

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

**OPEN SESSION  
REPORT SUMMARY**

**Date of Meeting:** October 16, 2020

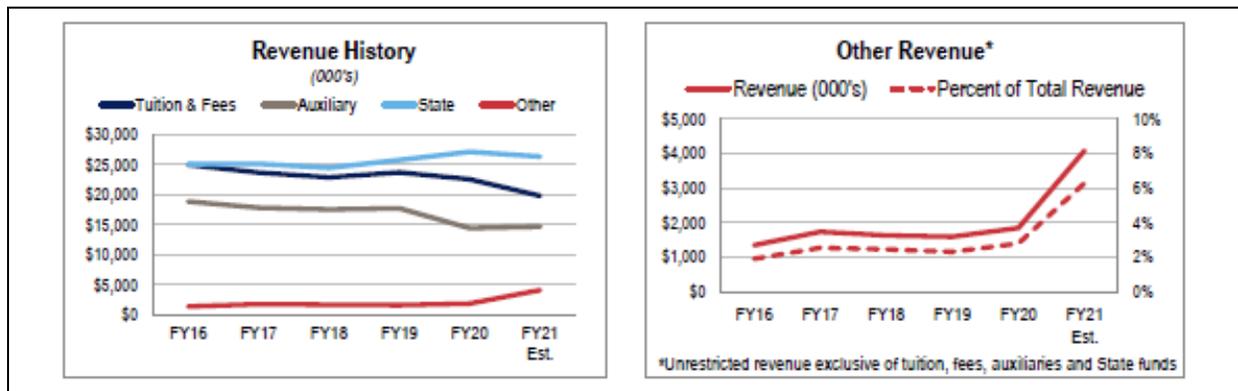
**Date of Next Meeting:** February 5, 2021

**Committee Chair:** John Wobensmith '93

**Committee Members:** Anirban Basu, Board Chair Lex Birney, Susan Dyer, Faculty Delegate Liza Gijanto, Sven Holmes, President Tuajuanda Jordan, Harry Weitzel, Ray Wernecke, William Seale

**Staff Member:** Paul Pusecker

**Dashboard Metrics**



**Executive Summary**

**Discussion Items**

FY20 Operating Budget Closing and Status of Financial Statement Audit

FY20 preliminary and un-audited results are final at this time. On a cash basis, Current Fund Unrestricted (CFU) revenues of approximately \$65.988M were lower than expenditures and transfers, totaling \$66.226M, a deficit of \$237K. The year-end operating result is approximately \$2.7M better than the expected \$2.98M loss.

The all-funds financial statement results on an accrual basis are a \$2.5M loss before state capital investment and a gain of \$7.17M overall. The change in accrual basis results are explained by depreciation expense, non-cash pension expenditure of \$243K, and other non-cash changes.

Review and adjustments for year-end activity are complete. The entrance interview with the audit firm Clifton Larsen Allen, LLP took place in June 2020 and field work began on August 10, 2020.

Final drafts of the financial statements were received on October 5, 2020. The audited statements will be presented to the Finance, Investment, and Audit Committee for review in December 2020.

### **Information Items**

#### CFU FY21 Results to Date

Revenue collections are as expected at 35% of the budgeted level with auxiliary enterprises trailing expectations due to lower than expected counts on campus resulting from the impact of COVID-19. Expenditures in FY21 are running 10.4% higher than the equivalent period last year.

#### COVID-19 Mitigation Expenses (Costs and Recoverables)

The Federal CARES Act provided financial resources to the States. Maryland used a portion of their allocation to subsidize COVID-19 related expenses that incurred in FY20 for public higher education institutions. In total, the College received \$1.394M to subsidize COVID-19 related expenses. Included in this reimbursement from the State was support for police, public safety, and other frontline workers, which was also extended to higher education institutions. Accordingly, the College received \$398K to support public safety costs (salary and benefits) for the period March 1, 2020 to June 30, 2020.

#### Reportable Procurement Items

A list of Reportable Procurement Items is included in the meeting materials.

#### Joint Investment Activities

An overview of the St. Mary's College of Maryland Foundation and the St. Mary's College of Maryland Endowment and Quasi Endowment portfolios is included in the meeting materials.

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

#### **ACTION ITEM II.A. Revision of the FY21 Current Fund (Operating) Unrestricted Budget**

Revisions to the current fund (operating) budget for fiscal year 2021 will be presented. The revision incorporates carry-forward authorization for \$1,884,206 encumbered, but not expended, as of June 30, 2020. This revision also reflects a reduction in expected sales and services auxiliary revenue of \$1,359,000 from the Board approved FY21 budget. The \$14,683,849 auxiliary revenue total accurately reflects the actual billable room and board charges, and factors in the credits that students will receive for the staggered start of the fall semester.

#### **ACTION ITEM II.B. Reconciliation of the FY21 Plant (Capital) Budget**

Five major projects with value greater than \$200K continue with a balance remaining of \$1.95M. Projects with value greater than \$200K require explicit Board of Trustees approval. Additional projects with a value less than \$200K have a remaining balance of \$1.27M. FY20 plant fund activity is reconciled to the end of the fiscal year and new projects approved in May 2020 are added. The FY21 active project budget totals \$3.2M. The projected unencumbered plant fund balance is \$1.35M.

#### **ACTION ITEM II.C. Part-Time Student Credit Cost Increase**

A residency-based, part-time tuition structure and a charge for mandatory fees for part-time students will be presented. The part-time per credit hour cost would increase from \$200 to \$300 for Maryland and District of Columbia residents, and to \$450 for out-of-state residents. The mandatory

fees charge would be 50% of the amount charged to full-time students. These changes would become effective on July 1, 2021. The College does not currently charge part-time students mandatory fees, although they are eligible to use the same facilities and services that are available to full-time students. This proposal would bring St. Mary's College's tuition and mandatory fee charges for part-time students in close alignment with our University System of Maryland peers.

**ACTION ITEM II.D. Approval of the 2020 Performance Accountability Report**

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



**BOARD OF TRUSTEES  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
AGENDA**

- I. DISCUSSION ITEMS**
  - A. FY20 Operating Budget Closing and Status of Financial Statement Audit
  - B. Dashboards
  
- II. ACTION ITEMS**
  - A. Revision of the FY21 Current Fund (Operating) Unrestricted Budget
  - B. Reconciliation of the FY21 Plant Fund (Capital) Budget
  - C. Part-Time Student Credit Cost Increase
  - D. Approval of the 2020 Performance Accountability Report
  
- III. INFORMATION ITEMS**
  - A. FY21 Financial Results to Date
  - B. COVID-19 Mitigation Expenses (Costs and Recoverables)
  - C. Reportable Procurement Items
  - D. Joint Investment Activities
  - E. Minutes (Meetings of May 15, 2020 and July 28, 2020)

*(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  
MEETING OF OCTOBER 16, 2020  
DISCUSSION ITEM I.A.  
FY20 OPERATING BUDGET CLOSING AND  
STATUS OF FINANCIAL STATEMENT AUDIT**

*Please note that these figures are preliminary and un-audited.*

Actual operating fund results are a deficit of \$237K. Rollovers to FY21 total \$1.884M, for a fully funded, net change in financial position over the last three fiscal years (FY18, FY19, and FY20) of \$(2.1) M.

Rollovers include:

- significant carry-forward items from the previous several fiscal years (\$1.225M), expressly the ERP project,
- items obligated but not yet delivered as of June 30 (\$257K),
- various academic and other institutional items (\$395K).

The year-end operating result is approximately \$2.7M better than the expected \$2.98M loss. Significant changes include

- revenue below budget totaling \$2.7M, offset by
  - \$5.6M of unspent expenditure budgets related to essentially closing campus with the COVID-19 pandemic
  - payroll was \$167K over budget, primarily due to the additional year end pension expense of \$243K
- the College received significant inflows of funds to reimburse COVID-19 related expenditures
  - \$1.4M of federal funds were received through the state of Maryland for expense reimbursement
  - \$586K of CARES Act funding came to the College to offset spring refunds to students

FY20 preliminary and un-audited results are final at this time. On a cash basis, Current Fund Unrestricted (CFU) revenues of approximately \$65.988M were lower than expenditures and transfers, totaling \$66.226M, a difference of \$237K. The all-funds financial statement results on an accrual basis are a \$2.5M loss before state capital investment and a gain of \$7.17M overall. The change in accrual basis results are explained by depreciation expense, non-cash pension expenditure of \$243K, and other non-cash changes.

FY20 closed on June 30, 2020. Review and adjustments for year-end activity are complete. The entrance interview with the audit firm Clifton Larsen Allen, LLP (CLA) took place in June 2020. Field work began on August 10, 2020 with an onsite visit and has continued with the auditors working remotely. Final drafts of the financial statements were received October 5, 2020 and work continues on the notes and other text. We remain on schedule with the audit tasks and the audited statements will be presented to the Finance, Investment, and Audit Committee for review in December 2020.

