



# 2018 – 2019 SECURITY REPORT

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. This annual security report, which contains policies and procedures regarding campus security, alcohol and drug use, safety and crime prevention tips, crime reporting procedures and crime statistics, is available to all students and employees and prospective students and employees.

## **Public Safety**

Wor-Wic Community College employs a team of public safety officers who patrol campus facilities and grounds, and identify and address safety and security concerns. Wor-Wic public safety officers have the authority to ask individuals for identification to determine whether they have lawful business at the college. Wor-Wic public safety officers receive training to use the appropriate level of force to prevent serious injury to an individual, the officer or a third party, or to defend against a personal or third party physical attack. Wor-Wic public safety officers also have the authority to issue public safety citations for violations of college traffic/parking and smoking/tobacco use policies.

Wor-Wic public safety officers are not police officers and, as such, do not possess arrest power. They are, however, authorized to temporarily detain an individual when a criminal incident occurs or when there is a reasonable belief that a criminal incident occurred. All criminal incidents are referred to local law enforcement agencies and the responding law enforcement agency takes custody of the detainees. The public safety department at Wor-Wic maintains a working relationship with area fire, rescue and law enforcement agencies.

The college prohibits any individual from bringing or using a weapon on college property, including a firearm or any other instrument intended to cause harm or reasonable apprehension of immediate bodily harm. Anyone licensed to carry a concealed weapon is required to comply with this policy, but law enforcement officers are exempt.

## **Requesting Public Safety Assistance**

Any member of the campus community can call the public safety department at 410-334-2937 to request assistance with incidents such as altercations, disruptions, trespassing, theft, vandalism, medical assistance and/or vehicle assistance. Calls for assistance might or might not require law enforcement action. An incident can also be classified as hate bias if the incident is a hostile act of conduct, speech or expression motivated, in whole or in part, by intolerance, bias or prejudice against another individual or group. Although hate-bias incidents sometimes constitute hate crimes or discrimination, not all hate-bias incidents escalate to the level of a hate crime or discrimination.

Reported incidents are investigated, when applicable, and recorded on an incident report by the responding officer. Incident reports are available for public inspection during normal business hours at the public safety department located in Room 104 of Henson Hall. For incidents warranting an investigation, public safety officers follow the procedures documented in the college investigations and sanctions policy or discrimination and harassment policy, whichever is applicable to the incident.

## **Campus Operating Hours**

The campus is open during the academic year as follows:

Monday through Thursday from 7 a.m. to 11 p.m.

Friday from 7 a.m. to 9:30 p.m.

Saturday from 8 a.m. to 5 p.m.

College public safety officers can be reached during these hours by dialing (410) 334-2937. A phone is available in every classroom, office and laboratory at the campus for anyone who needs to call for emergency assistance (911). A red sticker is affixed to each campus phone, which provides the public safety phone extension of 2937. The emergency "blue light" phones that are located in the campus parking lots and other strategic locations on campus are directly connected to the college's public safety department.

## **Visitors to College Facilities**

The use of college facilities is restricted to currently-enrolled students, employees and guests officially invited by the college. All individuals who enter college facilities as students, employees, invited guests or visitors with legitimate business must comply with all college policies and procedures.

Invited guests or visitors, including children under the age of 16, are not allowed to accompany employees or students to academic spaces, including classrooms, laboratories, resource centers, study areas or the fitness center, unless their attendance is part of an authorized activity or program of the college. For safety and liability reasons, invited guests or visitors are not permitted in areas where dangerous equipment or chemicals are used or stored, without prior authorization.

Children are permitted to visit college offices, the café, bookstore or open spaces, but they must be accompanied by a parent or guardian at all times. The parent or guardian must also ensure that the children do not disrupt the educational or work environment. Children cannot be left unattended at any time. They also cannot be left in the care of another employee or student unless the child is attending an authorized activity or program of the college. In limited situations, children can visit an

employee's workspace during working hours for a brief amount of time with prior approval of the employee's immediate supervisor.

Employees who fail to comply with this policy are subject to disciplinary action in accordance with dismissal policies and procedures. Students who fail to comply with this policy are subject to student conduct policies and procedures. Invited guests or visitors who fail to comply with this policy will be asked to leave the campus.

## **Access to Campus Facilities**

Access to all college facilities during periods when the college is closed is limited to authorized employees and contractors. Signage to this effect is maintained at all entrances to the campus. The college is not responsible or liable for the safety of anyone at the campus when the college is closed.

