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**AGENDA FOR PUBLIC SESSION**

Call to Order

Chair Fish

1. [The University of Baltimore: Facilities Master Plan 2024-2034](#) (action)
2. [University of Maryland Eastern Shore: Increase in Authorization for Athletic Fields Renovation](#) (action)
3. [Towson University: Fieldhouse Renovation and Addition](#) (action)
4. [Towson University: Towson Center Renovation Project](#) (action)
5. [UMB Allied Health Air Handler System](#) (action)
6. [University of Maryland, College Park: Ground Lease of Property for Second Phase Development of Flex Research and Development Project in Riverdale Park](#) (action)
7. [Salisbury University: Real Property Exchange with Wicomico County](#) (action)
8. [Proposed Amendments to Exempt and Nonexempt Staff Policies on Annual Leave, Personal Leave, Holidays, and Sick and Safe Leave](#) (action)
9. [Proposed Amendments to Policy VIII-2.01—Policy on Tuition](#) (action)
10. [Fall 2024 Enrollment Update and FY 2025 Estimated FTE Report](#) (presentation and information)
11. [Convening Closed Session](#) (action)

## OFFICE OF THE SENIOR VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

## MEMORANDUM

**TO:** Members of the Committee on FinanceEllen Fish  
Steven Sibel  
Geoff J. Gonella  
Anwer HasanDhruvak Mirani  
Louis M. Pope  
William T. Wood  
Linda R. Gooden, *ex officio***FROM:** Ellen Herbst, Senior Vice Chancellor**DATE:** October 25, 2024**RE:** Meeting of the Committee via Video Conference

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The Committee on Finance of the USM Board of Regents will meet in public session via video conference at 10:30 a.m. on Wednesday, October 30. Upon the conclusion of the public session, the Committee will convene in closed session.

The agendas and supporting materials will be available on Nasdaq Boardvantage for members of the Board and the USM website at <https://www.usmd.edu/regents/agendas/>.

Zoom details will be provided to the Regents prior to the meeting.

Public listen-only access is provided at 301-715-8592; Conference ID: 956 7153 0899; Password: 894287

cc: Other Members, Board of Regents  
Office of the Attorney General  
Chancellor's Council  
Vice Presidents for Administration and Finance  
Office of Communications  
SVCAF Managers

**TOPIC:** The University of Baltimore: Facilities Master Plan (2024-2034)

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** September 16, 2024 (presentation and information)  
October 30, 2024 (action)

**SUMMARY:** The University of Baltimore requests approval of its 2024 Ten-Year Facilities Master Plan.

The University of Baltimore (UBalt) offers career-focused education for aspiring and current professionals, providing the region with highly educated leaders who make distinctive contributions to the broader community. The University's students are typically older, working adults at both the graduate and undergraduate levels. The majority of UBalt students are enrolled in graduate programs. Undergraduate students are primarily upper division students who join UBalt as transfer students and who have a median age of 28. A relatively high percentage of students originate from Maryland and Baltimore City and attend part-time, consistent with their status as working adults. UBalt is Maryland's only four-year institution that is recognized by the U.S. Department of Education as a Predominantly Black Institution and one of approximately 67 nationwide.

UBalt offers 44 academic degrees, including 25 graduate and 19 undergraduate programs, along with various certificate programs. Students enrolled in programs in the School of Law primarily attend in-person day courses, while students enrolled in programs in the Yale Gordon College of Arts and Sciences, the Merrick School of Business, and the College of Public Affairs typically take evening classes through a mix of in-person, online, and hybrid formats.

The 2024 UBalt Ten-Year Facilities Master Plan aligns the vision for UBalt's physical campus in Midtown Baltimore with the University's mission and strategic goals and the needs and preferences of its students. The Plan identifies a prioritized set of capital projects that will right-size the campus by reducing Gross Square Footage (GSF), modernize and enhance the teaching, learning, and working environment to better foster academic success, remediate significant deferred maintenance and renew underperforming buildings, implement energy performance and decarbonization requirements, improve campus identity and pedestrian safety, and contribute to the continued revitalization of Midtown and the neighborhoods near Penn Station.

The Plan covers approximately 871,000 GSF across eight buildings. Reflecting the needs of the University's professional, career-oriented students, the campus buildings and grounds are academically focused and function to support multiple modes of operations simultaneously, including virtual, in-person, and hybrid instruction, services, and work. As a non-residential campus, UBalt does not include student housing, extensive food service, or athletic facilities.

As UBalt prepares for its Centennial Year celebration in 2025 and looks forward to the future, the Plan provides vision and inspiration for a transformed future physical campus to promote the educational success of UBalt's students, students who largely come from Baltimore and Maryland, and who continue to live here upon graduation to participate in the workforce and their communities.

**ALTERNATIVE(S):** The 2024 UBalt Ten-Year Facilities Master Plan outlines a comprehensive approach to the physical development of the campus. The Plan is designed to align with the University’s mission, strategic goals, and the unique needs of UBalt’s non-traditional student population, all within the context of its Midtown Baltimore location. Given these considerations, moving forward with the Facilities Master Plan, as presented, is the preferred course of action.

**FISCAL IMPACT:** The 2024 UBalt Ten-Year Facilities Master Plan outlines capital projects that will require funding for implementation. Approval of the Plan does not equate to approval of specific projects or their funding. All proposed capital projects will be subject to the standard capital and operating budget review processes. Importantly, these projects will not increase the campus’s GSF. Instead, if implemented, they will reduce GSF by renewing underperforming facilities with high levels of deferred maintenance, ultimately enhancing financial efficiency and operational effectiveness.

**CHANCELLOR’S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve The University of Baltimore 2024 Ten-Year Facilities Master Plan. Approval of the Plan 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.

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

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**TOPIC:** University of Maryland Eastern Shore: Increase in Authorization for Athletic Fields Renovation

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** The University of Maryland Eastern Shore (UMES) requests approval to increase the funding authorization for the Athletic Fields Renovation project by \$2.4 million, bringing the total project cost from the originally approved \$4.9 million to \$7.3 million. The renovation addresses disparities noted by the Office of Civil Rights (OCR), focusing on gender equity, safety, and compliance with industry standards. The project includes substantial upgrades to the existing softball and baseball fields.

Originally included in the System-Funded Construction Program (SFCP) for \$4.9 million of bond funding, the project scope was modified during the design phase to address additional items that would be subject to Title IX considerations.

Key enhancements include:

- Dugouts (\$700,000)
- Fencing and netting (\$504,000)
- Press box and bleachers (\$342,000)
- Practice area turf (\$167,000)
- Concrete walkways (\$75,000)
- Concrete retaining wall (\$53,000)
- Additional dugouts and bench areas (\$300,000)
- Fence and foul pole replacements (\$40,000)
- Electrical work (\$22,500)
- Handicap-accessible parking (\$14,000)
- Turf maintenance equipment (\$9,700)
- Bullpens and batting cages (\$147,500)

Any resulting contracts will require the approval of the Board of Public Works.

**ALTERNATIVE(S):** In light of the OCR findings, UMES has no alternative but to comply with the required improvements to avoid potential fines and penalties for non-compliance with gender equity and safety standards. Failure to address these issues could jeopardize federal funding, expose UMES to litigation, and negatively impact accreditation status, as compliance with federal laws is often a key factor in the review process by accreditation agencies.

**FISCAL IMPACT:** UMES will fund the project through USM Auxiliary Bonds and will pay the associated annual debt service.

**CHANCELLOR'S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve the University of Maryland Eastern Shore's request to increase the project budget authorization to a total of \$7.3 million for the Athletic Fields Renovation, as outlined above.

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COMMITTEE RECOMMENDATION:

DATE:

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BOARD ACTION:

DATE:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

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**Project Cost Summary**

UMES Athletic Fields

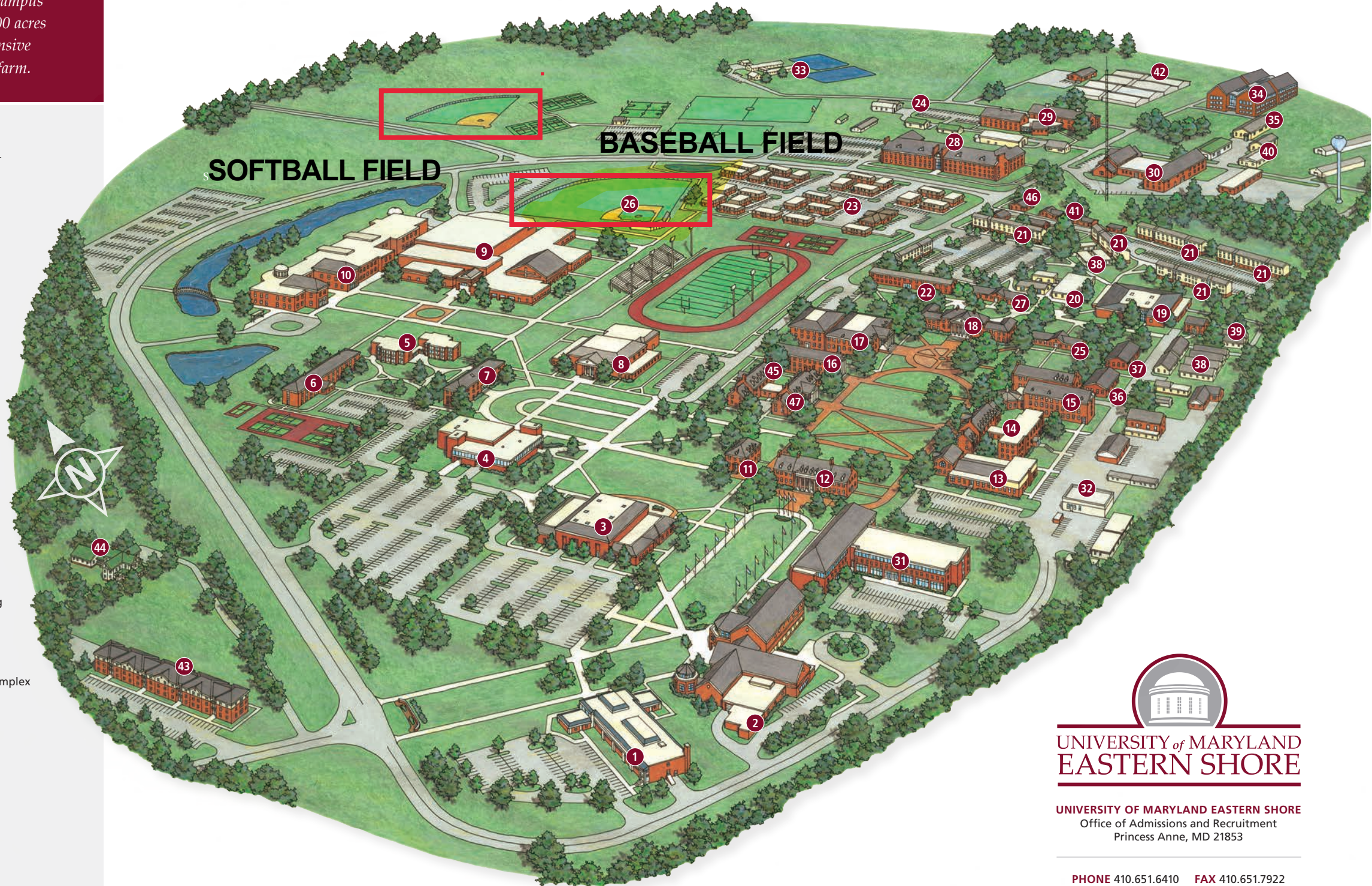
	<b>Prior Budget Amount</b>	<b>Modification</b>	<b>Current Budget Amount</b>
Date	Sep-23	Oct-24	Oct-24
<b>Stage of Estimate</b>	<b>Predesign</b>	<b>Construction Pending</b>	<b>Construction Pending</b>
Design/Fees	included	\$240,000	\$240,000
Construction Cost	\$4,900,000	\$800,000	\$5,700,000
Gen Contingency (15%)	included	\$860,000	\$860,000
Additional Contingency (7%)	included	\$400,000	\$400,000
Equipment	included	\$100,000	\$100,000
<b>Project Total</b>	<b>\$4,900,000</b>	<b>\$2,400,000</b>	<b>\$7,300,000</b>
<b>Notes:</b>	Original Scope included Replacement of Field Turf and Stormwater Management only.	To properly comply with title IX requirements and due to existing conditions, the original scope had to be increased during design to include the following elements: Dugouts (\$700,000), Fencing and Netting (\$504,000), Press Box and Bleachers (\$342,000), Added Turf for Practice Fields (\$167,000), Bullpens and Batting cages (\$147,500), Concrete Walkways (\$75,000), Concrete Retaining Wall (\$53,000), Demo and Removal of Fence, Foul Poles and Batting Tunnels (\$40,000), Electric (\$22,500), ADA Parking (\$14,000), Turf Maintenance Equipment (\$9,700), Dugouts and bench areas (\$300,000)	

Rev 10/2/24



**GET TO KNOW US.** *The UMES campus includes over 47 buildings on 1,100 acres bounded by athletic fields, an extensive agricultural complex, and a solar farm.*

1. Kiah Hall
2. Richard A. Henson Center
3. Ella Fitzgerald Performing Arts Center
4. Student Development Center
5. Nuttle Hall
6. Court Plaza
7. Wicomico Hall
8. Tawes Gymnasium
9. William P. Hytche Athletic Center
10. Student Services Center
11. Bird Hall
12. John T. Williams Hall
13. Waters Hall
14. Murphy Hall
15. George Washington Carver Science Building
16. Wilson Hall
17. Frederick Douglass Library
18. Trigg Hall
19. Thomas/Briggs Arts and Technology Center
20. Early Childhood Research Center
21. Student Apartments
22. Plaza Hall
23. Residence Life/Student Clusters
24. Agricultural and Research Facilities
25. Tanner Airway Science Center
26. Athletic Fields
27. Lida Brown Building
28. University Terrace
29. Food Science and Technology Building
30. Physical Plant
31. Hazel Hall
32. Public Safety
33. Swine Facility
34. Engineering and Aviation Sciences Complex
35. Agricultural Research Building
36. Banneker Hall
37. Spaulding Hall
38. Temporary Classroom Building
39. Alumni House/UPDS
40. Poultry Research Center
41. Student Apartments Office
42. Hydroponics Facility
43. Hawks Landing
44. President's House
45. Harford Hall
46. WESM Radio Station
47. Somerset Hall



**UNIVERSITY OF MARYLAND EASTERN SHORE**  
Office of Admissions and Recruitment  
Princess Anne, MD 21853

PHONE 410.651.6410 FAX 410.651.7922  
umesadmissions@umes.edu www.umes.edu



**TOPIC:** Towson University: Fieldhouse Renovation and Addition

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** Towson University (TU) requests authorization of \$19,250,00 for the renovation and expansion of the Fieldhouse, funded through a combination of Institutional cash and state funds. The project includes a 12,920-square-foot addition and the selective renovation of 10,000 square feet to meet the program requirements of the Athletics Academic Achievement Center. This project will consolidate the University's Academic Achievement Program (AAP) into a single facility, addressing both operational inefficiencies and space shortages.

Housed within TU's Athletic Department, the AAP advises, counsels, tutors, and supports student-athletes to promote academic success, personal growth, and career development. Through structured programs, it helps student-athletes become independent in both academic and personal areas.

The AAP facilitates, coordinates, and expedites all matters academic within the department and the University, ensuring compliance with NCAA, conference, and university regulations to safeguard academic integrity. The program's goals are to:

- Help student-athletes earn their degrees,
- Develop leadership and interpersonal skills,
- Support career and life goals,
- Ensure academic integrity through compliance with relevant regulations.

In 2022, the AAP facilitated over 8,000 contact hours with student-athletes. Key support components include:

- Assigned Sport Advisor: One-on-one meetings to assist with academic organization, including time management and study strategies.
- Study Hall: Required for freshmen and transfers, this program enhances academic skills to support classroom success.
- Tutor Program: Provides individual or group tutoring to promote academic excellence and maintain student-athlete eligibility for intercollegiate athletics.
- Laptop Loan Program: Laptops are loaned to student-athletes during the season due to travel requirements.
- Student-Athlete Experience: Focuses on career readiness, leadership development, financial literacy, and community service.

The expansion will address the remaining space needs of the Athletics Academic Achievement Center (AAAC), resolve existing office shortages, and replace lost classroom and storage areas from the renovation. It will also alleviate scheduling conflicts by creating multipurpose classrooms with operable partitions, allowing flexible use as study halls or a large event space as needed. By expanding the upper floors on the existing footprint, no additional site work or impervious surfaces will be required.

The consolidation of the entire AAP into one facility will reduce coordination and transportation challenges between multiple locations.

Additionally, the project includes much-needed renovations to the Athletic Sports Medicine Facility located in the Fieldhouse, which serves the medical needs of student-athletes. Football, lacrosse, field hockey, track and field, and cross-country student-athletes utilize this facility daily. The 3,000-square-foot facility features taping, treatment, rehabilitation, and hydrotherapy areas, but its hydrotherapy equipment is outdated and insufficient for the current demand. The renovation will address these issues and enhance other critical spaces, including the physician exam room, chiropractic and massage rooms, conference room, and staff offices. This facility is used daily by seven full-time athletic trainers and clinically educates 8-12 athletic training students each semester.

Any resulting contracts will require the approval of the Board of Public Works.

**ALTERNATIVE(S)**: Without this project, there will be no opportunity to expand current programs, address overcrowded offices, or provide adequate staff, equipment, and training services. The Sports Medicine Department provides student-athletes with the latest in sports medicine research and technology and creates an environment that promotes the total wellness of the student, the athlete, and the person. Without these updates, the facility cannot fully support the wellness of TU’s Division I athletes. The project will also better support the academic needs of the Department of Kinesiology.

**FISCAL IMPACT**: Towson University will use \$3.5 million in State General Obligation Bond funds allocated in FY 2024, to the University, with the remaining funding provided by Institutional cash. Since state funds are involved, a facility program document is being revised and must be approved by the State Department of Budget and Management. State funds cannot be encumbered until DBM’s approval is granted.

**CHANCELLOR’S RECOMMENDATION**: That the Finance Committee recommend that the Board of Regents approve the \$19,250,000 Fieldhouse Renovation and Addition Project for Towson University, as outlined above.

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COMMITTEE RECOMMENDATION:

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BOARD ACTION:

DATE:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

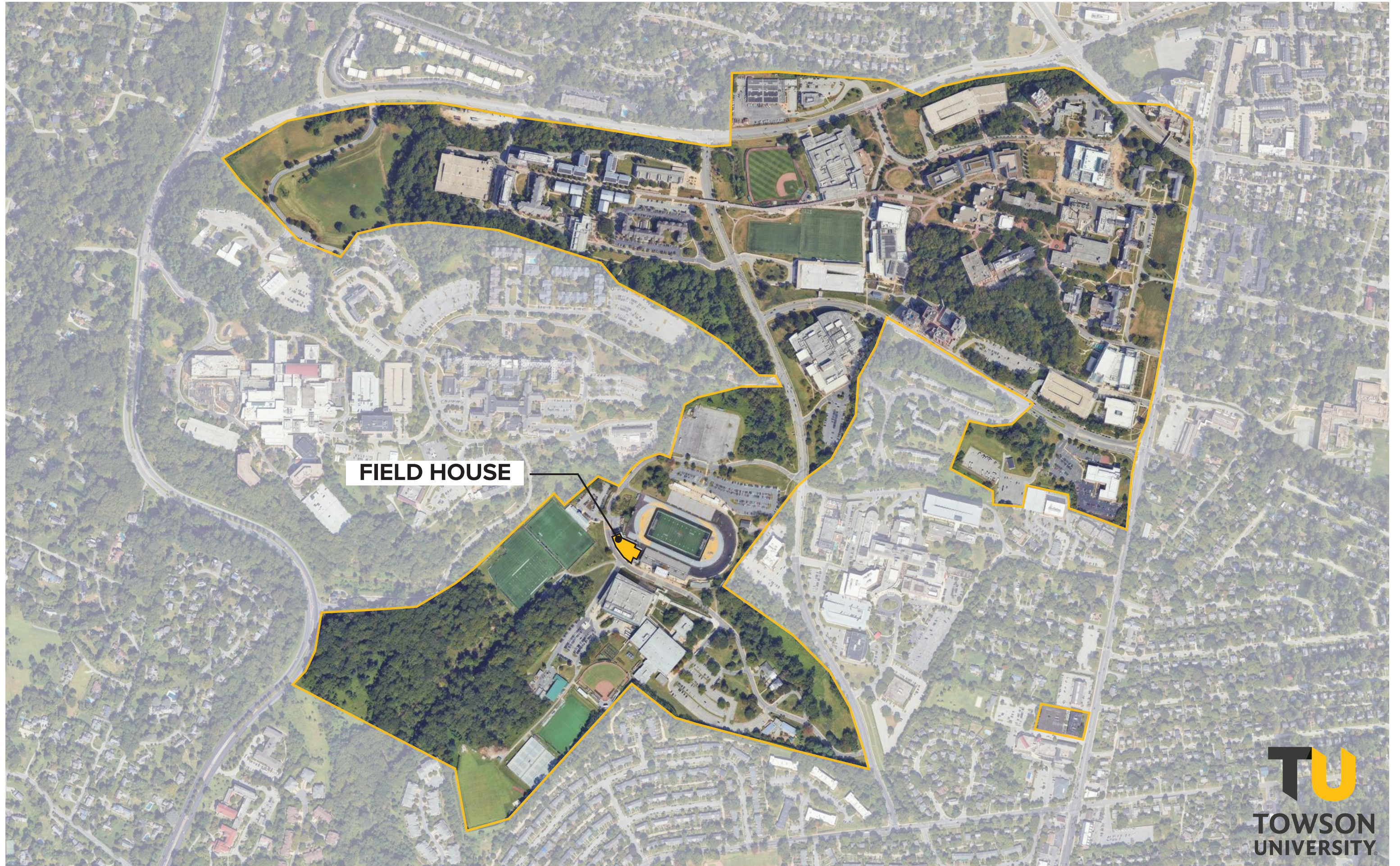
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## Project Cost Summary

Towson University -Fieldhouse Project

	<b>Current Request</b>
<b>Date</b>	9/10/2024
<b>Stage of Estimate</b>	<b>Program/ Schematic</b>
Design/Fees	\$1,400,000
Construction Cost*	\$14,000,000
Equipment	\$1,652,000
Contingency	\$2,198,000
<b>Project Total</b>	<b>\$19,250,000</b>
<b>Notes: *</b>	
<b>Submitted by:</b>	Cost estimate provided HCM Architects





**FIELD HOUSE**





**TOPIC:** Towson University: Towson Center Renovation Project

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** Towson University is seeking authorization for \$5,750,000 to renovate and expand the athletic training facility within the Towson Center, funded through Institutional cash. The Towson Center serves as the primary training hub for multiple sports, including basketball, volleyball, softball, soccer, gymnastics, tennis, and golf. This project aims to enhance the facility's capacity to support student-athlete wellness and performance.

The Towson Center, built in 1977 with an addition in 1978, was the primary arena for Towson Athletics until the Towson Arena (formerly SECU Arena) replaced it in 2011. The building is currently 113,319 NASF/178,445 GSF and includes multipurpose spaces that serve various teams. The athletic training facility currently occupies 4,000 square feet and provides critical services to student-athletes across multiple sports. Currently, the former arena "bowl" is partitioned into three practice spaces, primarily serving the basketball and volleyball teams. The upper mezzanine seating areas have been converted into batting cage facilities. The Administrative north wing was renovated in 2019.

