

ST MARY'S COLLEGE *of* MARYLAND

The National 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**

February 1, 2020

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

AGENDA

February 1, 2020 (#690)
10:45 a.m.

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

- | | | |
|-------------|--|---|
| I. | Call to Order | Lex Birney |
| II. | Approval of agenda | Lex Birney |
| III. | Report of the Board Chair | Lex Birney |
| IV. | Report of the President | President Jordan |
| V. | Committee Chair Action Items and Reports | |
| | A. Office of the President | President Jordan |
| | Action Item 1920-15: Approval of a New Co-Curricular Program | |
| | B. Admissions and Financial Aid | Ray Wernecke |
| | Action Item 1920-16: Approval of the St. Mary's College of Maryland Test-Optional Policy | |
| | C. Academic Affairs | Peter Bruns |
| | Action Item 1920-17: Approval of the St. Mary's College of Maryland Degree Policy on Good Standing | |
| | D. Finance, Investment, and Audit | John Wobensmith '93 |
| | Action Item 1920-18: Approval of FY21 Tuition, Fees, Room and Board Rates | |
| | Action Item 1920-19: Approval to Adjust Room Rates for Students with Disabilities | |
| | E. Campus Life and Facilities Committee | Donny Bryan '73, Danielle Troyan '92 |
| | Action Item 1920-20: Approval of a Policy Revision to Incorporate a Good Standing Conduct Requirement for Graduation | |
| | F. Institutional Advancement | Gail Harmon |

- | | | |
|--------------|----------------------------------|--------------------------|
| VI. | Student Trustee Remarks | Jasmine Long '21 |
| VII. | Faculty Senate President Remarks | Jeff Byrd |
| VIII. | Alumni Council President Remarks | Allan Wagaman '06 |
| IX. | Special Faculty Recognition | President Jordan |
| X. | Motion to Adjourn Meeting | Lex Birney |

We continue to be in a period of major disruption in higher education with the greatest disruption coming in the non-elite liberal arts college sector. According to an article published by Nathan Grawe, [Advancing the Liberal Arts in the Face of Demographic Change](#) this sector will see major demographic shifts related to geography, race/ethnicity, and location. The significant decline in birth rate will be most pronounced during a period that begins in 2025. Additionally, all schools will see a decline in first-generation students, 2-year institutions and 4-year regional publics will see an increase in Hispanics, and “national” liberal arts colleges such as SMCM (ranked 51- 100 by USN&WR) will see an increase in Asian American students. A challenge is that SMCM does not fit neatly within the “national” sector because greater than 90% of the schools within the sector are private and we are a public-private hybrid. All that can be said with certainty is that SMCM will see a increase in non-white students. Thus, the projected shifts in groups considered as under-represented minority or “at-risk” highlight the need for our continued efforts on the diversity, equity, and inclusion front.


Grawe suggests that a “more fundamental threat to liberal arts colleges may flow from their liberal arts missions” and we must reconcile the connection between, what I refer to as the “intellectual” and the “practical”. We repeatedly hear calls to action and a myriad of responses ranging from just staying the course to radical changes in how we do what we do. The article provides examples of what should be done to advance the liberal arts such as adding relevant programs and/or implementing radical cost savings. SMCM is doing all of these things, in one way or another, in a very systematic way. Although from a business perspective the progress has been slow, on many levels our work is considered forward-thinking and substantial. The College is in the midst of a very challenging time of change. For success, it is essential that we stay the course.

Embodying our new brand as The National Public Honors College is the ultimate goal. In so doing, we will enhance the College’s financial stability and viability. There are many facets to this goal but, at the end of the day, we should find that our enrollment will increase because of the relevancy of the liberal education we provide and because the community we have created is one in which a diverse population of students, faculty, and staff can thrive. Importantly, this requires that we live up to our mission of providing an excellent educational experience akin to that at elite liberal arts colleges while ensuring the it is also accessible and affordable to a diverse population of students. As you have heard me say quite often, this is a challenging mission but it is absolutely the right mission for a public institution, especially during this period of major demographic shifts. The three major foci for this academic year are: 1) increasing enrollment, 2) assessing and improving our program offerings, and 3) increasing our financial viability.

Regarding efforts to increase enrollment, you will learn in committee where we are with respect to enrolling the Fall 2020 students (AFA), the potential impact the projection will have on the operating budget (FIA), and efforts designed to enhance the retention of current students (AA, CLF). Enhancing retention is also important for increasing financial viability. Financial viability is also impacted by, among other things, increasing fundraising capacity (IA; president), maintaining strong relations with the executive and legislative branches of the State government (president), and implementing a new budget model that requires all budget managers to justify every aspect of their budget requests. Additionally, you will be asked to approve FY21 tuition, fees, and room and board levels that align well with our mission (FIA). Finally, we are committed to the LEAD initiative and, as an exemplar of public liberal education, you will receive an update on the work of Task Force-2 to 1) identify new academic and co-curricular programs and 2) prioritize existing programs (president).

In the midst of all of this work focused on the new brand, we have not lost sight of the need to continue to work on the goals and complete the most relevant objectives contained within the current strategic plan, A Time for Rebirth, during this bridge year to the next strategic plan. Thus, I ask that you please consult the strategic plan update report [January 2020](#) to learn about our progress.

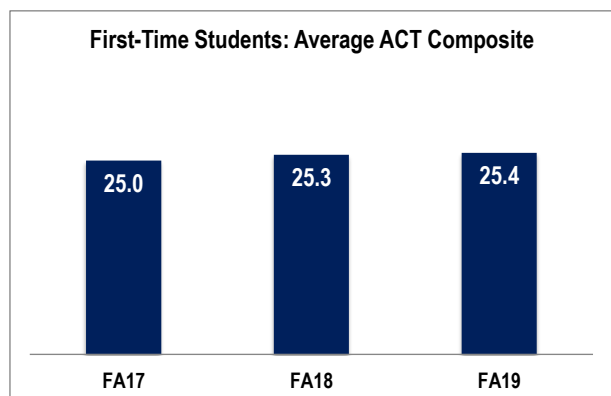
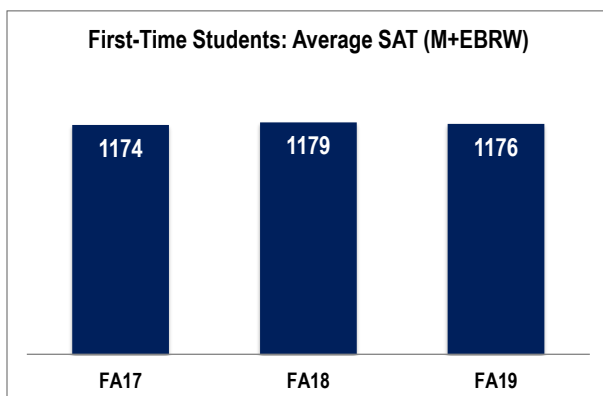
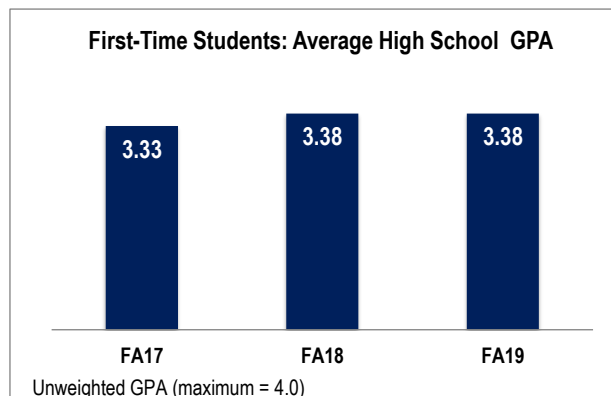
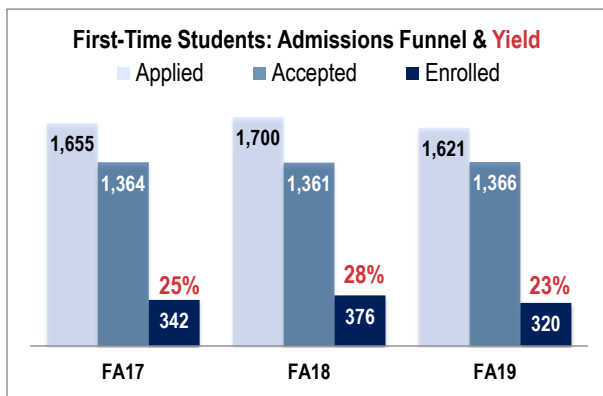
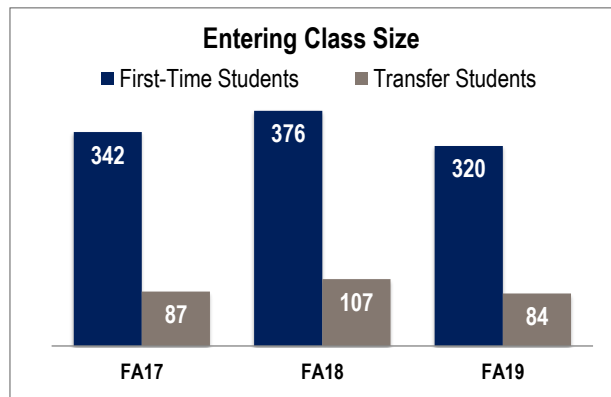
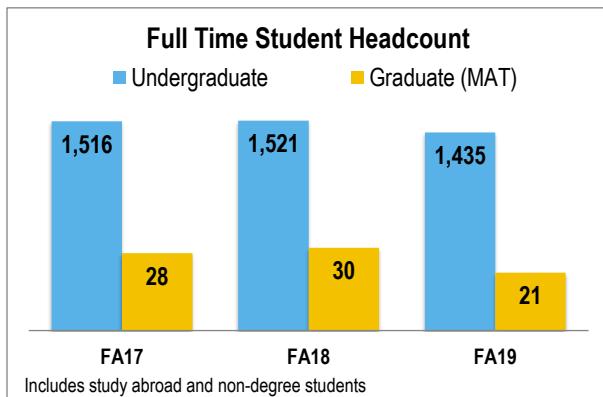
“Resilience” is a word often used to describe small liberal art colleges. I don’t know if that is the best word to describe SMCM but let our resilience continue to propel us onward.

A handwritten signature in cursive script, appearing to read "Augustus Chalk".

