

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

GENERAL SESSION

Meeting of May 14, 2010
Hour: 3:00 p.m.

Site: St. Mary's College of Maryland
St. Mary's City, Maryland

TRUSTEES PRESENT

James Muldoon, Chairman

Sherrie Robinson Bailey '81, Arthur Birney, Jr., Tom Daugherty '65, Peg Duchesne '77, Gail Harmon, Steny Hoyer, Neil Irwin '00, Thomas Penfield Jackson, Gary Jobson, Larry Leak '76, Molly Mahoney, John McAllister, Mike O'Brien '68, Paul Schultheis '98, Deborah Travers '10, Robert Waldschmitt and John Wobensmith '93

TRUSTEES ABSENT

Benjamin Bradlee, Cindy Broyles '79, Katharine Russell

OTHERS PRESENT

Marc Apter, Laura Bayless, Thomas Botzman, Lee Capristo, Joanne Dorval, Regina Faden, Kathy Grimes, Anne Grulich, Mark Heidrich, Louis Hicks, Dan Ingersoll, Charles Jackson, Sally Mercer, Mary Helen Norris, Robert Paul, Joan Poor, Sara Slaff, Maurielle Stewart '12, James Stone, Cindy Travers, Cathy Travers, Paul Travers, Kate Ufford, Joe Urgo and Larry Vote

NOTICE OF EXECUTIVE SESSION

In accordance with the 1991 State Open Meetings Law, H.B. 1321, Chairman James Muldoon reported that an Executive Session had taken place prior to the start of the General Session in order to discuss legal and personnel matters.

AGENDA

The agenda for the General Session was approved as presented

MINUTES

Minutes of the February 20, 2010 General Session were approved as presented

ACTIONS

1. Action Item 0910-21: Recommendation to approve personnel matters
Personnel matters were passed in Executive Session.
2. Action Item 0910-22: Recommendation to elect slate of Board officers
Board officers were approved in Executive Session

3. Action Item 0910-23: Recommendation to approve the Board Resolution regarding the Centre for Medieval and Renaissance Studies (CMRS)

Motion was made to approve the Board Resolution regarding CMRS. The motion was seconded and passed unanimously.

4. Action Item 0910-24: Recommendation to approve approved the candidates for the degree of Bachelor of Arts

Motion was made to approve the candidates for the degree of Bachelor of Arts. The motion was seconded and passed unanimously.

5. Action Item 0910-25: Recommendation to approve the candidates for the degree of Master of Arts in Teaching

A motion was made to approve the candidates for the degree of Master of Arts in Teaching. The motion was seconded and passed unanimously.

6. Action Item 0910-26: Recommendation to approve Middle States Periodic Review Report

Motion was made to approve the Middle States Periodic Review Report. The motion was seconded and passed unanimously.

7. Action Item 0910-27: Recommendation to approve the Annual Facilities Condition Report

Motion was made to approve the Annual Facilities Condition Report. The motion was seconded and passed unanimously.

8. Action Item 0910-28: Recommendation to approve FY11 Current Fund (Operating) Budget, including new personnel positions

Motion was made to approve the FY11 Current Fund (Operating) Budget. The motion was seconded and passed unanimously.

9. Action Item 0910-29: Recommendation to approve FY11 Plant Fund (Capital) Budget

Motion was made to approve the FY11 Plant Fund (Capital) Budget. The motion was seconded and passed unanimously.

10. Action Item 0910-30: Recommendation to approve FY11 Staff Salary Plan

Motion was made to approve the FY11 Staff Salary Plan. The motion was seconded and passed unanimously.

11. Action Item 0910-31: Recommendation to approve 401(a), 457(b), and 403(b) Vendor Service Agreements and Custodial Agreements

Motion was made to approve the 401(a), 457(b) and 403(b) Vendor Service Agreements and Custodial Agreements. The motion was seconded and passed unanimously.