St. Mary's College of Maryland

Fiscal Year 2020

I.A. Final Results

**June 6-30-2020**

	Budget	Actual		Prior
A1 State Appropriation	27,175,558.00	27,157,749.00		25,806,957.00
A2 Tuition	19,025,789.57	19,356,569.00		20,222,236.50
A3 Fees	3,086,468.19	3,211,838.67		3,493,489.77
A4 Sales & Services	807,905.00	382,365.11		548,529.34
A5 Investment Income	490,000.00	412,694.44		604,682.09
A6 Foundation Unrestricted Support	75,000.00	75,000.00		75,000.00
A7 Other Revenue	254,400.00	254,362.51		250,165.96
A8 Auxiliary Enterprises	17,695,116.54	14,418,363.92		17,740,856.75
A9 Additions to Fund Balance	95,000.00	718,724.02		112,561.25
B1 Operating (supply/expense. non-personnel)	-	750.00		990.00
<b>A Revenues</b>	<b>68,705,237.30</b>	<b>65,988,416.67</b>	<b>(2,716,820.63)</b>	<b>68,855,468.66</b>
B1 Operating (supply/expense. non-personnel)	16,745,571.10	13,189,682.23		14,912,097.56
B11 Utilities	3,543,348.60	2,956,527.77		3,134,765.72
B12 Institutional Expense	748,681.47	273,718.69		205,236.28
B13 Debt Service	2,273,347.75	2,489,291.90		4,710,486.76
B14 Dining Services	4,416,344.77	3,528,476.36		4,393,523.51
B15 Bookstore Operations	1,118,234.33	842,322.80		1,016,725.63
B16 Waivers	515,864.99	536,287.75		589,018.75
B17 Scholarships	6,865,606.02	6,780,673.60		6,935,476.13
<b>B Operating Expenses</b>	<b>36,226,999.03</b>	<b>30,596,981.10</b>	<b>(5,630,017.93)</b>	<b>35,897,330.34</b>
C20 Wages	25,450,013.36	25,738,347.02		25,528,656.54
C21 Benefits	10,011,467.27	9,890,345.32		10,849,128.53
<b>C Payroll</b>	<b>35,461,480.63</b>	<b>35,628,692.34</b>	<b>167,211.71</b>	<b>36,377,785.07</b>
<b>Overall - Total Expenditures</b>	<b>71,688,479.66</b>	<b>66,225,673.44</b>		<b>72,275,115.41</b>
<b>Overall Summary Surplus (Deficit)</b>	<b>(2,983,242.36)</b>	<b>(237,256.77)</b>		<b>(3,419,646.75)</b>

**STATEMENT OF NET POSITION**  
**STATEMENT of REVENUES, EXPENSES, and CHANGES in NET POSITION**  
for the Years Ended June 30, 2020 and 2019

	2020	2019	Increase/Decrease FY2019/2020	%
<b>REVENUE</b>				
Student Tuition and Fees <i>(less scholarships and waivers of: \$6,788,646 in 2020 and \$7,141,690 in 2019)</i>	17,127,996	\$ 17,842,544	(714,548)	-4%
Grants and Contracts:				
Federal	3,061,495	1,989,701	1,071,794	54%
State	193,910	155,291	38,619	25%
Other	2,965,917	5,224,058	(2,258,141)	-43%
Sales and Services	649,961	1,114,603	(464,642)	-42%
Auxiliary Enterprises:				
Residence facilities, net of waivers of \$119,444	7,699,779	10,301,603	(2,601,824)	-25%
Dining services, net of waivers of \$40,208	5,428,688	5,736,477	(307,789)	-5%
Bookstore	926,795	1,193,799	(267,004)	-22%
Other auxiliary enterprises revenue	17,355	17,056	299	2%
Other Operating Revenues	94,397	88,620	5,777	7%
<b>Total Operating Revenues</b>	<b>38,166,293</b>	<b>43,663,752</b>	<b>(5,497,459)</b>	<b>-13%</b>
<b>EXPENSES</b>				
Instruction	19,336,767	20,378,924	(1,042,157)	-5%
Research	370,612	376,476	(5,864)	-2%
Public Service	67,078	100,112	(33,034)	-33%
Academic Support	2,087,834	2,258,020	(170,186)	-8%
Student Services	8,253,242	8,038,447	214,795	3%
Institutional Support	14,315,216	14,739,279	(424,063)	-3%
Operations of Plant	8,571,942	9,206,833	(634,891)	-7%
Scholarships and fellowships	3,527,814	2,713,811	814,003	30%
Auxiliary Enterprises	11,421,283	12,926,240	(1,504,957)	-12%
<b>Total Operating Expenses</b>	<b>67,951,788</b>	<b>70,738,142</b>	<b>(2,786,354)</b>	<b>-4%</b>
Operating Income (loss)	<b>(29,785,495)</b>	<b>(27,074,390)</b>	<b>(2,711,105)</b>	<b>10%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
State Appropriations	27,157,749	25,806,957	1,350,792	
Gifts and grants	21,049	11,755	9,294	
Other Transfers		-		
Investment gains and losses	457,388	356,218	101,170	
Interest Income	409,415	599,187	(189,772)	
Interest on indebtedness	(783,343)	(636,369)	(146,974)	
<b>Net Nonoperating Revenues</b>	<b>27,262,258</b>	<b>26,137,748</b>	<b>1,124,510</b>	
Gain (Loss) before other revenues, expenses, gains, or loss	<b>(2,523,237)</b>	<b>(936,642)</b>	<b>(1,586,595)</b>	
Other revenues, expenses, gains and losses:				
Capital state appropriation	9,689,401	11,599,214	(1,909,813)	
<b>Total Other Revenues</b>	<b>9,689,401</b>	<b>11,599,214</b>	<b>(1,909,813)</b>	
<b>(Decrease) Increase in Net Assets</b>	<b>7,166,164</b>	<b>10,662,572</b>	<b>(3,496,408)</b>	
<b>NET POSITION</b>				
Net Position-beginning of year	161,597,776	150,935,204	10,662,572	
Prior Period Adjustment		-		
<b>Net Position-End of Year</b>	<b>168,763,940</b>	<b>\$ 161,597,776</b>	<b>7,166,164</b>	<b>4%</b>

	2020	2019	2020 Change
<b>ASSETS AND DEFERRED OUTFLOWS</b>			
<b>Current assets:</b>			
Cash and cash equivalents	30,440,269	\$ 24,915,836	\$ 5,524,433
Accounts receivable, net	893,097	578,626	\$ 314,471
Inventories	313,993	323,637	\$ (9,644)
Prepaid expenses and other assets	26,611	58,881	\$ (32,270)
<b>Total Current Assets</b>	<b>31,673,970</b>	<b>25,876,980</b>	<b>\$ 5,796,990</b>
<b>Noncurrent assets:</b>			
Endowment investments	4,082,806	3,757,265	\$ 325,541
Other restricted investments	1,595	105,609	\$ (104,014)
Notes receivable, net	115,227	138,677	\$ (23,450)
Capital assets, net	187,102,395	177,089,041	\$ 10,013,354
<b>Total Noncurrent Assets</b>	<b>191,302,023</b>	<b>181,090,592</b>	<b>\$ 10,211,431</b>
<b>Total Assets</b>	<b>222,975,993</b>	<b>206,967,572</b>	<b>\$ 16,008,421</b>
<b>Deferred outflow of resources:</b>			
Deferred charge on refunding	1,617,704	1,721,651	\$ (103,947)
Deferred financing outflows related to pensions	4,127,211	5,080,165	\$ (952,954)
<b>Total Assets and Deferred Outflow of Resources</b>	<b>228,720,908</b>	<b>213,769,388</b>	<b>\$ 14,951,520</b>
<b>LIABILITIES AND DEFERRED INFLOWS</b>			
<b>Current liabilities:</b>			
Accounts payable and accrued liabilities	8,846,518	5,279,416	\$ 3,567,102
Accrued vacation, current portion	1,190,194	989,155	\$ 201,039
Accrued workers' compensation, current portion	72,300	97,950	\$ (25,650)
Bonds and notes payable, current	2,298,196	1,712,844	\$ 585,352
Capital lease, current	58,254	64,299	\$ (6,045)
Unearned revenue	717,381	802,692	\$ (85,311)
<b>Total Current Liabilities</b>	<b>13,182,843</b>	<b>8,946,356</b>	<b>\$ 4,236,487</b>
<b>Noncurrent liabilities:</b>			
Bonds and notes payable	29,675,158	25,311,657	\$ 4,363,501
Accrued workers' compensation	409,700	555,050	\$ (145,350)
Capital lease	220,077	179,247	\$ 40,830
Federal Perkins funds	42,758	42,758	\$ -
Net pension liability	13,515,853	15,363,945	\$ (1,848,092)
<b>Total Noncurrent Liabilities</b>	<b>43,863,546</b>	<b>41,452,657</b>	<b>\$ 2,410,889</b>
<b>Total Liabilities</b>	<b>57,046,389</b>	<b>50,399,013</b>	<b>\$ 6,647,376</b>
<b>Deferred Financing Inflows Related to Pensions</b>	<b>2,910,579</b>	<b>1,772,598</b>	<b>\$ 1,137,981</b>
<b>Total Liabilities and Deferred Inflows</b>	<b>59,956,968</b>	<b>52,171,611</b>	<b>\$ 7,785,357</b>
<b>NET POSITION</b>			
Net investment in capital assets	162,815,253	155,776,972	\$ 7,038,281
<b>Restricted nonexpendable:</b>			
Scholarships and fellowships	1,000,117	1,000,117	\$ -
<b>Restricted expendable:</b>			
Research	(3,589)	(49,271)	\$ 45,682
Loans	87,922	88,860	\$ (938)
Scholarships and fellowships	19,894	19,894	\$ -
Unrestricted	4,844,343	4,761,204	\$ 83,139
<b>Total Net Position</b>	<b>168,763,940</b>	<b>\$ 161,597,776</b>	<b>\$ 7,166,164</b>
	<b>228,720,908</b>	<b>213,769,388</b>	
<b>Check</b>	<b>228,720,908</b>	<b>213,769,388</b>	

