

Saint Mary's University of Minnesota

Winona, Minnesota

BOARD OF TRUSTEES

**Meeting of
February 12, 2016**

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

Minutes of the February meeting of the Saint Mary's University of Minnesota Board of Trustees, February 12, 2016.

1. General Summary

The meeting was called to order by Ms. Mary Ann Remick, 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, Brother Kevin Convey, FSC, Dr. John Domanico, Mr. Michael Dougherty, Dr. Marilyn Frost, Mr. Roger Haydock, Mr. James Horan, Ms. Betty Kabara, Ms. Linda Kuczma, Brother William Mann, FSC, Brother Michael McGinniss, FSC, Ms. Kaye O'Leary, Mr. Peter Pearson, Brother David Poos, FSC, Brother Gustavo Ramirez Barba, FSC, Ms. Mary Ann Remick, Mr. Joseph Ross, Mr. Terry Russell, Mr. Patrick Salvi, Brother Larry Schatz, FSC, Ms. Sandra Simon, Dr. John Smarrelli, (by teleconference), Mr. Walter Smithe, (by teleconference), Ms. Celeste Suchocki, Ms. Mary Pat Wlazik

Absent and Excused: Brother Patrick Conway, FSC, Mr. James Coogan, Mr. Michael Gostomski (Present for all with the exception of the General Session), Mr. Paul Meyer, Brother Fred Mueller, FSC, Mr. Rich Reedy, Mr. Michael Slaggie

Resource Persons and Guests: Dr. Donna Aronson, Ms. Mary Becker, Mr. James Bedtke, Ms. Gena Bilden, Dr. Tim Gossen, Mr. Chris Kendall, Ms. Audrey Kintzi, Mr. Ben Murray, Dr. John Pyle, Brother Robert Smith, FSC

Faculty Council Chair: Dr. David Sokolowski
Student Class Officer: Ms. Cassie Ricker

3. Ms. Mary Ann Remick, Chair, called for comments from the public. There were none.
4. The minutes of the meeting of October 9, 2015, Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 2.1)
5. Ms. Mary Ann Remick called for the reports from the committees.

5.1 **EXECUTIVE COMMITTEE** – reported by Brother William Mann, FSC

Three major issues that the President discussed with the Executive Committee included: stressed enrollment, tight budget, and volatile endowment. Some of the focus points included, among other things, recruitment and retention, our Wiley initiative, advancing our Rochester initiative at Cascade Meadow, implementation of the 4Rs initiative, and the success of our fundraising activities with relation to the Capital Campaign.

5.2 **UNIVERSITY MISSION AND TRUSTEES COMMITTEE** - reported by Mary Ann Remick

A resolution was brought forth concerning the appointment of Brother Nick Gonzalez as a new trustee with his term commencing in May 2016. (Official Resolutions 2.2)

5.2 **UNIVERSITY DEVELOPMENT AND ALUMNI RELATIONS COMMITTEE** – reported by Mr. Terry Russell

Joe Kolar has rejoined the development staff working with the First Generation Initiative and Lasallian Formation. Dominic Lawrence has transferred to working with the Kabara Institute and the Capital Campaign. Highlights of the development report include quality visits being up. In reviewing the major gift pipeline, currently there is \$5.6 million dollars in pending gifts, prospective of \$12.6 million and declined gifts of \$3 million. With regard to our annual goal of \$10 million dollars, currently we are at \$6 million including the Saint Mary's Fund which is at \$558,000 with a goal of \$820,000. From an alumni perspective, we hosted great events in Naples, Florida, Washington, D.C., and Phoenix, AZ. All events were well attended. The steering committee for the Capital Campaign meets monthly. Currently we are at just under \$36 million with a goal of \$57 million. The committee hopes to go public with the campaign on Founders' Day. A video for the science center was viewed by all the trustees and guests. Dr. John Domanico mentioned that the Saint Mary's University Science Gala will be held in Chicago on May 21, 2016.

5.3 **UNIVERSITY STUDENTS AND ADMISSION COMMITTEE** – reported by Mr. Michael Dougherty

The Finance and Facilities committee met jointly with the Students and Admission committee to review the planning and design summaries for a new residence hall on the Winona campus. Recommendations will be made pending funding. Gina Bilden and John Pyle reported on the admission stats for both campuses. SGPP online programs experienced growth in new student enrollment and credit hours, but we failed to reach our goals with the on-ground programs. Inquirants and applications are up for 2016 as per John Pyle. The committee endorsed a long-term plan for a pricing strategy for the residential college. Tim Gossen and Chris Kendall reported on campus safety and emergency preparedness as protocols are being instituted on both campuses.

5.4 **UNIVERSITY FINANCE AND FACILITIES COMMITTEE** – reported by Ms. Mary Burrichter

Our investments with Northern Trust were discussed. Short term investments were reported as volatile. There are no plans to make any changes with regard to our long term investments. The budget for 2016-17 was discussed and a resolution was brought forth mandating the administration to operate within the requirements of a balanced budget. (Official Resolutions 2.3) The staff continues to work hard on the implementation of the ERP.

