

**Saint Mary's University of Minnesota**  
**Minneapolis, Minnesota**

**BOARD OF TRUSTEES**

**Meeting of**  
**February 14-15, 2013**

- 1. General Summary**
- 2. Official Resolutions**  
**(Executive Committee)**
- 3. Official Resolutions**  
**(General Session)**

Minutes of the February meeting of the Saint Mary's University of Minnesota Board of Trustees, February 15, 2013.

## 1. General Summary

The meeting was called to order by Mr. James Coogan, Vice Chair of the Board of Trustees.

1. The meeting began with an opening prayer.
2. The roll call was taken by Ms. Mary Becker, Executive Assistant to the President. A quorum was declared.

Present: Ms. Mary Burrichter, Brother William Clarey, FSC, Mr. James Coogan, Mr. Michael Dougherty, Dr. Marilyn Frost, Ms. Karen George, Mr. Michael Gostomski (absent for General Session only), Mr. William Herzog, Ms. Betty Kabara, Ms. Linda Kuczma, Brother William Mann, FSC, Brother Michael McKenery, FSC, Brother Frederick Mueller, FSC, Ms. Kaye O'Leary (absent for General Session only), Brother David Poos, FSC, Mr. Hamid Quraishi, Bro. Gustavo Ramirez Barba, FSC, Ms. Mary Ann Remick, Mr. Joseph Ross, Mr. Terrance Russell, Brother Larry Schatz, FSC, Ms. Sandra Simon, Dr. John Smarrelli, Mr. Walter Smithe

Absent and Excused: Mr. Mark Jacobs, Mr. Paul Meyer, Mr. Richard Reedy, Mr. Patrick Salvi, Brother Robert Schieler, FSC, Mr. Michael Slaggie

Trustee Emeriti also present: Mr. Lyle Delwiche, Mr. Loras Sieve

Resource Persons and Guests: Dr. Donna Aronson, Ms. Mary Becker, Mr. James Bedtke, Ms. Gena Bilden, Mr. Scott Cowdrey, Ms. Brandi DeFries, Mr. Robbie Doyle, Dr. Marcel Dumestre, Ms. Genelle Groh Beck, Brother Lawrence Humphrey, FSC, Mr. Chris Kendall, Ms. Cynthia Marek, Ms. Ann Merchlewitz, Mr. Ben Murray, Mr. Jay Olsen, Dr. Steven Titus,

3. Mr. James Coogan, Vice Chair, called for comments from the public. There were none.
4. The minutes of the meeting of the October 2012 Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 3.1)
- 5.1 **EXECUTIVE COMMITTEE** – reported by Brother William Mann, FSC

Brother William gave an overview of the university highlighting questions about honorary doctorates, strategic planning, faculty handbook, trustees' meetings, budget, big

financial issues that need to be funded, facilities, the administration, trustee formation and our advisory boards. Approval was given by the Executive Committee for the naming of Brandi DeFries as Vice President for Enrollment Management (College). The Executive Committee was also informed of three more title changes: Brother Lawrence Humphrey, FSC, Associate Vice President for Mission; Genelle Groh Beck, Associate Vice President for Human Resources; and Gena Bilden as Associate Vice President for Enrollment Management and Student Services (SGPP). The Mission and Trustees Committee discussed with the Executive Committee, as per the bylaws of the board, the slate of officers being considered for appointment at the May 2013 meeting.

5.2 **UNIVERSITY MISSION AND TRUSTEES COMMITTEE** – reported by Brother Larry Schatz, FSC

Discussions continue about refining the qualifications for board chair, especially as we approach a possible capital campaign. The board chair is now in current discussions with those board members whose terms are going to expire this year. Trustees were reminded that there is always an ongoing search for new trustees and recommendations are encouraged. The slate of board officers was discussed, presented to the Executive Committee, and it will be presented to the full board for acceptance at the next meeting. Ways for appropriate student interaction with the board during meetings was discussed, and the idea of extending the board meeting by one day in February 2014 to engage in a retreat on a topic of strategic importance was also discussed. The committee suggested engaging in this type of retreat to discuss an important topic every other year.

5.3 **UNIVERSITY ADVANCEMENT COMMITTEE** – reported by Mr. Walter Smithe

The committee focused their discussion on three things: branding initiative, preparing for a future fundraising campaign, and the current higher education landscape. Two firms have submitted proposals and will be invited to make a presentation to leadership in the near future. We will also revisit the study done 10 years ago to see if any portions of it are still relevant today. Work has begun on completing the initial phases of building a new university website which will be more visually representative of the Saint Mary's brand and have greater ease of use. Two vacancies have been filled in the department and current interviews are underway to fill the Director of Development position. Excellent progress has been made on fund raising with 87% of the goal for overall gifts and 80% of goal for the Saint Mary's Fund. The meeting concluded with an in-depth primer on the mechanics of conducting a capital campaign. Four open seats remain for the France retreat. Trustees were encouraged to consider or reconsider their availability for this opportunity.