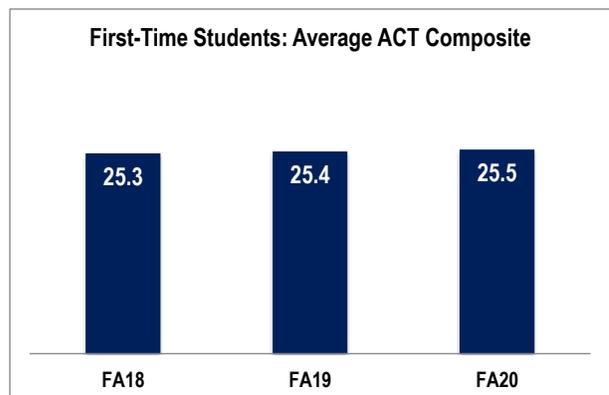
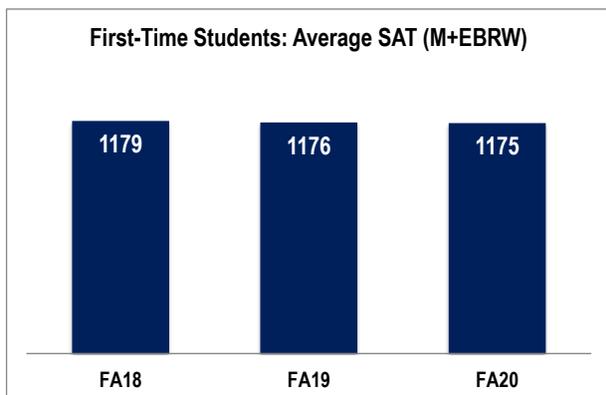
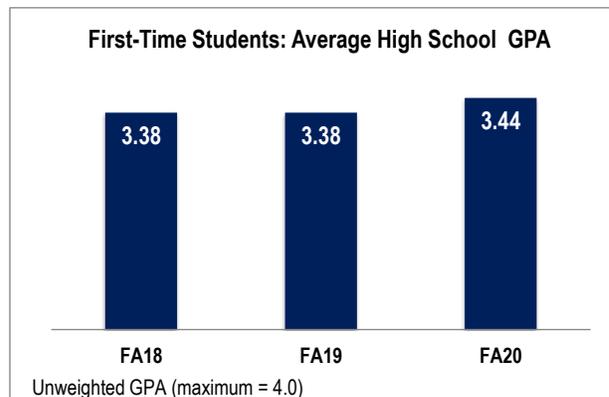
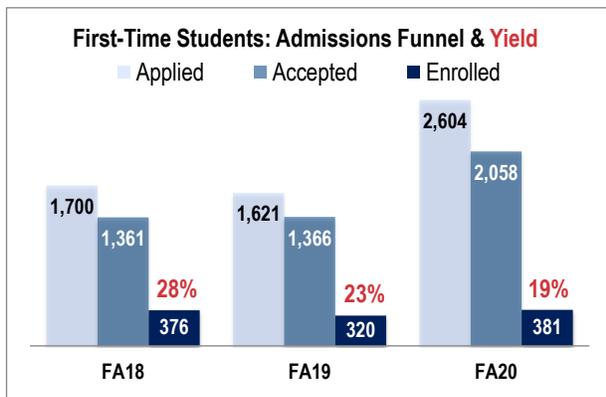
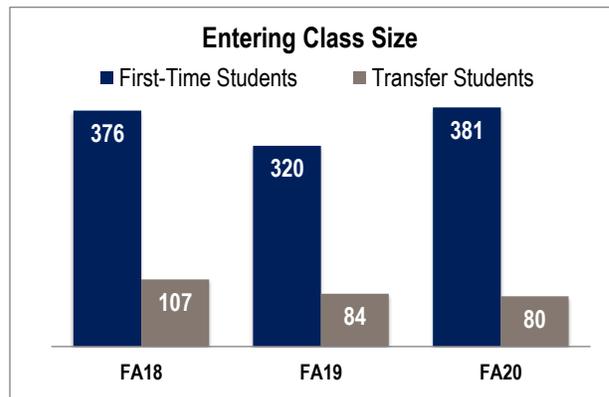
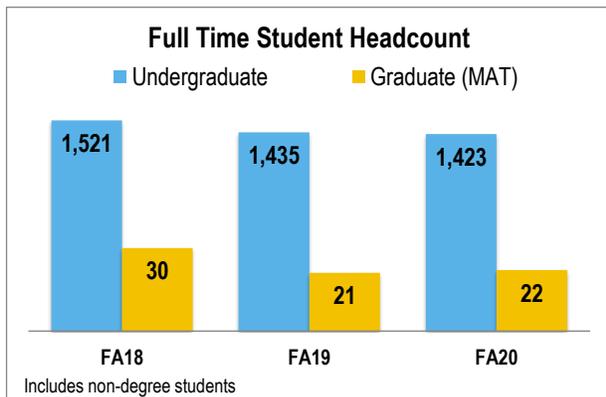
**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
DISCUSSION ITEM I.B.  
DASHBOARD**

The current dashboard follows.

## Board of Trustees Dashboard - October 2020

### Student Characteristics in Enrollment \*\*

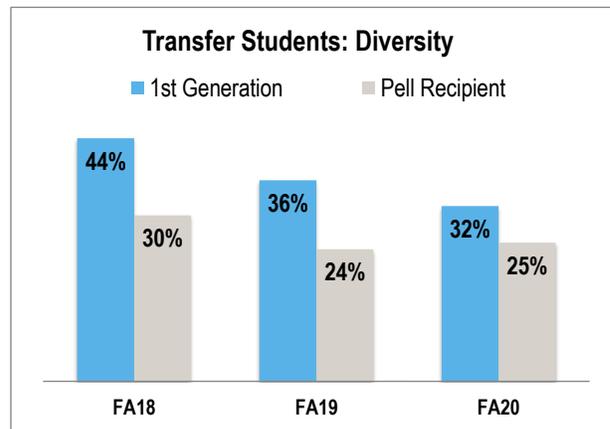
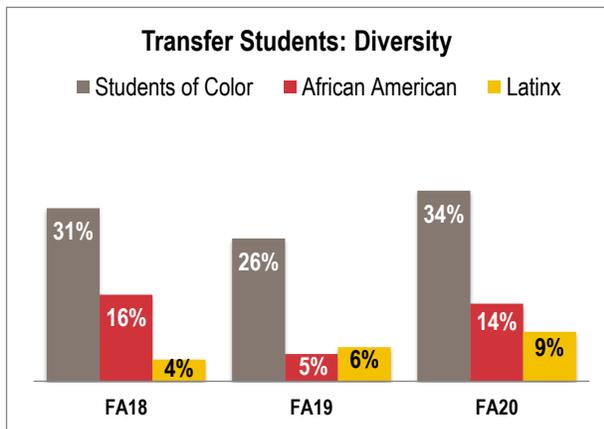
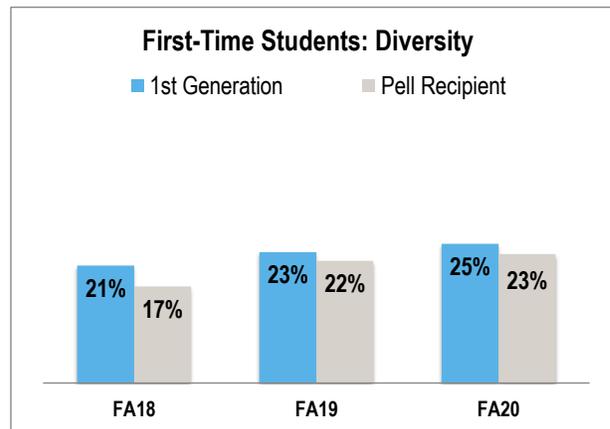
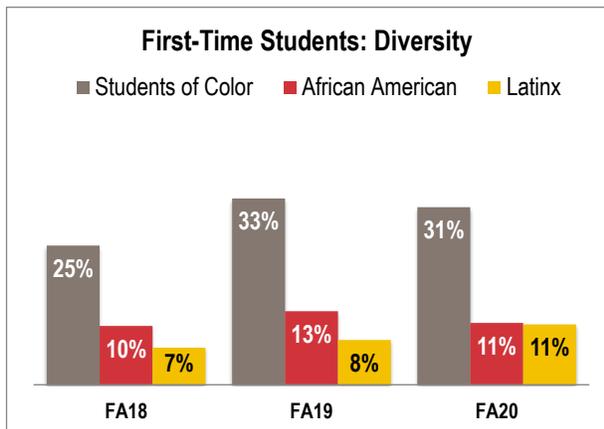
Fall 2020 figures based on preliminary census (freeze) data, 9/14/2020



