



**UNIVERSITY SYSTEM
of MARYLAND**

Board of Regents
Committee on Finance

December 2, 2021

Zoom Details to be Provided to Committee

Public Listen-Only Access: 301-715-8592; Conference ID: 980 1724 9622;
Passcode: 260503

AGENDA FOR PUBLIC SESSION

REVISED

Call to Order

Vice Chair Fish

1. [Towson University: Facilities Master Plan \(action\)](#)
2. [University of Maryland, Baltimore: Increased Authorization for Bressler Research Building Exterior Upgrades \(action\)](#)
3. [University of Maryland, Baltimore: Extension of Chilled Water Loop to Biomedical Research Facility and Pearl Street Garage \(action\)](#)
4. [University of Maryland, Baltimore: Voluntary Separation Program for Certain Faculty \(action\)](#)
5. [Review of Finance Committee Charge \(action\)](#)
6. [University System of Maryland: Amendment of the Nonexempt Salary Structure \(action\)](#)
7. [Salisbury University: Ward Museum of Wildfowl Art Financial Sustainability Plan \(information\)](#)
8. [University System of Maryland: Report on FY 2021 Procurement Contracts \(information\)](#)
9. [Convening Closed Session \(action\)](#)



TOPIC: Towson University: Facilities Master Plan

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: November 4, 2021 (information)
December 2, 2021 (action)

SUMMARY: Towson University requests Board of Regents approval of the 2020-2030 Facilities Master Plan (FMP). The plan was presented to the Finance Committee at its last meeting.

Towson University (TU) is located at the northern edge of the Baltimore metropolitan region, just south of Towson, Baltimore's northern edge city. The university is second largest in the state of Maryland with over 21,000 students and has been designated as a growth institution by the University System of Maryland. The university provides undergraduate and graduate education, workforce development, applied research and serves as a resource for local, regional, and statewide communities through community outreach and partnerships. The campus is comprised of 329 acres, consisting of 55 buildings with over 6 million gross square feet (GSF) of academic and auxiliary space. As per the fall 2019 SGAP report, the university has a space deficit of 373,000 net assignable square feet or about 652,000 GSF.

The university has followed the 2015 FMP. Since the plan's approval in 2015, the 320,000 GSF Science Complex addressing an enrollment surge over the past twenty years for the Fisher College of Science and Mathematics was completed. Located on York Road at the east end of the Glen, it is adjacent to the 7800 York Road building which houses the Math and Computer Science majors as well as the Honors College. New development in West Village included completion of additional phases, West Village 2 and Marshall Hall, adding 700 new beds and Towson's first LEED Certified buildings. A pedestrian bridge connected West Village with the Academic Core over Osler Drive, shortening the travel time, and improving the walking experience for students. Burdick Hall was expanded for recreation and academic use, and Burdick Field created a new outdoor gathering space for Campus Recreation. Across from Burdick, an expanded and renovated University Union is set to reopen in 2021, doubling the space for student activities and organizations and adding a new food market. At South Campus, developments included improvements to the softball field, field hockey field, soccer stadium, tennis courts, and other athletic fields.

The 2020 Facilities Master Plan is the first to align directly both with the TU Strategic Plan as well as the recently completed Self-Study for Middle States re-accreditation. This three-way alignment ensures a focused and comprehensive vision is articulated throughout all three documents. The plan builds upon the framework established in the 2015 FMP and addresses physical planning aspects associated with the university's planned enrollment growth. Through new construction and renovation, the 2020 FMP addresses the existing space deficit and provides the additional academic and auxiliary space to support future enrollment growth. The plan develops the campus to the responsible capacity of the land, strengthens pedestrian and community connections, and provides a functional alignment of colleges and departments. The plan defines the campus edges, entrances, and destination centers through both natural and built landscapes. The plan also sets forth a comprehensive strategy for renewal and reinvestment in existing facilities to address the existing deferred maintenance backlog and improve the functionality and energy efficiency of the existing physical plant.

The 2020 FMP builds upon the university's commitment to develop a more sustainable campus. The plan continues to preserve, protect, and buffer the campus' existing steep slopes, streams, and wooded areas and will add a net gain of green spaces. All new and major renovation construction projects will incorporate LEED and/or IGCC building standards, seek to limit net gain of impervious surface and preserve green space. Parking and transportation projects and policy recommendations are designed to reduce the university's carbon footprint and traffic on local and state roads.

ALTERNATIVE(S): The 2020 FMP documents institutional long term planning objectives and is consistent with the 2015 FMP, the university's mission, strategic plan, and the current enrollment growth projections. Unanticipated enrollment growth, the development of detailed facility programs, and a desire to meet unexpected State of Maryland workforce and societal needs may require additional master plan studies in the future.

FISCAL IMPACT: The 2020 FMP will present a challenge to the capital and operating budgets to implement. Approval of the Plan Update does not imply approval of capital projects or funding. These items will be reviewed through the normal procedures of the capital and operating budget processes.

CHANCELLOR'S RECOMMENDATION: That the Finance Committee recommend Towson University's 2020 Facilities Master Plan and materials as presented at its last meeting, for approval to the Board of Regents, in accordance with the Board's two-step approval process. Approval of the Plan Update does not imply approval of capital projects or funding. These items will be reviewed through the normal procedures of the capital and operating budget processes.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923



TOPIC: University of Maryland, Baltimore: Increased Authorization for Bressler Research Building Exterior Upgrades

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: The University is seeking approval to increase the previously approved budget of \$5.7 million for a project to make repairs to the façade of the Bressler Research Building. The project has been out to bid twice since its December 2019 approval, however both attempts were unsuccessful. The new request is for \$10.2 million and is based upon an acceptable bid which was received by the University in October of this year.

The Bressler Research Building is located at 655 West Baltimore Street in Baltimore. The facility was built in 1972 and the façade has been essentially untouched in the years since. All of the identified work is on the exterior of the building. A map and photograph of the facility are attached.

The increase in the project's total cost is the result of changing market conditions in both labor and materials, and a change to project's schedule whereby certain portions of the work must be completed during off-hours to minimize disturbances to patients in an adjacent hospital.

As defined by the Contract Documents, the work of the project consists of the following two major components:

1. Systematic replacement of exterior sealant joints throughout the exterior enclosure, including wall joints, penetrations joints, wall/door/louver perimeter joints, and exterior wet seals for window glazing. Some limited replacement of failed exterior glazing units will be required.
2. Masonry veneer modifications and restoration to address structural deficiencies in the masonry veneer as identified within the scope documents. This work will include improvements to the backup wall systems behind the masonry veneer, where deficiencies have been identified.

While the increased project authorization will not require the approval of the BPW, the procurement contract will need its approval.

CONTRACTOR: Jeffrey Brown Contracting (Towson, MD)

ALTERNATIVE(S): The nature of the project scope, the height of the building (17-stories to the roof) and the age of the building greatly limit options of remediation. Left as is, the façade will continue to deteriorate to a point where permanent sidewalk protection would need to be installed to protect pedestrians.

FISCAL IMPACT: The project budget of \$10,198,668 will be funded with institutional funds.

CHANCELLOR'S RECOMMENDATION: That the Finance Committee recommend that the Board of Regents approve the increased authorization for the Bressler Research Building Exterior Upgrades as described above.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

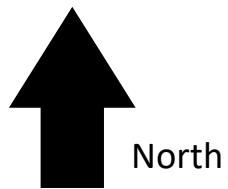
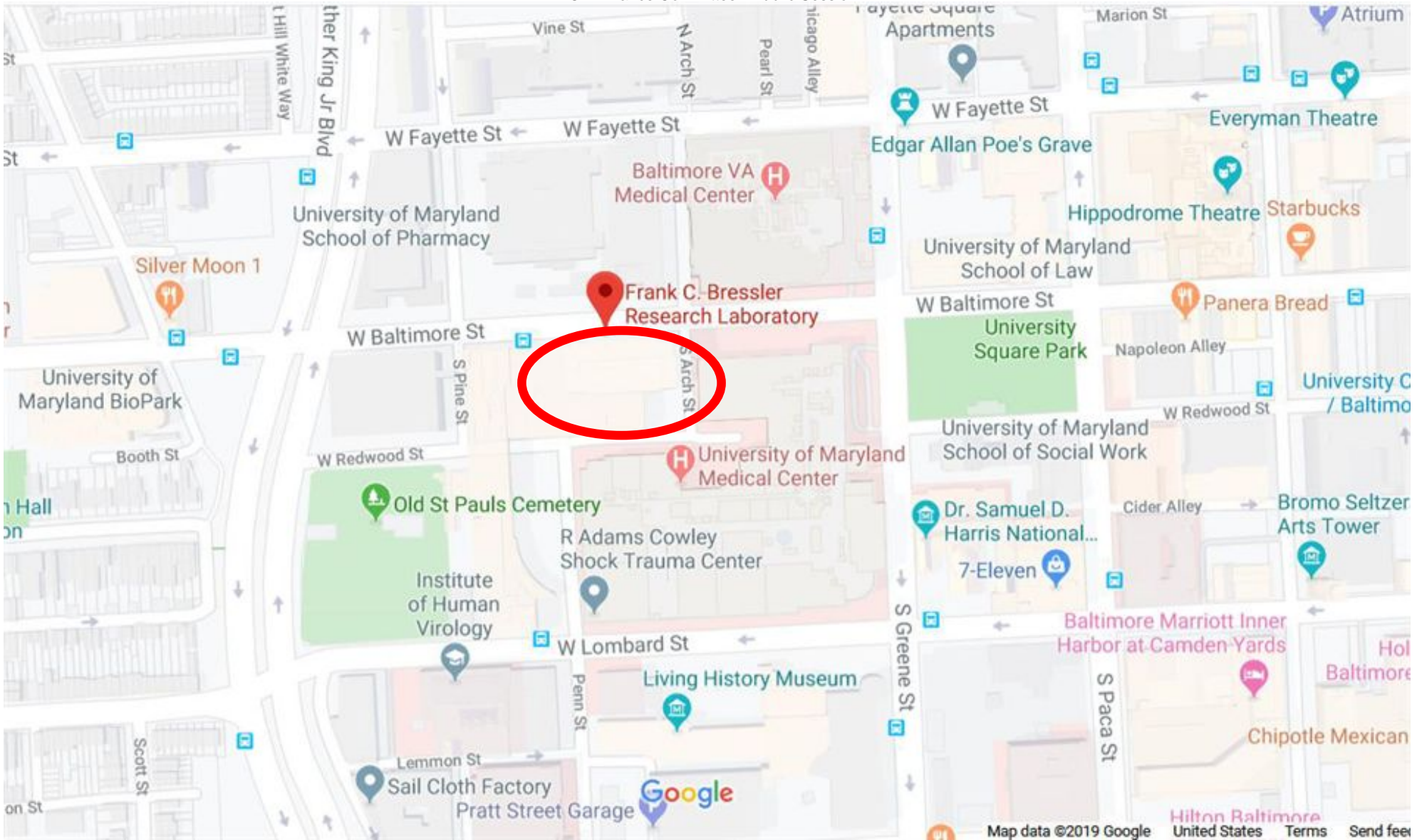
SUBMITTED BY: Ellen Herbst (301) 445-1923

