

ST MARY'S COLLEGE *of* MARYLAND

The Public Honors College

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

BOARD OF TRUSTEES

OPEN SESSION

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

October 27, 2018

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

AGENDA

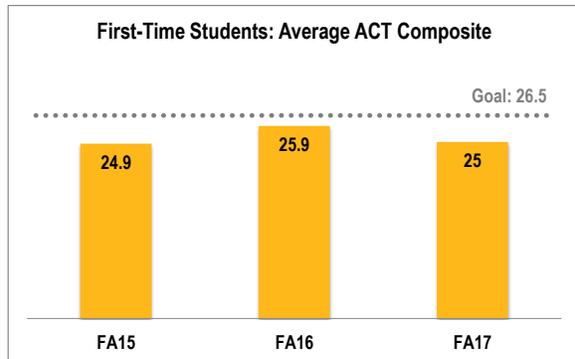
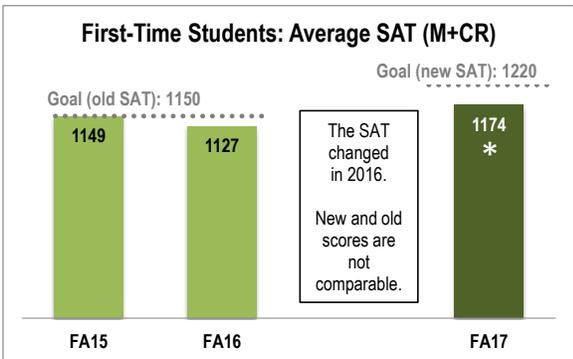
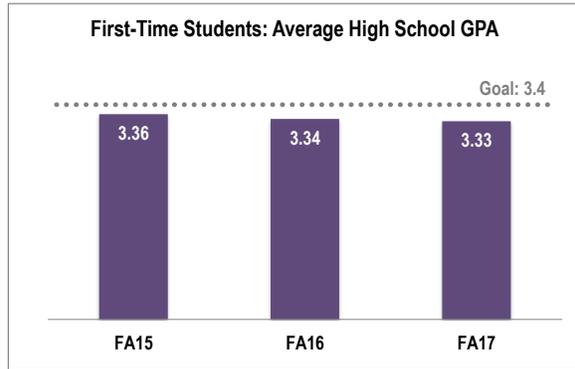
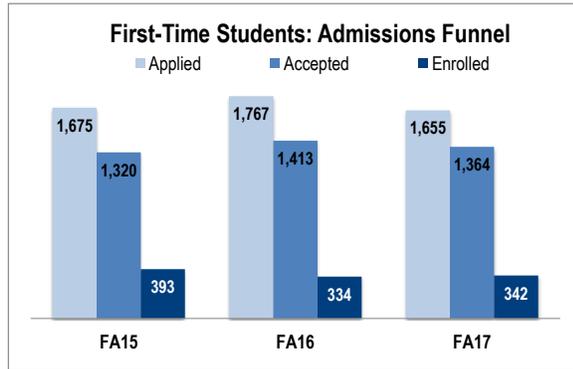
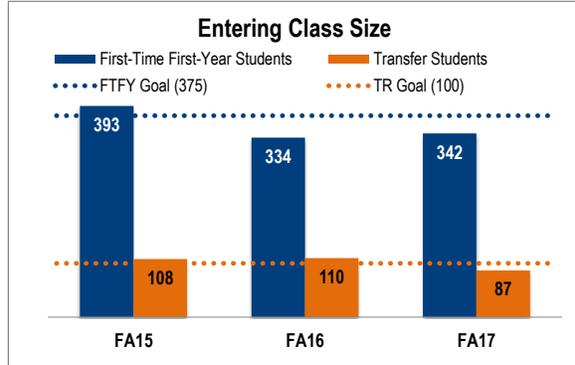
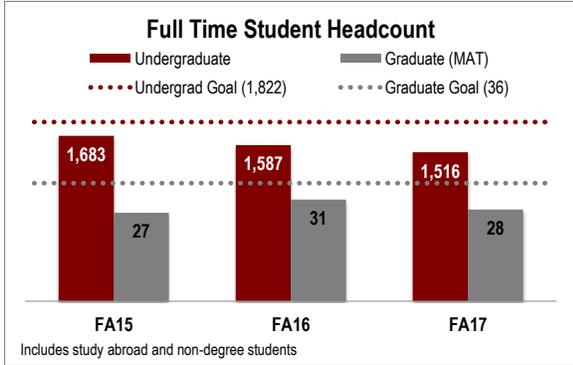
October 27, 2018 (#686)
10:10 a.m.

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

- | | | |
|--------------|--|---|
| I. | Call to Order | Sven Holmes |
| II. | Approval of agenda | Sven Holmes |
| III. | Report of the Board Chair | Sven Holmes |
| IV. | Report of the President | President Jordan |
| V. | Action Items | |
| | A. Finance, Investment and Audit | John Wobensmith '93 |
| | Action Item 1819-02: Revision of the FY19 Current Fund Unrestricted Budget | |
| | Action Item 1819-03: Reconciliation of the FY19 Plant (Capital) Budget | |
| | Action Item 1819-04: 2018 Performance Accountability Report | |
| | B. Student Affairs | Lex Birney, Cindy Broyles '79 |
| | Action Item 1819-05: Revision to the Quiet Hours Policy | |
| VI. | Institutional Advancement Update | Gail Harmon |
| VII. | Government Affairs Pre-Session Update | Larry Leak '76 |
| VIII. | LEAD Curriculum Update | Mike Wick, Leonard Brown |
| IX. | Admissions Update | David Hautanen, Jr. |
| X. | Buildings and Grounds Update | Paul Pusecker |
| XI. | Faculty Presentation | Casey Gurbitz |
| XII. | New Brand Identity Presentation | Ed Sirianno, CEO
Creative Communication Associates |
| XIII. | Motion to Adjourn Meeting | Sven Holmes |

Student Characteristics in Enrollment

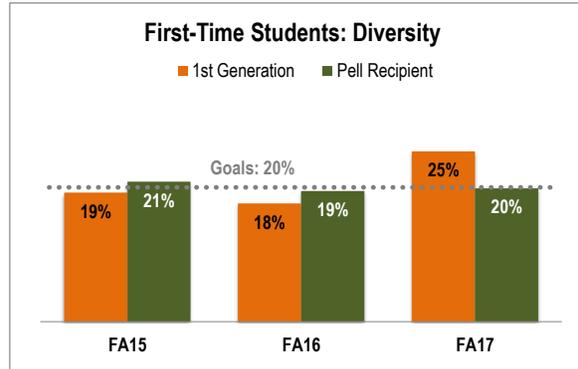
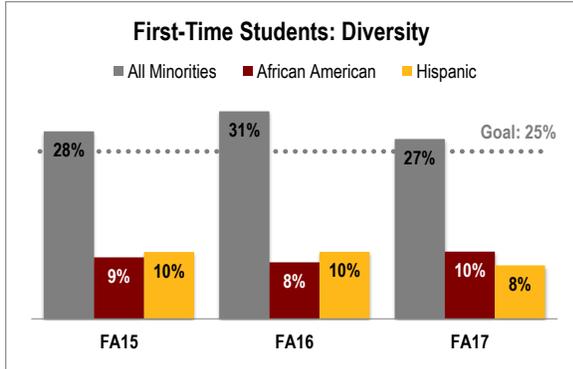
Fall 2017 figures based on final census (freeze) data, 9/25/17



* FA17 scores represent an average of all reported SAT scores, including new SAT scores (n=248) and old SAT scores converted to the new scale (n=27).

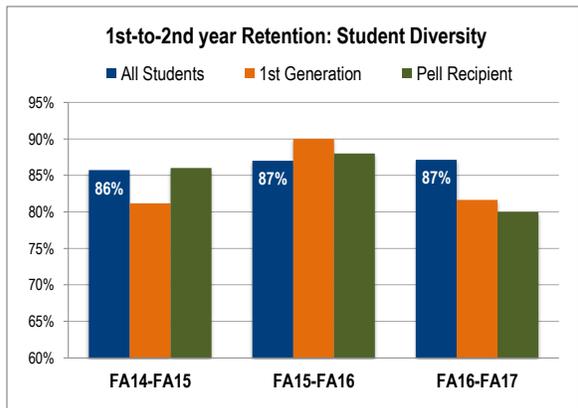
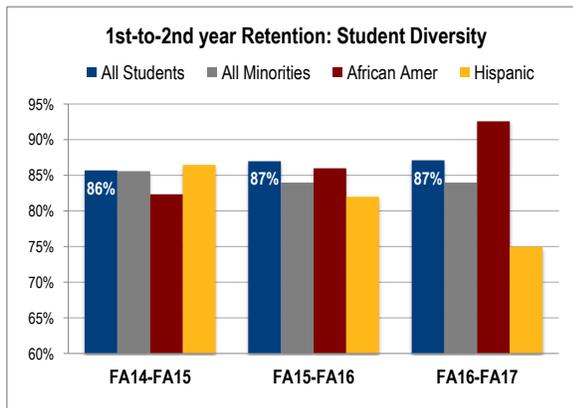
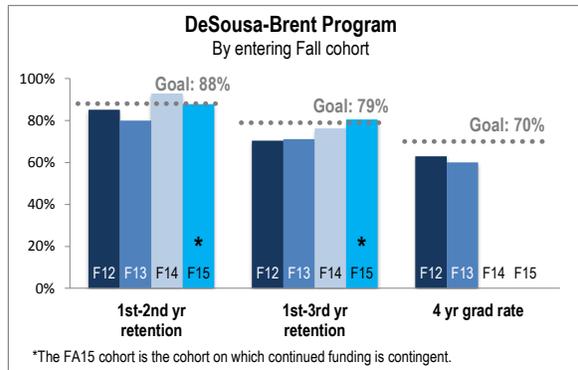
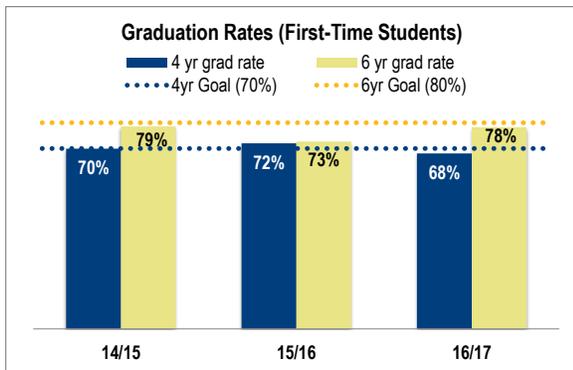
Student Characteristics in Enrollment

