

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
Virtual Meeting
St. Mary's City, MD**

October 16, 2020

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

AGENDA

October 16, 2020 (#692)
4:50 p.m.

*Video/Conference Call
St. Mary's City, Maryland*

Conference Call Participant Information

Dial-in Number: 1-301-715-8592

Meeting ID: 952 4652 8182

Password: 259988

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|-------------|--|----------------------------|
| I. | Call to Order | Chair Birney |
| II. | Approval of agenda | Chair Birney |
| III. | Report of the Board Chair | Chair Birney |
| IV. | Report of the President | President Jordan |
| V. | Committee Chair Action Items and Reports | |
| | A. Governance Committee | Susan Dyer |
| | Action Item 2021-09: Approval of Bylaws Changes | |
| | B. Institutional Advancement | Gail Harmon |
| | Special Alumni Council Presentation | Alice Bonner '03 |
| | C. Technology, Buildings and Grounds | Donny Bryan '73 |
| | D. Campus Life | Danielle Troyan '92 |
| | Action Item 2021-10: Approval of New Title IX Policy | |
| | Action Item 2021-11: Approval of MHEC Diversity Report | |
| | E. Academic Affairs Committee | Peter Bruns |
| | Action Item 2021-12: Approval of the Neuroscience Major | |
| | F. Finance, Investment and Audit | John Wobensmith '93 |
| | Action Item 2021-13: Approval of the FY21 Operating Budget | |
| | Action Item 2021-14: Approval of the FY21 Capital Budget | |
| | Action Item 2021-15: Approval of the Part-time Student Status Policy | |
| | Action Item 2021-16: Approval of the Performance Accountability Report | |

G. Admissions and Financial Aid

Ray Wernecke

VI. Motion to Adjourn Meeting

Lex Birney

**BOARD OF TRUSTEES MEETING
OCTOBER 16, 2020
PRESIDENT'S REPORT**

October 16, 2020 represents the conclusion of the 9th week of a semester that has been like none other. Getting to this point has taken the collective spirit and energy of the entire St. Mary's College of Maryland community - staff, faculty, and students. Every member has played an essential role in either helping us to open early with all of the safeguards we could possibly put into place and/or helping us to remain open. What a feat! What has made this even more remarkable is that few people realize that as we entered into the seventh inning stretch, *two* individuals who played critical roles in our reopening plans left for other career opportunities. We did not, however, let those departures deter us and, as is so often the case, those who remained found the energy, made the time, put their heads together, and pushed through. Leaders lead without any expectation of acknowledgment of their efforts - often at a personal cost. It is important, however, for all to know that the College would not have been able to open on time had it not been for the extraordinary efforts of David Hautanen, Jr., Michael Wick, Paul Pusecker, and Carolyn Curry. Their collective efforts represent exemplary leadership and their commitment to the community that we serve.

As you may well imagine, managing the College in the midst of a global pandemic has occupied most of our time; but not all. Thus, we continue to think about and plan for the future with our eyes forever focused on doing those things necessary to move towards our aspirational goal of becoming the College of Choice - bar none. This singular focus requires us to examine every aspect of what we do in response to our mission and to do that task, not just to the best of our ability, but better than anyone. Central to that drive is identifying ways in which we can remain relevant to the needs and desires of 21st century students and the needs of employers in a manner that can be financially sustainable.

The college-going demographics has changed. What must we do to ensure that anyone who voluntarily enters into and engages with our community has the greatest opportunity to thrive? Importantly, equity must be at the center of everything we do for all to thrive. Our mission as a public institution requires us to constantly think about these matters.

Creating an environment where all thrive, putting equity at the center of everything we do is not simply to placate the calls for social justice across the nation, or even at SMCM for that matter. SMCM is not the kind of institution that does things just because others are doing them. We are principled, thoughtful, and deliberate. Trying to work towards the aspirational vision of being a community where all will thrive not only ensures that SMCM will be home to a very cohesive and committed community but, importantly, also contributes to the College's long-term viability. In the Campus Life Committee's materials you will read about our evolving efforts to build a thriving community with the creation of the Inclusive, Diversity, Equity, Access, and Accountability

(IDEAA) unit and be introduced to our interim Chief Diversity Officer Kelsey Bush ('94). You will also learn of the developing and essential collaborative relationship between IDEAA and Student Affairs, which is being led by Interim Vice President for Student Affairs Shana Meyer.

The College's LEAD initiative is a great representation of 21st century liberal arts education that is not only true to our liberal arts foundation, but addresses the equity issue with the integration of theoretical and practical experiences within the Core Curriculum. Provost Wick's report for the Academic Affairs Committee will highlight progress being made in the continuing development and refinement of LEAD.

Another key to our efforts to sustain the College's viability is enrollment management. We have invested heavily in 1) our award-winning marketing and branding initiatives led by VP Curry, 2) enhancing Admission staffing, and 3) providing the tools needed to attract, recruit, and admit sufficient numbers of students with the potential and capacity to succeed in this rigorous academic environment. You will hear from VP Hautanen about this year's success and the challenges ahead.

Student engagement and support are key aspects of student retention. As we search for a new vice president for student affairs, we have reorganized the unit to strengthen our student support and engagement efforts. In so doing, the portfolio of the vice president for enrollment management has increased and efforts have been made to strengthen the partnership with the dean of students - a position that has been de-coupled from the vice president for student affairs - to strategically enhance student engagement. Furthermore, you will hear how Dean of Students Derek Young is working to substantially increase the number and types of student activities initiated by the staff, as well as by the SGA, and various student clubs.

The effect of the pandemic on the campus goes well beyond its financial impact. A matter of significant concern is the impact it has had on the physical and mental well-being of our campus community. The College continues to enhance the ways by which we respond to the COVID-19 crisis. At the center of the response is our Wellness Center. You will hear a report during the Campus Life Committee meeting from the Wellness Center director describing the impact of the pandemic on student health and well-being, as well as the enhanced services that have been implemented in response to the pandemic.

An aspect of student retention is safety. As you may recall, in Fall 2019 there were two events that led members of the community to question campus safety. We commissioned a leading national expert to evaluate our safety policies, practices, and personnel training. The Office of Public Safety has done a laudable job addressing the findings. The Director of Public Safety's report is included in the Campus Life Committee materials.

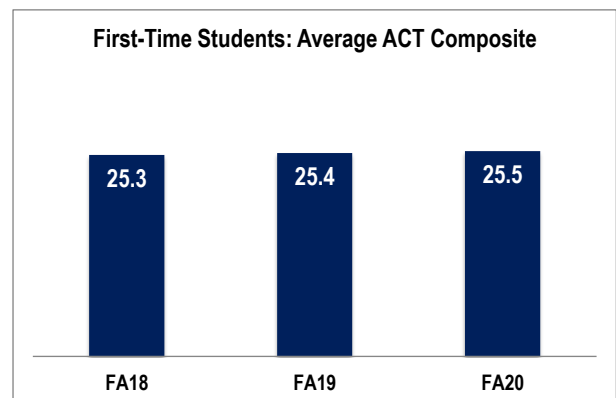
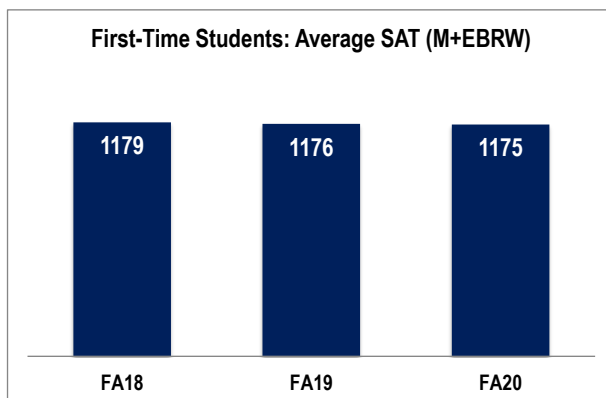
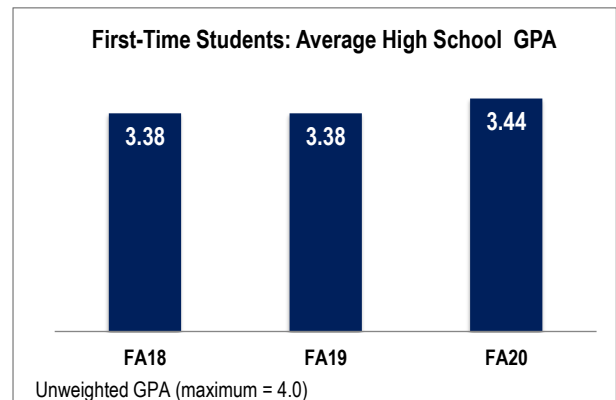
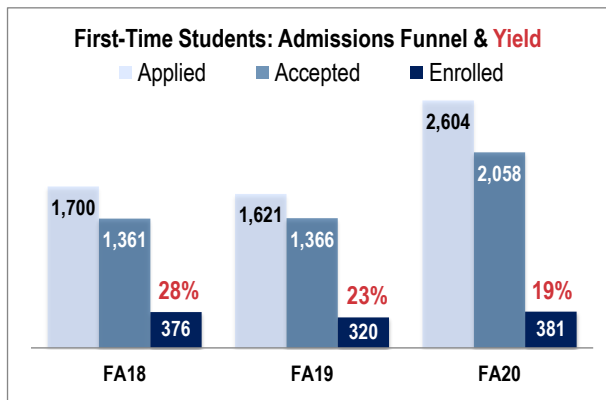
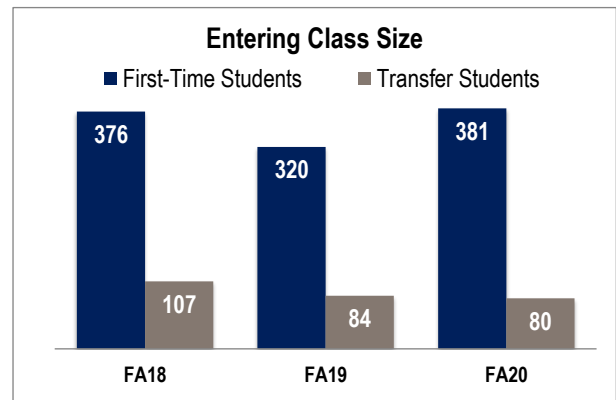
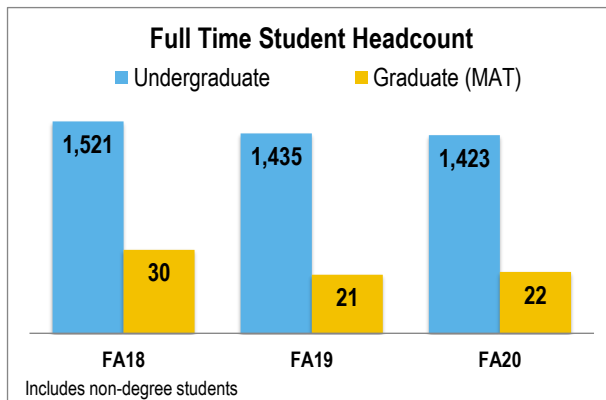
All of these initiatives require financial resources. Among other items, VP Pusecker will provide an update on our operating budget. The metrics for the College's development activities, achieved in close association and partnership with the St. Mary's College Foundation, continue to improve. We are grateful for the Foundation's work under outgoing president and alumnus, Jack Saum ('89) and look forward to a strong partnership with incoming president and alumna Bonnie Green ('74).