Project Cost Summary

University of Maryland, Baltimore - Bressler Building Project

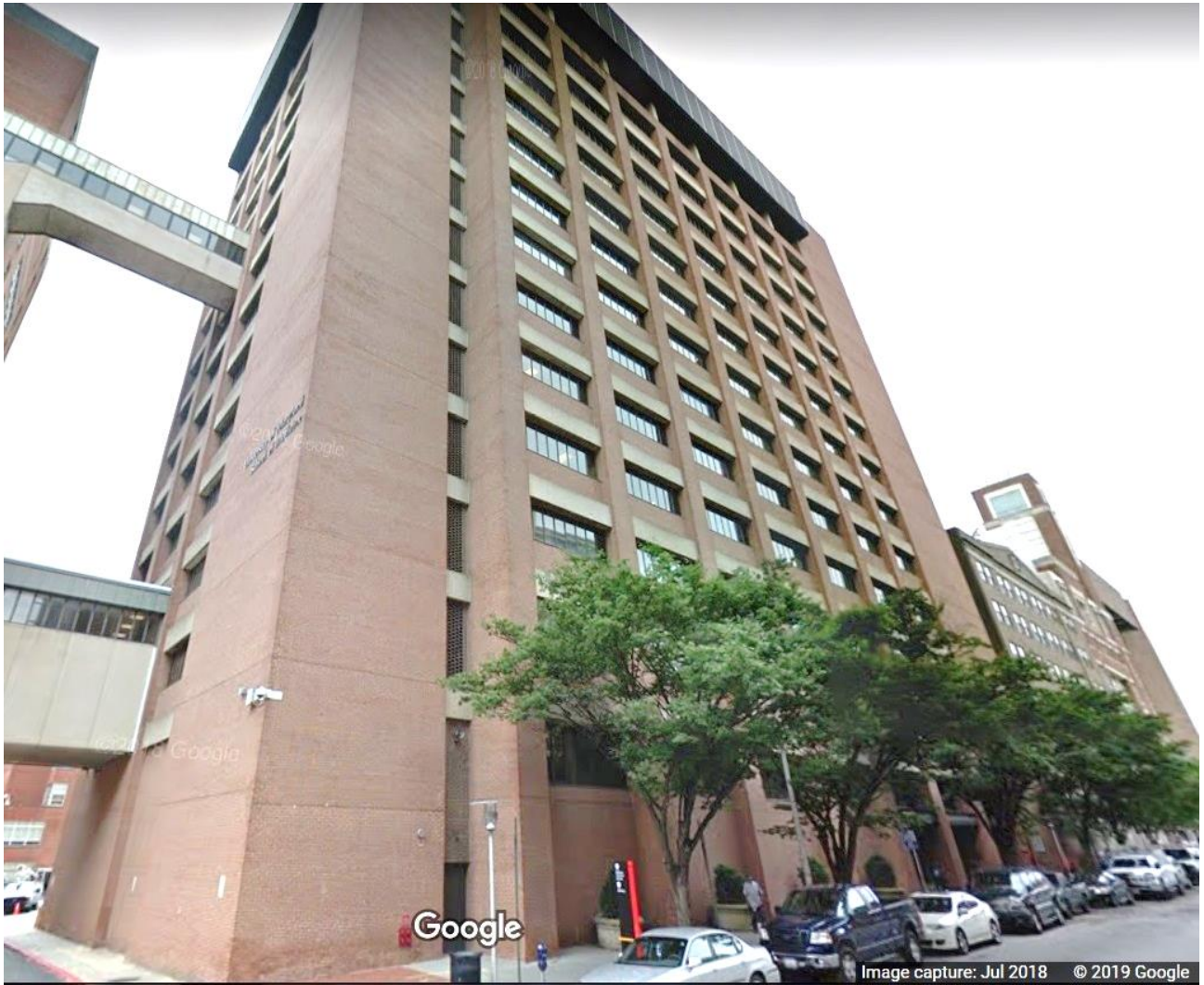
	Original	Current Request
Date	12/21/2019	12/2/2021
Stage of Estimate	Pre-bid estimate	Bid Cost
Design/Fees	\$500,135	\$637,377
Construction Cost	\$4,682,796	\$8,634,139
Contingency	\$520,311	\$927,152
Project Total	\$5,703,242	\$10,198,668
Incremental (net) change		\$4,495,426
Submitted by:	Original Request to Board for Approval	Actual bid from contractor*

*See related Board item for details



North

Location Map: UMB Bressler Building



Bressler Research Building, University of Maryland, Baltimore

**BOARD OF REGENTS**SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: University of Maryland, Baltimore: Extension of Chilled Water Loop to Biomedical Research Facility and Pearl Street Garage

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: The University of Maryland, Baltimore is seeking approval to extend an existing chilled water loop to two university-owned buildings. The existing chillers and cooling tower that service the Biomedical Research Building and Pearl Street Garage have aged beyond their useful life. In lieu of replacing the existing systems, the University has opted to extend an existing chilled water loop to provide service to these facilities. This project will create redundancy within the campus' chilled water system and will improve overall energy efficiency.

The scope of work for this project includes a two-city block extension of 20'' supply and return chilled water lines. The lines will be run beneath Fayette Street, and a university-owned green space, before connecting into both buildings. The project includes the demolition of the existing chillers and cooling tower and the installation of new pumping and distribution systems.

Design	\$	520,000
Construction	\$	4,900,000
Contingency	\$	<u>775,000</u>
TOTAL	\$	6,195,000

Although this project is classified as a maintenance project that would not normally require approval of the Board of Public Works, the procurement contract for this work will require BPW approval because the fund source is Bond Premium Funds (GO Bonds).

CONTRACTOR: EMJAY Engineering and Construction Co., Inc., Baltimore

ALTERNATIVE(S): The existing chillers and cooling towers would continue to service the Biomedical Research Building and the Pearl Street Garage and could be replaced in the future, but the viability and redundancy the new loop extension could provide these two facilities would be lost, as would the opportunity to provide better energy efficiency.

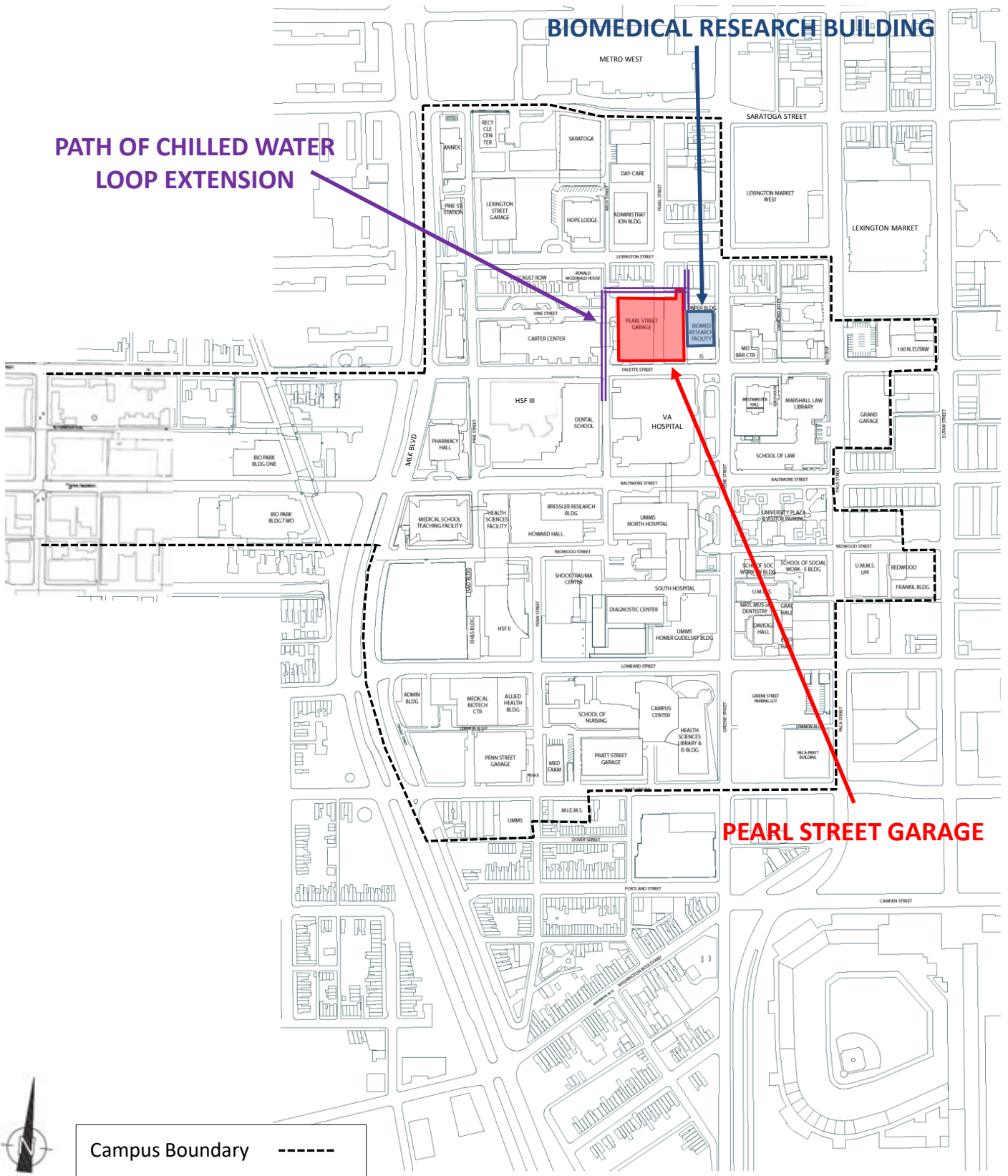
FISCAL IMPACT: The budget for this project is \$6,195,000. \$1.04 million will come from Capital Facilities Renewal (FY21 State Deficiency Appropriation) with the remainder being funded with institutional funds.

CHANCELLOR'S RECOMMENDATION: That the Finance Committee recommend that the Board of Regents approve for the University of Maryland, Baltimore, the Extension of Chilled Water Loop to Biomedical Research Facility and Pearl Street Garage as described above.

COMMITTEE RECOMMENDATION:	DATE:
BOARD ACTION:	DATE:
SUBMITTED BY: Ellen Herbst (301) 445-1923	



University of Maryland, Baltimore



PATH OF CHILLED WATER LOOP EXTENSION

BIOMEDICAL RESEARCH BUILDING

PEARL STREET GARAGE

Campus Boundary - - - -



BOARD OF REGENTS

SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: University of Maryland, Baltimore: Voluntary Separation Program for Certain Faculty

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: University of Maryland, Baltimore seeks Board approval of a proposed Voluntary Separation Program for a limited group of faculty of the University of Maryland School of Pharmacy. The goal of the Program is to provide the School of Pharmacy flexibility to hire faculty to assist in addressing mission critical needs with continued focus on the School's vision.

An incentive payment will be made to each faculty member who separates from employment under the Program. The faculty member must separate by June 30, 2022.

Under the Program:

- the University of Maryland, Baltimore, will extend participation offers to six eligible faculty members;
- offers will provide for payment of 125% of the participant's annual compensation, payable over two calendar years in two equal installments, in consideration for separation from employment and a release of legal claims related to separation from employment pursuant to the Program;
- eligible faculty must be at least 60 years old, hold the title of professor, have 20 years of service with the School of Pharmacy or other parts of USM, and receive 80 percent or more of annual salary from State funds (general funds and tuition);
- to be considered for participation in the Program, eligible faculty members must apply between January 18, 2022 and March 7, 2022; and
- faculty members who apply will be notified by March 10, 2022, if their applications are complete and approved.

The attached copy of the Program provides additional details. The Program has been approved by the Attorney General's Office for legal sufficiency.

ALTERNATIVE(S): The Committee could recommend that the Board of Regents not approve the Voluntary Separation Program as presented or recommend an alternative.

FISCAL IMPACT: The anticipated cost associated with the Program will depend on faculty participation levels and the annual salaries of the participating faculty. The total cost of all separation incentive payments to be funded by the University is estimated to be in the range of \$500,000 to \$1,500,000, payable evenly in FY23 and FY24. The estimate demonstrates what is believed to be possible from lowest to highest cost. The actual cost is more likely to be around \$750,000. The actual costs of the Program will depend upon the number of faculty participants and their respective salaries.

CHANCELLOR'S RECOMMENDATION: That the Finance Committee recommend that the Board of Regents approve for the University of Maryland, Baltimore the Voluntary Separation Program for the University of Maryland School of Pharmacy faculty as presented.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923

**University of Maryland
School of Pharmacy
Faculty Voluntary Separation Program**

Overview:

The University of Maryland School of Pharmacy Faculty Voluntary Separation Program (VSP) is an offer to provide a financial incentive for certain eligible School of Pharmacy faculty to separate from employment with the School of Pharmacy and the University of Maryland Baltimore. Participation in the VSP will require eligible faculty members to separate from employment with the School on or before June 30, 2022 in exchange for the separation incentive and release of possible claims against the University of Maryland School of Pharmacy and the University of Maryland, Baltimore. An eligible faculty member's decision to participate in the VSP is entirely voluntary.

An eligible faculty member should consult with their attorney before deciding whether to participate voluntarily in the VSP.

The Separation Incentive

An eligible faculty member who voluntarily elects to participate in the VSP will receive a separation incentive equal to 125% of one year of the faculty member's base annual faculty salary in effect as of May 31, 2022 or the date that the faculty member separates from employment, if that is earlier (the Separation Incentive). If an eligible faculty member is a part-time faculty member, the Separation Incentive will be prorated to the percentage of effort of the faculty member, i.e., a 0.8 FTE faculty member's incentive would be 125% of 0.8 of full annual salary at a 1.0 FTE level. The University will pay the Separation Incentive in two equal payments. One half of the Separation Incentive, subject to required withholdings, will be paid between August 1, 2022 and September 30, 2022 and the second half of the Separation Incentive, subject to required withholdings, will be paid between August 1, 2023 and September 30, 2023.

