

# ST MARY'S COLLEGE *of* MARYLAND

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*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**

**February 6, 2021**

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

**AGENDA**

February 6, 2021 (#693)  
9:00 a.m.

*Virtual  
St. Mary's College of Maryland  
St. Mary's City, Maryland*

- |             |  |                            |
|-------------|--|----------------------------|
| <b>I.</b>   | Call to Order  | <b>Lex Birney</b>          |
| <b>II.</b>  | Approval of agenda   | <b>Lex Birney</b>          |
| <b>III.</b> | Report of the Board Chair  | <b>Lex Birney</b>          |
| <b>IV.</b>  | Report of the President  | <b>President Jordan</b>    |
| <b>V.</b>   | Committee Chair Action Items and Reports                                 |                            |
|             | A. Finance, Investment, and Audit  | <b>John Wobensmith '93</b> |
|             | Action Item 2021-19: Approval of the 2021-22 Tuition and Fees            |                            |
|             | B. Academic Affairs  | <b>Peter Bruns</b>         |
|             | Action Item 2021-20: Recommendation to Approve a Major in Marine Science |                            |
|             | C. Admissions and Financial Aid  | <b>Ray Wernecke</b>        |
|             | D. Campus Life   | <b>Danielle Troyan'92</b>  |
|             | E. Institutional Advancement   | <b>Gail Harmon</b>         |
|             | F. Technology, Building and Grounds                                      | <b>Donny Bryan '73</b>     |
| <b>VI.</b>  | Motion to Adjourn Meeting  | <b>Lex Birney</b>          |



**BOARD OF TRUSTEES MEETING  
FEBRUARY 6, 2021  
PRESIDENT'S REPORT**

The College set its sights on becoming the College of Choice, bar none, in 2016. That aspiration had at its genesis *A Time for Rebirth*, the foundational strategic plan framed by the Board of Trustees and president; developed by students, faculty and staff; and, implemented by the entire campus community. *Rebirth* was to conclude in 2019 and a new strategic plan, one that was aspirational in its focus, was to start in 2020. We accomplished a lot between 2016 and 2019 but still there was much left to be done. Consequently, in 2020 we bore down with a greater sense of urgency and became bolder in our efforts to ensure the long-term viability and vibrancy of the College. As we neared the final turn of the *Rebirth* marathon, a global pandemic nearly shut the world down. Yet, the members of our campus community continued on – steadfast and true to each other and to our mission as a public honors college.

The faculty demonstrated enormous grit and determination as they continued to engage, enlighten, and support our students and each other through the stresses this public health crisis exacted on their lives professionally and personally. The staff did everything they could to ensure the health, safety, and well-being of our campus community as well as make certain things ran efficiently. They did everything they could to mitigate viral spread and help the College remain open. The students have endured the transition to hybrid learning in environments that may not be the most conducive for learning, personal growth, and wellness. Yet, they have found ways to support one another; exhibiting a level of resilience that inspires us all. The St. Mary's Way is real.

In the midst of all of the chaos and stress of external forces, faculty and staff have managed to write grant proposals that have garnered more than \$1.3M in extramural funding support from federal, state, and private sources in support of institutional and professional needs. And, many faculty and staff have managed to remain actively engaged in their professional, scholarly and creative endeavors throughout this disruptive period.

There are many initiatives taking place and progress continues on many fronts. Here are just some of the things that you will learn and/or will be discussed during the committee and/or board meeting.

- Institutional Advancement Committee – The team had tremendous Giving Tuesday success with a record number of alumni donors participating in this annual event. Additionally, the marketing team received another national honor. This time they earned the silver award from CASE for the development of the COVID-19 - related communications materials, evidence that within every dark cloud there is a silver lining.

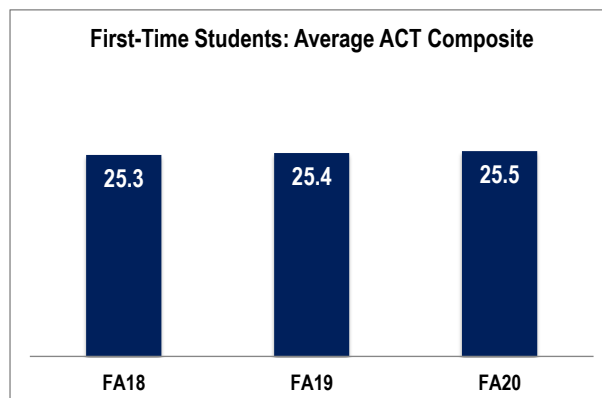
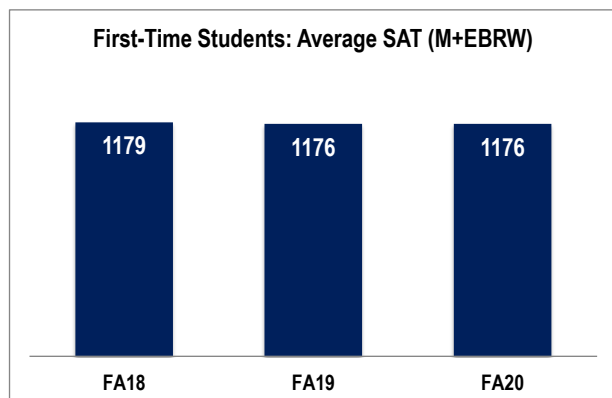
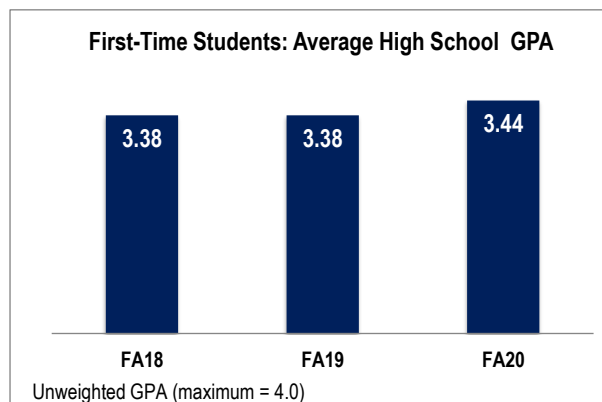
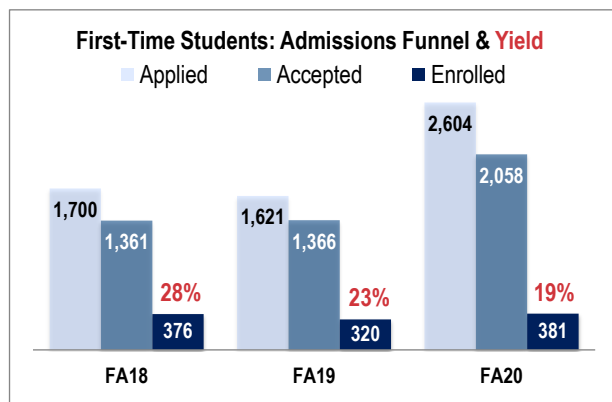
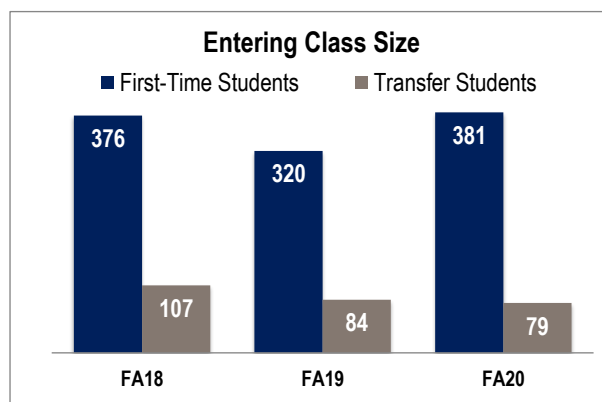
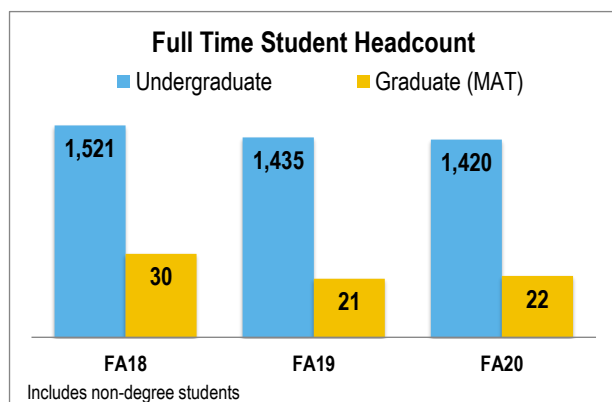
- Academic Affairs Committee – The inaugural offering of courses during the winter break was hugely successful in terms of the number of departments represented in the offerings as well as the number of students who successfully completed the courses. Winterim is likely here to stay and will serve, among other things, to help students remain on track for timely graduation.
- Admissions and Financial Aid - The herculean and collaborative effort to enroll students continues. For fall 2020, we bucked state and national enrollment trends and, importantly, the applications for fall 2021 are running ahead of last year's record. The vice president will report on what is being done to positively impact yield of next year's cohort.
- Campus Life Committee - The Student Affairs Division continues to rise to the challenges associated with keeping the campus community well and safe in the midst of a pandemic and social unrest. You will learn of Public Safety's continuing efforts to enhance their operations and to better engage students in their work. Notably, the unit has enhanced officer training to ensure they are comfortable engaging with our entire student population in this residential setting. Student Activities staff is finding creative ways to keep students engaged. The Wellness Center's laudable efforts to oversee enhanced surveillance testing, keep the community informed about vaccine eligibility, and to tend to our students' health and wellness needs are nothing short of outstanding. The IDEAA staff has developed a series of initiatives, many in partnership with the broader SoMD community, to engage the campus in conversations about civility and social unrest. The staff is developing programming and policies to help our community to be more respectful and accepting of diverse peoples and perspectives.
- Technology, Buildings, and Grounds Committee – You will learn of progress in enhancing the College's cybersecurity as well as the forever task of implementing the ERP. "On schedule and on budget." How often has any of us ever heard that phrase in connection to a construction project as large as the new academic building and auditorium scheduled to be completed in Spring 2022? Well, it's true and, based on the tour Lex and I recently had, the structure is going to be like no other in SoMD.
- Finance, Investment, and Audit – It is that time of the year where we set the tuition, room, and board rates for the coming fall. We will recommend rates that align well with our commitment to work towards pricing competitive with Maryland public higher ed institutions.

As we begin to transition to planning for a new and exciting strategic plan, I am very happy to announce that the new Vice President for Student Affairs, Dr. Jerri Howland, will be onboard. Jerri has over 20 years of experience covering literally every aspect of work in student affairs. In addition to her expertise, she is very student-centric, forward thinking, and fun – just what our campus community needs as we round yet another corner in our quest to provide an excellent liberal arts education that is accessible and affordable to all who have the potential, capacity, and drive to thrive here in our little corner of the world.

## Board of Trustees Dashboard - February 2021

### Student Characteristics in Enrollment \*\*

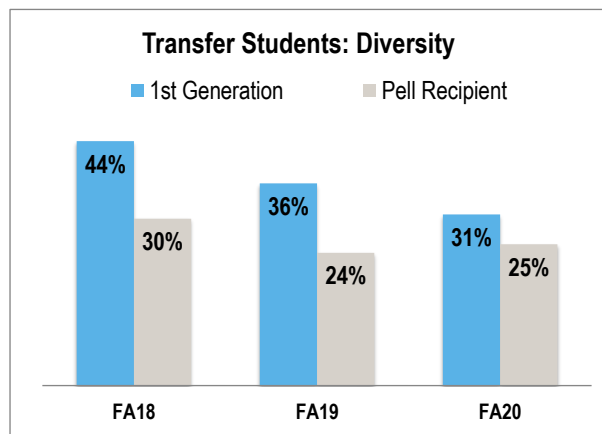
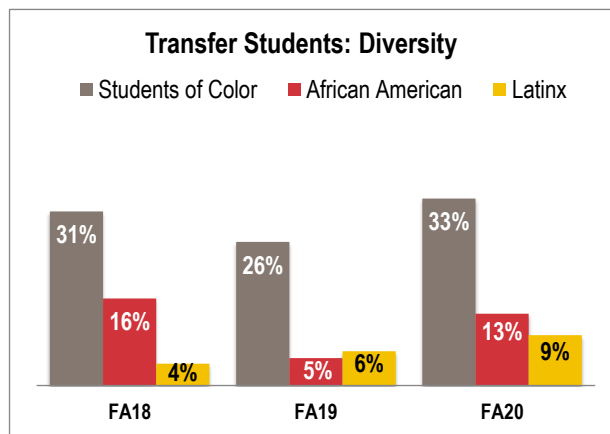
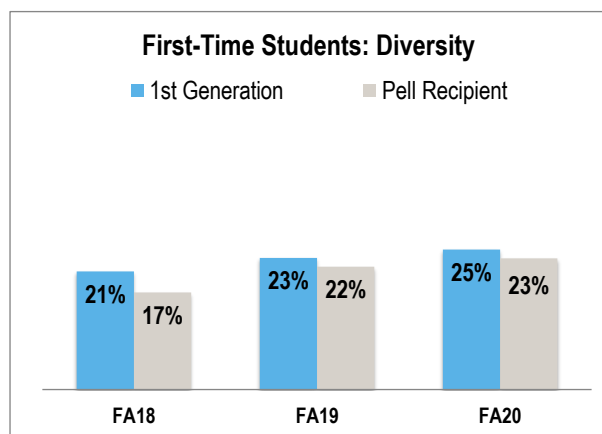
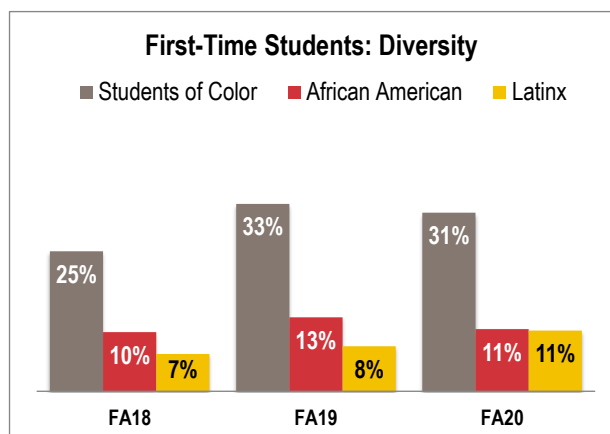
Fall 2020 figures based on final census (freeze) data, 9/14/2020



