Maryland Higher Education Commission

State Aid To Independent Institutions

Pre-Expenditure Affidavit FY 2020

STATE OF MARYLAND  )
) ss:
COUNTY OF  )

On behalf of: Mount St. Mary's University
(Name of Institution)

I make oath or affirm that none of the State aid received under the State's Program of Aid to Nonpublic Institutions of Higher Education (Education Article, Sec. 17-101 et. seq.) will be used for sectarian purposes and that the Institution has adopted and maintained the internal accounting procedures which are defined in The Code of Maryland Regulations, Title 13B, Joseph A. Sellinger Program - Aid to Nonpublic Higher Education Institutions, until all State funds applied for have been expended and accounted for to the Maryland Higher Education Commission.

[Signature]
Authorized Signature

President
Title

Mount St. Mary's University
Institution

I HEREBY CERTIFY that on this 5 day of September 20 20 , personally appeared before me, a Notary Public in and for the State and County aforesaid, and made oath in due form of law that the matters set forth in the above affidavit are true.

[Signature]
Notary Public

My Commission Expires: 117/2022
Maryland Higher Education Commission

State Aid To Independent Institutions

FY 2019 Utilization-Of-Funds-Report

(To be filled out so as to describe and itemize in reasonably sufficient detail the purposes for which State funds have been expended during the fiscal year in question. Please review Maryland Higher Education Commission Regulations - Joseph A. Sellinger Program - Aid to Nonpublic Institutions of Higher Education - Section 5, paragraphs D through I before filling out this form.)

Name of Institution: Mount St. Mary's University

Aid to be accounted for in this Report: $2,489,347

Unexpended Funds

Total Funds
This report covers expenditures between JULY 1, 2018 and JUNE 30, 2019.

I. Operating Expenditures (by category)
   Itemize & describe in detail, giving expense account number(s)

   Subtotal $2,489,347

II. Capital Expenditures (by project)
    Itemize & describe in detail, giving expense account number(s)

    Subtotal $

III. Other Expenditures (by category)
     Itemize & describe in detail, giving expense account number(s)

     Subtotal $

IV. Funds not Expended - prior to July 1:

     Subtotal $

V. Total $2,489,347
   (Must equal total amount from page 1)

Certified as to Correctness: ________________________________
Authorized Signature

President ________________________________
Title ________________________________
Date 9/4/2019
Maryland Higher Education Commission

State Aid to Independent Institutions

Annual Report of Institutional Student Financial Aid
Awarded to Maryland Residents - FY 2019

Mount St. Mary's University

Please report the following information for the Fiscal Year ending June 30, 2019:

1. Total number of Maryland residents awarded institutional student financial aid.  
   956

2. Total amount ($) of institutional student financial aid awarded to Maryland residents.  
   $20,954,464

3. Total amount ($) of State aid used for student financial aid for Maryland residents.  
   $1,793,749

Authorized Signature

9/4/2019

Date

Mount St. Mary's University
Institution Name
Maryland Higher Education Commission

State Aid to Independent Institutions

Utilization-Of-Funds Report - Post-Expenditure Affidavit FY 2019

STATE OF MARYLAND  
)  
) ss:
COUNTY OF  
)

On behalf of: Mount St. Mary's University

I make oath or affirm that none of the State aid accounted for in this Utilization-of-Funds Report was used for sectarian purposes.


Authorized Signature

President
Title

Mount St. Mary's University
Institution Name

I HEREBY CERTIFY that on this 5 day of September 2019, personally appeared before me, a Notary Public in and for the State and County aforesaid, Frederick Co., MD, and made oath in due form of law that the matters set forth in the above affidavit are true

Notary Public

My Commission Expires: 11/12/22

NOTE: Guidance as to what would constitute sectarian usage of funds if provided by the Maryland Higher Education Commission Regulations - Joseph A. Sellinger - Aid to Nonpublic Institutions of Higher Education, Regulation, Section 6., paragraphs A-C.
Maryland Higher Education Commission

State Aid to Independent Institutions

FY 2020 Statement of Intended Use Report

(To be filled out so as to describe and itemize in reasonably sufficient detail the purposes for which State funds will be expended during the fiscal year in question. Please review The Code of Maryland Regulations, Title 13B - Joseph A. Sellinger - for Aid to Nonpublic Institutions of Higher Education - Section 5, paragraphs A through I before filling out this form).