## **Non-Campus Locations**

Because college activities occur in diverse locations throughout the college's service area, individual faculty members and other college employees assume responsibility, at off-campus, college-sponsored activities, in the event of an emergency situation.

## **Crime Reporting Procedures**

Any member of the campus community who is a victim of, or witness to, a crime at the college campus or at an off-campus, college-sponsored activity, should call 911 and the college public safety department at (410) 334-2937. Anyone who needs help reporting a crime to police can obtain assistance from the public safety department. Prompt reporting assures timely warning notices and accurate disclosure of crime statistics. Victims or witnesses can report crimes, or suspicious behaviors or activities, on a voluntary, confidential basis by sending a text message to 50911. The text message should begin with UTIPS, and the date, time, location and description of the incident should be provided in the text.

All reports of criminal activity are investigated and recorded in the daily crime log in the public safety department by the officer taking the report. The daily crime log is available for public inspection during normal business hours at the public safety department located in Room 104 of Henson Hall.

In addition to the daily crime reporting log, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that certain crimes, which could require the assistance of local law enforcement officials, must be included in the annual security report. Primary crimes that must be reported include murder, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. All primary crimes, as well as larceny/theft, simple assault, intimidation, and destruction, damage or vandalism of property, are also classified as hate crimes when there is evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability. Other crimes that must be reported are domestic violence, dating violence and stalking, as well as criminal charges or referrals to the college's student-faculty disciplinary committee for alcohol, drug or weapons violations.

## Emergency Notification and Timely Warnings

Federal law requires that a report be made to the campus community if certain crimes are committed on Wor-Wic's campus, at any of the college's non-campus facilities or on public property that is immediately adjacent to Wor-Wic's campus.

Anyone with information warranting a timely warning should report the circumstances to Wor-Wic's public safety department by calling (410) 334-2937 or at the public safety department located in Room 104 in Henson Hall.

The campus community is, without delay, notified of a significant emergency or dangerous situation that could pose an immediate threat to the health or safety of students and employees. Depending on the severity of the emergency, notification occurs by one or more of the following methods:

- Omnilert (a free subscription-only text, phone and email messaging service)
- InformaCast (emergency notification system)
- Email to registered Wor-Wic email accounts
- Telephone
- Personal contact by public safety or other designated employees
- Posting of notices on exterior doors on campus that detail the situation

Prior to initiating the emergency notification system, a reasonable attempt is made to verify the validity and severity of the emergency. Personal or telephone contact with the reporting party or other reliable witnesses, typically by public safety or another designated employee, is the preferred method to confirm the validity of an emergency. Physical personal verification by public safety or another designated employee, with due regard for their own personal safety, is acceptable if the reporting party is unavailable or unreliable.

Taking into account the safety of the community, the college initiates the notification system, unless issuing a notification, in the professional judgment of responsible authorities, could compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Under normal circumstances, the determination to initiate the emergency notification system, as well as the content and means of the notification, is made by the president or a vice president. In extreme situations, it could be necessary to send an immediate emergency notification when the president or a vice president cannot be reached in a timely fashion. If this occurs, the following individuals are authorized to compose and send the notification:

- Director of Public Safety
- Public Safety Supervisor
- Senior Director of Facilities Management
- Senior Director of Information Technology
- Dean of Occupational Education
- Dean of General Education
- Dean of Continuing Education and Workforce Development
- Evening and Weekend Administrator

Unless notification would cause or further exacerbate an unsafe situation, all members of the campus community who have subscribed to Omnilert are notified. Timely warnings do not include the names of victims.

If, in the opinion of the president or a vice president, in consultation with on-scene emergency response personnel, the emergency is of such a nature as to require notification to the general public, a press release is prepared and disseminated to local print and electronic media outlets. All tactical communications or emergency notifications are the responsibility of on-scene emergency responders.

The emergency notification system is tested at least once per year. The test is coordinated by the director of public safety and could be announced or unannounced. The text in the message alerts recipients of an emergency and then directs for the appropriate response or action to be taken during an incident. The director of public safety maintains records of the date, time and description of the test, as well as whether it was announced or unannounced.