## Board of Trustees Dashboard - February 2021

### Student Characteristics in Enrollment \*\*

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

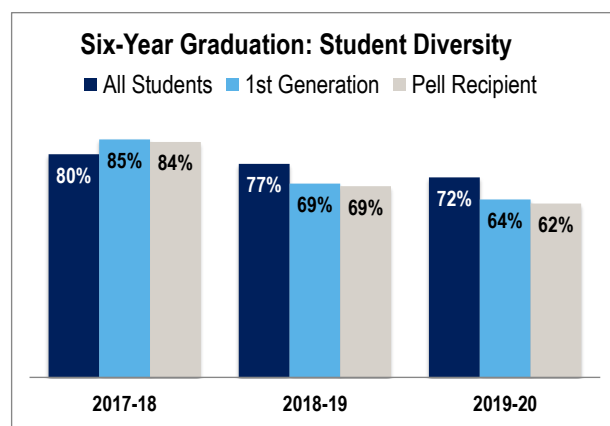
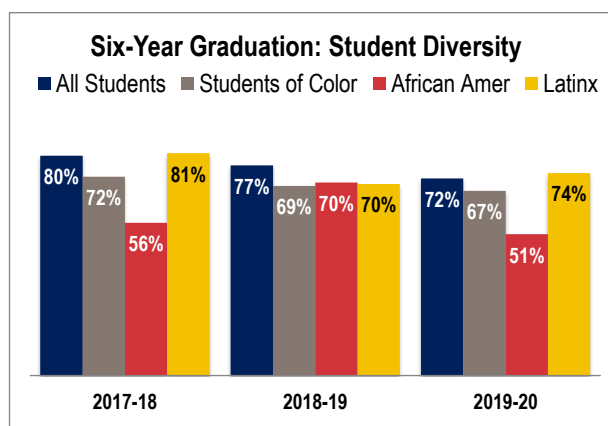
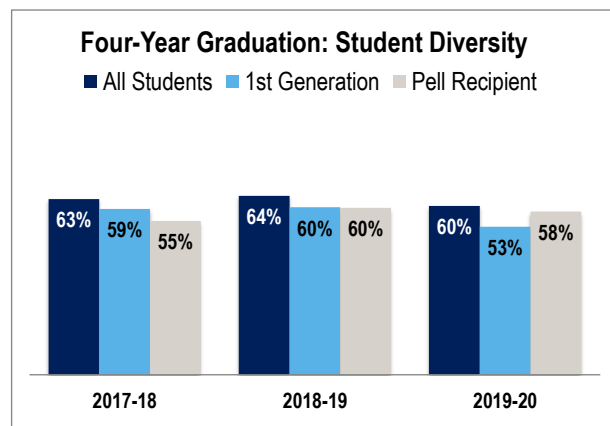
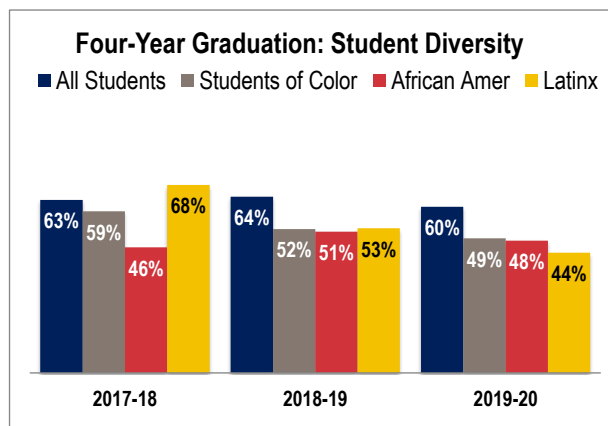
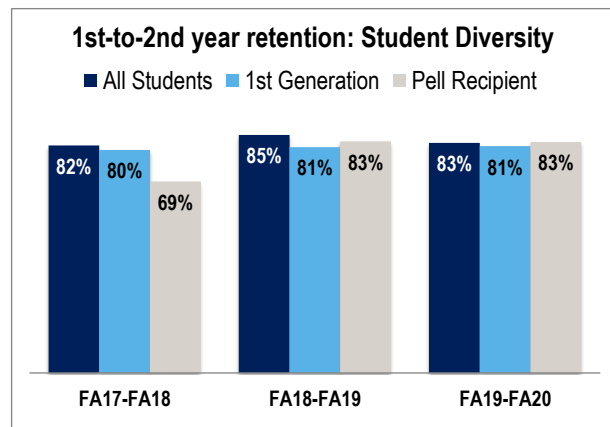
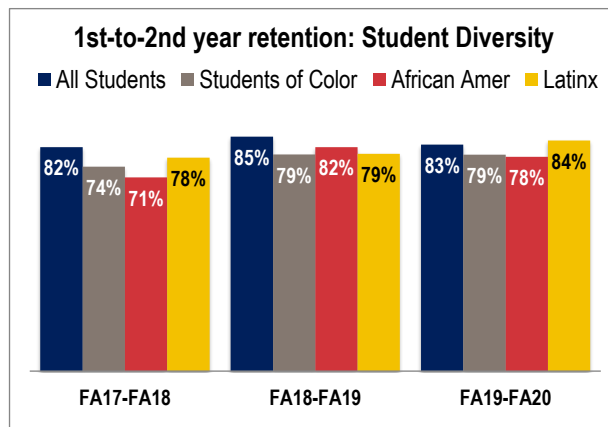


\*\* Goals were temporarily removed for all measures. Revised goals will be established during the strategic planning process.

## Board of Trustees Dashboard - February 2021

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

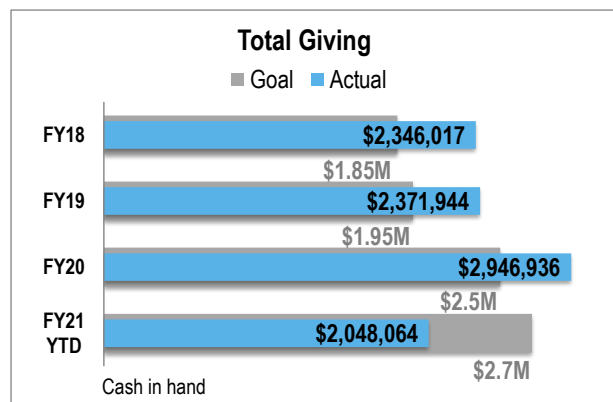
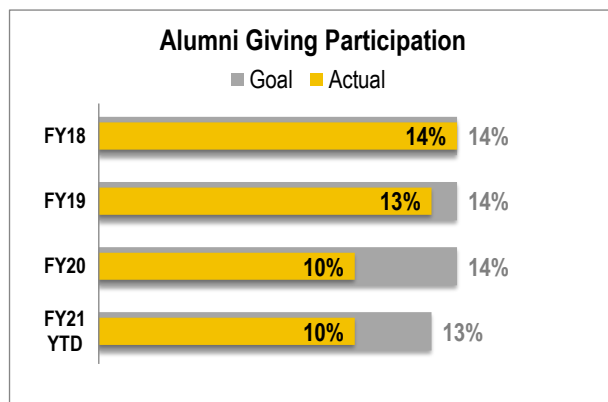
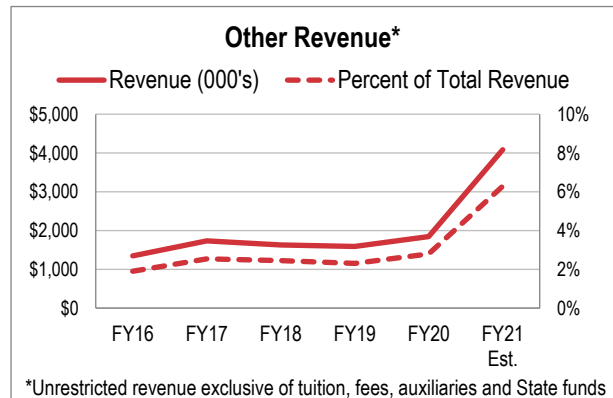
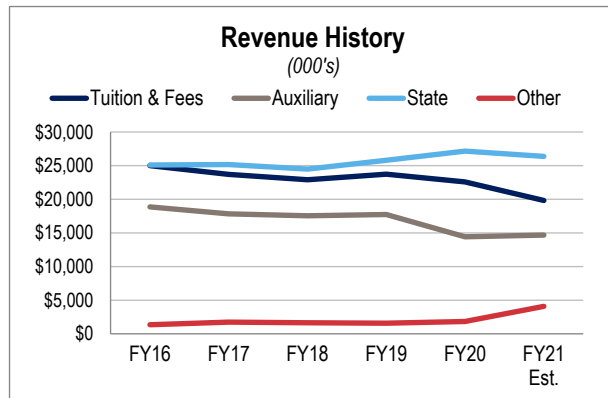
Fall 2020 figures based on final census (freeze) data, 9/14/2020



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

## Board of Trustees Dashboard - February 2021

### Revenue and Fundraising





**BOARD OF TRUSTEES  
ACADEMIC AFFAIRS**

**PROVOST REPORT**

**LEAD CORE CURRICULUM IMPLEMENTATION**

Implementation of the LEAD Core Curriculum is moving forward. A steering committee, *LEAD Implementation Team (LIT)*, is overseeing the implementation.

**CORE INQUIRY PROGRAM**

In the fall, the College offered five Inquiries-- Climate, Justice, the Idea of the West, the Meaning of Music, and Public & Environmental Health. This spring, faculty are developing three additional Inquiries (titles tentative): Gender & Power, Visual Media & Communication, and Latinx American Studies. Based on past experience, we anticipate a total of 175 students will participate in an Inquiry with the anticipated distribution shown below.

<b>Integrated Inquiry</b>	<b>Students</b>	<b>Integrated Inquiry</b>	<b>Students</b>
The Meaning of Music	10	The Idea of the West	15
Public & Environmental Health	40	Latinx American Studies	20
Justice	30	Gender & Power	25
Climate	20	Visual Media & Communication	25

Just as an example, Figure 1 illustrates a sample pathway through the Environmental & Public Health Integrated Inquiry.

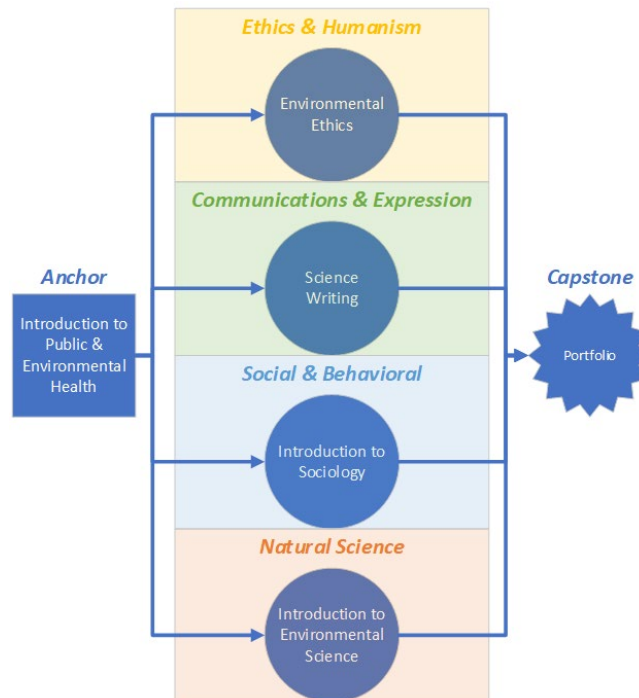


Figure 1: Sample Integrated Inquiry (Public & Environmental Health)

Students begin with a required introductory course, take four electives from within four broad perspectives on the theme (Communication & Expression, Ethics & Humanism, Natural Science, and Social & Behavioral) and integrate the entire experience in a portfolio. Based on the experience with hybrid instruction during the COVID-19 pandemic, faculty are working on an online module for the Portfolio that will serve as a concrete artifact expressing the integration of learning across the Inquiry.

#### **CORE-P PROFESSIONALISM SEMINAR SERIES**

All first-time, first year students enrolled in Career & Network Navigation I (CORE-P 101) in the fall 2020 semester. CORE-P 101 focuses on building relationships and networking with reflection on the student's own strengths, interests, values and how they relate to the workplace. The pandemic required slight changes to the curriculum in the fall, most notably, students utilized the JobIQ platform for two assignments, where it has previously been used once. JobIQ facilitated students' ability to connect with both upperclassmen (new assignment) and alumni/friends of the college. Nearly half of survey respondents who used JobIQ during the fall semester said this experience had a "moderate to major" effect on their feelings of connectedness to the campus community. Eleven students (2.8%) failed the course and 2 students took incompletes. Each of these students disclosed specific stressors related to the pandemic. To that end, this is likely not an indicator of future student performance in the class. Moving into Spring 2021, Career & Network Navigation II (CORE-P 102) is moving forward for first year students with minimal adjustments from the pandemic. CORE-P 102 focuses on effectively communicating in a professional setting including through resumes and mock interviews.

Finally, and perhaps most notably, the pandemic had a significant impact in piloting externship placement sites for The Honors College Externship (COPE-P 201). As a result, we have turned our focus to internal opportunities, working with campus partners to build externship placements at the Boyden Gallery and The Kate Chandler Campus Farm among other sites. We are actively working with all of our existing and target externship placement sites to develop placements which students will be invited to apply for at the conclusion of the externship course in order to fulfill the honors college promise.

#### **PROGRAM-TO-PROGRAM ARTICULATION AGREEMENTS**

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

As of this writing, the following table provides the status of the various articulation agreements.

Paused Due to COVID-19

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

While the pandemic has disrupted the completion of program-specific articulation agreements with our community college partners, some movement is starting to happen. We have signed an articulation agreement between the Environmental Studies program at the College and the Associate of Science in Environmental Studies program at the College of Southern Maryland (CSM). We have also been approached by CSM students interested in an articulation agreement for the College's new Neuroscience program once it is approved by the Maryland Higher Education Commission. Activity on articulation agreements is increasing and we look forward to more articulation agreements coming to fruition as institutions become more accustomed to life during the pandemic, particularly for our new academic programs.

#### UPDATE ON NEW PROGRAMMING

As the Board is aware, Task Force 2 (TF2) recommended the addition of six new programs to the College; four of the programs are academic majors (Applied Data Science, Business Administration, Marine Science, and Neuroscience) and two are co-curricular programs (Track and Pep Band). Figure 2 provides the current status of the academic majors.

1	<b>Faculty Development Phase</b>	Program	Developed by Faculty	Recommended by CRC	Submitted to Faculty Senate	Recommended by Faculty
		Applied Data Science	X	Under revision	Spring 2021	Spring 2021
		Business Administration	X	Under revision	Spring 2021	Spring 2021
		Marine Science	X	X	X	X
		Neuroscience	X	X	X	X
2	<b>Administrative Review Phase</b>	Program	Recommended by Provost	Recommended by President	Presented to Board	Approved by Board
		Applied Data Science	Spring 2021	Spring 2021	May. 2021	May. 2021?
		Business Administration	Spring 2021	Spring 2021	May. 2021	May. 2021?
		Marine Science	X	X	Feb. 2021	Feb. 2021?
		Neuroscience	X	X	X	X
3	<b>Maryland Approval Phase</b>	Program	MHEC Proposal Developed	Submitted to MHEC	Approved by MHEC	Anticipated Start
		Applied Data Science	Summer 2021	Summer 2021	Fall 2021	Fall 2022
		Business Administration	Summer 2021	Summer 2021	Fall 2021	Fall 2022
		Marine Science	In process	Spring 2021	Spring 2021	Fall 2021
		Neuroscience	X	X	Jan. 2021	Fall 2021

Added to Course Catalog as Pending Approval

Figure 2: New Academic Program Status

The yellow highlighted cells indicate the accomplishments since the October Board meeting. As you can see, the Neuroscience proposal has been submitted to the Maryland Higher Education Commission. The Marine Science is before the Academic Affairs Committee today. The Applied Data Science and Business Administration programs are still under revision within the Curriculum Review Committee largely based on suggestions over breadth within the programs. We anticipate both proposals will receive endorsement by the faculty by the end of the Spring 2021 semester.

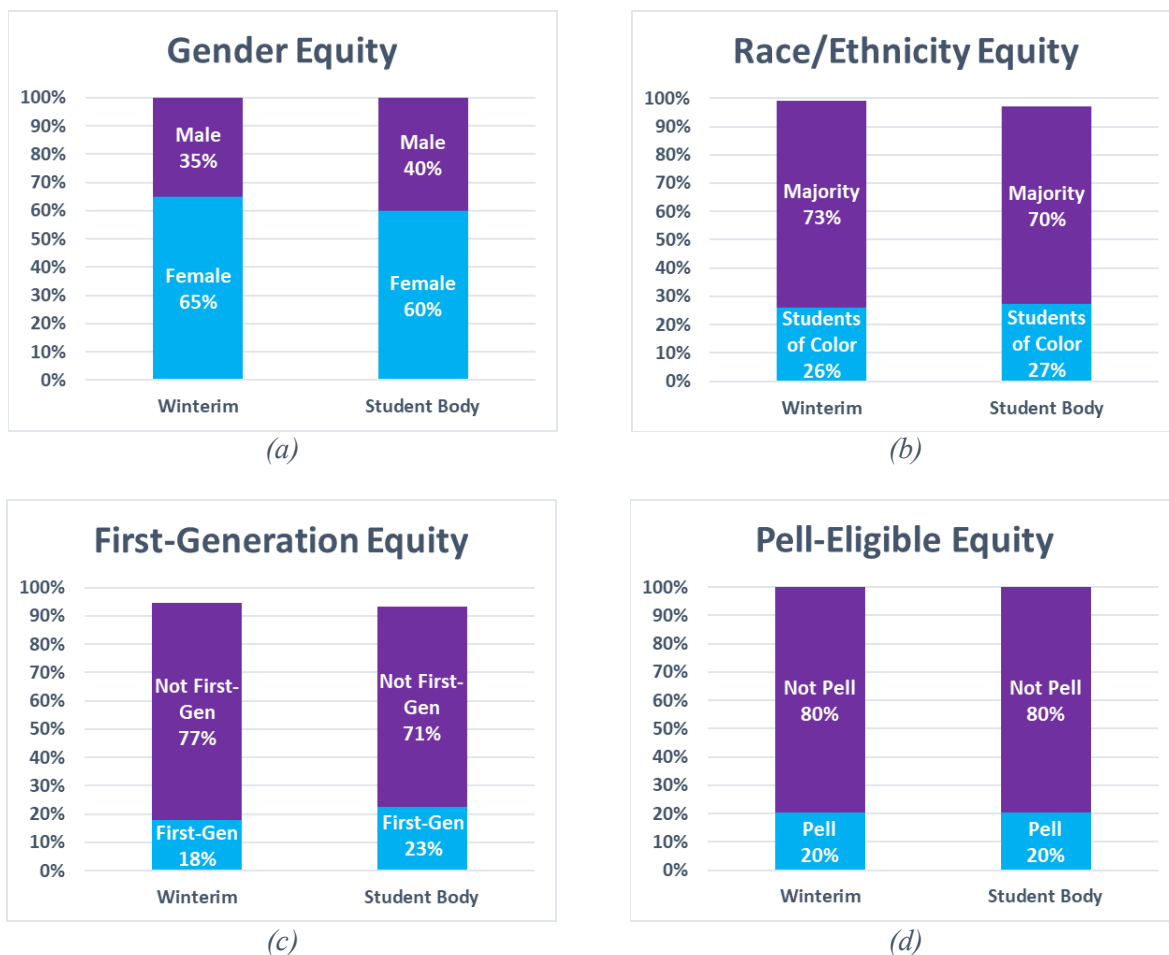
Progress on the Pep Band was interrupted by COVID-19 and work will not likely continue until the summer of 2021. Progress on adding Track as a sport has been substantial. To date, we have recruited and hired our first Director of Cross-Country and Track and Field, Reava Potter, who comes to us from Emmanuel College in Boston. Director Potter brings several years of coaching experience at the Division I, II and III levels, and is well versed in all phases of track and field knowledge. The track program has already seen a few athletes transfer into the institution, and more than a handful commits to the program for 2021-22. The team plans to attend a few meets in Spring 2021, in anticipation for the inaugural season in 21-22. Currently, Director of Athletics & Recreation, Crystal Gibson, is finalizing a request to the Atlantic East Conference (AEC) to join as an affiliate member of the conference for track and field next season.