Board of Trustees Dashboard - January 2020

Student Characteristics in Enrollment **

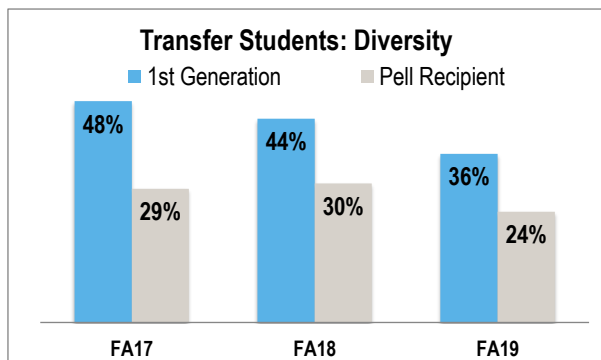
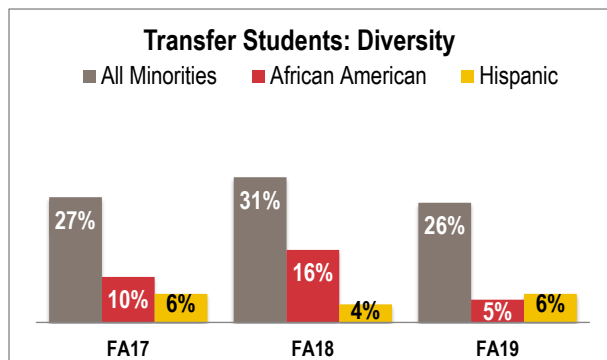
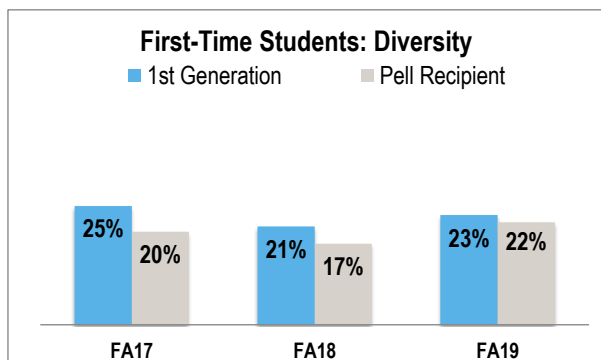
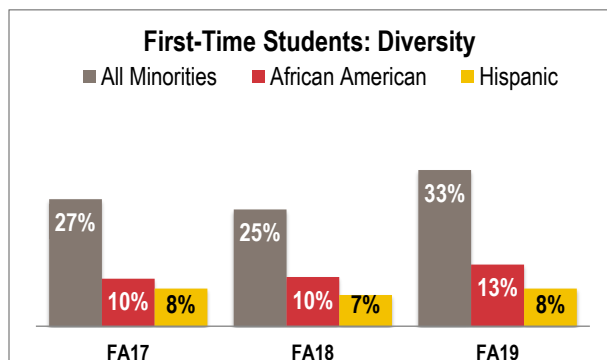
Fall 2019 figures based on final census (freeze) data, 9/30/2019



Board of Trustees Dashboard - January 2020

Student Characteristics in Enrollment **

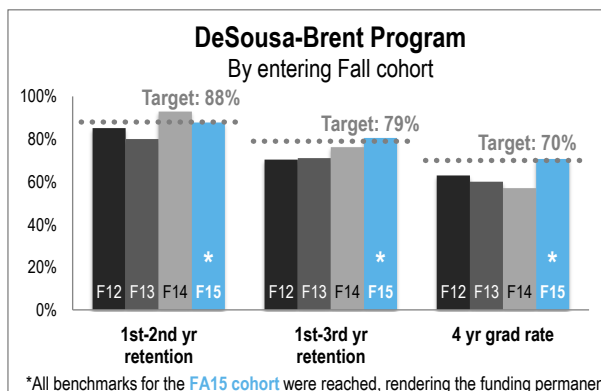
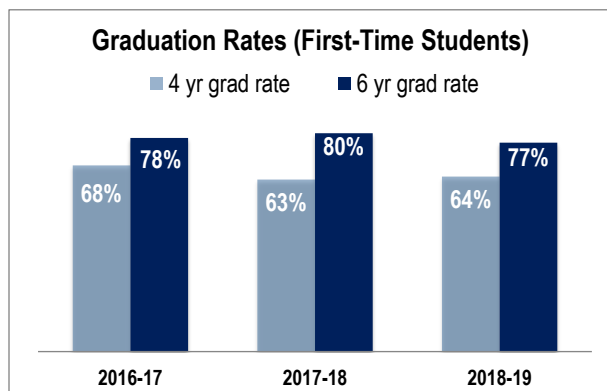
Fall 2019 figures based on final census (freeze) data, 9/30/2019



** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Student Retention and Persistence **

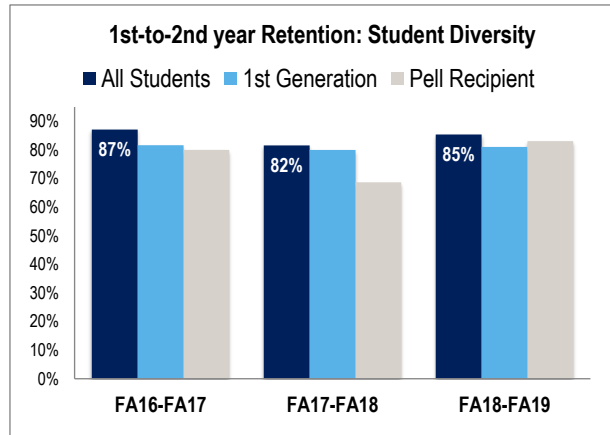
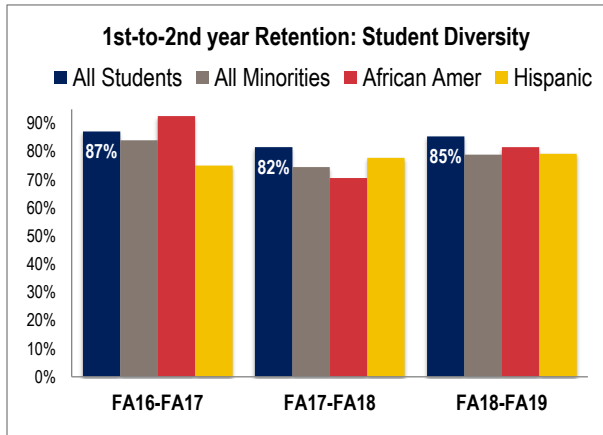
Fall 2019 figures based on final census (freeze) data, 9/30/2019



Board of Trustees Dashboard - January 2020

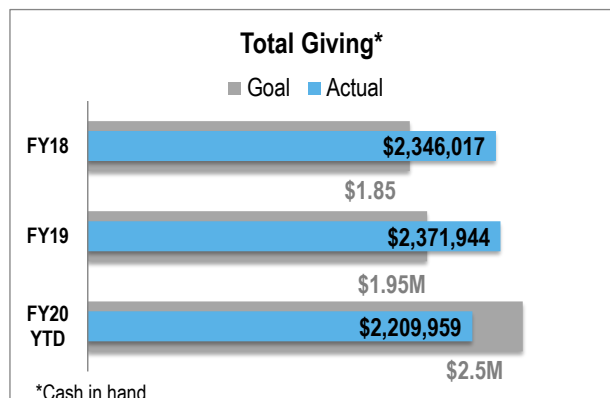
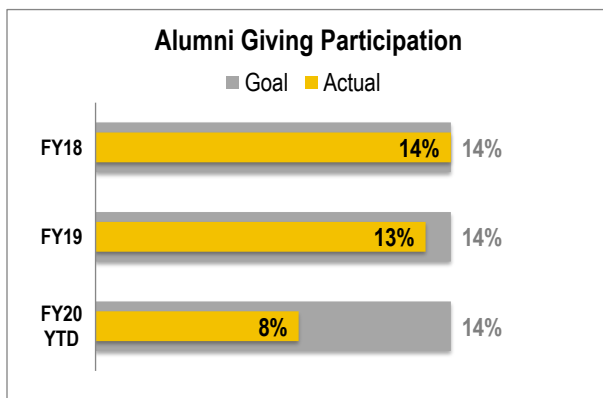
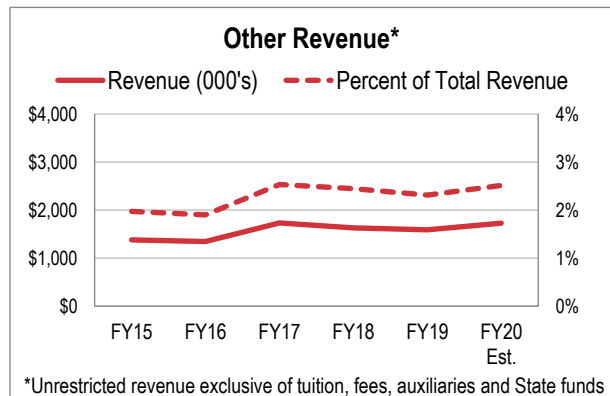
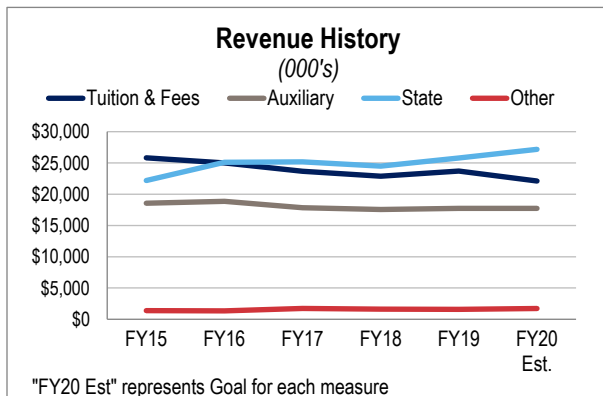
Student Retention and Persistence **

Fall 2019 figures based on final census (freeze) data, 9/30/2019



** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Revenue and Fundraising



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
OFFICE OF THE PRESIDENT**

ACTION ITEM 1920-15

APPROVAL OF A NEW CO-CURRICULAR PROGRAM

RECOMMENDED ACTION

The President recommends that the Board of Trustees approve the development and phased implementation of an NCAA Division III Track and Field program in Athletics.

RATIONALE

A proposal to develop and implement a Track and Field program was received and favorably reviewed by the Curriculum Programming Committee (Task Force 2). The proposal was submitted in response to a request for new academic and co-curricular programs that would attract new students to the College. The addition of a Track and Field program to our athletic offerings would enable the College to attract between 20 and 40 students per year students who may not have previously considered attending St. Mary's College and would enhance the diversity of the student body. Additionally, it would increase the attractiveness and competitiveness of the College's cross-country program. For these reasons, this is an excellent co-curricular program to implement at this point in time.