REPORTS

Report of the Chairman

James Muldoon welcomed all in attendance to the 656th meeting of the St. Mary's College of Maryland Board of Trustees, stating that an Executive Session had taken place prior to the General Session. Chairman Muldoon reported:

- The Board discussed and voted on a slate of officers during the Executive Session. Muldoon thanked and congratulated the following officers for 2010-2011:
Molly Mahoney, Chair
Ben Bradlee, Vice Chair
Larry Leak, Secretary and
John Wobensmith, Treasurer
- The Executive Committee met twice since February. On April 28th a meeting was called to order at 1:30 p.m. in Washington D.C. The purpose of the meeting was to review updates on the Legislative Audit and discuss the relationship with the Centre for Medieval and Renaissance Study (CMRS). On May 13th a conference call was held to further discuss the relationship with CMRS.
- The College will recognize Commencement speaker, *Washington Post* Assistant Editor and syndicated columnist Eugene Robinson, as well as honorary degree recipients Will Baker and Marty Sullivan at Commencement on Saturday, May 16th.
- Muldoon also welcomed President-elect Joe Urgo and thanked student trustee Deborah Travers '10 for her excellent service on the Board and Mary Helen Norris for her dedication to the College. Norris will retire in June.
- The annual Scholarship Lunch and Awards Convocation was held on April 24th. The day was capped off by the annual Twain Lecture, which drew over 1,000 people to the Michael P. O'Brien Athletics and Recreation Center.
- St. Mary's earned a place on the 2009 President's Higher Education Community Service Honor Roll. This is the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning, and civic engagement. Students at SMCM donated a total of 33,951 hours of service to local community organizations.
- Muldoon concluded the report by congratulating graduating seniors.

Report of the President

Acting President Vote recognized:

- Faculty and staff for their diligence in delivering the St. Mary's experience over the past year
- Congratulated the graduating class of 2010
- Jim Muldoon for his substantial service to the Board and College
- Trustees, faculty, staff and students for the support given to him and to Tom Botzman during the past year

- Joe and Lesley Uργο and welcomed them to the community

Report of the Faculty Senate President

Faculty Senate President Bob Paul reported:

- A busy academic year for faculty and students. Commencement will see one of the biggest classes, 432 students, graduate, and large numbers of students follow them.
- Enrollment has remained high (above 2,000 students) and while this provides financial security for the College, it also strains faculty resources.
- Faculty and students continue to settle in with the new Core Curriculum. After two years, First-Year Seminars are going well, but there are challenges ahead for the junior-level requirement of “Experiencing the Liberal Arts in the World”(ELAW). Juniors will need to satisfy this requirement in the next two years and the mechanisms for satisfying this requirement (including study abroad and internships) are not fully tested. The 2010-11 academic year will bring practical experience and data, but the College will need to carefully track student responses to the new curriculum change.
- Faculty members were heavily involved with the Presidential search throughout the year. While the search took longer than anticipated, the faculty are very pleased with the outcome and look forward to welcoming President-elect Uργο. Faculty are committed to working with Uργο in transparent and meaningful ways.
- Faculty were pleased to be invited by the Board to participate in the CMRS Committee that was an ad hoc subcommittee of the Academic Affairs Committee. The faculty elected three faculty members: Professors Ben Click, Helen Daugherty, and Chuck Holden. The faculty and Board members of the committee had eight productive meetings, but the faculty members of the committee were surprised that a comprehensive report was not generated as a consequence of their deliberations and that the committee was disbanded by the Board in April.
- Faculty sub-committee members created a report for the Faculty Senate, and the Faculty Senate sent their report to the entire faculty for review and discussion at a meeting on April 27th. The meeting was attended by nearly 100 faculty members (one of the best-attended meetings). At the conclusion of that meeting, the faculty voted unanimously to send the report to the full Board and to President-elect Uργο. It needs to be clear that the faculty strongly supports the educational opportunities that CMRS affords students and faculty, and that they reaffirmed that commitment in a letter to the CMRS Board. The issues raised over CMRS could be better evaluated and vetted by a formal self-study of all international programs. This could possibly lead to a strategic plan for international education that can be evaluated by an external team of reviewers.
- The recently completed Faculty Climate Survey was returned by 90% of the tenured faculty, and it reveals that faculty are restive, anxious and that morale is low. This is mostly attributed to financial uncertainty, frustration over international programs such as CMRS, a reduction in academic resources and salary freezes for a second straight year. Faculty are optimistic new avenues of dialog with the Board will help resolve institutional problems, but there is still much to do.