### PILOT WINTERIM TERM

This year, the College offered its inaugural winter session between Fall 2020 and Spring 2021. The new term, called *Winterim*, was offered entirely remotely to provide the widest access possible for our students. In total, 282 students registered for Winterim classes. Of these students, 36 registered for independent studies or other one-on-one instructional experiences and 246 registered in a regular credit-bearing course (87% of registrations). Winterim generated \$207,600 in tuition revenue against \$127,397

in expenses for a net positive budget impact of \$80,203. Ninety-six percent (96%) of the registered students successfully completed their coursework earning a grand total of 970 credit hours.

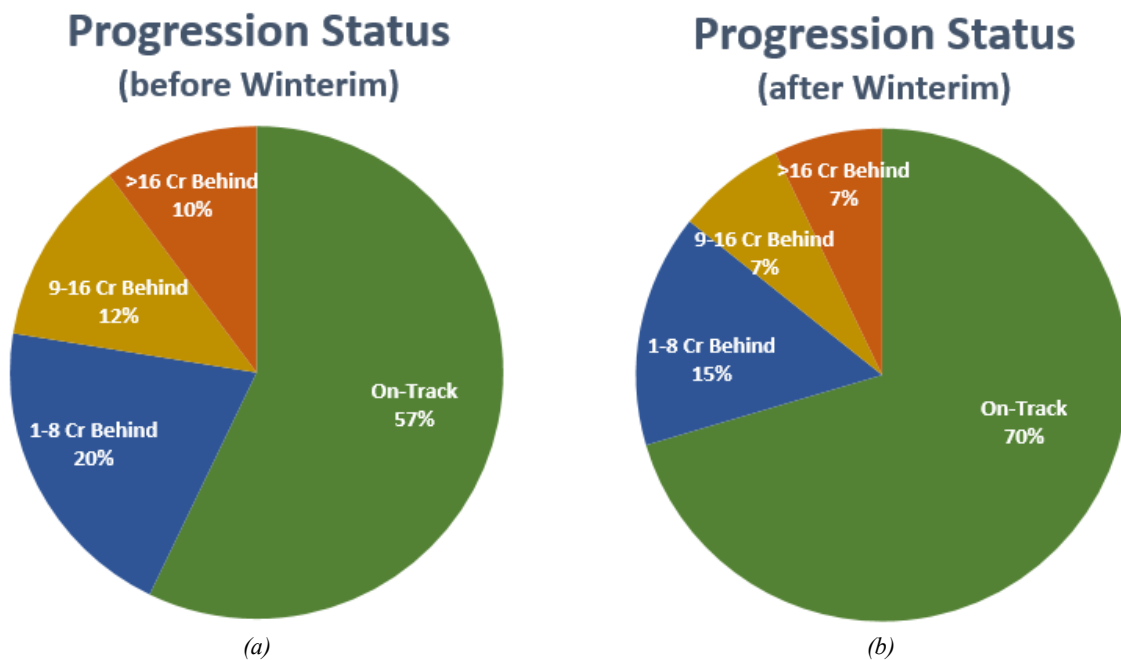
The following analysis is limited to the 246 students taking regular credit-bearing courses as these courses mirror in-semester experiences most accurately. *Table 1* presents four equity comparisons between the students enrolled in Winterim and the overall Fall 2020 student body.



*Table 1: Equity Considerations*

Overall, historically underserved students were well represented in the Winterim enrollment with the exception of first-generation students. *Table 1(c)* shows that while first-generation students account for 23% of the College's overall enrollment, they only accounted for 18% of Winterim enrollment. This may point to the need for better education on the positive financial impact of earning Winterim credits.

Figure 3 presents a breakdown of the progression status of Winterim students and the impact of the Winterim session. Figure 3 only includes students who matriculated at the College as first-time full-time students; transfer student progression is harder to define given they matriculate at the College with varying class standings.



*Figure 3: Progression Status of Winterim and the Impact of Winterim*

Figure 3(a) illustrates that 43% of the students who enrolled in Winterim were behind, by various credits, on-time graduation at the beginning of the session. After Winterim, as shown in Figure 3(b), only 29% of the students enrolled were still behind on-time graduation. Winterim clearly helped students with improved progression toward on-time graduation. Winterim is planned again for next academic year.



**BOARD OF TRUSTEES  
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION  
REPORT SUMMARY**

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

**Date of Next Meeting:** TBD

**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**

Minutes of October 16, 2020

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

III.A. Recommendation to Approve a Major in Marine Science



**ACADEMIC AFFAIRS COMMITTEE  
MEETING OF FEBRUARY 5, 2021**

**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 Marine Science
- IV. INFORMATION ITEM**
  - A.** Meeting Minutes of October 16, 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 2021-20**

**RECOMMENDATION TO APPROVE A MAJOR IN MARINE SCIENCE**

**RECOMMENDED ACTION:**

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

**RATIONALE:**

Task Force 2 (TF2) recommended the development of a Marine Science major at the College following its proposal by faculty members in response to the “Community Challenge.” Currently, there are no in-state marine science programs, which means that Maryland students can use the Academic Common Market to pursue marine science out of state at in-state tuition rates. Given its unique waterfront location, the College is well-suited to provide an in-state option for such students. This major will raise the profile of the College, and better meet the needs of Maryland students, nearly 1000 of whom have gone out of state to study marine science since 2008.



**BOARD OF TRUSTEES  
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION  
MINUTES**

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

**Status of Minutes:** Approved October 29, 2020

**Academic Affairs Committee Members Present:** Committee Chair Peter Bruns, Board Chair Lex Birney, Paula Collins, President Tuajuanda Jordan, William Seale

**Committee Members Absent:** Larry Leak '76

**Staff Member:** Michael Wick

**Others Present:** Nicolas Abrams '99, Betsy Barreto, Anirban Basu, John Bell '95, Alice Bonner '03, Fatima Bouzid, Allison Boyle, Donny Bryan '73, Kelsey Bush, Carolyn Curry, Mike Dougherty, Peg Duchesne '77, Susan Dyer, Judith Fillius '79, Gail Harmon, Esq., David Hautanen, Sven Holmes, Glen Ives, Lindsay Jamieson, Doug Mayer '04, Shana Meyer, Joan Pickett, Dan Pindell, Paul Pusecker, Jenny Sivak, Danielle Troyan '92, Harry Weitzel, Ray Wernecke, Michael Wick, Libby Williams, Anna Yates, Derek Young

**Executive Summary**

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

Faculty Senate Report

Faculty Senate President Libby Williams provided a brief update to her written report. The motion to move the Marine Science major proposal to the Faculty was approved by the Faculty Senate. The Faculty will vote on the proposal at the November 17<sup>th</sup> meeting. The Curriculum Review Committee had questions on the Data Science Major and expects a response this month. Dr. Williams noted that in addition to anxiety related to the COVID-19 pandemic, faculty have concerns about the budget, the pending results of Task Force 3, and racial injustice. Faculty and students are tired and experiencing angst during these stressful times. Board Chair Lex Birney was empathetic and commended Dr. Williams and the faculty for their dedication and resilience.

Dean of Faculty Report

Provost Wick provided a summary on the status of the four new academic programs, Applied Data Science, Business Administration, Marine Science, and Neuroscience and the two co-curricular programs, Track and Pep Band. Anticipated program start dates are Fall 2021 for Neuroscience and Marine Science; Fall 2022 for Applied Data Science and Business Administration. Pep Band is on hold due to Covid-19. Track and Field is moving along. Crystal Gibson has returned to the

College as Director of Athletics and Recreation; Reava Potter accepted the Director of Cross Country and Field and Track position. The College is exploring possible affiliate membership with the Atlantic East Conference (AEC), the Colonial States Athletic Conference (CSAC), and the Capital Athletic Conference (CAC). These are conferences which offer track.

Provost Wick outlined the targeted over/under percentages on the Performance Accountability Report and Student Learning Report. The College is working on improving the percentages, especially in faculty and staff of color. Faculty are on board with a fully remote *Winterim* term between Fall 2020 and Spring 2021. The new term begins on December 14, 2020 and ends on January 12, 2021. Currently 34 classes are being offered across 17 disciplines. The academic calendar for the Spring 2021 semester has been revised. Classes will begin as scheduled on January 19<sup>th</sup> and end one week early on May 4<sup>th</sup>. Spring break week has been eliminated and replaced with 3 “mental health days” (March 5<sup>th</sup>, April 2<sup>nd</sup>, and April 5<sup>th</sup>). Commencement is now scheduled for May 8<sup>th</sup>. The Committee inquired about the impact Covid-19 has had on our study abroad programs. Faculty led programs were cancelled but the hope is to resume programs in the future. The pandemic has also affected faculty and research, particularly tenure-track faculty standing for evaluation and promotion. The Provost’s office has implemented redress policies to support faculty who began their probationary period between Fall 2015 and Spring 2021.

**Action Item:**

III.A. Recommendation to Approve a Major in Neuroscience

III.B. Endorsement of 2020 Performance Accountability Report

**Committee Action Taken/Action in Progress:**

The proposed action items were approved by the Academic Affairs Committee at its meeting on October 16, 2020.

**Recommendation to the Board:**

The Academic Affairs Committee recommended approval of these action items by the Board of Trustees at its meeting on October 16, 2020.

The open session meeting adjourned at 1:30 p.m.

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

**VICE PRESIDENT'S REPORT  
FEBRUARY 5, 2021**

Business Office

The Higher Education Emergency Relief Fund II (HEERF II) passed in December 2020 is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA). In total, the CRRSAA authorizes \$81.88 billion in support for education, in addition to the \$30.75 billion former Secretary DeVos provided last spring through the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, Public Law 116-136. St. Mary's College of Maryland will receive supplemental HEERF II funding in the amount of \$1,716,025. From this total, we are required to provide \$586,878 in direct aid to needy students, similar to what was required from the initial CARES Act funding. The \$1,129,147 balance may be used to defray institutional expenses resulting from the pandemic.

The College's financial statement auditor, Clifton, Larson, Allen, LLP (CLA), issued a management letter with a finding that noted the lack of a reconciliation between the main cash account on the College's financial system to the cash reported on the State financial system. Reconciliation between the two systems is now complete for the fiscal year ending June 30, 2020. This reconciliation methodology and process has been reviewed by the lead auditor at CLA and he finds this procedure completely acceptable for audit purposes. As of January 15, 2021, College accounting staff continues to refine the reconciliation procedures to be completed each month going forward.

The budget request and allocation process for FY22 utilizing the Strategic Resourcing Initiative (SRI) methodology is now completed. Allocation decisions were reviewed by unit leadership and vetted by the Executive Council prior to approval by the president.

The College continues to closely monitor and track all FY21 COVID-19 related expenses for potential reimbursements. As of December 31, 2020 expenses directly related to COVID-19 prevention and mitigation are approaching \$1M. These expenditures relate to technology, distance learning, remote learning enhancements, PPE, cleaning and disinfecting supplies, Wellness Center medical personnel, surveillance testing, and signage. We expect that the total FY21 COVID-19 mitigation expenses will increase in the spring semester primarily due to increased surveillance testing for all students, faculty, and staff, the NCAA requirement that all athletes must be tested twice weekly, and additional purchases required to ensure campus mitigation efforts and safety.

### Human Resources

The annual performance evaluation process for staff was completed in December 2020.

In 2019, Governor Hogan authorized a 2% COLA wage increase for State personnel effective January 1, 2021. Per the College's approved legislation, the State will provide the College with funds for half (1%) of the COLA increase. Once received from the State, the College will notify and distribute to all eligible employees.

The annual wage reopener with AFSCME (Union), which typically occurs in August, did not occur last year. The College previously provided AFSCME requested financial information and at this time AFSCME has not requested any meetings with management to discuss wages.

**BOARD OF TRUSTEES**  
**FINANCE, INVESTMENT, AND AUDIT COMMITTEE**  
  
**OPEN SESSION**  
**REPORT SUMMARY**

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

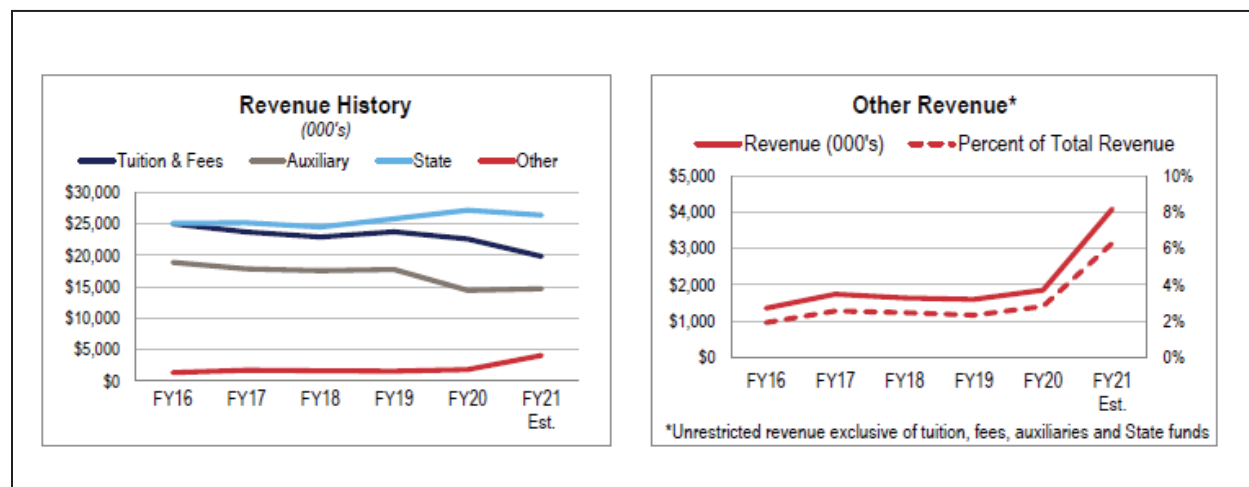
**Date of Next Meeting:** May 14, 2021

**Committee Chair:** John Wobensmith '93

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

**Staff Member:** Paul Pusecker

**Dashboard Metrics**



**Executive Summary**

**FY21 Financial Results to Date**

Overall, actual revenue collections are 67% of the budgeted level, with auxiliary enterprises trailing expectations due to the lower than expected counts on campus resulting from the impact of the COVID-10 pandemic. Actual expenditures for FY21 are approximately 45% of budgeted expectations. All programs of expenditures fall within expectations for current-to-prior year comparison. Note that debt service payments (expenses) will be approximately \$900K higher this year versus last year with the removal of the prior year savings due to our refinancing action.

**Higher Education Emergency Relief Fund II (HEERF II)**

The Higher Education Emergency Relief Fund II (HEERF II) passed in December 2020 is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021

(CRRSAA). In total, the CRRSAA authorizes \$81.88 billion in support for education, in addition to the \$30.75 billion the former Secretary of Education provided last spring through the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, Public Law 116-136. St. Mary's College of Maryland will receive supplemental HEERF II funding in the amount of \$1,716,025. From this total, we are required to provide \$586,878 in direct aid to needy students, similar to what was required from the initial CARES Act funding. The \$1,129,147 balance may be used to defray institutional expenses resulting from the pandemic.