Name of Institution:  Mount St. Mary’s University

Estimated Amount of Award:  $2,695,370

THIS REPORT COVERS EXPENDITURES FOR THE FISCAL YEAR 2020 GRANT

I. Operating Expenditures (by category) - *itemize below or on a separate sheet*

   Estimated Amount to be Expended:  $2,695,370

   Categories:

II. Capital Expenditures (by project) - *itemize below or on a separate sheet*

   Estimated Amount to be Expended:  $

   Projects:
III. Other Expenditures (by category) - itemize below or on a separate sheet

Estimated Amount to be Expended: $______________

Categories:

IV. Funds Not Expended

Estimated Amount Not Expended: $______________

V. Estimated Total

(Must equal total estimate from Page 1)

$ 2,695,370

Certified as to Correctness:

[Signature]

Chief Executive Officer or Chief Financial Officer Signature

President

Title

Date 9/4/2019

Paragraph B of Section 5 of the Joseph A. Sellinger - Aid to Nonpublic Institutions of Higher Education requires that each institution give prior written notice specifying any other proposed use of State funds that are not identified in this Statement of Intended Use Report.
INSTRUCTIONS FOR DETAILED PROJECT DESCRIPTIONS

Please complete the coversheet below for each project funded by the Sellinger Program. For each project, attach a one-to-two-page description of the project and provide additional information using the following format:

**Project X: [Insert Project that Corresponds with Listing on the Cover Sheet]**

**Project Budget:**
Include expense account numbers as required by the MHEC Utilization-of-Funds Report.

**Detailed description of project/initiative:**
Include institutional expense account number to correspond with description provided in MHEC utilization report. Indicate if the project is an operating expenditure, capital expenditure, or other expenditure.

**Describe how Maryland was served by this project/initiative:**
Include as much tangible information as possible; indicate location and population to be served, i.e., students, faculty, staff, community residents, etc. *After reviewing the State Plan for Postsecondary Education, identify which State goal the project addresses and describe how the project contributes toward fulfilling that State goal.*

**Describe proposed process of project evaluation/assessment.**

Attached with this form is a template sheet arranged in the above format. Please use the latest MICUA Supplement forms to complete this information.
MICUA Supplement  
Fiscal 2019 Utilization of Funds Report

**Institution:** Mount St. Mary’s University

**Summary of Projects/Initiatives:**

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1:</td>
<td>Financial Aid</td>
<td>$1,793,749</td>
</tr>
<tr>
<td>Project 2:</td>
<td>Career Center</td>
<td>$266,848</td>
</tr>
<tr>
<td>Project 3:</td>
<td>Learning Services</td>
<td>$428,750</td>
</tr>
<tr>
<td>Project 4:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project 5:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unexpended Funds**

**Total** $2,489,347

*(Total must match MHEC Utilization-of-Funds form)*
MICUA Supplement
Fiscal 2019 Utilization of Funds Report

DETAILED PROJECT DESCRIPTIONS
(Use a Separate Sheet for Each Project/Initiative)

Institution:  Mount St. Mary's University

Project #1:  Financial Aid

Project Budget:  $1,793,749

Detailed description of project/initiative:

Increase college affordability and enhance student retention and success by providing counseling to students to identify ways to afford postsecondary education. The use of Sellinger funds to provide need-based financial aid to qualified Maryland undergraduate and graduate students allows for access to education and lower cost of attendance.

Describe how Maryland was served by this project/initiative:

Strategy 2 of the Maryland State Plan for Postsecondary Education cites finances as one of the primary reasons that students do not persist in their quest for postsecondary education. With the cost of college attendance increasing, many students are taking on significant debt or are not pursuing a degree due to financial barriers.

Providing financial aid to Maryland residents assists them in their pursuit of a 4-year degree. Lowering the cost of attendance through the allocation of financial aid provides access to quality education.

Describe process of project evaluation/assessment:

Will perform a review and analysis of students enrolled to assess success in enrolling Maryland residents.
Institution: Mount St. Mary’s University

Project #2: Career Center

Project Budget: $266,848

Detailed description of project/initiative:

The Mount St. Mary’s Career Center programs and services works to inspire, educate and motivate students to take an active role in their career development and to discover their vocation. The Career Center provides counseling, educational programming and employer services to enrich each individual’s Mount St. Mary’s University experience. The Career Center provides one of the central anchors to the University’s nationally recognized student affairs program. Staffed by dedicated and experienced professionals in the Mount tradition of excellence, the center strives to meet the contemporary needs of students. Services are provided through a number of innovative protocols for career counseling, professional development, graduate research and professional experiences through internships.