In the midst of the turmoil and chaos swirling around us, it is appropriate and, I daresay necessary, to take a moment to reflect on not only the challenges of the past and present, but also the potential for a brighter future. The Commemorative to the Enslaved Peoples of Southern Maryland is a perfect example of all of this. The construction of the site should be completed by the end of October. I hope you will join us on November 21 for what is slated to be a fantastic dedication of an art piece that wonderfully exemplifies the strength, beauty, and resilience of people who lived here on the banks of a small tributary that leads to something much greater. This is indeed the story of St. Mary's College of Maryland.

Board of Trustees Dashboard - October 2020

Student Characteristics in Enrollment **

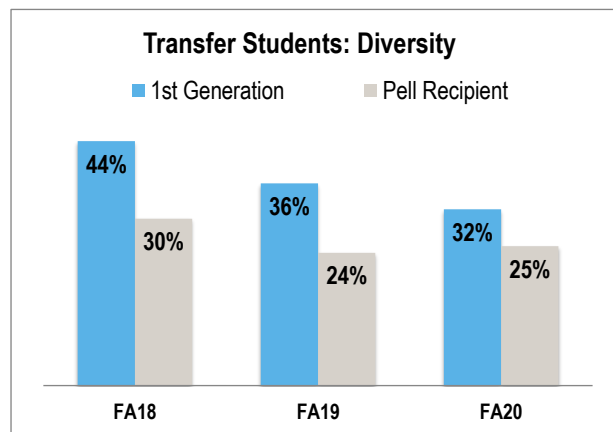
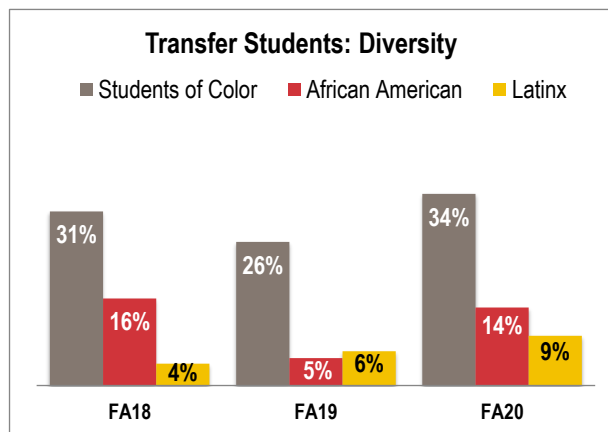
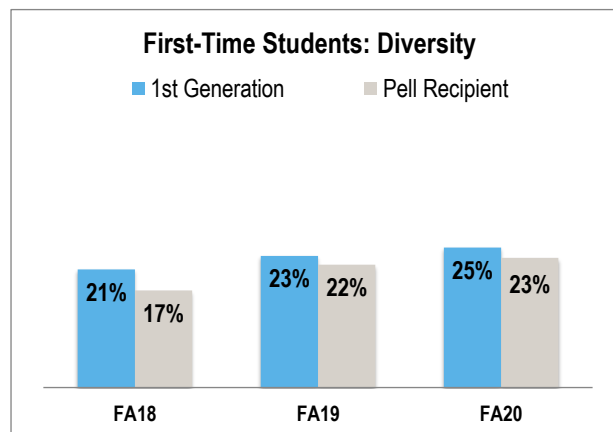
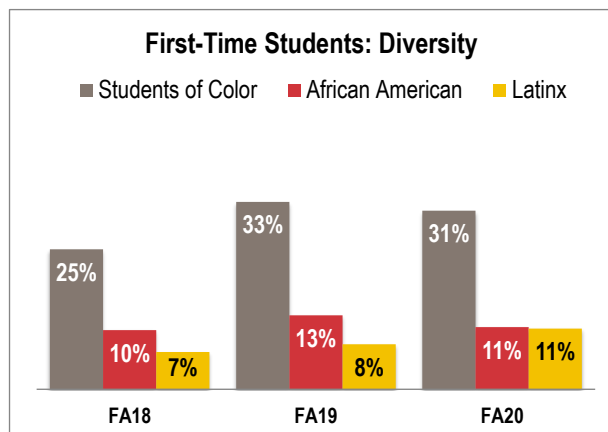
Fall 2020 figures based on preliminary census (freeze) data, 9/14/2020



Board of Trustees Dashboard - October 2020

Student Characteristics in Enrollment **

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

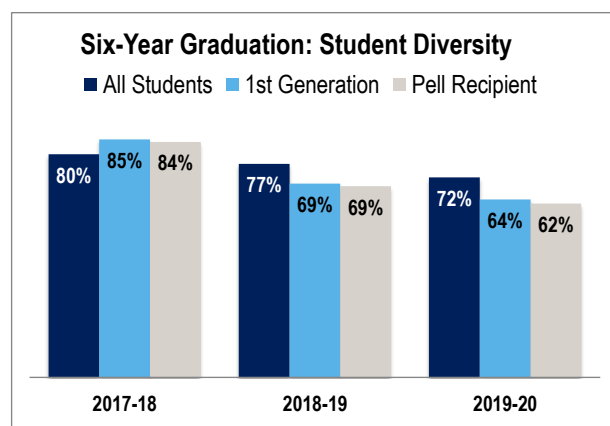
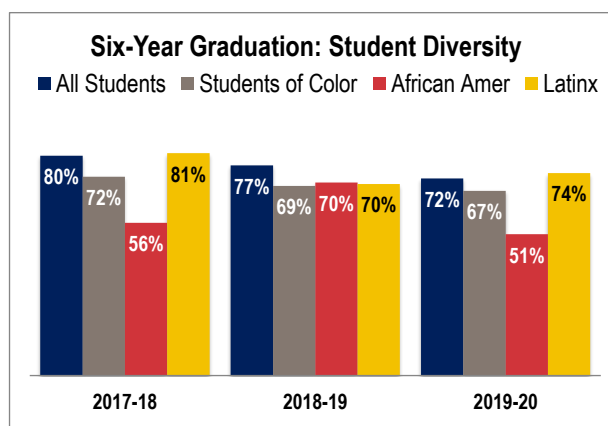
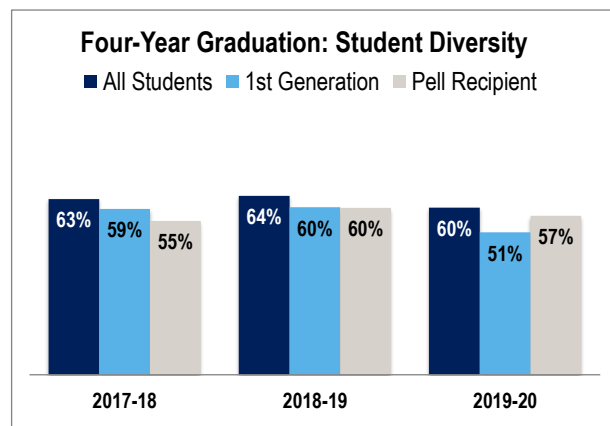
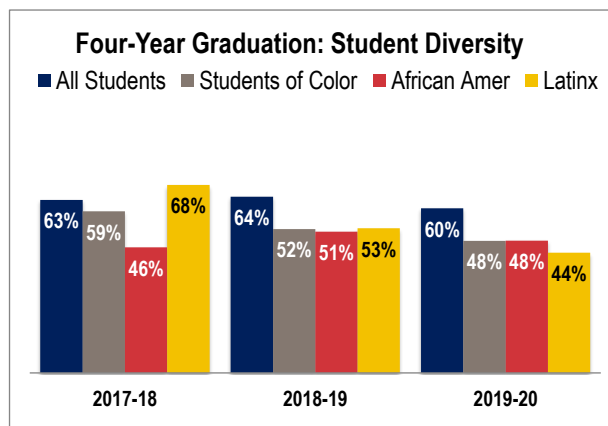
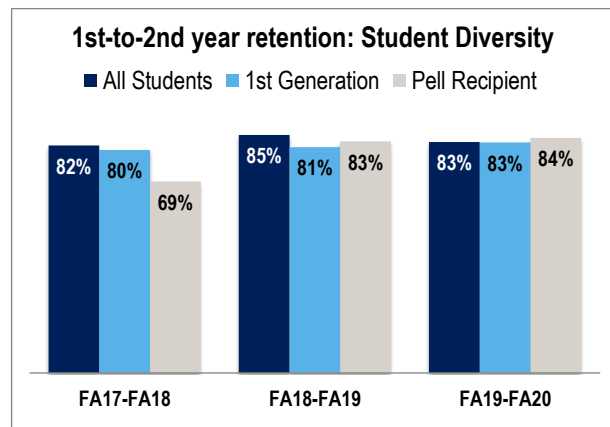
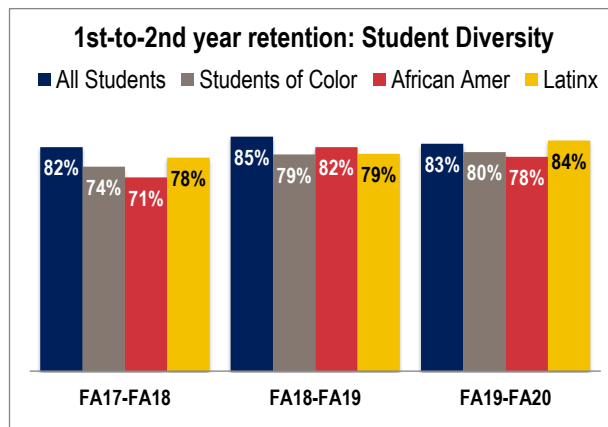


** Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

Board of Trustees Dashboard - October 2020

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

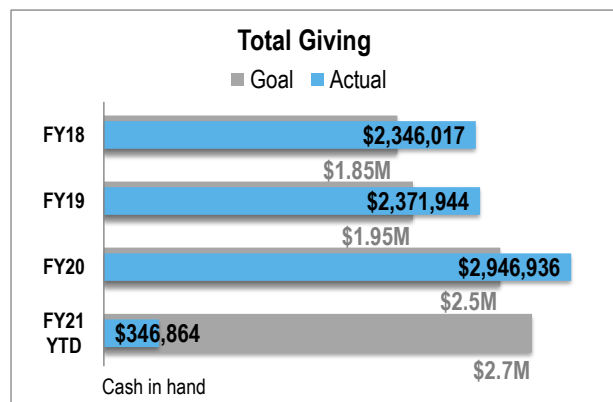
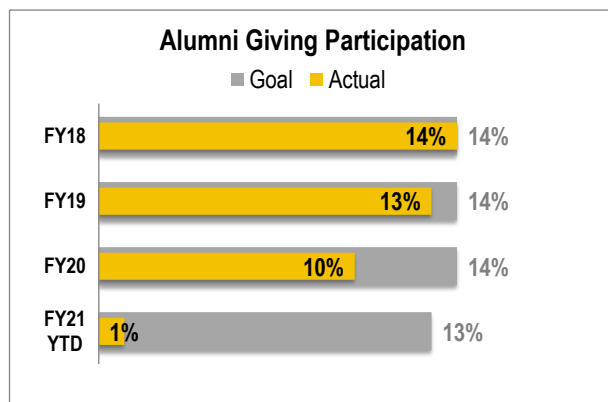
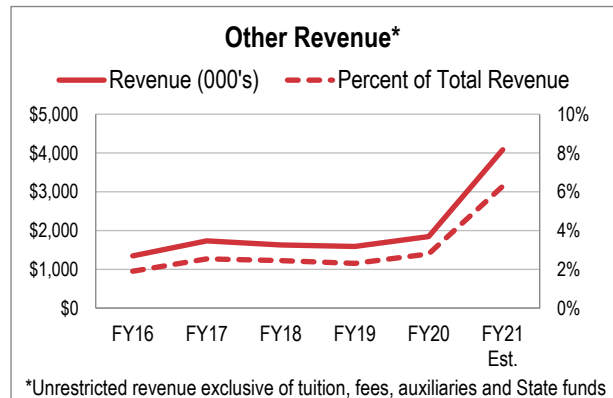
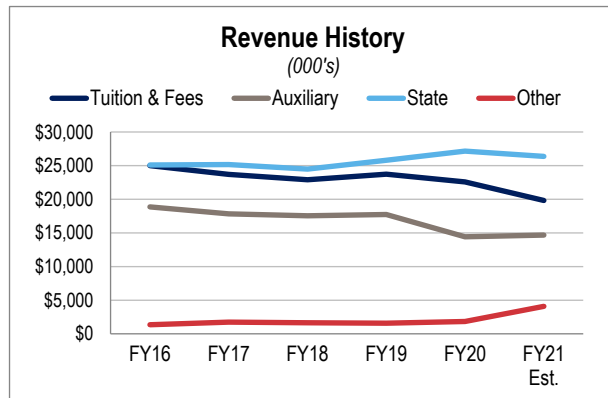
Fall 2020 figures based on preliminary census (freeze) data, 9/14/2020