#### Reportable Procurement Items

Information regarding reportable procurement items is included in the meeting materials.

#### Cash Reconciliation at Year-End Update

The College's financial statements auditor, Clifton, Larson, Allen, LLP (CLA), issued a management letter with a finding that noted the lack of a reconciliation between the main cash account on the College's financial system to the cash reported on the State financial system. Reconciliation between the two systems is now complete for the fiscal year ending June 30, 2020. This reconciliation methodology and process has been reviewed by the lead auditor at CLA and he finds this procedure completely acceptable for audit purposes. As of January 15, 2021, College accounting staff continues to refine the reconciliation procedures to be completed each month going forward.

#### FY21 COVID-19 Mitigations Expenses to Date

The College continues to closely monitor and track all FY21 COVID-19 related expenses for potential reimbursements. An accounting of COVID-19 related expenses is included in the meeting material. The College expects that the total FY21 COVID-19 mitigation expenses will exceed \$1M, partially due to increased frequency of surveillance testing for all students, faculty, and staff, the NCAA requirement that all athletes must be tested twice weekly, and additional purchases required to ensure campus mitigation efforts and safety.

#### 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 are included in the meeting materials.

#### Dashboards

Current College dashboards are included in the meeting materials.

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

#### **II.A. FY22 Tuition, Fees, Room and Board Rates**

The Finance, Investment, and Audit Committee will be asked to authorize student rates for tuition and fees for FY22 (academic year 2021-2022) to remain equal to FY21 rates (0% increases for each rate category) and to approve a 2% increase for rates for room and board. This action is applicable for Maryland resident undergraduate students, non-resident undergraduate students, DC resident undergraduate students, and for MAT students.



**ST. MARY'S COLLEGE OF MARYLAND  
FINANCE, INVESTMENT, AND AUDIT COMMITTEE  
MEETING OF FEBRUARY 5, 2021**

**OPEN SESSION  
AGENDA**

- I. DISCUSSION ITEMS (None)**
- II. ACTION ITEMS**
  - A.** FY22 Tuition, Fees, Room, and Board Rates
- III. INFORMATION ITEMS**
  - A.** FY21 Financial Results to Date
  - B.** Higher Education Emergency Relief Fund (HEERF II)
  - C.** Reportable Procurement Items
  - D.** Cash Reconciliation at Year-End - Audit Update
  - E.** FY21 COVID-19 Mitigation Expenses to Date
  - F.** Joint Investment Activities
  - G.** Dashboards
  - H.** Minutes (Meetings of October 16, 2020 and December 15, 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**

**FY22 TUITION, FEES, ROOM AND BOARD RATES**

**RECOMMENDED ACTION**

The Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize student rates for tuition and fees for FY22 (academic year 2021-2022) to remain equal to FY21 rates (0% increases for each rate category). Further, the Finance, Investment, and Audit Committee recommends that the Board of Trustees authorize an increase of 2% for room and board (dining) rates for FY22. This action is applicable for Maryland resident undergraduate students, for non-resident undergraduate students, for DC resident undergraduate students, and for MAT students.

**RATIONALE**

The Board of Trustees is the authorizing body for setting student tuition, fees, room, and board rates. The objective of not increasing tuition and fees for FY22 is to encourage affordable enrollment growth and start to close the tuition price gap between St. Mary's College of Maryland and the University of Maryland, College Park. This action will result in holding tuition and fees flat for two consecutive years.

**Total Charges for FY22:**

- In-state students tuition, fees, room, and board = \$28,993
- Out-of-state students tuition, fees, room, and board = \$45,069
- DC resident students tuition, fees, room, and board = \$38,993
- Graduate MAT program costs = \$21,236

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

**OPEN SESSION  
MINUTES**

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

**Status of Minutes:** Approved November 3, 2020

**Finance, Investment, and Audit Committee Members Present:** Committee Chair John Wobensmith '93, Anirban Basu, Board Chair Lex Birney, Susan Dyer, Faculty Representative Liza Gijanto, Sven Holmes, President Tuajuanda Jordan, William Seale, Harry Weitzel, Ray Wernecke

**Committee Members Absent:** None

**Staff Member:** Paul Pusecker

**Others Present:** Nicolas Abrams '99, Betsy Barreto, Alice Bonner '03, Allison Boyle, Fatima Bouzid '22, Peter Bruns, Donny Bryan '73, Kelsey Bush, Paula Collins, Carolyn Curry, Michael Dougherty, Peg Duchesne '77, Judy Fillius '79, Mary Grube, Chapman Grumbles (Jefferies, LLC), Gail Harmon, David Hautanen, Glen Ives, Lindsay Jamieson, Bridget Marshall, Shana Meyer, Dan Pindell '10, Laura Powell (Jefferies, LLC), Jennifer Sivak, Danielle Troyan '92, Christopher True, Harry Weitzel, Ray Wernecke, Michael Wick, Anna Yates, Derek Young

**Executive Summary**

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the open session meeting to order at 1:41 p.m. The meeting took place via videoconference.

**Discussion Items**

**FY20 Operating Budget Closing and Status of Financial Statement Audit**

FY20 preliminary and un-audited results are final. The current fund unrestricted revenues of \$65.988M were lower than expenditures and transfers, totaling \$66.225M, a deficit of \$237K. The year-end operating result is approximately \$2.7M better than the expected \$2.98M loss.

The 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 due to depreciation expense, a non-cash pension expenditure of \$243K, and other non-cash changes.

Review and adjustments for year-end activity are complete. The entrance interview with audit firm Clifton Larsen Allen, LLP took place in June 2020 and fieldwork began in August. The College received final drafts of the financial statements on October 5, 2020. The audited statements will be brought to the Finance, Investment, and Audit Committee for review and approval in December 2020.

## **Information Items**

### **CFU FY21 Results to Date**

Revenue collections are 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 State of Maryland, a portion of which was used to subsidize COVID-19 pandemic related expenses incurred in FY20 by public higher education institutions. The College received \$1.394M in CARES Act funding to offset some of the expenses incurred from the pandemic, which included \$398K to support public safety costs (salary and benefits) for the period March 1, 2020 to June 30, 2020.

## **Action Items**

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

The revision incorporates a carry-forward authorization for approximately \$1.9 in encumbered, unexpended funds as of June 30, 2020 and reflects a reduction in expected sales and services auxiliary revenue of \$1.4M from the Board-approved FY21 budget. The \$14.7M 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. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

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

Five major projects with a value greater than \$200K continue with a balance remaining of \$1.95M. Projects with a 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 was reconciled to the end of the fiscal year and new projects that were approved in May 2020 were added. The FY21 active project budget totals \$3.2M. The projected unencumbered plant fund balance is \$1.35M. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

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

The part-time per credit hour cost will increase from \$200 to \$300 for Maryland and District of Columbia residents and to \$450 for out-of-state residents. The mandatory fees charge will be 50% of the amount that is charged to full-time students. The changes will become effective on July 1, 2021. The new charge structure will 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. A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

### **II.D. Approval of the 2020 Performance Accountability Report**

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

to the Governor and General Assembly. The report was brought forward for action with endorsement from the Academic Affairs and Campus Life Committees.

A motion to approve the action item was made by Committee Chair John Wobensmith '93. The motion was seconded and the action was approved unanimously.

The meeting adjourned at 2:06 p.m.

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

**OPEN SESSION  
MINUTES**

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

**Status of Minutes:** Approved February 1, 2021

**Finance, Investment, and Audit Committee Members Present:** Committee Chair John Wobensmith '93, Anirban Basu, Board Chair Lex Birney, Susan Dyer, Faculty Representative Liza Gijanto, Sven Holmes, President Tuajuanda Jordan, Harry Weitzel

**Committee Members Absent:** William Seale, Ray Wernecke

**Staff Member:** Paul Pusecker

**Others Present:** Nicolas Abrams '99, Alice Bonner '03, Michael Bruckler, Peter Bruns, Donny Bryan '73, Paula Collins, Mike Dougherty, Judy Fillius '79, Gail Harmon, Glen Ives, Gabriel Mbomeh, Remi Omisore, Jenny Sivak, Chris True, Anna Yates

**Executive Summary**

Finance, Investment, and Audit Committee Chair John Wobensmith '93 called the open session meeting to order at 1:03 p.m. The meeting took place via videoconference.

Vice President for Business and CFO Paul Pusecker stated that the Committee would receive a detailed presentation from Remi Omisore, principal for the firm Clifton, Allen, Larsen, LLC, during the meeting. The presentation would include information about the audit process, the audit results, and the College's financial statements.

Mr. Omisore reported that the audit produced no instances of fraud and no material weakness in internal controls. The audit firm noted two deficiencies. The first one dealt with the reconciliation of cash activity and the other involved revenue recognition of grant funds. Both deficiencies will be addressed and corrected. The audit firm will issue an unmodified opinion letter indicating that the financial statements fairly represent, in all material respects, the financial position of the College. Mr. Omisore also stated that he received full cooperation from the management and that no significant changes to journal entries were noted. The audit included an assessment of the control environment and an evaluation of key processes, all of which were found to be effective in both design and operation.

*At 1:29 p.m., Committee Chair Wobensmith '93 asked for a motion to close the session in accordance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) to discuss the audit report and financial statements with a representative from Clifton, Larsen, Allen LLP.*

*The closed session adjourned at 1:52 p.m. and the open session of the Finance, Investment, and Audit Committee meeting resumed at 1:53 p.m.*

**Action Items**

**I.A. Acceptance of the FY20 Auditors' Report and Audited Financial Statements**

Statements reflecting the financial transactions and position of the College for the period July 1, 2019 through June 30, 2020 were prepared in accordance with generally accepted accounting principles, reflecting the GASB 34 & 35 reporting requirements. The independent firm of Clifton, Larsen, Allen, LLP, whose report and opinion are included in the document, has audited these statements. A motion to approve the action item was made by John Wobensmith '93. The motion was seconded and approved unanimously.

The meeting adjourned at 1:54 p.m.



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

**REPORT SUMMARY**

**Date of Meeting:** n/a

**Date of Next Meeting:** May 7, 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.

**Dashboard Metrics:**

N/A
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**Executive Summary:**

The Office of Enrollment Management is pleased to submit its January 2021 report to the Committee on Admission and Financial Aid of the Board of Trustees. This report includes information about our Fall 2020 recruitment efforts, enrollment, admitted student yield initiatives, Fall 2021 recruitment, emergency grants for students, student support services, the Faculty Admission Delegate, and staffing.

**A. Fall 2021 Recruitment Efforts**

The COVID-19 pandemic has impacted every aspect of the College's new student recruitment activities. After a hiatus beginning in March 2020, the Office of Admission resumed offering in-person daily tours on a one-on-one basis following strict public health guidelines in August. The number of information sessions and tours were expanded from 2 per day to 4-6 per day and includes Saturdays. Between the resumption of on-campus tours until the tours were placed on pause on November 18 for public health reasons, the campus hosted 353 prospective students. This is a 10% decrease in the number of prospective students hosted for campus tours compared to the August through December 2019 time period. The Office of Admission will resume hosting on-campus tours as the public health situation improves.

Each year the campus hosts three on-campus Open House programs in the fall. These programs were replaced by a series of 20 virtual programs for prospective students and their families. The virtual series included abbreviated open house programs, student panels, financial aid and application workshops, student activities and athletics programs, an academic and experiential learning panel, and programs for underrepresented students. The Office of Admission also hosted six programs for secondary school and community college counselors. In total, 1569 visitors of which 1245 were unique visitors attended these events. During the Fall 2019 semester 609 students

and 1056 guests attended the three on-campus Open House Programs.

Off-campus recruitment events were also impacted by the pandemic. All high school and community college recruitment visits were virtual. Due to the hybrid nature of school schedules and the ability of the school to manage this additional demand on the school day, fewer schools hosted college admission representatives. College fairs, important opportunities for exposure and meeting prospective student and their parents, were limited due to the complexity of organizing programs with hundreds or thousands of participants. In addition to the scheduling challenges, admission staff are reporting that student engagement during visits is impacted compared to in-person meetings.

During the Fall 2020 recruitment travel season, admission staff participated in 286 off-campus recruitment programs. This included virtual visits at 233 high schools (149 in Maryland, 48 in the District, Pennsylvania and Virginia, and 36 in 12 states across the country), 47 national, regional, and local college fairs, and 6 community college transfer fairs. This compares to more than 400 off-campus programs attended by admission staff during the Fall 2019 recruitment travel season.

Moving forward and as the public health situation gets back to a more normal status, I expect that our recruitment events will include both on-campus and virtual programs. We can also expect that off-campus recruitment will also include a mix of virtual and in-person programs. This mix will enable the College to expand our recruitment reach while continuing to strengthen our relationships in our primary recruitment area.

The College is 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 implemented a significant digital, social media, and outdoor advertising campaign. The Fall 2020 campaign ran between September and the middle of November with a digital campaign relaunch in late winter to build awareness among Fall 2022 prospective students and to support our Fall 2021 yield strategy.

## **B. Enrollment**

### **Spring 2021:**

Current Spring 2021 new student enrollment includes 35 students (five first year students, 29 transfer students, and one student who was readmitted into the College). This is on a goal of 28 new students. By comparison, in Spring 2020 the College enrolled 32 new students (one first year and 31 transfer students). The census date for Spring enrollment is on February 15, 2021. At that time, we will communicate the College's actual Spring 2021 and blended annual enrollment totals as well as updated financial aid expenditure figures.

The New Student Experience Team, including staff from Enrollment Management, Academic Affairs, and Student Affairs developed a hybrid-delivery Winter Orientation Program with 16 of our new students attending in-person and the balance attending the program virtually. The three-day program included a range of sessions designed for students to get to know each other, learn about our community standards, values, and expectations, sign the President's Book, and participate in the MLK day of service.



**Fall 2021:**

As of February 1, 2021, the College has received 2627 first-year and 32 transfer applications for Fall 2021 admission. This compares to 2420 first year and 33 transfer applications on the same date for Fall 2020.

**C. Admitted Student Yield Initiatives**

Early Decision and Early Action applicants were notified of their admission decision and merit scholarship and financial aid awards in November and December, respectively. Following the online notification, hard-copy admitted student packets were mailed to those offered admission. The mailing of the admitted student packets initiates a comprehensive multi-channel communications campaign along with faculty, staff, and student outreach to our admitted students and their families. Regular Decision candidates will receive their admission decision no later than April 1, 2021.

All of our yield programs will be virtual. To replace the two on-campus Admitted Seahawk Days, the Office of Admission has developed a Future Seahawk Series of yield programs. The series will include 26 programs designed to appeal to admitted students and their families, generally, as well as programs designed for certain populations or to feature specific academic, student support, or student interest programs. When we are able to relaunch in-person campus visits, admitted students will have priority over other prospective students. In the meantime, all prospective students may use our self-guided campus tour app.

**E. Fall 2022 Recruitment**

The recruitment cycle for an entering class begins more than two and a half years before the start of the entry term. Recruitment for the Fall 2022 entering class was launched in February 2020 when the College started recruiting students who had taken the PSAT test in the Fall of their sophomore year in high school. Recruitment for Fall 2022 continues and recruitment for the Fall 2023 entering class has begun with the launch of the sophomore and junior search strategy as soon as PSAT data were available in early December. This is more than a month earlier than last year and two months earlier than in previous years. We are continuing to work with Waybetter Marketing in the execution of the search strategy. Initial results are strong. The Office of Admission will also be hosting six virtual programs for prospective students over the course of the spring semester.

**F. Emergency Financial Grants for Students**

The Office of Student Financial Assistance manages the process for the selection and awarding of the COVID-19 Emergency Grant and the SMCM Hardship Grant programs. The COVID-19 Emergency Grant program was designed to support students who incurred unanticipated expenses due to the pandemic. The SMCM Hardship Grant is designed to provide financial support to students with extenuating circumstances. The COVID-19 Emergency Grant is funded by the SMCM Recovery Fund and the SMCM Hardships Grants are funded by SMCM Foundation and SMCM Recovery Fund resources.

The COVID-19 Emergency Grant Program has provided 114 grants totaling \$96,000 with an average grant of about \$845. A small number of students have received more than one grant due to extenuating circumstances. The SMCM Hardship Grant Program has provided 46 grants

totaling about \$113,000 with an average grant of about \$2450. Both programs have been promoted to students and information about the programs is on the Office of Student Financial Assistance website.