## Board of Trustees Dashboard - October 2020

### Student Characteristics in Enrollment \*\*

Fall 2020 figures based on preliminary census (freeze) data, 9/14/2020

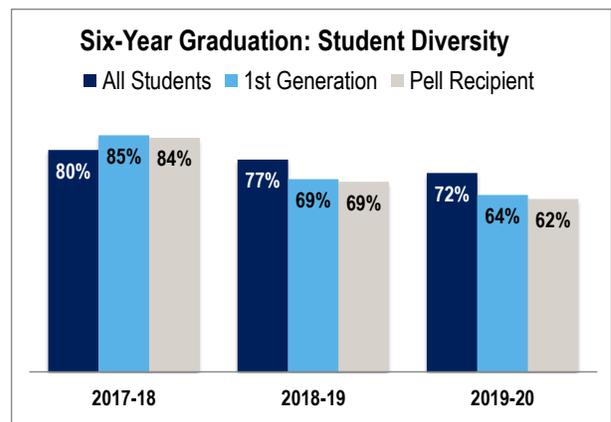
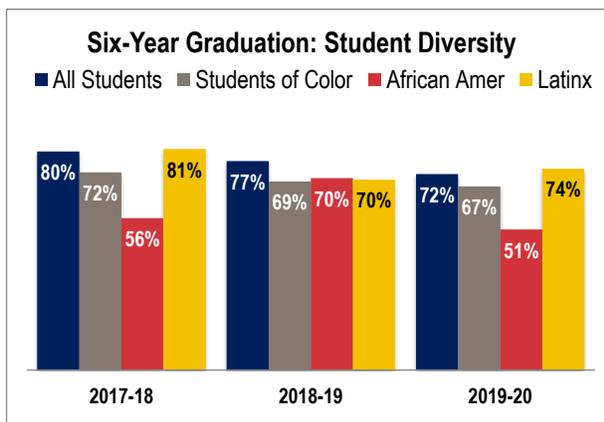
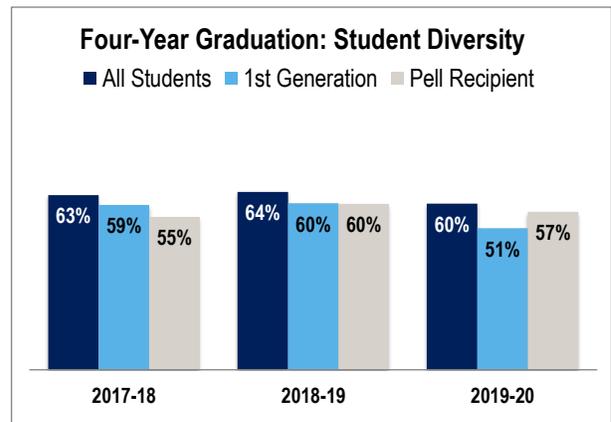
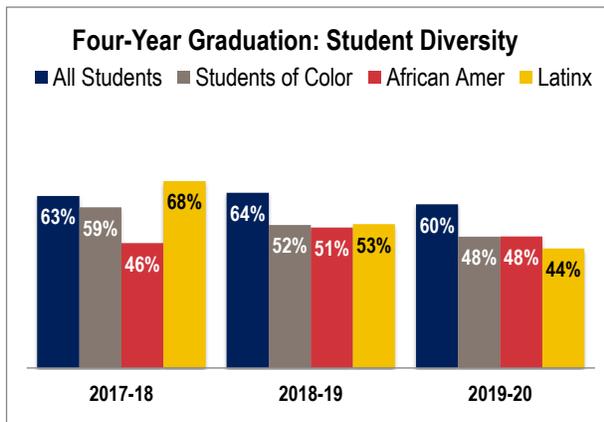
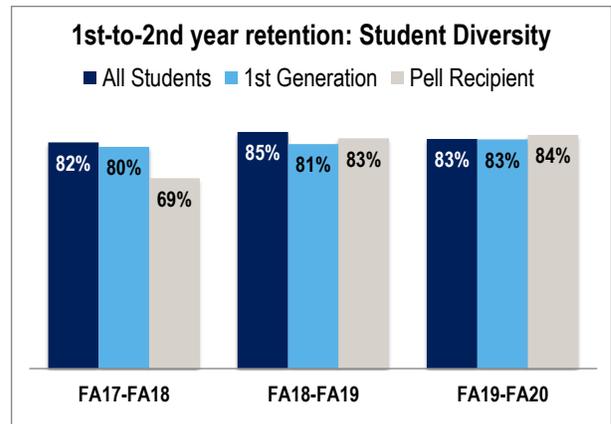
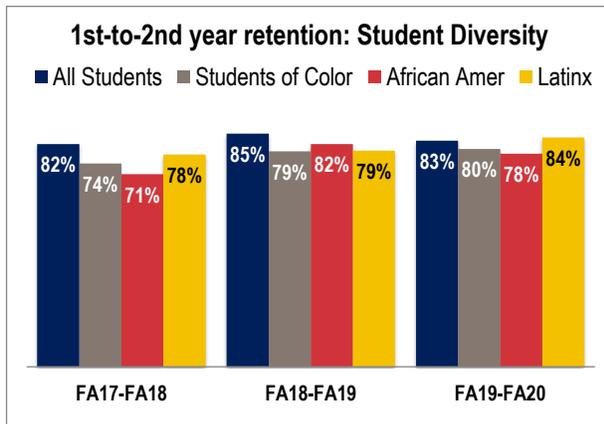


\*\* Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

## Board of Trustees Dashboard - October 2020

### Student Retention and Persistence (First-Time Students) \*\*

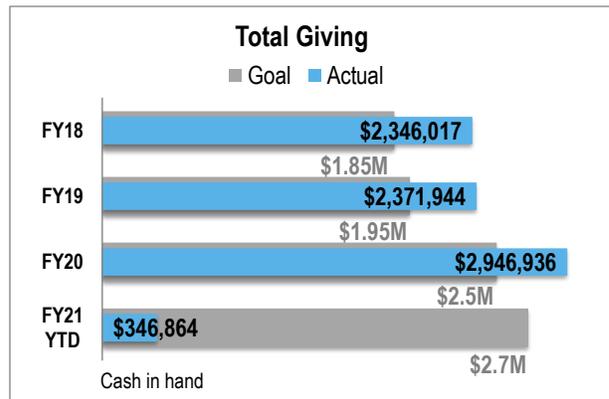
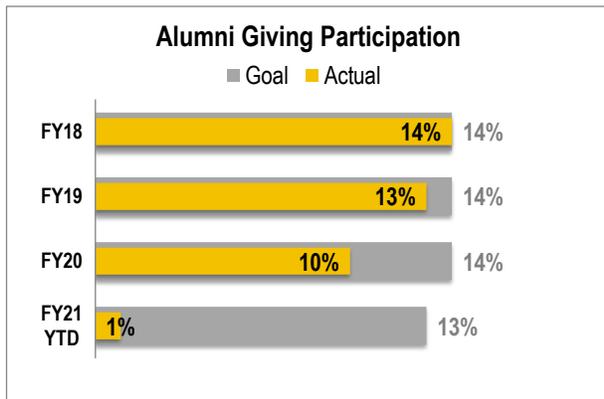
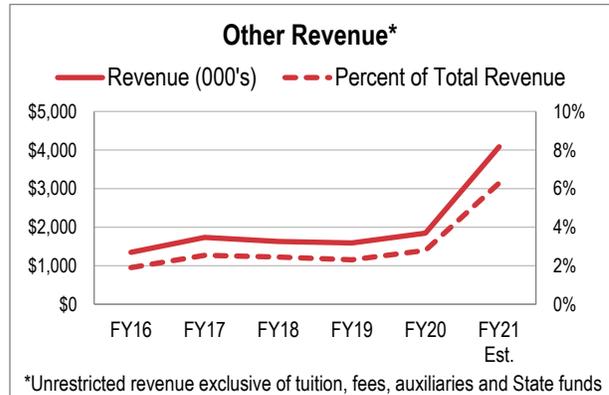
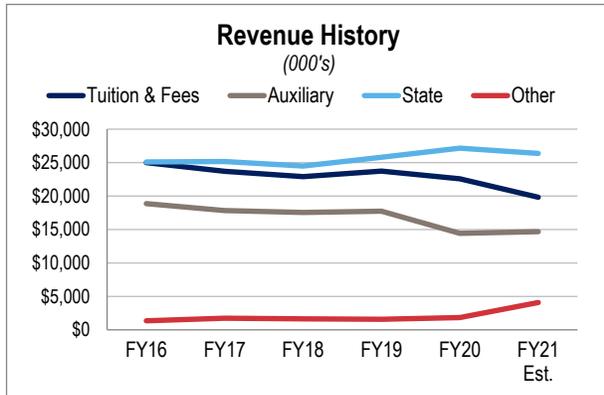
Fall 2020 figures based on preliminary census (freeze) data, 9/14/2020



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

## Board of Trustees Dashboard - October 2020

### Revenue and Fundraising



**BOARD OF TRUSTEES  
ST. MARY’S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
ACTION ITEM II.A.**

**REVISION OF FY21 CURRENT FUND (OPERATING) UNRESTRICTED BUDGET**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of revisions to the current fund (operating) budget for fiscal year 2021, as attached.

**RATIONALE**

Maryland law entrusts the development and approval of the operating budget for the College to the Board of Trustees. Authorization of the attached FY21 current fund budget will allow the College to continue its mission of providing high quality, public, post-secondary education.

The revision incorporates carry-forward authorization for \$1,884,206, encumbered but not expended as of June 30, 2020.