Who is Eligible for the VSP

The VSP is available to full-time and 0.8 FTE faculty in the School of Pharmacy who meet all of the following criteria as of July 1, 2021 and continue to meet such criteria through May 31, 2022:

1. The faculty appointment is at the level of Professor.
2. Eighty percent or more of the faculty member's annual salary is supported by State funds (general funds allocated in the University's budget and tuition revenues).
3. The faculty member must be at least sixty (60) years old.
4. The faculty member must have at least twenty (20) years of service in the University System of Maryland or one or more of its constituent institutions (USM years of service). A USM year of service is defined in the next section of this document

A faculty member who is serving as the Dean of the School of Pharmacy at any time between July 1, 2021 and June 30, 2022, shall not be eligible to participate in the VSP. A faculty member who has a binding contractual arrangement with the University at any time between July 1, 2021 and May 31, 2022 through which the faculty member has agreed to separate from employment on a set date shall be ineligible.

If a faculty member has questions regarding eligibility for the VSP, the faculty member should contact William Cooper, Senior Associate Dean for Administration and Finance/COO (“Associate Dean Cooper”), at wcooper@rx.umaryland.edu or 410 706 4416. The Associate Dean’s contact information appears at the end of this document.

A USM Year of Service

For purposes of determining eligibility to participate in the VSP, a “USM year of service“ is defined differently than for purposes such as retirement or retiree health benefits. The following rules will be used to compute a USM year of service to determine eligibility for the VSP.

A. Except as provided in C.2 below, a USM year of service means one year of full-time employment with:

1. The University of Maryland Baltimore;
2. The University System of Maryland (which includes its predecessors); or
3. Any constituent institution or center or component of the University System of Maryland.

B. To count as a USM year of service, the faculty member also must have been a participant in one of the following retirement or pension systems during the period of employment to be counted:

1. The Maryland Optional Retirement Program (Title 30, State Personnel and Pensions, Annotated Code of Maryland);
2. The State of Maryland Employees Retirement System (Title 22, State Personnel and Pensions, Annotated Code of Maryland);
3. The State of Maryland Teachers Retirement System (Title 22, State Personnel and Pensions, Annotated Code of Maryland);
4. The State of Maryland Employees Pension System (Title 23, State Personnel and Pensions, Annotated Code of Maryland); or
5. The State of Maryland Teachers Pension System (Title 23, State Personnel and Pensions, Annotated Code of Maryland).

For each of #1—5, participation in such system or program as the terms and conditions may have been modified from time to time shall be considered participation in the named retirement or pension system or program, e.g. participation in both the Teachers Pension System and the Teachers Alternate Contributory Pension System would count under B. 5.

C. The following rules also apply in determining USM years of service:

1. No employment or service that does not meet the conditions of both A. and B. above will constitute a USM year of service, including employment with any other agency or entity of the State of Maryland.
2. A year equals 12 months, except for faculty whose regular work assignment was an academic year of at least 9 months; in such situations, the full academic year shall be counted as a year of service.
3. For all faculty, employment on a less than full time, 12-month basis, a USM year of service will be calculated by multiplying the percentage of employment proportionate to the percentage of full-time employment multiplied by the percentage of the year worked (e.g., employment at 75% effort for 12 months will equal 0.75 (3/4) of a USM year of service, and employment at 100% effort for a 10-month appointment will equal one (1) USM year of service. Employment for less than the full year of a faculty member's appointment will be calculated by multiplying the percentage of full time employment by the percentage of the appointment year worked (e.g., six months of a 12-month FTE would equal 0.5 (1/2) of a USM year of service).
4. A USM year of service shall include paid leave time used. A USM year of service does not include a period of unpaid leave, except for leave designated as Family Medical Leave or Military Administrative Leave (or comparable category of military leave). Unused leave time will not count to increase a faculty member's USM years of service.

How to Apply to the VSP

An eligible faculty member who chooses to participate in the VSP must complete, sign and submit to Associate Dean Cooper the University of Maryland School of Pharmacy Faculty Voluntary Separation Program Application, Agreement & Release and Waiver of Employment Rights (Application, Agreement & Release) during the VSP Application Period. The eligible faculty member must submit BY HAND DELIVERY the completed and signed Application, Agreement & Release to Associate Dean Cooper at the Dean's Office, 3rd Floor Pharmacy Hall, School of Pharmacy, 20 North Pine Street, Baltimore MD 21201 no later than 2 p.m. on March 7, 2022 AND receive a written receipt acknowledging that the completed Application, Agreement & Release has been submitted. The completed form may not be submitted electronically, i.e., by e-mail.

No other method or form of application will be accepted. No applications for the VSP will be accepted after 2 p.m. on March 7, 2022.

Individual faculty who are eligible and wish to participate in the VSP must follow the VSP application process. Additionally, if a participating faculty member chooses to retire, that faculty member must also follow the normal retirement application process, which is separate from the VSP.

By submitting the Application, Agreement & Release, the faculty member agrees to separate from employment with the University and School of Pharmacy during the VSP Window (defined below). Separation will be no later than June 30, 2022. The agreement to separate from employment is in exchange for the separation incentive and the faculty member's release of employment rights and waiver of claims against the University of Maryland School of Pharmacy, the University of Maryland, Baltimore, the University System of Maryland, the State of Maryland, and the employees, officials and agents of all of these through the date that the Application, Agreement & Release is submitted to the University by delivery to Associate Dean Cooper.

Once the faculty member has submitted the completed, executed and witnessed Application, Agreement & Release, Associate Dean Cooper will provide notification within 3 business days that the Application, Agreement & Release has been accepted as complete, or will notify the faculty member of any problems with the Application, Agreement & Release so these can be corrected. **Once the faculty member receives notification from Associate Dean Cooper that the Application, Agreement & Release is complete, the faculty member has 7 calendar days to revoke the Application, Agreement & Release by notifying Associate Dean Cooper in writing or by email to wcooper@rx.umaryland.edu. If the faculty member does not revoke, the Application, Agreement & Release will be binding, and the faculty member will be separated from employment with the University and School of Pharmacy on June 30, 2022 or such earlier date within the VSP Window as requested by the faculty member and approved by Associate Dean Cooper (the Separation Date).** If the faculty member revokes the Application, Agreement & Release, the faculty member will not be eligible for the Separation Incentive unless the faculty member submits another Application, Agreement & Release within the Application Period.

A faculty member who is participating in the VSP will be required to continue to work through the Separation Date, and will be subject to applicable policies and procedures of the University of Maryland School of Pharmacy, the University of Maryland, Baltimore and the University System of Maryland through the Separation Date. The faculty member may also be subject to laws such as the Maryland Public Ethics Law that apply after the Separation Date.

Timeline and Terms for the Program:

1. **VSP Window:** The VSP Window is March 30, 2022 through June 30, 2022.
2. **The VSP Application Period:** The VSP application period for eligible faculty will open beginning January 18, 2022, and will end March 7, 2022. To apply, an eligible faculty member must:
 - Complete the University of Maryland School of Pharmacy Faculty Voluntary Separation Program Application, Agreement & Release and Waiver of Employment Rights (the Application, Agreement & Release); and
 - Submit the completed, signed and witnessed Application, Agreement & Release to Associate Dean Cooper no later than 2 p.m. on March 7, 2022 and receive a written receipt acknowledging that the completed Application, Agreement & Release has been submitted. A

physical copy of the executed Application, Agreement & Release must be delivered to Associate Dean Cooper's office by hand delivery.

3. **Application Review Period:** Within 3 business days of the date on which Associate Dean Cooper receives an executed Application, Agreement & Release, the University will notify each eligible faculty member who has applied to the VSP that Associate Dean Cooper has accepted the faculty member's Application, Agreement & Release as complete or will advise the faculty member of any problems with the Application, Agreement & Release so that the faculty member may correct the concerns. Only Associate Dean Cooper has the authority to provide this acceptance or notice on behalf of the University. He may do so by written or electronic communication.
4. **Revocation Period:** A faculty member who has applied to participate in the VSP may revoke their Application, Agreement & Release during the seven (7) calendar days following the date when the faculty member receives notice from the Associate Dean that the faculty member's application for participation is complete (Revocation Period). If the faculty member does not revoke the Application, Agreement & Release by notifying Associate Dean Cooper in writing or by electronic communication during this seven (7) day period, the faculty member's Application, Agreement & Release will be final and enforceable.
5. **Separation Date:** An eligible faculty member who: (i) has applied for the VSP; (ii) has been notified by Associate Dean Cooper that their Application, Agreement & Release is complete; and (iii) does not revoke their Application, Agreement & Release prior to the end of the Revocation Period will be separated from employment with the University and School of Pharmacy as of 11:59 p.m. on June 30, or such earlier date within the VSP Window as requested by the eligible faculty member and approved in writing by Associate Dean Cooper. If the faculty member chooses, the faculty member may submit a separate letter of resignation or intention to retire to the University and School of Pharmacy, but the letter will not change the terms and conditions of the faculty member's participation in the VSP. With the written agreement of Associate Dean Cooper, a faculty member may separate from employment with the University and School of Pharmacy within the VSP Window but earlier than June 30, 2022, and participate in the VSP, provided that the faculty member meets the eligibility criteria prior to the date of separation from employment.

For three years after the Separation Date, a faculty member who participates in the VSP will not be eligible for reemployment in a position greater than 0.4 FTE with the University of Maryland School of Pharmacy, the University of Maryland, Baltimore, the University System of Maryland, or any other constituent institution, center, institute or component of the University System of Maryland. Restricted employment includes, but is not limited to, employment as an employee, temporary employee, faculty member, independent contractor, or consultant to any of those organizations). Such employment or contractual arrangement will make the participating faculty member ineligible for participation in the VSP and end the University's obligation to make any separation incentive payment on behalf of the participating faculty member. Additionally, the University may take action to recover any portion of the separation incentive payment already received by the faculty member prior to assuming an employment or contractual arrangement inconsistent with this provision.

The decision whether to participate voluntarily in the VSP is the eligible faculty member's decision. The faculty member should consult their attorney, and may wish to consult financial or personal advisors, before deciding whether to participate in the VSP.

Should you have any questions about the VSP, please contact Associate Dean Cooper as soon as possible to schedule an appointment.

Contact and hand delivery information for Associate Dean Cooper is:

William Cooper
Senior Associate Dean for Administration and Finance/COO
University of Maryland School of Pharmacy
Dean's Office
3rd Floor Pharmacy Hall
School of Pharmacy
20 North Pine Street
Baltimore, MD 20201
Email: wcooper@rx.umaryland.edu
Telephone: 410 706 4416

The Dean of the School of Pharmacy may designate a substitute administrator to carry out functions under the Plan if Mr. Cooper is not available.



BOARD OF REGENTS

SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: Review of Finance Committee Charge

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: The members of the Finance Committee will review and discuss any proposed updates to the Committee’s charge.

ALTERNATIVE(S): Language could be amended based on the discussion.

FISCAL IMPACT: There is no anticipated fiscal impact.

CHANCELLOR’S RECOMMENDATION: That the Finance Committee recommend that the Board of Regents approve the charge for the Committee.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923



UNIVERSITY SYSTEM
of MARYLAND

Board of Regents
Committee on Finance
December 2, 2021

BYLAWS Article X. Section 5.

Charge:

The Committee on Finance shall perform all necessary business and provide guidance to the Board to help ensure the long-term financial health and development of the University System, informed by strong fiscal and administrative policies.

Role and Responsibilities:

The Committee on Finance shall consider and report or recommend to the Board of Regents on matters concerning financial affairs; capital and operating budgets; facilities; student enrollment; investments; real property transactions; business entities; procurement contracts; human resources; tuition, fees, room and board charges; and the overall long-range financial planning for the University System.