This project will expand and modernize the athletic training facility to 7,200 square feet, addressing the current limitations in space and equipment. Key improvements include upgraded treatment areas, expanded hydrotherapy capabilities, and increased functional space for both athletic trainers and student-athletes. These changes will enhance the quality of care, increase rehabilitation capacity, and better support the overall wellness of student-athletes.

With these enhancements, Towson Sports Medicine will be better equipped to meet the growing needs of its athletes, focusing on injury prevention, rehabilitation, and optimizing performance. The Sports Medicine Department integrates the latest research and technology to create a holistic environment that promotes the well-being of the student, athlete, and individual. This renovation will further improve the care and treatment of Towson University's Division I student-athletes, ensuring that the facility continues to provide top-tier medical services.

The updated facility will continue to serve as a primary training center for Towson's seven full-time athletic trainers and approximately 8-12 athletic training students each semester. The expanded space will provide additional treatment and taping tables, whirlpools, and hydrotherapy pools, enhancing both efficiency and sanitary conditions.

This project will also strengthen the Department of Kinesiology by offering more space and resources for the Athletic Training Education Program (ATEP), which works closely with the sports medicine staff to train students. Towson Sports Medicine maintains a strong relationship with the Department of Kinesiology, particularly the ATEP, to provide students with hands-on clinical experience. Towson's athletic trainers serve as preceptors, offering classroom and laboratory instruction to supplement the ATEP curriculum, ensuring that students receive comprehensive training.

Any resulting contracts will require the approval of the Board of Public Works.



**ALTERNATIVE(S):** Health and safety are top priorities for college athletic departments. The facility currently accommodates seven athletic trainers who provide approximately 5,100 therapy sessions annually in a confined space. The clinic operates at full capacity from 6:00 AM to 6:00 PM daily. If this project is not approved, the quality of care for student-athletes and the working conditions for medical staff may be impacted. The facility lacks sufficient space for treatment, rehabilitation, and hydrotherapy, which poses ongoing challenges for the trainers. Additionally, the outdated and undersized hydrotherapy equipment limits the number of athletes that can be treated efficiently. Without these upgrades, Towson Athletics will struggle to maintain high standards of care.

**FISCAL IMPACT:** Towson University will utilize Institutional cash for the full project cost of \$5,750,000.

**CHANCELLOR’S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve the \$5,750,000 Towson Center Renovation Project for Towson University, as described above.

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

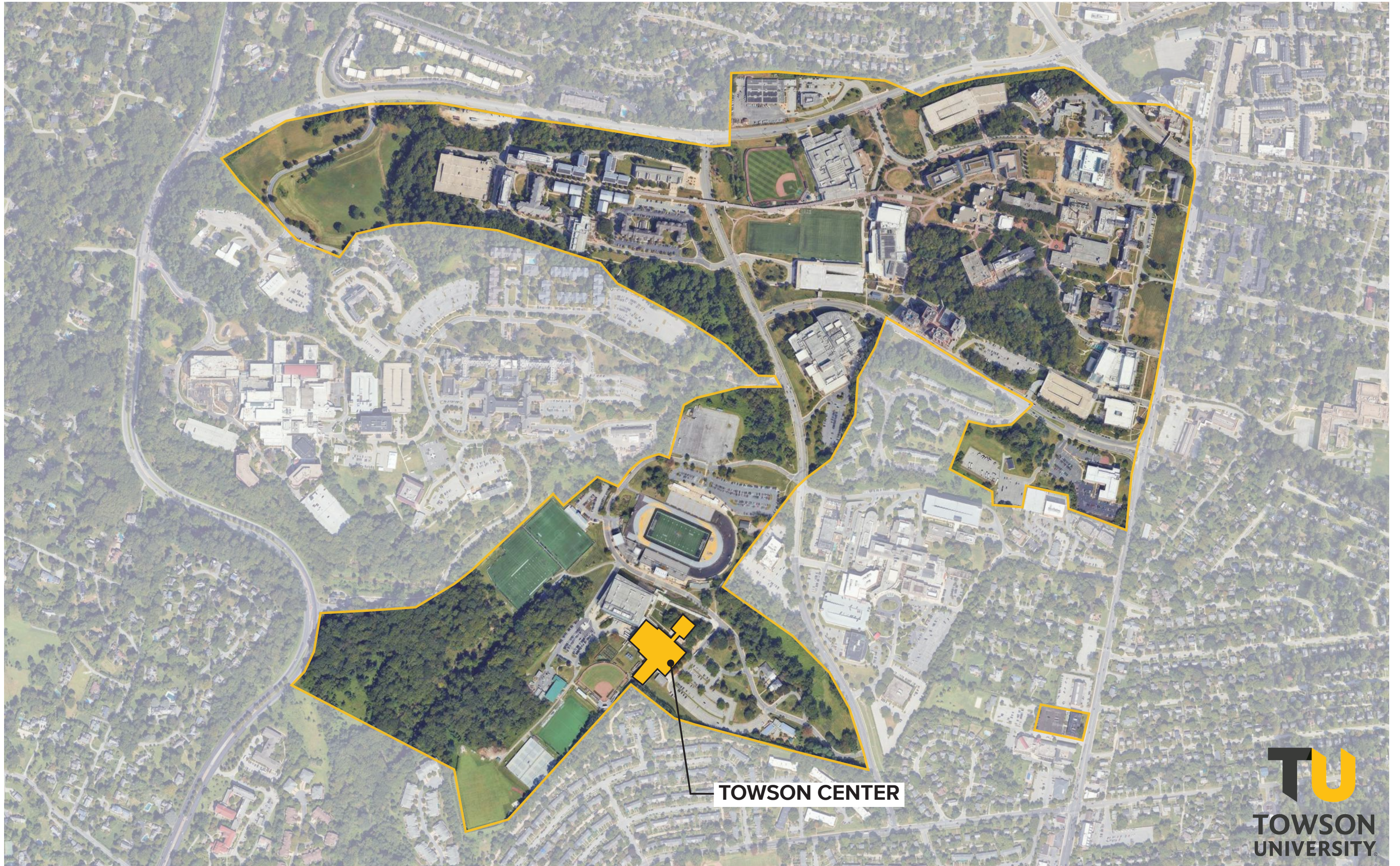
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## Project Cost Summary

Towson University - Towson Center Project

	<b>Current Request</b>
<b>Date</b>	9/10/2024
<b>Stage of Estimate</b>	<b>Concept</b>
Design/Fees	\$800,000
Construction Cost*	\$4,000,000
Equipment	\$350,000
Contingency	\$600,000
<b>Project Total</b>	<b>\$5,750,000</b>
<b>Notes: *</b>	
<b>Submitted by:</b>	Cost estimate provided by TU Campus Projects





TOWSON CENTER





**TOPIC:** University of Maryland, Baltimore: Allied Health Building Air Handler Replacements and Control Upgrades

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** The University seeks Board approval for end-of-life replacements and upgrades to the air handling system in the 84,000-square-foot Allied Health Building, which houses teaching labs, wet lab research space, and offices for the School of Medicine. This \$5.967 million project involves the lifecycle replacement of three air handling units, rooftop fans, valves, and piping, along with the installation of new digital controls.

The work will be executed in three phases, with each phase focusing on the decommissioning and replacement of one air handling unit. To ensure continuous building operations, the two remaining air handlers will remain functional during construction. This phased approach allows the facility to stay open for the entirety of the project.

The key improvements and benefits include:

- Upgrade from pneumatic to digital controls: These new controls will integrate with the University's central building automation system (BAS).
- Enhanced fan system: The air handlers will include improved fans, allowing for more precise control over energy use.
- Energy efficiency: The modernized system is expected to improve energy efficiency by 20-30%, reducing total power consumption.

This project requires Board authorization because its total cost exceeds the \$5 million threshold delegated for internal Sr. VCAF approval. Approval by the Board of Public Works is not required for this maintenance project that does not involve any State funding.

**ALTERNATIVE(S):** An alternative to the proposed project is to replace only the air handlers, fans, and associated valves and piping, leaving the existing pneumatic controls in place. While this approach would reduce the total project cost by approximately \$1.1 million, it would result in a less efficient system and forego long-term energy savings.

Additionally, the existing pneumatic controls are approaching the end of their rated lifecycle and are expected to require replacement within the next four years. Incorporating the installation of new digital controls as part of this project ensures an economy of scale, as the upgrades can be completed efficiently alongside the installation of the new air handlers, reducing future disruption and redundant labor costs.

**FISCAL IMPACT:** The total project cost is \$5.967 million. It will be funded in part with \$469,404 from the University's FY 2024 allocation from the Capital Facilities Renewal program (Academic Revenue Bonds). The remaining funds will come from institutional resources as part of UMB's scheduled maintenance program.

**CHANCELLOR'S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve the Allied Health Building Air Handler Replacements and Control Upgrades project for the University of Maryland, Baltimore, as outlined above.

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COMMITTEE RECOMMENDATION:

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BOARD ACTION:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

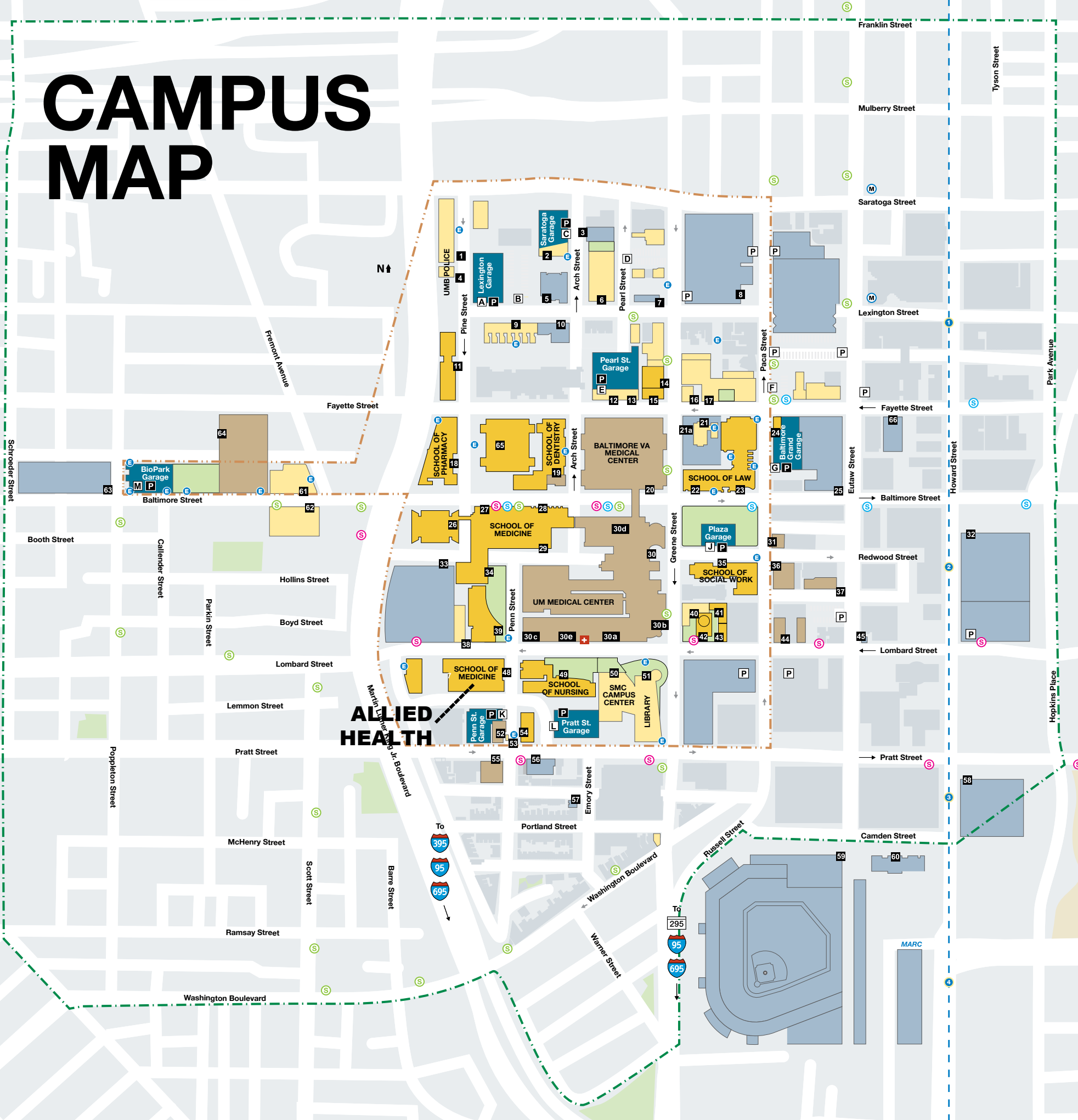
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## Project Cost Summary

UMB, Air Handler System Replacement

Date	10/3/2024
<b>Stage of Estimate</b>	<b>100% Construction Documents</b>
Design and PM Fees	\$525,000
Construction Cost	\$4,900,000
Contingency	\$542,000
<b>Project Total</b>	<b>\$5,967,000</b>

# CAMPUS MAP



## Map Key

- Academic Building
- Patient Care Building
- Support Building
- UMB Parking Garage
- Open Green Space
- Community Resource
- Building Entrance
- + Emergency Room Entrance
- One-Way Street
- P Public Parking
- P Permit Parking

### Public Safety

- Police Escorts & Non-Emergency  
410-706-6882
- Emergency 711 (Campus Phone)  
or 410-076-3333
- E Emergency Phones
- Van Escort Boundaries
- Walking Escort Boundaries

### Public Transportation

- M Metro Subway  
Lexington Market Stop
- MARC MARC Train  
Camden Station
- Light Rail Tracks

### Light Rail Stops

- 1 Lexington Market
- 2 University Center/  
Baltimore Street
- 3 Convention Center
- 4 Camden Yards

### UM Shuttle Stops

- S 701 BioPark/Midtown  
Medical Center
- S 702 Mount Vernon
- S 703 Federal Hill

### University Parking

- A Lexington Garage
- B Koester's Lot
- C Saratoga Street Garage
- D Administration Lot
- E Pearl Street Garage
- F Fine Lot
- G Baltimore Grand Garage
- J Plaza Garage
- K Penn Street Garage
- L Pratt Street Garage
- M BioPark Garage



SUMMARY OF ITEM FOR ACTION,  
INFORMATION OR DISCUSSION

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**TOPIC:** University of Maryland, College Park: Ground Lease of Property for Second Phase Development of Flex Research and Development Project in Riverdale Park

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** The University of Maryland, College Park requests approval to enter into a 99-year ground lease for approximately 6.4 acres of land (the “Property”) with a joint venture. The joint venture, a Maryland limited liability company (LLC), will include the University and an affiliate of St. John Properties, Inc. (“SJP”). The University will be required to contribute the Property as its investment, while SJP will provide the capital required to design, construct, operate, and maintain the Project, as described below, on the Property. Both LLC members will each share 50% of the Project's net cash flow. This Project is a key component of the University’s broader effort to attract and retain high-tech companies as part of its ongoing economic development strategy in the Discovery District.

The Project includes the design, construction, and operation of approximately 57,960 square feet of flexible research and development space, divided across two buildings. This is the second phase of a previously approved project, which has the same parties and transaction structure as the first phase approved by the Board of Regents in June 2016.

The Property’s location is depicted in Exhibit A, while a site plan for the Project is shown in Exhibit B. The flex R&D space is designed with features that set it apart from traditional office spaces. These include 9-foot clear ceiling heights in office areas, 16-foot clear heights in storage spaces, and loading bays for easy transport of equipment. Additionally, tenants will have 24-hour unrestricted access to their spaces, with full control over utility use and configuration.

Additionally, there are no common areas, such as hallways, bathrooms, or lobbies, reducing shared costs and making rents more economical than traditional office spaces. The space is also highly adaptable, allowing tenants to lease as little as 1,200 square feet or as much as an entire building.

The Project is versatile enough to accommodate a wide range of tenant needs, serving businesses in sectors such as engineering, data analytics, earth sciences, virtual reality, cybersecurity, quantum computing, linguistics, additive manufacturing, e-commerce, robotics, aerospace, and biotechnology.

The first phase included 111,240 square feet of flex R&D space and a 50,107 square foot building, which now houses College Park Academy (CPA), a public charter school. CPA has earned notable recognition, ranked by U.S. News & World Report as the #1 high school in Prince George’s County, #1 for graduation rate in Maryland, and the #2 charter school in the State. SJP is in discussions with CPA to lease approximately 16,000 square feet of the new Project for use as a gymnasium, music, and art facility, pending approval of the Project.



An Agreement to Venture will outline the parties' development agreement. As part of the creation of the Joint Venture, the key terms will be set forth in an Operating Agreement. The University will enter into a 99-year ground lease, leasing the property described above to the Joint Venture for a nominal rent. The University's economic return will be its 50% share of net cash flow from the operation of the Project.

This transaction will require the approval of the Board of Public Works.

**LESSEE:** Joint Venture (as yet not created) of the University and an affiliate of SJP: Lawrence Maykrantz, President and CEO

**APPRAISALS:** The University obtained two appraisals of the Property, as follows:

Newmark Valuation & Advisory (9/26/24)	\$7,800,000
John R. Fowler, Inc. (6/17/24)	\$6,950,000

**ALTERNATIVE(S):** The University could opt not to create the Joint Venture and decline to lease the Property as outlined. In that case, the Project would not be built, and the University would miss the opportunity to add well-located, in-demand flex R&D space. This would limit its efforts to attract and retain high-tech companies as part of its ongoing economic development initiative in the Discovery District.

**FISCAL IMPACT:** The projected net present value (NPV) of the University's anticipated share of cash flow from the Project over 50 years is approximately \$7.4 million. While equity participation carries more business risk than a traditional sale or fixed-rent ground lease, the University is confident that the Project's close proximity and its strong ability to attract tenants will help mitigate this risk. This confidence is largely based on the success of the first phase, which currently has a 100% occupancy rate, creating market demand for additional space. The first phase, approved in 2016, was originally projected to generate a \$12 million NPV for the University over 50 years. After just six years, the actual return has already reached \$6.4 million.

**CHANCELLOR'S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve the University of Maryland, College Park's request to enter into a real property ground lease, as described above, consistent with the University System of Maryland Procedures for the Acquisition and Disposition of Real Property.

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COMMITTEE RECOMMENDATION: \_\_\_\_\_ DATE: \_\_\_\_\_

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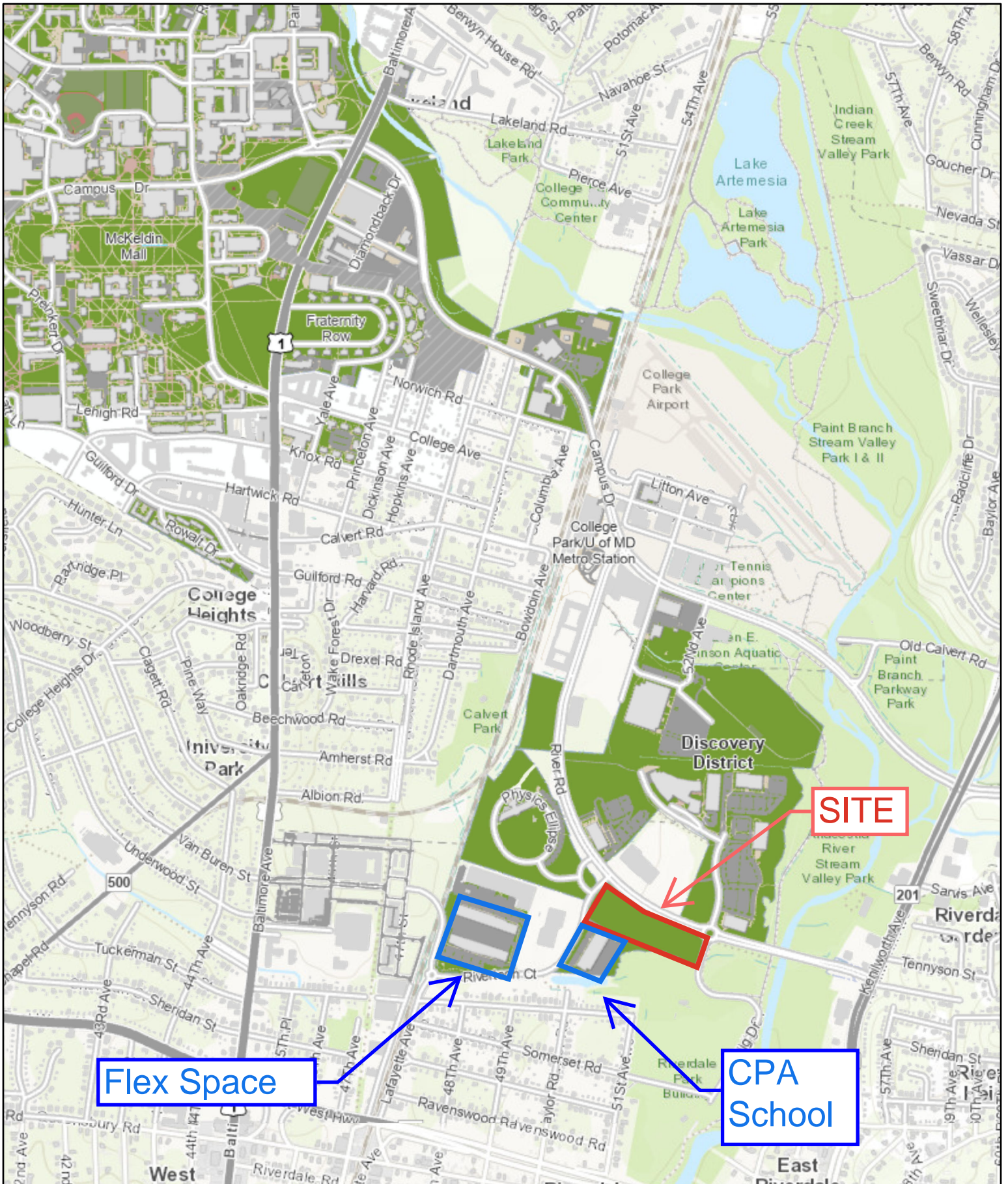
BOARD ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

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SUBMITTED BY: Ellen Herbst (301) 445-1923

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# Exhibit A - Location









**TOPIC:** Salisbury University: Real Property Exchange with Wicomico County

**COMMITTEE:** Finance

**DATE OF MEETING:** October 30, 2024

**SUMMARY:** Salisbury University seeks Board of Regents approval for a real property exchange with Wicomico County. The University proposes to acquire the property at 122 South Division Street (“County Property”) from Wicomico County, while concurrently selling the property at 909 South Schumaker Drive (“University Property”) to the County. The County Property includes a library facility totaling approximately 55,045 square feet on 0.74 acres of land. The University Property consists of the former Ward Museum building, approximately 33,400 square feet, on 9.74 acres. The purchase price for each property is a nominal \$1.00 consideration.