Fall 2017 figures based on final census (freeze) data, 9/25/17

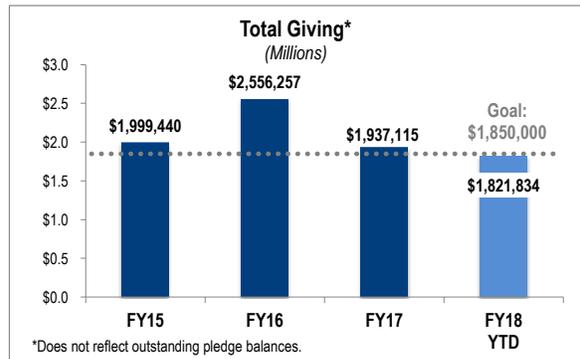
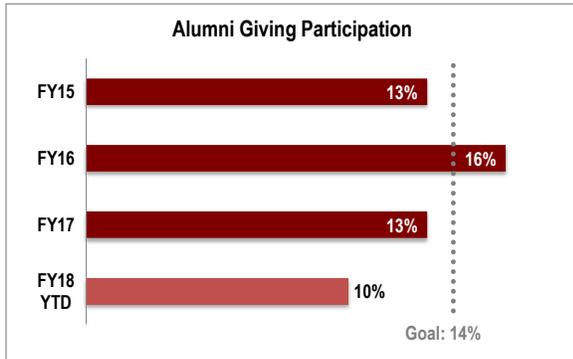
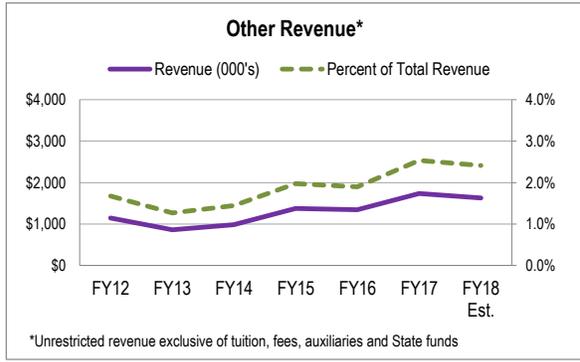
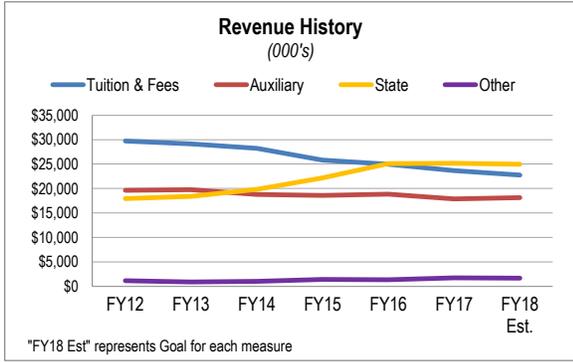


Student Retention and Persistence

Fall 2017 figures based on final census (freeze) data, 9/25/17



Revenue and Fundraising



Note: FY15 and FY16 totals include donations to the capital building campaign.

PRESIDENT'S REPORT

Date of Meeting: October 27, 2018

Date of Next Meeting: February 2, 2019

Reporter: President Tuajuanda C. Jordan, PhD

Executive Summary:

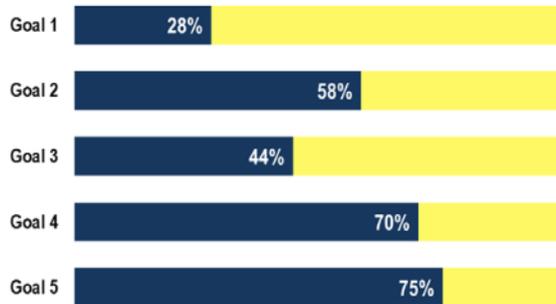
We are at an exciting time in the College's history. In the College's strategic plan, *A Time for Rebirth*, a singular vision was presented: to be The College of Choice. By necessity, this led to a) the coordinated planning effort referred to as integrated institutional planning, b) a search for our institutional brand identity, and c) new curricular programming. We are energized by the new curriculum, *Learning through Experiential and Applied Discovery* (LEAD), as well as the new brand identity as **The National Public Honors College**. The 2018 – 2019 academic year is off to a very good start. Some highlights of what will be presented during the Board Committee reports as well as during the Board meeting are summarized here.

- **Admissions and Financial Aid:** You will hear the official final enrollment figures for both Cohort 2018, as well as the College overall. The upshot is that the Cohort 2018 enrollment targets for both First-time/First-year as well as Transfer students were surpassed. The academic credentials of Cohort 2018 are stronger than they have been in several years. You will be updated on the enrollment strategy for the next cohort, as well as preliminary information on how the funnel looks at this point in time.
- **Integrated Marketing:** A little more than a year ago, the College's brand identity was not easily identifiable. You will learn the results of a years-long effort to identify our brand; see the video that was produced to roll out the new brand identity; and, get a glimpse of the exciting new collaterals. The work to market the new brand to potential students, their families, and new employees will continue in a collaborative partnership with the higher education marketing firm CCA.
- **Academic Affairs:** The director of the DeSousa Brent Scholars programs will describe the focused efforts to meet the legislated four-year graduation rate metric for Cohort 2015. From the Provost you will hear of the progress made to address the logistical issues surrounding the LEAD curriculum. The provost will also present data that point to why there is a gap in the graduation rates between majority and under-represented groups and the plan being developed to close that gap.
- **Academic Affairs and Student Affairs:** Work to develop, pilot, and implement the LEAD curriculum continues. Over the summer, the work was assumed by the Core Development Workgroup (CDW). The Co-chairs, Dave Kung and Aileen Bailey will give an update on what is being done to update the Core curriculum.
- **Student Affairs:** You will hear from the Vice President for Student Affairs about the unit's efforts to address alcohol use on campus as well as the student response to the initiatives from the Student Trustee.
- **Institutional Advancement:** You will learn the result of the consultant's work to help the College develop a major gift fundraising plan that will significantly impact our ability to achieve our long-term vision of becoming the College of Choice. You will also hear of the tremendous FY2018 fundraising results lead by the Vice President for Institutional Advancement and her Development team.

Additionally, you will learn of the laudable work the alumni are doing with the new *Welcome to the Neighborhood* campaign, an initiative that brings recent and more senior alumni together to network and connect during alumni chapter receptions held across the country. From the President of the Foundation Board of Directors you will learn of the process being used to identify the next fund manager for the Foundation's endowment.

- Buildings and Grounds: You will see evidence of the continued campus beautification work and the initial results of the efforts to provide students with a broader range of food options which include the Brew'd Awakenings café in the MPOARC and updates to the Hawk's Nest (formerly known as The Pub). Discussions will focus on the continuing construction of the Jamie L. Roberts Stadium complex, as well as a design update of the new academic building complex. There will also be a presentation about the process used to select the semi-finalists vying to design and construct the contemplative site to commemorate the lives of the slaves who lived in the area on which the athletic practice fields are located.
- Finance, Investments, and Audit: You will learn that, again, the College was fiscally responsible and good stewards of the public trust as we ended FY2018 in the black. You will get an update on the Enterprise Resource Planning system implementation as well as information on the process of selecting the fund manager for the College's Quasi and Blackistone endowments.
- Lagniappe: Two current and one emeritus faculty traveled to China with four members of the Executive Council at the end of May/beginning of June for two weeks with the primary goal of establishing pipelines for high school and college students between institutions in China and St. Mary's College. Two additional goals were 1) to reconnect with alumni as well as with the individuals who participated in executive program designed for mid-level Chinese business people 2) to re-affirm our partnership with Fudan University, where I made a presentation about the value of the liberal arts. All in all, the trip was a huge success and we believe we will begin to see students from China again as early as Fall 2019....Due to the positive and significant connection with Secretary of State John C. Wobensmith, the College had the honor of hosting the Governor General of Antigua and Barbuda, his wife, Lady Williams, and their son on campus in early October with the secretary, as well as the cultural attaché. As a result of the very positive meeting, St. Mary's College students and faculty will have the opportunity to participate in several significant cultural, archeological, social, and educational projects in Antigua, and elsewhere, beginning as early as February 2019. We have the good fortune to have been chosen as the site for an American Council of Education (ACE) Fellow. Dr. Doria Stitts, Associate Provost and Dean, at Winston-Salem State University, will be shadowing me the entire 2018-19 academic year, as well as working on projects that will benefit her home institution as well as the College. The College officially announced its new brand identity during HawktoberFest 2019. We are officially **The National Public Honors College**. It is now time for the community to embrace our "honors" distinction and to help us tell the stories that support our brand identity: Prestige + Access; LEAD with an Edge; Uncommonly Worth It; Be Here. Be Proud. Be Your Best; and Tailored for You....Finally, we have entered the third year of *A Time for Rebirth* and continue to make steady progress towards each of our goals.

Strategic Plan Implementation Team
Progress Toward Year 2 Goals (October 2018)



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

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

Date of Meeting: October 22, 2018

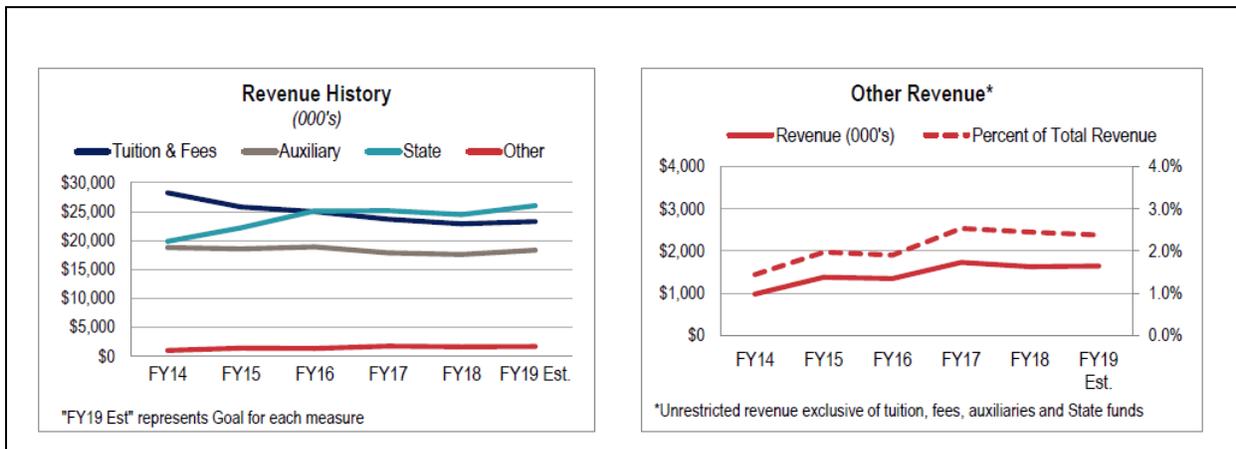
Date of Next Meeting: TBD

Committee Chair: John Wobensmith '93

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

Staff Member: Paul Pusecker

Dashboard Metrics



Executive Summary

Discussion Items

FY18 Operating Budget Closing and Status of Financial Statement Audit:

Fiscal Year 2018 closed on June 30, 2018. Review and adjustments for year-end activity are complete. The entrance interview with SB and Company took place on August 20, 2018, and field work, which began on September 17, is complete. Drafts of the financial statements were received October 4, 2018, and work continues on the notes and other text. We remain on schedule with the audit tasks and the audited statements will be presented to the Finance, Investment, and Audit Committee for review in December.