Members of the Committee on Finance are appointed annually by the Chairperson of the Board. There shall be at least one member with financial expertise and experience. The Committee shall meet as needed, but no fewer than four times during the fiscal year. The members of the Committee may expect to receive information for review in order to consider, and/or act on any of the following matters:

- A. Establishment of the University System's five-year Capital Improvement Program (CIP) request prior to its submission to the Governor. The CIP is comprised of a prioritized list of academic projects (e.g., instruction, research), for which State bond or cash funding is requested.
- B. Establishment of the University System's five-year System Funded Construction Program (SFCP) prior to its implementation. The SFCP incorporates prioritized requests from institutions for auxiliary and self-support projects (e.g., residence halls, parking facilities).
- C. Authorization to issue debt to fund the capital program through the use of academic and auxiliary revenue bonds.
- D. Off-cycle construction or renovation projects that exceed expenditure thresholds established in Board policy and procedures.

- E. Facilities Master Plans are high level, strategic land-use and physical development plans, which help direct campus construction and improvements 10-20 years into the future. They also guide campus priorities for the annual capital budget request. Typically, a campus president will give a presentation where they describe the institution's goals on a wide range of topics related to physical renewal and expansion, including: building location decisions, renovation and replacement options, utility expansion, real property acquisition, environmental concerns, and campus and community interaction.
- F. Capital projects status report which outlines the progress of all major design and construction projects underway System-wide. Data fields include, but are not limited to, overall cost, schedule, funding sources and prior approvals, as well as the name of the project architect and primary contractor.
- G. Aggregated energy and power purchase agreements; periodic reviews of progress by the System and individual institutions toward State sustainability goals pertaining to reduction of energy and greenhouse gas emissions.
- H. Acquisition and disposition of real property.
- I. Establishment of annual operating budget including state appropriation request to the Governor.
- J. Establishment of, or changes to tuition, mandatory student fees, and residential room and board rates.
- K. Student enrollment 10-year projection prior to its submission to the Maryland Higher Education Commission.
- L. Fall student enrollment attainment for each institution.
- M. In the performance of its fiduciary responsibilities and in concert with the Committee on Intercollegiate Athletics and Student-Athlete Health and Welfare, the Finance Committee shall receive and review Annual reports of the finances of intercollegiate athletics for those institutions with Division I programs. The Finance Committee shall provide appropriate and timely feedback to the Committee on Intercollegiate Athletics and Student-Athlete Health and Welfare.
- N. Review on a regular basis certain of the University's System's material financial matters, including the annual audited financial statements, balance sheet management and debt strategy, review and endorsement of endowment spending rule.
- O. Reports and recommendations from the investment advisor(s) and investment manager(s) regarding the investment of the Common Trust Fund and asset performance.
- P. Establishment of business entities, public/private partnerships, and the initiatives covered under the Board's HIEDA policy.

- Q. Review dashboard metrics and monitor outcomes for organizational improvement and excellence.
- R. Establishment of, or changes to existing fiscal and administrative policies.
- S. Human resources policies for all staff employees including but not limited to recruitment, retention, administration of benefits and leave, compensation and classification, layoff, separation, and grievances. This Committee shall also consider and recommend any changes to the exempt and nonexempt staff salary structures.

T. Consider and recommend institutional requests for Voluntary Separation Incentive Plans.

T.U. Awarding of contracts and entering into cooperative agreements as specified in VIII-3.0 USM Procurement Policies and Procedures. This Committee shall approve all contracts that exceed \$5 million except contracts for capital projects, sponsored research, and real property.

U.V. Pursuant to Section 13-306 of the Education Article, the annual contract, and any amendments thereto, between University of Maryland, Baltimore (UMB) and University of Maryland Medical System Corporation which states all financial obligations, exchanges of services, and any other agreed relationships between them for the ensuing fiscal year concerning the University of Maryland Medical Center. Section 13-306 requires that the annual contract be submitted to the Board of Regents, upon recommendation of the UMB president, for consideration, any modification, and approval.

V.W. Continue as stewards of the USM Effectiveness and Efficiency efforts including:

- Supporting USM's strategic priorities of excellence, access and affordability, innovation, increased economic impact, and responsible fiscal stewardship.
- Emphasizing collaboration and inter-institutional activities.
- Fostering innovation and entrepreneurship to promote cultural changes and new operating models.
- Promoting the optimal use of technology in support of systemwide and campus operations.
- Reviewing and discussing periodic reporting on initiatives that promote effectiveness and efficiencies in the USM operating model, increase quality, serve more students, and optimize USM resources to reduce pressure on tuition, yield savings and cost avoidance.



TOPIC: University System of Maryland: Amendment of the Nonexempt Salary Structure

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: Pursuant to BOR VII-9.10–Policy on the Pay Program for Nonexempt Staff Employees, authority to revise and adjust salary structures rests with the Board of Regents upon the recommendation of the Chancellor. The first four ranges of the current nonexempt structure reflect a minimum wage below \$15.00 per hour. The proposed revised Nonexempt Salary Structure (Attachment A) adjusts the current structure to reflect a minimum wage of \$15.00 per hour in all pay ranges, including ranges 2, 3, 4 and 5, which currently begin below that level. This structure will be effective the first full pay period beginning after January 1, 2022 and supersedes any previously approved structures.

All current employees whose pay falls below the minimum of their assigned position’s pay range in the revised structure will have their pay adjusted to meet the new minimum of the range. It is recommended that USM staff work with the Systemwide Compensation and Classification Committee to examine whether future salary structure adjustments should be considered to address salary compression issues that may result from implementation of the new structure.

Employee exclusive representatives will be notified and institutions will engage in collective bargaining on this matter if requested by the representatives.

ALTERNATIVE(S): The Committee could choose not to recommend adjusting the Nonexempt Salary Structure.

FISCAL IMPACT: A rough estimate of the fiscal impact to of this action is \$1,828,312, not including the cost of fringe benefits.

CHANCELLOR’S RECOMMENDATION: That the Finance Committee recommend that the Board of Regents approve the adjustment to the Nonexempt Salary Structure as reflected in Attachment A, which supersedes all previously approved structures.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923



Attachment A

Current USM Nonexempt Salary Structure
Effective July 1, 2021
Annual and Hourly Rates

Proposed USM Nonexempt Salary Structure
Effective in the first full pay period
following January 1, 2022

Pay Range	Minimum	Midpoint	Maximum
2	\$26,663 \$12.79	\$31,370 \$15.04	\$36,076 \$17.29
3	\$27,908 \$13.38	\$33,544 \$16.08	\$39,181 \$18.78
4	\$29,234 \$14.02	\$35,870 \$17.20	\$42,506 \$20.38
5	\$30,686 \$14.71	\$38,356 \$18.39	\$46,026 \$22.07
6	\$32,812 \$15.73	\$41,016 \$19.67	\$49,219 \$23.60
7	\$33,772 \$16.19	\$43,859 \$21.03	\$53,945 \$25.86
8	\$36,111 \$17.31	\$46,898 \$22.49	\$57,686 \$27.66
9	\$37,863 \$18.16	\$50,150 \$24.05	\$62,436 \$29.94
10	\$40,487 \$19.41	\$53,626 \$25.71	\$66,765 \$32.01
11	\$43,293 \$20.76	\$57,344 \$27.49	\$71,394 \$34.23
12	\$46,295 \$22.19	\$61,318 \$29.40	\$76,340 \$36.60
13	\$49,503 \$23.73	\$65,569 \$31.44	\$81,633 \$39.14
14	\$52,936 \$25.38	\$70,114 \$33.62	\$87,293 \$41.85
15	\$56,606 \$27.14	\$74,975 \$35.95	\$93,343 \$44.75
16	\$60,530 \$29.02	\$80,172 \$38.44	\$99,813 \$47.85
17	\$64,707 \$31.03	\$85,704 \$41.09	\$106,701 \$51.15

Pay Range	Minimum	Midpoint	Maximum
2	\$31,286 \$15.00	\$33,673 \$16.15	\$36,076 \$17.29
3	\$31,286 \$15.00	\$35,227 \$16.89	\$39,181 \$18.78
4	\$31,286 \$15.00	\$36,896 \$17.69	\$42,506 \$20.38
5	\$31,286 \$15.00	\$38,658 \$18.54	\$46,026 \$22.07
6	\$32,812 \$15.73	\$41,016 \$19.67	\$49,219 \$23.60
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17	\$64,707 \$31.03	\$85,704 \$41.09	\$106,701 \$51.15



TOPIC: Salisbury University: Ward Museum of Wildfowl Art Financial Sustainability Plan

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: During discussion of the Ward Museum at its April 1, 2021 meeting, the Committee requested that the University return with a financial sustainability plan for the Ward Museum.

The Ward Museum is operated by the Ward Foundation, Inc., a 501(c)(3) organization affiliated with Salisbury University. In FY19 the Ward Foundation, Inc. made great strides to begin reducing debt, decreasing expenses, and laying the groundwork for a more inclusive, accessible, and engaging Ward Museum capable of generating necessary revenue while having a bigger impact on communities in and visitors to the Eastern Shore region.

The COVID-19 pandemic presented new challenges to the Foundation, but its staff, board, and volunteers have responded in creative and innovative ways that will leave the Foundation on a pathway toward sustained growth and sustainability.

The attached Financial Sustainability Plan outlines the recent past and current financial situation of the Ward Foundation and provides a roadmap for recovery and creation of an operating reserve. Highlights include plans to better engage the Ward Museum’s members and other/potential stakeholders to create stronger programming and more effective development strategies while continuing to keep expenses low and reducing debt. The attached includes an overview of these strategies, current budget, and projected revenue and expenses for FY23-26. As noted in the attached, the Ward Foundation is expected to be financially stable going forward with small operating reserves generated annually starting in FY23 and no debt associated with lines of credit by June 30, 2026. SU has a long-standing relationship with the Ward Foundation and is committed to providing financial support into the future at the current level and with appropriate care of the Ward Museum’s building and grounds (owned by SU)—enabling the Foundation to effectively carry out its mission, expanding and increasing the impact of Salisbury University.

The University shall return annually in the fall, for the next five years, to provide a status update to the Committee.

ALTERNATIVE(S): This item is presented for information purposes.

FISCAL IMPACT: This item is presented for information purposes.

CHANCELLOR’S RECOMMENDATION: This item is presented for information purposes.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923



The Ward Foundation, Inc.
Financial Sustainability Plan: FY22-26

November 08, 2021

EXECUTIVE SUMMARY

In FY19 the Ward Foundation, Inc. made great strides to begin reducing debt, decreasing expenses, and laying the foundation for a more inclusive, accessible, and engaging Ward Museum capable of generating necessary revenue and having a bigger impact in its communities. The COVID-19 pandemic presented new challenges to the Foundation, but the Foundation's staff, board, and volunteers have responded in creative and innovative ways that will leave the Foundation on surer footing for sustained growth and development.

The following Financial Sustainability Plan outlines the recent fiscal past and current financial situation of the Ward Foundation, while providing a roadmap for recovery and creation of an operating reserve. The goal of this plan is to outline a way for the Foundation to become financially stable, with no debt associated with lines of credit or loans by June 30, 2026.

Highlights include plans to better understand and engage the Ward Museum's members and other/potential stakeholders in order to create more impactful programming but also more effective development strategies; plans to continue to keep expenses low given the uncertainty of the pandemic and post-pandemic years; and focused attention to reducing debt while investing in sustainable and powerful programming led by career staff.

The current budget, and projected revenue and expenses are as follows—with small gains to be added to an operating reserve:

- FY22 Budget, Revenue and Expenses: \$1,085,612
- FY23 Projected Revenue: \$1,113,985 Expenses: \$1,111,918 (\$2,067 reserve contribution)
- FY24 Projected Revenue: \$1,137,001 Expenses: \$1,136,474 (\$527 reserve contribution)
- FY25 Projected Revenue: \$1,170,248 Expenses: \$1,159,749 (\$10,500 reserve contribution)
- FY26 Projected Revenue: \$1,201,583 Expenses: \$1,183,713 (\$17,870 reserve contribution)

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OVERVIEW

The Ward Foundation's vision is to be a leader at the crossroads of the arts, heritage conservation, environmental education, and community service by creating spaces and opportunities for learning about artistic traditions, community heritage, and connections to the natural environment right here on the Eastern Shore. The Foundation is actively working toward sustainable growth, and of impact through service to our communities, while developing increasingly sustainable financial practices.

Beginning in FY19, the Foundation was on a path to build a solid fiscal foundation, following a four-year-long capital campaign and building effort during which debt was taken on. The Foundation began paying down debt and taking a more conservative approach to expenses, while beginning new fundraising efforts. Unfortunately, these efforts met new challenges during the COVID-19 pandemic, beginning in FY20. Over the past year, the Foundation has incurred significant revenue loss, including admission, group tour, and field trip fees; decreased sales in the museum's gift shop; loss of event ticket sales and competition fees; and canceled venue rentals. At the same time, the Foundation incurred new expenses related to facilitating telework and creating a safer experience at the museum for staff and visitors alike.