**BOARD OF TRUSTEES
ADMISSIONS AND FINANCIAL AID COMMITTEE**

REPORT SUMMARY

Date of Meeting: January 31, 2020

Date of Next Meeting: May 15, 2020

Committee Chair: Ray Wernecke

Committee Members: John Bell '95, Board Chair Lex Birney, Judith Fillius '79, Sven Holmes, President Tuajuanda Jordan, Larry Leak '76, and 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 January 2020 report to the Committee on Admissions and Financial Aid of the Board of Trustees. This report includes information about our Fall 2019 recruitment efforts, enrollment, admitted student yield initiatives, Fall 2021 recruitment, special initiatives, and staffing.

A. Fall 2019 Recruitment Efforts

With an emphasis on Maryland, the District of Columbia and contiguous states, the admission staff completed 430 total recruitment events during the Fall 2019 recruitment travel season. This included 405 first-year and 25 transfer recruitment events. First-year recruitment events included individual secondary school visits, college fairs hosted by individual schools, college fairs hosted by the National Association for College Admission Counselors or its affiliates, and regional college fairs hosted by sponsoring organizations or secondary school districts. Transfer recruitment events include transfer fairs and SMCM-specific visits at community colleges. In total, the admission staff completed recruitment events connected with almost 700 schools.

The Office of Admission hosted three Open House programs during the fall. As part of the strategy to increase the number of prospective students visiting campus, Creative Communications Associates (CCA), implemented new strategic initiatives, including radio, billboards and digital advertising, to promote our October and November Open House programs. These initiatives were in addition to the ongoing promotional efforts lead by the Offices of Admission and Marketing and Communications.

In total, 609 prospective students (+72% over the previous year) and 1056 family members (+104%) attended the three programs. Prospective student attendance at the October and

November programs was double the previous year and family member attendance was 141% over the previous year. This compares to an increase of 15% for prospective student and 32% for family member attendance at the September Open House.

B. Enrollment

Spring 2020:

Current Spring 2020 new student enrollment includes 34 students (two first year students, 29 transfer students, one second bachelor's degree student, and two students being readmitted into the college). This is on a goal of 28 new students. By comparison, in Spring 2019 the College enrolled 28 new students (one first year and 27 transfer students). The census date for Spring enrollment is on February 17, 2020. At that time, we will communicate the College's actual Spring 2020 and blended annual enrollment totals as well as updated financial aid expenditure figures.

Fall 2020:

As of January 27, 2020, the College has received 2415 first-year and 26 transfer applications for Fall 2020 admission. This compares to 1448 first year and 23 transfer applications on the same date for Fall 2019.

C. Admitted Student Yield Initiatives

Early Decision and Early Action applicants were notified of their admission decision and merit scholarship and financial aid awards in November and December, respectively. For the first time, applicants were notified online. This was made possible by the new admission customer relationship management system implemented beginning in July. The online notification was followed by hard-copy admitted student packets for those offered admission. The mailing of the admitted student packets initiates a comprehensive multi-channel communications campaign along with faculty, staff, and student outreach to our admitted students and their families. Regular Decision candidates will receive their admission decision no later than April 1, 2020.

We are hosting two on-campus Admitted Seahawk Days. The first is Saturday, February 29, 2020 and the second is Saturday, April 4, 2020. As part of the planning process for these programs, admission staff completed an assessment of our program and a review of competitor programs. Following this research, the program has been revised to offer our prospective students personalized schedules as well as allow for increased attendance. CCA will be supplementing Office of Admission promotional efforts to invite and encourage our admitted students to attend one of our Admitted Seahawk Days.

These events will be complimented by two off-campus Admitted Seahawk Welcome receptions. The Office of Admission is planning a reception in Bethesda and another in Baltimore. Specific dates will be announced in early February. Admission staff will also be hosting individual meetings with admitted students and their families as part of their spring recruitment travel.

E. Fall 2021 Recruitment

The recruitment cycle for an entering class begins more than two and a half years before the start of the entry term. Recruitment for the Fall 2021 entering class began in February 2019 when the College started recruiting students who had taken the PSAT test in the Fall of their sophomore year in high school. Recruitment for Fall 2021 continues and recruitment for the Fall 2022 entering

class has begun with the launch of the sophomore and junior search strategy as soon as PSAT data were available in early January. This is more than a month earlier than last year and two months earlier than in previous years. We are continuing to work with Waybetter Marketing in the execution of the search strategy. Initial results for the January launch are strong. Keeping our eye on the goal for Fall 2021 applications, these efforts will then be followed by increased communications, advertising, recruitment travel, and counselor engagement strategies. Our annual Spring Open House is Saturday, April 18, 2020.

F. Special Initiatives

2020 East Coast LDZ:

The campus will be hosting the National Hispanic Institute Lorenzo de Zavala (LDZ) Youth Legislative Program July 12 through July 19, 2020. The 2020 East Coast LDZ Program will bring up to 150 students and 30 volunteers from across the United States, as well as Central and South America, for this youth-leadership program.

Transfer Edge Program:

The Office of Admission is in the home stretch on the development of the St. Mary's College of Maryland Transfer Edge Program (STEP) with the College of Southern Maryland (CSM). Through this program, qualified CSM students will be able to take one course per semester, up to four total courses, at St. Mary's College of Maryland. STEP students will receive a partial scholarship for their SMCM courses, as well as support and programming to encourage their transfer to SMCM.

Severn School:

On November 12, Lex Birney, Board Chair, and David Hautanen, Jr., Vice President for Enrollment Management, met with the Co-Directors of College Counseling at the Severn School. The meeting was arranged by the Chair as an opportunity to strengthen the relationship between the schools and is a model for Trustee support of new student recruitment.

G. Staffing

The Office of Admission has two full-time professional position vacancies. One is an Assistant Director position that is being filled on a temporary basis by Roderick Lewis '19 as an Admission Counselor. The other is the Associate Director position. An updated job description and salary assessment are in process for the Associate Director position and it will be posted thereafter. The Assistant Director position will likely be posted in late Spring.

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

Action Item II.A. Approval of the St. Mary's College of Maryland Admission SAT/ACT Test-Optional Policy The proposed policy would make submission of SAT or ACT scores within the application process optional. St. Mary's College of Maryland is committed to a holistic review of our applicants, including a full review of submitted application materials. This policy would become go into effect beginning with the Fall 2021 entering class.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ADMISSIONS AND FINANCIAL AID COMMITTEE
MEETING OF JANUARY 31, 2020**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A. Review Spring 2020 Enrollment
 - B. Report on Fall 2021 New Student Search

- II. ACTION ITEMS**
 - A. Approval of the St. Mary's College of Maryland Test-Optional Policy

- III. INFORMATION ITEMS (None)**

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ADMISSIONS AND FINANCIAL AID COMMITTEE**

ACTION ITEM 1920-16

**APPROVAL OF THE ST. MARY'S COLLEGE OF MARYLAND
ADMISSION SAT/ACT TEST-OPTIONAL POLICY**

(See appendix for supporting material.)

RECOMMENDED ACTION

The Admissions and Financial Aid Committee recommends that the Board of Trustees approve the St. Mary's College of Maryland Admission SAT/ACT Test-Optional Policy to be part of the application process.

RATIONALE

The proposed policy would make submission of SAT or ACT scores in the application process optional. St. Mary's College of Maryland is committed to a holistic review of our applicants. This includes a comprehensive review of all submitted application materials, including the application, secondary school record, recommendations, essays, standardized test scores, and any other materials submitted as part of the application. Research supports – and many students believe – that SAT and ACT scores do not fully represent students' academic achievement, potential and college preparedness, and that the secondary school record is a stronger predictor of success than standardized testing. The policy would go into effect beginning with the Fall 2021 entering class. The policy follows:

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS**

PROVOST REPORT

LEAD CORE CURRICULUM IMPLEMENTATION

The *LEAD Implementation Team (LIT)*, with representatives from the general faculty, my office, the Office of the Registrar, the Curriculum Review Committee, representatives from ad hoc committees involved in developing the revised Core, and the Inquiries Coordinator, has continued its work. To date, the committee has:

- Worked with chairs to update course content for those courses included in Core.
- Revised student learning outcomes for the new Core.
- Refined Core terminology and organizational framework to be more student-friendly.
- Drafted catalog copy, to be reviewed by the Curriculum Review Committee and the faculty later this spring.
- Developed material for web pages explaining the new Core to students, prospective students, and parents.
- Supported Core Inquiry development, including the development of two new Inquiries and the expansion of our current pilots.
- Coordinated with the Registrar to ensure revised Core structures will align with the new ERP software.

As of this writing, the following table provides information on the LEAD Core Curriculum courses that have been developed and offered.

Role	Umbrella Title	Course	Course Title	Sect.	Enrollment				TOTAL
					Fall'18	Spr'19	'19	Spr'20	
Writing	First Year Seminar	CORE 101	<i>Various</i>	13			219	21	240
		CORE 301	Colonial Histories: Postcolonial	1			14		14
Analytical	First Year Seminar	CORE 102	<i>Various</i>	3			43		43
		CORE 103	Career and Network Navigation	15	79		101		180
Professionalism	Skills Seminar	CORE 104	Career Exploration II	14		33		101	134
		CORE 201	Leadership and Teamwork	3		14			14
		HIST 113	Runaways, Rebels, and Revolutionaries	1	21				21
Integrated Inquiry	Justice	ENST 285	Race and Place	1	18				18
		ENGL 235	Representations of American Slavery	1		5			5
		ARTH 255	Race and Culture in the American Museum	1		18			18
		POSC 100	Introduction to Politics	2			12		12
Integrated Inquiry	Justice	ARTH 250	The Art of Political Protest <i>or</i>	1			12		12
		PHIL 120	Introduction to Ethics	1					
		ENGL 201	Environmental Storytelling <i>or</i>	1					
		ENST 285	Race and Place	1				10	10
		ENST 285	Bioethics	1					
		COSC 120	Introduction to Computer Science	1				10	10
Integrated Inquiry	Climate	ENST 100	Introduction to Environmental Studies	2			11		11
		COSC 120	Introduction to Computer Science	1			11		11
		BIOL 101	People, Plants, and Food	1				7	7
		ENGL 201	Environmental Storytelling <i>or</i>	1				7	7
		PHIL 321	Environmental Ethics	1					
Integrated Inquiry	Inventing the West	HIST 104	Historical Foundations of the Modern World to 1450 <i>or</i>	1			16		16
		HIST 108	History of the Modern World <i>or</i>	1					
		HIST 253	Latin American Civilizations	1					
		ENGL 284	Literature in History <i>or</i>	2			16		16
		ASTR 155	Stellar Astronomy and Cosmology	1					
		HIST 272	Ancient Mediterranean <i>or</i>	1					
		ASTR 154	Solar System Astronomy <i>or</i>	1				14	14
		ENGL 285	Literature in History II	1					
		ANTH 101	Introduction to Anthropology	1				14	14
		GRAND TOTALS -->				77	118	70	455

In addition, ANTH, ART, CHEM, ENST, PHYS, and TFMS have developed major-specific professionalism courses.