Actual operating fund results are a surplus of \$102 thousand. Rollovers to FY19 total \$5.4 million, for a fully funded, net-change in financial position over the last three fiscal years (FY15, FY16, and FY17) of zero. Rollovers include significant carry-forward items from the previous two fiscal years (\$5.2 million) including the ERP project. In addition, \$100 thousand each were transferred to Quasi Endowment and the Plant Fund as part of the year-end closing process.

Synopsis of Bond Sale:

In late June 2018, St. Mary's College accepted bids in a competitive sale to refinance our outstanding 2005, 2006 and 2014 Series A revenue bonds with the assistance of PFM, our financial advisor.

The transaction formally closed on July 25, 2018, and achieved the following results for the College. The face value of bonds issued totaled \$18,715,000 at a true interest cost of 2.77% resulting in a net present value of savings over time of 1.745 million or 9.03% of bonds outstanding.

Information Items

CFU FY19 Results to Date:

Total revenue is 3.0% higher year-to-year. Tuition and fee revenues are 5.4% higher reflecting more successful recruitment efforts and higher rates. Auxiliary enterprise revenues have increased 0.8% overall, reflecting somewhat lower student counts and higher rates. State Appropriations are 2.8% higher. Sales and Service educational activities is 29% lower than last year due to reduced international study abroad activity. FY19 Actual to Budget Comparison: Revenue collections are as expected at 40.7% of the budgeted level. Expenditures in Fiscal Year 2019 are running 3.9% higher than the equivalent period last year. All programs of expenditure fall within expected changes year-to-year with the exception of Scholarships, which are 5.6% higher than budget and 13.6% higher than prior year actuals.

College Investment Manager Update:

The College has selected five firms as semi-finalists and solicited feedback of these proposals from the Board of Trustees Finance, Investment, and Audit Committee, of which several members signed a Statement of Non-Disclosure and the proposals were provided for their review. Any comments from Committee members were addressed and the College list was provided to the Joint Investment and Audit Committee (JIAC) for their review in mid-October. The JIAC will review, select, and notify the finalists for on-campus interviews. JIAC hopes to conduct on-campus interviews by mid-November with the goal of selecting firm(s) by the end of December 2018. FIA Committee members will be invited to on-campus interviews as non-voting participants.

Enterprise Resource Planning System (ERP):

The College is moving forward with the procurement to replace its aging Enterprise Resource Planning (ERP) and has now selected a new vendor for the ERP System. The new ERP will include human resources, business and finance, and a student information system. The College has \$2.4 million in one-time funds previously reserved and has reserved additional funds as necessary to support the new ERP and its implementation. This selection was based on the campus community feedback; best and final technical assessment; and the best and final pricing. The College has agreed on statement of work (SOW) and the action is now with the attorneys for the vendor and the College (OAG) finalizing contract language. We intend to award contract to Campus Management and procurement action should appear before the Board of Public Works on October 31, 2018, for final approval.

Joint Investment Activities:

The College holds investments totaling \$3.9 million consisting of Endowment and Quasi-Endowment: \$2.87 million are funds functioning as endowment (Quasi) and \$1.02 million represents the Blackistone Endowment.

As of August 31, 2018, the total market value of the Foundation's endowment is \$33.5 million. The Foundation's endowment is comprised of three parts - a portion of the JP Morgan portfolio (\$32.8 million), the Student Investment Group (SIG) account (\$312 thousand), and Old Line Bank shares (\$345 thousand).

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

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

Revisions to the current fund (operating) budget for Fiscal Year 2019 will be provided. Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the FY19 current fund budget will allow the College to continue its mission of providing high-quality, public, post-secondary education. The revision incorporates carry-forward authorization for \$5,454,221 encumbered but not expended as of June 30, 2018.

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

Revisions to the Plant Fund (capital) budget for fiscal year 2019 will be provided along with schedules that walk from the final approved FY18 plant budget total and add new projects approved by the Board in May 2018. Five major projects with value greater than \$200,000 continue with a balance remaining of \$4.911 million. FY18 Plant Fund activity is reconciled to the end of the fiscal year and new projects approved in May 2018 are added. The FY19 active project budget totals \$6,130,718. The projected unencumbered Plant Fund balance is \$1.3 million pending the final receipt of future Foundation funds.

Action Item II.C. 2018 Performance Accountability Report: The Performance Accountability Report (PAR) is required by the State of Maryland to assess the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as narrative describing strengths and challenges. Maryland law requires institutions to submit their PAR to the Maryland Higher Education Commission for review, and final submission to the Governor and General Assembly. The PAR will also be reviewed by the Student Affairs Committee and the Academic Affairs Committee at their respective meetings.

**FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF OCTOBER 22, 2018**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A. FY18 Operating Budget Closing and Status of Financial Statement Audit
 - B. Synopsis of Bond Sale
 - C. Dashboards

- II. ACTION ITEMS**
 - A. Revision of the FY19 Current Fund (Operating) Unrestricted Budget
 - B. Reconciliation of the FY19 Plant (Capital) Budget
 - C. 2018 Performance Accountability Report

- III. INFORMATION ITEMS**
 - A. CFU FY19 Results to Date
 - B. College Investment Manager Update
 - C. Enterprise Resource Planning System (ERP)
 - D. Reportable Procurement Items
 - E. Joint Investment Activities
 - F. Foundation President Report
 - G. Minutes (Meetings of April 20th, and May 8th, 2018)

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

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

ACTION ITEM 1819-02

REVISION OF FY19 CURRENT FUND (OPERATING) UNRESTRICTED BUDGET

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommend approval by the Board of Trustees, St. Mary's College of Maryland, revisions to the current fund (operating) budget for Fiscal Year 2019, as attached.

RATIONALE

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached Fiscal Year 2019 current fund budget will allow the College to continue its mission of providing high-quality, public, post-secondary education.

The revision incorporates (Column B) carry-forward authorization for \$5,454,221 encumbered but not expended as of June 30, 2018.

<i>Program of Expenditure</i>	<i>Type of carry-forward</i>	<i>Amount</i>
Instruction	Faculty development, Startup and Other Ac. Requests	\$101,018
	Other Rollover Items	\$62,000
	Encumbered Items	\$9,631
	Previous FY Commitments	\$246,488
Institutional Support	Encumbered items	\$109,754
	Additional YE Rollover items including Marketing	\$483,000
	Special Rollover items, current and prior year including ERP Initiative and Marketing.	\$2,384,247
	LEAD Contingency items for Future Flexibility, and Misc. Other	\$386,000
	Encumbered Items	\$119,000
		\$129,335
Scholarships	Book Scholarships	\$109,754
Scholarships	Book Scholarships	\$7,000
Student Services	Encumbered Items	\$124,382
	Previous FY Commitments	\$93,125
	Additional Year End Rollovers	\$113,000
Auxiliary Enterprises	Line of credit future debt – Refinance related	\$525,000
	Encumbered Items	\$36,165
	LEAD related transfer to Plant and Residence life	\$390,000
	Previous FY Commitments	\$20,306
Physical Plant	Encumbered items and additional rollovers	\$112,445
	Total	\$5,454,221

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

ACTION ITEM 1819-03

RECONCILIATION OF THE FY19 PLANT FUND (CAPITAL) BUDGET

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommend approval by the Board of Trustees, St. Mary's College of Maryland, of the following revisions to the Plant Fund (capital) budget for Fiscal Year 2019, as attached.

RATIONALE

The attached schedules are provided for information purposes and “walk” from the final approved FY18 plant budget total and add new projects approved by the Board in May 2018.

Five major projects with value greater than \$200 thousand continue with a balance remaining of \$4.911 million. Projects with value greater than \$200 thousand require explicit Board of Trustees approval. Additional projects with a value less than \$200 thousand have a remaining balance of \$1.219 million.

FY18 Plant Fund activity is reconciled to the end of the fiscal year and new projects approved in May 2018 are added. The FY19 active project budget totals \$6,130,718. The projected unencumbered Plant Fund balance is \$1.3 million pending the final receipt of future Foundation funds. Bracketed references in the reconciliation schedule are derived from the subsequent listing of all plant projects.

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

ACTION ITEM 1819-04

2018 PERFORMANCE ACCOUNTABILITY REPORT

RECOMMENDATION

The Finance, Investment, and Audit Committee recommend that the Board of Trustees approve the 2018 Performance Accountability Report for submission to the Maryland Higher Education Commission. This recommendation is contingent upon the endorsement of the Student Affairs Committee and the Academic Affairs Committee.

RATIONALE

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as narrative describing strengths and challenges. Maryland law requires institutions to submit their PAR to the Maryland Higher Education Commission for review, and final submission to the Governor and General Assembly.

**BOARD OF TRUSTEES
COMMITTEE BUILDINGS AND GROUNDS COMMITTEE
AND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MINUTES**

Date of Meeting: April 20, 2018

Status of Minutes: Approved August 30, 2018

Committee on Buildings and Grounds Members Present: Committee Chair Donny Bryan '73, John Bell '95, Laura Cripps, Board Chair Sven Holmes, President Tuajuanda Jordan

Committee Members Absent: N/A

Staff Members: Chip Jackson, Annie Angueira

Finance, Investment, and Audit Committee Members Present: Committee Chair John Wobensmith '93, Lex Birney, Donny Bryan '73, Asif Dowla, Board Chair Sven Holmes, President Tuajuanda Jordan

Committee Members Absent: Anirban Basu

Staff Member: Chip Jackson

Others Present: Annie Angueira, Allison Boyle, Leonard Brown, Mike Bruckler, Jim Cranmer, Carolyn Curry, Peg Duchesne '77, Cynthia Gross, David Hautanen, Gail Harmon, Kelley Hernandez '08, Chip Jackson, Larry Leak '76, Todd Mattingly, Kortet Mensah, Sharon Phillips '18, Paul Schultheis '98, Maury Schlesinger, Danielle Troyan '92, Chris True, Allan Wagaman '06, Mike Wick, Anna Yates

Executive Summary:

Buildings and Grounds Committee Chair Donny Bryan '73 called the meeting to order at 11:17 a.m.

A joint meeting of the Buildings and Grounds and Finance, Investment, and Audit Committees was held to consider an action regarding the funding for the Jamie L. Roberts Stadium project. The Finance, Investment, and Audit Committee then reviewed and took action on the proposed tuition, fees, room, and board rates for FY19.

Action Items

III.A. Jamie L. Roberts Stadium – Project Budget

The Buildings and Grounds and Finance, Investment, and Audit Committees jointly presented a proposed increase to the capital budget for the Jamie L. Roberts Stadium of \$0.668 million. The total project budget of \$12.310 million is supported by State capital funds (\$8.559 million), St. Mary's College of Maryland Foundation funds (\$3.651 million) and St. Mary's College Plant Funds (\$0.10 million). The Committees brought forward a proposed increase to the St. Mary's

College FY18 capital (Plant Fund) budget in the amount of \$3.651 million to incorporate Foundation funds for the project, representing \$2.983 million initially proposed and the additional \$0.668 million. Additional funding from the \$2.2M gift made by the Roberts Family, and others, has enhanced the project further supporting students and athletic programs. The action item passed unanimously.