The University plans to demolish the existing library structure on the County Property after acquisition and proposes constructing a new Performing Arts Center on the site, pending all required approvals, including those from the State of Maryland and the Board of Regents as part of the capital budget process. This facility would address the critical need for academic, rehearsal, and performance space for the Department of Music, Theatre, and Dance. The project has been included in the University’s Capital Improvement Plan request, acquired funding from the Department of Housing and Community Development, and secured significant donor funding for the project.

Wicomico County plans to convert the University Property into the new Paul S. Sarbanes Branch Library, replacing the current library on the County Property. The new library branch location will offer improved accessibility and convenience for the local community, featuring dedicated parking and proximity to three high schools, one middle school, and two elementary schools. The Wicomico County Library has applied for planning and construction grant funding through the Maryland State Library Agency for FY 2026.

The University has completed the Intergovernmental Clearinghouse review through the Maryland Department of Planning and has obtained permission to declare the University Property surplus. This real property exchange will require surplus declaration by the Board of Public Works and notification to both the budget committees and the Legislative Policy Committee of the Maryland General Assembly. The final disposition will also require the approval of the Board of Public Works.

**SELLER(S)/**

**BUYER(S):** Wicomico County and Salisbury University

**APPRAISALS:** 122 South Division Street:  
Clark Advisory Group - \$4,400,000  
W.R. McCain & Associates - \$3,000,000

909 South Schumaker Drive:  
Clark Advisory Group - \$2,850,000  
Opteon Appraisal - \$3,675,000

**ALTERNATIVES:** An alternative to the property exchange would be to explore other potential locations for the Performing Arts Center while maintaining the current facility.

**FISCAL IMPACT:** The purchase price for each party is a consideration of \$1.

**CHANCELLOR'S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve Salisbury University's request of a real property exchange, as described above, consistent with the University System of Maryland Procedures for the Acquisition and Disposition of Real Property.

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COMMITTEE RECOMMENDATION:

DATE:

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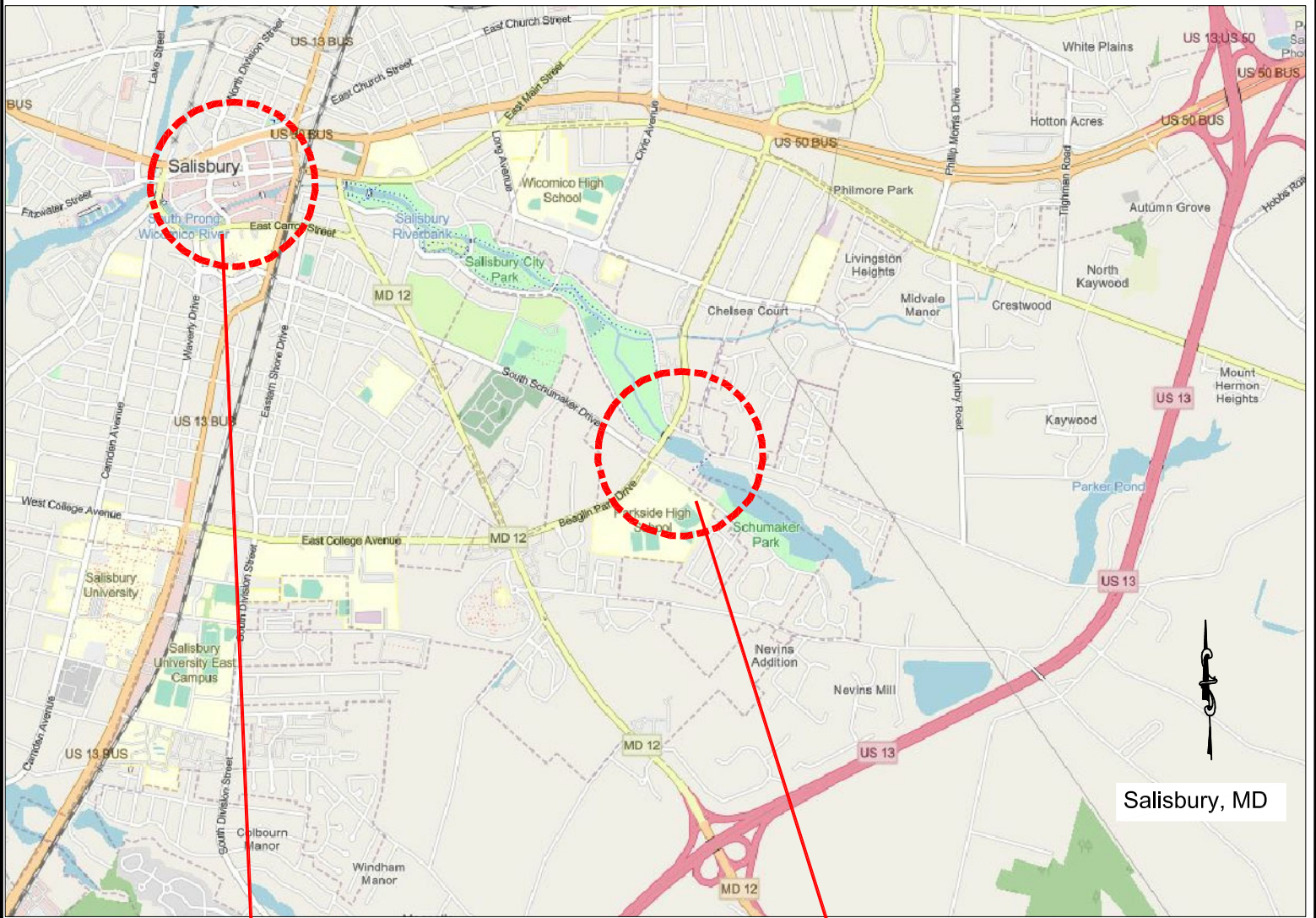
BOARD ACTION:

DATE:

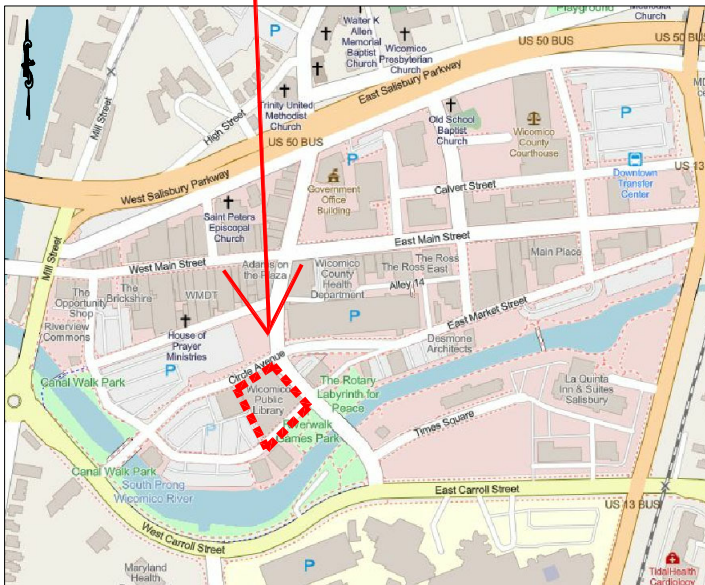
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SUBMITTED BY: Ellen Herbst (301) 445-1923

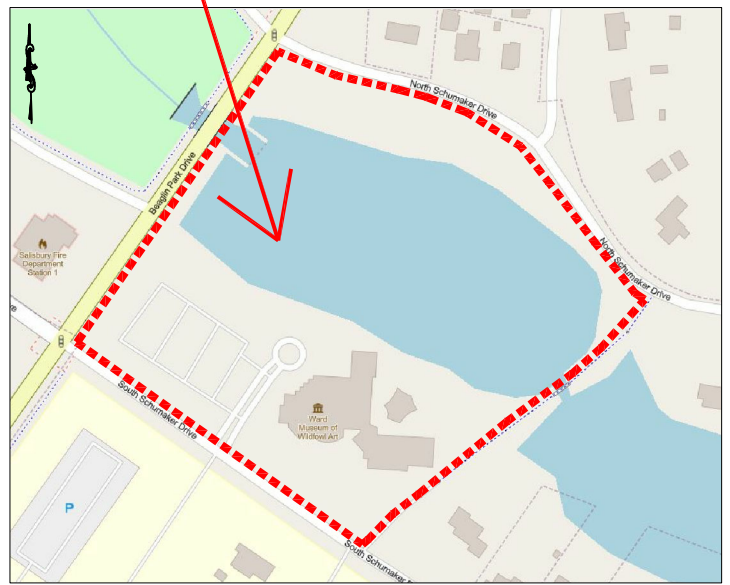
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Salisbury, MD



Wicomico County Public Library Site  
122 South Division Street  
Salisbury, MD 21801



Schumaker Drive Property Site  
909 South Schumaker Drive  
Salisbury, MD



**TOPIC:** Proposed Amendments to Exempt and Nonexempt Staff Policies on Annual Leave, Personal Leave, Holidays, and Sick and Safe Leave

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** The USM Office undertook a comprehensive review of existing USM BOR policies applicable to exempt and nonexempt staff as compared to terms and conditions of employment contained in the various Memoranda of Understanding (MOUs) across the System. The comparative analysis was done to identify necessary amendments to policy from an equity and administrative standpoint. As a result, five substantive areas contained in four USM BOR policies were identified for amendment:

- Increasing the annual leave accrual rate for nonexempt staff beginning at 14 days per year, up from the current 11 days. Exempt employees would continue accruing 22 days of annual leave from date of hire.
- Increasing annual leave carry-over from year to year for exempt and nonexempt staff from 50 to 60 days. Payout provisions would remain unchanged.
- Providing staff with one additional personal day during a leap year.
- Providing staff with one additional holiday beginning in calendar year 2026. The date of observance to be determined by the institution's president.
- Permitting institutions to create an institutional employee leave donation or leave bank program.

The four policies submitted for approval have been reviewed by the Office of the Attorney General. They are:

- *USM VII-7.00—Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees*
- *USM VII-7.10—Policy on Personal Leave for Regular Nonexempt and Exempt Staff Employees*
- *USM VII-7.30—Policy on Holiday Leave for Regular Nonexempt and Exempt Staff Employees*
- *USM VII-7.45—Policy on Sick and Safe Leave for Nonexempt and Exempt Staff Employees*

**ALTERNATIVE(S):** The Committee could decline to endorse the proposed policy amendments or could recommend alternatives to the proposed amendments.

**FISCAL IMPACT:** No direct cost increases are expected. However, indirect productivity costs are estimated between \$5.2 million and \$7 million due to anticipated increased leave usage.

**CHANCELLOR'S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve the proposed amendments to the policies.

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COMMITTEE RECOMMENDATION:

DATE:

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BOARD ACTION:

DATE:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

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**VII-7.00 – POLICY ON ANNUAL LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents, April 25, 1991; Amended, February 14, 2014; Amended, June 27, 2014; Amended, November \_\_\_\_, 2024)

**I. PURPOSE AND APPLICABILITY**

This policy governs the accrual and use of Annual Leave and applies to all Regular Status Nonexempt and Exempt Staff employees of the University System of Maryland, except to the extent that the provisions of a collective bargaining agreement between an institution and one of its bargaining units provides otherwise.

All provisions of this policy shall apply on a pro-rated basis to Regular Status part-time Nonexempt and Exempt Staff employees working 50% or more. Employees working less than 50% of full-time are not eligible to earn annual leave.

**II. EARNED LEAVE**

A. Nonexempt Staff Employees – Regular full-time Nonexempt Staff employees will earn annual leave on a biweekly basis according to the following schedule.

1. Beginning with the Date of Employment through completion of the 1<sup>st</sup> year: 14 days
2. Beginning with the 2<sup>nd</sup> year through completion of the 2<sup>nd</sup> year: 15 days
3. Beginning with the 3<sup>rd</sup> year through completion of the 3<sup>rd</sup> year: 16 days
4. Beginning with the 4<sup>th</sup> year through completion of the 4<sup>th</sup> year: 17 days
5. Beginning with the 5<sup>th</sup> year through completion of the 10<sup>th</sup> year: 18 days
6. Beginning with the 11<sup>th</sup> year through completion of the 20<sup>th</sup> year: 20 days
7. Beginning with the 21<sup>st</sup> year and thereafter: 25 days

B. Exempt Staff employees – Regular full-time Exempt Staff employees earn 22 days of annual leave per year, accumulated on a biweekly basis. Beginning with the 21st year of employment, annual leave shall be earned at the rate of 25 days per calendar year.

C. Leave can be used to the extent it is accrued and available.

**III. LEAVE ACCUMULATION**

A. Annual leave with pay shall be available only to the extent earned, provided that the dates of such leave have been approved in advance by the employee's supervisor.



- B. A maximum of 480 hours (60 workdays) of annual leave may be carried into a new calendar year by all Regular full-time employees.

**IV. LEAVE ADVANCEMENT**

- A. With the approval of the institution's Chief Human Resources Officer (CHRO) or designee, an employee may be advanced 5 days of annual leave provided that no other leave, including personal leave, compensatory leave or sick leave is available to the employee and is appropriate to the purpose of the leave.
- B. The CHRO or designee shall approve the advanced annual leave, provided that it will not significantly impair operations in the employee's unit, and that the employee has demonstrated a substantial need for such leave.

**V. PAYMENT FOR DENIED ANNUAL LEAVE**

- A. At the request of the employee, at the end of a calendar year, a supervisor will, through appropriate channels, recommend to the institution's President or designee that an employee who has been denied requested leave for reasons of institution business necessity on at least two occasions shall be either:
  - 1. Paid for days of denied annual leave lost pursuant to Section III of this policy; or
  - 2. Provided an extended period of up to 60 additional days to use the denied leave that would otherwise be lost at the end of the calendar year.
- B. Such payment may be made only when the employee has submitted two or more timely written requests to use annual leave during the calendar year and such requests have been denied in writing for administrative reasons. The supervisor shall provide any such denial in writing and shall state the administrative reasons for such denial.
- C. The supervisor's recommendation for payment for lost annual leave shall be accompanied by copies of the written requests, denials, and explanations of why the lost annual leave was denied during the calendar year.
- D. Payment is limited to unused annual leave that is in excess of the maximum accumulation and that is lost by the employee at the end of the calendar year. The amount of annual leave for which payment may be made shall be decreased hour-for-hour by the amount of compensatory leave used during the calendar year.
- E. Under extenuating circumstances, a supervisor may recommend the payment of denied annual leave to be lost at the end of a calendar year, even if the procedural requirements of this section are not fully met.

**VI. IMPACT OF CHANGES IN EMPLOYMENT STATUS**

**A. Full-Time To Part-Time Status**

1. An employee who experiences a status change from full-time to part-time status shall retain existing accrued annual leave balance at the time of the status change.
2. An employee shall retain all accrued Annual Leave upon a change to part-time status. At the discretion of the institution, such accrued leave may be either:
  - a) Used by the employee during the course of their employment in part-time status;
  - b) Paid to the employee at the time of conversion to part-time status; or
  - c) Held in abeyance until the employee either:
    - i. Separates from employment, at which time it will be paid to the employee; or
    - ii. Returns to full-time employment.
3. Subsequent leave accruals and maximum accumulations are based on proportion of full-time status and will be subject to the maximum accumulation provisions outlined in Section III of this policy.

**B. Eligible to Ineligible Leave Accrual Status**

An employee shall retain all accrued Annual Leave upon a change to status to a position in which the employee is not eligible to accrue leave. At the discretion of the institution, such accrued leave may be either:

1. Used by the employee during the course of their employment in a status for which they are otherwise ineligible to accrue leave;
2. Paid to the employee at the time of conversion to leave-ineligible status; or
3. Held in abeyance until the employee either:
  - a) Separates from employment, at which time it will be paid to the employee; or
  - b) Returns to leave-eligible status.

**C. Leave Transfer**

1. Employees who transfer to another USM institution or State of Maryland agency will have their unused annual leave accrued as of the date of separation from the University transferred to that institution/state agency unless there is a break in service of 30 days or more.
2. Employees in a regular position with a State of Maryland agency who accept a regular position at a USM Institution without a break in service shall have their unused annual leave accrued as of the last day of employment at the State of Maryland agency transferred to the USM institution.

**D. Separation from Service**

Employees who leave the University System of Maryland, except under circumstances outlined under VI.C., are entitled to compensation for up to 50 days (400 hours) of annual leave carried over from the previous year plus any unused annual leave that has been credited and is available for use during the year of separation as of the date of separation.

**E. Rate of Annual Leave Earnings Upon Return to USM/State Service**

**1. Return to USM/State Service**

An employee who is entering or returning to USM service is entitled to credit towards the rate of annual leave earning for previous employment in the USM and/or at a State of Maryland agency regardless of the length of the absence, if the service included at least 180 days of continuous and satisfactory performance in an allocated position.

**2. Return to USM Service After a Leave of Absence Without Pay**

An employee who returns to service upon the conclusion of a leave of absence without pay (LWOP) will earn annual leave at the same rate in effect at the time the leave of absence without pay began.

**3. Return to USM Service Upon Reinstatement:**

An employee returning to USM service with an authorized status of reinstatement within three years of separation will earn annual leave at the same rate in effect at the time of separation from active service.

**IMPLEMENTATION PROCEDURES:**

## USM Bylaws, Policies and Procedures of the Board of Regents

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Each President shall identify their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to their institutional community, and post it on the institutional website.

**VII-7.00 – POLICY ON ANNUAL LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents, April 25, 1991; Amended, February 14, 2014; Amended, June 27, 2014; Amended, November \_\_\_\_\_, 2024)

**I. PURPOSE AND APPLICABILITY**

This policy governs the accrual and use of Annual Leave and applies to all Regular Status Nonexempt and Exempt Staff employees of the University System of Maryland, except to the extent that the provisions of a collective bargaining agreement between an institution and one of its bargaining units provides otherwise.

All provisions of this policy shall apply on a pro-rated basis to Regular Status part-time Nonexempt and Exempt Staff employees working 50% or more. Employees working less than 50% of full-time are not eligible to earn annual leave.

**II. EARNED LEAVE**

A. Nonexempt Staff Employees – Regular full-time Nonexempt Staff employees will earn annual leave on a biweekly basis according to the following schedule.

1. Beginning with the Date of Employment through completion of the 1<sup>st</sup> year: ~~11~~ 14 days
2. Beginning with the 2<sup>nd</sup> year through completion of the 2<sup>nd</sup> year: ~~12~~ 15 days
3. Beginning with the 3<sup>rd</sup> year through completion of the 3<sup>rd</sup> year: ~~13~~ 16 days
4. Beginning with the 4<sup>th</sup> year through completion of the 4<sup>th</sup> year: ~~14~~ 17 days
5. Beginning with the 5<sup>th</sup> year through completion of the 10<sup>th</sup> year: ~~15~~ 18 days
6. Beginning with the 11<sup>th</sup> year through completion of the 20<sup>th</sup> year: 20 days
7. Beginning with the 21<sup>st</sup> year and thereafter: 25 days

B. Exempt Staff employees – Regular full-time Exempt Staff employees earn 22 days of annual leave per year, accumulated on a biweekly basis. Beginning with the 21st year of employment, annual leave shall be earned at the rate of 25 days per calendar year.

~~C. Regular Status part time Nonexempt and Exempt Staff employees working 50% or more will earn Annual Leave on a pro-rated basis. Employees working less than 50% of full-time are not eligible to earn leave.~~

~~D.C.~~ Leave can be used to the extent it is accrued and available.

**III. LEAVE ACCUMULATION**

- A. Annual leave with pay shall be available only to the extent earned, provided that the dates of such leave have been approved in advance by the employee's supervisor.
- B. A maximum of ~~400-480~~ hours (~~50-60~~ work-days) of annual leave may be carried into a new calendar year by all Regular full-time employees; ~~this maximum will be pro-rated for part-time employees working 50% or more.~~

#### IV. LEAVE ADVANCEMENT

- A. With the approval of the institution's Chief Human Resources Officer (CHRO) or designee, an employee may be advanced 5 days of annual leave provided that no other leave, including personal leave, compensatory leave or sick leave is available to the employee and is appropriate to the purpose of the leave.
- B. The CHRO or designee shall approve the advanced annual leave, provided that it will not significantly impair operations in the employee's unit, and that the employee has demonstrated a substantial need for such leave.

#### V. PAYMENT FOR DENIED ANNUAL LEAVE

- A. At the request of the employee, at the end of a calendar year, a supervisor will, through appropriate channels, recommend to the institution's President or designee that an employee who has been denied requested leave for reasons of institution business necessity on at least two occasions shall be either:
  - 1. Paid for days of denied annual leave lost pursuant to Section III of this policy; or
  - 2. Provided an extended period of up to 60 additional days to use the denied leave that would otherwise be lost at the end of the calendar year.
- B. Such payment may be made only when the employee has submitted two or more timely written requests to use annual leave during the calendar year and such requests have been denied in writing for administrative reasons. The supervisor shall provide any such denial in writing and shall state the administrative reasons for such denial.
- C. The supervisor's recommendation for payment for lost annual leave shall be accompanied by copies of the written requests, denials, and explanations of why the lost annual leave was denied during the calendar year.
- D. Payment is limited to unused annual leave that is in excess of the maximum accumulation and that is lost by the employee at the end of the calendar year. The amount of annual leave for which payment may be made shall be decreased hour-for-hour by the amount of compensatory leave used during the calendar year.

- E. Under extenuating circumstances, a supervisor may recommend the payment of denied annual leave to be lost at the end of a calendar year, even if the procedural requirements of this section are not fully met.

**VI. IMPACT OF CHANGES IN EMPLOYMENT STATUS**

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- 1. An employee who experiences a status change from full-time to part-time status shall retain existing accrued annual leave balance at the time of the status change.
- 2. An employee shall retain all accrued Annual Leave upon a change to part-time status. At the discretion of the institution, such accrued leave may be either:
  - a) Used by the employee during the course of their employment in part-time status;
  - b) Paid to the employee at the time of conversion to part-time status; or
  - c) Held in abeyance until the employee either:
    - i. Separates from employment, at which time it will be paid to the employee; or
    - ii. Returns to full-time employment.
- 3. Subsequent leave accruals and maximum accumulations are based on proportion of full-time status and will be subject to the maximum accumulation provisions outlined in Section III of this policy.

**B. Eligible to Ineligible Leave Accrual Status**

An employee shall retain all accrued Annual Leave upon a change to status to a position in which the employee is not eligible to accrue leave. At the discretion of the institution, such accrued leave may be either:

- 1. Used by the employee during the course of their employment in a status for which they are otherwise ineligible to accrue leave;
- 2. Paid to the employee at the time of conversion to leave-ineligible status; or
- 3. Held in abeyance until the employee either:
  - a) Separates from employment, at which time it will be paid to the employee; or

b) Returns to leave-eligible status.

C. Leave Transfer

1. Employees who transfer to another USM institution or State of Maryland agency will have their unused annual leave accrued as of the date of separation from the University transferred to that institution/state agency unless there is a break in service of 30 days or more.
2. Employees in a regular position with a State of Maryland ~~a~~Agency who accept a regular position at a USM Institution without a break in service shall have their unused annual leave accrued as of the last day of employment at the State of Maryland agency transferred to the USM institution.

D. Separation from Service

Employees who leave the University System of Maryland, except under circumstances outlined under VI.C., are entitled to compensation for up to 50 days (400 hours) of annual leave carried over from the previous year plus any unused annual leave that has been credited and is available for use during the year of separation as of the date of separation.