Despite this, the Ward Foundation is in position to emerge from the pandemic stronger than it was. Between FY20-21, the Foundation successfully brought in \$524,523 in COVID-19 relief grants and forgivable Paycheck Protection Program loans and has continued work to pay down debt (see Current Debt, below). At the same time, programming was reimagined to be conducted in far-reaching but cost-efficient ways, and targeted staff contraction saved additional expense. Likewise, creative fundraising—including a Board-matched fundraiser, and auction of a portion of the Foundation's holding collection donated with the intention of sale, helped to fill gaps between grants.

In this plan, the Ward Foundation will outline current financial practices, income, expenses, plans for continued debt reduction, facility needs that will impact finances, and Ward Museum programming. Processes outlined include balancing the Foundation's income portfolio, assessing program impact vs. financial sustainability, and increasing understanding of, engagement with, and investment by diverse stakeholder communities.

The Foundation will follow this plan as it continues to staff and operate the Ward Museum of Wildfowl Art, Salisbury University for the benefit of our shared community.

FINANCIAL PRACTICES

It is the practice of the Ward Foundation, and a requirement of its bylaws, to hire an outside accounting firm to conduct an independent financial audit annually. Each year, the Foundation establishes an operating budget, which is reviewed by its Finance Committee and approved by the Foundation's Board of Directors.

The Finance Committee, begun in 2018, consists of the Treasurer, Chairman, Executive Director, and at least two board members with knowledge of or backgrounds in finance or accounting. The Committee holds meetings and adopts such procedures that determine the financial stability of

the Foundation. It is charged with the express purpose of evaluating the continued financial stability of the Foundation and to establish that expenditures are in compliance with the current budget and audit requirements. In addition to the Finance Committee, the Ward Foundation employs a full-time financial director.

The Finance Committee created a FY2022 budget, which was approved by the full Board of Directors on June 17, 2021 (see Addendum A). This, and the following projections for balanced income and expenses, including creation of an operating reserve (see also Addendum B), reflect a period of recovery and slow growth following the COVID-19 pandemic. They also reflect current knowledge of upcoming program changes, and they account for new growth following upcoming efforts to better understand and engage current and target audiences.

- FY22 Budget, Revenue and Expenses: \$1,085,612
- FY23 Projected Revenue: \$1,113,985 Expenses: \$1,111,918 (\$2,067 reserve contribution)
- FY24 Projected Revenue: \$1,137,001 Expenses: \$1,136,474 (\$527 reserve contribution)
- FY25 Projected Revenue: \$1,170,248 Expenses: \$1,159,749 (\$10,500 reserve contribution)
- FY26 Projected Revenue: \$1,201,583 Expenses: \$1,183,713 (\$17,870 reserve contribution)

The FY22 budget represents a 27% reduction in support and revenue and 26% reduction in expenses shown on the audited financial statement from FY19, and 2% reduction in support and revenue and 14% reduction in expenses compared to the FY20 audited financial statement. This conservative approach aims to keep expenses low given unknowns related to the COVID-19 pandemic. It also takes a sober approach to accounting for upcoming program changes—e.g., the end of the multi-year STREAM after-school program grant (August 2021) and its replacement with scaled-back equivalent programming, and uncertainty around in-person events and venue rentals despite encouraging public interest in their return (begun summer 2021). More optimistically, the FY22 budget takes into account increased interest in an in-person Ward World Championship in April 2022, which promises to generate revenue for and interest in the Ward Foundation and Museum, based on 2021 virtual event feedback.

Payroll is the largest portion of the Ward Foundation budget, and each year the budget accounts for cost-of-living adjustments for its scaled-down staff, and periodic raises. As such, there is an increase in payroll expenses of approximately 3% annually, including salary and staff benefits. This is important to the future of the Foundation because current wages and salaries are below market norms, and the Foundation has historically seen a high rate of turnover. Each year, the Foundation loses good staff to better paying opportunities, and in turn pays more to find new employees, and loses out on the benefit of continuity while growing programming. It is the Foundation's aim that it not be a stepping stone to other opportunities, but instead a place where careers are developed that benefit the Museum community.

Programmatic changes are reflected throughout the budgets—including an anticipated increase in interest in the Ward World Championship in FY22; the return of revenue-generating public programs such as adult classes and venue rentals in FY22, and subsequent growth of the same; and the addition of a new revenue-generating, mission-related event in FY22 and its subsequent growth.

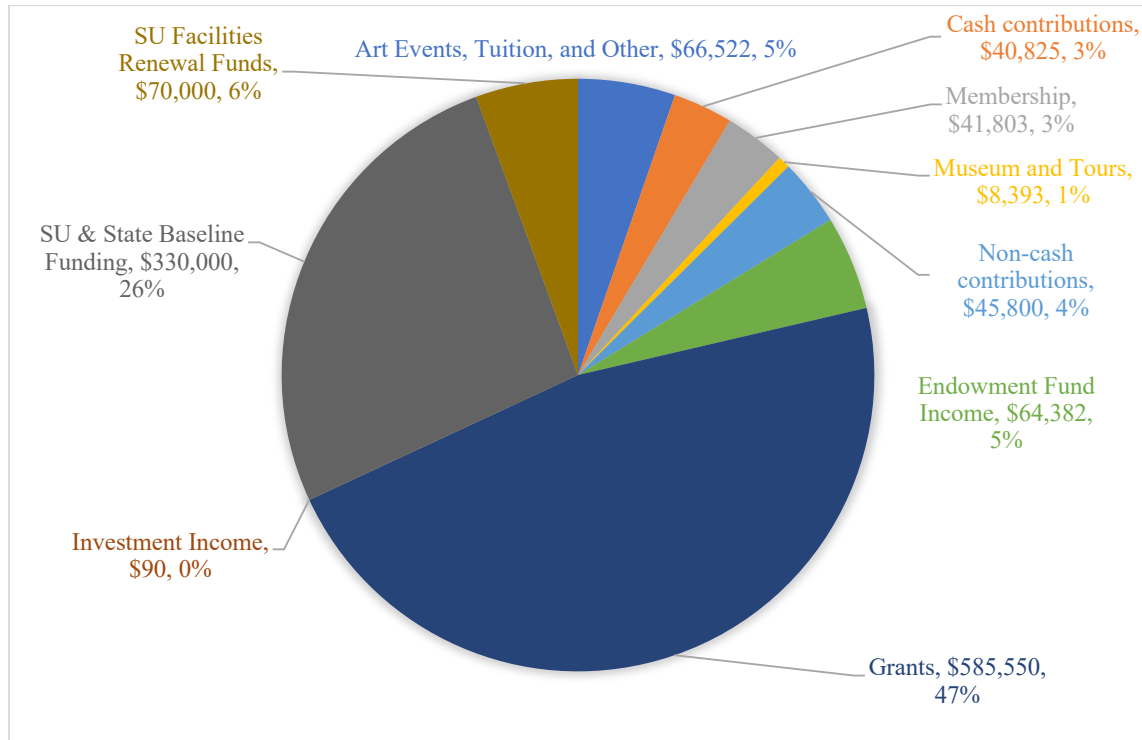
Also during FY22, administrative and marketing staff will develop a reinvigorated corporate sponsorship program, focused on tailored asks pairing potential supporters with exhibit and event themes. Additionally, the Foundation’s IDEA (inclusion, diversity, equity, and accessibility) Committee will conduct an in-depth survey of members, visitors, and program participants—to better understand and engage our current audiences, and identify and engage new target audiences. This information will be useful for developing more targeted individual gift programs/campaigns and developing programming with broader reach in FY23 and beyond. Likewise, staff will be able to utilize information gathered through surveys to strengthen the Ward Museum membership program.

INCOME & EXPENSES

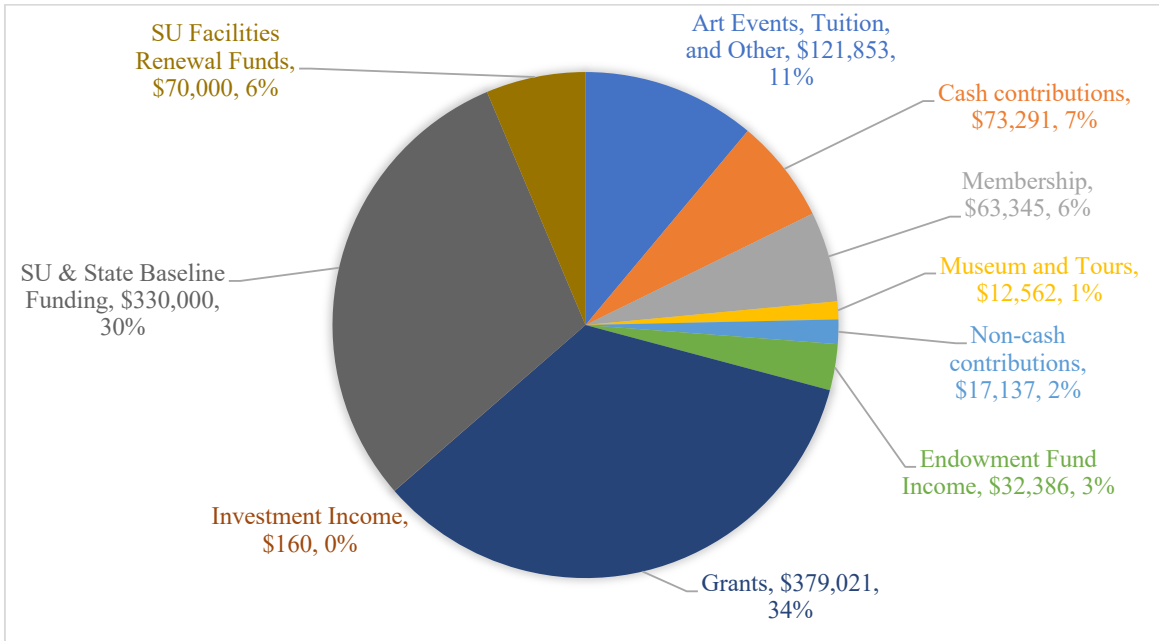
Income

Based on recent audited financial statements, income sources are as follows:

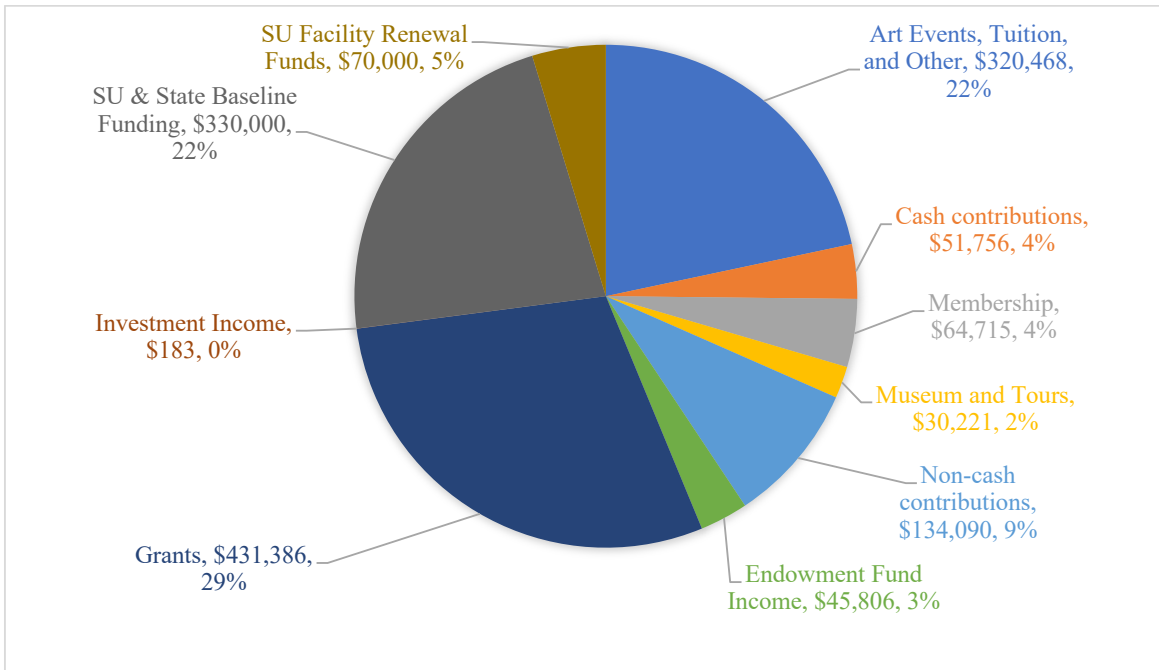
FY21



FY20



FY19



The Foundation receives the largest portion of its funding through grants (federal, state, local, and foundation), and it relies heavily on support from and through Salisbury University and the State of Maryland. In order to achieve a better balance of income, the Foundation must capitalize on opportunities for improvement in museum admission and tour sales, membership revenue,

and cash contributions. These will be areas of focus for the Foundation’s Development and Outreach Committee, new Fundraising Committee, and related staff. Development will benefit greatly from information gathered through the FY22 survey (see Financial Practices, above).