<i><b>Program of Expenditure</b></i>	<i><b>Type of carry-forward</b></i>	<i><b>Amount</b></i>
Instruction	Faculty development, start-up for 15 faculty, and other provost accounts.	\$383,153
	Encumbered Items	\$4,116
Institutional Support	Encumbered Items (computer items, software, Blackbaud, CBORD, CLA auditors).	\$169,992
	Special Rollover Items, ERP Project (Anthology)	\$1,225,418
Student Services	Encumbered Items (photography)	\$160
Academic Support	Encumbered Items (payments to individuals)	\$200
Auxiliary Enterprises		
	Encumbered Items (PO – IBM)	\$40,841
	Dorm Damages to FY20	\$6,680
Physical Plant	Encumbered Items (seven outstanding purchase orders)	\$53,645
	<b><i>Total</i></b>	<b><i>\$1,884,206</i></b>

This revision also reflects a reduction in expected sales and services auxiliary revenue of \$1,359,000 from the Board approved FY21 budget. The \$14,683,849 auxiliary revenue total accurately reflects the actual billable room and board charges, and factors in the credits students will receive for the staggered start of the fall semester.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
ACTION ITEM II.A.  
REVISION OF FY21 CURRENT FUND (OPERATING) BUDGET**

	FY21 Current Fund Unrestricted (CFU)					For BOT Information Budget	
	Jul-20 Approved Budget	% Of Total	Routine				
			Reallocation	Rollovers	Changes		
<b>Revenue</b>							
Tuition	19,818,735	29.9%			0	19,818,735	30.5%
Fees	3,253,496	4.9%			0	3,253,496	5.0%
State Grant (Appropriation)	26,382,161	39.8%			0	26,382,161	40.6%
Gifts and Grants	0	0.0%			0	0	0.0%
Sales and Services-Educational	201,060	0.3%			0	201,060	0.3%
Endowment/Investment	300,000	0.5%			0	300,000	0.5%
Foundation Unrestricted Support	75,000	0.1%			0	75,000	0.1%
Sales and Services-Auxiliary	16,042,849	24.2%		(1,359,000.00)	(1,359,000)	14,683,849	22.6%
Other	254,400	0.4%	-		0	254,400	0.4%
<b>Total Revenue</b>	<b>66,327,701</b>	<b>100.0%</b>	<b>0</b>	<b>(1,359,000)</b>	<b>(1,359,000)</b>	<b>64,968,701</b>	<b>100.0%</b>
<b>Expenditures</b>							
Instruction	19,686,947	31.0%	(227,468)	387,269	159,801	19,846,748	30.5%
Research	0	0.0%	0		0	0	0.0%
Public Service	98,904	0.2%	0		0	98,904	0.2%
Academic Support	2,115,538	3.3%	0	160	160	2,115,698	3.3%
Institutional Support	14,006,700	22.0%	27,114	1,395,410	1,422,524	15,429,224	23.7%
Student Services	8,296,874	13.0%	200,354	200	200,554	8,497,428	13.1%
Plant Operation and Maintenance	4,812,926	7.6%	0	53,646	53,646	4,866,572	7.5%
Scholarships/Grants	7,687,181	12.1%	0	0	0	7,687,181	11.8%
Auxiliary Enterprises	13,558,036	21.3%	0	47,521	47,521	13,605,557	20.9%
<b>Total Expenditures</b>	<b>70,263,106</b>	<b>110.5%</b>	<b>0</b>	<b>1,884,206</b>	<b>1,884,206</b>	<b>72,147,312</b>	<b>111.0%</b>
<b>Transfers In (Out)</b>							
Cash Contingency forward from FY20	6,661,697	10.5%	0	0	0	6,661,697	10.3%
Debt Service	0	0.0%	0		0	0	0.0%
Quasi Endowment	0	0.0%	0		0	0	0.0%
<b>Total Transfers</b>	<b>6,661,697</b>	<b>10.5%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,661,697</b>	<b>10.3%</b>
<b>Total Expenditures and Transfers</b>	<b>63,601,409</b>	<b>100.0%</b>	<b>0</b>	<b>1,884,206</b>	<b>1,884,206</b>	<b>65,485,615</b>	<b>100.8%</b>
<b>Budget Year Increase (Decrease in Fund Balance)</b>	<b>2,726,292</b>		<b>(0)</b>	<b>(3,243,206)</b>	<b>(3,243,206)</b>	<b>(516,914)</b>	
<b>Fund Balance Carried Forward From FY16, FY17, and FY18</b>				<b>3,243,206</b>	<b>3,243,206</b>	<b>3,243,206</b>	
<b>Total Increase (Decrease) in Fund Balance</b>	<b>2,726,292</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>2,726,292</b>	

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
ACTION ITEM II.A.  
REVISION OF THE FY21 CURRENT FUND (OPERATING)  
UNRESTRICTED BUDGET**

<b>Summary by Program</b>	<b>Ongoing</b>	<b>One Time</b>
Instruction	-	\$387,269
Research	-	\$0
Public Service	-	\$0
Academic Support	-	\$160
Institutional Support	-	\$1,395,410
Student Services	-	\$200
Plant Operation and Maintenance	-	\$53,646
Scholarships/Grants	-	\$0
Auxiliary Enterprises	-	\$47,521
Transfer to Plant	-	\$0
Transfer to State	-	\$0
<b>Total Expenditures</b>	<b>-</b>	<b>\$1,884,206</b>

<b>Summary by Type</b>	
Items Encumbered as of 6-30-20	\$256,954
Academic Rollovers, Faculty Related	\$395,154
Dorm Damages	\$6,680
ERP Initiative / IT Infrastructure	\$1,225,418
	<b>\$1,884,206</b>

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
ACTION ITEM II.B.  
RECONCILIATION OF THE FY21 PLANT FUND (CAPITAL) BUDGET**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the following revisions to the plant fund (capital) budget for fiscal year 2021, as attached.

**RATIONAL**

The attached schedules are provided for information purposes and move from the final approved FY20 plant budget total and add new projects approved by the Board in May 2020.

Five major projects with value greater than \$200K continue with a balance remaining of \$1.95M. Projects with value greater than \$200K require explicit Board of Trustees approval. Additional projects with a value less than \$200K have a remaining balance of \$1.27M.

FY20 plant fund activity is reconciled to the end of the fiscal year and new projects approved in May 2020 are added. The FY21 active project budget totals \$3.2M. The projected unencumbered plant fund balance is \$1.35M.

**ST. MARY'S COLLEGE OF MARYLAND  
ACTION ITEM II.B.  
RECONCILIATION OF THE FY20 TO FY21 PLANT BUDGET**

FY20 Initial Plant Budget	3,840,028.00	
JLR Track - private dollars	504,617.00	
YE Cleanup	1,107.00	
Final FY20 Plant Budget	<u>4,345,752.00</u>	[A] Final FY20 Final Numbers page 4
FY20 CARS Expenditures	<u>2,445,409.00</u>	[B] Final FY20 Final Numbers page 4
FY20 Available Balance	<u>1,900,343.00</u>	[D] FY20 Final Numbers and FY21 Start
FY21 New Projects	<u>1,317,900.00</u>	[C] FY21 Start
FY21 Available Project Budgets	<u><u>3,218,243.00</u></u>	[D & C] FY21 Start
FY20 Project Budgets	19,907,032.59	[E & F] Intermediate Step
	<u>1,317,900.00</u>	[C] FY21 Start
Total Active Project Budgets	<u><u>21,224,932.59</u></u>	[E] FY21 Start
FY21 New Projects	1,317,900.00	[C] FY21 Start
Total Project Budgets	19,907,032.59	[E] FY21 Start
Total Cumulative Active Project Expenditures	18,007,435.71	[G] FY21 Start
YE Cleanup	(1,107.00)	
FY19 Active Project Total	3,218,603.88	[D & C] FY21 Start
<b>Variance method 1 to Method 2</b>	<b>(360.88)</b>	
Cash Available in Unexpended Plant Fund 7/1/2020	1,350,771	
Less: Approved New Projects for FY21	<u>(1,317,900)</u>	
Excess / (Deficit) Plant Funds	<u>32,871</u>	
Estimated Facility Fee Revenue	1,317,900	
Total Source of Funds	<u>1,317,900</u>	
Projected Plant Fund Balance	<u><u>1,350,771</u></u>	

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
ACTION ITEM II.B.  
FY21 PLANT PROJECT SUMMARY**

<b>FY21 Start CARS</b>					<b>Year End</b>	<b>FY20 Balance</b>	<b>Additions</b>	
<b>Subfund</b>	<b>Description</b>	<b>Cumulative Budget</b>	<b>FY20 Changes</b>	<b>Cumulative Expenses</b>	<b>Cleanup</b>	<b>Remaining</b>	<b>FY21</b>	<b>Balance</b>
3,121	Misc. Residence Hall Projects	2,369,152	(144,000)	2,253,228		115,924	416,100	532,024
3,250	JLR Track Surface (Private \$)	504,977	504,977	360	360	504,617		504,617
3,227	New Academic Building Facility Prg	164,567	(75,000)	144,573		19,994	295,500	315,494
3,003	Misc Maint & Repair	5,029,893	(141,000)	4,869,981		159,912	144,500	304,412
6,501	GSMRF	428,582		135,110		293,472		293,472
	Subtotal Projects < \$200K	8,497,171	144,977	7,403,252	360	1,093,919	856,100	1,950,019
	Subtotal Projects > \$200K	11,409,862	309,511	10,604,184	747	806,425	461,800	1,268,225
	Total All Projects	19,907,033	454,488	18,007,436	1,107	1,900,344	1,317,900	3,218,244
		[E]		[G]			[C]	[D]