E. Rate of Annual Leave Earnings Upon Return to USM/State Service

1. Return to USM/State Service

An employee who is entering or returning to USM service is entitled to credit towards the rate of annual leave earning for previous employment in the USM and/or at a State of Maryland agency service regardless of the length of the absence, if the service included at least 180 days of continuous and satisfactory performance in an allocated position.

2. Return to USM Service After ~~A~~a Leave of Absence Without Pay

An employee who returns to service upon the conclusion of a leave of absence without pay (LWOP) will earn annual leave at the same rate in effect at the time the leave of absence without pay began.

3. Return to USM Service Upon Reinstatement:

An employee returning to USM service with an authorized status of reinstatement within three years of separation will earn annual leave at the same rate in effect at the time of separation from active service.



**IMPLEMENTATION PROCEDURES:**

Each President shall identify ~~his/her~~their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to ~~his/her~~their institutional community, and post it on ~~its~~the institutional website.

**VII-7.10 – POLICY ON PERSONAL LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2 and January 12, 2000; Amended October 9, 2015; Amended November \_\_\_\_, 2024)

**I. PURPOSE AND APPLICABILITY**

This policy governs the amount and use of personal leave and applies to all Regular Nonexempt and Exempt Staff employees of the University System of Maryland.

**II. DEFINITIONS**

- A. “Calendar year” means the period beginning January 1 through December 31.
- B. “Leave cycle” means the period encompassing the beginning and end of established USM payroll cycles in which leave is accrued.
- C. “Leave year” means the final payroll cycle identified by institutions for the purpose of crediting new allotment of personal days.
- D. “Availability schedule” means the effective date in the new calendar or leave year by which Personal Leave Days must be used or lost.

**III. ALLOTMENT**

All Regular full-time Nonexempt and Exempt Staff employees shall receive three (3) days (not to exceed 24 hours) of personal leave on January 1 each calendar year, except that employees shall receive four (4) days (not to exceed 32 hours) of personal leave on January 1 in a leap year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis.

**IV. USAGE**

- A. Personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund, in accordance with USM BOR policy VII-7.11 – Policy on Leave Reserve Fund for Nonexempt and Exempt Staff Employees. No employee shall be paid for unused personal leave. Each institution shall determine the availability schedule for new allotment of personal leave days.
- B. The use of personal leave shall require prior notification to the employee’s supervisor.

**V. TRANSFER/SEPARATION**

## **USM Bylaws, Policies and Procedures of the Board of Regents**

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- A. Employees that transfer to another USM Institution will have any unused personal leave credited as of the date of separation from the University transferred to the new institution or agency.
- B. Employees that transfer to another State of Maryland agency will have any unused personal leave reported for credit as of the date of separation and will be subject to established personal leave allocations for the State of Maryland. Additional personal leave, minus USM balances already utilized, may be granted upon transfer to another State of Maryland agency, dependent upon established allocation requirements at the time of transfer.
- C. If available personal leave has been utilized upon transfer to another USM institution, additional personal leave shall not be granted upon appointment to the new institution.
- D. There shall be no payment for unused personal leave upon separation from university employment.

### **IMPLEMENTATION PROCEDURES:**

Each President shall identify their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to their institutional community, and post it on the institutional website.

**VII-7.10 – POLICY ON PERSONAL LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2 and January 12, 2000; Amended October 9, 2015; Amended November \_\_\_\_, 2024)

**I. PURPOSE AND APPLICABILITY**

This policy governs the amount and use of personal leave and applies to all Regular Nonexempt and Exempt Staff employees of the University System of Maryland.

**II. DEFINITIONS**

A. “Calendar year” means the period beginning January 1 through December 31.

B. “Leave cycle” means the period encompassing the beginning and end of established USM payroll cycles in which leave is accrued.

C. “Leave year” means the final payroll cycle identified by institutions for the purpose of crediting new allotment of personal days.

A.D. “Availability schedule” means the effective date in the new calendar or leave year by which Personal Leave Days must be used or lost.

**III. ALLOTMENT**

All Regular full-time Nonexempt and Exempt Staff employees shall receive three (3) days (not to exceed 24 hours) of personal leave on January 1 each calendar year, except that employees shall receive four (4) days (not to exceed 32 hours) of personal leave on January 1 in a leap year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis.

**IV. USAGE**

A. Personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund, in accordance with USM BOR policy VII-7.11 – Policy on Leave Reserve Fund for Nonexempt and Exempt Staff Employees. No employee shall be paid for unused personal leave. Each institution shall determine the availability schedule for new allotment of personal leave days.

B. The use of personal leave shall require prior notification to the employee’s supervisor.

**V. TRANSFER/SEPARATION**

## USM Bylaws, Policies and Procedures of the Board of Regents

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- A. Employees that transfer to another USM Institution will have any unused personal leave credited as of the date of separation from the University transferred to the new institution or agency.
- B. Employees that transfer to another State of Maryland agency will have any unused personal leave reported for credit as of the date of separation and will be subject to established personal leave allocations for the State of Maryland. Additional personal leave, minus USM balances already utilized, may be granted upon transfer to another State of Maryland agency, dependent upon established allocation requirements at the time of transfer.
- C. If available personal leave has been utilized upon transfer to another USM institution, additional personal leave shall not be granted upon appointment to the new institution.
- D. There shall be no payment for unused personal leave upon separation from university employment.

### **IMPLEMENTATION PROCEDURES:**

Each President shall identify ~~his/her~~their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to ~~his/her~~their institutional community, and post it on ~~its~~the institutional website.

**VII-7.30 – POLICY ON HOLIDAY LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2 and January 12, 2000; Amended October 9, 2015; Amended April 29, 2022; Amended November \_\_\_\_, 2024)

**I. PURPOSE AND APPLICABILITY**

This policy establishes the amount of holiday leave earned by regular status employees in Nonexempt and Exempt Staff positions.

**II. AMOUNT OF HOLIDAY LEAVE**

- A. Employees are eligible to earn 15 holidays per year, or 16 holidays during a year of general or congressional elections. Beginning in calendar year 2026, employees are eligible to earn 16 holidays per year or 17 holidays during a year of general or congressional elections.
- B. Employees may also be granted any other special observance as required by the legislature and Governor, or otherwise provided by the Chancellor or President.
- C. Full-time employees shall earn 8 hours of leave for each holiday earned, regardless of the employee’s workweek schedule. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis.
- D. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.

**III. OBSERVANCE OF HOLIDAYS**

- A. Institutions may at times be served most effectively by the observance of a holiday on other than the calendar date designated by the legislature and Governor. In those instances, the institution’s President or designee may schedule the observance of selected holidays on days other than the dates designated by the State. An employee may be required to perform duties on a holiday to meet operational needs.
- B. Holidays will be earned according to the following schedule and shall be taken according to institutional procedures:

<b>Holiday</b>	<b>Calendar Date Holiday is Earned</b>
New Years Day	January 1
Dr. Martin Luther King’s Birthday	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19

## USM Bylaws, Policies and Procedures of the Board of Regents

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Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day ( <i>even numbered years only</i> )	The Tuesday following the first Monday in November
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	The day after Thanksgiving
Christmas Day	December 25

- C. Three additional University Holiday Leave days are to be earned each calendar year and observed at the discretion of the Institution's President or designee. Beginning in calendar year 2026, a total of four additional University Holiday Leave days are to be earned each calendar year and observed at the discretion of the Institution's President or designee.
- D. When a holiday falls on a Saturday, it is earned the Friday before, and when a holiday falls on Sunday, it is earned on the following Monday.

#### **IV. SCHEDULING OF HOLIDAYS FOR CONTINUOUS OPERATIONS**

Institutions which have departments that must provide service on a continuous seven day-a-week basis may schedule an employee's holidays. Affected departments may schedule a specific day or days each month as a day off, and these days shall be treated in the same manner as regular holidays are treated for other employees. For employees in this category, one day of holiday leave shall be granted for each month, except that for the months of January, July, and a third month at the department's discretion, when two days of holiday leave shall be granted. During a year of general or congressional elections, an additional day shall be granted for the month of November. Institutions have the sole discretion to determine which individual employees in a department will be placed in this category.

#### **V. CARRY-OVER AND PAYMENT PRIOR TO SEPARATION**

Each institution President or designee may develop procedures as necessary for the carry-over into the next calendar year and payment of holidays prior to an employee's separation.

#### **VI. SEPARATION PAYMENT**

Unless employees transfer to another State agency, employees who leave the USM are entitled to be paid for any unused holiday leave that has been earned as of the date of separation.

**VII. TRANSFER OF HOLIDAYS**

- A. Upon employee transfer to another USM institution or State agency, unused Holiday hours shall be transferred after review and alignment of the holiday schedule at the other USM Institution or the State Agency.
- B. Upon transfer to another USM institution or State agency, the employee shall not be granted additional Holiday Leave if the holiday has already been observed at or paid by the previous USM institution or State agency.
- C. An employee should not have more than 16 holidays in a calendar year (17 holidays during a year of general or congressional elections), unless otherwise provided by the President, Chancellor or Governor.

**IMPLEMENTATION PROCEDURES:**

Each President shall identify their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to their institutional community, and post it on the institutional website.



**VII-7.30 – POLICY ON HOLIDAY LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2 and January 12, 2000; Amended October 9, 2015; Amended April 29, 2022; Amended November \_\_, 2024)

**I. PURPOSE AND APPLICABILITY**

This policy establishes the amount of holiday leave earned by regular status employees in Nonexempt and Exempt Staff positions.

**II. AMOUNT OF HOLIDAY LEAVE**

A. Employees are eligible to earn 1~~5~~<sup>2</sup> holidays per year, or 1~~6~~<sup>3</sup> holidays during a year of general or congressional elections. Beginning in calendar year 2026, employees are eligible to earn 16 holidays per year or 17 holidays during a year of general or congressional elections.

B. Employees may also be granted,~~and~~ any other special observance as required by the legislature and Governor, or otherwise provided by the Chancellor or President.

C. Full-time employees shall earn 8 hours of leave for each holiday earned, regardless of the employee’s workweek schedule. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis.

A.D. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.

**III. OBSERVANCE OF HOLIDAYS**

A. Institutions may at times be served most effectively by the observance of a holiday on other than the calendar date designated by the legislature and Governor. In those instances, the institution’s President or designee may schedule the observance of selected holidays on days other than the dates designated by the State. An employee may be required to perform duties on a holiday to meet operational needs.

B. Holidays will be earned according to the following schedule and shall be taken according to institutional procedures:

<b>Holiday</b>	<b>Calendar Date Holiday is Earned</b>
New Years Day	January 1
Dr. Martin Luther King’s Birthday	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19

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Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day ( <i>even numbered years only</i> )	The Tuesday following the first Monday in November
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving Day	The day after Thanksgiving
Christmas Day	December 25

- C. Three additional University Holiday Leave days are to be earned each calendar year and observed at the discretion of the Institution's President or designee. Beginning in calendar year 2026, a total of four additional University Holiday Leave days are to be earned each calendar year and observed at the discretion of the Institution's President or designee.
- D. When a holiday falls on a Saturday, it is earned the Friday before, and when a holiday falls on Sunday, it is earned on the following Monday.

#### IV. SCHEDULING OF HOLIDAYS FOR CONTINUOUS OPERATIONS

Institutions which have departments that must provide service on a continuous seven day-a-week basis may schedule an employee's holidays. Affected departments may schedule a specific day or days each month as a day off, and these days shall be treated in the same manner as regular holidays are treated for other employees. For employees in this category, one day of holiday leave shall be granted for each month, except that for the months of January, July, and a third month at the department's discretion, when two days of holiday leave shall be granted. During a year of general or congressional elections, an additional day shall be granted for the month of November. Institutions have the sole discretion to determine which individual employees in a department will be placed in this category.

#### V. CARRY-OVER AND PAYMENT PRIOR TO SEPARATION

Each institution President or designee may develop procedures as necessary for the carry-over into the next calendar year and payment of holidays prior to an employee's separation.

#### VI. SEPARATION PAYMENT

Unless employees transfer to another State agency, employees who leave the USM are entitled to be paid for any unused holiday leave that has been earned as of the date of separation.

**VII. TRANSFER OF HOLIDAYS**

- A. Upon employee transfer to another USM institution or State agency, unused Holiday hours shall be transferred after review and alignment of the holiday schedule at the other USM Institution or the State Agency.
- B. Upon transfer to another USM institution or State agency, the employee shall not be granted additional Holiday Leave if the holiday has already been observed at or paid by the previous USM institution or State agency.
- C. An employee should not have more than 1~~65~~ holidays in a calendar year (1~~7~~6 holidays during a year of general or congressional elections), unless otherwise provided by the President, Chancellor or Governor.

**IMPLEMENTATION PROCEDURES:**

Each President shall identify ~~his/her~~their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to ~~his/her~~their institutional community, and post it on ~~its~~the institutional website.

**VII-7.45 – POLICY ON SICK AND SAFE LEAVE FOR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents December 5, 1997; Amended on June 22, 2012; Amended on February 14, 2014; Amended on June 21, 2019; Amended on November \_\_\_\_, 2024.)

**I. PURPOSE AND APPLICABILITY**

This policy governs the accrual and use of sick and safe leave and applies to all Regular Status Exempt and Nonexempt employees of the University System of Maryland who are appointed at least 50% time, except to the extent that the provisions of a collective bargaining agreement between an Institution and one of its bargaining units provides otherwise.

**II. GENERAL**

- A. Sick and safe leave (“SSL”) is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health and allied reasons; and when certain absences are necessary due to domestic violence, sexual assault, or stalking, pursuant to the Maryland Healthy Working Families Act and the provisions of this Policy.
- B. A full-time employee shall earn SSL leave at the rate of fifteen (15) eight-hour workdays per year (i.e., 120 hours per year), accrued on a biweekly basis. Employees who are appointed at least 50% time shall earn SSL on a pro rata basis. SSL is accumulated and carried forward from year to year without limit.
- C. An employee may request that their mental or physical illness, injury, or condition occurring during a period of annual or personal leave(s) be charged to SSL. Verification may be required by the President or designee as provided in Section V of this Policy.
- D. An employee who returns to regular USM service within three (3) years of separation shall have the unused sick and safe leave earned during the prior service restored, provided the employee returns to a position eligible to earn sick leave, pursuant to the provisions of USM BOR policy VII-9.61 – Policy on Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees.<sup>1</sup>
- E. Except as otherwise noted in this Policy, “family member” is defined as:

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<sup>1</sup> Any SSL that was used to provide creditable service for any employee pursuant to Maryland Annotated Code (Md. Code Ann.), State Personnel and Pensions Article, Section 20-206 shall be treated as leave that has been used and is not eligible for restoration.

1. The employee's:
    - a) Child, adopted child, foster child, or stepchild; a child for whom the employee has legal or physical custody or guardianship; or a child for whom the employee stands *in loco parentis*, regardless of the child's age;
    - b) Legal guardian;
    - c) Grandparent, adopted grandparent, foster grandparent, or step grandparent;
    - d) Grandchild, adopted grandchild, foster grandchild, or step grandchild;
    - e) Sibling, adopted sibling, foster sibling, or step sibling; or
    - f) Spouse; and
  2. The employee's or spouse's:
    - a) Parent, adoptive parent, foster parent, stepparent; or
    - b) An individual who acted as the parent, or who stood in loco parentis, when the employee or spouse was a minor.
- F. An employee's use of SSL for the reasons set forth in Section III.A.5 below is limited to eight, eight-hour workdays per year (i.e., 64 hours per year).

### **III. PERMISSIBLE USE OF SICK AND SAFE LEAVE**

- A. SSL shall be granted by the President or designee when an employee is absent because of:
1. Mental or physical illness, injury, or condition of the employee.
  2. A pre-scheduled and approved, or emergency medical appointment, examination, or treatment for the employee with an accredited, licensed or certified medical provider listed in Section V.C of this Policy that cannot be scheduled during non-work hours.
  3. Mental or physical illness, injury, or condition of the employee's family member, and medical appointments, examinations, or treatments for the family member with an accredited, licensed or certified medical provider listed in Section V.C of this Policy that cannot be scheduled during non-work hours.
  4. Death of a relative.
    - a) For the death of a close relative, the President or designee shall grant the use of up to three (3) days of accrued SSL. If the death of a close relative requires

an employee to travel, requiring staying away from home overnight, upon request the President or designee shall grant the use of up to a maximum of five (5) days of accrued SSL for this purpose.

- b) “Close relative” as used in Section III.A.4 shall mean a spouse, child, stepchild, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, or sister-in-law.
  - c) The President or designee shall grant the use of up to a maximum of one (1) day of SSL for reasons related to the death of the employee’s or their spouse’s aunt, uncle, niece, nephew.
5. Subject to the use limits set forth in Section II.F above, domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member, and the SSL is being used:
- a) To obtain for the employee or the employee’s family member:
    - i. Medical or mental health attention that is related to the domestic violence, sexual assault, or stalking;
    - ii. Services from a victim services organization related to the domestic violence, sexual assault, or stalking; or
    - iii. Legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or
  - b) During the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.
6. Parental Leave, subject to the provisions of the USM BOR policy VII-7.49 – Policy on Parental Leave and Other Family Supports for Staff.
7. Pregnancy-related disabilities, childbirth, and immediate recovery therefrom.
8. Birth of a child or placement of a child with the employee for adoption within six months following birth or adoption.

#### **IV. DIRECTED USE OF SSL/MEDICAL EXAMINATIONS**

- A. The President or designee, in accordance with the Institution’s policy on Family and Medical Leave, may direct an employee to use accrued SSL if they determine that an employee is unable to perform the responsibilities of their position due to mental or physical illness, injury, or condition.



- B. While in either active work status or on any type of employee-related SSL, an employee may be required to undergo a medical examination(s) and evaluation(s), and may be required to provide verification of fitness for duty, as directed by the President or designee to ascertain whether the employee is able to regularly and routinely perform the responsibilities of their position.
  - 1. If the examination is conducted by a physician selected by the USM Institution, the Institution shall bear the costs of such medical examination. The employee may, however, see their own physician at the employee's own cost.
  - 2. If the examination(s) reveal that an employee is unable to regularly and routinely perform the responsibilities of their position, action may be taken by the President or designee in accordance with policies on voluntary separation, termination, reasonable accommodation, modified duty, or disability retirement, if applicable.
  - 3. In cases where there is a conflict between the evaluation, prognosis, diagnosis or recommendation of the employee's personal health care provider and the physician selected by the USM Institution, the President or designee may choose which health care provider's report to follow; or may require subsequent medical examinations and evaluations in deciding what steps should be taken regarding the employee's sick leave status or continued employment. If subsequent medical examinations and evaluations are required, the expense of such shall be borne by the USM Institution. The decision of the President or designee is final.

**V. VERIFICATION OF ABSENCES CHARGED TO SSL**

- A. In order to assure medical attention for an employee or to prevent the abuse of SSL, the President or designee may require an employee to submit verification of the need to use accrued SSL, advanced or extended sick leave, including to authenticate the need for the employee to care for an ill family member.
- B. Verification may include, but may not be limited to:
  - 1. A written statement from the medical provider (as listed in Section V.C of this Policy) indicating that the employee is required to be absent from work due to mental or physical illness, injury, or condition;
  - 2. The duration of absence from work;
  - 3. Prognosis of employee's ability to return to work;
  - 4. Title and original signature of an accredited, licensed or certified medical provider;

5. Documentation of the birth or placement of a child with the employee for adoption or foster care; and
  6. Any other information necessary to verify that the employee's use of SSL is in accordance with this Policy and other applicable USM policies.
- C. Medical verification as outlined in this Policy may be obtained by an accredited Christian Sciences practitioner, or by any of the following appropriate licensed or certified medical providers:
1. Physician;
  2. Physical Therapist;
  3. Clinical Psychologist;
  4. Dentist;
  5. Oral Surgeon;
  6. Chiropractor;
  7. Podiatrist;
  8. Certified Nurse Practitioner;
  9. Certified Nurse-Midwife;
  10. Licensed Clinical Social Worker;
  11. Licensed Clinical Professional Counselor;
  12. Optometrist;
  13. Physician Assistant; or
  14. Any other health care provider from whom the Institution's group health plan's benefits manager will accept certification of the existence of a Serious Health Condition to substantiate a claim for benefits pursuant to the provisions of USM BOR policy VII-7.50 – Policy on Family and Medical Leave for Nonexempt and Exempt Staff Employees.

**VI. ADVANCED SICK LEAVE**

- A. An employee who sustains a temporary, recoverable mental or physical illness, injury, or condition, or serious disability may request advance use of sick leave (“Advanced Sick Leave” or “ASL”), subject to the following conditions:

The employee shall:

1. Have exhausted all other types of accrued leave; and
  2. Have a satisfactory record of work performance and no record of sick leave or SSL abuse.
- B. Advanced Sick Leave is not an entitlement. The granting of requests for ASL shall be at the discretion of the President or designee based on operational needs and the employee's record of work performance and record of sick leave or SSL abuse.
- C. ASL shall not be granted in instances where the mental or physical illness, injury, or condition, or serious disability occurred on the job, and the employee has been granted accident leave or temporary total disability benefits by the Workers' Compensation Commission.
- D. Written requests for ASL shall be submitted to the President or designee and shall be supported by written verification by an accredited, licensed, or certified medical provider or appropriate documentation of the birth or adoption of a child, if the employee is requesting parental leave, as outlined in Sections V.B and V.C of this Policy.
- E. Sick leave may be advanced as follows:
1. In the first year of service, Advanced Sick Leave will be prorated based upon the employee's length of service and FTE at the time the ASL is requested.
  2. Thereafter, ASL is advanced at the rate of fifteen (15) working days per year of service to a maximum of sixty (60) working days in any one calendar year.
- F. The use of ASL constitutes a debt for which payment shall be enforceable upon the employee's return to work or upon the employee's separation from employment, whichever is earlier. Upon return to work the minimum rate of payback for ASL shall be at one-half the rate that SSL and annual leave are earned. An employee may elect to pay back the ASL debt by applying any earned leave to the debt, or by reimbursing the USM with cash.
- G. Annual, sick and holiday leaves earned, and personal leave credited while on ASL shall be applied as earned/credited.
- H. Additional requests for ASL will not be granted until all previously granted ASL has been repaid. The only exception to this provision is in cases where the maximum amount of advanced sick leave had not been requested originally and additional ASL, consecutive to that already granted, is needed to cover the employee's continued absence arising from the original mental or physical illness, injury, or condition.

- I. The President or designee may refer an employee who is on advanced sick leave as follows:
  1. The employee may be referred to an USM Institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.
  2. If there is a conflict between the employee's physician and the USM Institution-named physician, the provisions of Section IV.B.3 shall apply.

**VII. EXTENDED SICK LEAVE**

- A. An employee who is appointed at least 50% time and who sustains a temporary, recoverable mental or physical illness, injury, or condition, or serious disability may request Extended Sick Leave (“ESL”), subject to the following conditions:

The employee shall:

1. Have been in USM and/or State service for at least five (5) years;
  2. Have exhausted all types of accrued leave and Advanced Sick Leave; and
  3. Have a satisfactory record of work performance and no record of sick leave or SSL abuse.
- B. Extended Sick Leave is not an entitlement. The granting of requests for ESL shall be at the discretion of the President or designee based on operational needs and the employee’s record of work performance and record of sick leave or SSL abuse.
  - C. The maximum cumulative total of ESL available to an employee while in USM or State service is twelve (12) work months (52 work weeks).
  - D. Annual, sick and holiday leave earned, and personal leave credited while on ESL shall be applied as earned/credited.
  - E. Written requests for extended leave shall be submitted to the President or designee and shall be supported by written verification by an accredited, licensed or certified medical provider as outlined in Section V of this Policy.
  - F. The President or designee may refer an employee who is on ESL as follows:
    1. The employee may be referred to an Institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.