** 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
GOVERNANCE COMMITTEE
OPEN SESSION**

REPORT SUMMARY

Date of Meeting: October 16, 2020

Date of Next Meeting: February 5, 2021

Committee Chair: Susan Dyer

Committee Members: Board Chair Lex Birney, Donny Bryan '73, Paula Collins, Glen Ives, President Tuajuanda Jordan, Larry Leak '76, Gail Harmon, John Wobensmith '93

Staff Member: Jennifer Sivak

Dashboard Metrics

None

Executive Summary

Discussion Items

New/Revised Board Committee Bylaw update

Discussion of the update to the Bylaw's to reflect the new and revised Board Committees.

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

II.A. Approval of Bylaw changes



**GOVERNANCE COMMITTEE
MEETING OF
October 16, 2020**

**OPEN SESSION
AGENDA**

- I. DISCUSSION ITEMS**
 - A.** New/Revised Board Committees
- II. ACTION ITEMS**
 - A.** Approval of New/Revised Board Committees
- III. INFORMATION ITEMS**
 - A.** Revised Bylaw Document

**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TRUSTEE GOVERNANCE COMMITTEE
MEETING OF
October 16, 2020**

**ACTION ITEM 2021-09
APPROVAL OF REVISIONS OF THE BYLAWS**

RECOMMENDED ACTION

The Trustee Governance Committee recommends that the St. Mary's College of Maryland Board of Trustees approve the changes to the Bylaws.

RATIONALE

The realignment of committee activities in the Bylaws are being made to reflect the two new committees, Campus Life and Technology, Buildings and Grounds and their respective charges.

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

Date of Meeting: October 16, 2020

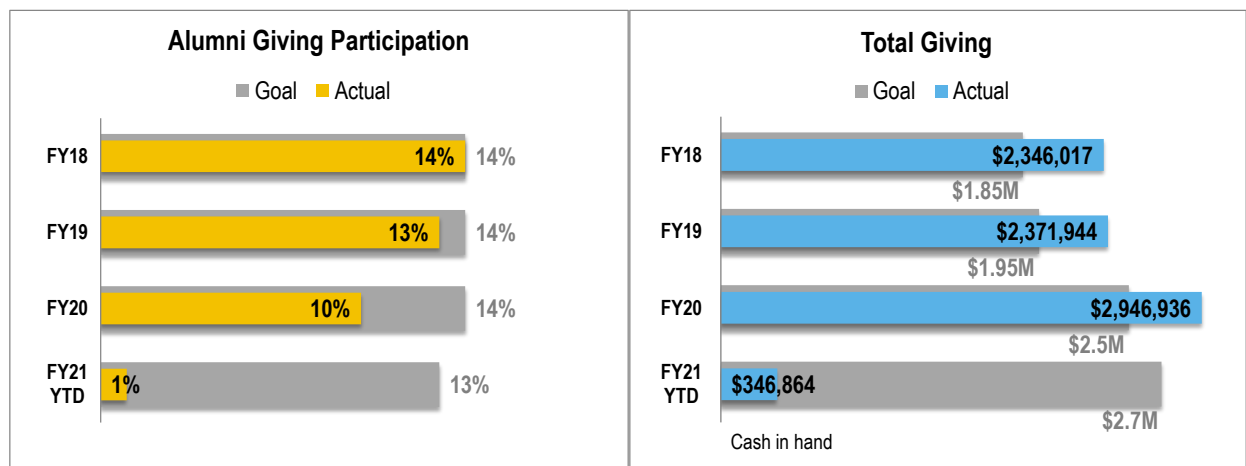
Date of Next Meeting: February 5, 2021

Committee Chair: Gail Harmon

Committee Members: Trustee Chair Lex Birney, Alice Bonner '03, Paula Collins, Peg Duchesne '77, Judy Fillius '79, Elizabeth Graves '95, Bonnie Green '74, Glen Ives, President Tuajuanda Jordan, Douglass Mayer '04

Staff Member: Vice President Carolyn Curry

Dashboard Metrics:



Executive Summary:

Institutional Advancement (IA) aligns 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 FY20 alumni participation rate was down from the previous year due to the pandemic, which halted several efforts second semester that increase participation, including an in-person Alumni Weekend. In spite of the pandemic, the Development team was able to meet and exceed its total giving fundraising goal as well as raise more than in FY19.

The IAC meeting packet includes an FY20 progress report of key IA metrics and accomplishments since the May 2020 Trustee meeting, an SMCM Foundation report from the recent September 23 annual meeting, and an Alumni Association overview for the reporting period. The IAC is now



joined by Bonnie Green '74, the new SMCM Foundation president, and Alice Arcieri Bonner '03, the new Alumni Association president and Trustee.

This IAC meeting continues the discussion and updates on campaign planning from last semester, including key takeaways from a feasibility study.



**INSTITUTIONAL ADVANCEMENT COMMITTEE
MEETING OF OCTOBER 16, 2020**

**OPEN SESSION
AGENDA**

I. CALL TO ORDER

II. DISCUSSION ITEMS

III. ACTION ITEMS

There are no action items.

IV. INFORMATION ITEMS

A. Report of Institutional Advancement Progress to Date

B. Report of St. Mary's College of Maryland Foundation President

C. Report of St. Mary's College of Maryland Alumni Association President

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



ST. MARY'S COLLEGE OF MARYLAND FOUNDATION, INC. REPORT

Date of Meeting: October 16, 2020

Reporter: Jack Saum '89, president of the St. Mary's College of Maryland Foundation, Inc.

Executive Summary:

At its September 23 annual meeting, the Foundation Board voted on its slate of officers and other appointments. For FY21, Bonnie Green '74 was elected president; Paul Schultheis '98, vice president; Chris Holt '86, treasurer; and Susan Paul, secretary. Appointed to the Foundation's Joint Advisory Investment Committee, which oversees the Foundation's endowment portfolio, was Mike O'Brien '68 (also voted chair) and Nicole West. Trustees appointed by the Trustee chair to the five-member committee, which also includes President Jordan, were Nick Abrams '99 and Sven Holmes. Mike O'Brien '68 was renewed as a Director for a second three-year term. The Foundation welcomed to its meeting new Directors Thomasina Hiers '97 and Ed Siranno '82. The Board also voted in a new member, Scott Raspa '86.

The Foundation accepted its annual audit report from CliftonLarsonAllen LLP which was clean with no findings or recommendations.

JIAC Chair O'Brien noted that the Foundation's endowment portfolio stood at \$34.2M (up from \$29.4M as reported at the Trustees May meeting) due, in part, to the work JIAC did with its investment partner JP Morgan to adjust the asset allocations last fall. JP Morgan spent time with JIAC discussing risks to be aware of that might surface in FY21 and beyond.

Foundation President Jack Saum and Executive Director Carolyn Curry reviewed the second-year metrics and FY20 accomplishments for the Foundation's three-year strategic plan. Included was funding and completing a campaign feasibility study in order to plan for a multi-year campaign; exceeding targets for FY20 cash-in-hand and total fundraising (\$2.9M and \$3.8M respectively); conducting risk assessments for portfolio growth; and adding additional Directors. Among the strategies for FY21, as outlined in the strategic plan, are continuing to grow the capacity for fundraising through campaign planning; continuing to engage Directors in identifying, cultivating and soliciting major gift prospects; and ensuring that guidelines maintain the fiscal integrity and financial oversight of the endowment.

Executive Director Curry reviewed the feasibility results from its external consultant and implications for a multi-year campaign. The meeting concluded with incoming President Green paying tribute to three outgoing Directors due to term limits—Tom Daugherty, Brian Porto and Jack Saum.



ST. MARY'S COLLEGE OF MARYLAND ALUMNI ASSOCIATION

Date of Meeting: October 16, 2020

Reporter: Alice Bonner, President, Alumni Association

Executive Summary:

On August 22, I attended my first meeting as the new president of the Alumni Association. At that meeting, I discussed how our College community has been through notable events such as surviving the dining hall known as the B.A.T. in the early 2000s, controversy over the footbridge and River Center in 2008, and the temporary student housing on a cruise ship in 2011, to name a few. As a resilient community, I know we will get through the pandemic.

Through all of the unique obstacles COVID-19 brought, the Office of Alumni Relations continued to work diligently, including transforming Alumni Weekend to a virtual format. On July 31 and through the weekend, events included Greetings from Dr. Jordan, a "Seven Wonders Tour" by Thomas Brewer (Class of 2005), a virtual River Concert, Exercise Training sessions and DIY lessons on cooking, gardening, cocktail mixology, and painting led by alumni. The weekend's festivities ended with a tour of the Jamie L. Roberts Stadium, the annual Anniversary toast, and live music. If you have not had a chance, please check out the videos online. Congratulations to Dave Sushinsky and the entire Alumni Relations team for a job well done.

Over the summer, the Alumni Association's annual Executive Council (EC) Retreat (socially-distanced) was held in Annapolis to outline this year's initiatives. We agreed to execute former protocols including: (1) reviewing each of our roles and commitments to the Council on an annual basis (including position descriptions for members, regional chapter president, and affinity network chair), (2) maintaining Robert Rules during Council meetings (however, Zoom helps with this), and (3) providing materials to the Council in a timely manner pursuant to the Bylaws. With our action items in place, the EC continues to implement our goals for this year and long-term goals through my tenure as president. Short-term goals include recruiting 25 new students through our Launch-a-Leader program, organizing and continuing to use Google Drive as a resource for the Council, and providing more communication to and from the Board of Trustees, Executive Committee and the entire Council body.

Kate Fritz, the executive vice president, and I met with Lex Burney, the chair of the Board of Trustees, to review our initiatives. Long-term goals include engaging former Council members, supporting our signature events and launching and institutionalizing the Affinity Network program.



Last, I ask the Board of Trustees to support the Alumni Association by attending (in person/virtually) our signature events and to participate in our programs. The Board of Trustees had 100% participation in Giving Tuesday last year. We would like you to continue this type of regular support. Please sign-up for Job-IQ, host a student for a micro-internship/internship, join an Affinity Network, and/or speak to our Students Advancing Graduate Education (SAGE) students on their calls. Your involvement as a member of the Board of Trustees enhances these initiatives and reinforces our goal to assist our students and alumni.