PROGRAM-TO-PROGRAM ARTICULATION AGREEMENTS

The College continues to work with Maryland community colleges to establish program-to-program articulation agreements. While progress has been slower than planned, several agreements have been finalized and several more are in the final stages of editing. This work will continue throughout the 2019-2020 academic year.

As of this writing, the following table provides the status of the various articulation agreements. The cells outlined in red represent changes from the October report.

SMCM Department/Program	College of Southern Maryland	Anne Arundel Community College	Howard Community College	Montgomery College	Community College of Baltimore County	Baltimore Community College	Prince George's Community College	Carroll Community College	Frederick Community College	Hagerstown Community College	Harford Community College	Wor-Wic Community College
Anthropology		In-Prep	In-Prep				In-Prep					
Art	Sent	Final Draft	Sent	Sent	Final Draft							
Art History		Final Draft										
Biology	Signed	Final Draft	Sent	Sent	Final Draft							
Biochemistry	Signed	Final Draft	Sent	Sent	Final Draft		Signed					
Chemistry	Signed	Final Draft	Sent	Sent	Final Draft		Signed					
Economics		Final Draft			Final Draft							
Educational Studies	Sent	Final Draft	Sent	Sent	Final Draft		Signed	Sent	Sent	Sent	Sent	Signed
English	Signed	Final Draft	Sent	Sent	Final Draft							
Environment Studies	In-Prep	In-Prep	In-Prep	In-Prep		In-Prep						
History	In-Prep		In-Prep	In-Prep								
Intl Languages and Cultures												
Computer Science	Signed	In-Prep		In-Prep	In-Prep		In-Prep					
Computer Science (Cloud Comp.)	Signed											
Music	Sent	Final Draft	Sent	Sent	Final Draft							
Philosophy And Religious Studies	In-Prep	In-Prep	In-Prep	In-Prep	In-Prep							
Physics - Applied	Signed	Final Draft	Sent	Sent			Signed					
Physics - Foundational	Signed	Final Draft	Sent	Sent			Signed					
Political Science	Sent	Final Draft	Sent	Sent	Final Draft							
Psychology	Signed	Final Draft		Sent	Final Draft		Signed					
Sociology	Sent	Final Draft	Sent	Sent	Final Draft							
Theater, Film, and Media Studies	Signed											

DESOSA BRENT SCHOLARS PROGRAM UPDATE

Building on the College's success in meeting the 2015 Cohort milestones for the program, we have continued to work to ensure the ongoing success of the program.

We shortened the Summer Bridge Program from two weeks to nine days, one work week plus both adjoining weekends. The shorter timeframe reduces the burden of participation for students who have full-time jobs in the summer.

We have expanded the program, inviting 60 students from the Fall 2019 class to become DeSousa Brent Scholars; 55 students accepted. This compares to the typical cohort size of roughly 40 students in the past.

In contrast to prior years when DeSousa Brent Scholar invitations were issued to those students who had already deposited, the 60 students were invited from the completed applications as a means of increasing yield. This is the first step in attempting to leverage the DeSousa Brent Program in attracting more students to the College. Another step in this direction is underway through partnerships between Athletics, Admissions, and the DeSousa Brent Program. We are working to leverage the communication and tracking capabilities of the Slate system (recently implemented in Admissions) to recruit more top-of-

the-funnel applicants to the College through highlighting the Program. We are also looking at incorporating information about the DeSousa Brent Program at the Admitted Student Days and in meetings with high school guidance counselors when they visit the College. Finally, we are also starting to return to the practice of cultivating relationships with particular high schools, such as Bladensburg, that hold potential to be outstanding feeder schools for the College.

F.J. Talley and Jennifer Platts (J.P.) are developing a profile that may help migrate some of the successes of the Program to other academic departments. Initially, they plan to focus on academic programs that demonstrate the largest equity gaps in the retention and graduation of students of color.

The Program continues to provide DeSousa Brent Scholars with personalized degree audits/plans for timely graduation. Each semester, the plans are updated based on the prior semester's grades and sent to students and advisers to allow for changes in their schedules for the subsequent semester as appropriate.

Finally, F.J., Devin Torres, and J.P. had a poster accepted to the Association of American Colleges & Universities (AAC&U) Conference on Diversity, Equity, and Student Success to be held in March 2020 in New Orleans. Their poster provides a wonderful opportunity to put the success of the DeSousa Brent Program in the national spotlight.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: January 31, 2020

Date of Next Meeting: May, 2020

Committee Chair: Peter Bruns

Committee Members: John Bell '75, Board Chair Lex Birney, Gail Harmon, President Tuajuanda Jordan, Larry Leak '76, William Seale

Staff Member: Michael Wick

Faculty Members: Jeff Byrd, Lindsay Jamieson

Dashboard Metrics: N/A

Executive Summary:

Discussion Items

Faculty Senate Report

Dean of Faculty Report

Information Items

Minutes of October 18, 2019

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

III.A. Recommendation to Approve SMCM Degree Policy on Good Standing



**ACADEMIC AFFAIRS COMMITTEE
MEETING OF JANUARY 31, 2020**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Faculty Senate Report
 - B. Dean of Faculty Report
- III. ACTION ITEM**
 - A. Recommendation to Approve SMCM Degree Policy on Good Standing
- IV. INFORMATION ITEM**
 - A. Meeting Minutes of October 18, 2019

The committee expects to close a portion of this meeting.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
ACADEMIC AFFAIRS COMMITTEE**

ACTION ITEM 1920-17

**RECOMMENDATION TO APPROVE
SMCM DEGREE POLICY ON GOOD STANDING**
(See appendix for supporting material.)

RECOMMENDED ACTION

The Academic Affairs Committee recommends that the Board of Trustees approve the St. Mary's College of Maryland Degree Policy on Good Standing.

RATIONALE

The proposed policy changes would allow the College to withhold a student's degree until the completion of a disciplinary process, investigation, or sanction. Under current College policy, a student who has completed the degree requirements may graduate even if the student is involved in a disciplinary process/investigation or has not completed the sanctions assigned after a disciplinary process. The Academic Policy Committee of the Faculty Senate, the Faculty Senate, and the full faculty reviewed and approved of these proposed revisions during the fall 2019 semester.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: October 18, 2019

Status of Minutes: Approved November 16, 2019

Academic Affairs Committee Members Present: Committee Chair Peter Bruns, John Bell '95, Board Chair Lex Birney, Gail Harmon, President Tuajuanda Jordan, William Seale

Committee Members Absent: Larry Leak '76

Staff Member: Michael Wick

Others Present: Betsy Barreto, Allison Boyle, Tom Brewer, Leonard Brown, Donny Bryan '73, Jeffrey Byrd, Tayo Clyburn, Paula Collins, Carolyn Curry, Peg Duchesne '77, Susan Dyer, Elizabeth Graves, David Hautanen, Sven Holmes, James Muldoon, Jasmine Long '21, Joan Pickett, Paul Pusecker, Jennifer Sivak, Danielle Troyan '92, Allan Wagaman '06, Raymond Wernecke, John Wobensmith '93, Anna Yates

Executive Summary

Academic Affairs Committee Chair Peter Bruns called the meeting to order at 1:15 p.m.

Faculty Senate Report

Faculty Senate President Jeff Byrd summarized the proposed faculty by-laws changes. The new structure of the Faculty Senate from a department elected system to a division system elected by the entire faculty was approved by the Faculty and awaiting Board approval. The streamlined Senate will enable senators to work collaboratively to address issues that affect the entire faculty across campus.

The Tobacco Policy was briefly discussed. The Senate was presented with a draft tobacco policy resulting from a grant to limit/discourage tobacco use on campus. Faculty, staff and students contributed to the policy. The Senate had concerns and questions about the policy and asked Vice President for Student Affairs/Dean of Students, Leonard Brown for a revised version of the proposal before it goes to the Board.

The Senate reviewed the Ad Hoc First Year Experience Committee final report which studied the First Year Experience within the constraints of available resources. The report will be discussed at the next Faculty meeting on October 29th.

Dean of Faculty Report

Provost Wick provided an update on the LEAD Core Curriculum. The LEAD Implementation Team (LIT) is overseeing the implementation of the new core curriculum. Pilot classes for three Integrated Inquiry themes were offered this fall: Justice, Climate, and Inventing the West. Next year, six themes with four courses per theme (totaling 16 credits) will be offered. It is anticipated that 75% of all students will participate in the Integrated Inquiry model and 25% in the Exploring the Liberal Arts model. Resources needed are still being determined. Transfer students will be required to take at least two of the four themed courses at St. Mary's College if they wish to follow the Integrated Inquiry model. Transfer students will also have the Exploring the Liberal Arts model available. The faculty, in particular the junior faculty, are enthusiastic about the Integrated Inquiry model.

Articulation Agreements with Maryland community colleges are ongoing. Initial contact was with the larger feeder community colleges. These program-to-program agreements are very specific and time intensive. Several agreements have been finalized or are in the editing stages. The Committee asked about targeting high schools. The College has been looking into this. The sense is the agreements would need to be more general if we aim for high school students.

Operational planning for the New Academic Building and Auditorium is underway. Provost Wick has met with faculty from the Music and Education Studies Departments to discuss anticipated operational expenses. The College will investigate options for funding sources.

Action Item:

III.A. Recommendation to Approve Revisions to Faculty By-Laws

III.B. Recommendation to Approve SMCM Policy on Student Concerns About Athletic Programs and Activities

III.C. Endorsement of 2019 Performance Accountability Report

Committee Action Taken/Action in Progress:

The proposed action items were approved by the Academic Affairs Committee at its meeting on October 19, 2019.

Recommendation to the Board:

The Academic Affairs Committee recommended approval of these action items by the Board of Trustees at its meeting on October 19, 2019.

The open session meeting adjourned at 1:49 p.m.

**BOARD OF TRUSTEES
BUSINESS AND FINANCE**

VICE PRESIDENT'S REPORT

Strategic Resourcing Initiative (SRI)

At the direction of the Board of Trustees (BOT) and the Finance, Investment, and Audit Committee (FIA), the Business and Finance Division conducted a thorough review of current budgeting practices and for the Fall 2019 budget development cycle we instituted a revised strategy that is called the “Strategic Resourcing Initiative” (SRI). This SRI effort is the first step toward a proactive, intentional, strategically aligned budgetary process. Our revised strategy includes FIA and BOT as partners in understanding how and where the institution commits resources and allows for an opportunity to impact the allocation cycle. Under the SRI budget allocation process, we have completed the recommended FY21 operating budget allocation and are in the process of sharing the results with the Finance, Investment, and Audit Committee.