III.B. FY19 Tuition, Fees, Room and Board Rates

The Finance, Investment, and Audit Committee approve a 2.00% increase in tuition rates for Maryland resident undergraduate students. The Committee also approved that tuition rates for both Master of Arts in Teaching graduate students and non-resident undergraduate students, excluding residents of the District of Columbia, each increase 2.00% as well. The tuition rate for residents of the District of Columbia is new beginning in FY19. The approved new tuition rates for residents of the District of Columbia is set between the in-state and out-of-state rates to both make the College more affordable for DC residents and enhance the College's enrollment effort. Additionally, mandatory fees increased 2.7% and residence hall fees and dining fees increased an average of 3%.

The meeting adjourned at 11:47 p.m.

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

MINUTES

Date of Meeting: May 8, 2018

Status of Minutes: Approved August 30, 2018

Finance, Investment, and Audit Committee Members Present: Committee Chair John Wobensmith '93, Anirban Basu, Lex Birney, Faculty Delegate Asif Dowla, Board Chair Sven Holmes, President Tuajuanda Jordan

Committee Members Absent: Donny Bryan '73

Staff Member: Chip Jackson

Others Present: Annie Angueira, Allison Boyle, Leonard Brown, Carolyn Curry, Susan Dyer, Mary Grube, Kelley Hernandez '08, Shannon Jarboe, Todd Mattingly, Kortet Mensah, Jenell Sargent, Chris True, Mike Wick, Anna Yates

Executive Summary

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 10:02 a.m.

Results of Legislative Session The FY19 operating budget provides a total of \$26.0 million in State funds, which includes \$0.74 million representing the Block Grant inflator, \$0.15 million in wage funding, and \$0.32 million in tuition buy-down funding. The wage and tuition buy-down funds are a result of House Bill 556 passed during the 2017 legislative session. Tuition funding represents a buy-down from 4% to 2% for in-state students. The College's capital budget provided a total of \$6.0 million, which includes \$3.1 million to continue the design of the new academic building and auditorium, \$0.5 million to construct the commemoration of the slave quarters, and \$2.4 million for campus infrastructure projects.

Enterprise Resource Planning System (ERP) Update The procurement process is moving forward. Four proposals were received from which two finalists were chosen. Final selection of the ERP system will conclude by June 2018. Implementation will take approximately two years from contract award.

FY 2018 Financial Results to Date Tuition and fee revenue is 1.8% lower and auxiliary enterprise revenue has decreased 1.3%, both as a result of lower student counts. Revenue collections currently equal 98% of the budgeted level and expenditures are approximately 2.5% higher than the equivalent period last year. Overall, total revenue is 8.4% higher.

Endowment Investment Manager Solicitation The College and the St. Mary's College of Maryland Foundation are developing an RFP seeking investment manager services from a single firm. The Joint Investment Advisory Committee (JIAC) will continue to serve as the primary entity to review the performance of the investment manager and provide oversight of the investments. A projected schedule for the solicitation and award of the contracts was provided.

Action Items

III.A. FY 19 Budgets

The proposed FY19 Operating Budget totals \$69.29 million, based on 1,424 full-time undergraduate students representing 98% of the estimated total enrollment. The budgeted enrollment projection is 13 more than the prior year assumptions. Tuition rates for both in-state and out-of-state students increase 2% and Auxiliary fees 3%. The recommended Priority A FY19 plant projects for consideration total \$1.3 million. The proposed FY20-FY24 State-funded capital budget includes a continuation of funding for the New Academic Building and Auditorium and Campus Infrastructure Improvements, as well as funds for design and construction for the renovation of Montgomery Hall and construction funds for a limited renovation of Goodpaster Hall. The action item passed unanimously.

III.B. Bond Refinance Authorization

The Committee was asked to consider authorizing the refinancing of up to \$22 million of St. Mary's College of Maryland 2005 Series A, 2006 Series A, and 2014 Series A bonds through the issuance by St. Mary's College of Maryland of its Academic Fees and Auxiliary Facilities Fees Revenue Refunding Bonds 2018 Series A. The proceeds of the 2018A Bonds will be used to pay off the 2005A Bonds, 2006A Bonds, and 2014A Bonds and the issuance costs of the 2018A Bonds. The estimated present value savings to the College is, net of issuance costs and prepayment premium, and discounted to present value, \$1.0 million, or 5.39% as a percent of par. This action item passed unanimously.

III.C. Procurement Policy Revision

The revised policy updates certain sections of the current policy to be consistent with State and Federal regulations. These include several standard contract clauses to be incorporated within certain College solicitations and/or contracts. In addition, certain dollar thresholds related to procurement actions will be increased. This action item passed unanimously.

III.D. Handbook Policy Revisions

Revising the current Employee Handbook to update the Acting Capacity Pay Policy to clarify the effective date of acting pay; update the Moving Expenses Policy to reflect current practices; and establish an Email Use Policy to clarify how College email is used, improve information technology security and set best practices. This action item passed unanimously.

The meeting adjourned at 10:34 a.m.



**BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE**

REPORT SUMMARY

Date of Meeting: October 26, 2018

Date of Next Meeting: February 1, 2019

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

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

Staff Member: Leonard Brown

Dashboard Metrics

None

Executive Summary

Discussion Items

Policy Revision Work in Collaboration with Students:

Students Daniel Belson and Samantha Berenschot-Bucciero shared with the committee their work to review and revise policies in collaboration with administration.

Next Steps on Alcohol and Drugs on Campus:

Vice President Brown discussed the formation of a campus task force to review the survey data from the Maryland Collaborative and recommend an implementation time line.

Student Trustee Report:

Justin Hoobler'19 presented his Student Trustee Report.

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

Action Item II.A. Endorsement of 2018 Performance Accountability Report:

2018 Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The committee voted to recommend to the full Board the approval of the PAR.

Action Item II.B. Quiet Hours:

The committee voted to recommend to the full Board the change in the Quiet Hours Policy.



**STUDENT AFFAIRS COMMITTEE
MEETING OF OCTOBER 26, 2018**

**OPEN SESSION
AGENDA**

I. DISCUSSION ITEMS

- A. Policy revision work in collaboration with students, Daniel Belson and Samantha Berenschot-Bucciero (verbal presentation)
- B. Next Steps on Alcohol and Drugs on Campus
- C. Student Trustee Report-Justin Hoobler

II. ACTION ITEMS

- A. Endorsement of 2018 Performance Accountability Report
- B. Revision to the Quiet Hours Policy

III. INFORMATION ITEMS

- A. Response to Student Speak Out
- B. Minutes from meeting of May 11, 2018

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

**BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE**

ACTION ITEM 1819-05

REVISION TO THE QUIET HOURS POLICY

RECOMMENDED ACTION

The Student Affairs Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of revisions to the Student Handbook, specifically with regard to the Quiet Hours Policy.

RATIONALE

The proposed changes to the policy better reflect the collective standards of students and administration and align policy with enforcement practice. A redline version of the current Quiet Hours Policy follows.



BOARD OF TRUSTEES
STUDENT AFFAIRS COMMITTEE
OPEN SESSION

MINUTES

Date of Meeting: May 11, 2018

Status of Minutes: Approved July 19, 2018

Committee Members Present: Carlos Alcazar, John Bell '95, Committee Co-chair Cindy Broyles '79, Peg Duchesne '77, Elizabeth Graves '95, Board Chair Sven Holmes, President Tuajuanda Jordan, Larry Leak '76, Sharon Phillips '18, Danielle Troyan '92

Committee Members Absent: Committee Co-chair Lex Birney

Others Present: Leonard Brown, Peter Bruns, Michael Dunn, Susan Dyer, Cynthia Gross, Gail Harmon, Anne Harvey-Diggs, David Hautanen, Charles Jackson, Todd Mattingly, Kortet Mensah, Gretchen Phillips, Amanda Vermeulen, Allan Wagaman '06, Michael Wick, Anna Yates

Executive Summary:

The Committee meeting was called to order at 10:40 a.m. by Committee Co-chair Cindy Broyles '79.

Vice President for Student Affairs/Dean of Students Leonard Brown presented the preliminary results from the Maryland Collaborative survey of drug and alcohol consumption on campus. The current results are consistent with those received two years ago. Also presented were the negative consequences (sexual misconduct, injuries, legal issues, harm to others, impact to self, and academic impact) associated with binge drinking and were reviewed with the Committee. The Committee agreed to continue discussion of these issues in the Fall, with the goal of developing a plan to address the issues. The Committee also requested updates be provided at future meetings.

Sharon Phillips '18 reflected on her experience as student trustee. She shared the many ways students, staff, faculty, and community members joined together in dialogue surrounding gun control. Sharon reminded the Board that Justin Hoobler '19 will assume his role as Student Trustee in the Fall. The student trustee in training is Jasmine Long '21. Jasmine was one of three students that applied for the opportunity. Trustee Broyles thanked Sharon for all she has done in her role as the Student Trustee.

Vice President Brown reviewed the Emergency Operations Plan (EOP) overview document provided in the materials. The EOP will be designed to provide guidelines, responsibilities, and effective communication during an emergency or disaster. The EOP will define the College's response to an emergency or disaster by defining planning and mitigation, response, business

continuity, and recovery/restoration. The final EOP will be presented to the Board for its requested endorsement of the completed document by the Trustees in the coming academic year.

Action Item:

III.A. Student Title IX Procedures Regarding Impact Statements

The proposed revision to the Policy on Sexual Misconduct would update the policy to address concerns recently raised during a Circuit Court hearing in Maryland. Additionally, the revisions will improve the Impact Statement process by incorporating that information into the Response to the Summary of Evidence. Title IX Director Michael Dunn shared the revised policy with members of the Title IX Team, Vice President for Student Affairs/Dean of Students Leonard Brown, the Student Government Association and its Policy Review Committee. The revisions were also communicated through Title IX Community Meetings and team conversations. All students have voiced their support for this change. The action item was approved unanimously.

Meeting adjourned at 11:27 a.m.