2. If there is a conflict between the employee's physician and the Institution-named physician, the provisions of Section IV.B.3 shall apply.

## VIII. LEAVE DONATION

- A. Under the authority of its President, each USM Institution may develop and implement a policy establishing an employee leave donation or leave bank program whereby employees may donate accumulated and unused SSL and/or annual leave. Donated leave may be used by employees faced with their own or immediate family member's serious health condition as defined by the Institution's policy on Family and Medical Leave.
- B. Such a policy shall define the terms and conditions under which employees may participate in such a program and the procedures for doing so, and must contain the following:
  1. For an employee donating leave to another employee or to a leave bank:
    - a) A required minimum remaining leave balance after the donation; and
    - b) A maximum limit of no more than 96 hours that can be donated by each employee per calendar year.
  2. For the recipient of donated leave:
    - a) A requirement that the employee have at least 180 days of USM or State service;
    - b) A requirement that the employee have exhausted all earned and available paid leave; and
    - c) A maximum limit on the number of donated leave hours an employee may receive over the lifetime of the employee's career.
  3. Such policy shall also contain procedures regarding treatment of any donated leave not used by the recipient.
- C. Employees granted accident leave or temporary total disability benefits by the Workers' Compensation Commission are not eligible to receive donated leave under such a program.

**IMPLEMENTATION PROCEDURES:**

Each President shall identify their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to their Institutional community, and post it on the Institutional website.



**VII-7.45 – POLICY ON SICK AND SAFE LEAVE FOR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents December 5, 1997; Amended on June 22, 2012; Amended on February 14, 2014; Amended on June 21, 2019; Amended on November \_\_\_\_\_, 2024.)

**I. PURPOSE AND APPLICABILITY**

This policy governs the accrual and use of sick and safe leave; and applies to all Regular Status Exempt and Nonexempt employees of the University System of Maryland who are appointed at least 50% time, except to the extent that the provisions of a collective bargaining agreement between an Institution and one of its bargaining units provides otherwise.

**II. GENERAL**

- A. Sick and safe leave (“SSL”) is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health and allied reasons; and when certain absences are necessary due to domestic violence, sexual assault, or stalking, pursuant to the Maryland Healthy Working Families Act and the provisions of this Policy.
- B. A full-time employee shall earn SSL leave at the rate of fifteen (15) eight-hour workdays per year (~~i.e.~~ i.e., 120 hours per year), accrued on a biweekly basis. Employees who are appointed at least 50% time shall earn SSL on a pro rata basis. SSL is accumulated and carried forward from year to year without limit.
- C. An employee may request that ~~his/her~~ their mental or physical illness, injury, or condition occurring during a period of annual or personal leave(s) be charged to SSL. Verification may be required by the President or designee as provided in Section V of this Policy.
- D. An employee who returns to regular USM service within three (3) years of separation shall have the unused sick and safe leave earned during the prior service restored, provided the employee returns to a position eligible to earn sick leave, pursuant to the provisions of USM BOR policy VII-9.61 – Policy on Reemployment and Reinstatement for Regular Status Nonexempt and Exempt Staff Employees.<sup>1</sup>
- E. Except as otherwise noted in this Policy, “family member” is defined as:

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<sup>1</sup> Any SSL that was used to provide creditable service for any employee pursuant to Maryland Annotated Code (Md. Code Ann.), State Personnel and Pensions Article, Section 20-206 shall be treated as leave that has been used and is not eligible for restoration.

1. The employee's:
    - a) Child, adopted child, foster child, or stepchild; a child for whom the employee has legal or physical custody or guardianship; or a child for whom the employee stands *in loco parentis*, regardless of the child's age;
    - b) Legal guardian;
    - c) Grandparent, adopted grandparent, foster grandparent, or step grandparent;
    - d) Grandchild, adopted grandchild, foster grandchild, or step grandchild;
    - e) Sibling, adopted sibling, foster sibling, or step sibling; or
    - f) Spouse; and
  2. The employee's or spouse's:
    - a) Parent, adoptive parent, foster parent, stepparent; or
    - b) An individual who acted as the parent, or who stood in loco parentis, when the employee or spouse was a minor.
- F. An employee's use of SSL for the reasons set forth in Section III.A.5 below is limited to eight, eight-hour workdays per year (~~i.e.~~i.e., 64 hours per year).

### III. PERMISSIBLE USE OF SICK AND SAFE LEAVE

- A. SSL shall be granted by the President or designee when an employee is absent because of:
1. Mental or physical illness, injury, or condition of the employee.
  2. A pre-scheduled and approved, or emergency medical appointment, examination, or treatment for the employee with an accredited, licensed or certified medical provider listed in Section V.C of this Policy that cannot be scheduled during non-work hours.
  3. Mental or physical illness, injury, or condition of the employee's family member, and medical appointments, ~~examinations~~examinations, or treatments for the family member with an accredited, licensed or certified medical provider listed in Section V.C of this Policy that cannot be scheduled during non-work hours.
  4. Death of a relative.
    - a) For the death of a close relative, the President or designee shall grant the use of up to three (3) days of accrued SSL. If the death of a close relative requires

an employee to travel, requiring staying away from home overnight, upon request the President or designee shall grant the use of up to a maximum of five (5) days of accrued SSL for this purpose.

- b) “Close relative” as used in Section III.A.4 shall mean a spouse, child, stepchild, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, or sister-in-law.
  - c) The President or designee shall grant the use of up to a maximum of one (1) day of SSL for reasons related to the death of the employee’s or ~~his/her~~their spouse’s aunt, uncle, niece, nephew.
5. Subject to the use limits set forth in Section II.F above, domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member, and the SSL is being used:
- a) To obtain for the employee or the employee’s family member:
    - i. Medical or mental health attention that is related to the domestic violence, sexual assault, or stalking;
    - ii. Services from a victim services organization related to the domestic violence, sexual assault, or stalking; or
    - iii. Legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or
  - b) During the time that the employee has temporarily relocated due to the domestic violence, sexual assault, or stalking.
6. Parental Leave, subject to the provisions of the USM BOR policy VII-7.49 – Policy on Parental Leave and Other Family Supports for Staff.
7. Pregnancy-related disabilities, childbirth, and immediate recovery therefrom.
8. Birth of a child or placement of a child with the employee for adoption within six months following birth or adoption.

#### IV. DIRECTED USE OF SSL/MEDICAL EXAMINATIONS

- A. The President or designee, in accordance with the Institution’s policy on Family and Medical Leave, may direct an employee to use accrued SSL if ~~he/she~~they determines that an employee is unable to perform the responsibilities of ~~his/her~~their position due to mental or physical illness, injury, or condition.

- B. While in either active work status or on any type of employee-related SSL, an employee may be required to undergo a medical examination(s) and evaluation(s), and may be required to provide verification of fitness for duty, as directed by the President or designee to ascertain whether the employee is able to regularly and routinely perform the responsibilities of his/her/their position.
1. If the examination is conducted by a physician selected by the USM Institution, the Institution shall bear the costs of such medical examination. The employee may, however, see his/her/their own physician at the employee's own cost.
  2. If the examination(s) reveal that an employee is unable to regularly and routinely perform the responsibilities of his/her/their position, action may be taken by the President or designee in accordance with policies on voluntary separation, termination, reasonable accommodation, modified duty/duty, or disability retirement, if applicable.
  3. In cases where there is a conflict between the evaluation, prognosis, diagnosis or recommendation of the employee's personal health care provider and the physician selected by the USM Institution, the President or designee may choose which health care provider's report to follow; or may require subsequent medical examinations and evaluations in deciding what steps should be taken regarding the employee's sick leave status or continued employment. If subsequent medical examinations and evaluations are required, the expense of such shall be borne by the USM Institution. The decision of the President or designee is final.

**V. VERIFICATION OF ABSENCES CHARGED TO SSL**

- A. In order to assure medical attention for an employee or to prevent the abuse of SSL, the President or designee may require an employee to submit verification of the need to use accrued SSL, advanced or extended sick leave, including to authenticate the need for the employee to care for an ill family member.
- B. Verification may include, but may not be limited to:
1. A written statement from the medical provider (as listed in Section V.C of this Policy) indicating that the employee is required to be absent from work due to mental or physical illness, injury, or condition;
  2. The duration of absence from work;
  3. Prognosis of employee's ability to return to work;
  4. Title and original signature of an accredited, licensed or certified medical provider;



5. Documentation of the birth or placement of a child with the employee for adoption or foster care; and
  6. Any other information necessary to verify that the employee's use of SSL is in accordance with this Policy and other applicable USM policies.
- C. Medical verification as outlined in this Policy may be obtained by an accredited Christian Sciences practitioner, or by ~~the appropriate of~~ any of the following appropriate licensed or certified medical providers:
1. Physician;
  2. Physical Therapist;
  3. Clinical Psychologist;
  4. Dentist;
  5. Oral Surgeon;
  6. Chiropractor;
  7. Podiatrist;
  8. Certified Nurse Practitioner;
  9. Certified Nurse-Midwife;
  10. Licensed Clinical Social Worker;
  11. Licensed Clinical Professional Counselor;
  12. Optometrist;
  13. Physician Assistant; or
  14. Any other health care provider from whom the Institution's group health plan's benefits manager will accept certification of the existence of a Serious Health Condition to substantiate a claim for benefits pursuant to the provisions of USM BOR policy VII-7.50 – Policy on Family and Medical Leave for Nonexempt and Exempt Staff Employees.

## VI. ADVANCED SICK LEAVE

- A. An employee who sustains a temporary, recoverable mental or physical illness, injury, or condition, or serious disability may request advance use of sick leave (“Advanced Sick Leave” or “ASL”), subject to the following conditions:

The employee shall:

1. Have exhausted all other types of accrued leave; and
  2. Have a satisfactory record of work performance and no record of sick leave or SSL abuse.
- B. Advanced Sick Leave is not an entitlement. The granting of requests for ASL shall be at the discretion of the President or designee based on operational needs and the employee's record of work performance and record of sick leave or SSL abuse.
- C. ASL shall not be granted in instances where the mental or physical illness, injury, or condition, or serious disability occurred on the job, and the employee has been granted accident leave or temporary total disability benefits by the Workers' Compensation Commission.
- D. Written requests for ASL shall be submitted to the President or designee and shall be supported by written verification by an accredited, licensed, or certified medical provider or appropriate documentation of the birth or adoption of a child, if the employee is requesting parental leave, as outlined in Sections V.B and V.C of this Policy.
- E. Sick leave may be advanced as follows:
1. In the first year of service, Advanced Sick Leave will be prorated based upon the employee's length of service and FTE at the time the ASL is requested.
  2. Thereafter, ASL is advanced at the rate of fifteen (15) working days per year of service to a maximum of sixty (60) working days in any one calendar year.
- F. The use of ASL constitutes a debt for which payment shall be enforceable upon the employee's return to work or upon the employee's separation from employment, whichever is earlier. Upon return to work the minimum rate of payback for ASL shall be at one-half the rate that SSL and annual leave are earned. An employee may elect to pay back the ASL debt by applying any earned leave to the debt, or by reimbursing the USM with cash.
- G. Annual, sick and holiday leaves earned, and personal leave credited while on ASL shall be applied as earned/credited.
- H. Additional requests for ASL will not be granted until all previously granted ASL has been repaid. The only exception to this provision is in cases where the maximum amount of advanced sick leave had not been requested originally and additional ASL, consecutive to that already granted, is needed to cover the employee's continued absence arising from the original mental or physical illness, injury, or condition.

- I. The President or designee may refer an employee who is on advanced sick leave as follows:
  1. The employee may be referred to an USM Institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.
  2. If there is a conflict between the employee's physician and the USM Institution-named physician, the provisions of Section IV.B.3 shall apply.

**VII. EXTENDED SICK LEAVE**

- A. An employee who is appointed at least 50% time and who sustains a temporary, recoverable mental or physical illness, injury, or condition, or serious disability may request Extended Sick Leave (“ESL”), subject to the following conditions:

The employee shall:

1. Have been in USM and/or State service for at least five (5) years;
  2. Have exhausted all types of accrued leave and Advanced Sick Leave; and
  3. Have a satisfactory record of work performance and no record of sick leave or SSL abuse.
- B. Extended Sick Leave is not an entitlement. The granting of requests for ESL shall be at the discretion of the President or designee based on operational needs and the employee’s record of work performance and record of sick leave or SSL abuse.
  - C. The maximum cumulative total of ESL available to an employee while in USM or State service is twelve (12) work months (52 work weeks).
  - D. Annual, sick and holiday leave earned, and personal leave credited while on ESL shall be applied as earned/credited.
  - E. Written requests for extended leave shall be submitted to the President or designee and shall be supported by written verification by an accredited, licensed or certified medical provider as outlined in Section V of this Policy.
  - F. The President or designee may refer an employee who is on ESL as follows:
    1. The employee may be referred to an Institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.

2. If there is a conflict between the employee's physician and the Institution-named physician, the provisions of Section IV.B.3 shall apply.

### **VIII. LEAVE DONATION**

- A. Under the authority of its President, each USM Institution may develop and implement a policy establishing an employee leave donation or leave bank program whereby employees may donate accumulated and unused SSL and/or annual leave. Donated leave may be used by employees faced with their own or immediate family member's serious health condition as defined by the Institution's policy on Family and Medical Leave.
- B. Such a policy shall define the terms and conditions under which employees may participate in such a program and the procedures for doing so, and must contain the following:
  1. For an employee donating leave to another employee or to a leave bank:
    - a) A required minimum remaining leave balance after the donation; and
    - b) A maximum limit of no more than 96 hours that can be donated by each employee per calendar year.
  2. For the recipient of donated leave:
    - a) A requirement that the employee have at least 180 days of USM or State service;
    - b) A requirement that the employee have exhausted all earned and available paid leave; and
    - c) A maximum limit on the number of donated leave hours an employee may receive over the lifetime of the employee's career.
  3. Such policy shall also contain procedures regarding treatment of any donated leave not used by the recipient.
- C. Employees granted accident leave or temporary total disability benefits by the Workers' Compensation Commission are not eligible to receive donated leave under such a program.

### **VIII. OTHER**

~~USM Human Resources policies are available on the USM's website at <https://www.usmd.edu>.~~



**IMPLEMENTATION PROCEDURES:**

Each President shall identify ~~his/her~~their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to ~~his/her~~their Institutional community, and post it on ~~its~~the Institutional website.

**TOPIC:** Proposed Amendments to Policy VIII-2.01—Policy on Tuition

**COMMITTEE:** Finance Committee

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** Over the past year, the University System of Maryland Office staff undertook a comprehensive review of the Board’s existing Tuition Policy (VIII-2.01). This effort included benchmarking against peer system and institutional policies, with the support of a national consulting firm. Extensive feedback was gathered through consultations with institutional stakeholders and shared governance groups, as well as through a survey designed to identify areas for improvement.

The proposed policy revisions aim to modernize the tuition structure, enhance institutional flexibility, foster innovation, and increase transparency for both students and institutions. A key feature of the revised policy is its streamlined organizational structure, which simplifies the framework while reinforcing the Board’s authority to approve tuition rates. The policy ensures that institutions remain fully accountable to the Board, with ongoing requirements for periodic reporting and updates.

Under the revised policy, institutions are still expected to prioritize Maryland residents when setting tuition rates, ensuring affordability and access for in-state students. At the same time, the policy allows institutions to set tuition rates for out-of-state students and graduate programs that are competitive within the market.

A notable change is the introduction of a "Special Criteria for Differential Rates" section, which formalizes the process for institutions to seek Board approval for tuition rates that deviate from general provisions. This new process replaces the previous approach, where institutions had to request individual exceptions to the policy.

Supporting materials include a comparison grid outlining current and proposed policy changes, a red-lined version showing amendments, and a final clean version of the revised policy.

**ALTERNATIVE(S):** The Committee could suggest additional language or further policy changes.

**FISCAL IMPACT:** The proposed revisions are expected to have a positive fiscal impact by allowing institutions to set tuition rates that are more responsive to market demands and program-specific needs. This increased flexibility is likely to result in more competitive pricing strategies, particularly for out-of-state and graduate programs, potentially attracting a broader student base and increasing enrollment in high-demand areas.

**CHANCELLOR’S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents approve the proposed amendments to the policy.

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COMMITTEE RECOMMENDATION:

DATE:

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BOARD ACTION:

DATE:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

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## VIII-2.01 – POLICY ON TUITION

Approved by the Board of Regents June 11, 1993; Amended on December 19, 2003; June 23, 2004; June 22, 2005; April 15, 2016; May 1, 2020; December 15, 2023; \_\_\_\_\_)

### PREAMBLE

The University System of Maryland (“the System”) is committed to ensuring that qualified Maryland residents have access to its institutions and quality education at affordable costs. Students benefit from the education they receive and, therefore, have a responsibility to pay a reasonable share of the costs through tuition. Maryland benefits from having an educated citizenry, thus the State has a responsibility to bear a substantial portion of the costs through its support.

The University System of Maryland also has a responsibility to maximize the efficiency of its operations in order to minimize costs to taxpayers and students. Tuition revenue at an institution, combined with state appropriations, is expected to support quality academic instruction, educational services, and the attainment of national eminence.

The principles set forth in the System's founding legislation include:

- The people of Maryland deserve high quality in all aspects of public higher education.
- Public higher education should be accessible to all who seek and qualify for admission.
- Adequate state funding is critical to ensure access to high-quality public higher education.

To identify the responsibilities of students and the State in funding public higher education and to ensure that the University System of Maryland fulfills its legislative mandates, the System leadership has established a tuition policy. This policy is designed to:

- Ensure that students receive a quality education and enable the System to achieve and sustain national eminence.
- Enhance the State's understanding and appreciation of the significant role state revenues play in supporting the System's goals and providing access to high-quality education.
- Allow the System and its institutions to plan, budget, and allocate resources effectively.
- Keep tuition increases manageable, predictable, and enable students to plan for their educational expenses.
- Provide access to the System institutions for the range of qualified students.
- Recognize and support the individual institutional missions.

## I. DEFINITIONS

Tuition: The rate approved by the Board paid by a student to cover their share of credit-based educational instruction and services. It may be published as an annual rate or per credit hour.

State Appropriations: General funds provided annually to an institution, including those from the Higher Education Investment Fund.

Fees: Additional costs beyond tuition, including mandatory and non-mandatory fees for specific programs, activities, or self-funded operations and auxiliary enterprises. Fees support various services and activities essential for institutional operations and community enhancement. See VIII-2.50—Policy on Student Tuition, Fees, and Charges.

Modality: The way students interact with course material, instructors, and other students (e.g., in-person, hybrid, fully online).

Residency: Criteria for assessing in-state resident tuition charges, based on permanent Maryland residency or legislative exceptions. See VIII-2.70—Policy on Student Classification for Admission and Tuition Purposes.

## II. TUITION CHARGES

### A. General Provisions

Tuition rates will vary by institution and specified student groups based on factors such as mission, program offerings, state appropriations, enrollment, facilities, and other relevant factors. Tuition for each category of student at an institution will be established either as an annual cost or specified as a cost per credit hour. Institutions must seek Board approval for tuition levels based on the following criteria:

#### 1. Residency

- a. Maryland resident students shall benefit primarily from the State's contribution intended to subsidize their education. In-state tuition rates shall not exceed out-of-state rates.
- b. Institutions are encouraged to enroll students from other states and countries to maximize operations and enhance the institutional community. Non-resident tuition should be set at market levels, and non-resident students should pay additional tuition to offset the State's contribution for Maryland residents.

#### 2. Attendance Status

- a. Full-time students should pay an annual or term tuition rate, covering the minimum credit hour registration required for full-time status up to the maximum credit hour registration as set by the institution. Additional credit hours beyond this maximum will be charged at a per-credit hour rate.
- b. Part-time students will pay a per-credit hour rate based on their course load.

#### 3. Student level



- a. Undergraduate tuition and credit hour rates may differ from those of graduate and professional programs.
- b. Generally, undergraduate tuition and credit hour rates within an institution should not vary by discipline or cohort.
- c. Graduate and professional programs may set tuition and credit hour rates at market levels based on the discipline or program.

## B. Special Criteria for Differential Tuition Rates

Institutions have the option to seek Board approval for differential tuition rates based on the following special criteria:

1. Undergraduate Academic Program Specific Rates
  - Certain undergraduate academic programs may have higher costs or specific accreditation standards that justify additional tuition. Institutions may propose a tuition differential for these programs to the approved undergraduate tuition and credit-hour rates.
2. Modality
  - Academic programs or courses delivered in different modalities (e.g., in-person, online, hybrid) may have varying costs. Institutions may propose a tuition differential based on the method of delivery.
3. Military, Federal, and Private Contracts
  - a. Institutions may set tuition rates for specific groups covered by arrangements with public and private entities.
  - b. These rates may not be lower than the corresponding resident tuition rate, except for arrangements with the United States government or where such arrangements are significant to the Institution's mission or when the business plan demonstrates significant financial benefits. Any tuition rate offered under these arrangements should be justified by the specific benefits they bring to the institution and its mission.
  - c. The authority granted to an Institution in this section does not apply to increases in the general tuition rates set annually by the Board of Regents.
4. Geographic Considerations
  - a. In certain circumstances, institutions may offer reduced tuition rates to students from out-of-state but contiguous counties, specific border-state locations, or other designated geographic areas to promote regional collaboration, enhance student opportunities, and increase educational access.

- b. An institution may define and request eligible counties or locations based on its unique geographic and strategic considerations.
- c. The reduced tuition rates must be justified by the institution based on factors such as regional economic impact, student recruitment goals, and community partnerships.

### III. FINANCIAL AID

Institutions should strategically address both need-based and non-need-based institutional financial aid with the goal of maximizing access for all qualified students. This approach should aim to reach specific student populations and enhance enrollment opportunities under the approved tuition rates. See VIII-2.41—Policy on Institutional Student Financial Aid for Undergraduate Students.

### IV. IMPLEMENTATION

Upon implementation, Institutions must provide the public with easily accessible information on tuition and total costs. Institutions must ensure transparency and accountability by clearly communicating tuition rates and any differential rates applicable to specific programs or delivery modalities.

- A. The Board of Regents shall approve institutions' tuition rates before implementation. Typically, the Board will approve tuition rates for an academic year during the prior academic year. The University System of Maryland reserves the right to make changes in tuition, fees, and other charges, as necessary.
- B. The Chancellor, following consultation with the Presidents and the Board, shall propose guidelines for tuition. Each President shall recommend tuition within the established guidelines in alignment with the annual operating budget. Institutions will update their tuition plans annually based on guidance and a format provided by the Chancellor.
- C. Institutions proposing to implement tuition differentials under section II.B.1. must provide detailed explanations and justifications as part of their request for Board approval.
- D. Contractual arrangements under section II.B.3. that occur outside the annual Board approval cycle, or those offering rates lower than the approved in-state rates, require pre-approval from the Chancellor.
- E. Institutions proposing to implement reduced tuition rates under section II.B.4. must submit a request to the Chancellor, who will then recommend it to the Board for approval. The proposal should include a detailed rationale, expected benefits, and potential financial implications.