### **G. Student Support Services**

The Office of Student Support Services (OS3) is responsible for services and programs designed to support student success and retention. This includes the College's academic early alert system (Beacon), academic advising, mentoring, coaching, and tutoring. The Office of Accessibility Services (OAS) works closely with the campus community to ensure reasonable accommodations are provided to eligible students. Like other student service offices, OS3 and OAS offered a combination of in-person and virtual appointments and programs during the fall semester. Services during the Winterim term were provided virtually. In the transition to hybrid service delivery, new accommodations and assistive technology were identified and implemented for many students and OAS needed to develop expertise around captioning, physical accessibility, and multiple new assistive technologies.

During the Fall 2019 semester and Winterim term, OS3 provided direct support to 309 students over 446 individual appointments and OAS worked with 210 students with accommodations and had 456 individual appointments. OS3 worked with faculty and staff to resolve 452 Beacon "alerts" about students of concern. This figure represents a 39% increase in Beacon "alerts" compared to the previous year and was primarily driven by the impact of unprecedented living and learning experiences due to the pandemic.

Following each term, OS3, DeSousa Brent Scholars Program staff, and advisors provide individual coaching to students who are placed on academic probation due to their academic performance the previous term. For students on academic probation, the office has developed the Seahawk Advising and Individual Learning Support (SAILS) program. This pilot program is designed to strengthen the support provided to students on academic probation.

### **H. Faculty Admission Delegate**

Dr. Janna Thompson, Educational Studies, is currently serving as the Faculty Admission Delegate for a three-year term from 2020-2023. In this role she consults with the Office of Admission/Enrollment, reports to the faculty on matters related to admission, and attends meetings of the Board of Trustees Admission and Financial Aid Committee. Janna has enthusiastically adopted this role. Janna, the Director of Admission, and I have a monthly standing meeting and during the fall semester she met with academic departments to share admission recruitment and yield plans to garner their support. With her enthusiasm, it will be important for her to remain within the defined scope of the position so that the role of the Faculty Admission Delegate and the Office of Admission remain clear.

### **I. Staffing**

Staffing in the Division of Enrollment Management is stable with only two vacancies. The search to fill the vacant Admission Counselor position is in progress and the position description for the vacancy in the Office of Student Support Services has been rewritten and will be posted by in February.

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

**None**



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

**OPEN SESSION  
MINUTES**

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

**Status of Minutes: APPROVED January 29, 2021**

**Admission and Financial Aid Committee Members Present:** Ray Wernecke, Committee Chair, Board Chair Lex Birney, President Tuajuanda Jordan, Judith Fillius '79, Sven Holmes, Harry Weitzel

**Committee Members Absent: None**

**Staff Member:** David L. Hautanen, Jr.

**Others Present:** Nicolas Abram '99, Anirban Basu, John Bell '95, Alice Bonner '03, Peter Bruns, Donny Bryan '73, Paula Collins, Mike Dougherty, Peg Duschene '77, Susan Dyer, Gail Harmon, Doug Mayer '04, William Seale, Danielle Troyan '92, John Wobensmith '93, Betsy Barreto, Allison Boyle, Mike Bruckler, Kelsey Bush, Carolyn Curry, Bhargavi Bandi, Helen Ann Lawless, Shana Meyer, Paul Pusecker, Sara Ramirez, Beverly Read, Jenny Sivak, Janna Thompson, Michael Wick, Libby Williams, Anna Yates, Derek Young

**Executive Summary**

Ray Wernecke, Committee Chair, called the meeting to order at 3:05 p.m.

David Hautanen updated the committee on Fall 2020 enrollment and retention numbers.

- Enrollment for Fall 2020 is 1,491 undergraduate and 22 graduate students, which includes 381 first year students and 80 transfer students.
- This class is more diverse than last year – 25% Pell Eligible, 26% first generation, 31% student of color, and 8% out-of-state.
- 50% of the 81 transfer students came from the College of Southern Maryland, up from our normal 40%.
- 61% of our new students have demonstrated financial need with more than 81% of all undergraduate students receiving institutional merit and/or need-based aid this fall.
- First year (2019) to second year (Fall 2020) retention is 93% a decrease of 2% compared to retention of the Fall 2018 entering class.
- Retention of Latinx, first generation, multi-racial, and Pell eligible students increased.

He then reported on the challenges and opportunities facing Enrollment Management this year. The pandemic arrived during the most significant time of the year of the recruitment funnel with April being the most critical month for the Fall enrolling class and for secondary school juniors who are at the front end of their college search process. In person, off-campus recruitment is not

possible and capacity limits along with social distancing have made an impact on what the college can offer for on-campus programming.

We have responded to the challenges by transitioning our signature events to the virtual world – Admitted Seahawk Day, open houses, and off-campus recruitment. In partnership with Carolyn Curry and her team, we have worked with our partners, CCA and Waybetter Marketing, to implement more robust social media, digital advertising, and billboards. Our print and email communication flows have continued unabated.

On-campus recruitment is now highly personalized with one-on-one campus visits 4-6 times per day including Saturdays. 90% of the 90-120 slots per month are being used. Yield plan will be built to be highly personalized. Looking ahead, it's impossible to be able to predict how all of this will impact next year's enrollment but realistically we have to look at revising the goal.

The meeting adjourned at 3:30 p.m.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
CAMPUS LIFE COMMITTEE  
MEETING OF FEBRUARY 5, 2021**

**VICE PRESIDENT FOR STUDENT AFFAIRS and the  
CHIEF DIVERSITY OFFICER REPORT**

Chief Diversity Officer

As Inclusive Diversity, Equity, Access, and Accountability (IDEA2) continues to establish itself as a leading resource on campus, we have focused on developing our presence in the community, building relationships, identifying policy needs, and offering responsive programming to address current issues. We have developed the IDEA2 website, which includes information about current programming, an open comment box, and expanded definitions of the principles behind the acronym. Additional efforts include:

**Implementation of the Bias Prevention and Support Team Policy.** This process provides the College's community members a way to report incidents of bias to support affected individuals, educate the community, and record these actions. Tracking these incidents allows for IDEA2 staff to develop training to address specific areas. It also alerts our division about any patterns of behavior that may need to be addressed with additional training. Community members have already begun utilizing this new resource.

**Initiatives with Community Partners.** We have partnered with Center for the Study of Democracy (CSD) and the College of Southern Maryland to host a series of community conversations around current issues, the 2020 elections, and the results of a far-reaching survey by CSD in fall 2020. The community conversations, which will draw participants from the entire southern Maryland region, will focus on questions of race, policing, and immigration. The community conversations will create an opportunity for community members to work together and open lines of dialogue, and to find ways that these diverse communities can continue to collaborate.

In addition, IDEA2 is developing a community photography program for local high school students, in collaboration with the Educational Studies Program, the Art Department, and the St. Mary's County Art Council; building partnerships with campus stakeholders including student organizations and affinity groups, the Office of Accessibility Services, and the Faculty Senate; and exploring collaborations with governmental agencies such as the Maryland Department of Rehabilitation Services.

**Offering Responsive Programming.** In light of the events of the presidential transition period, including the attack on the Capitol on January 6, 2021, the IDEA2 team brought together faculty and staff to facilitate a campus-wide town hall called "Finding Our Way." This was a time and space for community members to reflect and discuss the ongoing issues in the country, to learn about coping and self-care skills, and to explore resources available to them on campus. This event

also led into a discussion the following week, hosted by the Center for the Study of Democracy, that focused on how multiple academic disciplines interpreted the events of January 6, 2021.

In addition, IDEA2 hosts a monthly film series. This series, in partnership with the Hilda C. Landers Archive, Library, and Media Center, is to highlight the different heritage month celebrations on campus. In addition to the film, there is a panel discussion and a facilitated question and answer period to discuss the film, the themes, and how it is relevant to our campus community.

**Identifying Needs.** IDEA2 continues to work to identify campus needs relating to retention, recruitment, and wellness. This involves building relationships across campus, exploring data relating to equity gaps, serving on search committees, and learning from best practices in the field.

#### Vice President for Student Affairs

**Emergency Response Team (ERT).** The ERT worked to ensure campus preparedness for Inauguration Day. Townhalls, campus safety protocols, communication, and safe spaces were provided to ensure our faculty, staff, and students were informed and would be prepared and aware in case of emergency. The ERT is also drafting Continuity of Operations Planning (COOP) to make sure campus services can continue in case of emergency, most specifically for an administrative, faculty, or staff outbreak of COVID-19.

**Martin Luther King Jr. Day of Prayer.** In its 17<sup>th</sup> year, the Martin Luther King Jr. Day Celebration transitioned to a virtual format, with over 280 participants on the day of the event. We were honored to host speakers President Jordan, Congressman Steny Hoyer, the Reverend Dante Eubanks, Board Chair Lex Birney, Black Student Union (BSU) President Ruby Turner, keynote speaker Dr. Crystal Fleming, and BJ Hall, President of NAACP St. Mary's County. In addition, there were pre-recorded videos by the St. Peter Claver Catholic Church Gospel choir, Spring Ridge Middle School Rhythm Club, and the St. Mary's Ryken Arts Department B. Hance Memorial Program. The day concluded with an invitation to service by Denise Barnes, President of Alpha Kappa Alpha Sorority, Inc.®, Nu Zeta Omega Chapter.

#### Office of Public Safety

In response to the recommendations provided by consultant Margolis Healy:

**Operational Strategy.** Moving in the direction of community policing, the Office of Public Safety has worked with Kelsey Bush '94, Interim Chief Diversity Officer, and Ruby Turner '21, President of the Black Student Union (BSU), to broaden the scope of the Public Safety Advisory Council. The wider role includes working with the Council to establish community programs and opening public safety policies and procedures for the Council's input.

**Training & Written Directives.** The Office of Public Safety has successfully held one class for Fair & Unbiased Policing, with a goal to train the entire Public Safety staff in the next year. Public Safety is working in cooperation with Mr. Bush to prepare a presentation for the community to make everyone aware of the scope of the training.

One Public Safety Officer is attending the Field Training Officer certification class through the Maryland Police and Corrections Training Commission (MPCTC). This officer will then update the Office of Public Safety's current field training manual to current best practices standards.

The Office of Public Safety has contracted with Power DMS in order to more effectively manage training and written directives. Power DMS allows for implementation and review of documents, as well as, create training and testing. The software maintains a clear audit trail to ensure clear documentation. Public Safety staff have been attending training sessions and will begin actively using the new system this semester.

### Student Activities and Residence Life

**Engagement.** Campus-wide, an additional 153 programs were held (compared to 208 in fall of 2019), including standard events like Sunday Mass, Monday Night Yoga, Weekly SGA Meeting. Most of these events were held virtually or synchronously, with members social distanced together and via Zoom. Some of the more notable programs that were held include: Tigerland Escape Room, Double Feature Drive-In Movie, How to Request Your Absentee Ballot, Twain Lecture, Halloween at The JLR Stadium, and STARS Scavenger Hunt.

In addition to meetings and events, students were encouraged to find community by joining student clubs, organizations, and departments via the Engage app. All students have access to the app; thus far, 429 students have taken advantage of these opportunities.

Nineteen in-person students attended New Student Orientation and 16 attended virtually. As part of their orientation to campus, students participated in a two-hour community service project, collecting and organizing donations from the community.

**Residence Life.** The fall semester concluded with a total of 140 residence hall programs, both virtually and in-person. For the spring semester, 868 students are living on campus. This is a lower occupancy than normal, but is helpful in maintaining social distancing and space for isolation and quarantine rooms. Move-in was staggered over three days to ensure a safe environment. All students were required to provide a negative COVID test prior to returning to campus. By move-in day, 97% of residential students had provided their tests. The remaining students quarantined or participated in classes remotely until their negative test results arrived.

### Wellness Center

**Counseling.** The Wellness Center's focus continues to be on safety and providing student services in creative and supportive ways. Transitioning to counseling services via a HIPAA-compliant zoom platform was challenging and took time to fully implement. Early in the pandemic, while transitioning to remote work and learning, the focus was on setting up the remote services infrastructure and connecting with students. As services continued to be offered remotely, updated technology and best practices for video counseling were incorporated. Students now have access to ongoing, traditional counseling, short term or urgent same day/next day appointments and medication management appointments with the Psychiatric Nurse Practitioner. Counseling



services continue to be well-attended and both on-campus and fully remote student learners utilize counseling services.

Currently, about 25% of our student population is regularly seen by the Wellness Center (health and counseling). Key mental health issues are: anxiety, depression, adjustment to college, and trauma. The Wellness Center has taken the following steps to meet the growing need for mental health services to the greatest extent possible:

- Continued to offer several points of access for counseling services including traditional intake and ongoing therapy, same-day urgent appointments any time the Wellness Center is open, and a 24/7 confidential helpline staffed by professional counselors.
- Consulted with faculty members, staff members, and parents when concerned about student mental health and created plans for immediate intervention and/or long-term support as needed.
- Hosted Mental Health First Aid training for faculty and other members of the campus community.
- Supported two student groups contributing education and support to the community. Peer Health Educators (PHEs) provided ongoing programming about mental health, reducing stigma, smoking cessation, and other issues, and the Sexual Misconduct Advocacy and Resource Team (SMART) provided a 24/7 student staffed phone line and provided programming to increase knowledge of sexual misconduct and healthy relationships.

**COVID-19.** One of the main tasks of the Wellness Center during this past year has been managing COVID-19 related concerns on campus. The College contracted with a medical personnel company to provide two full time Registered Nurses (RNs) who were trained in COVID-19 testing procedures. They provide on-demand testing and oversee the campus surveillance testing of randomly chosen participants.

A new visual data bar has been created alongside the COVID-19 Dashboard. This data bar includes daily numbers in a graph that illustrates numbers at any given date. Graphs for the number of cases, number of tests, those in isolation, those in quarantine, and campus positivity are included.

The Wellness Center has maintained close contact with the SMCHD to share information about COVID-19 cases on campus, and to coordinate COVID vaccinations to eligible faculty and staff at our local vaccination site. SMCHD has additionally provided testing supplies and processed campus tests.

When a student on campus is ill or receives a positive test for COVID-19, the Wellness Center and the Office of Residence Life provides quarantine or isolation housing and identifies services the student requires. The nurses check in daily with the students in quarantine and isolation and track their symptoms. The nurses also provide contact tracing so we can identify possible avenues of transmission.

**Health.** Health services on campus changed during the pandemic. Our contracted healthcare providers, MedStar Medical Group (MMG) opted to provide telehealth and off campus services only. The Wellness Center staff schedules appointments for students and maintains electronic health records at the Wellness Center. The number of students seeking healthcare appointments is greatly reduced because students learning remotely can utilize their home providers and home resources.

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

- Partnered with a local pharmacy to deliver prescription medications to students on campus.
- Facilitated transportation to off-campus appointments and medical services by utilizing the student drivers on call through Public Safety.
- Created a partnership with a local allergist to continue allergy shots for students.
- Provided two days of sports physicals for students participating in club sports. Provided 56 physicals at no cost to students (in the past they have gone off campus and incurred costs in transportation and copays).
- Partnered with the St. Mary's County Health Department to provide smoking cessation classes on campus for students after a state law raised the age to purchase tobacco and e-cigarette/vaping products to 21 years of age.
- Partnered with SGA and Health Connections to offer two Flu Shot clinics; 52 flu shots were administered (50 paid for by SGA).



**BOARD OF TRUSTEES  
CAMPUS LIFE COMMITTEE  
REPORT SUMMARY**

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

**Date of Next Meeting:** May 14, 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
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**Executive Summary**

**Discussion Items**

Fatima Bouzid '22 will provide the Student Trustee Report.

**Information Items**

Vice President for Student Affairs / Chief Diversity Officer Report

Updates will be provided regarding surveillance testing and Emergency Response Team.

Inclusive Diversity, Equity, Access, and Accountability (IDEA2) Report

Chief Diversity Officer – will provide an overview of the IDEA2 initiatives through the Fall

Office of Public Safety

An overview of progress made to address recommendations provided by consultant, Margolis Healy will be provided.

Student Engagement

Updates will be provided of Fall engagement initiatives and Spring semester plans.

Wellness Center Update

Information will be provided about Fall health and wellness programs and services, including counseling, health services, and COVID-19 compliance and safety initiatives.

Title IX Update

A summary of information will be provided regarding the Fall semester.