**BOARD OF TRUSTEES
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 16, 2020

Date of Next Meeting: February 5, 2021

Committee Chair: Donny Bryan '73

Committee Members: Nicolas Abrams '99, Carlos Alcazar, Board Chair Lex Birney, Alice Bonner '03, Michael Dougherty, Faculty Delegate Scott Mirabile, Elizabeth Graves '95, President Tuajuanda Jordan, Danielle Troyan '92

Staff Member: Paul Pusecker

Dashboard Metrics

N/A

Executive Summary

Discussion Items

Technology Overview: Capabilities, Challenges, and Future Needs

Information and discussion of the current information technology infrastructure, including the capabilities and challenges, future requirements needed to provide excellent technology for the 21st century befitting the National Public Honors College, and an update of Information Technology actions and responses to the COVID-19 pandemic will be provided.

FY22 - 26 State Capital Budget Request

The College's request for FY22 through FY26 includes continuation of the construction funding for the New Academic Building and Auditorium, infrastructure projects, the renovation of Goodpaster Hall, and a revised request for the renovation of Montgomery Hall. Additionally, the request identifies essential institutional capital improvements specifically needed.

Information Items

Enterprise Resource Planning System (ERP) Update

The College transitioned into the implementation phase of the CampusNexus Student module throughout Summer 2020. Admissions, Financial Aid, Institutional Research, Student Accounts, and Registrar's Office staff completed data discovery exercises with Anthology personnel. Activities completed to date include the student life cycle review, system configuration, and data discovery/mapping actions.

New Academic Building and Auditorium Update

The New Academic Building and Auditorium complex continues to be on budget and on schedule to open for the Fall 2022 semester. The construction is anticipated to be complete in early Spring 2022, followed by testing of the acoustic properties of the performance spaces,

commissioning of the HVAC and audio-visual systems, and installation of new furnishings. The Music and Educational Studies Departments are scheduled to move into the new buildings in the Summer of 2022.

FY21 Infrastructure Project Update

The ARC pool HVAC project was completed on September 14th and the 50-meter pool is back in operation. The Campus Roads Phase II project includes the resurfacing of roads and the replacement of curbing along Mathias de Sousa Drive and College Drive from Route 5 to Waring Commons. The solicitation for this project will begin in late Fall 2020 with work scheduled to begin in May 2021. Calvert Hall HVAC Replacement and Electrical Upgrades will begin in the late spring / early summer of 2021.

Commemorative Project Update

It is anticipated that the Commemorative structure will be completed on the site by the end of October 2020. A virtual community dedication ceremony is scheduled for November 21, 2020. The College has developed 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.

Jamie L. Roberts Stadium Track Resurfacing

The College has completed the installation of a rubberized surface on the running track at the Jamie L. Roberts Stadium.

Howard Property Right of Way Action

The College is exploring the possibility of building a pedestrian and bicycle path from the southeast portion of campus to Route 5 that will provide a safe path for students in lieu of using Mattapany Road.

Maryland Environmental Services: Water Upgrades

Maryland Environmental Services (MES), the domestic water supplier to the College, invested nearly \$2.5M in a system upgrade across campus that will provide domestic water to the New Academic Building and Auditorium.

Cawood House – Controlled Burn

The College is working with the Ridge Volunteer Fire Department to have the structure removed in a controlled environment. The controlled burn will provide training for the Ridge Volunteer Fire Department and improve the aesthetics of the drive as you enter campus from Route 5 North.

COVID-19 Fall Reopening Preparations

A summary of efforts undertaken in response to the COVID-19 pandemic to reopen campus for the Fall 2020 semester.

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

None



**BOARD OF TRUSTEES
ST. MARY'S COLLEGE OF MARYLAND
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE
MEETING OF OCTOBER 16, 2020
AGENDA**

- I. DISCUSSION ITEMS**
 - A. Technology Overview: Capabilities, Challenges, and Future Needs
 - B. FY22 - 26 State Capital Budget Request
- II. ACTION ITEMS**
 - A. None
- III. INFORMATION ITEMS**
 - A. Enterprise Resource Planning System (ERP) Update
 - B. New Academic Building and Auditorium Update
 - C. FY21 Infrastructure Project Update
 - D. Commemorative Project Update
 - E. Jamie L. Roberts Stadium Track Resurfacing
 - F. Howard Property Right of Way Action
 - G. Maryland Environmental Services: Water Upgrades
 - H. Cawood House – Controlled Burn
 - I. COVID-19 Fall Reopening Preparations
 - J. Minutes (Meeting of May 15, 2020)

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

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

MINUTES

Date of Meeting: May 15, 2020

Status of Minutes: Approved July 2, 2020

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

Staff Members: Leonard Brown, Paul Pusecker, Tayo Clyburn

Others Present: Nicholas Abrams '99, Allison Boyle, Peter Bruns, Jeffrey Byrd, Susan Dyer, Paula Collins, Carolyn Curry, Mike Dougherty, Gail Harmon, Anne Harvey-Diggs, Liza Gijanto, David Hautanen, Sven Holmes, Glen Ives, Lindsay Jamieson, Lawrence Leak '76, Doug Mayer '04, 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 9:50 a.m.

Action Items

II.A. Approval of the 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. The Committee approved the action item unanimously and will provide its endorsement to the Finance, Investment, and Audit Committee, who will present the item to the Board of Trustees for approval at its May 15, 2020 meeting.

II.B. Approval of the FY22-FY26 State Capital Budget

The proposed FY22-FY26 State-funded capital budget includes the final installment of funding for the New Academic Building and Auditorium and funding for 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. The Committee approved the action item unanimously and will provide its endorsement to the Finance, Investment, and Audit Committee, who will present the item to the Board of Trustees for approval at its May 15, 2020 meeting.

II.C. Approval of the Annual Facilities Condition Report

The Committee is charged with conducting an annual evaluation of the campus facilities and reporting its findings to the Board of Trustees. Overall, the report indicated that the campus remains in good condition. Deferred maintenance remains a concern and actions are planned to prioritize renovation efforts based on the facilities condition index and student recruitment and retention. The State funded infrastructure improvement projects, included in the Governor's Five-Year Capital Budget, is projected to provide \$13.3M of new funding that will reduce the deferred maintenance and improve campus functionality. A motion to approve the action item was made by Committee Co-Chair Donny Bryan '73. The motion was seconded and the action was approved unanimously.

The meeting adjourned at 9:59 a.m.

ST MARY'S

COLLEGE of MARYLAND

The National Public Honors College

BOARD OF TRUSTEES STUDENT AFFAIRS

VICE PRESIDENT / CHIEF DIVERSITY OFFICER REPORT

Vice President for Student Affairs

Fall of 2020 is a completely different experience than any of us could have ever expected a year ago. The Division of Student Affairs has been reorganized, interim leadership is in place, and nearly every aspect of our campus practices and responsibilities have been altered by COVID-19. What follows is a summary of the way in which the different departments in the division continue to meet student needs and work to remain connected and engaged with students throughout the Fall 2020 semester.

Shana Warkentine Meyer, the interim Vice President for Student Affairs, began on-campus duties August 13. Student mental and physical health are primary areas of focus, along with the need for new ways of engagement. We have increased our communications with students to address issues as they arise and have proactively met with students, faculty, and staff to help alleviate anxieties brought on by the pandemic and the unknown. We have worked very hard to address each of these challenges as they arose.

The Division of Student Affairs has two overarching goals for the year:

1. Amplify a student-centered, engaging, and transformative experience through co-curricular programs, diverse experiences, and support services.
2. Provide an exemplary student-centered Wellness model, focusing on physical health and mental health needs.

Chief Diversity Officer

Kelsey Bush joined St. Mary's College of Maryland in August 2020 to serve as the interim Chief Diversity Officer. Being an alumnus of the College affords Kelsey the opportunity to understand the unique and rich history and culture of our beloved community. Through the last iteration of Inclusive Diversity and Equity (IDE), the Board of Trustees and President Jordan have already acted on our *public* responsibility to have a diverse, equitable, inclusive, and accessible community where all can flourish and succeed. We now build on that commitment with the transition to IDEA2. We know institutionally we have clear challenges, but along with that clarity come great opportunities for innovative ways to establish a solid collaborative foundation to first support and then advance the institution toward its goals. We have not and will not shy away from diving into the campus thicket when these challenges and opportunities concerning diversity, equity, and inclusion-related issues arise. It is with that strong sense of community and resolve that the office

steps into this new chapter as IDEA2: The Division of Inclusive Diversity, Equity, Access and Accountability.

During President Jordan's recent State of the College remarks, she said, "What we've learned over the years is that the job [Inclusive Diversity and Equity] is much too complex for a single individual to address with the sense of urgency we need. Given the depth of the issues we face here on campus and elsewhere, SMCM needs a different approach - one that incorporates a number of individuals with different yet complementary areas of expertise and who are familiar with our College, to help build a solid foundation, from which to grow our IDE efforts."

To this end, President Jordan has tasked Michael Dunn, Assistant Vice President of Equity and Inclusion, José Ballesteros, Director of Equity Programming, and Kelsey Bush to develop and implement the procedures, programs and policies to move the initiatives of IDEA2 forward while making us a community accountable for our efforts.

Dean of Students

The fall semester began with a phased residential move-in, which reduced the number of visitors and residents descending on campus at once. Students with internet concerns, challenging home situations, and a need to move back early were accommodated. Like classes, we have approached engagement with a hybrid approach: personal touches, take-home programs, on-line opportunities, and smaller face-to-face activities. Some students continue to struggle with engagement, not understanding what they are allowed to do to remain safe in an era of COVID-19. Staff and resident assistants are taking a hands-on approach, speaking directly with students, creating different types of programs, and working with colleagues across campus to create opportunities for engagement for our students.

Student Government Association (SGA) has had an active semester already. In the Spring 2020, SGA purchased Engage[®], an online and application-based program to help publicize engagement opportunities and assist student organizations. SGA also helped to fund flu shots for the campus and is investigating ways to provide additional support to the Wellness Center for more student assistance.

Student Health and Wellness

The Wellness Center (WC) supports the academic mission of the College by providing all students with quality physical and mental health care. Last year, our health providers saw 565 students. At that time, the WC was fully staffed with a full time RN, part time RN, and providers on campus for half a day. Staffing of the Wellness Center has changed with the onset of the pandemic. Now nurse triage appointments are offered over the phone, and medical appointments with providers are offered virtually. For in-person appointments, health services for students have been contracted at the MedStar Medical Group office. These appointments are scheduled through the Wellness Center, and students are not charged a copay for the appointment.

In addition to the typical services of routine health care, the Wellness Center has taken the lead in COVID-related health care. To date, over 100 COVID-19 tests have been administered on the SMCM campus, with COVID-19 surveillance testing occurring every two weeks. The nurses review the daily symptom tracker responses each day, contacting those who are presenting

symptoms. Along with the St. Mary's County Health Department, the WC assists with Contact Tracing and communicating with students who have tested positive for COVID-19 or who need to quarantine. To mitigate the possibility of a campus twindemic, the WC hosted a free flu shot clinic, with funding for the shots provided by the President's Office and the Student Government Association.

In addition to offering physical health care, the Wellness Center also offers mental health assistance to our students. The Wellness Center counseling staff are five dedicated professionals. The industry standard for a campus of our size is one. Last year, the Wellness Center counselors saw 460 students—nearly 30% of our student population. This number is lower than normal, due to COVID-19 ending the semester early. For the fall, counselors are offering HIPPA-compliant Zoom sessions and a free 24/7 counseling helpline.