Report of the Student Trustee

Student Trustee Deborah Travers '10 reported:

- More than 200 students presented St. Mary’s Projects (SMPs)

- May Day was a successful event and students did not share any other major concerns
- Sports teams had a great year; men's basketball went to the NCAA Sweet 16 with students using their spring break to go to the game and support the team
- Students are focus on sustainability initiatives such as:
 - Chancellor's Point:
 - Moving towards the goal of an Environmental Studies Field School
 - Summer class: Environmental Studies in Leave No Trace
 - Drafting a plan to make the site a "sustainable site"
 - Built a greenhouse over spring break, using the building to develop a native plant nursery
 - Campus Farm: planting and harvesting this summer with student volunteers; hoping for more participation in the fall
 - Tobacco Barn: Talon Grant to renovate the tobacco barn located south of the College on Rte 5; to be used as a space for art exhibits, classes, concerts, etc., also used for storage for the campus farm
 - GSMRF: Green St. Mary's Revolving Fund
 - \$100k fund earmarked for sustainability projects, refreshes itself through a revolving loan mechanism
 - \$70k per year in fresh capital from student fees
- Students are looking forward to the start of Dr. Urgo's presidency; nothing but positive feedback from those who have already met him
- On behalf of the student body, thank you to Acting President and Provost Vote, Dr. Botzman and everyone else who took on additional responsibilities in this year of transition

REPORTS FROM COMMITTEES

Academic Affairs

Chair, Larry Leak reported:

- The Academic Affairs Committee recognized the College's 30-year relationship with CMRS and noted the accomplishments made by the CMRS subcommittee
- The Academic Affairs Committee considered the recommendations of the CMRS subcommittee. Members recommend a standing Board committee to address concerns and initiatives related to international programs
- The Middle States Periodic Review Report is complete. The report is the half-way assessment to reaccreditation. Leak thanked Dean Bayless and Professor Koenig for their work on the report.

Building and Grounds

Chair, Mike O'Brien reported:

- The Buildings and Grounds Committee met on April 23rd
- The committee reviewed FY11 Plant Budget Priorities. The recommendation will be brought to the Board later in the meeting by the Finance, Investment, and Audit

Committee. Included are funds for the relocation of Margaret Brent Hall to provide a home for the Department of Philosophy and Religious Studies after Anne Arundel Hall is demolished.

- During the past two years, the College has reduced support to the residence hall renewal program by \$350,000 in response to State budget rescissions in FY09 and FY10. Restoring this funding to the plant budget should be a priority over the next few years.
- The Committee brings forward a recommendation to approve the Annual Facilities Condition Report. Overall, the report indicates that the campus remains in good condition.
- The committee's annual tour has been postponed to this summer and will focus on residence halls.
- The Committee received an update on the design for Anne Arundel Hall and the Maryland Heritage Interpretive Center and a presentation on Margret Brent and Anne Arundel projects from Chip Jackson, associate vice president for planning and facilities.
- The committee began reviewing the College's draft Climate Action Plan. This plan, which will provide a framework for working towards climate neutrality over the next 10 to 20 years, will be further refined and developed during the upcoming academic year.
- The committee was briefed on recent public meetings held by the Capital Design Advisory to review the Anne Arundel Hall and Interpretive Center project, traffic calming, and the Margaret Brent relocation. Public response has been positive.

Community Relations

Chair, John McAllister reported:

- The Community Relations Committee met via conference call on Monday, April 26, 2010.
- There were no action items before the committee. Informational reports were offered by College staff.
 - Tom Botzman provided a legislative update to the committee which included an overview of the FY11 budget and an update on the legislative audit report being prepared for September 1
 - Dan Branigan provided an update on capital projects:
 - An open house and Capital Design Advisory meeting were held to provide information to the local community about the Anne Arundel/Maryland Heritage Interpretive Center project. Turnout was light and feedback was positive.
 - Additional information and images are posted on the facilities website to provide ongoing updates on all capital projects.
 - Marc Apter briefed the committee on recent public relations efforts, noting that positive stories have prevailed with the announcement of a new president and strong SMCM rankings by various publications
 - Barbara Bershon provided an arts outreach update:
 - The River Concerts will be held on Fridays from June 18-July 30.
 - The Chamber Singers will travel to Alba for the annual music festival, and additional efforts have been undertaken to work with the Italian embassy in Washington, D.C. to promote SMCM.