**BOARD OF TRUSTEES
JOINT ACADEMIC AFFAIRS AND STUDENT AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 26, 2018

Date of Next Meeting: TBD

AAC Committee Chair: Peter Bruns

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

Committee Members: John Bullock, Susan Dyer, Board Chair Sven Holmes, Glen Ives, President Tuajuanda Jordan, Larry Leak '76, Ann McDaniel, Carlos Alcazar, John Bell '95, Peg Duchesne '77, Elizabeth Graves '95, Danielle Troyan '92, Sharon Phillips '18

Staff Members: Michael Wick, Leonard Brown

Dashboard Metrics:

N/A

Executive Summary:

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

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

None



**BOARD OF TRUSTEES
JOINT ACADEMIC AFFAIRS AND
STUDENT AFFAIRS COMMITTEES
MEETING OF OCTOBER 26, 2018**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**

- II. DISCUSSION ITEMS – The LEAD Curriculum Initiative** (formerly The Honors College 2.0 Initiative)
 - A. Opening Remarks (*Leonard Brown and Michael Wick*)
 - B. Core Development Workgroup LEAD Curriculum Update (*Dave Kung*)
 - C. Question and Answer Period

- III. INFORMATION ITEMS**
 - A. Meeting Minutes of May 11, 2018

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

Date of Meeting: May 11, 2018

Status of Minutes: AAC Approved May 23, 2018

Academic Affairs Committee Members Present: Chair Peter Bruns, Susan Dyer, Board Chair Sven Holmes, President Tuajuanda Jordan, Larry Leak '76

Committee Members Absent: John Bullock, Glen Ives, Ann McDaniel

Student Affairs Committee Members Present: Co-Chair Cindy Broyles '79, Carlos Alcazar, John Bell '95, Elizabeth Graves '95, Board Chair Sven Holmes, President Tuajuanda Jordan, Larry Leak '76, Sharon Phillips '18, Danielle Troyan '92

Committee Members Absent: Lex Birney, Peg Duchesne '77

Others Present: John Ahearn '76, Aileen Bailey, Anne Marie Brady, Leonard Brown, Donny Bryan '73, Karen Crawford, Carolyn Curry, Michael Dunn, Misty Frantz, Cynthia Gross, Gail Harmon, Anne Harvey-Diggs, David Hautanen, Charles Jackson, Dave Kung, Todd Mattingly, Kortet Mensah, Gretchen Phillips, Joan Pickett, Kate Shirey, Morgan Smith, FJ Talley, Allan Wagaman '06, Michael Wick, Christine Wooley, Anna Yates

Executive Summary

Meeting was called to order at 9:45 a.m.

Discussion Items

Provost Wick, and Dean of Students, Leonard Brown provided a report on the progress of the Honors College 2.0 Initiative. Dr. Wick and Dean Brown summarized the major milestones which included an external partner planning retreat, SKIL 100 Pilot for the fall semester, and approval of SKIL 100/101. Next year four courses will be offered: two in the fall and two in the spring semester. The Provost was charged by the faculty to create a committee of faculty and staff to work over the summer to develop a detailed proposal for a revised core curriculum. Plans for the workgroup are underway. Dr. Aileen Bailey, chair of the Ad Hoc Core Curriculum Committee (AHCCC), discussed the process used to develop a conceptual framework and identify needs in the curriculum. Input and feedback from the campus community was used to identify the skills and literacies that the College values. The AHCCC recommended Signature Pathways along with a Classic Liberal Arts Pathway which would provide flexibility for transfer students, while meeting the needs and interests of current students. Dean Brown discussed the Honors College 2.0

Framework, outlining the required lower and upper level experiences and professional literacy. Kate Shirey provided an update on the Framework for SKIL 100/101. Peer advisors have been hired and summer training is scheduled. Adjunct instructors are currently being interviewed. There were questions about the number of sections and adjuncts to be hired. Dean Brown noted that there is a community network to hire adjuncts. Chair Bruns inquired about the model over the next three years. The model will not be the same as the first year, which is resource intensive. The Academic Planning Committee, Ad Hoc Core Curriculum Committee and Professional Skills Development Team were acknowledged for their hard work. Aileen Bailey, Kate Shirey, and José Ballesteros were thanked for their service.

The meeting adjourned at 10:10 a.m.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 26, 2018

Date of Next Meeting: February 1, 2019

Committee Chair: Peter Bruns

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

Staff Member: Michael Wick

Dashboard Metrics: N/A

Executive Summary:

Discussion Items

Faculty Senate President will provide a summary of the new and on-going work of the faculty.

The Provost will provide updates on the Core Curriculum Revision, New Program Enrollments, Community Articulation Agreements, Summer Session, and Retention.

Information Items

SMCM Mission Statement for MHEC

Assessment Report AY1718

Minutes form meeting of May 11, 2018

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

Action Item III.A. Endorsement of 2018 Performance Accountability Report

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
MEETING OF OCTOBER 26, 2018**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Faculty Senate President Remarks
 - B. Dean of Faculty Report
- III. ACTION ITEMS**
 - A. Endorsement of 2018 Performance Accountability Report
- IV. INFORMATION ITEMS**
 - A. SMCM Mission Statement for MHEC
 - B. Assessment Report AY1718
 - C. Minutes from meeting of May 11, 2018

The Committee expects to close a portion of the meeting.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: May 11, 2018

Status of Minutes: Approved May 23, 2018

Committee Members Present: Chair Peter Bruns, Susan Dyer, Board Chair Sven Holmes, President Tuajuanda Jordan, Larry Leak '76

Committee Members Absent: John Bullock, Glen Ives, Ann McDaniel

Others Present: Cindy Broyles '79, Karen Crawford, Cynthia Gross, Gail Harmon, Charles Jackson, David Kung, Todd Mattingly, Joan Pickett, Morgan Smith, Danielle Troyan '92, Allan Wagaman '06, Michael Wick, Anna Yates

Executive Summary:

Meeting was called to order at 9:15 a.m. by Committee Chair Peter Bruns.

Discussion Items

The Committee raised several questions concerning the Faculty Bylaws Revision to add a lecturer title position, for non-tenure track faculty. Of concern was the perception that the lecturer appointments would replace tenure appointment at a lower pay. Provost Wick explained that the lecturer duties are limited to direct instruction, with a 4:4 teaching load. This avoids equating lecturer positions with tenure-track positions. These positions would provide job security for non-tenure track faculty. The Committee asked that the Senate and Faculty discuss adding caps to the number of lecturer positions.

The Committee was pleased with the new minor in business which was in direct response to the Board's recommendation and from interest of prospective students. The minor in astrophysics was also discussed and noted that potential students are very interested in astronomy. Current students will have an array of programs that complement the offerings in Physics. The major in Women, Gender, and Sexuality Studies (WGSX) was discussed. In a review of our peer and peer aspirant institutions, all but one has a major in WGSX. Members of the committee did note that the administration should monitor the number of students actually taking these new majors and minors (and all for that matter) to ensure that additions to the curriculum are actually utilized.

Action Items

- II.A. Recommendation to Approve 2018 Candidates for Graduation was approved
- II.B. Recommendation to Approve Faculty Bylaws Revision was approved
- II.C. Recommendation to Approve a Minor in Business was approved
- II.D. Recommendation to Approve a Minor in Astrophysics was approved

II.E. Recommendation to Approve a Major in Women, Gender, and Sexuality Studies was approved

Meeting adjourned at 9:40 a.m.



**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID**

REPORT SUMMARY

Date of Meeting: October 26, 2018

Date of Next Meeting: February 3, 2019

Committee Chair: Carlos Alcazar

Committee Members: Peter Bruns, Board Chair Sven Holmes, President Tuajuanda Jordan, Ann McDaniel, Allan Wagaman '06

Staff Member: David L. Hautanen, Jr.

Dashboard Metrics:

N/A

Executive Summary:

The Office of Enrollment Management is pleased to submit its October report to the Committee on Admissions and Financial Aid of the Board of Trustees. This report includes Fall 2018 enrollment and financial aid figures, fall recruitment plans, yield initiatives currently in the planning stage, and an update on staffing.

The enrollment goal for Fall 2018 was to stabilize enrollment following declines beginning in 2009. Enrollment (headcount) for the Fall 2018 semester includes 1521 undergraduate students and 30 graduate students. This is an increase of 5 undergraduate students and 2 graduate students compared to Fall 2017.

For the Fall 2018 entering class, both the number of first-time, first-year (FTFY) and transfer applications increased, slightly fewer FTFY were admitted, more transfer applicants were admitted, and the yield of admitted students increased by 3% for FTFY applicants and by 5% for transfer applicants in comparison to Fall 2017. The number of newly enrolled students includes 376 FTFY students and 107 transfer students. This represents 64 additional new students compared to Fall 2017. The Desousa Brent (DB) program enrolled 42 new students (40 FTFY and 2 TR).

The new student class meets or made progress towards Fall 2018 goals included in the “Time for Rebirth” strategic plan. The FTFY geographic diversity of out-of-state students is 7% and international students is less than 1% on goals of 12% and 2%, respectively. Seventeen percent of the FTFY class are Pell-Grant eligible on a goal of 20%. The academic profile of the FTFY class increased compared to the Fall 2017 entering class. The average unweighted GPA increased from 3.33 to 3.38 on a goal of 3.4, and the average SAT increased by 6 points to 1180 on a goal of 1220.

Fall 2018 continuing enrollment includes 1038 undergraduate students. First to second year retention of Fall 2017 FTFY students was 82%. This is a decrease of 5% compared to the retention of the Fall 2016 cohort. In comparison to this decrease, the retention of FTFY Hispanic students and first generation students remained level or increased compared to the previous cohort. The Desousa Brent (DB) program met its second to third year persistence goal of 79% and is focused on achieving the 70% four-year graduation rate goal. Seeing a reduction in the number of second year course registrations, a Retention Committee was convened this summer. The committee has developed a plan to guide the institution to achieve first to second year retention strategic plan goals. The plan will be implemented over this academic year.

The College continues to invest significant institutional funds for merit and need-based financial assistance with 84% of of undergraduate students receiving merit and/or need-based aid. For the 2018-2019 academic year we project that \$6.99M of College funds and \$730K of St. Mary's College Foundation funds will be used for merit and need-based financial assistance for our students. These figures represent an increase of 9.4% for College funds and a decrease of 8.5% for St. Mary's College Foundation funding compared to the previous academic year. The increase in College funds can be attributed to the larger new student entering class with a stronger academic profile. The decrease in St Mary's College Foundation funds is due to Landers funds now restricted for the Landers full scholarship program that was implemented for Fall 2018.

The Fall 2018 enrollment goal was to stabilize enrollment. Now that enrollment has been stabilized, the objective is to begin increasing enrollment. This will be achieved through the implementation of the new student recruitment strategy and strategic institutional initiatives designed to achieve the 90% first to second year retention goal in the strategic plan.

Beginning with outreach efforts this past spring, the Admissions Office has been diligently implementing a comprehensive new student recruitment strategy. This strategy includes digital and print outreach, senior outreach, and an aggressive off campus recruitment strategy designed to introduce, reintroduce or reengage SMCM to prospective students, their families, college and transfer counselors in Maryland and in key out-of-state markets. These efforts have generated increased interest in the College based on the number of inquiries compared to last year at this time.

Recruitment efforts are supported by multichannel communication campaigns designed to further increase interest in SMCM, the number of campus visitors, and the number of applications for admission. A combination of sequential and ad hoc efforts, the communication campaigns have been developed and managed by Admission staff in partnership with Integrated Marketing. Moving forward campaigns will be further built out with the assistance of CCA.

Admissions staff are in the process of conducting recruitment travel at more than 600 high schools, community colleges, and community based organizations in Maryland and in our targeted out-of-state markets. To encourage applications in our largest in-state market, we

hosted a prospective student reception in Montgomery County on October 16. All together, the Admissions staff will be conducting 35% more off campus recruitment events compared to Fall 2017.