The Emergency Response Team is a cross-divisional group charged with addressing emergent situations facing the campus community and recommending on-going actions to the Executive Council. This group created the COVID-19 dashboard, which provides real-time data indicating the number of known cases of COVID-19 within our community. Information provided on the Dashboard is: active cases; total tests administered by SMCM staff; on-campus quarantine; isolation beds in use; and non-active cases. In the future, trend information will be added to the Dashboard, based on feedback from our faculty and a desire to see numbers over time.

On or before October 1 each year, each institution of higher education must report to the Commission on each incident at the institution that required the use of naloxone or other overdose-reversing medication. The MHEC 2020 Annual Report on Incidents Requiring the Administration of Overdose-Reversing Medication has been submitted. Between July 1, 2019 and June 30, 2020, there were three total incidents in which overdose-reversing medication was administered by Public Safety on campus. Each of the three who were involved have fully recovered and are current SMCM students. In the year previous, there was one incident in which overdose-reversing medication was administered.

Campus Safety, Social Injustice, Student Unrest

Key to campus life, retention, and the safety of our students is the triangulation of services. The staff in Title IX and IDEA2 work together with the units within Student Affairs (VPSA, Dean of Students, the Wellness Center, Residential Life, Student Activities, and Public Safety), to create a safety net of engagement, wellness, and inclusion for all of our students. Other efforts include:

- Kelsey Bush and Shana Meyer have met with students and alumni to discuss concerns regarding social injustice and unrest. We have committed to open dialogue, transparent communication, and ongoing education alongside students to help address these issues.
- As a pledge to campus safety for all our students, Public Safety staff and officers have completed Unconscious Bias training.
- The Annual Security and Fire Safety Report was completed on October 1, 2020 by Public Safety and has been submitted. The purpose of this report is to promote safety and security on campus by complying with the Jeanne Clery Act.
- The College's policies and procedures prohibiting sexual harassment were revised, following the Department of Education's release of the new federal Title IX regulations on May 6, 2020. The new regulations went into effect on August 14, 2020.

- Thanks to ongoing grant funding, September 2020 programming was organized with men's Division III and club teams. *A Call to Men*, a national violence prevention organization that promotes healthy manhood and the prevention of sexual and domestic violence.
- In-person, remote, and social media programming has been planned for Domestic Violence Awareness Month in October 2020.
- We have publicized civic engagement through means such as: compiling elections information to post on the Center for the Study of Democracy's webpage; recruiting elections judges; sending an email from Vice Presidents and the Chief Diversity Officer, urging student participation; joining in National Elections Registration Day; and more.
- Members of the Student Affairs and IDEAA team have met to plan post-elections activities addressing potential social unrest.



**BOARD OF TRUSTEES
CAMPUS LIFE COMMITTEE**

REPORT SUMMARY

Date of Meeting: October 16, 2020

Date of Next Meeting: February 5, 2021

Committee Chair: Danielle Troyan '92

Committee Members: Nick Abrams, Carlos Alcazar, John Bell '95, Chair Lex Birney, Alice Bonner '03, Fatima Bouzid '22, Peg Duchesne '77, President Tuajuanda Jordan

Staff Members: Kelsey Bush '94, Michael Dunn, Shana Meyer, Derek Young '02

Dashboard Metrics

N/A

Executive Summary

Discussion Items

Student Affairs Introduction and Overview

Interim Vice President for Student Affairs Shana Meyer will provide an overview of the Student Affairs Division and discuss goals for the year.

Wellness Center Update

Laurie Scherer, Director of the Wellness Center, will present on Wellness Center activities during the pandemic, including her assessment of student physical and mental health needs.

Student Engagement

Derek Young, Interim Dean of Students / Executive Director of Student Life, will present on engaging students in an era of social distancing and pandemic concerns.

Student Trustee Report

Fatima Bouzid '22 will provide the Student Trustee Report.

Information Items

Office of Public Safety Consultant's Update

The College contracted Margolis Healy and Associates, a professional services firm specializing in safety, security, emergency preparedness, and regulatory compliance for all types of communities and workplaces, to conduct a public safety management study and a safety and security program assessment following incidents on campus during the 2019 academic year.

Inclusive Diversity, Equity, Access, and Accountability (IDEA2) Mission, Vision, and Goals

A synopsis of the mission, vision, and goals of Inclusive Diversity, Equity, Access, and Accountability (IDEA2) is provided. Through innovative programming and the coordination of initiatives and resources, IDEA2 will transform St. Mary's College of Maryland into a nationally recognized institution known for implementing inclusive and equitable practices to achieve academic and/or professional success for all campus community members.

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

II.A. Endorsement of the 2020 Performance Accountability Report

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

II.B. Endorsement of the Revisions of the College's Sexual Harassment Policy and Procedures to Comply with New Federal Title IX Regulations

Revisions to the College's policies and procedures prohibiting sexual harassment follow the Department of Education's release of the new federal Title IX regulations on May 6, 2020. The new regulations went into effect on August 14, 2020.

II.C. Endorsement of the 2020 Cultural Diversity Report

Each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. The Board approved report will be submitted to the Maryland Higher Education Commission, the agency responsible for monitoring the College's progress toward achieving the goals outlined in its plan and ensure compliance with the State's goals for higher education.



**BOARD OF TRUSTEES
CAMPUS LIFE COMMITTEE
MEETING OF OCTOBER 16, 2020**

AGENDA

- I. DISCUSSION ITEMS**
 - A. Introductions and Overviews: Student Affairs and Inclusive Diversity, Equity, Access, and Accountability
 - B. Wellness Center Update
 - C. Student Engagement
 - D. Student Trustee Report

- II. ACTION ITEMS**
 - A. Endorsement of 2020 Performance Accountability Report
 - B. Approval of Revisions to the Policy Against Sexual Harassment and the Grievance Process to Resolve Complaints of Sexual Harassment
 - C. Approval of the 2020 Cultural Diversity Report

- III. INFORMATION ITEMS**
 - A. Vice President for Student Affairs / Chief Diversity Officer Report
 - B. Office of Public Safety – Response to Consultant’s Report
 - C. Inclusive Diversity, Equity, Access, and Accountability (IDEA2) Mission, Vision, and Goals
 - D. Minutes (Meeting of May 15, 2020)

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

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

ACTION ITEM 2021-10

**APPROVAL OF REVISIONS TO THE POLICY AGAINST SEXUAL
HARASSMENT AND THE GRIEVANCE PROCESS TO RESOLVE
COMPLAINTS OF SEXUAL HARASSMENT**

(See Appendix for Supporting Document)

RECOMMENDED ACTION

The Campus Life Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of revisions to the College's policies and procedures prohibiting sexual harassment.

RATIONALE

The proposed policy changes align with the Department of Education's release of the new Federal Title IX regulations on May 6, 2020. The new regulations went into effect on August 14, 2020. The revised Policy Against Sexual Harassment "the Policy" (Appendix B), and the Grievance Process to Resolve Complaints of Sexual Harassment "the Procedures" (Appendix C).

A summary of the revisions follows:

The new regulations narrow the definition of conduct considered as sexual harassment prohibited by Title IX. The revised Policy prohibits other forms of sexual harassment, such as sexual exploitation. The College may still take action to address conduct that does not meet the new definition of sexual harassment. The College's definition of consent remains the same.

The new regulations narrow schools' jurisdiction to address sexual harassment under Title IX. However, the College applies the same policy and procedures to address both sexual harassment prohibited by Title IX and sexual harassment that may occur outside the scope of Title IX, such as incidents occurring off-campus or during study abroad.

Under the new regulations, the College must respond to sexual harassment if employees known as "Officials with Authority" are aware of the issue. In addition to this new definition, faculty, staff, and student employees like Residence Life staff must still report sexual harassment concerns to the Title IX Office. This structure has been in effect for several years, in which the same group of employees and student-employees had the same reporting requirement.

All colleges are now required to hold live hearings with direct cross-examination to adjudicate formal Title IX investigations. This is a significant change from our previous civil rights investigator model, in which well-trained investigators conducted a fair process, in accordance with due process, to investigate the allegations and reach a finding. Using best practices in the field, we will work to make sure that we conduct the new hearing and cross-examination process in a fair, sensitive, respectful, and trauma-informed way.

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

**ACTION ITEM 2021-11
M II.C.
APPROVAL OF THE 2020 CULTURAL
DIVERSITY REPORT
*(See Appendix for Supporting Document)***

RECOMMENDED ACTION

The Campus Life Committee recommends approval by the Board of Trustees, St. Mary's College of Maryland, of the College's 2020 Cultural Diversity Report for submission to the Maryland Higher Education Commission.

RATIONALE

In accordance with §11-406 of the Education Article, the governing body of each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. These plans must be submitted to each institution's board by July 1. Further, statute requires that each institution submit, by September 1 of each year, a report to the Maryland Higher Education Commission (MHEC) summarizing institutional progress toward the implementation of its plan for cultural diversity. According to statute, the Commission must monitor each institution's progress toward achieving the goals outlined in its plan and ensure compliance with the State's goals for higher education. Additionally, the Commission is required to report its findings to the Senate Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

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

Date of Meeting: May 15, 2020

Status of Minutes: Approved July 2, 2020

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

Staff Members: Leonard Brown, Paul Pusecker, Tayo Clyburn

Others Present: Nicholas Abrams '99, Allison Boyle, Peter Bruns, Jeffrey Byrd, Susan Dyer, Paula Collins, Carolyn Curry, Mike Dougherty, Gail Harmon, Anne Harvey-Diggs, Liza Gijanto, David Hautanen, Sven Holmes, Glen Ives, Lindsay Jamieson, Lawrence Leak '76, Doug Mayer '04, 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 9:50 a.m.

Action Items

II.A. Approval of the 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. The Committee approved the action item unanimously and will provide its endorsement to the Finance, Investment, and Audit Committee, who will present the item to the Board of Trustees for approval at its May 15, 2020 meeting.

II.B. Approval of the FY22-FY26 State Capital Budget

The proposed FY22-FY26 State-funded capital budget includes the final installment of funding for the New Academic Building and Auditorium and funding for 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. The Committee approved the action item unanimously and will provide its endorsement to the Finance, Investment, and Audit Committee, who will present the item to the Board of Trustees for approval at its May 15, 2020 meeting.

II.C. Approval of the Annual Facilities Condition Report

The Committee is charged with conducting an annual evaluation of the campus facilities and reporting its findings to the Board of Trustees. Overall, the report indicated that the campus remains in good condition. Deferred maintenance remains a concern and actions are planned to prioritize renovation efforts based on the facilities condition index and student recruitment and retention. The State funded infrastructure improvement projects, included in the Governor's Five-Year Capital Budget, is projected to provide \$13.3M of new funding that will reduce the deferred maintenance and improve campus functionality. A motion to approve the action item was made by Committee Co-Chair Donny Bryan '73. The motion was seconded and the action was approved unanimously.