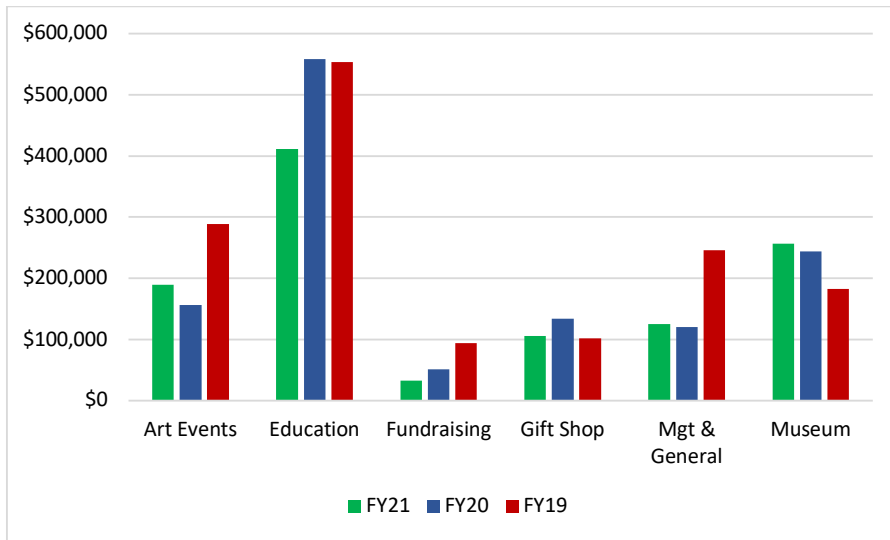
The Foundation will also foster growth in the area of “Art Events, Tuition, and Other”—which includes event ticket sales and education-related income—following increased interest in the Ward World Championship and the Ward Museum Photo Festival, the start of a new income-generating event (watercolor exhibition), and the return of in-person field trips and after-school programming, and adult classes.

Additionally, the Foundation will continue and grow annual fundraisers such as the Fall Migration Gala, decoy raffle, and targeted appeals.

Though not included in the above, Ward Museum volunteers are another major asset to the Foundation. In FY19 volunteers contributed 5,120 hours of service—the equivalent of nearly \$147,000 (using the 2019 value of \$28.65/hr via independentsector.org). In FY20, despite pandemic-related closure during the Foundation’s most labor-intensive event, volunteers contributed 2,905 hours of service, with a value of approximately \$86,000 (using the 2020 value). In FY21 volunteers contributed approximately 1,632 hours—a lower number than previous years due to restrictions on volunteer service during the pandemic. These hours are nevertheless valued at approximately \$47,000 (2021 value). The Volunteer Program Director has begun working with the Foundation’s Development & Outreach Committee in FY22 to expand and better engage the current volunteer pool, with an eye toward creative partnerships—e.g., with regional schools and universities, social clubs, and other pools that have been underutilized in the past.

Expenses

Based on recent audited financial statements, functional expenses are as follows:



In the recent past, education has been the Foundation's largest area of functional expense. In FY22 a multi-year Maryland State Department of Education grant-funded after-school program will come to an end; the grant is no longer being offered. Nevertheless, the Foundation plans to continue providing service to nearly equivalent numbers of students with new funding sources, leveraging partnerships to continue service in a way that will decrease expenses and administrative resources required, while maintaining impact.

Other areas of significant expense within the above are payroll (see Financial Practices, above), and expenses related to large events—such as the Ward World Championship, which was canceled in 2020 and made into a virtual event for 2021 due to the pandemic; these changes are reflected in the dollar amounts above. Program-related expenses such as these will be reviewed by the appropriate Foundation committees, to determine impact and financial sustainability (see Program Impact and Sustainability, below).

Broadly, the FY22 budget and FY23-26 projections were created with the idea of limiting expenses, given pandemic-related unreliability of income, and anticipated slow recovery from the pandemic.

CURRENT DEBT and PLAN for DEBT REDUCTION

At the end of FY18 the Ward Foundation, Inc. owed \$272,744 to three lines of credit. Beginning in FY19 the Foundation made a concerted effort to pay this down, and held a total of \$149,347.40 in line of credit and loan debt at the end of FY21. This is comprised of the following:

- One line of credit with the Bank of Delmarva, with a \$100,000 balance as of June 30, 2021
- One 10-year loan with Hebron Savings Bank with a \$49,347.40 balance as of June 30, 2021. This was termed out in April 2021 from a previous line of credit.

An additional \$100,000 line of credit is held at PNC Bank. This was paid off entirely in 2018 and currently has a \$0 balance.

In FY21 the Foundation received a second draw from the Paycheck Protection Program (PPP) for \$152,020.50, after a first loan was forgiven in FY21. The Foundation has applied for and anticipates PPP2 Loan (i.e., second draw) forgiveness in the first half of FY22.

The Foundation will begin paying principal in addition to interest on the Bank of Delmarva line of credit in July 2022, and anticipates a \$0 balance by the end of FY26 by maintaining a schedule approved by the Foundation's Finance Committee—including increasing principal payments over time, and putting \$8,250 toward the LOC each January and July. These, and additional payments beyond what is required to the Hebron Savings Bank loan (estimated \$2,500/yr. extra) beginning in FY23, are included in the expenses listed above (see Financial Practices). This schedule will result in a \$0 debt balance by June 30, 2026.

Based on these numbers, and the above budgets, the Ward Foundation will be able to begin forming a cash reserve for emergency use in FY23, and increase contributions to the same through FY26 and beyond.

USE OF FACILITY RENEWAL FUNDS

The Ward Museum was designed in 1990 and built in 1992, and ownership was transferred to Salisbury University in 2000. In order to better assist with the upkeep and maintenance of the museum and grounds, the Ward Foundation formed a Facilities Committee in FY19. This is comprised of the Facilities Director, Maintenance Assistant, two Board members, the Executive Director, and outside experts appointed at the discretion of the Foundation (currently this is Eric Berkheimer, Associate Vice President of Facilities and Capital Management, SU). This committee is tasked with the oversight of projects related to the Ward Museum building and grounds, in conversation with appropriate individuals and departments at SU. Members of the Facilities Committee have recently discussed relatively smaller repairs and upgrades that will greatly improve the Ward Museum, which can be accomplished primarily through use of Facilities Renewal Funds, generously provided on an annual basis by Salisbury University for upkeep of the museum. This list includes the following:

- *For completion in FY22:* Repairs and upgrades to enhance accessibility: automatic doors at the front entrance; re-graded entryway ramp (to decrease the slope); main public bathroom remodeling; creation of a deck ramp to allow access to the entire museum campus; and replacement wayfinding and interpretive signage outdoors
- *For completion in FY23-24:* Repairs and upgrades to create a more engaging museum: gallery renovations to remove and replace outdated elements (e.g., carpet on walls) and encourage interactivity; a new, electronic marquee to promote the museum and provide additional sponsorship opportunities; regraded lawn outside the Legacy Center to for safety and functionality

A prioritized list of these and other smaller projects was approved by the Foundation's Facilities Committee in June 2021, and the Foundation plans to carry these out using a combination of Facilities Renewal Funds and grant monies.

PROGRAM IMPACT and SUSTAINABILITY

In FY21 the Foundation created a new Strategic Plan for FY21-25 (see Addendum B), and revised foundation committees, which help to oversee staff and programming. The strategic plan was created following an in-depth visioning process led by an outside interpretive planning consultant. This included meetings and workshops with staff, board members, volunteers, selected stakeholders, and the broader public. The consultant's report from the visioning sessions was provided to the Foundation's Board of Directors, which created a Strategic Planning Committee that used the report to inform its next steps. The Strategic Planning Committee worked with Kevin Vedder (Associate Vice President for Human Resources, SU) to flesh out visioning session ideas, and apply them as appropriate to new guiding documents. Ultimately this resulted in a revised mission and vision, inaugural values, and the strategic plan (see Addenda B and C).

Relative to finances, the Foundation’s revised committees are currently working to review programming and weigh impact vs. resources required and/or sustainability with strategic goals in mind. Some programs (e.g., the Silver Bells Quarter Auction) with low impact and many resources required are being cut in favor of institutional focus on programs with higher impact (e.g., field trips) and/or financial sustainability or near-term potential for such (e.g., photo festival). Programs that have potential for significant net income are similarly undergoing assessment to determine how to expand impact and income (e.g., venue rentals).

Throughout the remaining years in this strategic plan, committees will address all Museum programs and determine their viability against a metric-based impact and resources required. Programs demanding deep attention include the Ward World Championship Wildfowl Carving Competition and Art Festival, which celebrated its 50th anniversary in 2021, and the Museum’s suite of educational programming, which has significant impact but requires the most staff time and costly resources. The Foundation will also weigh potential programming (e.g., an Eastern Shore watercolor exhibition) against an impact/net income or resources-required metric.

Beyond this, the Foundation will also assess its core self—its name, branding, Board of Directors membership, staff, and volunteer community—with finances in mind. Questions must be asked about the impact and financial sustainability of each of these areas, for example whether the name of the museum (“Ward Museum of Wildfowl Art, Salisbury University”) presents barrier to deeper engagement with and investment by our regional community. These questions are being asked now by Foundation committees, especially the IDEA Committee and Development and Outreach Committee.

COMMUNITY IMPACT

Through its collective programs, the Ward Foundation has significant impact on its regional and cultural communities. In a non-pandemic year, the Ward Foundation engages over 20,000 student contacts of all ages (saving Wicomico County alone approximately \$40,000 annually, per the Wicomico County Board of Education). The Foundation works with and helps support 100+ teaching and professional artists, and the creative economy, through classes and consignment sales; and the Ward Museum sees 12,000+ visitors both in the museum and at off-site events created by the Foundation. This includes bringing 3,000-4,000 people to Ocean City, MD annually for the Ward World Championship, which helps boost the tourism economy during a shoulder season. A 2012 BEACON study found the Museum has a \$6.1M impact on the greater Salisbury region alone, and according to Wicomico County Tourism, the museum is the number one destination for bus tours to Wicomico County. The Ward Museum is designated a Chesapeake Bay Gateway by the National Park Service, a Certified Green Center (helping regional schools become certified Green Schools) by the Maryland Association for Environmental and Outdoor Education, and a Regional Interpretive Center by the Maryland Heritage Areas Authority. Since 2002 the Foundation has run the Lower Shore Traditions program, which makes the museum the Lower Eastern Shore’s Folklife Center in the Maryland State Arts Council’s Maryland Folklife Network—researching, documenting, and supporting the cultural heritage and traditions of the Shore.

Since the pandemic, the Foundation has represented the Eastern Shore at the National Folk Festival through its virtual Chesapeake Traditions Today documentary series. It has continued to provide free access to the arts and environmental education through a wide variety of virtual programming, and its virtual and hybrid events have helped to put Salisbury on the map for online visitors from around the world (see Capacity to Innovate, below).

In the coming years, the Foundation will capitalize on these successes, as it develops new partnerships and fundraising strategies.

CAPACITY to INNOVATE

All of the above changes will be possible because of the Foundation's growing capacity to innovate. During the pandemic in particular, the Ward Foundation's volunteer Board of Directors and creative staff have worked together to adapt and respond to unprecedented needs—demonstrating the ability to act nimbly and resourcefully.

Among major successes is the growth of the Ward Museum's online presence. Since the pandemic began, staff have created over 200 videos, now online between the Museum's Facebook and YouTube accounts. These include local folklife documentaries, environmental science lesson plans for children, crafts and story time for preschoolers, virtual art lessons with real take-home kits to follow along, talks on issues such as craft and social justice, virtual after school programming in partnership with Wicomico County, and more.