The campus-wide Signature Recruitment Events Committee continues to support the production of Admission Open Houses and Admitted Student Days. At our “*Fall for St. Mary’s*” Admission Open Houses on Saturday, September 22 and Saturday, October 13, we hosted 551 prospective students and their guests. Attendance includes a 14% increase in prospective students compared to the same Fall 2017 Open Houses. Evaluation results indicate that the Open Houses were a success with respondents indicating that the event increased their interest in SMCM. Our next Open House is on Saturday, November 10.

Our Early Decision (ED) and Early Action (EA) FTFY application deadlines are November 1 with the Regular Decision (RD) application deadline on January 15. We plan to release ED admission decisions by December 1, EA decisions by 1/1, and RD decisions by 3/1. Once admission decisions are released, we will implement a comprehensive yield campaign targeting admitted students and their families. This campaign will be enhanced for Fall 2019 and, like the Fall 2018 campaign, will feature a multi-channel communications strategy, student, faculty and alumni outreach, as well as on and off campus events designed to further increase interest in enrolling at SMCM.

The enrollment leadership team is in place. On July 27, Kendra Lawrence assumed the position of Director of Admission. She came to SMCM from the University of Miami, FL. On September 13, Dr. Bhargavi Bandi became the inaugural Director of Enrollment Operations. She came to us from the University of Evansville, IN. Both Ms. Lawrence and Dr. Bandi are in their term period. They join Robert Maddox who has been appointed to Director of Financial Aid after successfully completing his term period.

There have been a number of other staffing changes in the Division of Enrollment Management. Jordan Cartwright was promoted from Admission Counselor to Assistant Director for Communications and Meghan Lang was promoted from Admission Counselor to Assitant Director for Digital Media. Tamara Wolfson joined the Admission staff as Regional Director of Admission based in Montgomery County. Previously, Tammi was a counselor in the Montgomery County Public Schools. The Assistant Director of Admission for Visitor Services, Jessica Blofski, resigned in August to take a position on the Patuxent River Naval Air Base. This position oversees the Student Ambassador program and our daily visits. A search is underway to replace Jessica.

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

None

**ADMISSIONS AND FINANCIAL AID COMMITTEE
with INTEGRATED MARKETING**

**OPEN SESSION
AGENDA**

I. DISCUSSION ITEMS

- A. Vice President for Enrollment Management Report**
 - 1. Fall 2018 Enrollment and Aid Update
 - 2. Fall 2019 Recruitment Plan Update
- B. Human Capital, Brian Zucker**
 - 1. Market Overview
 - 2. Financial Aid Strategy
 - 3. 2018 Admitted Students Survey Results

II. ACTION ITEMS (NONE)

III. INFORMATION ITEMS

- A. Minutes from May 11, 2018**

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

BOARD OF TRUSTEES

**ADMISSIONS AND FINANCIAL AID
OPEN SESSION**

MINUTES

Date of Meeting: May 11, 2018

Status of Minutes: Approved October 17, 2018

Committee Members Present: Chair Carlos Alcazar, Board Chair Sven Holmes, President Tuajuanda Jordan, Peter Bruns, Allan Wagaman '06

Committee Members Absent: Anirban Basu, Ann McDaniel

Others Present: David Hautanen, Robert Maddox, Kristina Anderson, Jessica Blofsky, Allison Boyle, John Bell '95, Leonard Brown, Cindy Broyles '79, Michael Bruckler, Lee Capristo, Jordan Cartwright, Carolyn Curry, Peg Duchesne '77, Susan Dyer, Matt Fehrs, Misty France, Marcus Gore, Elizabeth Graves '95, Cynthia Gross, Gail Harmon, Chip Jackson, Meghan Lang, Todd Mattingly, Kortet Mensah, Beverly Read, Kate Shirey, Ed Sirianno, Danielle Troyan '92, Michael Wick, John Wobensmith '93, Anna Yates

Executive Summary

Meeting was called to order at 1:30 p.m. by Carlos Alcazar. He asked for a nomination for approval of the minutes of the meeting on February 2, 2018. A motion was made and seconded and the minutes were approved unanimously.

Admissions Data

David L. Hautanen, Jr., VP for Enrollment Management, reported to the committee on the following items related to enrollment and applications:

- The blended fall and spring semester enrollment of first time, transfer, and returning students at census is 1504. 1,419 students returned for the spring semester, a 94.5% retention rate from fall to spring.
- Our internal enrollment goals for first year students for fall 2018 includes 375 first-time first-year students and 100 transfer students. The budget is built on more conservative figures. To date, we have enrolled 365 first year students deposited and those numbers continue to increase. The acceptance rate was 79%, down from previous years. The application pool was up and we are continuing to accept applications. This year's application pool is academically stronger – the unweighted GPA is up by 0.1 and the average SAT scores are up from 1183 to 1196. Applications from Maryland resident students are up 3%. Transfer deposits are level but the number of applications and the number of admitted students are both up.

Financial Aid

Rob Maddox, Director of Financial Aid, presented an update on financial aid:

- 365 first year students have paid deposits to date and 87.7% of them have received aid – need based or scholarships. 302 (82.7%) of students applied for need based aid and 44% (163 students) received need-based aid.
- Returning student financial aid awards will be generated after completion of the review for satisfactory academic progress. They should receive their financial aid packages by early June.

Recruitment

David Hautanen, VP for Enrollment Management, provided additional information on recruiting the class of 2019 and 2020:

- Students planning to enroll in 2019 and 2020 will be recruited with various forms of engagement – web retargeting, email campaigns, and print collateral. We have purchased names from various list sources and have started the outreach to these students. We engaged these students through social media, email campaigns, a series of printed pieces, on campus events, recruitment travel, and counselor engagement.
- Spring travel focused on both admitted and prospective students. It was aligned with the same areas we focused on for our search campaign.
- We received positive feedback that students visiting campus had a strong visit experience. The number of students attending the Admitted Seahawk Days increased as did the number for the spring open house in April.
- Students who chose not to attend SMC were surveyed and provided valuable information that the College can use going forward.
- He recognized Kristina Anderson, Interim Director of Admissions, and thanked her for all of her hard work during the last year.

Integrated Marketing update

Ed Sirianno, President of Creative Communications Associates in New York.

- Updated the committee on the findings of their research study conducted later winter and early spring on the perceptions of the College by various audiences and stakeholders.
- The brand concept will be LEAD – Learning through Experiential and Applied Discovery. This will replace the “Honors 2.0” working title and fully reflect the planned changes in the College’s curriculum.
- The brand promise will be to sell the dreams of what you want the institution to be.
- Members of the committee were encouraged by Dr. Jordan to go through the data when it is made available.

The meeting adjourned at 2:30 p.m.

**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

REPORT SUMMARY

Date of Meeting: October 26, 2018

Date of Next Meeting: February 1, 2019

Committee Chair: Donny Bryan '73

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

Staff Member: Paul Pusecker

Dashboard Metrics

N/A

Executive Summary

Discussion Items

FY20 Capital Budget Requests:

The FY20-24 Capital Budget submission to the Maryland Department of Budget Management (DBM) was modified from the FY20-FY24 Capital Budget proposal previously approved by the Board of Trustees at its May 11, 2018, meeting. The College, at the strong recommendation of DBM, deferred the request for funding for the renovation Montgomery Hall from our 2019 submission. In addition, the College requested an increase in Capital Infrastructure Project FY 20 of \$ 0.45M for the additional costs associated with the replacement of the Michael P. O'Brien Athletic and Recreation Center pool HVAC system. The attached chart summarizes our FY20–FY24 State Capital Budget as submitted and compares it to the Governor's 5-year Capital Improvement Plan dated January 2018.

Campus Beautification Planning:

The College has implemented a campus beautification initiative to improve the appearance and livability of the campus. To date, the College has secured funding for the implementation of approximately \$1.3M in campus beautification projects. Approximately, \$0.72M in physical improvement projects have been completed or are in progress. Additionally, the current Campus Beautification Plan has another \$0.75M in projects identified, with funding yet to be secured.

As part of this planning, the College conducted a food service survey, which reaffirmed the assumption that enhanced food service options would support overall recruitment and retention efforts. The College moved forward with several initiatives, including installing a pizza oven at the Hawk's Nest (formerly the Pub). Plans are in development to update the decor and

furnishings of the Hawk's Nest. A coffee bar, "Brew'd Awakening" opened in the Michael P. O'Brien Athletic and Recreation Center and serves Starbucks coffee, as well as other brewed and espresso drinks, smoothies and packaged snack items. This new option has been well received. The College will continue to study options for redevelopment of the Nook, a portion of the second floor food service area in the Campus Center.

Information Items

Commemoration Project:

The College procured the services of CODAworx to assist in the selection of a designer/artist for the Commemorative site. A Request for Qualifications (RFQ) was issued in late August 2018. There were 57 respondents to the RFQ. CODAworx determined that 28 respondents met the College's minimum criteria and were deemed qualified for further consideration.

The Selection Committee reviewed and ranked the 28 respondents using a web-based process. The Committee met on October 4, 2018, to select a semi-final list of most qualified artists for video interviews. The Committee selected eight respondents. Video interviews are scheduled to take place on October 29, 2018. From the eight semi-finalists, it is anticipated that three to four will be selected to come to campus, engage with the community, review the site location, and prepare specific proposals. From there, a final artist will be selected to complete the installation.

Jamie L. Roberts Stadium Update:

The artificial turf field was completed in August 2018. The grass field at the Jamie L. Roberts Stadium is under cultivation and should be ready for play in Spring 2019. The stadium building is under construction, but due to weather issues, will not meet the scheduled completion of early January. Completion is now scheduled for mid-March. A grand opening and dedication event is planned for April 13, 2019.

New Academic Building and Auditorium Update:

The project is proceeding through the Design Development stage, where construction details are worked out and systems are evaluated. The architects continue to engage the College and the user groups in the development of the design. An interim cost estimate has been developed by the construction manager, Holder Construction Company, and it indicates the need to make value adjustments to the design. The Design Development drawings will be complete in late-November 2018 and will incorporate this Value Engineering phase of the project. The College will do a thorough review of the plans and budget prior to authorizing the architect to proceed into the Contract Document phase, where the actual detailed drawings and specifications are developed. The Construction Document phase will take about nine months, followed by final pricing by Holder Construction. Construction is scheduled to start in January 2020.

Trinity Church Road Sidewalk Update:

The proposed new walkway will provide a safe pedestrian path along Trinity Church Road, north of Kent Hall. Students who cross Maryland Route 5 near the River Center heading to Kent or Calvert Halls have no place to walk other than in the road. The project consists of a brick sidewalk, which will begin at the existing brick paved landing area on the northwest side of the intersection of Maryland Route 5 and Trinity Church Road. The path will continue along

the west side of Trinity Church Road past the River Center and will end at Kent Hall. Archaeology investigation is underway on the site. The College has received construction bids and are awaiting Maryland Board of Public Works approval to award a contract for construction of Trinity Church Road Sidewalk. The Project has an expected completion date of January 2019.