The meeting adjourned at 9:59 a.m.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 16, 2020

Date of Next Meeting: February 5, 2021

Committee Chair: Peter Bruns

Committee Members: Board Chair Lex Birney, Paula Collins, President Tuajuanda Jordan, Larry Leak '76, William Seale

Staff Member: Michael Wick

Faculty Members: Elizabeth Nutt Williams, Lindsay Jamieson

Dashboard Metrics: N/A

Executive Summary:

Discussion Items

Faculty Senate Report

Dean of Faculty Report

Information Items

SMCM Student Learning Report

Minutes of May 15, 2020

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

III.A. Recommendation to Approve a Major in Neuroscience

III.B. Endorsement of 2020 Performance Accountability Report



**ACADEMIC AFFAIRS COMMITTEE
MEETING OF OCTOBER 16, 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 a Major in Neuroscience
 - B.** Endorsement of 2020 Performance Accountability Report
- IV. INFORMATION ITEM**
 - A.** Student Learning Report for AY2019-2020
 - B.** Meeting Minutes of May 15, 2020

The committee expects to close a portion of this meeting.

**ST. MARY'S COLLEGE OF MARYLAND
BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE
ACTION ITEM 2021-12**

**RECOMMENDATION TO APPROVE A MAJOR IN
NEUROSCIENCE**

RECOMMENDED ACTION:

The Academic Affairs Committee recommends that the Board of Trustees approve the curriculum proposal for a Major in Neuroscience.

RATIONALE:

The College currently offers a Minor in Neuroscience and neuroscience is one of the most popular “student designed majors” at the College. Task Force 2 (TF2) recommended a major in neuroscience following a suggestion by faculty members in response to the “community challenge” and after receiving a favorable market analysis on the major from Stamats Communications, Inc. Stamats found that neuroscience degree conferrals increased 86% in the College’s core market between 2014 and 2018 and a strong job market moving forward. Given the success and growth of the College’s neuroscience minor (40 students), the increased growth in conferrals, and the strong job market, this major is a wise choice for the College.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: May 15, 2020

Status of Minutes: Approved June 1, 2020

Academic Affairs Committee Members Present: Committee Chair Peter Bruns, Board Chair Lex Birney, Paula Collins, Gail Harmon, President Tuajuanda Jordan, Larry Leak '76, William Seale

Committee Members Absent:

Staff Member: Michael Wick

Others Present: Nicolas Abrams '99, John Bell '95, Allison Boyle, Donny Bryan '73, Jeffrey Byrd, Judy Fillius '79, Peg Duchesne '77, Susan Dyer, Elizabeth Graves'95, David Hautanen, Sven Holmes, Glen Ives, Lindsay Jamieson, Jasmine Long'21, Doug Mayer'04, Scott Mirabile, Joan Pickett, Jennifer Sivak, Danielle Troyan '92, Allan Wagaman '06, Harry Weitzel, Raymond Wernecke, John Wobensmith '93, Anna Yates

Executive Summary

Academic Affairs Committee Chair Bruns called the meeting to order at 9:38 a.m.

A motion was made and seconded to go into close session at 9:39 a.m.

The Committee resumed open session at 9:48 a.m.

Committee Chair Bruns opened the floor for questions or discussion regarding the Faculty Senate or Dean of Faculty reports. Senate President Byrd thanked the College leadership for their support during this challenging academic year.

Action Item:

III.A. Recommendation to Approve 2020 Candidates for Graduation

Committee Action Taken/Action in Progress:

The proposed action item was approved by the Academic Affairs Committee at its meeting on May 15, 2020.

Recommendation to the Board:

The Academic Affairs Committee recommended approval of this action item by the Board of Trustees at its meeting on May 15, 2020.

Meeting adjourned at 9:50 a.m.

**BOARD OF TRUSTEES
BUSINESS AND FINANCE**

VICE PRESIDENT'S REPORT

Facilities Planning/Physical Plant

New Academic Building and Auditorium (NABA) construction began in February 2020. Foundations started in mid-April, and as of early September, most of the structural steel has been erected. Major utilities have been brought to the building site and rough grading is complete. Interior masonry and exterior light steel framing are in progress. The project is approximately 20% toward completion. At this time there is no impact to the construction schedule from virus-related factors. Holder Construction has instituted stringent COVID-19 protocols on the job site. The work progresses as scheduled and, importantly, on budget at this time.

Commemorative to Enslaved Peoples of Southern Maryland - Poet Quenton Baker's redacted poetry has been laser-cut into the stainless steel panels of the three-dimensional structure. The fabricator, METALAB, is dry fitting the structure prior to its shipping to the site. The project has experienced some delay due to the complexities of the laser cutting process and due to the rise in COVID-19 infections this summer in Houston, where the piece is being fabricated. We anticipate arrival of materials on October 19, 2020. The installation and construction will take approximately 7-10 days. Dedication of the Commemorative is planned for November 21, 2020.

The Waring Commons HVAC Phase III replacement project is complete. All units in Waring Commons now have heating and cooling equipment that has been installed within the past two years.

Jamie L. Roberts Track Resurfacing - The installation of a rubberized surface on the Jamie L. Roberts Stadium running track was completed in July 2020. The rubberized track surface was not included in the initial build of the Jamie L. Roberts Stadium pending formal plans to initiate a track and field program. Delaying the surfacing until plans for a team were established assures the longest useable lifetime for the track surface before restoration or replacement will be necessary. The NCAA-spec track and other equipment for field sports was made possible thanks to funds provided by a generous donor.

Infrastructure Projects (Funded by the State)

The ARC pool HVAC project was completed and turned over to the College on September 14th. The 50-meter pool is back in operation. The new air-handling units, combined with the UV sanitation system for the pool water, will improve the indoor air quality of the facility and will decrease our use of harsh pool chemicals.

For FY21, the State awarded the College \$4.4M to replace the HVAC and electrical systems in Calvert Hall and to address road infrastructure and repairs. We are proceeding quickly to engage a design-build contractor in an effort to start this Calvert HVAC project by the end of the Spring 2021 semester. Remote work procedures undertaken during the COVID-19 pandemic this past spring demonstrated our ability to operate effectively without having occupants in Calvert Hall. This intrusive project will likely require that occupants work remotely for extended periods of time during demolition and construction. The project should be completed by the late Fall 2021.

FY22-26 Governor's Capital Improvement Program (CIP)

The Capital budget request for FY22 through FY26 was submitted to the Maryland Department of Budget and Management (DBM) in June 2020. The Governor's Capital Improvement Program contains full funding (\$20.9M) for the completion of the New Academic Building and Auditorium.

The College requested campus infrastructure improvements in the amount of \$13.3M for FY22 through FY26 for various building envelope improvements and renovations to address critical deferred maintenance and renewal needs.

The State capital budget request included \$1.9M in FY23 for the Goodpaster Hall renovation of laboratory space that will be vacated by Educational Studies when they relocate to the new west building of the NABA complex. The College is funding the design costs over the next two years from plant budget sources, as required by the State.

Finally, a major renovation of the interior of Montgomery Hall was requested after the space is vacated by the Music department's relocation to the new main building of the NABA complex. Design funding was requested in FY25 and final design support and initial construction funding is sought in FY26. If supported, we anticipate this extensive interior renovation of the entire building to improve energy efficiency, update code compliance requirements, and renovate/update programmatic space deficiencies. We estimate the total renovation costs at approximately \$35M.

COVID-19 Planning and Response from the Physical Plant and Office of Facilities

- The Office of Facilities and Physical Plant staff collaborated with a variety of departments to establish new COVID-19 protocols specific to their workspace and staff needs.
- Cleaning and disinfection protocols were developed and implemented that support and maintain a safe, healthy institutional environment for students, staff, faculty, and visitors to the campus.
- Classrooms, labs, and public spaces were reconfigured to support social distancing.
- Additional disinfection is provided for shared materials at the James P. Muldoon River Center and in the Great Room dining hall.
- Personal Protection Equipment (PPE) kits were assembled and distributed to approximately 1,300 students and 450 College employees. The PPE kits included sufficient masks and gloves for the semester, hand sanitizer, and a personal thermometer. Face shields produced by Assistant Professor of Chemistry Troy Townsend utilizing 3-D printing capabilities were made available to faculty and staff.
- Plastic shielding was fabricated and installed at more than 25 workstations and reception areas on campus.

- More than 500 COVID-19 specific signs were placed on campus.
- 10 additional picnic tables were fabricated and placed near dorms to provide students outdoor study and classwork space.
- 30 disinfection stations and 50 additional hand sanitizer dispensers were placed throughout campus.
- An electrostatic spraying device was acquired and placed into service to allow for speedy disinfection of non-porous surfaces.
- Housekeeping disinfection service to academic and administrative buildings was increased by approximately 45%. A third-party vendor, Shine Bright, has been employed to augment our cleaning and disinfecting capabilities.
- Acquired more than 1,000 new MERV 13 filters for campus air handling units. HEPA filtration systems were installed within spaces that were deemed to be at a higher risk for spreading COVID, such as music practice areas, and in buildings with less than ideal ventilation.

Dining on Campus

- College staff worked with Bon Appetit to implement COVID-19 safety protocols in accordance with all FDA, CDC, State, and local Health Department guidelines.
- Food and beverages are available in three separate locations: The Great Room Servery, Solomon's Kitchen, and the Breakfast Nook. Bon Appetit continues to provide an excellent, high quality dining experience for students, faculty, and staff. All self-service food options were eliminated to reduce the risk of spreading COVID-19.
- All dining and food distribution areas are cleaned and sanitized in accordance with health and safety regulations.
- Hand sanitizing stations were placed within all dining and food dispensing locations.
- Extensive plexiglas was installed throughout the Great Room Servery, the Breakfast Nook, and Solomon's Kitchen.
- Instructional signage, floor markings, and stanchions were placed in all dining and food dispensing locations to guide the flow of traffic and to ensure proper social distancing.
- Masks are required in all dining and food distribution areas.
- Students have the option to acquire food for all three meals during a single visit.
- Hot foods, pre-made salads, pre-made sandwiches, pre-packaged desserts, and grill items are available, as well as the late night option at Solomon's Kitchen.
- The Great Room was reconfigured to accommodate socially distanced seating.

Business Office

St. Mary's College of Maryland was one of many colleges applying for the federal Paycheck Protection Program (PPP), established by the CARES Act and managed by the Small Business Administration (SBA). We were successful in receiving a \$6.6M loan. To qualify for loan forgiveness, the PPP dollars must be used solely to pay salary and benefits of qualified employees over the spring and summer, to cover utility costs, and to assist with interest of the debt payment. The window for loan forgiveness consideration opens on October 18, 2020 and all requisite financial expense data has been collected in preparation for submission.

In March 2020, the pandemic and accompanying College closure resulted in the need to provide students with prorated room, board, fee, and parking refunds in the amount of \$3.6M. The effort to calculate 1,358 individual refunds and process the checks in a timely manner was a monumental undertaking and was successfully achieved.

The federal CARES Act provided \$586K to the College to distribute to students. The Business Office successfully coordinated the issuance of checks to these deserving students.

The Business Office continues to work intensively with Campus Management (Anthology) as the ERP implementation continues. Implementation for the Finance module started September 21, 2020.

Fieldwork for the annual audit of financial statements, for the year ending June 30, 2020, started on August 24, 2020. A new firm, Clifton, Larson, Allen LLP, was selected through the state procurement process to manage all audits starting in 2020. Staff have worked diligently to answer information requests and provide transaction samples as we transition to this new audit firm. To date, they are satisfied with all the materials provided as part of our standard audit preparation process.

Human Resources

Final changes to the staff performance appraisal process and evaluation forms is complete, streamlining the current format. Annual evaluations for all staff must be completed by end of December 2020.

Timesheets and vacancy forms were converted to electronic versions to allow for online completion and submission. The Offices of Information Technology and Human Resources are collaborating to implement a more extensive automated electronic timesheet system with Campus Management (Anthology).