Thanks in part to hiring a Marketing & Communications Coordinator in FY20, in CY 2021 alone the Ward Museum's social media accounts have reached hundreds of thousands of people, and engagement has grown exponentially. As an example, just one live-streamed video of judging an in-person decoy contest during the virtual Ward World Championship in April reached more than 47,000 people (as of November 8, 2021)—meaning the Ward Museum of Wildfowl Art, Salisbury University name was also in front of these individuals. Another example in FY21, the Museum's photo festival went fully virtual and saw the biggest numbers in its ten-year history: 1,698 photos submitted by 384 artists from 14 countries. Staff will continue to grow the Ward Museum's virtual presence long after the pandemic, and integrate successful aspects of virtual programming into in-person exhibits, events, and education as a means of expanding inclusivity and engagement.

Staff have also made use of minimal resources to make major changes for in-person engagement—for example renovating the museum's Welcome Gallery, making it more modern with flexible use, for under \$4,000. And May-September, 2021, Exhibits staff were proud to present the Museum's first bilingual exhibit: "Las Aves," in Spanish and English.

Meanwhile, Board members have worked closely with the Executive Director to develop and build relationships with County and State representatives, in an effort to secure new sources of support. Prior to the pandemic, the Ward Foundation hosted members of the Eastern Shore delegation at a luncheon—an effort begun in conversation and cooperation with Eli Modlin (Chief of Staff, SU). The Foundation sought an increase in its annual allocation of State funds provided through Salisbury University, as there has been no increase since this funding began.

Follow-up meetings were held with State representatives, who were supportive; but unfortunately, efforts were stalled due to the pandemic. The Foundation will again seek this increase in the coming years, as well as support from Wicomico County, and other new potential sources of funding.

CONCLUSION

The Ward Foundation has the capacity to continue to respond to its needs and the needs of our communities with creativity. It will create lasting and meaningful impact by carrying out its mission, and growing in a thoughtful and sustainable manner. This plan outlines the recent history of Ward Foundation financials, and outlines a plan for the next five years—creating a stronger fiscal foundation for the organization by keeping expenses down, focusing on development, and better understanding, engaging, and serving stakeholders and target audiences. In this way, this plan will support the Ward Foundation into the future, and assure the longevity of the Ward Museum for the benefit of the Foundation, Salisbury University, and our communities.

Addendum A: FY22 Budget

Approved by the Ward Foundation Board of Directors on 06/17/21

July 2021 through June 2022

Cash Basis

Jul '21 - Jun 22

Ordinary Income/Expense	
Income	
43300 · Direct Public Grants	377,000.00
43400 · Direct Public Support	38,000.00
44500 · Government Grants	297,207.00
45000 · Investments	45,125.00
46400 · Other Types of Income	57,230.00
47200 · Program Income	116,500.00
49000 · Special Events Income	179,850.00
Total Income	1,110,912.00
Cost of Goods Sold	
50000 · COST OF GOODS SOLD	25,300.00
Total COGS	25,300.00
Gross Profit	1,085,612.00
Expense	
60300 · Awards and Grants	58,540.00
60900 · Business Expenses	730,017.00
62100 · Contract Services	40,000.00
62800 · Facilities and Equipment	66,962.00
65000 · Operations	104,851.00
65100 · Other Types of Expenses	75,476.00
68300 · Travel and Meetings	9,766.00
Total Expense	1,085,612.00
Net Ordinary Income	0.00
Net	0.00
Income	

Addendum B: FY23 – 26 Projections

Income	FY23	FY24	FY25	FY26
43300 - Direct Public Grants	377,000.00	382,000.00	382,000.00	382,000.00
43400 - Direct Public Support	60,000.00	67,250.00	75,525.00	84,987.50
44500 - Government Grants	274,500.00	260,650.00	266,457.50	269,930.38
45000 - Investments	45,125.00	45,125.00	45,125.00	45,125.00
46400 - Other Types of Income	62,450.00	67,944.50	70,268.69	72,696.75
47200 - Program Income	146,700.00	157,630.00	169,765.50	182,394.96
49000 - Special Events Income	173,510.00	183,001.25	189,019.11	193,738.53
Total Income				
Cost of Goods Sold				
50000 - Cost Of Goods Sold	(25,300.00)	(26,600.00)	(27,912.50)	(29,290.63)
Gross Profit	1,113,985.00	1,137,000.75	1,170,248.30	1,201,582.49
Expense	FY23	FY24	FY25	FY26
60300 - Awards and Grants	58,540.00	58,540.00	58,540.00	58,540.00
60900 - Business Expenses	751,008.51	772,379.77	794,649.66	817,587.65
62100 - Contract Services	42,500.00	44,500.00	44,500.00	44,500.00
62800 - Facilities and Equipment	69,484.00	69,506.44	69,529.33	69,552.68
65000 - Operations	98,051.00	98,765.00	99,493.28	100,236.13
65100 - Other Types of Expenses	81,427.00	81,627.00	81,627.00	81,627.00
68300 - Travel and Meetings	10,907.65	11,155.34	11,409.22	11,669.46
Total Expense	1,111,918.16	1,136,473.55	1,159,748.49	1,183,712.92
Added to Operating Reserve	2,066.84	527.20	10,499.81	17,869.57

Addendum C: Ward Foundation Strategic Plan for FY21-25

1. Increase the impact of the Ward Museum in its regional and programmatic communities.
 - a. Develop and implement evaluation procedures for all major programs.
 - b. Assess programming to determine its impact versus cost, and adjust programs accordingly.
 - c. Assess the economic impact of the Ward Museum on the greater Salisbury, MD region (update to 2011-12 BEACON study).
 - d. Clearly articulate and demonstrate the impact of the work of the Ward Museum through both qualitative and quantitative measurements gained through the above.
 - e. Create and enact a plan for sustainable growth in the area of Museum impact.

2. Develop a more inclusive and accessible Ward Museum.
 - a. Identify gaps in representation, and target audiences and communities left out of current programming and operations. These may include communities associated by race, ethnicity, and/or national origin; gender identity or expression; sexual orientation; age; learning styles; disabilities; and other areas to be defined.
 - b. Achieve and maintain greater diversity on the Ward Foundation Board of Directors, and among staff and Ward Museum volunteers.
 - c. Create exhibits and other programming more representative of Ward Museum stakeholders and target audiences.
 - d. Create accessible, interactive, and engaging exhibits and programming, both in-museum and through increased online presence (website and social media).

3. Strengthen community engagement and community partnerships.
 - a. Identify and increase engagement with local and regional target communities.
 - b. Strengthen the Ward Museum's network of community partners such as regional museums, and arts and environmental organizations, to lift all boats.
 - c. Strengthen and expand the Ward Museum's programs with Salisbury University faculty, staff, and students, creating more varied and meaningful opportunities for engagement and learning.

4. Strengthen the financial sustainability of the Ward Museum, and relationships with donors and members.
 - a. Assess the health of the membership and corporate sponsorship programs, and determine necessary changes.
 - b. Increase membership numbers and member retention rates.
 - c. Strengthen corporate sponsorship programs and work to develop strong relationships with corporate and community supporters.

5. Enhance operational agility.
 - a. Implement and strengthen succession planning for staff.
 - b. Strengthen workforce development in order to reduce turnover, create stronger programming, and allow for both intra- and inter-departmental transitions as needed.

- c. Strengthen volunteer recruitment, training, and enrichment activities, and achieve greater retention of existing volunteers.
- 6. Review the Ward Foundation Strategic Plan annually, to determine areas in need of adjustment, in order to better respond to Ward Museum and stakeholder/community needs.

Addendum D: Mission, Vision, Values

Mission (accepted by Ward Foundation Board of Directors 01/23/20)

The Ward Museum creates spaces and opportunities for learning about artistic traditions, community heritage, and connections to the natural environment.

Vision (accepted by WF BOD 04/23/20)

The Ward Museum's vision is to be a leader at the crossroads of the arts, heritage conservation, environmental education, and community service. We create inspirational, innovative, and accessible exhibits, educational programs, and public events that build on the legacy of pioneering decoy makers Lem and Steve Ward.

Values (accepted by WF BOD 05/14/20)

- We value the wellbeing of our community, and believe that the arts, access to nature, and connection to heritage are vital for maintaining community health.
- We value diversity and inclusion, knowing that we all benefit from better understanding and appreciation of the cultures and peoples with whom we share our communities.
- We value the creative process, and know that the arts, including wildfowl art, not only make our world more beautiful, but encourage creative thinking, constructive problem solving, and effective communication.
- We value sustainability and environmental education, and the role these play in creating a viable future.
- We value material culture and intangible expressions of heritage as ways to convey meaning about our varied pasts and shared future.
- We value collaboration and know that we all benefit from shared ideas and resources.

Addendum E: Audited financial statements for FY21 and FY20

THE WARD FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2021 and 2020

	2021	2020
ASSETS		
Current assets		
Cash	\$ 249,860	\$ 155,186
Accounts receivable	-	2,207
Pledges receivable, net	2,138	42,649
Grants receivable	112,082	21,761
Prepaid expenses and other assets	4,666	8,022
Inventory	25,109	35,118
Total current assets	393,855	264,943
Investments, at fair value	127,897	44,400
Fixed assets		
Construction in progress	15,702	19,525
Automobile	19,052	19,052
Furniture and fixtures	231,984	231,984
Equipment	110,904	78,868
Nature trail improvements	13,210	13,210
Total fixed assets	390,852	362,639
Less: accumulated depreciation	(299,599)	(270,929)
Net fixed assets	91,253	91,710
Other assets		
Art collection for sale, at fair value	16,360	55,895
Pledges receivable	2,763	4,042
Total other assets	19,123	59,937
Total assets	\$ 632,128	\$ 460,990

The Notes to Financial Statements are an integral part of these statements.

THE WARD FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
(continued)
JUNE 30, 2021 and 2020

	2021	2020
LIABILITIES AND NET ASSETS		
Current liabilities		
Current portion of long-term debt	\$ 160,095	\$ 508,243
Line of credit	100,000	181,467
Accounts payable	86,459	80,976
Accrued payroll	26,418	27,256
Compensated absences	28,257	28,945
Refundable advances	38,737	65,113
Deferred revenue	27,112	34,724
Total current liabilities	467,078	926,724
Long-term liabilities		
Long-term debt, less current portion	41,273	-
Assets held on behalf of others	31,461	61,288
Total long-term liabilities	72,734	61,288
Total liabilities	539,812	988,012
NET ASSETS (DEFICIT)		
Without donor restrictions	63,674	(555,664)
With donor restrictions	28,642	28,642
Total net assets (deficit)	92,316	(527,022)
Total liabilities and net assets	\$ 632,128	\$ 460,990

The Notes to Financial Statements are an integral part of these statements.

THE WARD FOUNDATION, INC.

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2021

	Without Donor Restriction	With Donor Restriction	Total
PUBLIC SUPPORT AND REVENUE:			
Contributions - cash	\$ 40,825	\$ -	\$ 40,825
Contributions - non-cash	45,800	-	45,800
Grants	585,550	-	585,550
Salisbury University:			
Baseline funding	330,000	-	330,000
Additional funding	70,000	-	70,000
Membership investment	41,803	-	41,803
Art events, tuition and other	66,522	-	66,522
Museum and tours	8,393	-	8,393
Investment income (loss)	90	-	90
Endowment fund income	64,382	-	64,382
Total support and revenue	1,253,365	-	1,253,365
EXPENSES:			
Program services:			
Art events	189,778	-	189,778
Museum	256,542	-	256,542
Education	411,755	-	411,755
Gift shop	105,924	-	105,924
Supporting services:			
Management and general	124,807	-	124,807
Fundraising	33,004	-	33,004
Total expenses	1,121,810	-	1,121,810
NON-OPERATING INCOME (EXPENSE)			
Transfer to Salisbury University	(45,800)	-	(45,800)
Gain on sale of assets	25,340	-	25,340
PPP loan forgiveness	129,200	-	129,200
Bridge Loan Salisbury University forgiveness	379,043	-	379,043
Total non-operating income (expense)	487,783	-	487,783
Change in net assets	619,338	-	619,338
Net assets (deficit), beginning of year	(555,664)	28,642	(527,022)
Net assets (deficit), end of year	\$ 63,674	\$ 28,642	\$ 92,316

The Notes to Financial Statements are an integral part of this statement.