**ST. MARY'S COLLEGE OF MARYLAND**  
**ACTION ITEM II.B.**  
**FY20 PLANT PROJECT SUMMARY FOR JUNE 30, 2020**

<b>FY20 CARS Subfund</b>	<b>Description</b>	<b>Cumulative Project Budgets</b>	<b>FY20 Approved Bgt</b>	<b>FY20 Changes</b>	<b>YE Cleanup</b>	<b>FY20 Final Budget</b>	<b>CARS Exp</b>	<b>CARS Enc</b>	<b>Balance Remaining</b>
3001	Plant Contingency	108,987	36,067.00	0.00		36,067.00	15,870.00		20,197.00
3003	Misc Maint & Repair	4,524,638	507,516.00	(141,000.00)		366,516.00	206,604.00		159,912.00
3004	Misc Small Enhancement	2,007,528	332,473.00	20,000.00		352,473.00	275,798.00		76,675.00
3020	Site Improvements	706,856	41,780.00	0.00		41,780.00	26,280.00		15,500.00
3022	Campus Master Plan	411,515	39,419.00	0.00		39,419.00	0.00		39,419.00
3090	Parking Lot Improvements	574,233	124,370.00	392.56		124,762.56	121,908.00		2,854.56
3121	Misc. Residence Hall Projects	1,860,651	391,044.00	(144,000.00)		247,044.00	131,120.00		115,924.00
3175	2006A Bond Issue	0.00	0.00	0.00		0.00	0.00		0.00
3184	MH Refurbishments	708,829	2,433.00	0.00		2,433.00	0.00		2,433.00
3206	AA Hall Replacement-Miscellaneous	184,170	921.00	(792.56)		128.44	0.00		128.44
3225	Athletics Renovation	286,093	61,473.00	(298.12)		61,174.88	61,175.00		(0.12)
3226	AA Hall Green Building Design	42,717	7,757.00	0.00		7,757.00	0.00		7,757.00
3227	New Academic Building Facility Prg	114,567	147,627.00	(75,000.00)		72,627.00	52,633.00		19,994.00
3229	HSMC Chancellors Point	1,500	1,500.00	0.00		1,500.00	0.00		1,500.00
3230	Traffic Calming Project	148,000	63,095.00	0.00		63,095.00	0.00		63,095.00
3233	Sun Trust - LOC	200,000	35,565.00	0.00		35,565.00	0.00		35,565.00
3234	Debt Service	0.00	0.00	0.00		0.00	0.00		0.00
3237	College entrance sign					0.00	(6,216.00)		6,216.00
3236	Pathway Project	50,000	50,000.00	0.00		50,000.00	0.00		50,000.00
3238	Programming/Study Projects	135,000	89,540.00	0.00		89,540.00	753.00		88,787.00
3239	Residence Hall Furniture	305,000	411,466.00	1,015.00		412,481.00	255,773.00		156,708.00
3240	JLR Stadium (Private \$)	3,720,666	1,136,888.00	0.00		1,136,888.00	1,010,222.00		126,666.00
3241	Commemoration Project	30,000.00	24,966.00	0.00		24,966.00	494.00		24,472.00
3242	Wellness Center Restroom	10,220	10,220.00	0.00		10,220.00	0.00		10,220.00
3243	Food Service Projects	0.00	-	-		0.00	-		-
3244	JLR Stadium F&E	0.00	77,712.00	(19,701.00)		58,011.00	54,780.00		3,231.00
3245	Entry Access Improvement					0.00			0.00
3247	2018 Series A	-	0.00	0.00	747.00	747.00	747.00		0.00
3248	Campus Center Chiller		0.00	284,385.00		284,385.00	284,385.00		0.00
3250	JLR Track Surface (Private \$)		0.00	504,617.00	360.00	504,977.00	360.00		504,617.00
3251	Campus Security Lighting		0.00	75,000.00		75,000.00	0.00		75,000.00
6501	GSMRF	428,582	246,195.00			246,195.00	(47,277.00)		293,472.00
<b>Total Projects</b>		<b>16,559,753.06</b>	<b>3,840,027.00</b>	<b>504,617.88</b>	<b>1,107.00</b>	<b>4,345,751.88</b>	<b>2,445,409.00</b>	<b>0.00</b>	<b>1,900,342.88</b>
						[A]	[B]		

**St. Mary's College of Maryland**  
**FY20 Plant Project Summary**  
**For June 30, 2020**

**FY20 Intermediate Step**  
**CARS**

Subfund	Description	Cumulative Budget	FY20 Changes	Cumulative Expenses	Year End	FY20	Additions	Balance
					Cleanup	Remaining	FY21	
3001	Plant Contingency	198,437		178,240.00		20,197.00	30000	50,197.00
3003	Misc Maint & Repair	5,029,893	(141,000)	4,869,981.00		159,912.00	144500	304,412.00
3004	Misc Small Enhancement	2,518,766	20,000	2,442,091.00		76,675.00	93300	169,975.00
3020	Site Improvements	798,878		783,378.00		15,500.00	15000	30,500.00
3022	Campus Master Plan	411,515		372,096.00		39,419.00		39,419.00
3090	Parking Lot Improvements	574,626	393	571,770.00		2,855.56		2,855.56
3121	Misc. Residence Hall Projects	2,369,152	(144,000)	2,253,228.00		115,924.00	416100	532,024.00
3175	2006A Bond Issue	-		0.00		0.00		0.00
3184	MH Refurbishments	708,829		706,396.45		2,433.00		2,433.00
3206	AA Hall Replacement-Miscellaneous	183,378	(793)	183,249.44		128.44		128.44
3225	Athletics Renovation	284,631	(298)	284,631.00		(0.12)	49500	49,499.88
3226	AA Hall Green Building Design	42,717		34,960.25		7,757.00		7,757.00
3227	New Academic Building Facility Prg	164,567	(75,000)	144,573.00		19,994.00	295500	315,494.00
3229	HSMC Chancellors Point	1,500		0.00		1,500.00		1,500.00
3230	Traffic Calming Project	148,000		84,905.00		63,095.00		63,095.00
3233	Sun Trust - LOC	200,000		164,435.00		35,565.00		35,565.00
3234	Debt Service	-		0.00		0.00		0.00
3237	College entrance sign	-		(6,216.00)		6,216.00		6,216.00
3236	Pathway Project	50,000		0.00		50,000.00		50,000.00
3238	Programming/Study Projects	175,000		86,213.00		88,787.00	12000	100,787.00
3239	Residence Hall Furniture	766,015	1,015	609,307.00		156,708.00		156,708.00
3240	JLR Stadium (Private \$)	3,790,666		3,664,000.00		126,666.00		126,666.00
3241	Commemoration Project	60,490		36,018.00		24,472.00		24,472.00
3242	Wellness Center Restroom	10,220		0.00		10,220.00		10,220.00
3243	Food Service Projects	2,510	(50,490)	2,510.00		0.00		0.00
3244	JLR Stadium F&E	124,299	(19,701)	121,068.00		3,231.00		3,231.00
3247	2018 Series A	-		747.00	747.00	-		0.00
3248	Campus Center Chiller	284,385	284,385	284,385.00		0.00		0.00
3250	JLR Track Surface (Private \$)	504,977	504,977	360.00	360.00	504,617.00		504,617.00
3251	Campus Security Lighting	75,000	75,000	0.00		75,000.00		75,000.00
3252	Library Renovation	-				0.00	72000	72,000.00
3253	RC Dock Repair	-				0.00	50000	50,000.00
3254	Housing Security Upgr.	-				0.00	140000	140,000.00
6501	GSMRF	428,582		135,109.57		293,472.00		293,472.00
<b>Total Projects</b>		<b>19,907,032.59</b>		<b>18,007,435.71</b>	<b>1,107.00</b>	<b>1,900,343.88</b>	<b>1,317,900.00</b>	<b>3,218,243.88</b>
		[E]		[G]		[D]	[C]	[D]

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
ACTION ITEM II.C.  
PART-TIME STUDENT CREDIT COST INCREASE**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, to implement a residency-based, part-time tuition increase and incorporate a mandatory fees charge for part-time students. The part-time per credit hour cost would increase from \$200 to \$300 for Maryland and District of Columbia residents, and to \$450 for out-of-state residents. The mandatory fees charge would be 50% of the amount charged to full-time students. These changes would become effective on July 1, 2021.

**RATIONALE**

Part-time students are defined as those taking fewer than 12 credit hours during an academic term. Currently, all part-time students pay the same amount per credit hour and are not charged mandatory fees. Since FY2011, part-time tuition has only increased \$15 per credit hour, with the last increase taking place in 2016, and there is no difference in tuition based on residency.

The College's per credit cost for part-time students is significantly lower than that of our four primary competitors (UMD, UMBC, Salisbury, and Towson). Taking into consideration that our courses are primarily four credit hours, as compared to three credit hours at those other institutions, St. Mary's College of Maryland is less expensive.