The following summarizes some of the specific programs of the Career Center:

The Career Action Plan (CAP) at the Mount is a four-year program that guides students through a systematic career development process. Highly experiential in nature, the program is based on our belief that work is a "calling," a vocation that gives your life purpose and meaning. Each year of the CAP includes a checklist of suggested activities to develop a student's skills and career readiness.

At the Mount, every freshman student is required to create a resume. This provides opportunity for career development from the first day students arrive on campus. Students are able to use the resume to further build their Mount experience. The resume can then be used to market the student for high profile internships and jobs in the student’s field of interest.

Focus is an online career planning system designed for Mount students. Career Counseling Appointments can prepare students with the necessary skills and guidance to assist with career development. Advisors can administer career exploration assessments such as the Myers Briggs Type Indicator (MBTI test) and the Self Directed Search. In addition, Focus is an online career planning system designed specifically for Mount students.
Career Pathways Program connects students with employers in a variety of industries who are alumni or friends of the University. Student engage in networking events, panel, mentoring opportunities, career fairs, on-campus recruitment, internships and jobs. Pathways in finance, accounting, government, STEM, sales, education, marketing and writing are available for students.

The On-Campus Recruitment (OCR) Program is an opportunity for students to interview with employers for internships and permanent positions through the Mount St. Mary’s Career Center. In addition The Career Center sponsors various employers on campus, an Accounting Evening and a Career Fair. Last year, the Career Center partnered with over 200 employers on campus with our students.

Describe how Maryland was served by this project/initiative:

Mount St. Mary’s University’s educational experience is highly focused on Maryland residents with approximately 58% of our undergraduate students residing in the State of Maryland. We are one of the largest employers in Frederick County and proudly serve the educational needs or our state

Describe process of project evaluation/assessment:

Mount St. Mary’s University has an established Key Performance Indicators that measure the effectiveness of most major programs. Our Career Center has KPIs that track student engagement, networking and the development of internships and employment with major employers in the Maryland. We will continue to monitor our 10-year placement rate to assure that we continue to have outstanding placement rates.
MICUA Supplement
Fiscal 2019 Utilization of Funds Report

DETAILED PROJECT DESCRIPTIONS
(Use a Separate Sheet for Each Project/Initiative)

Institution: Mount St. Mary’s University

Project #3: Learning Services

Project Budget: $428,750

Detailed description of project/initiative:
Learning Services is committed to supporting the academic development of all students within our campus community, regardless of disability or academic challenge, by creating a purposeful, learner-centered environment that inspires academic discovery. We empower all members of the Mount Community to become confident lifelong leaders and learners.

Learning Services offers a large variety of programs designed to help students succeed in their studies. We provide disability support services and peer tutoring as well as individual study strategies instruction. Through Learning Services, students can gain skills in such areas as time management, organization, note taking, test taking, and learning and memory strategies. Students can meet individually with Learning Services staff who will assess the student’s individual strengths and needs and help students practice study techniques using notes and textbooks from their current classes. These services are open and available to all Mount students.

Learning services also has a program centered on students at risk. This program is called MountCares. MountCares is a campus-wide student referral program aimed at identifying and resolving student issues quickly. Faculty refer students for a variety of reasons. They will send in referrals for students who miss class, do poorly on tests and assignments, or who have had a radical change in demeanor and/or classroom behavior. Student Affairs personnel also refer students to MountCares. Professional staff members and RAs who are concerned about students’ emotional health and well-being, transition to college life, and social skills and behaviors will refer them to MountCares. Coaches, athletic trainers, work-study job supervisors, administrators, staff members all can, and do, refer students to MountCares. It is a campus wide effort. MountCares is successful because of this multi-pronged approach. All referrals are entered into an online data management program, which allows members of the MountCares team to log in and see a complete view of each student. The program gathers information from multiple sources, which helps us get a better idea of what the problem is and how to help. MountCares is part social work, part academic support, and part investigation. We gather as much information as we can on a referral in order to make the best plan for success for the student.
Describe how Maryland will be served by this Project/Initiative:

Strategy 6 of the 2017 – 2021 Maryland State Plan for Postsecondary Education is to improve the student experience by providing better options and services that are designed to facilitate prompt completion of degree requirements. Our multi-pronged approach identifies students at risk in the early stages and allows University staff to be nimble in their approach to triage and assist students. Identifying the problem early and working with the student to address the issues and providing them with the skills necessary to succeed allows the student to stay on track and be successful in meeting their 4-year graduation goals.