**BOARD OF TRUSTEES  
CAMPUS LIFE COMMITTEE  
MEETING OF FEBRUARY 5, 2021**

**AGENDA**

- I. DISCUSSION ITEMS**
  - A. Student Trustee Report
  
- II. INFORMATION ITEMS**
  - A. Vice President for Student Affairs / Chief Diversity Officer Report
  - B. Title IX Summary
  - C. Minutes (Meeting of October 16, 2020)

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

**BOARD OF TRUSTEES  
CAMPUS LIFE COMMITTEE**

**OPEN SESSION  
MINUTES**

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

**Status of Minutes:** Approved December 22, 2020

**Campus Life Committee Members Present:** Committee Chair Danielle Troyan '92, Nicholas Abrams '99, Carlos Alcazar, John Bell '95, Student Trustee Fatima Bouzid '22, Alice Bonner '03, Peg Duchesne '77, President Tuajuanda Jordan

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

**Others Present:** Student Trustee-in-Training Joshua Ajanaku, Betsy Barreto, Anirban Basu, Chair Lex Birney, Allison Boyle, Michael Bruckler, Peter Bruns, Donny Bryan '73, Paula Collins, Carolyn Curry, Mike Dougherty, Michael Dunn, Susan Dyer, Judith Fillius, Elizabeth Graves, Gail Harmon, Anne Harvey-Diggs, David Hautanen, Sven Holmes, Kristina Howansky, Doug Mayer '04, Scott Mirabile, Paul Pusecker, Laurie Scherer, William Seale, Tressa Setlak, Greg Shedd, Jenny Sivak, Harry Weitzel, Ray Wernecke, Michael Wick, Anna Yates

**Executive Summary**

Committee Chair Danielle Troyan '92 called the virtual (via Zoom) meeting to order at 11:10 a.m.

Student Affairs Introduction and Overview

Interim Vice President for Student Affairs Shana Meyer presented a Student Affairs Division update. One of the primary goals for this year is to amplify a student-centered, transformative experience through co-curricular programs, diverse experiences, and support services.

The second primary goal is to provide an exemplary student-centered wellness model, focusing on physical health and mental health needs by: mitigation of COVID-19, with little impact on the greater community; protocols to keep faculty, staff and students in a safe environment; and, education on the resources available.

Interim Chief Diversity Officer Kelsey Bush provided an update on the new Inclusive Diversity, Equity, Access, and Accountability unit on campus (IDEAA). Michael Dunn, Assistant Vice President of Equity and Inclusion/Title IX Coordinator, José Ballesteros, Director of Equity Programming, and Bush have been charged to establish the foundation and framework for IDEAA, while implementing procedures, programs, and policies.

This year IDEAA goals are:

- Establishing lines of communication and trust between IDEAA and the College Community;
- While creating the division, identifying and bringing together and cultivating relationships with campus offices and stakeholders already advancing IDEAA;
- Using the established measurement in the strategic plan and other resources to establish baseline performance measures and develop measurable outcomes to assess areas of success and concern.; Implement programs and activities that highlight and support the work on IDEAA and celebrate our diverse campus;
- Collaborate with other units to respond to campus related issues and events driven by campus and external events;
- Continue to work with other units to develop/enhance training and program opportunities while weaving in the IDEAA framework.

### Wellness Center Update

Director of the Wellness Center, Laurie Scherer, presented an update in reference to staffing, COVID-19 response, and physical/mental services. The Wellness Center has increased their creativity to engage students as they moved to tele-counseling that is offered via Health Insurance Portability and Accountability Act (HIPPA) compliant Zoom. There is also a free 24/7 counseling helpline available for students on and off campus.

### Student Engagement

Executive Director of Student Life/Interim Dean of Students Derek Young, presented an update regarding student activities and residence life.

The Student Government Association purchased the Campus Labs Engage© platform. This platform allows students to communicate, connect, and build relationships that engage and strengthen relationships between students and will be used alongside traditional social media platforms. The Residence Halls have also had success in engaging students. We have also engaged students through educational programs exploring identity and civic engagement.

### Student Trustee Report

Student Trustee Fatima Bouzid '22 reported that St. Mary's College of Maryland has been resilient and adaptive during these times of uncertainty. Professors have been more than willing to help and give extensions during these unpredictable times.

Ms. Bouzid reported that the Wellness Center has created a safe space for Black, Indigenous and People of Color (BIPOC), and she has been appointed by the Student Government Association (SGA) as the Chairperson of the Wellness Center Task Force.

Bouzid reported several incidents of concern to students and SMCM's responses. Students have taken to social media to share their anxieties and create a community of support.

Bouzid explained one of her initiatives to highlight inclusion and diversity by revamping World Carnival.

## **Action Items**

### **II.A. Endorsement of 2020 Performance Accountability Report**

The 2020 Performance Accountability Report is required by the State of Maryland. The report assesses the College's progress on a variety of goals and objectives including academics, enrollment, retention and graduation, financial aid, and student outcomes. Additionally, it provides data on specific metrics, as well as narratives that describe the College's strengths and challenges. The Campus Life Committee was asked to provide their endorsement of the report as presented to the Finance, Investment, and Audit Committee, who will then present the action item to the full Board for approval. A motion was made, seconded, and endorsement of the item was approved unanimously.

### **II.B. Approval for Revisions to the Policy Against Sexual Harassment and the Grievance Process to Resolve Complaints of Sexual Harassment**

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. A motion was made, seconded, and endorsement of the item was approved unanimously.

### **III.C. Approval 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. A motion was made, seconded, and endorsement of the item was approved unanimously.

The meeting adjourned at 12:02 p.m.



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

**Institutional Advancement Committee (IAC) Charge:**

*Ensure a strong future for St. Mary's College in an intensely competitive environment by promoting 21<sup>st</sup> century reputation and branding of the College, encouraging philanthropy and strengthening alumni and community relationships.*

Institutional Advancement (IA) aligned with the IAC's charge throughout the reporting period October 2020—February 2021. The following are selected progress points:

**Philanthropy**

Metrics. For the FY21 giving cycle (July 1, 2020 – June 30, 2021), a total of \$2,049,064 has been raised as of January 18, 2021 toward a goal of \$2.7M. Donations have included a \$500,000 merit scholarship fund.

Giving Tuesday. The College's annual online fundraiser once again broke records. It raised \$287,937 (goal \$150,000) from 2,066 unique donors (1,201 goal). A primary goal was to have more alumni give; 905 did (goal 600), a 37% increase compared to last year. The alumni retention rate for alumni who consistently give is now 56%, which already exceeds the FY21 goal of 55%.

The Recovery Fund. The fund assists current students with needs arising from the impact of the pandemic. To date, 127 student grants (\$110,000) have been awarded from the \$164,000 raised. The Student Government Association donated \$50,000 to the fund in the first semester, followed by a gift of \$25,000 on Giving Tuesday in December.

Details on donors and their gifts, the Recovery Fund and Giving Tuesday can be found on [www.smcm.edu/giving/](http://www.smcm.edu/giving/).

**Branding and Reputation Building**

Pandemic Communications. The integrated marketing team created a Spring 2021 site (13 pages) that mirrored the COVID-19 information and *Reopening: The St. Mary's Way* sites created for the first semester. In addition, it updated elements of the SMCM COVID-19 tracker, including a means to show trend data. The SMCM COVID tracker has had more than 9,000 views to date.



Of note, the team recently won the Silver Award in the Category COVID Response Communications from the Council for the Advancement and Support of Education (CASE) District II. The judges cited the impressive array of quality materials that were well branded, organized and thought out. Covered in the award were COVID and Reopening webpages, St. Mary's Way videos, social media, a virtual visit, video testimonials, and campus signage.

*The Commemorative to the Enslaved Peoples of Southern Maryland Dedication.* Working with the Commemorative Dedication Planning Committee and grant funding, Institutional Advancement produced a virtual dedication ceremony on November 21. In addition to a multi-faceted dedication "event" video, the team produced an accompanying Honoring the Enslaved website. One of its features is the reading of all 12 erasure poems by poet Quenton Baker and a means to "see" where the words rest on the actual Commemorative. More than 3,200 have viewed the dedication video and the website has had more than 3,700 views ([www.smcm.edu/honoring-enslaved/](http://www.smcm.edu/honoring-enslaved/)). Regional and national media stories are housed on the site including those from The Washington Post, PBS News Hour, NPR, the Baltimore Sun, The Guardian, Essence and Diverse: Issues in Higher Education, among others. Efforts are underway to ensure the Commemorative is featured on local, state and regional tourism sites.

*Enrollment Marketing.* To assist Admission in achieving its enrollment goals, integrated marketing staff created a suite of nine targeted messaging pieces in the reporting period, in addition to wrapping a mini-van in the College's brand. To complement other efforts, it ran a 30-second commercial spot on television and in digital avenues in key recruitment zones from October – December. New visitors to the Admission website increased by 26% compared to the same time last year. Also, traffic to key recruitment pages increased when compared to the same period last year. For example, views to the First Year Apply Now site increased 41%, Apply Now +77%, Visit Campus +113% and Scholarships +139%.

Social media platforms also saw upticks when comparing January 2020 to January 2021: Facebook +13%, Twitter +7% and Instagram +25%, among others.

*Messaging.* The integrated marketing team continued to push out accomplishments of The National Public Honors College through its multi-channel internal and external communiques, including *The Mulberry Tree* magazine. The winter edition (late January 2021), with a circulation of 17,500, focuses on careers and the theme of determination culled from a St. Mary's College experience.

### **Alumni and Community Engagement**

*Giving Tuesday.* IA, in partnership with The Alumni Council, developed a unique influencer model to help attract donors and increase alumni giving. (*See the Alumni Council report in the IAC packet for details*). Notably, 100% of the Alumni Council members donated to the Alumni Challenge, raising \$20,000 to incentivize giving by encouraging donors to "influence" others. Of

note, the alumni participation giving rate before Giving Tuesday (December 1) was 1%. After Giving Tuesday, the rate jumped to 10%, on its way to achieving 13%, the goal for FY21.

*Alumni Council Partner Programs.* Alumni Relations and the Alumni Council communicate through multiple platforms to encourage alumni to refer prospective students to Admission. To date, the Launch-a-Leader program has referred 46 students. The inaugural virtual VALUMTINE'S DAY 5K event aims to keep alumni engaged and gives them a means to support the Alumni Legacy Scholarship.

*Community Outreach.* Because in-person campus events are curtailed due to the pandemic, IA is marketing virtual events to a broad array of constituents including the campus community, prospective parents and students, current parents, donors, alumni, community members, regional groups, and others. The Commemorative to the Enslaved Peoples of Southern Maryland, noted earlier, is an example. IA widely marketed the Laughing to the Polls Twain Lecture in the fall whereby 1,100 registered as far away as Australia. The marketing of the January MLK Prayer Service had 285 registrants, up about 50% over last year. Of note, IA has recently strengthened its outreach to the College's Arts Alliance by consistently marketing College virtual events to about 280 citizens.

Coming up will be marketing for A Night to Honor the Legacy of Lucille Clifton (March 1), A Presidential Lecture Series with Jay Williams (March 11), several programs by The Center for the Study of Democracy, and the second semester Twain Lecture with Janelle James (April 10)—all virtual events.

**BOARD OF TRUSTEES  
INSTITUTIONAL ADVANCEMENT COMMITTEE**

**REPORT SUMMARY**

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

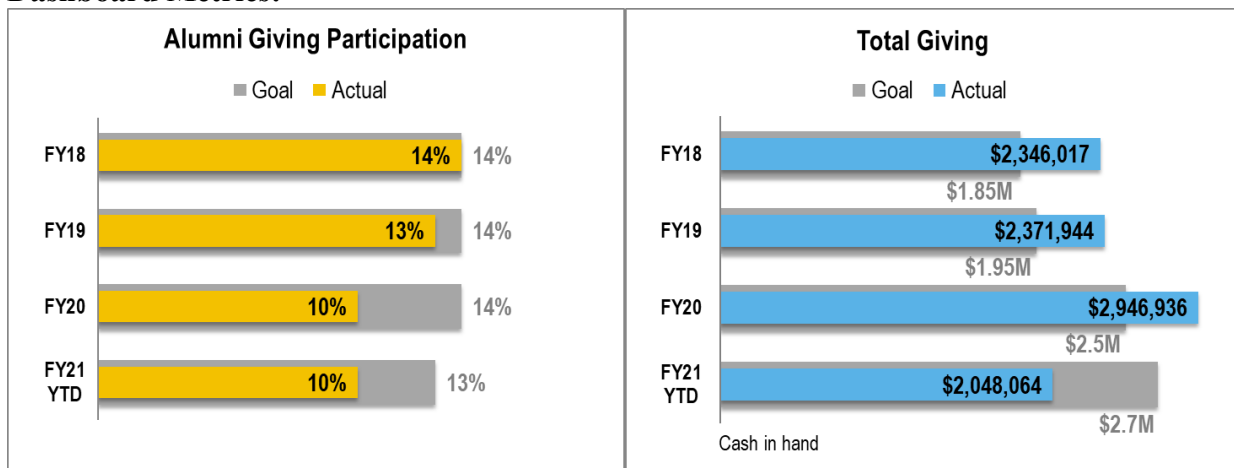
**Date of Next Meeting:** May 7, 2021

**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 (IAC) charge to strengthen the College's brand and reputation, increase philanthropy, and engage alumni and the community. The two graphs above are among several metrics tracking progress. Total giving since October (\$346,864) has jumped to \$2,048,064 toward the FY21 goal of \$2.7M. Because of Giving Tuesday, our annual online fundraiser in December, the alumni giving participation rate rose from 1% in October to 10% to date toward a 13% FY21 goal.

The IAC's meeting packet includes IA's FY21 progress-to-date metrics and actions. It also has a report from the SMCM Foundation President Bonnie Green and a report for the reporting period from Alice Bonner, Alumni Association president.

This IAC meeting continues the discussion on organizational LEAD campaign planning including donor strategies and priorities.



**INSTITUTIONAL ADVANCEMENT COMMITTEE  
MEETING OF FEBRUARY 5, 2021**

**OPEN SESSION  
AGENDA**

**I. CALL TO ORDER**

**II. DISCUSSION ITEMS**

- A.** Report from SMC Foundation President Bonnie Green
- B.** Report from Alumni Association President Alice Bonner

**III. ACTION ITEMS**

There are no action items.

**IV. INFORMATION ITEMS**

- A.** Report of Institutional Advancement
- B.** Report of St. Mary's College of Maryland Foundation President
- C.** Report of St. Mary's College of Maryland Alumni Association President
- D.** Minutes (October 16, 2020 and December 10, 2020 special meeting)

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



**BOARD OF TRUSTEES  
INSTITUTIONAL ADVANCEMENT COMMITTEE**

**OPEN SESSION MINUTES**

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

**Status of Minutes:** Approved

**Institutional Advancement Committee Members Present:** Committee Chair Gail Harmon, Board 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:** Carolyn Curry

**Others Present:** Nick Abrams '99, Betsy Barreto, John Bell '95, Allison Boyle, Peter Bruns, Donald Bryan '73, Kelsey Bush, Mike Dougherty, Susan Dyer, David Hautanen, Sven Holmes, Shana Meyer, Paul Pusecker, Jenny Sivak, Danielle Troyan '92, Harry Weitzel, Ray Wernecke, Mike Wick, Anna Yates, Derek Young, Sandra Abell

**Executive Summary**

Institutional Advancement Committee (IAC) Chair Gail Harmon called the meeting to order at 9:35 a.m.

Chair Harmon noted the purpose of the meeting was to continue the discussion from last semester to include key takeaways from a campaign feasibility study. She noted the IAC is now joined by Bonnie Green '74, the new SMC Foundation president, and Alice Bonner '03, the new Alumni Association president and Trustee.

Chair Harmon referenced the Institutional Advancement report and metrics in the Committee packet provided by Vice President Carolyn Curry which revealed the FY20 year-end Total Giving (cash in hand) of \$2.95M (as compared to FY20 goal of \$2.5M). The FY21 year-to-date Total Giving as of 10/15/20 was \$347K toward a goal of \$2.7M.

Chair Harmon encouraged IAC members to read the Foundation report submitted by immediate past Foundation President Jack Saum, the Alumni Association report submitted by Ms. Bonner, and the full Institutional Advancement report submitted by Vice President Curry.

At 9:40 a.m., Chair Harmon called for a motion to close the meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) for the purposes set forth on the closing statement: To review and discuss items permitted to be discussed in closed session by Md. Gen. Prov. Code Ann. '3-305(b), as they require preserving the confidentiality of private citizens' finances as well the confidentiality of commercial information. Matters to be discussed: potential donors to the College and strategy behind a future comprehensive fundraising campaign. The motion was seconded.

**Action Items**

There were no action items.