The College does not currently charge part-time students mandatory fees, although they are eligible to use the same facilities and services that are available to full-time students. This proposal would bring our tuition and mandatory fee charges for part-time students in close alignment with our University System of Maryland peers.

**Current Part-Time Tuition and Fees**

	<b>In-State</b>	<b>Tuition per Course</b>	<b>Fees per Credit hour</b>	<b>Fees per Course</b>	<b>Total per Course</b>	<b>Out-of-State</b>
SMCM	\$200	\$800	\$0	\$0	<b>\$800</b>	\$200
UMD CP	\$367 (1-8 hours)	\$1,101	\$455 (Flat Rate)	\$455	<b>\$1,556</b>	\$1,456 (1-12 hours)
UMBC	\$361	\$1,083	\$144	\$432	<b>\$1,515</b>	1010
Towson	\$299	\$897	\$147	\$441	<b>\$1,338</b>	\$888
Salisbury	\$297	\$891	\$108	\$324	<b>\$1,215</b>	\$716
CSM	\$131	\$393	\$32.75	\$98.25	<b>\$491</b>	\$294
UMCG	\$300					\$499

**Proposed SMCM Part-time Tuition and Fees**

	<b>In-State</b>	<b>Per Course</b>	<b>Fees per Credit Hour</b>	<b>Fees per Course</b>	<b>Total per Course</b>	<b>Out-of-State</b>
SMCM	\$300	\$1200	\$47	\$188	<b>\$1388</b>	\$450

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
ACTION ITEM II.D.  
2020 PERFORMANCE ACCOUNTABILITY REPORT  
*(See Appendix A for Supporting Documents)***

**RECOMMENDATION**

The Finance, Investment, and Audit Committee recommend that the Board of Trustees approve the 2020 Performance Accountability Report for submission to the Maryland Higher Education Commission. This recommendation is contingent upon the endorsement of the Campus Life Committee and the Academic Affairs Committee.

**RATIONALE**

The Performance Accountability Report (PAR) is a report required by the State of Maryland that assesses the College's progress on a variety of goals and objectives, including academics, enrollment, retention and graduation, financial aid, and student outcomes. The report provides data on specific metrics as well as 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.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
INFORMATION ITEM III.A.  
FY21 FINANCIAL RESULTS TO DATE**

**REVENUES**

FY21 Actual-to-Budget Comparison: Revenue collections are as expected at 35% of the budgeted level with auxiliary enterprises trailing expectations due to lower than expected counts on campus resulting from the impact of COVID-19.

**EXPENDITURES**

Year-to-Year Comparison: Expenditures in FY21 are running 10.4% higher than the equivalent period last year. The College opened for instruction two weeks earlier than the prior year. All programs of expenditure fall within expected changes year-to-year with the exception of dining and debt service, which are well ahead of last year's run rate. In the prior year, the dining contractor experienced a retirement in a key administrative support position that slowed their invoicing activity. In the current year, invoicing is on time. Debt service payments for September are approximately \$900K higher this year vs. last year with the removal of prior refinancing savings.

**BOARD OF TRUSTEES**  
**ST. MARY'S COLLEGE OF MARYLAND**  
**FINANCE, INVESTMENT, AND AUDIT COMMITTEE**  
**MEETING OF OCTOBER 16, 2020**  
**INFORMATION ITEM III.A.**  
**FY21 FINANCIAL RESULTS TO DATE**

30-Sep-20

	Budget	Actual	Prior Year	Actual vs. Budget	Actual vs. Prior
A1 State Appropriation	26,382,161	7,057,780	6,451,217		606,562
A2 Tuition	19,818,735	9,733,352	9,694,325		39,027
A3 Fees	3,253,496	2,363,983	2,465,409		(101,425)
A4 Sales and Services	200,900	(1,200)	205,216		(206,416)
A5 Investment Income	205,000	8,714	54,441		(45,727)
A6 Foundation Unrestricted Support	75,000	-	-		-
A7 Other Revenue	254,400	29,935	82,557		(52,622)
A8 Auxiliary Enterprises	16,042,849	6,280,265	8,179,211		(1,898,946)
A9 Additions to Fund Balance	6,756,697	-	-		-
<b>A Revenues</b>	<b>72,989,237</b>	<b>25,472,829</b>	<b>27,132,376</b>	<b>34.90%</b>	<b>(1,659,547)</b>
B1 Operating (supply/expense. non-personnel) - Summary	15,879,056	3,379,408	3,693,921		(314,513)
B11 Utilities - Summary	3,171,170	383,471	548,652		(165,181)
B12 Institutional Expense - Summary	184,182	101,686	16,128		85,558
B13 Debt Service - Summary	3,054,717	2,649,346	1,741,422		907,924
B14 Dining Services - Summary	4,416,345	655,306	205,145		450,161
B15 Bookstore Operations - Summary	941,928	192,601	223,480		(30,879)
B16 Waivers - Summary	647,181	236,653	250,838		(14,185)
B17 Scholarships - Summary	7,200,000	3,557,720	3,428,656		129,064
<b>B Operating Expenses - Summary</b>	<b>35,494,579</b>	<b>11,156,191</b>	<b>10,108,242</b>	<b>31.43%</b>	<b>1,047,949</b>
C20 Wages - Summary	26,098,274	4,631,950	3,735,751		896,199
C21 Benefits - Summary	10,547,619	1,808,889	1,400,149		408,740
<b>C Payroll - Summary</b>	<b>36,645,893</b>	<b>6,440,839</b>	<b>5,135,900</b>	<b>17.58%</b>	<b>1,304,939</b>
<b>Overall - Total Expenditures</b>	<b>72,140,472</b>	<b>17,597,030</b>	<b>15,244,142</b>	<b>24.39%</b>	<b>2,352,888</b>
<b>Overall - Summary</b>	<b>848,766</b>	<b>7,875,799</b>	<b>11,888,234</b>		<b>-4,012,434.63</b>

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
INFORMATION ITEM III.B.  
COVID-19 MITIGATION EXPENSES (COSTS AND RECOVERABLES)**

The Federal CARES Act provided financial resources to the States. Maryland used a portion of their allocation to subsidize COVID-19 related expenses that incurred in FY20 for public higher education institutions. In total, the College received \$1.394M to subsidize COVID-19 related expenses. Included in this reimbursement from the State was support for police, public safety, and other front line workers, which was also extended to higher education institutions. Accordingly, the College received \$398K to support public safety costs (salary and benefits) for the period March 1, 2020 to June 30, 2020.

The College is extremely grateful to the State for the support they provided for unexpected COVID-19 related expenses. We continue to closely monitor and track all FY21 COVID-19 related expenses for potential reimbursements.

<b><u>Expenditures-Additional Costs Related to COVID-19</u></b>	<b>Actual Receipts/Invoices</b>
Medical Supplies and Equipment	\$1,552
Equipment, Services, and Subscriptions for Remote Instruction	\$262,391
Cleaning/Sanitization Supplies and Services	\$10,847
Teleworking Equipment	\$2,280
Premium Pay March 13-22, 2020	\$30,040
Safety Supplies	\$7,546
Postage to Provide IT Equipment to Students, Faculty, and Staff	\$2,428
Wi-Fi Upgrades in Residence Halls	\$495,958
PPE Supplies for Faculty, Staff and Students for Fall 2020	\$170,000
Dining Hall Renovations	\$12,704
<b>Increased Costs Due to COVID-19 (To-Date)</b>	<b>\$995,746</b>
Public Safety Pay March 1, 2020 - June 30, 2020	\$398,418
<b>Total</b>	<b>\$1,394,164</b>

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
INFORMATION ITEM III.C.  
REPORTABLE PROCUREMENT ITEMS**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
United States Postal Service	Postage	\$137,000
Beynon Sports	Resurfacing of Athletic Track	\$504,617
East Coast Scientific, LLC	Personal Protection Equipment	\$170,000
Designated Interpreters, LLC (FY20)	Interpretation Services	\$102,675
Data Networks	Wi-Fi Enhancements	\$300,982
Dell Financial Services	Lease payments of WIFI enhancements	\$194,976
Lyrasis	Library Database Subscription Services	\$104,000
Kent Island Mechanical, Inc.	Natorium HVAC Upgrade	\$2,234,474
Burch Oil, Inc.	Fuel Oil	\$852,399
Metropolitan Commission (METCOM)	Water and Sewer Services	\$280,000
Southern Maryland Electric Coop	Electrical Service	\$1,600,000
Shine Brite Finishings, LLC	Janitorial Services	\$173,040
Designated Interpreters, LLC (FY21)	Interpretation Services	\$100,000
Registry for Colleges and Universities	Interim VP for Student Affairs	\$272,650
Bon Appetit Management Company	Food Services	\$1,000,000
Creative Communications Assoc.	Enrollment Marketing Services	\$450,000
Holder Construction Group, LLC	NABA Construction FY21	\$15,845,519
GWWO, Inc.	NABA Design	\$1,776,548
UM Library Consortium	Shared Library Resources	\$104,846
Precision Comport, LLC	Replacement of HVAC in Waring Commons	\$133,960
University of Maryland	Membership in the Maryland Research and Education Network	\$116,565
Waste Management of Southern Maryland	Trash Removal Services	\$120,000

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF OCTOBER 16, 2020  
INFORMATION ITEM III.D.  
JOINT INVESTMENT ACTIVITIES**

The Joint Investment and Advisory Committee met on September 23, 2020 to review the portfolios of the Foundation and College endowments.