Describe Process of Project Evaluation/Assessment:

Mount St. Mary’s University has an established Key Performance Indicators that measure the effectiveness of most major programs. Learning Services has KPIs that track student engagement, retention and academic success.
MICUA Supplement
Fiscal 2020 Intended Use of Funds Report

INSTRUCTIONS FOR DETAILED PROJECT DESCRIPTIONS

Please complete the coversheet below for each project that will be funded under the Sellinger Program. For each project, attach a one-to-two-page description of the project and provide additional information using the following format:

**Project X: [Insert Project that Corresponds with Listing on the Cover Sheet]**

**Proposed Project Budget:**

**Detailed description of project/initiative:**
Provide a detailed description of the program and indicate if the project is an operating expenditure, capital expenditure, or other expenditure.

**Describe how Maryland will be served by this project/initiative:**
Include as much tangible information as possible; indicate location and population to be served, i.e., students, faculty, staff, community residents, etc. After reviewing the State Plan for Postsecondary Education, identify which State goal the project addresses and describe how the project contributes toward fulfilling that State goal.

**Describe proposed process of project evaluation/assessment:**

Attached with this form is a template sheet arranged in the above format. Please use the latest MICUA Supplement forms to complete this information.
MICUA Supplement
Fiscal 2020 Intended Use of Funds Report

Institution: (Insert Institution Name)

Summary of Projects/Initiatives:

Project 1:
Financial Aid $ 2,003,370

Project 2:
Career Center $ 267,000

Project 3:
Learning Services $ 425,000

Project 4: $ 

Project 5: $ 

Total $ 2,695,370

(Total must match MHEC Intended Use Report)
MICUA Supplement
Fiscal 2020 Intended Use of Funds Report

DETAILED PROJECT DESCRIPTIONS
(Use a Separate Sheet for Each Project/Initiative)

Institution: Mount St. Mary's University

Project #1: Financial Aid

Project Budget: $2,003,370

Detailed description of project/initiative:

Increase college affordability and enhance student retention and success by providing counseling to students to identify ways to afford postsecondary education. The use of Sellinger funds to provide need-based financial aid to qualified Maryland undergraduate and graduate students allows for access to education and lower cost of attendance.

Describe how Maryland was served by this project/initiative:

Strategy 2 of the Maryland State Plan for Postsecondary Education cites finances as one of the primary reasons that students do not persist in their quest for postsecondary education. With the cost of college attendance increasing, many students are taking on significant debt or are not pursuing a degree due to financial barriers.

Providing financial aid to Maryland residents assists them in their pursuit of a 4-year degree. Lowering the cost of attendance through the allocation of financial aid provides access to quality education.

Describe process of project evaluation/assessment:

Will perform a review and analysis of students enrolled to assess success in enrolling Maryland residents.
MICUA Supplement
Fiscal 2020 Intended Use of Funds Report

DETAILED PROJECT DESCRIPTIONS
(Use a Separate Sheet for Each Project/Initiative)

Institution: Mount St. Mary's University

Project #2: Career Center

Project Budget: $267,000

Detailed description of project/initiative:

The Mount St. Mary's Career Center programs and services works to inspire, educate and motivate students to take an active role in their career development and to discover their vocation. The Career Center provides counseling, educational programming and employer services to enrich each individual's Mount St. Mary's University experience. The Career Center provides one of the central anchors to the University's nationally recognized student affairs program. Staffed by dedicated and experienced professionals in the Mount tradition of excellence, the center strives to meet the contemporary needs of students. Services are provided through a number of innovative protocols for career counseling, professional development, graduate research and professional experiences through internships.

The following summarizes some of the specific programs of the Career Center:

The Career Action Plan (CAP) at the Mount is a four-year program that guides students through a systematic career development process. Highly experiential in nature, the program is based on our belief that work is a "calling," a vocation that gives your life purpose and meaning. Each year of the CAP includes a checklist of suggested activities to develop a student's skills and career readiness.