## V. REPORTS

To ensure accountability to the Regents and the State, each president of an institution with differential tuition for approved undergraduate academic programs, modalities, and contracts must provide periodic reports in a format and timeline as prescribed by the Chancellor.

- A. For each approved differential tuition rate in section II.B., the report must include:
  - 1. Baseline data prior to implementation.
  - 2. The most recent five-year trend following the implementation for all expected outcomes included in the institution's proposal.
  - 3. Verifiable outcomes, which may include revenue increases directed to institutional aid, increased enrollment, new faculty hires, revenue directed to salary increases, any student socioeconomic or demographic shifts, and changes in student success.
  - 4. Comments on any negative outcomes, unexpected changes, and required adjustments.
  - 5. A copy of the current institutional policy and/or guidelines published for students.
- B. Institutions authorized to offer contractual rates lower than the approved in-state tuition rates, under section II.B.3., must periodically report on these activities to the Finance Committee.

## VIII-2.01 – POLICY ON TUITION

Approved by the Board of Regents June 11, 1993; Amended on December 19, 2003; June 23, 2004; June 22, 2005; April 15, 2016; May 1, 2020; December 15, 2023; \_\_\_\_\_)

### PREAMBLE

The University System of Maryland ~~is responsible for and~~ (“the System”) is committed to ensuring that qualified Maryland residents have access to ~~System~~its institutions and quality education at affordable costs. ~~Since the students~~Students benefit from the education they receive, ~~they and, therefore,~~ have a responsibility to pay a reasonable share of the costs through tuition. ~~Since~~ Maryland benefits from having an educated citizenry, ~~thus~~ the ~~state also~~State has a responsibility to bear a substantial portion of the costs through ~~taxpayer~~its support.–

The University System of Maryland also has a responsibility to ~~Maximize~~maximize the efficiency of its ~~operation so as~~operations in order to minimize ~~the cost~~costs to taxpayers and students. Tuition revenue at an institution, combined with state appropriations, is expected to support quality academic instruction, educational services, and the attainment of national eminence.

~~Among the~~The principles set forth in the System's founding legislation ~~are the following~~include:

- The people of Maryland deserve high quality in all aspects of public higher education.
- Public higher education should be accessible to all ~~those~~ who seek and qualify for admission.
- Adequate state funding ~~by the State~~ is critical to ensure access to high–quality public higher education.

To ~~help~~ identify the responsibilities of students and the ~~state~~State in funding public higher education ~~AND~~and to ensure that the University System of Maryland ~~is able to fulfill~~fulfills its legislative mandates, the System leadership ~~recognizes the need for~~has established a tuition policy. ~~The~~This policy is ~~designated~~designed to:

- ~~provide~~Ensure that students ~~with~~receive a quality education and enable the System to ~~move toward its legislatively mandated goal of achieving and sustaining~~achieve and sustain national eminence;.

- ~~further~~Enhance the ~~state's~~State's understanding and appreciation of the significant role state revenues ~~are expected to~~ play in supporting the System's goals ~~of the System;~~and providing access to high-quality education.
- ~~allow~~Allow the System and its institutions to plan, budget, and allocate resources ~~over the long-term;~~effectively.
- ~~keep~~Keep tuition increases manageable, predictable, ~~enabling~~and enable students to plan for their educational expenses;
- ~~provide~~Provide access to the System institutions for the range of qualified students;~~and.~~
- ~~recognize~~Recognize and support the individual institutional missions.

~~Students from other states and countries who enroll at USM institutions add a richness of experience and diversity that benefits all institutions and their students. However, those students should pay an additional amount of tuition, which, at minimum, offsets the State's contribution intended to subsidize the education of its residents.~~

#### I. ~~!~~—DEFINITIONS

- ~~Tuition: The rate paid by students to enroll in a USM institution and the fees all students must pay that are part of the state supported budget. Fees to support auxiliary enterprises, self-funded operations and fees that are not collected from all students (e.g., lab fees, application fees, etc.) are not covered by this policy.~~
- ~~Funding Guideline: The funding guideline is a calculation that provides an institutional benchmark to assess the adequacy of funding for an institution against an external peer-related comparison.~~
- ~~Full-Time Equivalent Student (FTES): Number of full-time students plus one-third the number of part-time students. This formula is consistent with that used for the funding guidelines and national standard practice.~~

Tuition: The rate approved by the Board paid by a student to cover their share of credit-based educational instruction and services. It may be published as an annual rate or per credit hour.

• ~~—~~State Appropriations: General funds (state tax dollars) provided annually to an institution including those from the Higher Education Investment Fund.

• ~~—~~Self-funded Operations and Auxiliary Enterprises: Operations supported by fees and charges that are determined by the amount of revenue required for the individual activity to operate on a sound fiscal basis, without accumulating a deficit or postponing required expenditures to a future year.



Fees: Additional costs beyond tuition, including mandatory and non-mandatory fees for specific programs, activities, or self-funded operations and auxiliary enterprises. Fees support various services and activities essential for institutional operations and community enhancement. See VIII-2.50—Policy on Student Tuition, Fees, and Charges.

Modality: The way students interact with course material, instructors, and other students (e.g., in-person, hybrid, fully online).

Residency: Criteria for assessing in-state resident tuition charges, based on permanent Maryland residency or legislative exceptions. See VIII-2.70—Policy on Student Classification for Admission and Tuition Purposes.

## II. Tuition Plan and Level

~~Tuition at an institution, when combined with state appropriations for that institution, is expected to provide sufficient revenue to support the goals of quality and of achieving and sustaining national eminence.~~

### A.—Institutional Tuition Plans

- ~~1.—Each institution will update annually a four-year tuition plan based on assumptions that on a format provided by the Chancellor, related to projected state appropriation, funding guidelines target and planned enrollment levels. Changes proposed in the annual update should address changes in assumptions that caused the recommended revision to tuition rates.~~
- ~~2.—Funding guidelines targets will NOT be adjusted to compensate for enrollment growth that has not been approved by the Board of Regents.~~
- ~~3.—This plan will also include targets for increased efficiencies in institutional operations, including cost containment initiatives reported to the State.~~
- ~~4.—Revenues from tuition or special programs that are part of the state-supported budget should be included in the tuition plans. The plans should also include revenues from all fees that are not related to auxiliary operations or other self-funded activities.~~

## II. TUITION CHARGES

### A. General Provisions

5.—Tuition rates will vary by institution and specified student groups based on factors such as mission, program offerings, general funds per full-time equivalent student, state appropriations, enrollment, facilities, and other relevant factors.

### B.—Tuition Level

Tuition for each category of student at an institution will be established either as an annual cost or specified as a cost per credit hour. The Institutions must seek Board approval for tuition levels should be established in accordance with based on the following principles/criteria:

## 1. Residency

- a. Maryland resident students shall benefit primarily from the State's contribution intended to subsidize their education. In-state tuition rates shall not exceed out-of-state rates.
- b. Institutions are encouraged to enroll students from other states and countries to maximize operations and enhance the institutional community. Non-resident tuition should be set at market levels, and non-resident students should pay additional tuition to offset the State's contribution for Maryland residents.

## 2. Attendance Status

- a. Full-time students should pay an annual or term tuition rate, covering the minimum credit hour registration required for full-time status up to the maximum credit hour registration as set by the institution. Additional credit hours beyond this maximum will be charged at a per-credit hour rate.
- b. Part-time students will pay a per-credit hour rate based on their course load.

## 3. Student level

- a. Undergraduate tuition and credit hour rates may differ from those of graduate and professional programs.
- b. Generally, undergraduate tuition and credit hour rates within an institution should not vary by discipline or cohort.
- c. Graduate and professional programs may set tuition and credit hour rates at market levels based on the discipline or program.

## B. Special Criteria for Differential Tuition Rates

Institutions have the option to seek Board approval for differential tuition rates based on the following special criteria:

### 1. Undergraduate Academic Program Specific Rates

- Certain undergraduate academic programs may have higher costs or specific accreditation standards that justify additional tuition. Institutions may propose a tuition differential for these programs to the approved undergraduate tuition and credit-hour rates.

### 2. Modality

- Academic programs or courses delivered in different modalities (e.g., in-person, online, hybrid) may have varying costs. Institutions may propose a tuition differential based on the method of delivery.

### 3. Military, Federal, and Private Contracts

- a. Institutions may set tuition rates for specific groups covered by arrangements with

public and private entities.

- b. These rates may not be lower than the corresponding resident tuition rate, except for arrangements with the United States government or where such arrangements are significant to the Institution's mission or when the business plan demonstrates significant financial benefits. Any tuition rate offered under these arrangements should be justified by the specific benefits they bring to the institution and its mission.
- c. The authority granted to an Institution in this section does not apply to increases in the general tuition rates set annually by the Board of Regents.

#### 4. Geographic Considerations

- 1-a. In certain circumstances, institutions may offer reduced tuition rates to students from out-of-state but contiguous counties, specific border-state locations, or other designated geographic areas to promote regional collaboration, enhance student opportunities, and increase educational access.
- b. An institution may define and request eligible counties or locations based on its unique geographic and strategic considerations.
- c. The reduced tuition rates must be justified by the institution based on factors such as regional economic impact, student recruitment goals, and community partnerships.

- ~~1. Generally, undergraduate tuition and credit hour rates within an institution should not vary by discipline or cohort., except for the professional schools at the University of Maryland, Baltimore. However, institutions may seek an exception to this policy.~~
- ~~2. Non-resident undergraduate students should pay an additional amount of tuition which at a minimum offsets the State's contribution intended to subsidize the education of its residents and institutions are encouraged to set tuition for non-resident undergraduate students at market level. Based on compelling reasons, institutions may seek an exception to this policy. For each institution, the calculation of the State contribution shall include the general funds appropriations per resident FTES (as defined in the USM Funding Guidelines) plus the System average cost of GO and PAYGO debt amortization (cost of facilities not reflected in the institutions' budgets) per resident FTES. The calculation of state subsidy should be adjusted for state financial aid and research/public service support.~~
- ~~3. Part-time undergraduate students are to pay a per-credit hour charge based on a normal semester load for a full-time undergraduate student of at least 12 credits per semester.~~
- ~~4. Tuition for graduate and professional students may be set on a program differential basis.~~
- ~~5. Non-resident graduate and professional students are to pay a higher amount than in-state graduate and professional students; their tuition should reflect market levels unless there is a compelling reason to the contrary.~~

- ~~6. Tuition for special programs at the graduate level may be set at a flat rate that may include fees and may vary from the guidelines stated above.~~

### III. FINANCIAL AID

~~Institutions should address need-based institutional financial aid opportunities in their tuition plans with the goal of maximizing access for all qualified students under the proposed tuition rates. Institutions should strategically address both need-based and non-need-based institutional financial aid with the goal of maximizing access for all qualified students. This approach should aim to reach specific student populations and enhance enrollment opportunities under the approved tuition rates. See VIII-2.41—Policy on Institutional Student Financial Aid for Undergraduate Students.~~

### IV. IMPLEMENTATION

~~Before~~Upon implementation, ~~the Board of Regents~~Institutions must provide the public with easily accessible information on tuition and total costs. Institutions must ensure transparency and accountability by clearly communicating tuition rates and any differential rates applicable to specific programs or delivery modalities.

- ~~1.A. The Board of Regents shall approve institutions' tuition rates. Generally, before implementation. Typically, the Board approval of will approve~~ 1.A. The Board of Regents shall approve institutions' tuition rates. Generally, before implementation. Typically, the Board approval of will approve tuition rates for a given academic year ~~will occur near the start of the preceding during the prior~~ academic year. The University System of Maryland reserves the right to make changes in tuition, fees, and other charges ~~at any time, upon a finding by the Board of Regents, or a System institution authorized to act without Board of Regents approval, that any such change is, as~~ necessary.
- ~~2. University of Maryland Global Campus may set tuition rates and fees without prior Board of Regents' approval for groups of students covered by arrangements between UMGC and public and private entities. Any tuition rate or fee offered by UMGC as part of such arrangements shall never be lower than the corresponding resident tuition rate except for arrangements with the United States government, or when those arrangements are significant to implementing UMGC's mission or when the business plan presents financial opportunities with favorable outcomes. These rates will be agreed upon annually by UMGC and the Chancellor. Any arrangement that would be lower than the annually agreed upon rate will require pre-approval from the Chancellor. The authority granted to UMGC in Section C.2. does not apply to increases in the tuition rates set annually by the Board of Regents. Twice a year, UMGC shall report on any activity subject to Section C.2. to the Finance Committee.~~
- ~~3. The University of Maryland, Baltimore, on behalf of the University of Maryland Francis King-Carey School of Law, subject to the President's approval, may enter into agreements with the federal Office of Personnel Management providing for reduced tuition rates for federal employees and their spouses in under-enrolled programs of the School in return for the Office's promotion of the programs as opportunities for federal employees. The rate reductions may not exceed 10% of approved tuition. This authority to reduce tuition does not apply to the Full-time or Part-time JD Program.~~

- B. The Chancellor, following consultation with the Presidents and the Board, shall propose guidelines for tuition. Each President shall recommend tuition within the established guidelines in alignment with the annual operating budget. Institutions will update their tuition plans annually based on guidance and a format provided by the Chancellor.
- C. Institutions proposing to implement tuition differentials under section II.B.1. must provide detailed explanations and justifications as part of their request for Board approval.
- D. Contractual arrangements under section II.B.3. that occur outside the annual Board approval cycle, or those offering rates lower than the approved in-state rates, require pre-approval from the Chancellor.
- E. Institutions proposing to implement reduced tuition rates under section II.B.4. must submit a request to the Chancellor, who will then recommend it to the Board for approval. The proposal should include a detailed rationale, expected benefits, and potential financial implications.

#### V. ~~IV.~~ REQUIRED REPORTS

~~This policy provides for undergraduate tuition to be established independent of tuition at comparable institutions. However, tuition information for comparable institutions within the region and nationally is to be made available to the Board of Regents Committee on Finance at the time it considers the operating budget request and the related tuition adjustments.~~

~~Each USM institution will provide to the public easily accessible information reflecting a four year projection of costs to attend the institution. The projection will include an explanation of the assumptions serving as the basis of the projects. The information should include examples of the total costs for typical students, including tuition, mandatory fees, course fees, and room and board.~~

~~To provide the necessary ensure accountability to the Regents and the State, each president of an institution with undergraduate differential tuition for approved undergraduate academic programs will be required to, modalities, and contracts must provide an annual report by October 1 of each year, periodic reports in a format and timeline as prescribed by the Chancellor.-~~

- A. For each approved ~~academic program with~~ differential tuition, rate in section II.B., the report will must include baseline:
1. Baseline data prior to implementation ~~and the,~~
  2. The most recent five-year trend following the implementation for all expected outcomes included in the institution's proposal. ~~The verifiable~~
  3. Verifiable outcomes, which may include, ~~but are not limited to,~~ revenue increases directed to institutional aid, increased enrollment, new faculty hires, revenue directed to salary increases, any student socioeconomic or demographic shifts, and changes in student success. ~~The institution will comment on any negative outcomes, unexpected changes, and~~



~~required adjustments. The report shall be accompanied by a copy of the currently applicable institutional policy and/or guidelines published for the students.~~

4. Comments on any negative outcomes, unexpected changes, and required adjustments.

5. A copy of the current institutional policy and/or guidelines published for students.

B. Institutions authorized to offer contractual rates lower than the approved in-state tuition rates, under section II.B.3., must periodically report on these activities to the Finance Committee.

	<p align="center"><b>Current Policy</b>  <a href="#">VIII201.pdf (usmd.edu)</a></p>	<p align="center"><b>Revisions</b></p>	<p align="center"><b>Revised Policy</b></p>	
<p><b>P A G E  1</b></p>	<p><b>PREAMBLE</b></p> <p>The University System of Maryland is responsible for and committed to ensuring that qualified Maryland residents have access to System institutions and quality education at affordable costs. Since the students benefit from the education they receive, they have a responsibility to pay a reasonable share of the costs through tuition. Since Maryland benefits from having an educated citizenry, the state also has a responsibility to bear a substantial portion of the costs through taxpayer support. The University System of Maryland also has a responsibility to Maximize the efficiency of its operation so as to minimize the cost to taxpayers and students.</p>	<ul style="list-style-type: none"> <li>- Added (“the system”)</li> <li>- Removed “responsible for and”</li> <li>- Replaced “System” with “its”</li> <li>- Removed “Since the”</li> <li>- Replaced “, they” with “and, therefore,”</li> <li>- Removed “Since”</li> <li>- Replaced “the state also has” with “thus the State has”</li> <li>- Replaced “through taxpayer support” with “through its support”</li> <li>- The last sentence of paragraph 1 was moved to begin paragraph 2.</li> <li>- Lowercased “Maximize”</li> <li>- Replaced “operation so as to minimize the cost” with “operations in order to minimize the costs”</li> <li>- Moved “II. Tuition Plan and Level” to “Preamble paragraph 2” and replaced with “Tuition revenue at an institution, combined with state appropriations, is expected to support quality academic instruction, educational services, and the attainment of national eminence.”</li> </ul>	<p><b>PREAMBLE</b></p> <p>The University System of Maryland (“the System” is committed to ensuring that qualified Maryland residents have access to its institutions and quality education at affordable costs. Students benefit from the education they receive and, therefore, have a responsibility to pay a reasonable share of the costs through tuition. Maryland benefits from having an educated citizenry, thus the State has a responsibility to bear a substantial portion of the costs through its support.</p> <p>The University System of Maryland also has a responsibility to maximize the efficiency of its operations in order to minimize costs to taxpayers and students. Tuition revenue at an institution, combined with state appropriations, is expected to support quality academic instruction, educational services, and the attainment of national eminence.</p>	<p><b>P A G E  1</b></p>
	<p>Among the principles set forth in the System's founding legislation are the following:</p> <ul style="list-style-type: none"> <li>• The people of Maryland deserve high quality in all aspects of public higher education.</li> <li>• Public higher education should be accessible to all those who seek and qualify for admission.</li> <li>• Adequate funding by the State is critical to ensure access to high quality public</li> </ul>	<ul style="list-style-type: none"> <li>- Removed “Among”</li> <li>- Replaced “are the following” with “include”</li> <li>- Removed “those” from 2<sup>nd</sup> bullet point</li> <li>- Replaced “funding by the State” with “state funding” in 3<sup>rd</sup> bullet point</li> </ul>	<p>The principles set forth in the System's founding legislation include:</p> <ul style="list-style-type: none"> <li>• The people of Maryland deserve high quality in all aspects of public higher education.</li> <li>• Public higher education should be accessible to all who seek and qualify for admission.</li> <li>• Adequate state funding is critical to ensure access to high-quality public</li> </ul>	

	higher education.		higher education.	
<b>P A G E 1</b>	To help identify the responsibilities of students and the state in funding public higher education AND to ensure that the University System of Maryland is able to fulfill its legislative mandates, the System leadership recognizes the need for a tuition policy. The policy is designated to:	<ul style="list-style-type: none"> <li>- Removed "help"</li> <li>- Changed "AND" to "and"</li> <li>- Replaced "is able to fulfill" with "fulfills"</li> <li>- Replaced "recognizes the need for" with "has established"</li> <li>- Replaced "designated" with "designed"</li> </ul>	To identify the responsibilities of students and the State in funding public higher education and to ensure that the University System of Maryland fulfills its legislative mandates, the System leadership has established a tuition policy. This policy is designed to:	
	<ul style="list-style-type: none"> <li>• provide students with a quality education and enable the System to move toward its legislatively-mandated goal of achieving and sustaining national eminence;</li> <li>• further the state's understanding and appreciation of the significant role state revenues are expected to play in supporting the goals of the System;</li> <li>• allow the System and its institutions to plan, budget, and allocate resources over the long term;</li> <li>• keep tuition increases predictable, enabling students to plan for their educational expenses;</li> <li>• provide access to System institutions for the range of qualified students; and</li> <li>• recognize and support the individual institutional missions.</li> </ul>	<ul style="list-style-type: none"> <li>- Replaced "provide" with "Ensure that"</li> <li>- Replaced "with" with "receive"</li> <li>- Replaced "move toward its legislatively mandated goal of achieving and sustaining" with "achieve and sustain"</li> <li>- Replaced "further" with "Enhance"</li> <li>- Capitalized "state's"</li> <li>- Removed "are expected to"</li> <li>- Added "System's"</li> <li>- Replaced "of the system;" with "and providing access to high-quality education."</li> <li>- Capitalized "allow"</li> <li>- Replaced "over the long term;" with "effectively"</li> <li>- Capitalized "keep"</li> <li>- Added "manageable,"</li> <li>- Replaced "enabling" with "and enable"</li> <li>- Capitalized "provide"</li> <li>- Added "the"</li> <li>- Replaced "; and" with "."</li> <li>- Capitalized "recognize"</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that students receive a quality education and enable the System to achieve and sustain national eminence.</li> <li>• Enhance the State's understanding and appreciation of the significant role state revenues play in supporting the System's goals and providing access to high-quality education.</li> <li>• Allow the System and its institutions to plan, budget, and allocate resources effectively.</li> <li>• Keep tuition increases manageable, predictable, and enable students to plan for their educational expenses.</li> <li>• Provide access to the System institutions for the range of qualified students.</li> <li>• Recognize and support the individual institutional missions.</li> </ul>	<b>P A G E 1</b>
	Students from other states and countries who enroll at USM institutions add a richness of experience and diversity that benefits all institutions and their students. However, those students should pay an additional amount of tuition, which, at	- Removed from PREAMBLE	- See Section II.A.1.b	<b>P A G E</b>

	minimum, offsets the State's contribution intended to subsidize the education of its residents.			<b>2</b>
	<b>I. DEFINITIONS</b>		<b>I. DEFINITIONS</b>	
<b>P A G E  2</b>	Tuition: The rate paid by students to enroll in a USM institution and the fees all students must pay that are part of the state supported budget. Fees to support auxiliary enterprises, self-funded operations and fees that are not collected from all students (e.g., lab fees, application fees, etc.) are not covered by this policy.	- Redefined "Tuition"	<u>Tuition</u> : The rate approved by the Board paid by a student to cover their share of credit-based educational instruction and services. It may be published as an annual rate or per credit hour.	<b>P A G E  2</b>
	Funding Guideline: The funding guideline is a calculation that provides an institutional benchmark to assess the adequacy of funding for an institution against an external peer-related comparison.	- Removed definition		
	Full-Time Equivalent Student (FTES): Number of full-time students plus one-third the number of part-time students. This formula is consistent with that used for the funding guidelines and national standard practice.	- Removed definition		
	State Appropriations: General funds (state tax dollars) provided annually to an institution.	- Removed "(state tax dollars)" from "State Appropriations" definition - Added ", including those from the Higher Education Investment Fund" to "State Appropriations" definition	<u>State Appropriations</u> : General funds provided annually to an institution, including those from the Higher Education Investment Fund.	
	Self-funded Operations and Auxiliary Enterprises: Operations supported by fees and charges that are determined by the amount of revenue required for the individual activity to operate on a sound fiscal basis, without accumulating a deficit or postponing required expenditures to a future year.	- Removed definition		

<b>P A G E  2</b>		- Added NEW definition “Fees”	<u>Fees</u> : Additional costs beyond tuition, including mandatory and non-mandatory fees for specific programs, activities, or self-funded operations and auxiliary enterprises. Fees support various services and activities essential for institutional operations and community enhancement. See VIII- 2.50— Policy on Student Tuition, Fees, and Charges.	<b>P A G E  2</b>
		- Added NEW definition: “Modality”	<u>Modality</u> : The way students interact with course material, instructors, and other students (e.g., in- person, hybrid, fully online).	
		- Added NEW definition: “Residency”	<u>Residency</u> : Criteria for assessing in-state resident tuition charges, based on permanent Maryland residency or legislative exceptions. See VIII-2.70—Policy on Student Classification for Admission and Tuition Purposes.	