## **Sex Offenses, Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Wor-Wic prohibits acts of domestic violence, dating violence, sexual assault, stalking and all other sex-related offenses. Victims of a sexual offense, including domestic violence, dating violence, sexual assault or stalking, are encouraged to report the incident to a college public safety officer, who notifies the victim of his or her rights to notify local law enforcement, to request assistance with notifying such authorities or to decline notification of such authorities. The public safety officer notifies the counselor to encourage the victim to contact law enforcement and medical personnel as soon as possible to receive guidance in the preservation of evidence needed for proof of criminal assaults, obtaining a protective order, and the apprehension and prosecution of assailants. At the request of the victim, the counselor assists in the notification of local law enforcement officials and makes arrangements for transport to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit (Peninsula Regional Medical Center, Atlantic General Hospital or E.W. McCready Memorial Hospital).

The counselor also provides victims with referrals to appropriate counseling, mental health and other agencies in the community. Upon the written request of the victim, the counselor can arrange a modification to the victim's class schedule or employment situation if such an alternative is available and appropriate, and such an accommodation or protective measure remains confidential to the extent that maintaining such confidentiality does not impair the ability of the college to provide the accommodation or protective measure. The college protects the confidentiality of victims and other necessary parties by completing publicly-available documents without including personally-identifiable information.

To facilitate reporting and improve access to care, the college continues to pursue formalized agreements with organizations that provide trauma-informed services to victims of sexual assault.

Students who have been drinking and/or using drugs at the time a sexual violence incident occurs could be hesitant to report such incidents due to fear of potential consequences for their own conduct. When the college determines that a student (a) violated the substance abuse policy during or near the time of an alleged sexual assault, (b) in good faith reported a sexual assault or is participating in a sexual assault investigation as a witness and (c) the college determines that the substance abuse violation was not reasonably likely to put the health or safety of another individual at risk, the college does not impose a campus conduct action for the substance abuse policy violation other than a mandatory substance abuse intervention, when appropriate. The college provides any student or employee who indicates that he or she is a victim of such an offense, or who is participating in an investigation of such an offense, with an explanation of his or her rights and options, regardless of the location where the offense occurred.

## **Substance Abuse**

The college recognizes drug or alcohol abuse as an illness and a major health problem, as well as a potential safety and security problem. Health risks associated with substance abuse include death, stroke and diseases of the heart and liver, in addition to alcohol and drug related suicides, homicides and accidents. The college complies with all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violation of drug laws are referred to the appropriate law enforcement agencies. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.

Consumption of alcoholic beverages on the Wor-Wic campus, at any college-owned or operated facility or at any college sanctioned event is prohibited except by individuals over the age of 21 at officially-sponsored college events. Violations of Maryland law regarding the possession, consumption, sale or furnishing of alcohol to people under the legal drinking age are referred to the appropriate law enforcement agencies. Violations of the alcoholic beverage policy by students are referred to the college student-faculty disciplinary committee. Employees who violate the policy are subject to disciplinary procedures up to and including dismissal.

Students with substance abuse problems are referred to the counselor, who provides evaluation, counseling and referrals to community agencies. All students agree to abide by the college's substance abuse policies and procedures when they sign the college's admission application.

Employees are required to sign a statement before they begin their employment at the college, certifying that they understand that they are required to notify their supervisor of any criminal substance abuse conviction within five calendar days after conviction. The college is required to provide written notification of an employee substance abuse conviction to the U.S. Department of Education within 10 calendar days after receiving notice of such conviction and to take appropriate disciplinary action against the employee or to require that the employee complete a substance abuse assistance or rehabilitation program at

his or her own expense within 30 calendar days after being notified of the conviction. Employees with substance abuse problems are referred to the college's employee assistance program.

### **College Investigations and Sanctions**

In addition to any criminal or civil proceedings, any employee or student who is accused of substance abuse, a sex offense, including rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, any other crime, or incidents warranting an investigation such as altercations, disruptions, trespassing, theft, vandalism, hate bias, hazing or violating certain college policies, is subject to college disciplinary procedures. The senior director of student development or the senior director of human resources, who both serve as the Title IX coordinators and discrimination investigators for the college, initiates a prompt, fair and impartial investigation in accordance with the procedures specified in the college's discrimination and harassment policy. The investigator reviews the available facts to determine if there is a preponderance of evidence that a policy violation occurred, and prepares a written report, outlining the findings of the investigation, including a determination as to whether or not a college policy has been violated and if there is probable cause for an appropriate corrective action(s). This report is forwarded to the vice president of the employee accused of wrongful conduct (for employee complaints) or to the chair of the student-faculty disciplinary committee (for student complaints). If the employee is found guilty of the charges, appropriate personnel action is taken, up to and including dismissal. If the student is found guilty of the charges, disciplinary action is taken in accordance with procedures that govern student conduct, up to and including permanent suspension. The accuser and accused are entitled to the same opportunities to have others present during college disciplinary proceedings, as specified in the student conduct and employee dismissal procedures, and both are simultaneously informed of the outcome, the appeal process, any change in results and when results of the proceedings are final.