Auditor's Report for FY19

SB and Company, the external, independent auditing firm, presented the results of their annual audit of St Mary's College of Maryland at the December 2019 meeting of the FIA and BOT. Statements reflecting the financial transactions and position of the College for the period July 1, 2018 through June 30, 2019 were prepared and audited. The firm issued an unqualified opinion letter indicating that the financial statements fairly present, in all material respects, the financial position of the College. This resulted in a clean external audit.

Legislative Audit

The Department of Legislative Services conducted a fiscal compliance audit of St. Mary's College of Maryland for the period August 24, 2015 to August 25, 2019. The auditors arrived on campus in early late August 2019 and concluded their site visit in December 2019. We are awaiting their final report.

Enterprise Resource Planning System (ERP)

The College purchased the Campus Management (CMC) Enterprise Planning System, which consists of the StudentNexus, Finance, Human Resources and Payroll Modules. Implementation of the StudentNexus Module is underway and consists of five phases. We are currently in phase three, which consists of configuration, mapping, and data validation. The work entailed with phase three is the most challenging and time-consuming, as there are multiple levels of verification and validation involved. It is expected that there will be three to four cycles (spins) of verification and validation will be conducted after each initial upload of new information. CMC and OIT personnel have begun preparing for phase four (integration and workflows), which will occur within the next month. Both phase three and phase four will be conducted on a simultaneous basis. The StudentNexus project is scheduled to GoLive in May/June 2020. In February/March 2020 we will

start the implementation for the Finance and Human Resources Payroll Modules with a GoLive date in December 2020/January 2021.

Capital Budget Request

The St. Mary's College capital budget request for FY21 through FY25 was submitted in June 2019 to the Department of Budget and Management (DBM). The Governor's recommendation for support includes construction funding for the New Academic and Auditorium Building, continued annual funding of infrastructure projects, funding for the renovation of Goodpaster Hall, and a revised recommendation to begin the design process for the renovation of Montgomery Hall. The request identifies essential institutional capital improvements needed to ensure that the College continues to be competitive and successful.

New Academic Building and Auditorium Design

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

Jamie L. Roberts Stadium

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

Commemorative to Enslaved Peoples of Southern Maryland

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

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

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

Union Negotiations

The fiscal year 2020 agreement with AFSCME Council 3, Local 3980 was successfully concluded on November 12, 2019 after several months of negotiations. The union voted to ratify the agreement on November 30, 2019. The wage agreement specified a 2% increase retroactive to October 30, 2019 for all eligible bargaining members. In addition, the minimum entry-level annualized salary was increased to \$27,040 effective January 20, 2020.

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

Date of Meeting: January 31, 2020

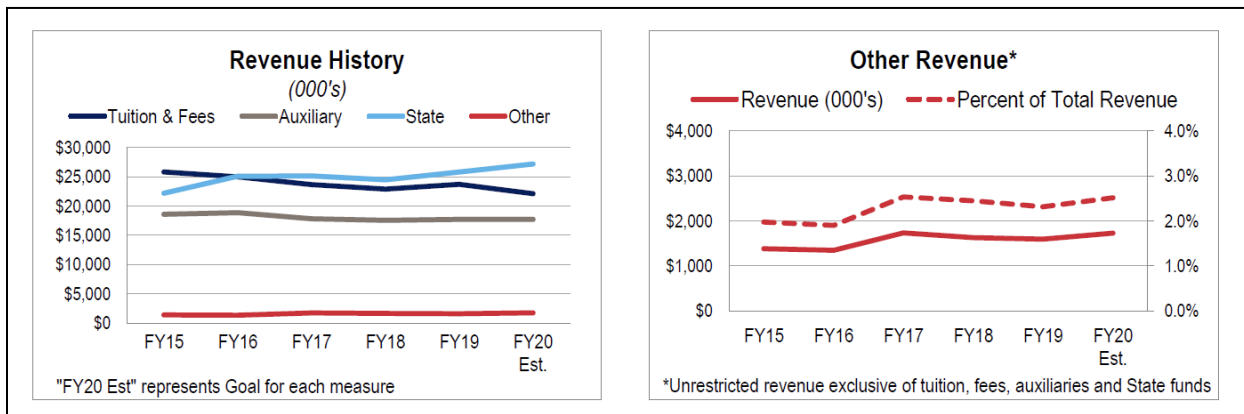
Date of Next Meeting: TBD

Committee Chair: John Wobensmith '93

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

Staff Member: Paul Pusecker

Dashboard Metrics



Executive Summary

Information Items

FY20 Financial Results to Date

Revenues are overall 86.2% actual to budget. Tuition is 98.6% actual to budget. State Appropriations are 72.0% actual to budget, as expected. Quarterly payments have not included the DeSousa Brent allocation, currently held by the Maryland Higher Education Commission. We anticipate receiving those funds soon. Expenditures overall are 52.0% actual to budget. Scholarship is 95.1% actual to budget, and wages/benefits is 45.1% actual to budget.

Reconciliation of the FY20 Plant Fund (Capital) Budget

St. Mary's College of Maryland has made revisions to the Board approved plant fund (capital) budget for FY20. \$250K previously provided in FY19 for the utility line burial was moved to FY20 operating accounts. \$285K was reallocated from various approved plant projects in order to complete the emergency chiller replacement at the Campus Center.

Joint Investment Activities

The Joint Investment and Advisory Committee met on November 21, 2019 to review financial information on the Foundation and College endowments. As of December 31, 2019, the total market value of the St. Mary's College of Maryland Foundation's endowment is \$34.7M. Of the endowment managed by JP Morgan, the fiscal year-to-date increase in market value of \$1.2M includes \$201K in contributions, \$369K in income, \$1.2M increase in investment value and \$590K of withdrawals. The overall rate of return current fiscal year-to-date is 4.6 %.

The St. Mary's College of Maryland Endowment and Quasi Endowment holds investments totaling \$4.22M consisting of Endowment and Quasi-Endowment. \$3.2M are funds functioning as endowment (Quasi) and \$1.02M represents the Blackistone Endowment. Invested endowment funds, managed by 19/19 Investment Council, have a market value of \$3.84M as of October 31, 2019. Funds are currently invested in a mix of fixed income instruments and equities. The overall rate of return is 6.41% on an annualized basis. The remaining \$0.4M of College endowment is currently held in a cash investment pool by the State Treasurer.

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

II.A. FY21 Tuition, Fees, Room and Board Rates

The Finance, Investment, and Audit Committee will be asked to approve zero percent increases in the tuition, fees, room, and board rates for FY21. This action would be applicable for Maryland resident undergraduate students, non-resident undergraduate students, DC undergraduate residents, and for the MAT students.

II.B. Adjustment of Room Rates for Students Requiring Disability Accommodations

The Finance, Investment, and Audit Committee will be asked to approve the adjustment of room rates for students in need of disability accommodations to be in full compliance with Section 504 of the Rehabilitation Act.



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
FINANCE, INVESTMENT, AND AUDIT COMMITTEE
MEETING OF JANUARY 31, 2020**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS (None)**
- II. ACTION ITEMS**
 - A. FY21 Tuition, Fees, Room and Board Rates*
 - B. Adjustment of Room Rates for Students Requiring Disability Accommodations
- III. INFORMATION ITEMS**
 - A. FY20 Financial Results to Date*
 - B. Reconciliation of the FY20 Plant Fund (Capital) Budget*
 - C. Reportable Procurement Items
 - D. Joint Investment Activities*
 - E. Dashboards
 - F. Minutes (Meetings of October 18, 2019 and December 12, 2019)

*See appendix for supporting documents.

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

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

ACTION ITEM 1920-18

FY21 TUITION, FEES, ROOM AND BOARD RATES

(See appendix for supporting documents.)

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize all student rates (tuition, fees, room, and board rates) for FY21 (academic year 2020-2021) to remain equal to FY20 rates (0% increases for each rate category). This action is applicable for Maryland resident undergraduate (UG) students, for non-resident UG students, for DC UG Residents, and for the MAT students.

RATIONALE

The Board of Trustees is the authorizing body for setting student tuition, fees, room, and board rates. The topic of keeping tuition, fees, room, and board flat for FY21 over FY20 is the result of considerable discussion at the Board of Trustees level, going back to last summer. The objective of these proposed price freezes for FY21 is to encourage affordable enrollment growth and start to close the tuition price gap between St. Mary's College of Maryland and the University of Maryland, College Park.

Total Charges for FY21:

- In-state students tuition, fees, room, and board = \$28,719
- Out-of-state students tuition, fees, room, and board = \$44,795
- DC resident students tuition, fees, room, and board = \$38,719
- Graduate MAT program costs = \$21,236

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

ACTION ITEM 1920-19

**ADJUSTMENT OF ROOM RATES FOR STUDENTS REQUIRING
DISABILITY ACCOMMODATIONS**

RECOMMENDED ACTION

The Finance, Investment, and Audit Committee recommends that the Board of Trustees approve the adjustment of room rates for students in need of disability accommodations to be in full compliance with Section 504 of the Rehabilitation Act.

RATIONALE

The Board of Trustees is the authorizing body for setting student tuition, fees, room, and board rates. This room rate adjustment is solely for students with approved disability accommodations and will ensure that the College is in full compliance with Section 504 of the Rehabilitation Act ("Section 504"). Specifically, the College would: (1) adjust the manner in which it charges students receiving a single room as an accommodation and (2) expand the available locations on campus where that housing is provided.

Resulting Action: The College shall adjust the rates for affected students and charge them the fees they would have paid had they resided with a roommate in a double room, thereby meeting the requirement to provide accessible housing to handicapped students at the same cost as to others.



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

MINUTES

Date of Meeting: December 12, 2019

Status of Minutes: Approved January 20, 2020

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

Committee Members Absent: Faculty Delegate Liza Gijanto

Staff Member: Paul Pusecker

Others Present: Monique Booker (SB & Company, LLC), John Bell '95, Peter Bruns, Paula Collins, Carolyn Curry, Mike Dougherty, Peg Duchesne '77, Shannon Jarboe, Gabriel Mbomeh, Dan Pindell '10, Jenell Sargent, Jenny Sivak, Chris True, Anna Yates

Executive Summary

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 1:03 p.m.

Vice President for Business and CFO Paul Pusecker stated that the Committee would receive a detailed presentation from Monique Booker, engagement partner for the firm SB & Company, LLC, during the meeting. The presentation would include information about the audit process, the audit results, and the College's financial statements.

Ms. Booker reported that the audit produced no findings, no instances of fraud, and no material weakness in internal controls. The audit firm will issue an unmodified opinion letter indicating that the financial statements fairly represent, in all material respects, the financial position of the College. Ms. Booker also stated that she received full cooperation from the management and that no significant changes to journal entries were noted. The audit included an assessment of the control environment and an evaluation of key processes, all of which were found to be effective in both design and operation.