	<b>II. Tuition Plan and Level</b>		<b>II. TUITION CHARGES</b>	
	Tuition at an institution, when combined with state appropriations for that institution, is expected to provide sufficient revenue to support the goals of quality and of achieving and sustaining national eminence.	- Removed	See Preamble Paragraph 2	
	A. Institutional Tuition Plans	<ul style="list-style-type: none"> <li>- Section Removed</li> <li>- Incorporated into II.A and II.B</li> </ul>		
<b>P A G E  2</b>	<ol style="list-style-type: none"> <li>1. Each institution will update annually a four-year tuition plan based on assumptions that on a format provided by the Chancellor, related to projected state appropriation, funding guidelines target and planned enrollment levels. Changes proposed in the annual update should address changes in assumptions that caused the recommended revision to tuition rates.</li> <li>2. Funding guidelines targets will NOT be adjusted to compensate for enrollment growth that has not been approved by the Board of Regents.</li> <li>3. This plan will also include targets for increased efficiencies in institutional operations, including cost containment initiatives reported to the State.</li> <li>4. Revenues from tuition or special programs that are part of the state-supported budget should be included in the tuition plans. The plans should also include revenues from all fees that are not related to auxiliary operations</li> </ol>	<ul style="list-style-type: none"> <li>- Removed explanation of funding and expectations/process for institutional operations and financial management.</li> <li>-</li> <li>- Created sections for key tuition levels. .</li> <li>- For #5. Moved to II. A General Provisions</li> <li>- Replaced “Tuition is expected to” with “Tuition rates will”</li> <li>- Added “and specified student groups”</li> <li>- Added “factors such as”</li> <li>- Replaced “general funds per full-time equivalent students” with “state appropriations, enrollment”</li> </ul> <p>Added “relevant”</p>		<b>P A G E  2</b>

	<p>or other self-funded activities.</p> <p>5. Tuition is expected to vary by institution based on mission, program offerings, general funds per full-time equivalent student, facilities, and other factors.</p>			
<p style="text-align: center;">P A G E</p>	<p>B. Tuition Level</p> <p>Tuition for each category of student at an institution will be established either as an annual cost or specified as a cost per credit hour. The tuition levels should be established in accordance with the following principles:</p> <p>1. Generally, undergraduate tuition within an institution should not vary by discipline or cohort, except for the professional schools at the University of Maryland, Baltimore. However, institutions may seek an exception to this policy.</p>	<ul style="list-style-type: none"> <li>- Renamed to “General Provisions”</li> <li>-</li> <li>- Added introductory paragraph</li> <li>- Rewrite and re-organization of key tuition levels.</li> </ul> <p>- Created Section B. Special Criteria for Differential Tuition Rates</p>	<p>A. General Provisions</p> <p>Tuition rates will vary by institution and specified student groups based on factors such as mission, program offerings, state appropriations, enrollment, facilities, and other relevant factors. Tuition for each category of student at an institution will be established either as an annual cost or specified as a cost per credit hour. Institutions must seek Board approval for tuition levels based on the following criteria:</p>	<p style="text-align: center;">P A G E</p>
<p style="text-align: center;">3</p>	<p>2. Non-resident undergraduate students should pay an additional amount of tuition which at a minimum offsets the State's contribution intended to subsidize the education of its residents and institutions are encouraged to set tuition for non-resident undergraduate students at market level. Based on compelling reasons, institutions may seek an exception to this policy. For each institution, the calculation of the State contribution shall include the general</p>	<ul style="list-style-type: none"> <li>- Reorganized “Residency”</li> <li>- Added sub-paragraphs “a” and “b”</li> </ul>	<p>1. Residency</p> <ul style="list-style-type: none"> <li>a. Maryland resident students shall benefit primarily from the State's contribution intended to subsidize their education. In-state tuition rates shall not exceed out-of- state rates.</li> <li>b. Institutions are encouraged to enroll students from other states and countries to maximize operations and enhance the institutional community. Non-resident tuition should be set at market levels, and</li> </ul>	<p style="text-align: center;">2</p>

	funds appropriations per resident FTES (as defined in the USM Funding Guidelines) plus the System average cost of GO and PAYGO debt amortization (cost of facilities not reflected in the institutions' budgets) per resident FTES. The calculation of state subsidy should be adjusted for state financial aid and research/public service support.		non-resident students should pay additional tuition to offset the State's contribution for Maryland residents.	
<b>P A G E  3</b>	3. Part-time undergraduate students are to pay a per-credit hour charge based on a normal semester load for a full-time undergraduate student of at least 12 credits per semester.	<ul style="list-style-type: none"> <li>- Reorganized "Attendance Status"</li> <li>- Added sub-paragraphs "a" and "b"</li> </ul>	<p>2. Attendance Status</p> <ul style="list-style-type: none"> <li>a. Full-time students should pay an annual or term tuition rate, covering the minimum credit hour registration required for full-time status up to the maximum credit hour registration as set by the institution. Additional credit hours beyond this maximum will be charged at a per-credit hour rate.</li> <li>b. Part-time students will pay a per-credit hour rate based on their course load.</li> </ul>	<b>P A G E  2</b>
	4. Tuition for graduate and professional	<ul style="list-style-type: none"> <li>- Reorganized "Student Level"</li> </ul>	3. Student Level	

<b>P A G E  3</b>	<p>students may be set on a program differential basis.</p> <p>5. Non-resident graduate and professional students are to pay a higher amount than in-state graduate and professional students; their tuition should reflect market levels unless there is a compelling reason to the contrary.</p> <p>6. Tuition for special programs at the graduate level may be set at a flat rate that may include fees and may vary from the guidelines stated above.</p>	<ul style="list-style-type: none"> <li>- Added sub-paragraphs “a”, “b”, and “c”</li> </ul>	<ul style="list-style-type: none"> <li>a. Undergraduate tuition and credit hour rates may differ from those of graduate and professional programs.</li> <li>b. Generally, undergraduate tuition and credit hour rates within an institution should not vary by discipline or cohort.</li> <li>c. Graduate and professional programs may set tuition and credit hour rates at market levels based on the discipline or program.</li> </ul>	<b>P A G E  3</b>
	<p>C.2. University of Maryland Global Campus may set tuition rates and fees without prior Board of Regents' approval for groups of students covered by arrangements between UMGC and public and private entities. Any tuition rate or fee offered by UMGC as part of such arrangements shall never be lower than the corresponding resident tuition rate except for arrangements with the United States government, or when those arrangements are significant to implementing UMGC's mission or when the business plan presents financial opportunities with favorable outcomes. These rates will be agreed upon annually by UMGC and the Chancellor. Any arrangement that would be lower than the annually agreed upon rate</p>	<ul style="list-style-type: none"> <li>- Moved up to New Section</li> <li>-</li> <li>- Replaced with “Special Criteria for Differential Tuition Rates”</li> <li>- Removed campus-specific restriction</li> <li>- For C.2 See B.3.</li> <li>- For C.3 See A.3 and B.3</li> </ul>	<p>B. Special Criteria for Differential Tuition Rates</p> <p>Institutions have the option to seek Board approval for differential tuition rates based on the following special criteria:</p>	

<b>P A G E  4</b>	<p>will require pre-approval from the Chancellor. The authority granted to UMGC in Section C.2. does not apply to increases in the tuition rates set annually by the Board of Regents. Twice a year, UMGC shall report on any activity subject to Section C.2. to the Finance Committee.</p> <p>C.3. The University of Maryland, Baltimore, on behalf of the University of Maryland Francis King Carey School of Law, subject to the President’s approval, may enter into agreements with the federal Office of Personnel Management providing for reduced tuition rates for federal employees and their spouses in under-enrolled programs of the School in return for the Office’s promotion of the programs as opportunities for federal employees. The rate reductions may not exceed 10% of approved tuition. This authority to reduce tuition does not apply to the Full- time or Part-time JD Program.</p>			<b>P A G E  3</b>
		<ul style="list-style-type: none"> <li>- Created New option for “Undergraduate Academic Program Specific Rates”</li> <li>- No longer an exception-based pathway.</li> <li>- Open to all Institutions.</li> <li>- Added sub-point</li> </ul>	<ol style="list-style-type: none"> <li>1. Undergraduate Academic Program Specific Rates <ul style="list-style-type: none"> <li>• Certain undergraduate academic programs may have higher costs or specific accreditation standards that justify additional tuition. Institutions may propose a tuition differential for these programs to the approved undergraduate tuition and credit-hour rates.</li> </ul> </li> </ol>	



		<ul style="list-style-type: none"> <li>- Create new option for “Modality”</li> <li>- Added sub-point</li> </ul>	<p>2. Modality</p> <ul style="list-style-type: none"> <li>- Academic programs or courses delivered in different modalities (e.g., in-person, online, hybrid) may have varying costs. Institutions may propose a tuition differential based on the method of delivery.</li> </ul>	
		<ul style="list-style-type: none"> <li>- Rewrote and reorganized C.2. and C.3. into “Military, Federal, and Private Contracts”</li> <li>- New Pathway open to all institutions.</li> <li>- Added sub-paragraphs “a”, “b”, and “c”</li> </ul>	<p>3. Military, Federal, and Private Contracts</p> <ol style="list-style-type: none"> <li>a. Institutions may set tuition rates for specific groups covered by arrangements with public and private entities.</li> <li>b. These rates may not be lower than the corresponding resident tuition rate, except for arrangements with the United States government or where such arrangements are significant to the Institution's mission or when the business plan demonstrates significant financial benefits. Any tuition rate offered under these arrangements should be justified by the specific benefits they bring to the institution and its mission.</li> <li>c. The authority granted to an Institution in this section does not apply to increases in the general tuition rates set annually by the Board of Regents.</li> </ol>	<b>P A G E  3</b>

		<ul style="list-style-type: none"> <li>- Create new pathway for “Geographic Considerations”</li> <li>- Added sub-paragraphs “a”, “b”, and “c”</li> </ul>	<p>4. Geographic Considerations</p> <ul style="list-style-type: none"> <li>a. In certain circumstances, institutions may offer reduced tuition rates to students from out-of-state but contiguous counties, specific border-state locations, or other designated geographic areas to promote regional collaboration, enhance student opportunities, and increase educational access.</li> <li>b. An institution may define and request eligible counties or locations based on its unique geographic and strategic considerations.</li> <li>c. The reduced tuition rates must be justified by the institution based on factors such as regional economic impact, student recruitment goals, and community partnerships.</li> </ul>	<b>P A G E  3</b>
	C. Implementation	- Removed from Section II. Tuition Plan and Level	- See Section IV. IMPLEMENTATION	<b>P A G E  4</b>

	<b>III. FINANCIAL AID</b>		<b>III. FINANCIAL AID</b>	
<b>P A G E  4</b>	Institutions should address need-based institutional financial aid opportunities in their tuition plans with the goal of maximizing access for all qualified students under the proposed tuition rates.		Institutions should strategically address both need-based and non-need-based institutional financial aid with the goal of maximizing access for all qualified students. This approach should aim to reach specific student populations and enhance enrollment opportunities under the approved tuition rates. See VIII- 2.41—Policy on Institutional Student Financial Aid for Undergraduate Students.	<b>P A G E  4</b>

	<p><i>Section II.C Implementation (continued)</i></p>	<ul style="list-style-type: none"> <li>- Created NEW Section IV. IMPLEMENTATION</li> <li>- Added sub-paragraph</li> </ul>	<p><b>IV. IMPLEMENTATION</b></p> <p>Upon implementation, Institutions must provide the public with easily accessible information on tuition and total costs. Institutions must ensure transparency and accountability by clearly communicating tuition rates and any differential rates applicable to specific programs or delivery modalities.</p>	
<p style="text-align: center;"><b>P A G E  3</b></p>	<p>1. Before implementation, the Board of Regents shall approve institutions' tuition rates. Generally, Board approval of tuition rates for a given academic year will occur near the start of the preceding academic year. The University System of Maryland reserves the right to make changes in tuition, fees, and other charges at any time, upon a finding by the Board of Regents, or a System institution authorized to act without Board of Regents approval, that any such change is necessary.</p>	<ul style="list-style-type: none"> <li>- Replaced with sub-paragraph "A"</li> <li>- Removed "Before implementation,"</li> <li>- Capitalized "the"</li> <li>- Replaced ". Generally" with "before implementation."</li> <li>- Added "Typically, the "</li> <li>- Replaced "approval of" with "will approve"</li> <li>- Replaced "a given" with "an"</li> <li>- Replaced "will occur near the start of the preceding" with "during the prior"</li> <li>- Replaced "at any time, upon a finding by the Board of Regents, or a System institution authorized to act without Board of Regents approval, that any such change is" with ", as"</li> </ul>	<p>A. The Board of Regents shall approve institutions' tuition rates before implementation. Typically, the Board will approve tuition rates for an academic year during the prior academic year. The University System of Maryland reserves the right to make changes in tuition, fees, and other charges, as necessary.</p>	<p style="text-align: center;"><b>P A G E  4</b></p>

		<ul style="list-style-type: none"> <li>- Added sub-paragraphs “B” and “C”</li> </ul>	<p>B. The Chancellor, following consultation with the Presidents and the Board, shall propose guidelines for tuition. Each President shall recommend tuition within the established guidelines in alignment with the annual operating budget. Institutions will update their tuition plans annually based on guidance and a format provided by the Chancellor.</p> <p>C. Institutions proposing to implement tuition differentials under section II.B.1. must provide detailed explanations and justifications as part of their request for Board approval.</p>	<b>P A G E  4</b>
		<ul style="list-style-type: none"> <li>- Added sub-paragraphs “D” and “E”</li> </ul>	<p>D. Contractual arrangements under section II.B.3. that occur outside the annual Board approval cycle, or those offering rates lower than the approved in-state rates, require pre-approval from the Chancellor.</p> <p>E. Institutions proposing to implement reduced tuition rates under section II.B.4. must submit a request to the Chancellor, who will then recommend it to the Board for approval. The proposal should include a detailed rationale, expected benefits, and potential financial implications.</p>	

	<b>IV. REQUIRED REPORTS</b>	<ul style="list-style-type: none"> <li>- Moved and renamed to Section “V. REPORTS”</li> </ul>	<b>V. REPORTS</b>	
	<p>This policy provides for undergraduate tuition to be established independent of tuition at comparable institutions. However, tuition information for comparable institutions within the region and nationally is to be made available to the Board of Regents Committee on Finance at the time it considers the operating budget request and the related tuition adjustments.</p>	<ul style="list-style-type: none"> <li>- Removed</li> <li>- See IV.B for Chancellor Guidelines</li> </ul>		
<b>P A G E 4</b>	<p>Each USM institution will provide to the public easily accessible information reflecting a four year projection of costs to attend the institution. The projection will include an explanation of the assumptions serving as the basis of the projects. The information should include examples of the total costs for typical students, including tuition, mandatory fees, course fees, and room and board.</p>	<ul style="list-style-type: none"> <li>- Removed</li> <li>- See IV.B for Chancellor Guidelines</li> </ul>		<b>P A G E 5</b>
	<p>To provide the necessary accountability to the Regents and the State, each president of an institution with undergraduate differential tuition for approved undergraduate academic programs will be required to provide an annual report by October 1 of each year, in a format prescribed by the Chancellor. For each approved academic program with differential tuition, the report will include baseline data prior to implementation and the most recent five-year trend following implementation for all expected outcomes included in the institution’s proposal. The verifiable outcomes may include, but are not limited to, revenue increases directed to</p>	<ul style="list-style-type: none"> <li>- Replaced “provide the necessary” with “ensure”</li> <li>- Removed “undergraduate”</li> <li>- Replaced “will be required to” with “, modalities, and contracts must”</li> <li>- Replaced “an annual report by October 1 of each year,” with “periodic reports”</li> <li>- Added “and timeline as”</li> <li>- Moved “For each approved academic program with differential tuition, the report will include baseline” to V.A</li> <li>- Removed “academic program with”</li> <li>- Added “rate in section II.B.”</li> <li>- Replaced “will” with “must”</li> <li>- Replaced “baseline” with “:”</li> </ul>	<p>To ensure accountability to the Regents and the State, each president of an institution with differential tuition for approved undergraduate academic programs, modalities, and contracts must provide periodic reports in a format and timeline as prescribed by the Chancellor.</p> <p>A. For each approved differential tuition rate in section II.B., the report must include:</p> <ol style="list-style-type: none"> <li>1. Baseline data prior to implementation.</li> <li>2. The most recent five-year trend following the implementation for all</li> </ol>	



<p style="text-align: center;">P A G E  4</p>	<p>institutional aid, increased enrollment, new faculty hires, revenue directed to salary increases, any student socioeconomic or demographic shifts, and changes in student success. The institution will comment on any negative outcomes, unexpected changes, and required adjustments. The report shall be accompanied by a copy of the currently applicable institutional policy and/or guidelines published for the students.</p>	<ul style="list-style-type: none"> <li>- Moved “baseline data prior to implementation” to V.A.1</li> <li>- Removed “and”</li> <li>- Moved “the most recent five-year trend following implementation for all expected outcomes included in the institution’s proposal.” to V.A.2</li> <li>- Added “the”</li> <li>- Moved “verifiable outcomes may include, but are not limited to, revenue increases directed to institutional aid, increased enrollment, new faculty hires, revenue directed to salary increases, any student socioeconomic or demographic shifts, and changes in student success.” to V.A.3</li> <li>- Added “, which”</li> <li>- Removed “, but are not limited to,”</li> <li>- Moved “The institution will comment on any negative outcomes, unexpected changes, and required adjustments.” to V.A.4</li> <li>- Replaced “The Institution will comment” with “Comments”</li> <li>- Moved “The report shall be accompanied by a copy of the currently applicable institutional policy and/or guidelines published for the students.” to V.A.5</li> <li>- Replaced “The report shall be accompanied by a” with “A”</li> <li>- Added V.B “Institutions authorized to offer contractual rates lower than the approved in-state tuition rates, under section II.B.3., must periodically report on these activities to the Finance Committee.”</li> </ul>	<p>expected outcomes included in the institution’s proposal.</p> <ol style="list-style-type: none"> <li>3. Verifiable outcomes, which may include revenue increases directed to institutional aid, increased enrollment, new faculty hires, revenue directed to salary increases, any student socioeconomic or demographic shifts, and changes in student success.</li> <li>4. Comments on any negative outcomes, unexpected changes, and required adjustments.</li> <li>5. A copy of the current institutional policy and/or guidelines published for students.</li> </ol> <p>B. Institutions authorized to offer contractual rates lower than the approved in-state tuition rates, under section II.B.3., must periodically report on these activities to the Finance Committee.</p>	<p style="text-align: center;">P A G E  5</p>
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**TOPIC:** Fall 2024 Enrollment Update and FY 2025 Estimated FTE Report

**COMMITTEE:** Finance Committee

**DATE OF COMMITTEE MEETING:** October 30, 2024

**SUMMARY:** This annual report provides a preliminary update about the fall undergraduate, graduate and first-professional students for the University System and each institution.

In total, the preliminary Fall 2024 enrollment increased (+4,603) for a preliminary total of 171,396 students. The FY 2025 estimated total of 131,944 full-time equivalent (FTE) students was +4,130 FTE higher than last fiscal year. In addition, first-time, full-time new students increased for the fourth year setting a new USM record with 15,478 students.

**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.

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COMMITTEE RECOMMENDATION:

DATE:

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BOARD ACTION:

DATE:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

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UNIVERSITY SYSTEM  
*of* MARYLAND

**FALL 2024  
ENROLLMENT UPDATE  
AND  
FY 2025 ESTIMATED FTE  
REPORT**

**Office of Decision Support & Strategic Analytics  
Administration and Finance  
University System of Maryland Office  
October 2024**

## Enrollment Report Background

The purpose of this annual report is to provide the Board of Regents with the updated preliminary fall headcount enrollment and full-time equivalent (FTE) enrollment estimate for the current fiscal year responsive to the Policy on Enrollment (III-4.10). The data came from mandatory Maryland Higher Education Commission (MHEC) preliminary enrollment reports and the University System of Maryland (USM) credit hour collections. This is the first opportunity to compare institutional enrollment projection to the actual fall enrollment and the budget submission fiscal year FTE to the estimated annualized fiscal year FTE based on the credit hours achieved in the fall semester. For additional information, please contact the Office of Decision Support and Strategic Analytics via e-mail at [ir@usmd.edu](mailto:ir@usmd.edu).

## Enrollment Highlights and Trends

The University System of Maryland total enrollment increased again. USM total enrollment for Fall 2024 returned to enrollment levels achieved prior to the COVID-19 Pandemic. For the fourth year in a row, the increase in first-time, full-time enrollment was a leading factor in replenishing institutional enrollment. The total first-time, full-time cohort broke last year's record-setting size to establish a new USM record.

- The preliminary Fall 2024 headcount enrollment is 171,396, up by +4,603 (+2.8%) students compared to Fall 2023. Without UMGC, the Fall 2024 enrollment stands at 107,757, which was an increase of +1,048 students compared to Fall 2023. (See Table A, Appendix Tables 1 & 5).
- The estimated FY 2025 FTE of 131,944 is an increase of +4,130 compared to FY 2024. Excluding UMGC, USM's FTE 90,708 estimate is an increase of +1,441 FTE compared to FY 2024. (See Table B).
- There is an increase of +453 first-time, full-time students in Fall 2024 (15,478) compared to Fall 2023 (15,025). Frostburg (598) reversed its multi-year first-time student decline with a significant gain (+127) compared to Fall 2023 (471). Other institutional one-year gains included Coppin (+98), Salisbury (+125), UBalt (+11), UMBC (+374), UMES (+68), and UMGC (+113). While most institutions exceeded the cohort size of Fall 2023, nearly all USM institutions enrolled first-time, full-time cohorts similar in size or greater than the size of the Fall 2019 pre-pandemic cohorts. (See Table 3).
- Across the System, undergraduate enrollment is 3.5% higher (+4,552) with increases in both full-time (+2,070) and part-time (+2,482) students. (See Table 2).
- Graduate enrollment was up +51 students, caused by a -204 drop in full-time students and partially offset by a gain of part-time (+225) students. UMCP (+373), TU (+127), BSU (+97), UMES (+89), and CSU (+12), increased graduate enrollment. (See Table 2 & 5).
- The combined enrollment of 11,727 at the USM's Historically Black Colleges and Universities (HBCUs) is an increase for the third year in a row (+378 or +3.3%). (See Tables 3, 4 & 5).

**Fall 2024 Enrollment Compared to the Spring 2024 Enrollment Projections**

The Board of Regents approved a ten-year enrollment projection in Spring 2024. In accordance with the Board oversight as stated in the Policy on Enrollment (III-4.10), the fall enrollment attainment will be compared to the approved enrollment projection. Table A compares the Fall 2023 actual enrollment with the Fall 2024 projections (completed in the spring) and the Fall 2024 preliminary enrollment.