The Human Resources ERP (Anthology) kickoff commenced the last week of September. Staff will focus on the implementation throughout the remainder of the calendar year.

Preparation of the College's annual Affirmative Action Plan (AAP) has begun. The completed plan will be submitted to the State by December 2020.

The annual health benefits enrollment for College employees will begin in November. Enrollments will occur online through the State of Maryland system.

Due to the pandemic, scheduling is on hold for the annual Employee Years of Service event to honor employees who are retiring or celebrating particular years of service. Once large gatherings are permitted, the event will be rescheduled.

The annual wage reopener with AFSCME typically occurs in August. The College has provided AFSCME requested financial information and a date for wage negotiations has not yet been scheduled. The College's labor management team has met with AFSCME Council 3 on three

occasions regarding COVID-19 Health and Safety matters and provided written responses to AFSCME's proposals.

Information Technology

Enterprise Resource Planning System

The College purchased the Campus Management (now Anthology) Enterprise Resource Planning System, consisting of the StudentNexus, Finance, Human Resources and Payroll Modules. Implementation of the StudentNexus Module is underway and consists of five phases. Due to COVID-19, the procedures and processes involved in the project have migrated from in-person to being completely remote. We continue to work in phase three of this initial module, 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 three-to-four cycles (spins) of verification and validation will be conducted after each initial upload of new information. Anthology and the Office of Information Technology personnel have begun preparing for phase four (integration and workflows), which will occur within the next month. The StudentNexus project is scheduled to go live in early 2021. In September 2020 we will begin the implementation process of the Finance and Human Resources/Payroll Modules with a go live date projected for summer 2021.

Wi-Fi Upgrades in Residence Halls

During the summer, 535 new Aruba Wi-Fi devices were installed to replace the Juniper devices. This upgrade provided an additional 300 Wi-Fi devices to allow better coverage and consistent, sustainable connectivity. The increase in Wi-Fi devices also required the College to increase the bandwidth on the College campus from 2GB to 5GB, which now allows additional bandwidth and increased the speed of uploading and downloading.

Outdoor Wi-Fi Expansion

The Infrastructure for outdoor Wi-Fi did not exist on campus. Given the constraints of COVID-19 and in order to accommodate a residential campus for the Fall 2020 semester, outdoor Wi-Fi was necessary. With the support of the administration, the installation of Wi-Fi outdoors in limited spaces commenced. There is still a remaining portion of the campus that is without outdoor Wi-Fi, but future installation is planned as funds are made available.

Wi-Fi Upgrades for Academic Buildings

The support for remote teaching and learning required a reassessment of the Wi-Fi capabilities within the academic buildings. It was determined that there were areas that needed to be enhanced. There was a delay in acquiring the devices due to demand, which was a result of the COVID-19 pandemic. We now have received all of the devices. The installation for the Academic Building Enhancement Project will take place during the Winter break in order to minimize any disruption during the fall semester and class schedules.

Classroom Technology Upgrades to Support Hybrid and Remote Instructional Technology

Classrooms were not equipped and prepared for teaching and learning remotely. The Media Services team in conjunction with Office of Information Technology developed a plan to assess what was necessary for teaching and learning in those spaces. It was determined that each classroom would be equipped with a webcam, boom microphone, lapel microphone, drawing monitor, updated computer, and docu-camera. The items are all stand-alone, temporary devices.

It will be necessary and required that these devices are integrated into the classroom to support teaching and learning remotely on a permanent basis.

Web Conferencing Systems

The operation for teaching and learning required the College to provide the ability to teach, learn, and work remotely. To address and support this effort, the Office of Information Technology provided the institution with web-conferencing capabilities that could support asynchronous and synchronous learning through multiple types of web-conferencing platforms.

Remote Support

The Office of Information Technology has been extremely busy supporting the College remotely since March 2020. The Office of Information Technology staff have worked diligently to ensure that College operations continue by ensuring that faculty and staff have the tools and information needed to perform their duties. Since March, the Office of Information Technology has received more than 2,500 requests for software installations, password resets, login issues, classroom support, etc.

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

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: October 16, 2020

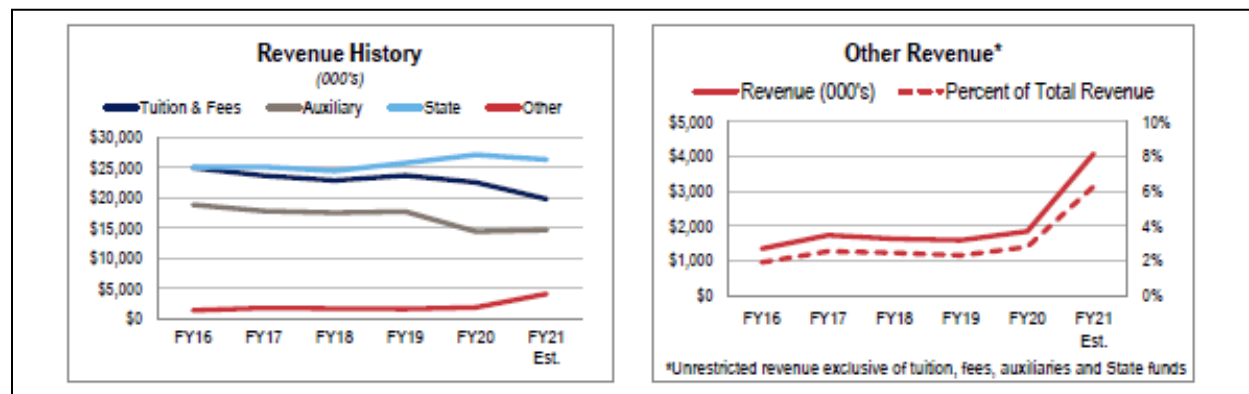
Date of Next Meeting: February 5, 2021

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**

ACTION ITEM 2021-13

REVISION OF FY21 CURRENT FUND (OPERATING) UNRESTRICTED BUDGET

(See Appendix for Supporting Documents)

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>Program of Expenditure</i>	<i>Type of carry-forward</i>	<i>Amount</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
	<i>Total</i>	<i>\$1,884,206</i>

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
FINANCE, INVESTMENT, AND AUDIT COMMITTEE**

ACTION ITEM 2021-14

RECONCILIATION OF THE FY21 PLANT FUND (CAPITAL) BUDGET

(See Appendix for Supporting Documents)

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.

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

ACTION ITEM 2021-15

PART-TIME STUDENT CREDIT COST INCREASE

(See Appendix for Supporting Document)

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.

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

ACTION ITEM 2021-16

2020 PERFORMANCE ACCOUNTABILITY REPORT

(See Appendix 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
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
ADMISSIONS AND FINANCIAL AID**

REPORT SUMMARY
(See appendix for supporting materials)

Date of Meeting: October 16, 2020

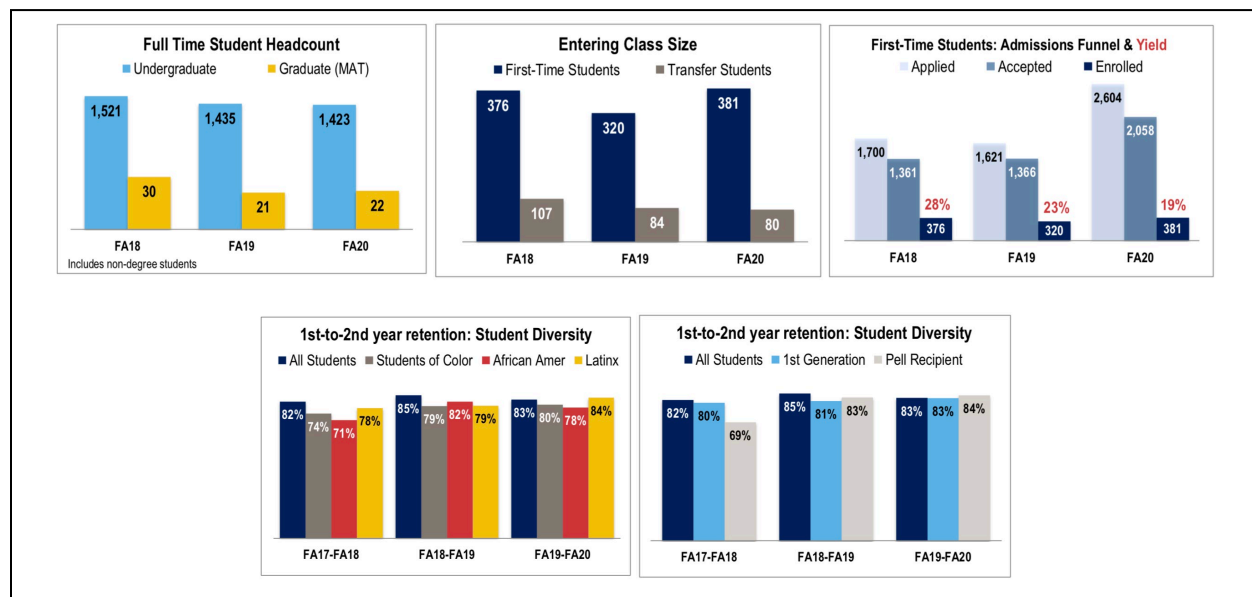
Date of Next Meeting: February 5, 2021

Committee Chair: Ray Wernecke

Committee Members: Board Chair Lex Birney, Judith Fillius '79, Sven Holmes, President Tuajuanda Jordan, and Harry Wetzel.

Staff Member: David L. Hautanen, Jr. Vice President for Enrollment Management

Dashboard Metrics: *(Enter NA if this does not apply)*



Executive Summary:

The Office of Enrollment Management is pleased to submit its October 2020 report to the Board of Trustees. This report includes Fall 2020 enrollment and financial aid figures, fall recruitment plans, new partnerships, and organizational updates.

Enrollment:

Enrollment (headcount) for the Fall 2020 semester includes 1491 undergraduate students and 22 graduate students. While this figure is level with Fall 2019, there are 12 more part-time undergraduate students (N=68) and the proportion of new students has increased from 27% to 31%.

For the Fall 2020 entering class, the College received 2604 first-time, first-year (FTFY) applications. This is an increase of 62% compared to the previous year and is the second largest number of FTFY applications in the history of the College. The Admission Committee offered admission to 5% fewer applicants in the pool compared to the Fall 2019 pool and the College enrolled 381 new first-year students. This is an increase of 61 new students compared to the previous fall. The College's first-year admitted student yield went down 4% compared to Fall 2019. This can be primarily attributed to the COVID-19 pandemic causing the cancellation of on-campus recruitment events during the critical recruitment month of April and more students cancelling their enrollment or deferring to a future term.

The College received 166 transfer applications for Fall 2020 compared to 176 the previous year. Admission was offered to 29 fewer students because an increased number of applicants did not complete their applications compared to last year. Both the smaller transfer application pool and the reduced application completion rate were likely due to the timing of the COVID-19 pandemic. The College enrolled 80 new transfer students compared to 84 in Fall 2019. This is an increase in admitted transfer applicant yield of 12.5%. Including both first-year and new transfer students, there are a total of 461 new students for Fall 2020.

Maryland residents account for 92% of new students. Twenty three percent of the FTFY class and 25% of the TR class are Pell-Grant eligible, 26% are first generation students, and 31% are underrepresented BIPOC (Black, Indigenous, People of Color) students. The academic profile of the FTFY class is very similar to the Fall 2019 class with an average unweighted GPA of 3.44 on a 4.0 scale, a weighted GPA of 3.77, and an average SAT of 1175. The Desousa Brent (DB) program enrolled 52 new students.