At 1:32 p.m., Committee Chair Wobensmith asked for a motion to close the session in accordance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) to discuss the audit report and financial statements with a representative from SB and Company.

The closed session adjourned at 1:47 p.m. and the open session of the Finance, Investment, and Audit Committee meeting resumed at 1:48 p.m.

Action Items

I.A. Acceptance of the FY19 Auditors' Report and Audited Financial Statements

Statements reflecting the financial transactions and position of the College for the period July 1, 2018 through June 30, 2019 were prepared in accordance with generally accepted accounting principles, reflecting the GASB 34 & 35 reporting requirements. The independent firm of SB and Company, whose report and opinion are included in the document, has audited these statements. A motion to approve the action item was made by John Wobensmith '93. The motion was seconded and approved unanimously.

The meeting adjourned at 1:50 p.m.

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

**OPEN SESSION
MINUTES**

Date of Meeting: October 18, 2019

Status of Minutes: Approved December 3, 2019

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

Committee Members Absent: Anirban Basu, Faculty Delegate Liza Gijanto

Staff Member: Paul Pusecker

Others Present: Betsy Barreto, John Bell '95, Allison Boyle, Peter Bruns, Leonard Brown, Paula Collins, Tayo Clyburn, Carolyn Curry, Peg Duchesne '77, Susan Dyer, Judy Fillius '79, Elizabeth Graves '95, Mary Grube, Gail Harmon, David Hautanen, Shannon Jarboe, Jasmine Long '21, Dan Pindell '10, Jenell Sargent, Jennifer Sivak, Danielle Troyan '92, Chris True, Allan Wagaman '06, Ray Wernecke, Anna Yates

Executive Summary

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 2:05 p.m.

FY19 Operating Budget Closing and Status of Financial Statement Audit

Fiscal year 2019 closed on June 30, 2019. The review and adjustments for year-end activity are complete. Actual operating fund results are a deficit of \$3.42M as the College spends down \$5.4M in rollovers from the previous three fiscal years. The year-end operating result is approximately \$2.0M better than the expected \$5.4M loss. Fiscal year 2019 preliminary and un-audited results are final at this time. The auditing firm SB and Company has completed their fieldwork and draft financial statements were received by the College on October 4, 2019. The audited financial statements will be presented to the Finance, Investment, and Audit Committee for review and approval in December.

FY20 Financial Results to Date

Overall revenue collections for FY20 are as expected at 39.6% of the budgeted level. Year-to-year overall expenditures in FY20 are running 19.0% lower than the equivalent period last year. All programs of expenditure fall within expected changes year-to-year, with the exception of dining (Bon Appetit) due to delayed invoicing activity. Debt service payments for September are approximately \$400K lower this year versus last year. Scholarship expense is roughly aligned with

the allocation for FY20. Actual scholarship expense is 2.7% lower than the prior year due to lower student counts.

Enterprise Resource Planning (ERP) Update

Campus Management Corporation (CMC) will provide the CampusNexus Student, Finance, and the HR and Payroll modules for the College. In late Spring 2019, the ERP project started with the CampusNexus Student system. During this FY20 academic year we will be migrating financial aid, student accounts, enrollment and registration, and academic records over to CampusNexus Student with an anticipated go live launch in June 2020. It is anticipated that we will start the data discovery process for the CampusNexus Finance and the HR and Payroll modules in early 2020.

Joint Investment Activities

The Joint Investment and Advisory Committee met on September 26, 2019 to review financial information on the Foundation and College endowments. As of August 31, 2019, the total market value of the Foundation's endowment is \$ 33.5M. The Foundation's endowment is comprised of three parts: a portion of the JP Morgan portfolio (\$33M), the Student Investment Group (SIG) account (\$293K), and Old Line Bank shares (\$266K). The St. Mary's College of Maryland Endowment and Quasi Endowment holds investments totaling \$4.197M combined.

Update on Legislative Audit

The Department of Legislative Services has initiated the four-year audit cycle. The auditors arrived on August 26, 2019 and fieldwork remains ongoing with an expected completion date of January 2020. The Finance, Investment, and Audit Committee Chair will receive updates on the legislative audit as it progresses. The legislative auditors have begun to review processes and procedures in the areas of collections and non-cash credits, including financial aid. A separate team will review information technology operations.

Action Items

Action Item II.A. Approval of Revision of the FY20 Current Fund (Operating) Unrestricted Budget

The Committee reviewed the proposed revision to the current fund (operating) budget for FY20. The revision incorporated carry-forward authorization for \$2,983,242, encumbered but not expended, as of June 30, 2019. Programs of expenditure included in the revision were for instruction, institutional support, scholarships, student services, academic support, auxiliary enterprises, and encumbered items and additional rollovers in the physical plant area. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

Action Item II.B. Approval of the Reconciliation of the FY20 Plant (Capital) Budget

The Committee reviewed the revisions to the plant fund (capital) budget FY20. The FY19 plant fund activity was reconciled to the end of the fiscal year and new projects approved in May 2019 were added. The FY20 active project budget totals \$3.8M. The projected unencumbered plant fund balance is \$1.4M, pending the final receipt of future Foundation funds. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

Action Item II.C. Approval of the 2019 Performance Accountability Report

The Performance Accountability Report (PAR) is required by the State of Maryland. The report assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as a 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 2019 PAR was reviewed by the Academic Affairs Committee and the Campus Life and Facilities Committee, both of which provided their endorsement to the Finance, Investment, and Audit Committee for approval. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

Action Item II.D. Approval of Revisions to the Employee Handbook: Update the Workplace Bullying Policy and Inclusion of the Organ Donation Leave Policy

The Finance, Investment, and Audit Committee was presented with two revisions to the St. Mary's College of Maryland Employee Handbook for review and approval. The first revision was to include an Organ Donation Leave Policy. This policy would provide employees up to three days of paid leave to serve as a bone marrow donor and 10 days of paid leave to serve as an organ donor. The addition of an Organ Donation Leave Policy is in accordance with Senate Bill 705, which also mandates that State employees will be eligible for 12 weeks of unpaid organ donation leave and 30 business days of unpaid bone marrow donor leave effective January 1, 2020. The second revision was to update the Workplace Bullying Policy to include an updated definition, updated examples, a training component, complaint processes for employees in and employees not in protected classes, a notice prohibiting retaliation, extended reporting pathways and a data collection requirement. This revised policy is necessary to provide education and guidance to employees regarding workplace bullying, to ensure that bullying will not be tolerated and to deal with it in a progressive manner if it occurs. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

The meeting adjourned at 2:26 p.m.

**BOARD OF TRUSTEES
STUDENT AFFAIRS**

DEAN OF STUDENTS REPORT

Wellness Center

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

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

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

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

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

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

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

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

Career Center

Core 103

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

Core 201

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

Professional Literacy Pathway Administration and Implementation

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

Co-curricular Programming

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

JobIQ is in the final stages of testing and development before an official pilot within Career and Network Navigation II (Core 104) in Spring 2020. The program has seen significant

evolution and promises to streamline the process by which students engage with alumni remotely. The nature of the program and its ability to create an institutional database of alumni and community members available to speak with students will create equity among students as all students will have access to the same group of professionals.

Service Animals on Campus

Policy Summary

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

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

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

Offices Affected By This Policy

Human Resources, Office of Accessibility Services, Residence Life

Who Should Know About This Policy

Students, employees, and visitors to the SMCM campus

Definitions

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

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

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

Policy

Section I. Students and Visitors

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

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

When it is not obvious that an animal is a Service Animal, only two questions may be asked of the handler: i) is the animal required because of a disability, and ii) what work or task has the animal been trained to perform? College personnel are not allowed to request any

¹ Miniature horses can also be considered service animals on a case by case basis. There are four factors that must be assessed in order to determine if a miniature can be accommodated in a facility: 1. Whether the miniature horse is housebroken; 2. Whether the miniature horse is under the handler's control; 3. Whether the College can accommodate the type, size, and weight of the miniature horse; and 4. Whether the presence of the miniature horse compromise the safe operation of the applicable College facility.

documentation that relates to the dog's abilities, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

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

Section II. Employees

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

Conflicting Disabilities or Disabling Health Conditions

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

Handler Responsibilities

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

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

Exclusion and Removal

As mentioned above, a Service Animal may be excluded from a space if the presence of the Service Animal fundamentally alters that environment. For example, where a Service Animal's presence compromises the experiments within a lab space, the Service Animal may not be permitted in the lab while the College works to find an alternative means for the handler to achieve the same lab experience. The College may remove a Service Animal if the animal poses a direct threat to the health or safety of others. The College may remove the Service Animal if the animal is not house broken, or is aggressive or disruptive. The Service Animal may also be removed if the handler refuses to fulfill the responsibilities listed above or if there is proof of animal harm/neglect. Where

the College concludes that a Service Animal must be removed from a certain situation, setting, or the campus as a whole, the Handler may request reconsideration of that decision as outlined in “Complaints and Dispute Resolution” section below.

Interference

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

Complaints and Dispute Resolution

Students, employees and visitors can contact the Office of Accessibility Services to request assistance in resolving disputes and complaints involving a Service Animal, including, but not limited to: discrimination stemming from or involving a Service Animal, as well as reconsideration of denial/ removal of a Service Animal. OAS will work with the individual to ensure that the matter is assessed by the appropriate College official, either through an informal process or formal investigation.

Responsibilities

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

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

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

Contact Information

Office of Accessibility Services

Phone: 240-895-4388

Email: adasupport@smcm.edu

Residence Life

Phone: 240-895-4207

Human Resources

Phone: 240-895-4309

References

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

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



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

REPORT SUMMARY

Date of Meeting: January 31, 2020

Date of Next Meeting: May 15, 2020

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

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

Staff Members: Leonard Brown and Paul Pusecker

Dashboard Metrics

N/A

Executive Summary

Discussion Items

New Academic Building and Auditorium Construction Approval

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

Student Trustee Report

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

Student Engagement and Student Activities

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

Information Items

Commemoration Design Update

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

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

FY20 Capital and Infrastructure Projects

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

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

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

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

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

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

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

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

Dean of Students Report

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

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

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

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

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

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

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

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



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

AGENDA

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

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

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

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
CAMPUS LIFE AND FACILITIES COMMITTEE**

ACTION ITEM 1920-20

**APPROVAL OF A POLICY REVISION TO INCORPORATE
A GOOD STANDING REQUIREMENT FOR GRADUATION**

(See appendix for supporting documents.)