Route 5 Traffic Calming Project Phase II:

The project will construct a path from the main campus to the North Field for pedestrians and bicycles, providing a safe alternative to the current practice of walking in the northbound travel lane of MD Rt. 5. The path will include a wooden bridge/boardwalk across Wherritt's Pond, and a brick path adjacent to MD Rt. 5, which parallels the St. Mary's River. The College has obtained preliminary permit approvals from Maryland Department of the Environment, Critical Areas Commission, Army Corp of Engineers and the State of Maryland Wetlands License. The State Highway Administration (SHA) is currently reviewing the design. Archeology is scheduled to begin October 2018. The College is on course for approval to bid the project from SHA by winter 2018/2019.

Maryland Route 5 Overhead Utility Bury Project:

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

Campus Tour:

A virtual tour highlighting the Montgomery Hall upgrades will be presented.

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

Action Items

None



**BUILDINGS AND GROUNDS COMMITTEE
MEETING OF OCTOBER 26, 2018**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A. FY20 Capital Budget Requests
 - B. Campus Beautification Planning and Food Service Update

- II. ACTION ITEMS (NONE)**

- III. INFORMATION ITEMS**
 - A. Commemoration Project
 - B. Capital Project Status Updates
 - 1. Jamie L. Roberts Stadium Update
 - 2. New Academic Building and Auditorium Update
 - 3. Trinity Church Road Sidewalk Update
 - 4. Route 5 Traffic Calming Project Phase II Update
 - C. Maryland Route 5 Overhead Utility Bury Project
 - D. Sustainability Report
 - E. Historic St. Mary's City Commission Report
 - F. Meeting of May 11, 2018 Minutes

- IV. CAMPUS TOUR**
 - A. Montgomery Hall (Virtual)

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



**BOARD OF TRUSTEES
BUILDINGS AND GROUNDS COMMITTEE**

MINUTES

Date of Meeting: May 11, 2018

Status of Minutes: Approved October 12, 2018

Committee Members Present: John Bell '95, Laura Cripps, Kevin Emerson, Board Chair Sven Holmes, President Tuajuanda Jordan, Paul Schultheis '98.

Committee Members Absent: Committee Chair Donny Bryan '73

Others Present: Carlos Alcazar, Annie Angueira, Leonard Brown, Cindy Broyles '79, Peter Bruns, Jim Cranmer, Peg Duchesne '77, Susan Dyer, Regina Faden, Elizabeth Graves '95, Cynthia Gross, Gail Harmon, David Hautanen, Chip Jackson, Todd Mattingly, Jim McGuire, Kortet Mensah, Lauren Park (GWWO), Maury Schlesinger, Lisa Smith, Danielle Troyan '92, Michael Vergason (Michael Vergason Landscape Architects, Ltd.), Allan Wagaman '06, Mike Wick, Anna Yates, Derek Young '02, David Zenke (Gund)

Executive Summary:

Substitute Committee Chair John Bell '95 called the meeting to order at 11:35 a.m.

Campus Master Plan – Overview of Principles and Development Plan

The College will begin reviewing the 2012-2027 Campus Master Plan as it looks forward to the Governor's five year Capital Improvement Plan (CIP). A new Master Plan for years beyond 2027 will be developed following the completion of the College's new Strategic Plan and the completion of the current curriculum review, Honors 2.0. The College will begin the data collection in the upcoming year for the development of the new Campus Master Plan in July 2020.

MD Rt. 5 Traffic Calming Project Phase II Update

State Highway Administration (SHA) is currently reviewing the project. The College is working with Maryland Department of the Environment (MDE) to revise the location of the wetlands mitigation required under the Wetlands License. Preliminary permit approvals have been obtained from MDE, Critical Areas Commission (CAC), and Army Corp of Engineers. The College plans to begin the required archaeology on the north field this fall.

Commemoration Design Update

The College is in the process of hiring an agent who specializes in the field of artist commissioning as well as assist the College in the preparation of the formal Request for Qualifications (RFQ) which will serve as the initial step in the selection process. Artists who

have been selected as potential candidates will be invited to provide proposals for this work.

Historic St. Mary's City Commission Report

The Commission Report was presented by Regina Faden of Historic St. Mary's City (HSCM).

Action Item(s):

III.A. Buildings and Grounds Committee Meeting Minutes of February 2, 2018

The minutes from the February 2, 2018, Buildings and Grounds Committee Meeting were presented to Committee Members. The action item passed unanimously.

III.B. New Academic building and Auditorium Schematic Design

The Schematic Design was presented to the Board by Michael Vergason, Michael Vergason Landscape Architects, Ltd., Lauren Park, GWWO, and David Zenke, Gund. The project will provide improved facilities for the Music Department, Educational Studies Department, a Study Commons, a 700 seat auditorium and a small café. The plan also includes an additional 200 parking spaces, the creation of a new Crescent Green and improvements to College Drive and its intersection with Mattapanay Road. The schematic design is consistent with the intent of the draft Campus Master Plan 2012-2027 and concept design estimates within the capital funds provided. The action item passed unanimously.

III.C. FY19 Plant Budget

The Committee on Buildings and Grounds establishes Priority A FY19 Plant Projects in the amount of \$1.32M as presented. These priorities are recommended to the Finance, Investment, and Audit Committee for funding consideration. The action item passed unanimously.

III.D. FY20-FY24 State Capital Budget

The proposed FY20 State funded capital budget is a continuation of the current capital budget and includes the New Academic Building and Auditorium and various Campus Infrastructure Improvements. Also, the College will be requesting funding for new projects for the complete renovation of Montgomery Hall and the limited renovation of spaces vacated by Educational Studies in Goopaster Hall. The action item passed unanimously.

III.E. Approval of the Annual Facilities Condition Report

The Committee on Buildings and Grounds reviewed the annual report as presented and forwarded to the Board of Trustees for approval. The action item passed unanimously.

Meeting was adjourned at 12:25 p.m.

**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

REPORT SUMMARY

Date of Meeting: October 26, 2018

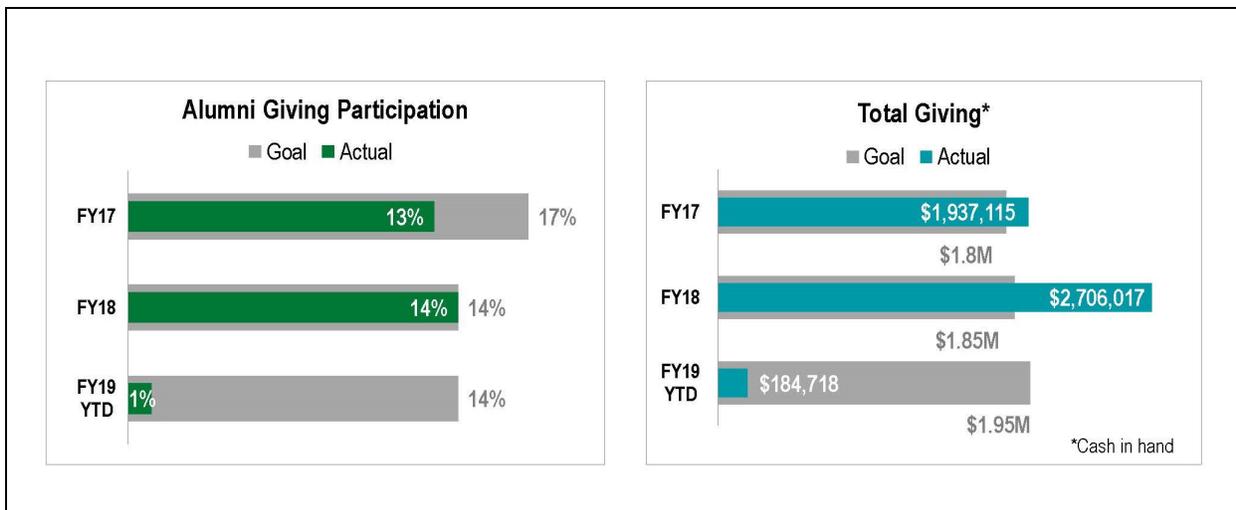
Date of Next Meeting: February 1, 2019

Committee Chair: Gail Harmon

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

Staff Member: Vice President Carolyn Curry

Dashboard Metrics:



Executive Summary:

The Institutional Advancement (IA) Committee will review top-tier initiatives in development, alumni engagement and integrated marketing. In working with Creative Communications Associates, the College rolled out a new brand this fall with a focus on prospective students and families. To complement that work, the marketing team is beginning to integrate brand elements throughout key stakeholder platforms including development and alumni relations.

Development is currently integrating the brand into its fundraising case for support, particularly in major gift fundraising. Through the efforts of Chair Gail Harmon and a consultant, the Development team has developed a major gift giving message focused on supporting the President on the LEAD initiative; Chair Harmon will lead a review and discussion on how the Board might assist in this effort.

St. Mary's College of Maryland Foundation President Jack Saum '89 will report that the market value of the endowment portfolio is \$32.88M as of August 31, 2018 as compared to a market value of \$32.24M on June 30, 2018. The Joint Investment Advisory Committee (JIAC) is currently reviewing proposals for both the Foundation's investment manager and for the College's quasi-endowment/endowment investment manager. The JIAC hopes to make a decision on both awards in December 2018.

Mr. Saum will report that the Foundation once again received a clean audit without findings from CliftonLarsonAllen for the years ending June 30, 2018 and June 30, 2017. He will also review the recently approved Foundation goals and metrics.

Alumni Relations Director Dave Sushinsky and Alumni Association President Allan Wagaman will report on progress in growing membership and engaging alumni.

VP Carolyn Curry will report that total FY18 giving was \$2.7M, exceeding the goal of \$1.85M. The alumni participation rate of 14% was met, up 1% over last year's 13%. Alumni retention was 60%, exceeding the 55% goal set.

**INSTITUTIONAL ADVANCEMENT COMMITTEE
MEETING OF OCTOBER 26, 2018**

**OPEN SESSION
AGENDA**

I. DISCUSSION ITEMS

- A. Remarks by Chair Gail Harmon
- B. Update from St. Mary's College of Maryland Foundation President
 - 1. Endowment Portfolio
 - 2. RFP for Investment Manager
 - 3. Goals and Metrics
- C. Update by Alumni Relations Director and St. Mary's College of Maryland Alumni Association President
 - 1. Engagement: Membership, Internships, Recruitment, Service
 - 2. Participation Rate Initiative: *Giving Tuesday*, November 27
 - 3. Ways Board can assist
- D. Development
 - 1. FY18 Snapshot
 - 2. Case for Support and Funding Priorities – Major Gifts
 - 3. Ways Board can assist

II. ACTION ITEMS

There are no action items.

III. INFORMATION ITEMS

- A. Minutes (Meeting of May 7, 2018)
- B. Key Calendar of Events

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

**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE**

MINUTES

Date of Meeting: May 7, 2018

Status of Minutes: Approved

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

Staff Member: Carolyn Curry

Others Present: Sharon Phillips '18, Chip Jackson, Leonard Brown, Mike Wick, Cynthia Gross, Kortet Mensah, Sandra Abell

Executive Summary

Committee Chair Gail Harmon called the meeting to order at 1:40 p.m.