THE WARD FOUNDATION, INC.

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2020

	Without Donor Restriction	With Donor Restriction	Total
PUBLIC SUPPORT AND REVENUE:			
Contributions - cash	\$ 73,291	\$ -	\$ 73,291
Contributions - non-cash	17,137	-	17,137
Grants	379,021	-	379,021
Salisbury University:			
Baseline funding	330,000	-	330,000
Additional funding	70,000	-	70,000
Membership investment	63,345	-	63,345
Art events, tuition and other	121,853	-	121,853
Museum and tours	12,562	-	12,562
Investment income (loss)	160	-	160
Endowment fund income	32,386	-	32,386
Total support and revenue	1,099,755	-	1,099,755
EXPENSES:			
Program services:			
Art events	156,693	-	156,693
Museum	244,095	-	244,095
Education	558,658	-	558,658
Gift shop	133,826	-	133,826
Supporting services:			
Management and general	120,663	-	120,663
Fundraising	50,867	-	50,867
Total expenses	1,264,802	-	1,264,802
Transfer to Salisbury University	16,950	-	16,950
Change in net assets	(181,997)	-	(181,997)
Net assets, beginning of year	(373,667)	28,642	(345,025)
Net assets, end of year	\$ (555,664)	\$ 28,642	\$ (527,022)

The Notes to Financial Statements are an integral part of this statement.



BOARD OF REGENTS

SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: University System of Maryland: Report on FY 2021 Procurement Contracts

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: The USM Policy on Approval of Procurement Contracts requires that contracts of \$1 million to \$5 million, and emergency and expedited procurement contracts of \$5 million or more, shall be reported to the Committee on Finance.

Attached is the report of the procurement contracts awarded during Fiscal Year 2021 (July 1, 2020 - June 30, 2021). As provided in the policy, the report does not include construction contracts for capital projects approved by the Board of Regents, sponsored research/education contracts and grants, and contracts pertaining to interests in real property.

Thirty-nine contracts have been awarded that meet the reporting requirements totaling \$71.5 million. Of these, there were four emergency contracts related to COVID-19 pandemic services and supplies. Of the total dollars awarded, 41% of the contracts were awarded to Maryland firms. The MBE participation on these contract awards was 8%.

ALTERNATIVES: This is an information item.

FISCAL IMPACT: This is an information item.

CHANCELLOR’S RECOMMENDATION: This is an information item.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923

BOR Finance Committee - Public Session

USM Procurements Between \$1 million and \$5 million
For Fiscal Year 2021

<u>Inst.</u>	<u>Description of Procurement</u>	<u>Category</u>	<u>Method</u>	<u>Award</u>	<u>Amount</u>	<u>Fund Source</u>	<u>In- State</u>	<u>% MBE</u>
CSU	Housekeeping Services	Maintenance	Competitive Sealed Proposal	WFF Facilities Services	\$1,703,577	Current Unrestricted	No	20%
CSU	Food Services	Services	Competitive Sealed Proposal	Thompson Hospitality	\$3,300,000	Auxiliary Funds	No	10%
CSU	Desktop and Laptop Computers Campus-wide	Supplies & Equipment	Cooperative Agreement	Daly Computers, Inc.	\$1,617,603	Current Unrestricted	Yes	0%
CSU	HVAC Services	Maintenance	Cooperative Agreement	Johnson Controls, Inc.	\$1,045,617	Current Unrestricted	Yes	20%
CSU	Surveillance Equipment Campus-wide	Supplies & Equipment	Cooperative Agreement	Daly Computers, Inc.	\$1,200,028	Cares Act: HBCU Support	Yes	0%
UMB	Roof Replacement for 19-311 SSW and 19-314 HS/HSL	Maintenance	NCPA Cooperative Contract	Tecta America	\$1,226,191	Major Repairs & Maintenance & ARB	Yes	30%
UMB	School of Pharmacy Electrical System Renewal	Maintenance	Competitive Sealed Bid	Cynergy Electric Company, Inc.	\$3,114,713	Major Repairs & Maintenance	Yes	10%
UMB	Automatic Temperature Control / Building Automation System	Maintenance	Competitive Sealed Bid	Siemens	\$1,281,521	Building Maintenance	Yes	0%
UMB	Chiller Maintenance and Open & Water Treatment Service	Maintenance	OMNIA Partners Cooperative Contract	Boland	\$1,186,113	Building Maintenance	Yes	0%
UMB	Cisco Network Equipment	IT Sup/Equipment	State Contract	Disys Solutions Inc	\$1,001,681	General Revolving	No	0%
UMB	Library Journal Subscriptions	Supplies and Equipment	UMCP Contract	EBSCO Information Services	\$2,112,789	State Operating	No	0%
UMB	COVID-19 Hotline	Services	Emergency	Managed Care Advisors	\$1,351,411	General Revolving	Yes	100%
UMB	COVID Test Collection Kits	Supplies and Equipment	Emergency	Qiagen, LLC	\$2,245,000	General Revolving	No	0%
UMB	COVID Sample Collection Kits	Supplies and Equipment	Emergency	Qiagen, LLC	\$2,152,178	Service Center Operating	No	0%
UMBC	Landscaping Services	Maintenance	Competitive Sealed Proposal	Brightwell	\$1,199,256	Operational	No	0%
UMBC	Elevator Maintenance	Maintenance	Cooperative Contract	Schindler Elevator	\$2,040,000	Operational	No	0%
UMCP	Produce for Dining Services	Supplies & Equipment	Competitive Sealed Proposal	Coastal Sunbelt Produce, Co.	\$4,800,000	Auxiliary	Yes	0%
UMCP	Salisbury University-Court Plaza Housing Complex	Architectural	Sole Source	Design Collective, Inc.	\$4,182,483	Plant, Service Center (SelfSupp)	Yes	20%
UMCP	Animal Sciences Wing 2 Pilot Plant Building renovation	Maintenance	Competitive Sealed Proposal	Jeffrey Brown Contracting, LLC.	\$1,657,487	Plant, Capital Project (St/NonBud)	Yes	29%
UMCP	Scientific Equipment-Electron Microscope	Supplies & Equipment	Cooperative Purchase	Olympus America, Inc.	\$1,115,252	Plant, Capital Project (St/NonBud)	No	0%
UMCP	Consulting Services-audit	Services	Competitive Sealed Bid	CliftonLarsonAllen, LLC.	\$1,385,175	State Operating	No	0%
UMCP	Microsoft enterprise agreement for faculty, staff, students	IT Software/Hardware	Cooperative Purchase	Bell Techlogix, Inc.	\$1,485,938	State Operating	No	0%
UMCP	Intercollegiate Athletics Participant Accident Coverage	Services	Purchase Off of State Contract	RCM&D, Inc.	\$1,150,000	State Operating	Yes	0%
UMCP	Kuali Research Licenses FY2022-2024	IT Software/Hardware	Sole Source	Kuali, Inc.	\$1,188,653	Current Unrestricted	No	0%
UMCP	Cole Field House Audio Visual package	Supplies & Equipment	Cooperative Purchase	Audio Visual Innovations, Inc.	\$2,575,483	Plant, Capital Project (SelfSupp)	No	0%
UMCP	Vehicle probe data as part of Eastern Transportation Coalition	Services	Simplified Procurement Non-Competitive	Here North America, LLC.	\$1,372,140	Restricted, C&G Private	No	0%
UMCP	Cole Field House Kitchen and Dining Equipment	Supplies & Equipment	Cooperative Purchase	Gill Group, Inc.	\$1,733,448	Plant, Capital Project (SelfSupp)	Yes	0%
UMCP	Wifi equipment for South Campus Commons	IT Software/Hardware	Cooperative Purchase	CDWG	\$1,192,404	Plant Reserves (St/NonBud)	No	0%
UMCP	Furniture-New Residence Hall North	Supplies & Equipment	Preference Provider	MCE	\$1,151,027	Auxiliary	Yes	0%
UMCP	Salesforce software licenses and cloud services	IT Software/Hardware	Sole Source	Salesforce.com, Inc.	\$1,171,909	State Operating	No	0%
UMCP	HVAC Services at House #4	Maintenance	Competitive Sealed Proposal	W.L. Gary Company, Inc.	\$1,024,400	Auxiliary	No	18%
UMCP	COVID-19 rapid testing for ICA sporting event participants	Services	Emergency	Bio-Reference Laboratories, Inc.	\$1,267,460	Auxiliary	No	0%
UMCP	UMES Natural Gas Mechanical Conversion	Maintenance	Cooperative Purchase	Paige Industrial Services, Inc.	\$1,544,261	Plant, Service Center (St/NonBud)	Yes	15%
UMCP	PowerEdge XE7420 IT Equipment	IT Software/Hardware	Cooperative Purchase	Dell Marketing LP	\$1,071,074	Restricted, C&G Private	No	0%
UMES	Management of Food Dining Services	Service	Competitive/Contract Renewal	Thompson Hospitality	\$4,500,000	Auxiliary Unrestricted	No	4%
UMES	Utilities/Electrical Energy	Utility	Co-op Purchase/Contract Renewal/State Contract	Washington Gas Energy Services	\$3,000,000	State Unrestricted	No	0%
UMGC	Adobe Experience Manager Cloud Implementation	Services	Competitive Sealed Proposal	Bounteous Inc.	\$1,697,660	Current Unrestricted	No	0%
UMGC	Virtual Learning Environment-Cyberapolis	IT Software/Hardware	Cooperative Purchase	The University of Arizona	\$2,363,685	Current Unrestricted	No	0%
UBalt	HVAC Maintenance	Maintenance	Competitive Sealed Proposal	Crockett Facilities Services	\$1,053,490	Institutional Funds	Yes	45%



BOARD OF REGENTS

SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: Convening Closed Session

COMMITTEE: Finance

DATE OF COMMITTEE MEETING: December 2, 2021

SUMMARY: The Open Meetings Act permits public bodies to close their meetings to the public in special circumstances outlined in §3-305 of the Act and to carry out administrative functions exempted by §3-103 of the Act. The Board of Regents Finance Committee will now vote to reconvene in closed session. As required by law, the vote on the closing of the session will be recorded. A written statement of the reason(s) for closing the meeting, including a citation of the authority under §3-305 and a listing of the topics to be discussed, is available for public review.

It is possible that an issue could arise during a closed session that the Committee determines should be discussed in open session or added to the closed session agenda for discussion. In that event, the Committee would reconvene in open session to discuss the open session topic or to vote to reconvene in closed session to discuss the additional closed session topic.

ALTERNATIVE(S): No alternative is suggested.

FISCAL IMPACT: There is no fiscal impact.

CHANCELLOR’S RECOMMENDATION: The Chancellor recommends that the Board of Regents Committee on Finance vote to reconvene in closed session.

COMMITTEE RECOMMENDATION:

DATE:

BOARD ACTION:

DATE:

SUBMITTED BY: Ellen Herbst (301) 445-1923



UNIVERSITY SYSTEM
of MARYLAND

STATEMENT REGARDING CLOSING A MEETING
OF THE COMMITTEE ON FINANCE
OF THE USM BOARD OF REGENTS

Date: December 2, 2021

Time: 10:30 a.m.

Location: Video Conference

STATUTORY AUTHORITY TO CLOSE A SESSION

Md. Code, General Provisions Article §3-305(b):

- (1) To discuss:
 - [] (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - [] (ii) Any other personnel matter that affects one or more specific individuals.
- (2) [] To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) [] To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) [] To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) [] To consider the investment of public funds.
- (6) [] To consider the marketing of public securities.
- (7) [] To consult with counsel to obtain legal advice on a legal matter.
- (8) [] To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) [] To conduct collective bargaining negotiations or consider matters that relate to the negotiations.

CONVENING CLOSED SESSION

- (10) To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- (15) To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to:
- (i) security assessments or deployments relating to information resources technology;
 - (ii) network security information, including information that is:
 1. related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
 2. collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
 3. related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
 - (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

Md. Code, General Provisions Article §3-103(a)(1)(i):

- Administrative Matters

TOPICS TO BE DISCUSSED:

To consider the development of the proposed FY 2023 Operating Budget submission and potential adjustments to the submission. A contract for housekeeping.

REASON FOR CLOSING:

To maintain confidentiality (pursuant to executive privilege) of the proposed operating budget prior to the Governor's submission to legislature (§3-305(b)(13)); and to maintain confidentiality of a potential contract award prior to BOR approval (§3-305(b)(14)).