RECOMMENDED ACTION

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

RATIONALE

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

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

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

Date of Meeting: October 18, 2019

Status of Minutes: Approved December 19, 2019

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

Student Affairs Committee Members Absent: Carlos Alcazar

Staff Member: Leonard Brown, Paul Pusecker

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

Executive Summary

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

Student Trustee Selection Process and Marketing Plan and Position Description

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

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

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

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

Student Trustee Report

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

FY 21 Capital Budget Requests

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

Commemoration Project

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

Capital Project Status Update

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

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

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

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

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

Alcohol Task Force Update

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

Commissioned Officer Update

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

Action Items

II.A. Endorsement of 2019 Performance Accountability Report

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

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

The meeting adjourned at 12:00 p.m.



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT**

VICE PRESIDENT'S REPORT

Institutional Advancement (IA) units align with the Institutional Advancement Committee's charge by strengthening the College's brand and reputation, raising private dollars, and building alumni and community engagement.

The following are selected progress-to-date points since the October 2019 reporting period:

Philanthropy

The FY20 giving cycle (July 1, 2019- June 30, 2020) has yielded \$2.2M cash-in-hand as of January 10, 2020 toward a goal of \$2.5M, an 83% increase over the YTD number in FY19. The breakdown of current giving is 46.5% for named scholarships, 43.9% for other restricted gifts (academics, athletics, Center for the Study of Democracy, etc.), 7.78% for the St. Mary's Fund, 1.04% for general scholarships and 0.71% for the LEAD initiative. About 24% are endowed funds. More than \$110,000 was raised for the athletics Seahawk Fund and \$122,340 has been raised toward the Landers Trust Scholars Challenge.

Giving Tuesday, held on December 2, 2019, raised more than \$370,000, a 32% increase over last year. More than 2,000 donors gave, a 46% increase over last year. Both metrics broke SMCM records. The event also yielded 100% Board of Trustees participation and a 69% increase in student donations.

Among other IA metrics tracked, the FY20 alumni participation rate stands at 8% representing 974 donors toward a goal of 14% (1,697 donors).

Up next: continuing major gift cultivation, campaign planning, and hitting alumni retention and participation rate targets through Valentine's and Graduation Day mini-campaigns.

Branding and Reputation Building

Progress continued as IA worked to bring more people to the College's branded website and to increase its name recognition.

To addition to creating numerous print pieces and communiques to assist enrollment in recruitment and in pushing the Open Houses, the integrated marketing team augmented digital branded outreach in five key territories resulting in a 30% increase in impressions in the reporting period. Ninety percent of our in-house videos produced and externally utilized were viewed in full. Cinema ads in five counties resulted in nearly 253,700 impressions.

When comparing social media platform performance YTD, Facebook increased 6%, Twitter 9%, Instagram 32% and LinkedIn 4%. New users to the overall SMCM website are up 4% over last year. Stronger and more prominent calls to action on all communiques have resulted in a 39% increase to the How to Apply page over last year.

The integrated marketing team rewrote and restructured the Career Services Center webpages to better reflect the LEAD initiative, Job-IQ, navigation and key word searches. The LEAD initiative pages were also updated and linked to Career Services, Admissions and other web pages. As a result, traffic on the main LEAD webpage jumped to 1,152 page views since November, an increase of 263%.

The integrated marketing team also played an integral part in our *Giving Tuesday* success, creating and implementing all web platforms, content and design. Enhanced web strategy resulted in a 754% increase over last year in unique visitors to the *Giving Tuesday* site and a 60% increase in our social media toolkit to assist social media ambassadors leverage their own social media engagement.

IA continues to inform internal and external audiences through monthly alumni newsletters and calendar of events, monthly parent newsletters, bi-monthly Arts Alliance community newsletters, and twice daily InsideSMCM information to faculty, staff and students.

Up next: distribution of the winter *Mulberry Tree* magazine, promoting the April Open House, and implementing marketing plans for spring campus events (32+), including the Twain Lecture March 28.

Alumni and Community Engagement

In addition to the *Giving Tuesday* constituent involvement and target marketing of events to our community, IA focuses on growing opportunities for alumni, parents and other stakeholders to engage in the College.

IA's alumni relations unit spearheaded the Hawktoberfest fall family weekend annual event October 4-5 to a record breaking crowd of nearly 1,400, an increase of 13.8% over last year. Through targeted marketing, family participation was up 31%. The event featured two new components rated "very good" or "excellent" by 92% of survey responders: roundtable opportunities to connect parents with each other and a career networking for students by alumni and faculty.

Job-IQ, a new web-based professional career curriculum under the Career Services Center, is enhanced by the alumni relations unit populating the career mentor component. The unit worked with Career Services and the product's developer, Molly Mahoney Matthews, to automate professional contacts and connect students enrolled in the program. Nearly 130 alumni mentors are fully registered as mentors, including the entire Alumni Council.

**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE
REPORT SUMMARY**

Date of Meeting: January 31, 2020

Date of Next Meeting: TBD in May 2020

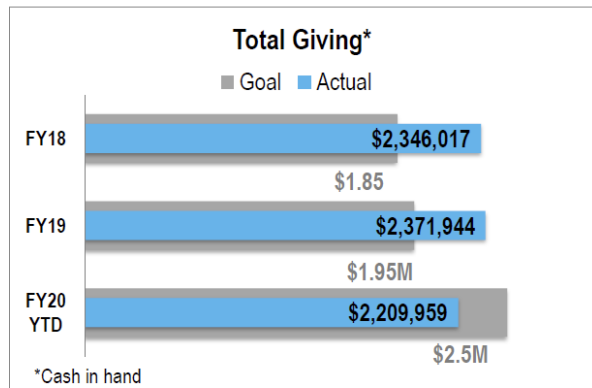
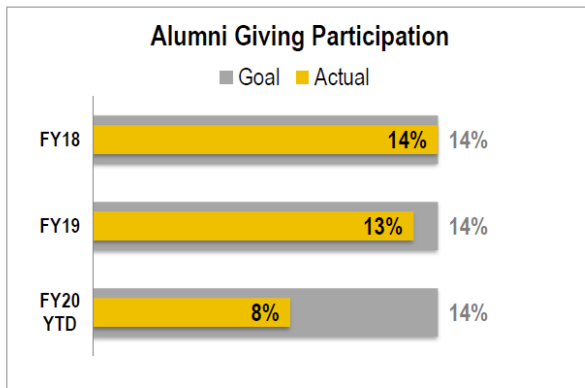
Committee Chair: Gail Harmon

Committee Members: Trustee Chair Lex Birney, Paula Collins, Peg Duchesne '77, Judy Fillius '79, Elizabeth Graves '95, President Tuajuanda Jordan, Jack Saum '89, Allan Wagaman '06

Staff Member: Vice President Carolyn Curry

Dashboard Metrics:

Revenue and Fundraising



Executive Summary:

Institutional Advancement (IA) units align with the Institutional Advancement Committee's charge to strengthen the College brand and reputation, increase philanthropy, and engage alumni and the community. The two graphs above are among several metrics tracking progress toward these ends. The IA report included in the IAC meeting packet reviews FY20 progress-to-date as do the complementary reports by the SMCM Foundation president and the Alumni Association president. All initiatives, when combined, translate to momentum to be leveraged in developing a fundraising campaign.

This IAC meeting continues the discussion and updates on campaign planning from the October meeting.



**INSTITUTIONAL ADVANCEMENT COMMITTEE
MEETING OF JANUARY 31, 2020**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. FY20 trends in fundraising
 - B. Fundraising priorities
- III. ACTION ITEMS**

There are no action items.
- IV. INFORMATION ITEMS**
 - A. Minutes (Meeting of October 18, 2019)
 - B. Report of Institutional Advancement Progress to Date
 - C. Report of St. Mary's College of Maryland Foundation President
 - D. Report of St. Mary's College of Maryland Alumni Association President

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



**BOARD OF TRUSTEES
INSTITUTIONAL ADVANCEMENT COMMITTEE
OPEN SESSION MINUTES**

Date of Meeting: October 18, 2019

Status of Minutes: Approved

Institutional Advancement Committee Members Present: Committee Chair Gail Harmon, Paula Collins, Peg Duchesne '77, Judy Fillius '79, Elizabeth Graves '95, Board Chair Lex Birney, President Tuajuanda Jordan, Allan Wagaman '06

Committee Members Absent: Jack Saum '89

Staff Member: Carolyn Curry

Others Present: Sandra Abell, Betsy Barreto, John Bell '95, Leonard Brown, Peter Bruns, Donald Bryan '73, Tayo Clyburn, Susan Dyer, Barrett Emerick, David Hautanen, Jasmine Long '21, Paul Pusecker, Karen Raley, Jenny Sivak, Danielle Troyan '92, Ray Wernecke, Mike Wick, John Wobensmith '93, Anna Yates

Executive Summary

Institutional Advancement Committee (IAC) Chair Gail Harmon called the meeting to order at 10:05 a.m.

Chair Harmon referred to the Institutional Advancement, Alumni Association and SMCM Foundation reports provided in agenda materials indicating the College's momentum with the LEAD initiative awareness, the Honors College promise, the integration of the new brand to assist enrollment, fundraising and endowment metrics, and Job-IQ. Alumni and parent engagement are at an all-time high, as recently highlighted by the 1,000+ families at Hawktoberfest. She said the current focus is to maintain this momentum as we prepare for a comprehensive fundraising campaign – the focus of this meeting.

Development Update

Vice President for Institutional Advancement Carolyn Curry outlined fundraising progress to date. Highlights included total cash-in-hand of \$791K toward the FY20 goal of \$2.5M. The alumni participation rate stands at 1% toward a goal of 14%, a number expected to jump significantly after Giving Tuesday. The number of major gifts (\$10,000+) stands at 37, already surpassing the goal of 33.

As the College begins strategizing for a comprehensive campaign, Institutional Advancement has increased its capacity to close major gifts over the last giving cycle by 50% (from 28% to 42%).

Planning for a Comprehensive Campaign

Chair Harmon outlined campaign preparation steps as provided in a document by VP Curry. The first two steps involve a) determining the College's fundraising priorities and b) securing a campaign consultant to conduct a feasibility study. The first step is essential, in that the purpose, priorities and beneficiaries of the campaign are defined. The campaign fundraising priorities can then be tested in a feasibility study which determines the likelihood of donors giving to such areas. The feasibility study will also recommend a fundraising goal and expectations for success.

