50,000
Campus Painting (Campus Center; Kent Hall, Library; Monty Hall)	80,000
Goodpaster Hall - Air Handling System Balancing	20,000
Goodpaster Hall - Replace rusted fume cabinets	30,000
Library - Egress Stairwell Code Improvements	45,000
Library - Replace 3rd Floor carpeting	14,000
Montgomery Hall - Install Monty Piano Climate Control	10,000
Muldoon River Center - Replace Front Door Closures	15,000
Schaefer Hall - DI Water System Replacement	11,000
Schaefer Hall - SH 106 Renovation Project	40,000
<b>TOTAL COST OF MAINTENANCE AND REPAIR PROJECTS</b>	<b>585,000</b>
<b><u>PROGRAM SUPPORT - ACADEMIC AFFAIRS</u></b>	
Classroom Improvements - for Strategic Plan Initiatives	34,000
Margaret Brent Hall - Replace chairs in MB 109	15,000
Montgomery Hall - MH 132 or 129 - Purchase & Install spray booth	6,000
Schaefer Hall - SH 124 - Hazardous Waste Accumulation area add ventilation	5,000
Schaefer Hall - SH 151 High Density Storage	85,000
Schaefer Hall - SH 253 Renovation	10,000
<b>TOTAL COST OF ACADEMIC AFFAIRS PROJECTS</b>	<b>155,000</b>

PROJECT	ESTIMATED COST
<b><u>PROGRAM SUPPORT - STUDENT AFFAIRS</u></b>	
Campus Center - First floor upholstered furniture replacement	5,000
<b>TOTAL COST OF STUDENT AFFAIRS PROJECTS</b>	<b>5,000</b>
<b><u>PROGRAM SUPPORT - BUSINESS AND FINANCE PROJECTS</u></b>	
Misc. Enhancements - unknown	20,000
River Center - Electric on piers	4,000
<b>TOTAL COST OF BUSINESS AND FINANCE PROJECTS</b>	<b>24,000</b>
<b><u>PROGRAM SUPPORT - ADVANCEMENT PROJECTS</u></b>	
DPC - Create on campus storage	8,000
<b>TOTAL COST OF ADVANCEMENT PROJECTS</b>	<b>8,000</b>
<b><u>PROGRAM SUPPORT - ENROLLMENT MANAGEMENT</u></b>	
Admissions - Re-upholstery of furniture in living room and sunroom	15,000
<b>TOTAL COST OF ENROLLMENT MANAGEMENT PROJECTS</b>	<b>15,000</b>
<b><u>CAMPUS IMPROVEMENT PROJECTS</u></b>	
Miscellaneous site improvements projects - unknown	24,827
Grounds - Removal of Willow Oak Tree	30,000
<b>TOTAL COST OF CAMPUS IMPROVEMENT PROJECTS</b>	<b>54,827</b>
<b><u>RESIDENCE HALL RENEWAL PROGRAM</u></b>	
Miscellaneous residence hall repairs	20,000
ADA Units - Add bed shakers & Strobes	5,000
Caroline - Replace existing furniture with new furniture	280,000
Traditional Halls - Refurbishment & Renovation front and back apartments	25,000
Waring Commons - ADA Upgrade	5,000
<b>TOTAL COST OF RESIDENCE HALL PROJECTS</b>	<b>350,000</b>

**PLANT PROJECT EXPENDITURE SUMMARY**  
**Cumulative Project Budgets and Expenditures through June 30, 2017**

Project	Budget	Expenditures	Commitments	Balance
<b>Active Capital Projects &gt;\$200,000</b>				
Misc Maint & Repair	474,204	358,645	77,451	38,109
Misc Small Enhancements	243,351	202,346	25,322	15,683
Misc Residence Hall Projects	496,163	324,121	172,042	0
AA Hall Replacement - Misc	175,475	94,984	3,521	76,970
Cobb House Renovation	240,484	16,259	220,889	3,336
<b>Total Projects &lt;\$200,000</b>	<b>980,316</b>	<b>(251,388)</b>	<b>310,918</b>	<b>920,786</b>
<b>Total Projects</b>	<b>2,609,993</b>	<b>744,966</b>	<b>810,143</b>	<b>1,054,884</b>



**Note:** The transfer to plant in the amount of \$600K no longer exists. In FY16 the transfer was reduced by \$200K as part of the College-wide budget reduction process. The remaining \$400K was allocated (budgeted) to institutional debt service to pay for the Residence Hall Renewal Loan to advance maintenance projects in the residence halls.

### Average Plant Budget Funding FY13 - FY17