- Poetry and music workshops have been held during spring semester to bring local high school students to campus.
- Lee Capristo briefed the group on the work of publications and media relations:
 - During spring semester, the office produced the annual report issue of *The Mulberry Tree*, two issues of the *River Gazette*, and various marketing materials, programs and press releases.
 - provided web site support for the presidential search and transition
 - produced a short video chronicling the first 100 years of SMCM which will premiere at Reunion Weekend.
- Kathy Grimes briefed the group on lifelong learning and summer programs:
 - The Horton program has had continued success at Asbury and Wildewood, and has begun to draw donors. Spring 2010 classes explore Kashmir/Pakistan, the history of spices, political history from the Civil War to the New Deal, and crises in presidential elections.
 - Summer session includes approximately 300 enrollments at this time, which is consistent with 2009 numbers.
 - Summer conferences will feature the Encore senior citizen choral program, the Brendan sail training program, and Maryland Special Olympics sailing/kayaking championships.
 - The 37th annual Governor's Cup race is August 6-7.
 - Companion travel has been inconsistent. A recent 3-week trip to India drew 14 participants; however, the companion trip to Alba didn't enroll this year. The office is exploring new offerings for 2011.

Development

Chair, Gail Harmon reported:

- The Development Committee met via conference call on April 27, 2010
- The committee was updated on the search for the new Vice President for Development
- Richard Tantillo, vice president for communications and development at Hamilton College, was on campus on May 3 & 4 for an external review of the Office of Development. He met with all the development directors as well as admissions, athletics, sponsored research and the Center for the Study of Democracy. He will prepare a final report for Dr. Urgo; which will be a valuable tool for accessing and structuring the area.
- Fundraising for the first quarter of 2010 totaled \$410K in gifts and pledges as compared to \$476K for the same period last year. However last year's total included \$143K in federal funding for the College 101 programs – so the individual fundraising efforts for the first quarter were especially strong.
- Trustee Bob Waldschmitt continued support for the Alba program, which his mother, former trustee Alice Waldschmitt, initiated
- Federal initiatives for science equipment and geothermal units for the residence hall are looking strong
- Karen Raley, the director of annual giving, reported that \$60K was pledged during the spring phonathon. The real success story of this phonathon was the fact that the alumni participation rate was 54% - that is to say that 54% of the alumni who were reached agreed to give. This is up significantly over the past several years.

- David Sushinsky, director of alumni relations, spoke to the success of the percentage challenge – he reported that 28% of the alumni classes have increased their giving percentage from last year.
- Three events are being planned for Dr. and Mrs. Urgo to meet major donors. These events will be hosted by the presidents of the alumni chapters and will take place in Southern Maryland, Washington, and Baltimore.

Enrollment and Student Affairs

Chair Neil Irwin '00 reported:

- The Enrollment and Student Affairs committee met on May 14, 2010
- May Day events occurred without any incident
- As mentioned by Travers, students are focusing on sustainability issues.
- Deposits have been received from 443 first-year students and additional students from the wait list have been offered admission. In addition, offers of admission have been mailed to transfer applicants. Additional offers will be made to wait list students throughout the summer.
- The committee reviewed the list of potential Class of 2011 Commencement speakers presented by Dean Bayless. The Committee reviewed the list, suggested additional candidates and identified several candidates they would like to explore as possible speakers. Information will be gathered over the summer and the committee will discuss top candidates at the first meeting in the fall.

Finance, Investment and Audit

Chair John Wobensmith '93 reported:

- The FIA committee met on April 30, 2009
- The Committee discussed the final budget bill which contains language requesting a report by September 1, 2010 addressing issues from the legislative audits. The bill withholds \$250,000 of fiscal year 2011 funding until the report is submitted. A special meeting of the FIA committee will be held in August to approve the report.
- Four action items were approved and are being brought forward today.