**BOARD OF TRUSTEES  
INSTITUTIONAL ADVANCEMENT COMMITTEE**

**SPECIAL OPEN SESSION MINUTES**

**Date of Meeting:** December 10, 2020

**Status of Minutes:** Approved

**Institutional Advancement Committee Members Present:** Committee Chair Gail Harmon, Board Chair Lex Birney, Alice Bonner '03, Paula Collins, Peg Duchesne '77, Elizabeth Graves '95, Glen Ives, President Tuajuanda Jordan

**Not Present:** Judy Fillius '79, Douglass Mayer '04

**Staff Member:** Carolyn Curry

**Others Present:** Nick Abrams '99, Anirban Basu, John Bell '95, Mike Dougherty, Patricia House (Graham-Pelton), Danielle Troyan '92, Ray Wernecke, Jackie Wright, Sandra Abell

**Executive Summary**

Institutional Advancement Committee (IAC) Chair Gail Harmon called the meeting to order at 2:00 p.m.

Chair Harmon noted the purpose of the meeting was to continue the discussion and planning for a comprehensive campaign, as there was not sufficient time allotted at the October 16, 2020 IAC meeting.

At 2:01 p.m., Chair Harmon called for motion to close the meeting in compliance with Title 10, Subtitle 3 of the General Provisions Article (the Open Meetings Act) for the purposes set forth on the closing statement: To review and discuss items permitted to be discussed in closed session by Md. Gen. Prov. Code Ann. '3-305(b), as they require preserving the confidentiality of private citizens' finances as well the confidentiality of commercial information. Matters to be discussed: potential donors to the College and strategy behind a future comprehensive fundraising campaign. The motion was seconded.

**Action Items**

There were no action items.



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

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

**Date of Next Meeting:** May 14, 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
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**Executive Summary**

Technology Overview

Implementation of the ERP System for the Student Nexus module continues and is currently in phase three, or approximately 75% completed. It is anticipated that the Student Nexus system will go live in late Spring 2021.

The Wi-Fi installations for the Academic Building Enhancement Project were completed during the winter break. The Office of Information Technology continues to provide support for asynchronous and synchronous learning and for staff who are teleworking.

The Office of Information Technology continues to address the issue of an effective cyber security program and is working with multiple internal and external entities to develop and provide support for this initiative.

FY21 and FY22 Capital Improvement Projects

For FY21, the State awarded the College \$4.4M to address road infrastructure and repairs and to replace the HVAC and electrical systems in Calvert Hall. Planned repairs and improvements to the western portion of College Drive will be implemented after the Spring 2021 semester ends. For the Calvert HVAC replacement, we have engaged Mueller Associates to provide bid ready documents with an anticipated completion date in late 2021, if bids come in within budget.

The Governor released his capital budget recommendations for FY22 on January 20, 2021. The College requested \$3.0M for the Schaefer Hall central plant replacement (\$2.475M), Calvert Hall window replacement (0.425M), and the campus roadways repair phase three (\$0.1M). Due



to State budget constraints, the Governor recommended \$1.5M in FY22 for these projects, but also included a special fund deficiency appropriation of \$1M in FY21 for projects to improve the campus infrastructure. Once the FY22 capital budget is approved, the College will work with the Department of Budget and Management Capital analysts to determine availability of funding and project prioritization.

The College requested \$20.933M for the final funding request for the New Academic Building and Auditorium project. The Governor has recommended \$20.309M, with an increase of \$0.293M in construction for a public art display and a reduction of \$0.917M in equipment.

#### New Academic Building and Auditorium

As of mid-January 2021, the main building is mostly enclosed and the west building is under roof. On the main building, about 20% of the exterior brick has been laid, interior partitions are framed, and ductwork, sprinkler lines, and plumbing are being installed. The auditorium ceiling is ready for drywall. In the west building, exterior framing is in progress. Overall, the project is approximately 35% complete with much of the heaviest construction, foundations, utilities, steel framing and roofing, mostly complete. The work progresses as scheduled and, importantly, is on budget at this time.

#### Commemorative Completion and Dedication

The Commemorative to Enslaved Peoples of Southern Maryland is complete. The virtual community dedication took place on November 21, 2020, and may be accessed on the College website (<https://www.smcm.edu/commemorative/>), along with interpretive elements, discussion about the history of slavery in Southern Maryland, details about the archaeology at the site, and an exploration of the erasure poetry gracing the structure.

#### Mattapany Road Improvements/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. A feasibility study, using the unbuilt railroad right-of-way from the 1800's that runs through property owned by the Howard family, is in progress.

#### Maryland Environmental Services: Campus Water Upgrades

Maryland Environmental Services, 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. The project also increased capacity and redundancy, and provided necessary flow to various points throughout campus. In total, over 3,500 linear feet of piping and six new valves were added to the water supply infrastructure. Future installations of fire suppression systems are now possible with these improvements.

#### Cawood House Controlled Burn

The College sought approval from the Maryland Historical Trust to remove the house from the Cawood property. The structure was found to have no architectural significance or integrity and the Maryland Historical Trust approved its removal. The controlled burn was managed by the Ridge Volunteer Fire Department and took place on December 6, 2020. The College's physical plant has since worked with a contractor to clean up the site.

Campus Center Kitchen Flooring Upgrades

During the 2020 winter break, a new floor was installed throughout the kitchen in the Campus Center. This 4,000 square foot floor, funded by Bon Appetit, will allow for improved cleaning and disinfection and will prevent any leakage onto the first floor of the Campus Center.

**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 FEBRUARY 5, 2021  
AGENDA**

- I. DISCUSSION ITEMS (None)**
- II. ACTION ITEMS (None)**
- III. INFORMATION ITEMS**
  - A.** Technology Overview
  - B.** FY21 and FY22 Capital Improvement Projects
  - C.** New Academic Building and Auditorium
  - D.** Commemorative Completion and Dedication
  - E.** Mattapany Road Improvements/Howard Property Right of Way Action
  - F.** Maryland Environmental Services: Campus Water Upgrades
  - G.** Cawood House Controlled Burn
  - H.** Campus Center Kitchen Flooring Upgrades
  - I.** Historic St. Mary's City Commission Report
  - J.** Minutes (Meeting of October 16, 2020)

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

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.A.  
TECHNOLOGY OVERVIEW**

Enterprise Resource Planning System

Implementation of the ERP System for the Student Nexus module continues. Work is now at phase three for this initial module, which includes the verification and validation of data. Anthology and Office of Information Technology (OIT) personnel have begun to prepare for phase four, which includes required integration and workflows. OIT staff is also working on the data corrections and configurations needed to update the system for the final spin. Once that is completed, the final cycle of testing, configuration, correcting, and training will begin. At this point, it is estimated that this module is approximately 75% completed. It is anticipated that the Student Nexus system will go live in late spring 2021.

Remote Learning Enhancements

The Wi-Fi installations for the Academic Building Enhancement Project were completed during the winter break, as was the installation of 150 additional Wi-Fi devices in the Lewis Quad and Waring Commons residence halls. The increase in Wi-Fi devices across campus required the increase in bandwidth from 2G to 5G, allowing for additional uploading and downloading speed.

To support remote instruction, the OIT continues to provide the institution with web conferencing capabilities that can support asynchronous and synchronous learning through multiple types of web conferencing platforms. The Zoom platform is the preferred method of instruction. During the fall 2020 semester 578 active users conducted 34,278 meetings and stored nearly 2GB of recordings. We anticipate similar usage for the spring semester.

The OIT continues to support the College remotely for the spring semester. Staff have worked diligently ensuring that faculty and staff have the tools needed to perform their duties. Since last March, they received more than 3,151 requests for software installations, password resets, login issues, classroom support, etc. During the fall 2020 semester, OIT processed 704 visitors with 1,706 tickets and 6,300 work hours dedicated to supporting the ERP project, the Wi-Fi projects (academic and residence), classroom upgrades, and remote learning environments.

Cyber Security

The OIT continues to address the issue of an effective cyber security program and is working with multiple internal and external entities to provide support for this initiative. Data Networks (IT consulting firm) has provided a proposal for providing a Foundational Security Program, which analyzes the existing environment, identifies challenges, issues, and opportunities, and highlights institutional cybersecurity goals. Some of the more critical goals include planning for a modern authentication solution leveraging existing investments, clean up older existing user, device, and group management solutions and integrate them into the new modern identification and access management solution, reduce the volume of incoming password reset requests by enabling a self-

service password reset portal, improve security by deploying Multi-Factor Authentication that is not dependent on clear text transmission of passcodes or passwords, improve collaboration and security for SMCM by planning and implementing a guest access plan, and increase security by blocking legacy authentication solutions through Conditional Access to prevent unsecured authentication protocols like POP, SMTP, IMAP, and MAPI that cannot enforce multifactor authentication.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.B.  
FY21 AND FY22 CAPITAL IMPROVEMENT PROJECTS**

For FY21, the State awarded the College \$4.4M to address road infrastructure and repairs and to replace the HVAC and electrical systems in Calvert Hall. Planned repairs and improvements to the western portion of College Drive will be implemented after the current semester ends. The Request for Proposal (RFP) action will go out to bid in March 2021. For the Calvert HVAC replacement, we have engaged Mueller Associates to provide bid ready documents and we intend to solicit bids via open RFP in late spring. We are hopeful that bids will be in line with available funding so that this project proceeds, with an anticipated completion date in late 2021.

On January 20, 2021, the Governor released his FY22 capital budget recommendations. For FY22, the College requested \$3.0M for three projects under campus infrastructure improvement: the Schaefer Hall central plant replacement (\$2.475M); the Calvert Hall window replacement (0.425M); and the campus roadways repair phase three (\$0.1M). Due to budget constraints, the Governor recommended \$1.5M in FY22 for these projects, but also included a special fund deficiency appropriation of \$1M in FY21 for projects to improve the campus infrastructure. Once the FY22 capital budget is approved, the College will work with the Department of Budget and Management capital analysts to determine availability of funding and project prioritization.

For the final funding request for the NABA, the College requested \$20.933M. The Governor has recommended \$20.309M, with an increase of 0.293M in construction for a public art display and a reduction of \$0.917M in equipment (furniture, fixtures, and equipment-FF&E). We are analyzing potential impact, but believe it will be negligible as several items can be moved from FF&E into the construction budget. For instance, the high-density shelving used for the sheet music library can be added to the construction costs.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.C.  
NEW ACADEMIC BUILDING AND AUDITORIUM UPDATE**

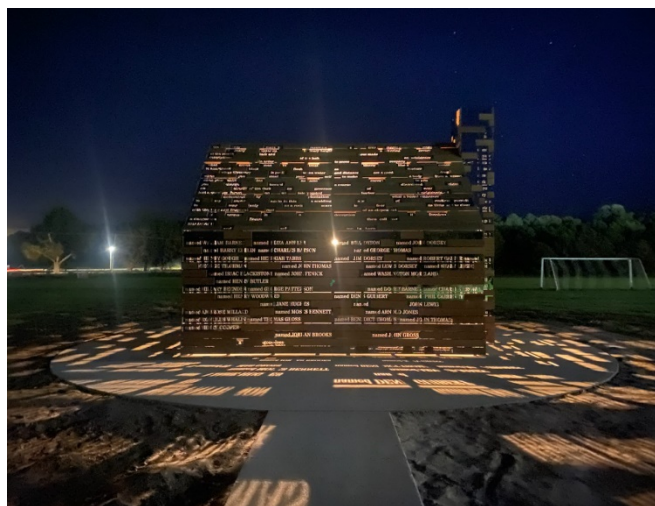
Construction began in February 2020. As of mid-January 2021, the main building is mostly enclosed and the west building is under roof. On the main building, about 20% of the exterior brick has been laid, interior partitions are framed, and ductwork, sprinkler lines, and plumbing are being installed. The auditorium ceiling is ready for drywall. In the west building, exterior framing is in progress. Overall, the project is approximately 35% complete with much of the heaviest construction, to include foundations, utilities, steel framing and roofing, mostly complete. The work progresses as scheduled and, importantly, on budget at this time.





**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.D.  
COMMEMORATIVE COMPLETION AND DEDICATION UPDATE**

The Commemorative to Enslaved Peoples of Southern Maryland is complete. The virtual community dedication took place on November 21, 2020, and may be accessed on the College website (<https://www.smcm.edu/commemorative/>), along with interpretive elements, discussion about the history of slavery in Southern Maryland, details about the archaeology at the site, and an exploration of the erasure poetry gracing the structure.





**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.E.  
MATTAPANY ROAD IMPROVEMENTS/ HOWARD PROPERTY /  
RIGHT OF WAY ACTION UPDATE**

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. A feasibility study, using the unbuilt railroad right-of-way from the 1800's that runs through property owned by the Howard family, is in progress. The College hired Site Resources, Inc., a civil engineering firm that is familiar with the College through their work on Anne Arundel Hall and the New Academic Building and Auditorium. The study is scheduled for completion later this winter. Once complete, the College and the property owners will discuss the findings and options.

Concurrently, the College and Historic St. Mary's City have been engaged in discussions with the St. Mary's County Department of Public Works (DPW) about safety improvements to Mattapany Road from east of the campus to Maryland Rt. 5. The St. Mary's County DPW recently released the Request for Proposal (RFP) for an engineering feasibility study of road improvement. Representatives from the College, Historic St. Mary's City, and the St. Mary's County DPW met virtually on January 15, 2020 to discuss the project and respond to specific questions from the RFP solicitation.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.F.  
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. The project, completed in late fall 2020, also increased capacity and redundancy, and provided necessary flow to various points throughout campus. In total, over 3,500 linear feet of piping and six new valves were added to the water supply infrastructure. Future installation of fire suppression systems is now possible with these improvements.

**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.G.  
CAWOOD HOUSE – CONTROLLED BURN**

The Cawood House and property, acquired in 2008, is contiguous to the College. Over time, the house has fallen into disrepair, taking away from the natural beauty when entering the campus. Subsequent to approval from the Maryland Historic Trust, the College collaborated with the Ridge Volunteer Fire Department to have the structure removed in a controlled environment.

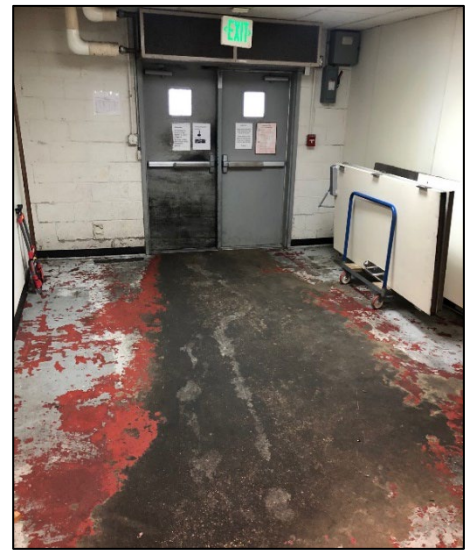
The controlled burn, which took place on December 6, 2020, provided training for the Ridge Volunteer Fire Department. The College's physical plant has since worked with a contractor to clean up the site, ensure the safety of the foundation, demolish the chimney, and add fill as needed. The secondary building, a shed, will be removed soon. The removal of this structure greatly enhances the aesthetics of the drive as you enter campus from Route 5 North and has a positive impact on the College's deferred maintenance ratings.





**BOARD OF TRUSTEES  
ST. MARY'S COLLEGE OF MARYLAND  
TECHNOLOGY, BUILDINGS, AND GROUNDS COMMITTEE  
FEBRUARY 5, 2021  
INFORMATION ITEM III.H.  
CAMPUS CENTER KITCHEN FLOORING UPGRADES**

During the 2020 winter break, a new floor was installed throughout the kitchen in the Campus Center. This 4,000 square foot floor, funded by Bon Appetit, will allow for improved cleaning and disinfection and will prevent any leakage onto the first floor of the Campus Center.