To begin the first step, Chair Harmon asked committee members to provide thoughts and advice on what the College's fundraising priorities for such a campaign should be. Among the discussion points:

- Board Chair Lex Birney proposed that fundraising could be tied to new areas of study the faculty are currently proposing, especially needs that could be funded in a relatively short time and would help the recruitment goals. He stressed the importance of keeping the focus of the campaign simple and not on a long list of the needs.
- President Jordan recommended that the College have both academic and non-academic tracks to attract diversity candidates. The College needs start-up packages for faculty, since the pay is relatively low as compared to other institutions. Funding is needed for subsidies in areas where the State of Maryland budget resources cannot keep pace with the short-term needs of the institution. Other areas she noted were paid internships and paid research projects.
- IAC member Peg Duchesne proposed that perhaps gifts in memoriam should be considered and noted an example that could be followed up.
- IAC member Elizabeth Graves suggested that perhaps the St. Mary's Fund could be broken down into sub-giving categories or areas.
- Trustee Peter Bruns proposed that gifts could be directed into a "transformation/transition" fund. He noted that such an overarching fund could better accommodate needs without being overly restrictive.
- IAC member Paula Collins said she had done some research among the College's peer institutions. Her takeaways were that our campaign should be focused and not have a long list of priorities. She noted that campaign priorities needed to have very compelling cases. She suggested we consider how to leverage significant reunion years to increase contributions.

Chair Harmon stressed the need for clarity in selecting the priorities and articulating why they are compelling and necessary. She recommended that these ideas be vetted with the campaign consultant as part of the feasibility study work.

While the discussion of the campaign to date is not been "bricks and mortar" as in a capital campaign, Chair Harmon requested that VP Paul Pusecker, in collaboration with President Jordan, identify the top five infrastructure needs for the next meeting, to be sure all aspects are being considered.

There was further discussion regarding details of running a comprehensive campaign, such as costs, campaign timelines, and Foundation safeguards for protecting donor wishes. VP Curry will update the IAC at its next meeting on progress-to-date on campaign planning.

At 10:50 a.m. Chair Harmon asked for a motion to close the session in accordance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) to discuss the College's philanthropic needs. Specifically, Trustees discussed outreach to specific prospective donors.

The closed session adjourned at 11:13 a.m., and the open session of the Institutional Advancement Committee meeting resumed.

Action Items

There were no action items.

The meeting adjourned at 11:14 a.m.

**BOARD OF TRUSTEES
OPEN SESSION**

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

MINUTES

Date of Meeting: October 19, 2019

Status of Minutes: Approved December 19, 2019

Board Members Present: Board Chair Lex Birney, Carlos Alcazar, John Bell '95, Peter Bruns, Donny Bryan '73, Paula Collins, Michael Dougherty, Peg Duchesne '77, Susan Dyer, Judith Fillius '79, Elizabeth Graves '95, Gail Harmon, Sven Holmes, Steny Hoyer, Glen Ives, President Tuajuanda Jordan, Jasmine Long '21, William Seale, Danielle Troyan '92, Allan Wagaman '06, Raymond Wernecke, John Wobensmith '93

Board Members Absent: Anirban Basu, Larry Leak '76

Others Present: Betsy Barreto, Allison Boyle, Leonard Brown, Michael Bruckler, Jeff Byrd, Carolyn Curry, Tayo Clyburn, David Hautanen, Paul Pusecker, Jennifer Sivak, Michael Wick, Anna Yates

Executive Summary: The St. Mary's College of Maryland Board of Trustees held an open session meeting on Saturday, October 19, 2019. Board Chair Lex Birney called the meeting to order at 10:55 a.m.

Board Chair Birney welcomed everyone and noted that the meeting would include a roundtable discussion, during which time each Board Committee would share the work they are doing to increase enrollment and to enhance the student experience. The charge of the Board is to increase student enrollment by developing a robust recruitment plan. The work of the Committees is vital in the fulfillment of the charge. Chair Birney stressed the importance of increasing student enrollment at the College.

President Jordan remarked that the 2019 academic year got off to a great start. The dedication of the Jamie L. Roberts Stadium was very successful with over 1,000 attendees paying homage to Jamie and enjoying the athletic events. Opening Convocation, themed "You Have a Home Here," welcomed the entering Fall 2019 cohort. The College reached its performance-based metric, as specified in the 2017 funding formula legislation (Senate Bill 434/House Bill 556), which provides an additional 0.25% funding for achieving a six-year graduation rate of at least 82%. The College reached that goal during the 2018-2019 academic year and an additional \$58,000 will be added to the College's funding for fiscal year 2021. President Jordan provided an update on the 2016-2019

strategic plan, *A Time for Rebirth*, and noted that additional information is available on the College's Website. Progress in meeting the five strategic goals has been steady and the Board will continue to receive updates.

President Jordan introduced the College's new Vice President for Inclusive Diversity and Equity/Chief Diversity Officer Tayo Clyburn. Dr. Clyburn comes to St. Mary's from The Ohio State University where he was the Executive Director of Mission and Strategic Partnerships in the Office of Diversity and Inclusion. Dr. Clyburn addressed the Board, providing them with information about his background and sharing his high-level vision for his work at the College. Dr. Clyburn said that the strong commitment he felt from the executive staff drew him to St. Mary's College and he is excited about the position and grateful to be part of the College at such a pivotal moment.

Jasmine Long '21 stated that as Student Trustee her goal is to improve campus culture by addressing four key concerns: Title IX; alcohol and drugs; diversity and inclusion; and mental health. She also plans to restore and chair the Public Safety and Student Advisory Committee to address student concerns and develop protocol to ensure that students feel safe. Long '21 commented that the dedication of the Jamie L Roberts Stadium was a wonderful event. The students are pleased with the facility, which has already had a major impact on campus life. Students are now looking forward to the construction of the new academic building and auditorium.

Roundtable Discussion

The Finance, Investment, and Audit Committee is committed to developing a robust FY21 budget based on the Strategic Resourcing Initiative. College staff is currently analyzing their respective budgets to identify the ideal use of funds. The Committee is collaborating with the Task Forces concerning the tuition reset and the implementation of new programming efforts.

The Campus Life and Facilities Committee reported that staff continues to develop professional programs and initiatives to assist in retaining students. The goal is to have six pilot programs available within second-year courses. In addition, initiatives that enhance social engagement on campus are also under development.

The Institutional Advancement Committee continues to focus on fundraising, branding and reputation, and the engagement of alumni and the community. Goals received from the Task Forces will be incorporated into fundraising efforts. There are currently 90 endowed scholarships and the Committee is investigating ways in which the scholarships may be marketed more effectively. The advancement team is preparing for Giving Tuesday, which takes place on December 3rd.

The Admission and Financial Aid Committee reported that students who choose St. Mary's College do so because of its location and academic programs. Students also communicated that they were very confident in their decision to attend St. Mary's. The open house events have been very popular and attendance has steadily increased. Prospective students who visit campus are much more likely to apply and enroll. Staff in financial aid and institutional advancement are working together to ensure that available scholarships are both visible and accessible to students.

Admission staff is currently recruiting at approximately 400 high schools, community colleges, and community based organizations in Maryland. Recruitment efforts are also taking place in targeted out-of-state markets.

The Academic Affairs Committee reported that implementation of the LEAD Core Curriculum is moving forward. There were 455 students enrolled in LEAD courses during the Fall 2019 semester. The College continues to develop program-to-program articulation agreements with Maryland community colleges, with several now finalized and more in the final stages of editing. The Provost and faculty from the impacted departments are engaged in discussions to define the operating expenses of the New Academic Buildings and Auditorium in order to assist with the budget planning process.

Action Items

1920-04 Approval of the 2019 Cultural Diversity Report

President Jordan presented the Cultural Diversity Report to the Board for approval. The governing body of each Maryland public college and university was required to develop and implement a plan for a program of cultural diversity as required by §11-406 of the Education Article. Further, the statute requires that an annual report containing the institution's progress be submitted to the Maryland Higher Education Commission. A motion was made, seconded, and the item was approved unanimously.

1920-05: Approval of Revisions to Faculty Bylaws

The action item was presented by Academic Affairs Committee Chair Peter Bruns. The proposed changes to the Faculty Bylaws regarding the restructure and downsizing of the Faculty Senate, establish divisions, and change selection of the Faculty Senate Committee membership from Senate appointments to elections. The faculty voted and approved of the proposed changes at their meetings on April 2 and April 23, 2019. A motion was made, seconded, and the item was approved unanimously.

1920-06: Approval of Policy on Student Concerns about Athletic Programs and Activities

The item was presented by Academic Affairs Committee Chair Peter Bruns. The College developed the proposed policy in response to legislation enacted by House Bill 876 and Senate Bill 798, Education Article § 11-1601(d). The policy ensures that students who participate in athletic programs or activities have a process through which they may confidentially share any concerns they have with the administration. A motion was made, seconded, and the item was approved unanimously.

1920-07: Revision of the FY20 Current Fund Unrestricted Budget

The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. The proposed revision to the FY20 current fund budget incorporated a carry-forward authorization of \$2,983,242 as of June 30, 2019, including \$1.7M reserved for the Enterprise Resource Planning project. Additional carry-forward items included major institutional initiatives involving the Learning Through Experiential and Applied Discovery (LEAD) efforts, faculty development, and other items providing institutional support. A motion was made, seconded, and the item was approved unanimously.

1920-08: Reconciliation of the FY20 Plant (Capital) Budget

Finance, Investment, and Audit Committee Chair John Wobensmith '93 presented the item for approval. The action item included FY19 plant fund activity that was reconciled to the end of the fiscal year and new projects that were approved at the May 2019 Board meeting. The FY20 active project budget totaled \$3.8M, including six major projects valued at \$3.03M, for formal addition to the FY20 plant budget. A motion was made, seconded, and the item was approved unanimously.

1920-09: Approval of the 2019 Performance Accountability Report

The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. The Performance Accountability Report is required by the State of Maryland. The Performance Accountability Report assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes, provides data on specific metrics, and contains narratives describing strengths and challenges. Maryland law requires institutions to submit their report to the Maryland Higher Education Commission for review and submission to the Governor and General Assembly. The Performance Accountability Report was reviewed by the Academic Affairs and the Campus Life and Facilities Committees at their respective meetings and it is with their endorsement that the Finance, Investment, and Audit Committee brought forth the item for full Board approval. A motion was made, seconded, and the item was approved unanimously.

1920-10: Approval of Revisions to the Employee Handbook

The item was presented by Finance, Investment, and Audit Committee Chair John Wobensmith '93. The first revision is the addition of an Organ Donation Leave Policy in accordance with Senate Bill 705. This policy provides employees with up to three days of paid leave to serve as a bone marrow donor and 10 days of leave to serve as an organ donor. The second revision is to update the Workplace Bullying Policy to better provide education and guidance to employees. The updates include a training component, complaint processes, and extended reporting pathways. A motion was made, seconded, and the item was approved unanimously.

The meeting adjourned at 12:24 p.m.