Government Relations

Chair, Peg Duchesne '77 reported:

- The legislative session ended on a positive note for the College. The final budget language contained full funding for the block grant and the inflator. The inflator amount (\$302,800) less the fiscal year 2010 permanent reduction (\$150,000) results in a net increase of \$152,800 for fiscal year 2011. The College was not required to return fund balance, but will be required to participate again in the salary and service reduction mandate. The College will receive official notification of these items in the near future.
- The final budget also contained language that returns prior bond bill funds intended for the amphitheatre project. The College agreed to this request in light of the pressing capital needs in the state. We may ask for funding in the future as we develop a new plan. The College did not request other capital funds this year.
- The Higher Education Investment Fund legislation (HB470 / SB283) contained language constraining institutions in future tuition and fee decisions. SMCM was exempted from the final bill with the trustees retaining full autonomy in rate setting. The College

continues to be supported well by the executive and legislative branches, and is particularly grateful to the Southern Maryland Delegation.

- St. Mary's College students were elected to several leadership positions in the Maryland Student Legislature.

REPORTS FROM ASSOCIATED ORGANIZATIONS

St. Mary's College of Maryland Alumni Association

Alumni Council President Paul R. Schultheis '98 reported:

- Alumni Weekend is June 11-13. Over 500 people have already signed up for events which far surpasses last year's registration at this time. Because of the number of guests, additional housing needed to be opened and is now filled to capacity. Dr. Urgo will officially kick off Alumni Weekend with a presidential address on Friday afternoon and plans to attend several events over the weekend. Schultheis welcomed all trustees to attend Alumni Weekend.
- Despite the downturn in the economy, alumni participation has actually increased in the percentage of donors for 34 of the 76 classes that we track in the Class Percentage Challenge. When this challenge ends on June 30th, Alumni Director Dave Sushinsky will personally sign a letter of thanks to each alumni donor with the hope that this recognition will encourage alums to continue their support in the coming fiscal year.
- The Patuxent Naval Air Museum event on May 7th attracted over 40 alums spanning five decades. Summer events include a winery tour and tasting in Frederick, monthly trivia happy hours in Washington D.C., a night at Ruth Chris' Steak House in Baltimore, baseball games. Check the alumni web site for details and consider attending if you are in the area.
- At the last Alumni Council Meeting, Schultheis was re-elected to another two-year term as president and Danielle Troyan '94, was elected as the new vice president. Troyan will shadow at Board meetings and events in preparation for her presidency beginning June 30, 2012.
- The experiment to bring a current student onto the Alumni Council has proven very successful. Matt Schafle, who is graduating, has done an excellent job in educating the Class of 2010 on the importance of giving back to St. Mary's College and staying involved as active alumni. Following in his steps, the alumni council has selected Amir Reda '11 to serve during the next academic year. Some of you may have met Amir at the Legislative Reception in Annapolis.

St. Mary's College of Maryland Foundation Board

Foundation President Jim Stone reported:

- The SMCM Foundation Board of Directors met on Tuesday April 27, 2010.
- The following officers were elected for 2010-2011 year:
 - Jim Stone, president
 - Susan Messitte, vice president
 - John Roberts, treasurer
 - Bonnie Green, secretary
- Harry Weitzel and Bonnie Green will continue to serve as the Foundation representatives to the Joint Investment Advisory Committee with Weitzel serving as chair.

- Kathy Grimes was introduced to the Board. She will serve as the interim executive director of the Foundation after Mary Helen Norris leaves and before the new Vice President for Development begins.
- As of March 31, 2010 net assets increased ~ \$1.6 million which was due mainly to investment gains and income.
- The FY11 operating budget for the foundation was approved. This was again based on a .88% support and service fee. Norris confirmed that both consulting firms McAllister & Quinn and Alexander & Cleaver were willing to continue at the reduced rate.
- The Board reviewed the financial status of the River Concert Series and approved a budget for this summer's series which anticipates a \$36K surplus. An interim procurement policy was adopted with reviews of all purchases over \$5,000. The review and formal approval of a procurement policy by the Board will take place with the new executive director.
- The Board approved a transfer to the College in the amount of \$244,599 ; the majority (\$138,079) for scholarship support. The balance includes \$45K to the library and \$50K to help pay off the loan for the River Center. This marks a return to funding projects that the Foundation was unable to support last year.