5.4 **UNIVERSITY STUDENTS AND ADMISSION COMMITTEE** – reported by Brother Michael McKenery, FSC

The committee reviewed and discussed reports from College Vice President Chris Kendall and was introduced to the new Dean of Campus Ministry Steven McGlaun. It was reported that student life and athletics have embraced the strategic plan and the department is focused on the plan as a living document working to bring the articulated themes to action. The Living Learning communities were reported on with a focus on enhancing the quality and increasing the number of such communities for residential students. Facilities renovations were reported on particularly the plans to move Student Life offices to Vlazny Hall. A report on athletics was given highlighting the outstanding season that men's cross country had along with women's basketball. Gena Bilden, Associate VP for Enrollment Management and Student Services (SGPP), gave a detailed report on admission status for SGPP. The search for the Director of Admission was finalized in October with the selection of Russ Kreager. Brandi DeFries, Vice President for Enrollment Management reported on a hopeful and positive admissions report with 24 confirmations ahead of last year at this time.

**5.5 UNIVERSITY FINANCE AND FACILITIES AND UNIVERSITY INVESTMENT SUB-COMMITTEE – reported by Mr. Joe Ross**

The budget to date was reviewed, and with a draw on the endowment this year, the budget is on track to be balanced despite the fact that it has been a difficult year. Next year's budget is currently being reviewed with an attempt to avoid drawing on the endowment for balancing purposes. A tuition increase of 3.5% will be part of the budget next year. Two resolutions were brought forward regarding the requirement of a balanced budget and the tuition increase. (Official Resolutions 3.2 and 3.3) Motion 3.3 passed with one negative vote. The investments were looked at and currently the funds are being managed slightly in excess of Northern's internal goal with a return of 8.1% for the last six months. Considerable time was spent in discussing some alternative ways for financing the loan for Brother Leopold Hall which would allow us to avail ourselves of some good interest rates currently available from Northern and thereby significantly reduce the cost to the university.

**5.6 UNIVERSITY AUDIT COMMITTEE – reported by Mr. James Coogan**

The 990 form was discussed and a resolution was brought forth regarding its acceptance. (Official Resolutions 3.5) A second resolution was brought forth concerning the letters from Baker Tilly Virchow Krause for our 2013 audit and related tax services. (Official Resolutions 3.6) The fact that one of our grant programs had inadvertently been mischaracterized in the past was discussed. There was no attempt on the university's part to mislead anyone. The university and the audit firm came up with a reasonable solution and there will be a retroactive re-audit of last year's grants to cover the couple of programs that were previously thought of as contracts instead of grants.

**5.7 UNIVERSITY FACULTIES AND ACADEMIC COMMITTEE – reported by Ms. Mary Ann Remick**

The majority of the committee's time was spent reviewing the changes in the faculty handbook. A resolution was brought forth concerning these changes. (Official Resolutions 3.4) The Center for Excellence in Learning and Teaching under the direction of Dr. Roger Peckover was discussed. The program mentors new faculty and assist ongoing faculty with efforts at improvement. The Living and Learning communities were discussed and on the schedule for next year are four new programs: Arts Alive, Well Inc., Wide World and Sport, and Global Faith. Each of these communities will be housed in St. Ed's Hall and have two faculty working with them. This summer Dr. Richard Tristano, History, and Preston Lawing, Art, will be taking a group of 30 students from De LaSalle High School to Rome. They will be there for two weeks and upon their return continue to work with Dr. Tristano. Afterwards they will be awarded four college credits for their work. In SGPP three new programs will be added to the online programs and we are currently working with the Higher Learning Commission seeking approval for 5 to 20 more programs in the future. The Doctor of Business Administration has gained HLC approval and will be started next fall. Considerable time was also spent discussing the Science Visioning Project.

6. **OLD BUSINESS** – none
7. **NEW BUSINESS** – none
8. Meeting adjourned

## **2. Official Resolutions Approved (Executive Committee)**

- 2.1 **Be it resolved** that the Executive Committee approves the President's appointment of Brandi DeFries as Vice President for Enrollment Management for the College.

### 3. Official Resolutions Approved (General Session)

- 3.1 **Be it resolved** that the minutes from the October 2012 Board of Trustees meeting be approved as previously submitted.
- 3.2 **Be it resolved** that the Board of Trustees continues to mandate the administration to complete the university's financial planning for the next fiscal year within the requirements of a balanced budget.
- 3.3 **Be it resolved** that the Board of Trustees approves the tuition, room, board and fee schedule for the undergraduate college for 2013-2014 with an increase of 3.5% with the total package increasing from \$35,760 to \$37,015. The Board of Trustees approves the tuition rates for 2013-2014 for SGPP programs with an increase in rates between 0% and 4% with an average increase of 2.8%.
- 3.4 **Be it resolved** that the Board of Trustees approves the amendment of Part II and Part III of the College Faculty Handbook as outlined in attached documents.
- 3.5 **Be it resolved** that the Board of Trustees upon the recommendation of the Audit Committee approves the form 990 to be filed with the IRS and prepared by Baker Tilly Virchow Krause, LLP for Saint Mary's.
- 3.6 **Be it resolved** that the Board of Trustees upon the recommendation of the Audit Committee accepts the engagement letter from Baker Tilly Virchow Krause, LLP as independent accountants for the audit of Saint Mary's University financial statements for the year ending May 31, 2013.