In September 2019, the National Association for College Admission Counseling (NACAC) approved a number of revisions to the association's Code of Ethics and Professional Practice (CEPP). These were made because the United States Department of Justice believed that certain prohibited practices inhibited, to some extent, competition among colleges for students. One of these changes was the removal of a prohibition on the recruitment of first-year undergraduates who had committed elsewhere including after the May 1 National Candidates Reply Deadline. To mitigate the possible impact of other institutions recruiting students who had already committed to the College, the Office of Admission, in partnership with the New Student Experience Team, developed a series of weekly 'Hawk Talk' programs from May through August. While Fall 2020 melt was 13%, an increase of 7.7% over Fall 2019 primarily due to the pandemic, these programs served to further engage enrolling students and their parents.

First to second year retention is 83% for Fall 2019 FTFY students to Fall 2020. This is a decrease of 2% compared to the retention of the Fall 2018 FTFY entering class and 1% over the retention of the Fall 2017 FTFY entering class. While overall retention is down, the retention of Latinx, first generation, multi-racial, and Pell grant eligible students increased.

The College continues to invest significant institutional funds for merit and need-based financial assistance with 81.8% of undergraduate students receiving institutional merit and/or need-based aid this fall compared to 79.3% last fall. For the 2020-2021 academic year, we project that \$7.2M of College funds and approximately \$1M of St. Mary's College Foundation funds will be used

for merit and need-based financial assistance for our students. In addition, \$593K in waivers for Tuition Exchange, Resident Assistants, and Tuition Remission have been granted. This compares to \$6.9M of College Funds, \$830K of St. Mary's College Foundation funds, and \$600K in waivers during 2019-2020. While the projected 2020-2021 figures represent an increase from the 2019-2020 figures, this is due to a larger entering class and having all enrolled students at the increased tuition and fees discount of recent years. Now that this has been normalized, future increases would be the result of larger enrollment or increased demand for institutional aid.

Fall 2021 Recruitment:

The Fall 2021 recruitment cycle is unprecedented. After a successful launch of the 2020 search campaign in early January and a 100% increase in the number of campus visitors in January and February, the COVID-19 pandemic caused a brief pause in all campus visit activities which was then followed by a pivot to all virtual programming. Beginning in August, the Office of Admission resumed offering in-person daily tours on a one-on-one basis following strict public health guidelines. Even though the number of information sessions and tours were expanded from 2 per day to 4-6 per day and including Saturdays, the number of prospective students that can be hosted is limited compared to larger group tours. In addition, a self-guided campus tour has been developed and is available on the Guidebook app.

When recruitment programs were revised from in-person to virtual, programs were delivered using Zoom. Zoom was not well-suited to delivering event-style programming. After reviewing a number of options, the Office of Admission selected a digital platform designed for events. The platform will be used for our signature events such as Open Houses and other programs. Our first virtual Open House of the fall was held on October 3 with 177 prospective students logging in to the event. This is compared to 135 students who attended our first Open House on campus last fall. As a digital platform there is significant data collection about participating students interests and engagement with the event. Utilizing this rich data collection, feedback from College faculty and staff participants. and in consultation with the vendor, our Open House program will continue to evolve.

In addition to daily programs and Open Houses, the Office of Admission will be offering a number of virtual programs to engage with prospective students. Examples of programs include, "Mock Admission Committee" workshops, "Financial Aid/College Costs" workshop, "Being a Person of Color at a Predominantly White Institution" and "Athletics at SMCM." Most of these programs will be offered in collaboration with campus partners. The Office of Student Financial Assistance is continuing to promote the College by participating in off-campus financial aid awareness programs albeit virtually.

The College is again working closely with our brand and marketing partners to increase awareness of the College and our recruitment programs. In addition to the print, email, and digital communications generated by the Office of Admission, our partners have implemented a significant digital, social media, and outdoor advertising campaign. This campaign has been expanded from the Fall 2019 campaign and will continue through the middle of November with a relaunch as part of our spring yield strategy.

Visiting a college campus in-person is a critical component of the college search process. Of all predictive measures, whether or not a student visits campus carries the greatest weight meaning that prospective students who visit campus are more likely to apply and enroll. This is even more important for a campus like St. Mary's College with our distinct location and stunning campus setting. While the Office of Admission is creating alternative programming to build relationships with prospective students, it is reasonable to expect there will be an impact on the enrollment funnel from limited on-campus programming.

Off-campus recruitment events have also been impacted by the pandemic. All high school and community college recruitment visits are now virtual. Each year, admission staff conduct recruitment travel at about 400 high schools, community colleges, and community-based organizations primarily in Maryland and then in our targeted out-of-state markets. Admission staff are working to make these same appointments. However, there have been challenges with scheduling visits due to the hybrid nature of school schedules and the capacity of the school to manage this additional demand on the school day. In addition to the scheduling challenges, admission staff are reporting that student engagement during visits is impacted compared to in-person meetings. College fairs, important opportunities for exposure and meeting prospective student and their parent, have been cancelled with the exception of a limited number of national fairs which are now virtual.

Our first year Early Decision (ED) and Early Action (EA) application deadlines are November 1 with the Regular Decision (RD) application deadline on January 15. We plan to release ED admission decisions by December 1, EA decisions by January 1, and RD decisions by March 1. Once admission decisions are released, we will implement a COVID-19 pandemic inspired comprehensive yield campaign targeting admitted students and their families.

New Partnerships:

The College has entered into three new student pipeline program agreements for transfer students, first-year students, and undocumented students. The St. Mary's Transfer Edge Program (STEP) for College of Southern Maryland (CSM) students was developed in partnership and will provide select CSM students the opportunity to take one course per term, up to four total courses at the College utilizing a special tuition discount waiver. These students will also have an expedited transfer application process to SMCM. The College will be working with Verto Services in a spring term pipeline program for first-year students. Verto Services offers study abroad programs for first year students after which the student matriculates at one of Verto's partner institutions. The College has entered into an agreement with The Dream.US. The Dream.US is the largest college access and success program for Dreamers in the U.S. The Dream.US provides funding for 8-10 undocumented students as well as recruitment and retention support for these students who will also be members of the DeSousa Brent Scholars Program.

Division Expansion:

As of July 1, the Office of Student Support Services (OS3) and New Student Transitions became part of the Division of Enrollment Management. This reorganization is designed to expand the role of Enrollment Management to include the full enrollment continuum from recruitment to graduation. New Student Transitions is being overseen by a part-time Director who is charged

with coordinating services and developing programming in partnership with Academic Affairs, Student Affairs, and other areas, that will engage students from the moment they submit their enrollment deposit through their first year. I am assessing the Office of Student Support Services and will have a plan by December 1 for intentional programming and assessment to strengthen student outcomes as measured by retention, persistence, and graduation rates.

Staffing:

Staffing in the Division of Enrollment Management is stable for this year after on-boarding a significant number of new staff, particularly in the Office of Admission, in 2019. The open Associate Director of Admission was rewritten as an Associate Director of Admission for Inclusion & Diversity. Jordan Cartwright was promoted from Assistant Director of Admission to this reimagined role. With Jordan's promotion, there were two open Assistant Director positions. Emily Huey, who was previously an Admission Counselor, and Roderick Lewis, who was previously a contractual employee, were hired into these positions. The search to fill the vacant Admission Counselor position will begin as soon as possible. There is also a vacancy in the Office of Student Support Services. Proposed utilization of this position be included in the plan for OS3.

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

None



**BOARD OF TRUSTEES
OPEN SESSION**

Video Conference

St. Mary's College of Maryland

Date of Meeting: May 15, 2020

Status of Minutes: Approved

Board Members Present: Board Chair Lex Birney, John Bell '95, Peter Bruns, Donny Bryan '73, Paula Collins, Michael Dougherty, Peg Duchesne '77, Susan Dyer, Judith Fillius '79, Gail Harmon, Sven Holmes, Glen Ives, President Tuajuanda Jordan, Larry Leak '76, Jasmine Long '21, William Seale, Danielle Troyan '92, Allan Wagaman '06, Raymond Wernecke, John Wobensmith '93, Carolos Alcazar, Elizabeth Graves '95

Board Members Absent: Anirban Basu, Steny Hoyer

Others Present: Allison Boyle, Michael Bruckler, Jeff Byrd, Carolyn Curry, Michael Dunn, Regina Faden, 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 Friday, May 15, 2020. Board Chair Lex Birney called the open session meeting to order at 12:27 p.m.

Chair Birney welcomed the three new Trustees, Nick Abrams '99, Doug Mayer '04, and Harry Weitzel. We are looking forward to their input. Chair Birney thanked Task Force 2 for all of their work.

President Jordan thanked the students, faculty and staff for the cooperation during this unprecedented time. President Jordan reported that there are 278 undergraduates and 20 MAT students receiving degrees from the college. There will be a virtual recognition web site for the graduates, as a live commencement is not possible during the pandemic.

Appreciation was expressed to Allan Wagaman '06 for his four years of service on the Board. President Jordan presented Wagaman with a certificate of appreciation for his service. Student Trustee Jasmine Long '21 was recognized and thank for her service to the board and presented with a token of appreciation. Anna Yates was recognized and thanked for her service as Interim Board of Trustees Liaison.

Campus Life and Facilities Committee Co-Chair Danielle Troyan '92 informed the Board that the Committee met in April to interview and select a candidate for the 2020-2021 Student Trustee-in-Training. Joshua Ajanaku '22 was chosen for the position.

ACTION ITEMS

Action Item 1920-27: Approval of a College Donation Authority Policy

Governance Committee Chair Susan Dyer presented the action item. The policy delegates authority to the President to dispose of limited personal property of the college up to \$1,000.00. The action item was approved with a correction to be made in the narrative. Motion was made, seconded and approved unanimously.

Governance Committee Chair Susan Dyer reported that during the closed portion of the meeting, the officers for next year were approved. The slate will remain the same as it is currently.

Action Item 1920-28: Approval of the Annual Facilities Report

Campus Life and Facilities Committee Co-Chair Donny Bryan '73 brought forth one action item for approval – the Annual Facilities Report. The report indicates that the campus is in good condition. Deferred maintenance remains a concern and actions are planned to prioritize renovation efforts based on the facilities condition index and student recruitment and retention. The Governor's capital budget is projected to provide \$13.3M that will reduce the College's deferred maintenance and improve campus functionality. Motion was made, seconded and approved unanimously.

Action Item 1920-29: Approval of the FY21 Plant Fund (Capital) Budget

Finance, Investment and Audit Committee Chair John Wobensmith '93 brought forward, with a favorable endorsement from the Campus Life and Facilities Committee, the FY21 Plant Fund Capital Budget in the amount of \$1.318M for approval. Motion was made, seconded and approved unanimously.

Action Item 1920-30: Approval of the FY22-26 State Capital Budget Proposal

Wobensmith presented the FY22-FY26 State Capital Budget Proposal, with a favorable endorsement from the Campus Life and Facilities Committee, for approval. The proposed budget includes the final installment of funding for the New Academic Building and Auditorium, the design and construction of the Montgomery Hall renovations, and construction funds for a limited renovation of Goodpaster Hall. Motion was made, seconded and approved unanimously.

Action Item 1920-31: Approval of the 2020 Graduates

Academic Affairs Committee Chair Peter Bruns presented one action item requesting the approval of the 2020 Candidates for Graduation. Motion was made, seconded and approved unanimously.

The meeting adjourned at 1:00 p.m.