At the Mount, every freshman student is required to create a resume. This provides opportunity for career development from the first day students arrive on campus. Students are able to use the resume to further build their Mount experience. The resume can then be used to market the student for high profile internships and jobs in the student's field of interest.

Focus is an online career planning system designed for Mount students. Career Counseling Appointments can prepare students with the necessary skills and guidance to assist with career development. Advisors can administer career exploration assessments such as the Myers Briggs Type Indicator (MBTI test) and the Self Directed Search. In addition, Focus is an online career planning system designed specifically for Mount students.
Career Pathways Program connects students with employers in a variety of industries who are alumni or friends of the University. Student engage in networking events, panel, mentoring opportunities, career fairs, on-campus recruitment, internships and jobs. Pathways in finance, accounting, government, STEM, sales, education, marketing and writing are available for students.

The On-Campus Recruitment (OCR) Program is an opportunity for students to interview with employers for internships and permanent positions through the Mount St. Mary’s Career Center. In addition The Career Center sponsors various employers on campus, an Accounting Evening and a Career Fair. Last year, the Career Center partnered with over 200 employers on campus with our students.

Describe how Maryland was served by this project/initiative:

Mount St. Mary’s University’s educational experience is highly focused on Maryland residents with approximately 58% of our undergraduate students residing in the State of Maryland. We are one of the largest employers in Frederick County and proudly serve the educational needs or our state.

Describe process of project evaluation/assessment:

Mount St. Mary’s University has an established Key Performance Indicators that measure the effectiveness of most major programs. Our Career Center has KPIs that track student engagement, networking and the development of internships and employment with major employers in the Maryland. We will continue to monitor our 10-year placement rate to assure that we continue to have outstanding placement rates.
Institution: Mount St. Mary’s University

Project #3: Learning Services

Project Budget: $425,000

Detailed description of project/initiative:
Learning Services is committed to supporting the academic development of all students within our campus community, regardless of disability or academic challenge, by creating a purposeful, learner-centered environment that inspires academic discovery. We empower all members of the Mount Community to become confident lifelong leaders and learners.

Learning Services offers a large variety of programs designed to help students succeed in their studies. We provide disability support services and peer tutoring as well as individual study strategies instruction. Through Learning Services, students can gain skills in such areas as time management, organization, note taking, test taking, and learning and memory strategies. Students can meet individually with Learning Services staff who will assess the student’s individual strengths and needs and help students practice study techniques using notes and textbooks from their current classes. These services are open and available to all Mount students.

Learning services also has a program centered on students at risk. This program is called MountCares. MountCares is a campus-wide student referral program aimed at identifying and resolving student issues quickly. Faculty refer students for a variety of reasons. They will send in referrals for students who miss class, do poorly on tests and assignments, or who have had a radical change in demeanor and/or classroom behavior. Student Affairs personnel also refer students to MountCares. Professional staff members and RAs who are concerned about students’ emotional health and well-being, transition to college life, and social skills and behaviors will refer them to MountCares. Coaches, athletic trainers, work-study job supervisors, administrators, staff members all can, and do, refer students to MountCares. It is a campus wide effort. MountCares is successful because of this multi-pronged approach. All referrals are entered into an online data management program, which allows members of the MountCares team to log in and see a complete view of each student. The program gathers information from multiple sources, which helps us get a better idea of what the problem is and how to help.
MountCares is part social work, part academic support, and part investigation. We gather as much information as we can on a referral in order to make the best plan for success for the student.
Describe how Maryland will be served by this Project/Initiative:

Strategy 6 of the 2017 – 2021 Maryland State Plan for Postsecondary Education is to improve the student experience by providing better options and services that are designed to facilitate prompt completion of degree requirements. Our multi-pronged approach identifies students at risk in the early stages and allows University staff to be nimble in their approach to triage and assist students. Identifying the problem early and working with the student to address the issues and providing them with the skills necessary to succeed allows the student to stay on track and be successful in meeting their 4-year graduation goals.

Describe Process of Project Evaluation/Assessment:

Mount St. Mary’s University has an established Key Performance Indicators that measure the effectiveness of most major programs. Learning Services has KPIs that track student engagement, retention and academic success.