**Table A. The University System of Maryland  
Fall 2024 Enrollment  
Compared to the USM Enrollment Projection**

	Fall 2023 Actual	Fall 2024 Enrollment Projection	Fall 2024 Preliminary Enrollment	Change Over	
				Fall 2024 Projection	Fall 2024 Actual
				Fall 24 Actual - Fall 24 Projection	Fall 24 Actual - Fall 23 Actual
BSU	6,408	6,513	6,353	-160	-55
CSU	2,101	2,132	2,211	79	110
FSU	4,075	4,115	4,104	-11	29
SU	7,029	7,336	7,025	-311	-4
TU	19,527	19,530	19,401	-129	-126
UBalt	3,101	3,102	3,232	130	131
UMB	6,667	6,665	6,637	-28	-30
UMBC	14,148	14,201	13,906	-295	-242
UMCP	40,813	40,900	41,725	825	912
UMES	2,840	2,905	3,163	258	323
UMGC	60,084	61,286	63,639	2,353	3,555
<b>USM</b>	<b>166,793</b>	<b>168,685</b>	<b>171,396</b>	<b>2,711</b>	<b>4,603</b>

Source--USM Enrollment Projections; MHEC EIS and S-7 updated 9-28-24

Prepared by: USM Office for Decision Support & Strategic Analytics

The preliminary Fall 2024 enrollment increased +4,603 compared to Fall 2023. Additionally, the preliminary Fall 2024 enrollment exceeds the spring projections by +2,711. The accuracy of USM 2024 enrollment projection was within two percentage points of the Fall 2024 preliminary enrollment actuals. While Salisbury equaled last year’s enrollment, the Fall 2024 actual enrollment was -311 fewer (-4.2%) than the Spring 2024 enrollment projection. Three institutions exceeding the enrollment projections by more than 3% were UMG (+3.8%), UBalt (+4.2%), and UMES (+8.9%).

**FY 2025 Full-Time Equivalent (FTE) Student Estimate Compared to the FY 2025 Budget Submission**

Table B displays the full-time equivalent (FTE) students calculated from the actual Fall 2024 credit hour enrollment. This annualized FTE estimate used a conservative methodology that calculated the average proportion of spring to fall credit hours for the recent five fiscal years. For comparability, Table B also provides each institution’s FY 2025 Budget Submission FTE and the FY 2024 actuals.

**Table B. The University System of Maryland  
FY 2025 USM Annualized FTE Estimate  
Compared to the FY 2025 Budget Submission**

	FY 2024 Actual FTE	FY 2025 Budget Submission	FY 2025 Annualized <u>ESTIMATED</u> FTE	Change Over	
				FY 2025 Budget Submission	FY 2024 Actual
			Per Fall 2024 Credit Hour Enrollment	FY 25 Estimate - FY 25 Budget	FY 25 Estimate - FY 24 Actual
BSU	5,129	5,118	5,014	-104	-115
CSU	1,729	1,743	1,845	102	116
FSU	3,016	3,103	3,091	-12	75
SU	6,253	6,259	6,303	44	50
TU	16,117	16,030	16,010	-20	-107
UBalt	2,201	2,139	2,138	-1	-63
UMB	6,775	6,676	6,952	276	177
UMBC	11,378	11,412	11,419	7	41
UMCP	34,087	33,936	35,134	1,198	1,047
UMES	2,582	2,641	2,802	161	220
UMGC	38,547	41,236	41,236	0	2,689
<b>USM</b>	<b>127,814</b>	<b>130,293</b>	<b>131,944</b>	<b>1,651</b>	<b>4,130</b>

Source--USM Enrollment Projections; MHEC EIS and S-7 updated 9-28-24

Prepared by: USM Office for Decision Support & Strategic Analytics

The FTE Credit-Hour Estimate variance is minimal and aligns with the operating budget. The largest deviation occurred at UMCP which submitted a lower FY 2025 FTE in the Budget Submission compared to the FY 2024 actual FTE. UMCP enrolled more full-time students than projected and generated +1,198 more credit hour FTE than included in the Budget Submission. Without UMCP, all other institutions combined were within 500 FTE of the FY 2025 Budget Submission. In total, USM institutions will generate +4,130 more credit hour FTE than in FY 2024.



**TABLE 1**  
**UNIVERSITY SYSTEM OF MARYLAND**  
**CHANGES IN HEADCOUNT ENROLLMENT**  
**Fall 2023-2024**

	Fall 2023/2024 Headcount Change		
	Fall 2024 Headcount	Δ N from 2023	% Change from 2023
Bowie State University	6,353	(55)	-0.9%
Coppin State University	2,211	110	5.2%
Frostburg State University	4,104	29	0.7%
Salisbury University	7,025	(4)	-0.1%
Towson University	19,401	(126)	-0.6%
University of Baltimore	3,232	131	4.2%
University of Maryland, Baltimore	6,637	(30)	-0.4%
University of Maryland, Baltimore County	13,906	(242)	-1.7%
University of Maryland, College Park	41,725	912	2.2%
University of Maryland Eastern Shore	3,163	323	11.4%
University of Maryland Global Campus	63,639	3,555	5.9%
<b>USM w/o UMGC Total</b>	<b>107,757</b>	<b>1,048</b>	<b>1.0%</b>
<b>USM Total</b>	<b>171,396</b>	<b>4,603</b>	<b>2.8%</b>

Source: MHEC EIS (2015-2023) MHEC S-7 (2024)

**TABLE 2**  
**ENROLLMENT BY STUDENT LEVEL AND STATUS**  
**Fall 2015-2024**

Student Level & Status	Fall									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Undergraduates</b>										
Full-Time: N	83,179	85,092	86,361	86,685	85,234	83,511	80,948	79,384	81,123	83,193
%	50.6%	49.5%	49.3%	49.1%	49.5%	49.1%	49.1%	48.8%	48.6%	48.5%
Part-Time: N	39,656	45,306	46,881	48,441	47,151	47,703	45,756	46,231	48,496	50,978
%	24.1%	26.3%	26.8%	27.5%	27.4%	28.0%	27.8%	28.4%	29.1%	29.7%
<b>Total: N</b>	<b>122,835</b>	<b>130,398</b>	<b>133,242</b>	<b>135,126</b>	<b>132,385</b>	<b>131,214</b>	<b>126,704</b>	<b>125,615</b>	<b>129,619</b>	<b>134,171</b>
%	74.7%	75.8%	76.1%	76.6%	76.9%	77.1%	76.9%	77.2%	77.7%	78.3%
<b>Graduate/First-Professional</b>										
Full-Time: N	17,734	17,731	17,653	17,653	17,337	16,944	17,725	18,084	18,146	17,942
%	10.8%	10.3%	10.1%	10.0%	10.1%	10.0%	10.8%	11.1%	10.9%	10.5%
Part-Time: N	23,930	23,867	24,281	23,644	22,492	22,022	20,422	18,924	19,028	19,283
%	14.5%	13.9%	13.9%	13.4%	13.1%	12.9%	12.4%	11.6%	11.4%	11.3%
<b>Total: N</b>	<b>41,664</b>	<b>41,598</b>	<b>41,934</b>	<b>41,297</b>	<b>39,829</b>	<b>38,966</b>	<b>38,147</b>	<b>37,008</b>	<b>37,174</b>	<b>37,225</b>
%	25.3%	24.2%	23.9%	23.4%	23.1%	22.9%	23.1%	22.8%	22.3%	21.7%
<b>All Students</b>										
<b>Total</b>	<b>164,499</b>	<b>171,996</b>	<b>175,176</b>	<b>176,423</b>	<b>172,214</b>	<b>170,180</b>	<b>164,851</b>	<b>162,623</b>	<b>166,793</b>	<b>171,396</b>

Source: MHEC EIS (2015-2023) MHEC S-7 (2024)

Note: Percentages are % of total headcount for each fall term.

**TABLE 3**  
**TRENDS IN ENROLLMENT OF FIRST-TIME FULL-TIME UNDERGRADUATES**  
**Fall 2015-2024**

First-Time Full-Time Undergraduates

Institution	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	One-Year % Change	Five-Year % Change
BSU	559	958	1,075	898	801	957	888	1,170	965	908	-5.9%	13.4%
CSU	242	383	383	389	429	291	172	332	369	467	26.6%	8.9%
FSU	931	829	774	735	739	627	582	496	471	598	27.0%	-19.1%
SU	1,186	1,328	1,326	1,285	1,467	1,214	1,214	1,376	1,296	1,421	9.6%	-3.1%
TU	2,708	2,750	2,735	2,990	2,789	2,380	2,569	2,662	2,996	2,931	-2.2%	5.1%
UBalt	137	138	107	76	40	62	60	26	22	33	50.0%	-17.5%
UMBC	1,543	1,518	1,759	1,777	1,692	1,652	2,035	2,135	1,858	2,232	20.1%	31.9%
UMCP	3,934	4,543	5,178	6,021	5,326	5,289	6,007	5,533	6,136	5,795	-5.6%	8.8%
UMES	1,011	698	560	501	508	466	443	578	717	785	9.5%	54.5%
UMGC	149	192	131	132	225	141	135	125	195	308	57.9%	36.9%
<b>USM</b>	<b>12,400</b>	<b>13,337</b>	<b>14,028</b>	<b>14,804</b>	<b>14,016</b>	<b>13,079</b>	<b>14,105</b>	<b>14,433</b>	<b>15,025</b>	<b>15,478</b>	3.0%	10.4%
<b>MD H.S. Grads*</b>	66,688	67,002	67,091	68,215	68,033	70,512	69,073	71,830*	72,940*	75,310*		

Source: MHEC Preliminary Opening Fall Enrollment (2024) and EIS (2015-2023) Public and non-public high school graduates data come from Western Inerstate Commission for Higher Education (WICHE) and Maryland Longitudinal Data System (MLDS) combined with National Center for Education Statistics Private School Universe Survey (NCES PSS).

\*The 2022-2024 actual Maryland high school graduates is currently not available; WICHE estimates used.

**TABLE 4  
HISTORICALLY BLACK INSTITUTIONS  
ENROLLMENT TRENDS  
Fall 2015-2024**

Year	Undergraduate	Graduate	Total	% Change Total
Fall 2015	10,725	2,278	13,003	-0.8%
Fall 2016	10,495	2,017	12,512	-3.8%
Fall 2017	10,555	1,976	12,531	0.2%
Fall 2018	10,267	1,984	12,251	-2.2%
Fall 2019	9,943	1,838	11,781	-3.8%
Fall 2020	9,531	1,713	11,244	-8.2%
Fall 2021	9,037	1,756	10,793	-4.0%
Fall 2022	9,068	1,731	10,799	0.1%
Fall 2023	9,331	2,018	11,349	5.1%
Fall 2024	9,511	2,216	11,727	3.3%

Source: MHEC EIS (2015-2023) MHEC S-7 (2024)



**TABLE 5**  
**ENROLLMENT TRENDS BY INSTITUTION**  
**Fall 2015-2024**

Institution	Undergraduates		Graduates/First Prof.		Total Headcount	Annual % Change	% of USM
	Full-Time	Part-Time	Full-Time	Part-Time			
<b>Bowie State University</b>							
Fall 2014	3,675	781	513	726	5,695	2.4%	4%
Fall 2015	3,533	782	474	641	5,430	-4.7%	3%
Fall 2016	3,939	772	412	546	5,669	4.4%	3%
Fall 2017	4,389	798	409	552	6,148	8.4%	4%
Fall 2018	4,421	887	463	549	6,320	2.8%	4%
Fall 2019	4,329	898	476	468	6,171	-2.4%	4%
Fall 2020	4,429	925	444	452	6,250	1.3%	4%
Fall 2021	4,344	1,037	471	456	6,308	0.9%	4%
Fall 2022	4,418	960	351	546	6,275	-0.5%	4%
Fall 2023	4,379	909	474	646	6,408	2.1%	4%
Fall 2024	4,309	827	495	722	6,353	-0.9%	4%
<b>Coppin State University</b>							
Fall 2014	2,046	638	151	298	3,133	-7.4%	2%
Fall 2015	2,007	661	137	303	3,108	-0.8%	2%
Fall 2016	1,888	619	133	299	2,939	-5.4%	2%
Fall 2017	1,854	653	150	236	2,893	-1.6%	2%
Fall 2018	1,765	597	121	255	2,738	-5.4%	2%
Fall 2019	1,804	579	113	228	2,724	-0.5%	2%
Fall 2020	1,606	502	74	166	2,348	-13.8%	1%
Fall 2021	1,353	492	65	191	2,101	-10.5%	1%
Fall 2022	1,335	422	75	174	2,006	-4.5%	1%
Fall 2023	1,393	417	100	191	2,101	4.7%	1%
Fall 2024	1,548	360	121	182	2,211	5.2%	1%
<b>Frostburg State University</b>							
Fall 2014	4,228	687	209	521	5,645	3.1%	3%
Fall 2015	4,176	785	238	557	5,756	2.0%	3%
Fall 2016	4,141	743	243	549	5,676	-1.4%	3%
Fall 2017	3,849	876	176	495	5,396	-4.9%	3%
Fall 2018	3,805	833	205	451	5,294	-1.9%	3%
Fall 2019	3,522	907	236	513	5,178	-2.2%	3%
Fall 2020	3,221	898	245	493	4,857	-6.2%	3%
Fall 2021	2,885	792	264	508	4,449	-8.4%	3%
Fall 2022	2,528	736	278	526	4,068	-8.6%	3%
Fall 2023	2,522	822	268	463	4,075	0.2%	2%
Fall 2024	2,549	873	269	413	4,104	0.7%	2%

**TABLE 5  
ENROLLMENT TRENDS BY INSTITUTION  
Fall 2015-2024**

Institution	Undergraduates		Graduates/First Prof.		Total Headcount	Annual % Change	% of USM
	Full-Time	Part-Time	Full-Time	Part-Time			
<b>Salisbury University</b>							
Fall 2014	7,350	647	354	419	8,770	1.5%	5%
Fall 2015	7,148	701	403	419	8,671	-1.1%	5%
Fall 2016	7,250	611	489	398	8,748	0.9%	5%
Fall 2017	7,191	591	520	412	8,714	-0.4%	5%
Fall 2018	7,081	569	516	401	8,567	-1.7%	5%
Fall 2019	7,090	596	530	401	8,617	0.6%	5%
Fall 2020	6,621	529	540	434	8,124	-5.7%	5%
Fall 2021	6,106	587	513	362	7,568	-6.8%	5%
Fall 2022	5,853	525	433	312	7,123	-5.9%	4%
Fall 2023	5,776	504	467	282	7,029	-1.3%	4%
Fall 2024	5,830	458	465	272	7,025	-0.1%	4%
<b>Towson University</b>							
Fall 2014	16,575	2,232	1,115	2,363	22,285	-1.0%	14%
Fall 2015	16,768	2,281	1,078	2,157	22,284	0.0%	14%
Fall 2016	16,893	2,305	1,081	2,064	22,343	0.3%	13%
Fall 2017	17,106	2,490	1,068	2,041	22,705	1.6%	13%
Fall 2018	17,350	2,468	1,035	2,070	22,923	1.0%	13%
Fall 2019	17,209	2,410	1,017	2,073	22,709	-0.9%	13%
Fall 2020	16,238	2,492	1,058	2,129	21,917	-3.5%	13%
Fall 2021	15,526	2,381	993	1,956	20,856	-4.8%	13%
Fall 2022	14,805	2,056	1,025	1,907	19,793	-5.1%	12%
Fall 2023	14,548	1,969	1,037	1,973	19,527	-1.3%	12%
Fall 2024	14,415	1,849	1,047	2,090	19,401	-0.6%	11%
<b>University of Baltimore</b>							
Fall 2014	2,089	1,396	1,295	1,642	6,422	-1.5%	4%
Fall 2015	2,056	1,288	1,235	1,650	6,229	-3.0%	4%
Fall 2016	1,995	1,227	1,153	1,608	5,983	-3.9%	3%
Fall 2017	1,716	1,233	1,084	1,532	5,565	-7.0%	3%
Fall 2018	1,470	1,099	1,039	1,433	5,041	-9.4%	3%
Fall 2019	1,192	905	997	1,382	4,476	-11.2%	3%
Fall 2020	1,050	849	1,049	1,221	4,169	-6.9%	2%
Fall 2021	868	736	990	1,115	3,709	-11.0%	2%
Fall 2022	755	614	983	936	3,288	-11.4%	2%
Fall 2023	693	599	967	842	3,101	-5.7%	2%
Fall 2024	663	814	987	768	3,232	4.2%	2%

**TABLE 5  
ENROLLMENT TRENDS BY INSTITUTION  
Fall 2015-2024**

Institution	Undergraduates		Graduates/First Prof.		Total Headcount	Annual % Change	% of USM
	Full-Time	Part-Time	Full-Time	Part-Time			
<b>University of Maryland, Baltimore</b>							
Fall 2014	571	221	4,392	1,092	6,276	-0.1%	4%
Fall 2015	620	246	4,325	1,138	6,329	0.8%	4%
Fall 2016	704	201	4,463	1,114	6,482	2.4%	4%
Fall 2017	718	211	4,514	1,260	6,703	3.4%	4%
Fall 2018	702	207	4,500	1,368	6,777	1.1%	4%
Fall 2019	695	183	4,399	1,550	6,827	0.7%	4%
Fall 2020	707	191	4,372	1,867	7,137	4.5%	4%
Fall 2021	724	206	4,419	1,895	7,244	1.5%	4%
Fall 2022	732	231	4,193	1,775	6,931	-4.3%	4%
Fall 2023	792	186	4,103	1,586	6,667	-3.8%	4%
Fall 2024	798	163	4,003	1,673	6,637	-0.4%	4%
<b>University of Maryland Baltimore County</b>							
Fall 2014	9,653	1,726	1,189	1,411	13,979	0.5%	9%
Fall 2015	9,592	1,651	1,160	1,436	13,839	-1.0%	8%
Fall 2016	9,484	1,658	1,167	1,331	13,640	-1.4%	8%
Fall 2017	9,543	1,691	1,126	1,302	13,662	0.2%	8%
Fall 2018	9,623	1,637	1,205	1,302	13,767	0.8%	8%
Fall 2019	9,436	1,624	1,257	1,285	13,602	-1.2%	8%
Fall 2020	9,220	1,712	1,216	1,349	13,497	-0.8%	8%
Fall 2021	9,147	1,688	1,536	1,267	13,638	1.0%	8%
Fall 2022	9,069	1,556	2,215	1,151	13,991	2.6%	9%
Fall 2023	9,073	1,417	2,450	1,208	14,148	1.1%	8%
Fall 2024	9,414	1,353	1,925	1,214	13,906	-1.7%	8%
<b>University of Maryland, College Park</b>							
Fall 2014	25,027	2,029	7,911	2,643	37,610	0.9%	23%
Fall 2015	25,410	2,033	8,091	2,606	38,140	1.4%	23%
Fall 2016	26,350	2,122	8,094	2,517	39,083	2.5%	23%
Fall 2017	27,708	2,160	8,107	2,546	40,521	3.7%	23%
Fall 2018	28,501	2,261	8,102	2,336	41,200	1.7%	23%
Fall 2019	28,390	2,121	7,877	2,355	40,743	-1.1%	24%
Fall 2020	28,160	2,715	7,460	2,374	40,709	-0.1%	24%
Fall 2021	28,424	2,497	8,006	2,344	41,271	1.4%	25%
Fall 2022	28,069	2,284	8,096	2,343	40,792	-1.2%	25%
Fall 2023	28,493	2,101	7,830	2,389	40,813	0.1%	24%
Fall 2024	29,225	1,908	8,115	2,477	41,725	2.2%	24%

**TABLE 5  
ENROLLMENT TRENDS BY INSTITUTION  
Fall 2015-2024**

Institution	Undergraduates		Graduates/First Prof.		Total Headcount	Annual % Change	% of USM
	Full-Time	Part-Time	Full-Time	Part-Time			
<b>University of Maryland Eastern Shore</b>							
Fall 2014	3,192	378	442	267	4,279	1.4%	3%
Fall 2015	3,291	451	485	238	4,465	4.3%	3%
Fall 2016	2,918	359	397	230	3,904	-12.6%	2%
Fall 2017	2,573	288	414	215	3,490	-10.6%	2%
Fall 2018	2,360	237	370	226	3,193	-8.5%	2%
Fall 2019	2,095	238	345	208	2,886	-9.6%	2%
Fall 2020	1,834	235	350	227	2,646	-8.3%	2%
Fall 2021	1,619	192	348	225	2,384	-9.9%	1%
Fall 2022	1,749	184	346	239	2,518	5.6%	2%
Fall 2023	2,059	174	356	251	2,840	12.8%	2%
Fall 2024	2,250	217	421	275	3,163	11.4%	2%
<b>University of Maryland Global Campus</b>							
Fall 2014	8,261	26,893	168	12,584	47,906	21.1%	30%
Fall 2015	8,578	28,777	108	12,785	50,248	4.9%	31%
Fall 2016	9,530	34,689	99	13,211	57,529	14.5%	33%
Fall 2017	9,714	35,890	85	13,690	59,379	3.2%	34%
Fall 2018	9,607	37,646	97	13,253	60,603	2.1%	34%
Fall 2019	9,472	36,690	90	12,029	58,281	-3.8%	34%
Fall 2020	10,425	36,655	136	11,310	58,526	0.4%	34%
Fall 2021	9,952	35,148	120	10,103	55,323	-5.5%	34%
Fall 2022	10,071	36,663	89	9,015	55,838	0.9%	34%
Fall 2023	11,395	39,398	94	9,197	60,084	7.6%	36%
Fall 2024	12,192	42,156	94	9,197	63,639	5.9%	37%
<b>University System of Maryland - Totals</b>							
Fall 2014	82,667	37,628	17,739	23,966	162,000	5.7%	100%
Fall 2015	83,179	39,656	17,734	23,930	164,499	1.5%	100%
Fall 2016	85,092	45,306	17,731	23,867	171,996	4.6%	100%
Fall 2017	86,361	46,881	17,653	24,281	175,176	1.8%	100%
Fall 2018	86,685	48,441	17,653	23,644	176,423	0.7%	100%
Fall 2019	85,234	47,151	17,337	22,492	172,214	-2.4%	100%
Fall 2020	83,511	47,703	16,944	22,022	170,180	-1.2%	100%
Fall 2021	80,948	45,756	17,725	20,422	164,851	-3.1%	100%
Fall 2022	79,384	46,231	18,084	18,924	162,623	-1.4%	100%
Fall 2023	81,123	48,496	18,146	19,028	166,793	2.6%	100%
Fall 2024	83,193	50,978	17,942	19,283	171,396	2.8%	100%

**TOPIC:** Convening Closed Session

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** October 30, 2024

**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.

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COMMITTEE RECOMMENDATION:

DATE:

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BOARD ACTION:

DATE:

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SUBMITTED BY: Ellen Herbst (301) 445-1923

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UNIVERSITY SYSTEM  
*of* MARYLAND

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

Date: October 30, 2024

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.

- (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 investment of the USM Common Trust Fund.

REASON FOR CLOSING:

To maintain the confidentiality of discussions of the investment of public funds (§3-305(b)(5)).