St. Mary's College of Maryland Foundation

As of August 31, 2020, the total market value of the Foundation's endowment is \$35M. The Foundation's endowment is comprised of three parts: a portion of the JP Morgan portfolio (\$34.2M), the Student Investment Group (SIG) account (\$561K), and WesBanco (Formerly Old Line Bank) shares (\$176K).

Of the endowment managed by JP Morgan, the fiscal year-to-date increase in market value of \$2.3M includes \$11K in contributions, \$64K in income, \$2.24M increase in investment value and \$16K of withdrawals. The overall rate of return current fiscal year-to-date is 6.5 %.

St. Mary's College of Maryland Endowment and Quasi Endowment

As of August 31, 2020, the College holds investments totaling \$4.54M consisting of Endowment and Quasi-Endowment. \$3.53M are funds functioning as endowment (Quasi) and \$1.01M represents the Blackistone Endowment.

Invested endowment funds, managed by 19/19 Investment Council, have a market value of \$4.29M as of August 31, 2020. Funds are currently invested in a mix of fixed income instruments and equities. The overall rate of return is 4.85% on an annualized basis.

The remaining \$0.25M of College endowment is currently held in a cash investment pool by the State Treasurer.

**St Mary's College of Maryland Foundation, Inc**  
**Consolidated Investment Statement**  
**for the period July 1, 2020 to August 31, 2020**

	<u>Beginning Market Value</u> <u>7/1/2020</u>	<u>Ending Market Value</u> <u>8/31/2020</u>
<b><u>JP Morgan Portfolio</u></b>		
Endowed Accounts		
A****8008	22,674,549	24,761,205
F****2005	6,185,127	6,256,072
W****8003	3,243,808	3,223,509
Donations awaiting transfer to pool	527	0
Total Endowed Accounts held within JP Morgan***	32,104,010.97	34,240,786
Gift Annuity		
V****8001	990,292	1,002,841
Current Funds	3,632,827	3,624,186
<b>Total Investment Accounts Market Value</b>	<b>36,727,130</b>	<b>38,867,812</b>
Endowed Funds Allocated Spending Account	808	808
Gift Annuity Cash Account		
JP Morgan Annuity Checking	8,490	61,452
JP Morgan - SGA Investment ***	412,372	560,899
<b>Total JP Morgan Portfolio</b>	<b>37,148,800</b>	<b>39,490,973</b>
<b><u>Other Assets</u></b>		
Perpetual Trust, PNC (Landers Scholarship)	1,440,088	1,538,739
WesBanco shares (formerly Old Line Bank ***)	160,490	175,582
<b><u>Cash</u></b>		
Old Line Bank Checking Account	768,431	829,277
Old Line Bank Endowment Spending Account	969,542	962,038
<b>Total</b>	<b>40,487,350</b>	<b>42,996,609</b>

\*\*\* In addition to the JP Morgan Portfolio, the Foundation Endowment includes the WesBanco Shares & the SGA investment

\*\*\* The College holds a quasi-endowment in addition to the above funds

**St. Mary's College of Maryland**  
**Endowment Fund**  
As of 8/31/2020

	<u>6/30/2020 Balance</u>		<u>31-Aug-20</u>	Annualized return
Legg Mason / 1919 Investments - Cash & Equivalents	153,565.62		133,524.54	Cash
Legg Mason / 1919 Investments - Fixed Income	2,496,503.06	Fixed & Cash	2,546,751.23	
Legg Mason / 1919 Investments - Equity Portfolio	1,431,760.08		1,611,967.25	
	<u>4,081,828.76</u>		<u>4,292,243.02</u>	30.93%
Cash with Treasurer	253,154.40		253,154.40	Cash
<b>Investable Total</b>	<b><u>4,334,983.16</u></b>		<b><u>4,545,397.42</u></b>	4.85%
Other Investments	977.50		977.50	
Total Investments 6/30/2020	<u>4,335,960.66</u>		<u>4,546,374.92</u>	

	Asset Allocation *			
	Current	Lower	Target	Upper
Domestic Equities	33%	20%	30%	50%
International Equities	5%	0%	5%	10%
Fixed Income	59%	50%	60%	70%
Cash	3%	30%	5%	15%
	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>145%</u>

Note: Asset Allocation per Board of Trustees approved Investment Policy February 2, 2018

<u>Components of Endowment Fund:</u>	<u>Unaudited as of 8/11/2020</u>		Annual Return	7/31/2020	
	6/30/2019	6/30/2020			
Restricted Non-expendable	1,000,117.00	1,000,117.00		1,000,117.00	
Restricted Expendable	19,894.00	19,894.00		19,894.00	
Board Designated	3,122,254.01	3,315,949.66		3,526,363.92	
Total	<u>4,142,265.01</u>	<u>4,335,960.66</u>	4.68%	<u>4,546,374.92</u>	4.85%

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

**OPEN SESSION  
MINUTES**

**Date of Meeting:** May 15, 2020

**Status of Minutes:** Approved July 10, 2020

**Finance, Investment, and Audit Committee Members Present:** Committee Chair John Wobensmith '93, Anirban Basu, Board Chair Lex Birney, Donny Bryan '73, Susan Dyer, Faculty Delegate Liza Gijanto, Sven Holmes, President Tuajuanda Jordan, William Seale

**Committee Members Absent:** None

**Staff Member:** Paul Pusecker

**Others Present:** Nicolas Abrams '99, Carlos Alcazar, John Bell '95, Allison Boyle, Peter Bruns, Leonard Brown, Jeff Byrd, Paula Collins, Tayo Clyburn, Peg Duchesne '77, Michael Dougherty, Judy Fillius '79, Elizabeth Graves '95, Gail Harmon, David Hautanen, Glen Ives, Lindsay Jamieson, Larry Leak '76, Jasmine Long '21, Doug Mayer '04, Jennifer Sivak, Danielle Troyan '92, Chris True, Allan Wagaman '06, Harry Weitzel, Raymond Wernecke, Anna Yates

**Executive Summary**

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 9:50 a.m. The meeting took place via teleconference.

FY20 Financial Results to Date Prior to the impact of COVID-19, revenues were at 97.3% budget-to-actual. After processing student refunds, the addition of CARES Act funding relief, and a small projection of future revenues through the end of the year, we are at 93.9% of budget. Expenditures in FY20 are running 3.1% lower than the equivalent period last year. Expected expenditure savings for the remainder of the fiscal year include a significant reduction in the operating budget and a reduction in dining and bookstore expenses due to remote instruction. The budget as revised in September carried forward \$2.983M of prior year fund balance.

**Action Items**

**Action Item II.A.1. Approval of FY21 Plant Fund (Capital) Budget**

The proposed FY21 Plant Budget, in the amount of \$1.318M, is solely sourced by the student facility fee. The Campus Life and Facilities Committee is charged with establishing the priorities for capital projects. A cost breakdown by priority categories, a list of FY21 specific plant budget projects, cumulative expenditures for FY20, and historical plant expenditures were provided. With the endorsement of the Campus Life and Facilities Committee, the Finance, Investment, and Audit Committee was asked to approve the FY21 Plant Fund Budget as presented. A motion was made, seconded, and the item was approved unanimously.

**Action Item II.A.2. Approval of FY21-FY25 State Capital Budget Proposal**

The proposed FY22-FY26 State-funded capital budget includes the final installment of funding for the New Academic Building and Auditorium and funding of various campus infrastructure improvements. The College's request includes funding for the design and construction of the Montgomery Hall renovations and construction funds for a limited renovation of Goodpaster Hall. With the endorsement of the Campus Life and Facilities Committee, the Finance, Investment, and Audit Committee was asked to approve the FY21 – FY25 State Capital Budget Proposal as presented. A motion was made, seconded, and the item was approved unanimously.

The meeting adjourned at 9:59 a.m.

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

**OPEN SESSION  
MINUTES**

**Date of Meeting:** July 28, 2020

**Status of Minutes:** Approved August 13, 2020

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

**Committee Members Absent:** None

**Staff Member:** Paul Pusecker

**Others Present:** Nicolas Abrams '99, Alice Bonner '03, Allison Boyle, Peter Bruns, Paula Collins, Peg Duchesne '77, Judy Fillius '79, Mary Grube, Gail Harmon, Jennifer Sivak, Christopher True, Harry Weitzel, Ray Wernecke, Michael Wick, Anna Yates

**Executive Summary**

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the meeting to order at 2:30 p.m. Committee Chair Wobensmith welcomed the Committee and asked for a motion to adjourn the meeting to enter closed session. The motion was seconded, approved, and the open session adjourned at 2:31 p.m. The open session meeting resumed at 3:21 p.m. The meetings took place via teleconference.

**Action Items**

**Action Item II.A. Approval of the FY21 Current Fund (Operating) Budget**

Two budget scenarios were presented for approval. The primary budget scenario detailed a residential campus with hybrid instructional delivery. The other scenario assumed that COVID restrictions mandated the delivery of instruction remotely with no students residing on campus for the fall semester. 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 Return to On-Campus Work Policy**

The College will reopen for the 2020-21 academic year by implementing extensive, expert-informed measures to help mitigate the risks of spreading of COVID-19 as employees begin to return to work on campus. The proposed Policy applies to all faculty, staff, and student employees who return to work physically on campus. 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 3:24 p.m.