Joint Investment Advisory Committee

Foundation President Jim Stone reported:

- The Joint Investment Advisory Committee met on Tuesday April 27, 2010.
- Representatives from EQA partners, one of our investment firms, gave a presentation on their investment strategies. Alumnus Erik Norland '96, EQA's head of research, chaired the presentation. Norland demonstrated that EQA is not correlated to either the S&P 500 or global growth measures. It does, however, have very liquid investments. The goal of the JIAC during this recession was the preservation of capital, which, in fact, we have been able to achieve.

Historic St. Mary's City

Trustee Larry Leak '76 asked director Regina Faden to give an update. She reported:

- Dick Moe has retired from the Commission's board. The Commission is very pleased to announce that John McAllister has accepted the chairmanship. Larry Leak will continue to serve as vice chair. Marty Sullivan has re-joined the museum as a commissioner.
- The Mackall Barn has been awarded a preservation grant by the Maryland Historical Trust which will be presented at Preservation Maryland's annual conference in late May. The project also received a preservation award from St. Mary's County.
- Martin Saunders focused his St. Mary's Project (SMP) on the history of the Bean Barn. As part of his project he submitted and was awarded a grant for \$20,000 from the Student Government Association. The state has agreed to match the funds and the Commission will oversee the preservation of the barn. Dan Ingersoll was the adviser on Martin's SMP and deserves thanks for helping make the preservation possible.
- Gabe Weinstein, a SMCM first-year student, will be working with Peter Rivers this summer to build the Interpretive Pavilion next to the Chapel.
- This year's Grave Matters program, an October event, has been revamped to increase audience capacity from 80 to 500, using a new partnership with the St. Mary's College Theater department.

- The museum staff has created a new event, a large-scale living history weekend that will compare and contrast the American Civil War and the English Civil War through military and naval demonstrations.
- Spring school tours are doing well. The Museum projects an increase in school visitation this season of about 3%. Homeschool Day participation increased by approximately 35% from 2009 with over 400 children and parents in attendance.
- Museum and College staff are working together to improve bus access at St. John's site. Museum staff continues to meet with local hospitality professionals on ways to improve services for the group tour market.
- Membership has continued to increase and we have seen a number of existing members renewing at higher levels.
- The development director and the executive director approach are making initial contacts with both local and state businesses. These efforts are to create relationships to increase support from the business sector for both our operating and capital campaigns.
- The Public Programs department hired a new education assistant, Amy Griffin, a 2009 graduate of SMC who started work in mid-March. The Museum has also hired six students for the Maryland Heritage Student Interpreter program. They will be work as paid interpreters at the living history sites for the summer months.
- The museum was granted a Professional Fellowship to support the Chancellor's Point Project.
- Chief Archaeologist, Tim Riordan, has 15 students registered for the 2010 archaeological field school. This group includes a student from the University of the Gambia, continuing the archaeological training program HSMC has offered with The Gambia since 1998.
- Julia King, chair of the Museum Studies Steering Committee, reports that there are now 28 declared minors in Museum Studies. The program has grown from one museum studies minor graduating in May 2008 to nine in May 2010. The number of museum staff teaching in the program is growing as well. The following classes will be offered by HSMC staff in the 2010-2011 academic year.

In the fall:

- Introduction to Museum Studies: Regina Faden
- Interpreting History to the Public (cross-listed with HIST 348): Carrie Jones
- Post and Beam in an Age Gone Modern: Peter Rivers
- Applied Historical Printing: Doug Horhota

In the spring:

- Maryland in the Age of Sail (cross-listed with HIST 392): Will Gates and Joe Greeley
- Interpreting a Living History Plantation: Roberta Smith and Peter Friesen

The meeting was adjourned at 4:55p.m.

Summary prepared by Tom Botzman

And approved by Molly Mahoney