5.5 **UNIVERSITY AUDIT COMMITTEE** – reported by Ms. Mary Burrichter

There was discussion within the committee about the institution's 990. Two resolutions were brought forth concerning the audit which was completed by Baker Tilly Virchow Krause, LLP. (Official Resolutions 2.4 and 2.5)

5.6 **UNIVERSITY FACULTY AND ACADEMICS COMMITTEE** – reported by Ms. Celeste Suchocki

The committee discussed the upcoming visit of the Higher Learning Commission in October and it was felt that we would have a successful visit. The academic review piece of the 4Rs was discussed with grading levels for the academic programs. Programs were graded according to predetermined criteria and were also reviewed by our consultant, Kaludis. Findings from both groups were merged and then given to the President. Due to the Kenyan government starting to take on more responsibilities for their own educational system, Kenya's Higher Learning Commission has made some changes and put some restrictions on any foreign university coming into Kenya to offer educational services. At the same time our HLC has also made some changes in their expectations as to what universities here need to do to offer any international education. Hence with the changes from both sides, it was felt it was not prudent to continue our educational efforts in Nairobi. A resolution was brought forth outlining the move out of Kenya. (Official Resolutions 2.6) Revisions to our Gen Ed program were discussed and progress is ongoing. A change was made to the Faculty Handbook concerning the removal of the Curriculum Committee from the program approval process. (Official Resolutions 2.7)

5.7 **OLD BUSINESS:** none

5.8 **NEW BUSINESS:** Welcome of Roger Haydock

A motion was brought forward to adjourn the meeting. (Official Resolutions 2.8)

2. Official Resolutions Approved (General Session)

- 2.1 Be it resolved that the minutes from the October 9, 2015 Board of Trustees meeting be approved as previously submitted.
- 2.2 Be it resolved that the Board of Trustees appoints to a five-year term, beginning in May 2016, the following individual: Brother Nick Gonzalez, FSC
- 2.3 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.
- 2.4 Be it resolved that the Board of Trustees, upon the recommendation of the Audit Committee, accepts the IRS FORM 990 Return, the State of Minnesota Charitable Organization Registration and Annual Report Form, and the California Exempt Organization Annual Information Return Form 199 prepared by Baker Tilly Virchow Krause, LLP for the year ending May 31, 2015.
- 2.5 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 and related tax services for the year ending May 31, 2016.
- 2.6 Be it resolved that the Board of Trustees approves of the cancellation of international partnerships with Christ the Teacher Institute for Education and the Maryknoll Institute for African Studies.
- 2.7 Be it resolved that the Board of Trustees approves the amendment of 2.3.3.2 of the College Faculty Handbook as outlined in attached documents.

Faculty Handbook Revision

Tenured Members of Four Major Committees

Plus deletions to Curriculum Committee Duties

<p>2.3.3.2 <u>Curriculum Committee</u></p> <p>Duties of the Curriculum Committee include the following:</p> <p>a. The Curriculum Committee shall exercise regular authority of the faculty to initiate, establish, review, evaluate, resolve,</p>	<p>2.3.3.2 <u>Curriculum Committee</u></p> <p>Duties of the Curriculum Committee include the following:</p> <p>a. The Curriculum Committee shall exercise regular authority of the faculty to initiate, establish, resolve, recommend, and/or</p>
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recommend, and/or approve all matters involving the undergraduate curriculum, with the exception of the coding of courses relative to content and skill area criteria within the general education program (c.f. the duties of the General Education Curriculum Committee, below). The purview of the Committee includes, but it not limited to, the following:

1. Academic priorities, guidelines, and procedures for granting credit for all courses;
2. Minimum and maximum credits for undergraduate majors and minors;
3. Departmental self-studies, program assessment plans, etc.;
4. Academic curricular matters, concerns, and conflicts within and between schools;
5. Courses, majors, and programs (including Lasallian Core Traditions, Lasallian Honors, and Study Abroad), credit-bearing Institutes, and
6. Proposals to discontinue, redirect, or add programs and departments.

b. The Committee will review each department, program, and credit-bearing Institute in the College on a regular basis and will coordinate a program review schedule with the administrative unit responsible for academic assessment.

c. All decisions, recommendations, and actions of the Committee shall be subject to review by the Faculty Council as described in the Guiding Principles section of the handbook. Notice of each decision, recommendation, or action will be provided by the Curriculum Committee in electronic or written form to each affected party (e.g., proposers, chairs, program directors, deans, the registrar, the Vice-President for Academic Affairs) and in summary form to the Faculty Council by means of the Committee's minutes.

approve all matters involving the undergraduate curriculum, with the exception of the coding of courses relative to content and skill area criteria within the general education program (c.f. the duties of the General Education Curriculum Committee, below). The purview of the Committee includes, but it not limited to, the following:

1. Academic priorities, guidelines, and procedures for granting credit for all courses;
2. Minimum and maximum credits for undergraduate majors and minors;
3. Academic curricular matters, concerns, and conflicts within and between schools;
4. Courses, majors, and programs (including Lasallian Core Traditions, Lasallian Honors, and Study Abroad), credit-bearing Institutes, and
5. Proposals to discontinue, redirect, or add programs and departments.

b. All decisions, recommendations, and actions of the Committee shall be subject to review by the Faculty Council as described in the Guiding Principles section of the handbook. Notice of each decision, recommendation, or action will be provided by the Curriculum Committee in electronic or written form to each affected party (e.g., proposers, chairs, program directors, deans, the registrar, the Vice-President for Academic Affairs) and in summary form to the Faculty Council by means of the Committee's minutes.

<p>Membership:</p> <p>a. Composition. The Curriculum Committee shall be composed of the following members:</p> <p>9. All elected full-time faculty members shall have a minimum of three years' experience at the College. Members representing schools of academic administrative personnel shall be elected by the faculty of their respective entities. The at-large member(s) shall be elected by the entire faculty.</p>	<p>Membership:</p> <p>a. Composition. The Curriculum Committee shall be composed of the following members:</p> <p>9. All elected full-time faculty members shall have a minimum of three years' experience at the College. Further, two elected full-time faculty members shall be tenured members of the College faculty. Members representing schools of academic administrative personnel shall be elected by the faculty of their respective entities. The at-large member(s) shall be elected by the entire faculty.</p>
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2.8 Be it resolved that the February 12, 2016 meeting of the Saint Mary's University Board of Trustees meeting be adjourned.