**ST. MARY'S COLLEGE OF MARYLAND  
BOARD OF TRUSTEES UPDATE  
MEETING OF FEBRUARY 5, 2021**

- Dr. Henry Miller and Travis Parno co-edited a book due for publication by the University Press of Florida entitled *Unearthing St. Mary's City: Fifty Years of Archaeology at Maryland's First Capital*. The book "highlights the lives of peoples of European, Native American, and African origins who lived on this site over a span of four centuries. Their stories illuminate the multilayered nature of this important place and the broader Chesapeake region." (<https://upf.com/book.asp?id=9780813066837>)
- The museum closed in early November, following the Governor's directive. Our summer and fall season saw increased visitation. Since our closure the grounds are active every day with neighbors and visitors walking the trails and paths through the interpreted grounds.
- Like the College and many museums, we had to pivot quickly to provide online experiences for our audiences. Staff has been active on social media, offering engaging content as well as activities for families and students who are learning from home. Feedback from friends and donors has been very positive.
- We expect to launch an online platform with videos, virtual tours, and other content for members, teachers, and families in a few weeks.
- We completed construction of Margaret Brent wooden pavilion adjacent to Farthings this summer. It provided a perfect COVID-19 safe meeting place for internal events and visitors to gather.
- Staff completed their work with a diverse group of community partners to redesign exhibits for the Maryland Heritage Interpretive Center. We hope that when the Governor releases his 5-Year Capital Improvement plan it will be scheduled for next fiscal year.
- With the support of a \$50,000 grant from the Maryland Heritage Area Authority, the Commission is close to completing its new Master Plan. The long-term plan addresses site improvement, programs, and branding. This multi-phase plan will act as a roadmap as we prepare for the 400<sup>th</sup> anniversary of the State of Maryland in 2034 and beyond.
- The annual field school in historical archeology will be offered this summer. After nearly a year of following COVID safety protocols, we can offer a safe and meaningful hands-on experience for students in learning the theory and practical skills of archaeology.
- Construction of the new *Maryland Dove* was delayed slightly by the Stay-At-Home order of last Spring. The new ship is scheduled to be delivered in December 2021. She will be Coast Guard certified to carry passengers, a capability the current *Dove* lacks.





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

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

**Status of Minutes:** Approved November 3, 2020

**Campus Life and Facilities Committee Members Present:** Committee Chair Donny Bryan '73, Nicholas Abrams '99, Carlos Alcazar, Board Chair Lex Birney, Alice Bonner '03, Michael Dougherty, Elizabeth Graves '95, President Tuajuanda Jordan, Faculty Representative Scott Mirabile, Danielle Troyan '92

**Staff Members:** Paul Pusecker

**Others Present:** Betsy Barreto, Anirban Basu, John Bell '95, Allison Boyle, Thomas Brewer, Mike Bruckler, Peter Bruns, Kelsey Bush, Anne Harvey-Diggs, Susan Dyer, Paula Collins, Carolyn Curry, Peg Duchesne '77, Judy Fillius '79, Gail Harmon, David Hautanen, Sven Holmes, Doug Mayer '04, Shana Meyer, Jenell Sargent, Laurie Scherer, Maury Schlesinger, Jenny Sivak, Ray Wernecke, Harry Weitzel, Michael Wick, Anna Yates, Derek Young

**Executive Summary**

Technology, Buildings, and Grounds Committee Chair Donny Bryan '73 called the meeting to order at 10:28 a.m. The meeting took place via videoconference.

Assistant Vice President of Information Technology and Chief Information Officer Jenell Sargent provided the Committee with an in-depth overview of the College's technology capabilities, challenges, and future needs. Jenell shared the actions taken by the Office of Information Technology in response to the COVID-19 pandemic that made remote teaching, learning, and working possible and successful. Information about the current information technology infrastructure and recent projects was also provided.

Vice President Pusecker reviewed the College's FY22-FY26 capital budget request, which included funding for the New Academic Building and Auditorium construction, infrastructure projects, and the renovation of Goodpaster and Montgomery Halls. Details on specific infrastructure projects were provided in the materials.

The Enterprise Resource Planning Project (ERP) continues to move forward. Transition into the implementation phase of the CampusNexus Student module was completed over the summer. Phase 2, which consists of configuration, mapping, and data validation, continues. Phase 2 is the most challenging and time-consuming, with multiple levels of verification and validation involved. Phases 3 and 4 will be conducted on a simultaneous basis. The StudentNexus project is scheduled to go live in early 2021. In Fall 2020, implementation and planning for the finance, human resources, and payroll modules began with a go-live date of late 2021.

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

An update on FY21 infrastructure projects was provided. The ARC pool HVAC project is complete and the 50-meter pool is back in operation. The campus roads project, which is scheduled to begin in May 2021, will include the resurfacing of roads and the replacement of curbing. Replacement of the heating and cooling systems in Calvert Hall is scheduled to begin in the late spring / early summer of 2021. The scope of work will also include substantial upgrades to the electrical and lighting systems throughout Calvert Hall.

Installation of the Commemorative to Enslaved Peoples of Southern Maryland is underway. The Colleges anticipates that the 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 installation of a rubberized surface on the running track at the Jamie L. Roberts Stadium was completed in July 2020.

The College is exploring the possibility of building a pedestrian and bicycle path that will provide a safe passageway for students in lieu of using Mattapan Road. The path would begin near the intersection of Route 5 and Rosecroft Road and would extend to the crosswalk at the entrance to the Jamie. L. Roberts Stadium.

The College's water supplier, Maryland Environmental Services, invested nearly \$2.5M in a system upgrade across campus. The project supplies water to the New Academic Building and Auditorium and provides an increased capacity and redundancy to various locations throughout the campus.

The College acquired the Cawood House and property in 2008. Since then, the house has fallen into disrepair. The College is currently working with the Ridge Volunteer Fire Department to have the structure removed in a controlled environment. The property has the worst facility condition index of any College owned property and its removal will positively impact the College's deferred maintenance ratings.

Information was provided regarding the College's actions and the protocols developed, due to the COVID-19 pandemic, to ensure a safe campus environment for all students, faculty, and staff.

### **Action Items**

None

The meeting adjourned at 10:59 a.m.





**BOARD OF TRUSTEES  
GOVERNANCE COMMITTEE  
OPEN SESSION**

**REPORT SUMMARY**

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

**Date of Next Meeting:** May 7, 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**

Committee General Business

Update on Governance Committee tasks

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

None



**GOVERNANCE COMMITTEE  
MEETING OF  
February 5, 2021**

**OPEN SESSION  
AGENDA**

- I. DISCUSSION ITEMS**
  - A. Committee General Business**
- II. ACTION ITEMS**
  - N/A**
- III. INFORMATION ITEMS**
  - A. October Meeting Minutes**

**BOARD OF TRUSTEES**

**TRUSTEE GOVERNANCE COMMITTEE  
OPEN SESSION**

**MINUTES**

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

**Status of Minutes:** November 4, 2020

**Committee Members Present:** Committee Chair Susan Dyer, Board Chair Lex Birney, Paula Collins, President Tuajuanda Jordan, Donny Bryan '73, Glen Ives, John Wobensmith '93, Gail Harmon

**Committee Members Absent:** Larry Leak, Glen Ives

**Staff Member:** Jennifer Sivak

**Others Present:** Nicolas Abrams '99, Anirban Basu, John Bell '95, Alice Bonner '03, Peter Bruns, Peg Duchesne '77, Judy Fillius '79, Elizabeth Graves '95, Sven Holmes, Doug Mayer '04, Danielle Troyan '92, Harry Weitzel, Ray Wernecke, Mike Dougherty, Betsy Barreto, Mike Wick, Shana Meyer, Kelsey Bush '94, Anna Yates, David Hautanen, Allison Boyle

**Executive Summary**

Committee Chair Susan Dyer called the meeting to order at 9:00 a.m.

Bylaw changes

The committee members were sent the Bylaw document with the redline changes that are being proposed. The changes realign and reflect the two new committees, Campus Life and Technology, Buildings and Grounds, in the Bylaws. This is just administrative as they have already started their work.

**Action Items:**

**II.A. Approval of Bylaw Changes**

The Governance Committee recommends that the St. Mary's College of Maryland Board of Trustees approve the changes to the Bylaws. A motion was made to bring to send the Bylaw change to the full board. Motion was seconded and passed unanimously.

The meeting adjourned at 9:07 a.m.



**BOARD OF TRUSTEES  
OPEN SESSION**

*Video Conference  
St. Mary's College of Maryland*

**Summary of Closed Session Held on October 16, 2020**

**Time of Meeting:** 4:35 pm

**Place:** Video Conference, Calvert Hall

Motion was made to vote to move to a closed session.

**Members Voting Aye:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke

**Members Opposed:**

N/A

**Members Abstaining:**

N/A

This meeting was closed under the following provisions of Md. Gen. Prov. Code Ann. '3-305(b), including matters that relate to: specific College personnel, and legal guidance. To discuss a private market bond placement, which involves reference to confidential financial information that is not subject to public disclosure under Maryland Public Information Act, section 4-335(3) and is thereby permitted to be discussed in closed session.

**Topic #1: Approval of Nominations of New Trustees**

**Persons Present:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke, Allison Boyle, Jennifer Sivak, Anna Yates

**Members Voting Aye:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula

Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke

**Members Opposed:**

N/A

**Members Abstaining:**

N/A

**Action Taken:** Motion passes unanimously.

**Topic #2: Approval of Re-nomination of Existing Trustees.**

**Persons Present:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan' 73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke, Allison Boyle, Jennifer Sivak, Anna Yates

**Members Voting Aye:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan' 73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke

**Members Opposed:**

N/A

**Members Abstaining:**

N/A

**Action Taken:** Motion passes unanimously.

**Topic #3: Approval of Market Bond Placement Delegation and Authority**

**Persons Present:** Board Chair Lex Birney, Sven Holmes, Peter Bruns, Donny Bryan' 73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke, Allison Boyle, Jennifer Sivak, Anna Yates

**Members Voting Aye:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan' 73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Anirban Basu, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Steny Hoyer, Bill Seale, Doug Mayer '04, Ray Wernecke

**Members Opposed:**

N/A

**Members Abstaining:**

John Bell '95

**Action Taken:** Motion passes.

**BOARD OF TRUSTEES  
OPEN SESSION**

*Video Conference  
St. Mary's College of Maryland*

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

**Status of Minutes:** January 15, 2021

**Members Present:** Board Chair Lex Birney, Sven Holmes, John Bell '95, Peter Bruns, Donny Bryan '73, Peg Duchesne '77, Susan Dyer, Elizabeth Graves '95, Gail Harmon, Glen Ives, President Tuajuanda Jordan, Danielle Troyan '92, John Wobensmith '93, Paula Collins, Harry Weitzel, Alice Bonner '03, Judy Fillius '79, Nicolas Abrams '99, Mike Dougherty, Bill Seale, Doug Mayer '04, Ray Wernecke,

**Board Members Absent:** Carlos Alczar, Larry Leak, Anirban Basu, Steny Hoyer,

**Others Present:** Jenny Sivak, Anna Yates, Betsy Barreto, David Hautanen, Allison Boyle, Bridget Marshal, Caleb Soptolean, Carolyn Curry, Derek Young, Kelsey Bush, Libby Williams, Lindsay Jamieson, Mike Bruckler, Michael Dunn, Mike Wick, Paul Pusecker, Shana Meyer

**Executive Summary:** The St. Mary's College of Maryland Board of Trustees held an open session meeting on Friday, October 16, 2020. Board Chair Lex Birney called the open session meeting to order at 4:50 p.m.

Chair Birney asked for a motion to approve the agenda as written. Motion was made and approved unanimously. Chair Birney made a statement that St. Mary's experience in the last few months has been about and continues to be about true leadership and commitment and our students commitment to the St. Mary's Way, the success of the college, and most importantly to each other in these most extraordinary times. Our students are truly leading the way and setting the standard for excellence, character, commitment and caring – please know how proud the Board and everyone in your community are of these accomplishments and many more that will surely come to each of our students.

President Jordan remarked that this has been an incredible semester that really started back in June when everything focused on COVID 19 preparations for opening the College. Our success is really due to our students. Just prior to the first day of class, they were not quite aligned with where they needed to be, but have gotten aligned quickly and are doing what has been asked of them. President Jordan thanked the faculty whom have come to work every day and try to engage our students both remotely and in person which has been incredibly challenging. President Jordan acknowledged the staff went above and beyond expectations to ready the campus to open for the Fall semester. The executive team lost two members who were key in the Reopening Task Force, the rest of the

team did not miss a beat in filling in the gap to enable the college to open. Compared to other institutions, the College is in a relatively good place.

Institutional Advancement Committee Chair Harmon presented a summary of fundraising successes of last year: \$2.9M cash in hand a 24% increase from the previous year, cash and pledges combined was \$3.8M a 37% increase, the Foundation endowment is at \$34.2M a significant increase from the previous year. The investment advisory committee worked with our professional advisors to revise the goals of our investments. Fundraising for this year is looking promising with \$800,000 cash in hand having already been raised. The Recovery Fund has raised \$123K in grant money for current students in need, with \$112K having been distributed. Trustee Harmon recognized Trustee Seale for his gift to fully fund the completion of the track and the start of the Track and Field team and Chair Birney whose donation partially funded the refurbishing of a boat into a research vessel for Biology and the Marine Biology programs.

Alumni Association President Bonner '03 gave her report on the initiatives of the Alumni Council. Launch a Leader started last year as a program for alumni to help recruit students. Each alumni can nominate up to 3 students to have their application fee waived, to date there are 20 nominees with a goal of reaching 25 nominees. Job IQ, a joint venture between alumni relations and the career center, went live on October 5<sup>th</sup>. The database has over 300 alumni and is a great opportunity to mentor current students on career literacy. The newest initiative is the Affinity Networks. Affinity in conjunction with Job IQ and Launch a Leader connects alumni with common interests and professions to engage and network with each other and furthers mentoring of students. A task force is working on the launch, marketing materials and the frame work in conjunction with the Office of Advancement. The Career Center has advised which groups to pilot; health care, law, social change advocacy, and government public service.

Technology, Buildings and Grounds Chair Bryan reported that the Committee had a full agenda when they met earlier. Assistant Vice President of Information Technology Jenell Sargent provided an in-depth overview of the colleges technical capabilities, challenges and future needs. She also shared the actions of the office of technology in response to the COVID 19 that have made remote teaching, learning and working possible. The College also received information on the FY22-26 State capital budget request. Updates were given on the FY21 inner-structure projects; Enterprise resource system, New Academic Building, Commemorative project and other projects the college has been working on for quite a while. Trustee Bryan also reported that the installation of the new track is complete-with lines. He further remarked that the campus is just blooming with a change in look especially on the North Side of campus and thanked Vice President for Business and Finance Paul Pusecker and all of his staff for what they have done.

Admissions and Financial Aid Chair Wernecke shared that the college had a 62% year over year increase in first-time/first-year applications for the fall 2020 cohort. This is the 2<sup>nd</sup> largest in the history of the College. Trustee Wernecke noted that despite the COVID 19 challenges, the Admission team creatively and innovatively explored ways to reach and attract new students with a result of an increase of 61, or 381, new first-year students this year.

President Jordan brought to the attention of the Board that because we have modified the Spring semester in order to mitigate the spread of COVID 19, the semester will end early with

Commencement being May 8<sup>th</sup> and the Board meeting will be May 7<sup>th</sup>. President Jordan thanked the members of the Board for their help in propelling the College forward, stating that we are doing the right things.

### **Action Items**

#### **Action Item 2021-09: Approval of Bylaws Changes**

Governance Committee Chair Susan Dyer brought forth for approval changes to the Bylaws. The changes are a realignment to reflect the two new committees, 1) Campus Life and 2) Technology, Buildings and Grounds, and their respective charges. A motion was made, seconded and passed unanimously.

#### **Action Item 2021-10: Approval of the New Title IX Policy**

Campus Life Committee Chair Danielle Troyan presented the New Title IX Policy for approval. The revisions to the current policy were made to follow the Department of Education's release of the new Federal Title IX regulations. A motion was made, seconded and passed unanimously.

#### **Action Item 2021-11: Approval of the MHEC Diversity Report**

Campus Life Committee Chair Danielle Troyan presented the MHEC Diversity Report for approval. Upon approval the report will be submitted to the Maryland Higher Education Commission. A motion was made, seconded and passed unanimously.

#### **Action Item 2021-12: Approval of the Neuroscience Major**

Academic Affairs Committee Chair Peter Bruns presented for approval the Neuroscience major. 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. A motion was made, seconded and passes unanimously.

#### **Action Item 2021-13: Approval of the Revision to the FY21 Current Fund (Operating) Unrestricted Budget**

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval revision of the FY21 Current Fund Unrestricted budget. Authorization of the revision of the 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. A motion was made, seconded and passed unanimously.

#### **Action Item 2021-14: Approval of the FY21 Plant Fund (Capital) Budget**

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the revisions of FY21 plant fund (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. A motion was made, seconded and passed unanimously.

**Action Item 2021-15: Approval of the Part-time Student Cost Increase**

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the proposal 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 fulltime 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 our tuition and mandatory fee charges for part-time students in close alignment with our University System of Maryland peers. A motion was made, seconded and passed unanimously.

**Action Item 2021-16: Approval of the Performance Accountability Report**

Finance, Investment, and Audit Committee Chair Wobensmith presented for approval the 2020 Performance Accountability Report for submission to the Maryland Higher Education Commission. This recommendation was endorsed by the Campus Life Committee and the Academic Affairs Committee. A motion was made, seconded and passed unanimously.

The Meeting adjourned at 5:30pm.