Development – Progress-to-Date on FY18 Goals – Supporting Honors College 2.0 Vice President Carolyn Curry presented an overview of Institutional Advancement's FY18 key goals and progress-to-date. Notable achievements reviewed included \$1.83M total giving FY18 year-to-date toward the goal of \$1.85M. The Landers Scholars Program, made possible by the Arthur E. Landers Jr. and Hilda C. Landers Charitable Trust endowments, will commence in the fall with four full-ride scholarships to underserved and/or first generation students.

Update from the St. Mary's College of Maryland Foundation, Inc. President Foundation President Jack Saum reported that the Foundation's endowment is valued at \$31.8M, an RFP process for an investment manager is in underway, and the Foundation is creating a set of goals and metrics.

Integrated Marketing – Honors College 2.0 image work update Ms. Curry reported that brand development continues with Creative Communication Associates (CCA), who has been retained to build a differentiating brand position for St. Mary's College, with a focus on influencing enrollment.

Alumni Engagement Alumni Association President Allan Wagaman reported on various initiatives undertaken to enhance alumni engagement and increase the impact of the alumni community at St. Mary's College.

The meeting adjourned at 2:25 p.m.



**BOARD OF TRUSTEES
TRUSTEE GOVERNANCE COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 26, 2018

Date of Next Meeting: February 1, 2019

Committee Chair: Glen Ives

Committee Members: Lex Birney, John Bullock, Susan Dyer, Gail Harmon, Board Chair Sven Holmes, President Tuajuanda Jordan, Larry Leak '76 John Wobensmith '93

Staff Member: Anna Yates

Executive Summary:

Approved minutes from the May 10, 2018 meeting are provided as an information item.

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

None

**TRUSTEE GOVERNANCE COMMITTEE
MEETING OF OCTOBER 26, 2018**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS (NONE)**
- II. ACTION ITEMS (NONE)**
- III. INFORMATION ITEMS**
 - A. Minutes (Meeting of May 10, 2018)**
- IV. MOTION TO CLOSE MEETING**
 - Vote to close meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article

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



BOARD OF TRUSTEES

TRUSTEE GOVERNANCE COMMITTEE OPEN SESSION

MINUTES

Date of Meeting: May 10, 2018

Status of Minutes: Approved July 30, 2018

Committee Members Present: Committee Co-Chair Glen Ives, Committee Co-Chair Susan Dyer, Gail Harmon, Sven Holmes, President Tuajuanda Jordan, Larry Leak '76, John Wobensmith '93

Committee Members Absent: Lex Birney, John Bullock

Staff Member: Anna Yates

Others Present: Allison Boyle, Peg Duchesne '77, Todd Mattingly

Executive Summary:

Committee Chair Glen Ives called the meeting to order at 10:33 a.m.

A motion to close the meeting in accordance with the closing statement was made, seconded, and approved. The open session meeting adjourned at 10:41 a.m.

Action Items

II.A. Approval of Board of Trustees Meeting Schedule for 2018-2021 The schedule for Board of Trustees meeting and retreat dates for 2018 through 2021 were proposed. It was noted that the date for the 2020-2021 retreat was incorrectly listed as February 25 and should be corrected to July 25. The dates suggested for the 2018 retreat were not approved due to scheduling conflicts for several Committee members. A poll will be sent to the full Board to determine a new date for the 2018 retreat. The action item passed unanimously, with the exception of the date proposed for the 2018 Board of Trustees retreat.

**BOARD OF TRUSTEES
OPEN SESSION**

*Calvert Hall Conference Room
St. Mary's College of Maryland*

MINUTES

Date of Meeting: April 20, 2018

Status of Minutes: Approved September 10, 2018

Board Members Present: Chair Sven Holmes, Vice-Chair Ann McDaniel, President Tuajuanda Jordan, John Bell '95, Lex Birney, Donny Bryan '73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Secretary Larry Leak '76, Sharon Phillips '18, Danielle Troyan '92, Allan Wagaman '06, Treasurer John Wobensmith '93.

Board Members Absent: Carlos Alcazar, Anirban Basu, Cindy Broyles '79, Peter Bruns, John Bullock, Laura Cripps, Steny Hoyer, Glen Ives.

Others Present: Allison Boyle, Leonard Brown, Mike Bruckler, Carolyn Curry, Cynthia Gross, David Hautanen, Chip Jackson, Todd Mattingly, Kortet Mensah, Michael Wick, Anna Yates.

Executive Summary: The St. Mary's College of Maryland Board of Trustees held a special open session meeting on Friday, April 20, 2018. Chair Sven Holmes called the meeting to order at 12:04 p.m.

Action Items

Action Item 1718-13 Jamie L. Roberts Stadium – Project Budget

Finance, Investment, and Audit Committee Chair John Wobensmith '93 presented for approval an increase to the capital budget for the Jamie L. Roberts Stadium in the amount of \$0.668 million for a total project budget of \$12.310 million. The budget is supported by State capital funds (\$8.559 million), St. Mary's College of Maryland Foundation funds (\$3.651 million) and St. Mary's College Plant funds (\$0.10 million). The additional funding is from the \$2.2M gift made by the Roberts Family and other donors. Also requested was an increase to the St. Mary's College FY18 capital (Plant Fund) budget in the amount of \$3.651 million to incorporate Foundation funds for the project, representing \$2.983 million initially proposed and the additional \$0.668 million. The action item passed unanimously.

Action Item 1718-14 FY19 Tuition, Fees, Room and Board Rates.

Finance, Investment, and Audit Committee Chair John Wobensmith '93 presented for approval a 2% increase of tuition rates for Maryland resident undergraduate students. The Committee also recommended a 2.0% increase in tuition rates for both Master of Arts in Teaching graduate



students and non-resident undergraduate students, excluding residents of the District of Columbia. The tuition rate for residents of the District of Columbia is new beginning in FY19.

The undergraduate tuition rate increase reflects additional funding provided by Governor Hogan and the Maryland Legislature to moderate in-state tuition pricing. This added support effectively reduces the College's tuition increase from 4% to 2%. Also proposed was a new tuition rate for residents of the District of Columbia. The new rate is set between the in-state and out-of-state rates to both make the College more affordable for DC residents and enhance the College's enrollment effort. Mandatory fees are proposed to increase 2.7%. Residence hall fees and dining fees increase an average of 3%. The action item was approved unanimously.

The open session meeting adjourned at 12:14 p.m.



**BOARD OF TRUSTEES
OPEN SESSION**

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

MINUTES

Date of Meeting: May 11, 2018

Status of Minutes: Approved September 10, 2018

Board Members Present: Board Chair Sven Holmes, Carlos Alcazar, John Bell '95, Cindy Broyles '79, Peter Bruns, John Bullock, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, President Tuajuanda Jordan, Larry Leak '76, Sharon Phillips '18, Danielle Troyan '92, Allan Wagaman '06, John Wobensmith '93

Board Members Absent: Anirban Basu, Lex Birney, Donny Bryan '73, Laura Cripps, Glen Ives, Ann McDaniel, Steny Hoyer

Others Present: Allison Boyle, Chip Jackson, Michael Wick, Carolyn Curry, Kortet Mensah, David Hautanen, Leonard Brown, Cynthia Gross, Regina Faden, Shannon Jarboe, Tressa Setlak, Chris Coons, Michael Dunn, Ed Sirianno, Scott Mirabile, Aileen Bailey, Mike Bruckler, Todd Mattingly, Anna Yates

Executive Summary: The St. Mary's College of Maryland Board of Trustees held an open session meeting on Friday, May 11, 2018. Board Chair Sven Holmes called the meeting to order at 4:05 p.m.

Vice President for Enrollment Management David Hautanen provided an update on the Fall 2018 enrollment, Fall 2019 and Fall 2020 new student recruitment update, and a market research update. There have been 1,687 applicants this year, 1,377 of whom were admitted. As of that afternoon, 369 students had enrolled. The yield this year is 27%, as compared to 25% last year. The pool of applicants was academically strong with an average GPA of 3.4 and SAT scores are up 13 points. There is also a significant increase in applicants from Montgomery County. Financial aid was awarded to 87.7% of the entering class.

Vice President and Dean of Students Leonard Brown and Provost Mike Wick presented an Honors College 2.0 Update. The faculty has charged the provost with creating a committee of faculty and staff to work over the summer to develop a detailed proposal for a revised Core Curriculum based on their approved framework. Work continues with external parties and adjuncts have been hired. Signature Pathways that combine classes with a focus on a single subject are in the design process.

Director of Public Safety Tressa Setlak provided information on safety statistics, equipment, partnerships, and training. The office of public safety has been taking steps to improve its brand, level of professionalism, and reputation. Future goals include installation of video surveillance systems, special police officer certifications and accreditation through IACLEA (campus public safety accreditation organization).

Action Items

1718-17 Approval of 2018 Candidates for Graduation: The item was presented by Academic Affairs Committee Chair Peter Bruns. A motion was made, seconded, and the item was approved unanimously.

1718-18 Approval of Faculty Bylaws Revision: The item was presented by Academic Affairs Committee Chair Peter Bruns. A motion was made, seconded, and the item was approved unanimously.

1718-19 Approval of a Minor in Business: The item was presented by Academic Affairs Committee Chair Peter Bruns. A motion was made, seconded, and the item was approved unanimously.

1718-20 Approval of a Minor in Astrophysics: The item was presented by Academic Affairs Committee Chair Peter Bruns. A motion was made, seconded, and the item was approved unanimously.

1718-21 Approval of a Major in Women, Gender, and Sexuality Studies: Academic Affairs Committee Chair Peter Bruns presented the item. A motion was made, seconded, and the item was approved unanimously.

1718-22 Annual Facilities Condition Report Approval: The item was presented by Buildings and Grounds Committee member John Bell '95. A motion was made, seconded, and the item was approved unanimously.

1718-23 Approval of the FY19 Current Fund (Operating) Budget, including new personnel positions: The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. A motion was made, seconded, and the item was approved unanimously.

1718-24 Approval of the FY19 Plant Fund (Capital) Budget: The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. A motion was made, seconded, and the item was approved unanimously.

1718-25 Approval of the FY20-FY24 State Capital Budget Proposal: The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. A motion was made, seconded, and the item was approved unanimously.

1718-26 Approval of the Bond Refinance: The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. A motion was made, seconded, and the item was approved. Trustee John Bell abstained from the vote.

1718-27 Approval of a Revision to the Procurement Policy: The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. A motion was made, seconded, and the item was approved. Trustee John Bell abstained from the vote.

1718-28, Approval of Revisions to the Employee Handbook: Finance, Investment, and Audit Committee Chair John Wobensmith '93 presented the item. A motion was made, seconded, and the item was approved unanimously.

1718-29 Approval of Revisions to the Student Title IX Procedures Regarding Impact Statements: Student Affairs Committee Chair Cindy Broyles '79 presented the item. A motion was made, seconded, and the item was approved unanimously.

1718-30 Approval of Board of Trustees Meeting Schedule for 2018-2021: Trustee Governance Committee member Susan Dyer presented the item. A motion was made, seconded, and the item was approved unanimously.

The meeting adjourned at 5:29 p.m.