Wor-Wic's discrimination and harassment policy is available on the college website, as well as in the college catalog (for students) and the policies and procedures manual (for employees).

### **Prevention and Awareness**

Efforts to provide a safe and secure environment focus on the prevention and awareness of substance abuse, hate crimes, sex offenses, including rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and other crimes, as well as hate bias and hazing. Prevention and awareness programs are offered to reduce the risk of such crimes and incidents, and to promote safety and bystander action.

Initial prevention and awareness programs include the dissemination of the college's discrimination and harassment policy, as well as a copy of the annual security report, to all new employees on their first day of work. New employees must complete a Title IX training module for higher education within their first two weeks of employment. Credit students who take the mandatory Fundamentals of College Study course are presented with Title IX information and safety policies, and tested on the information. A public safety officer presents safety information at employee and student orientation sessions. Information related to harassment and discrimination, and safety and security, is published on the college website, as well as the college catalog and the policies and procedures manual.

Wor-Wic public safety officers are present on campus during all hours when the college is open and during special events when the college would otherwise be closed. Signs are posted at the campus entrances indicating that unauthorized entry after operating hours is prohibited and that surveillance cameras are in use. Operational procedures for public safety officers specify that officers regularly patrol all campus buildings, grounds and parking lots. Public safety officers also escort individuals to their vehicles in campus parking lots upon request. The director of public safety coordinates the safety prevention program for the college by performing nightly inspections of the lighting, landscaping, doors, locks and alarm systems at the college campus to initiate any safety or security improvements. The director of public safety also serves as the college liaison to law enforcement officials and as co-chairperson of the college safety committee.

The counselor coordinates the ongoing awareness program by disseminating pamphlets and brochures, displaying posters in college facilities, submitting articles for student and employee publications, coordinating guest speakers or providing information to students and employees at orientation sessions, workshops or meetings. The counselor shares information about substance abuse and makes referrals to local agencies. The counselor also maintains a list of campus and community resources available for victims of a sex offense. Educational programs to promote the awareness of rape, acquaintance rape, forcible and non-forcible sex offenses, including domestic violence, dating violence, sexual assault and stalking, and how to prevent becoming the victim of such crimes are also available from the local health department or local law enforcement agencies. These agencies can also provide counseling or other mental health services for victims of sexual offenses.

Annual training is provided to the college's Title IX coordinators and discrimination investigators, as well as other employees who are designated as college Title IX investigators. These employees are required to attend an annual professional development session related to discrimination and harassment, including Title IX harassment.

College prevention and awareness programs, including employee professional development opportunities, are reviewed annually to determine their effectiveness and to ensure that sanctions are consistently enforced.

### **Information Concerning Registered Sex Offenders**

Information about registered sex offenders can be obtained by searching the Maryland Sex Offender Registry at [www.dpscs.state.md.us/onlineservs/socem/default.shtml](http://www.dpscs.state.md.us/onlineservs/socem/default.shtml).

### **Missing Students**

Wor-Wic does not provide on-campus student housing facilities and, as such, is not required to maintain missing student notification procedures. Missing person reports should be made to local law enforcement agencies.

### **Crime Prevention Tips**

Students and employees should do all they can to protect their own safety and the safety of others. The following common sense safety tips were compiled from Maryland Crime Watch literature provided by the Salisbury and Ocean City police departments:

- Ride or drive to school with a friend whenever possible. It's always safer to travel with at least one other person.
- Always roll up your car windows and lock your doors. Never leave the car running unattended - even for a minute!
- Carry as few valuables in your car as possible. Keep electronic items and packages out of sight. Lock all your valuables in the trunk or put them under the seat before you get where you're going.
- Park in well lit and well traveled areas. Be aware of your surroundings. For example, when parking your car, look around before you turn off your engine. Be mindful of anyone or anything that looks suspicious. If things don't seem right, leave and park somewhere else.
- As you enter a building, become aware of the location of the nearest telephone. If you find yourself in an emergency situation, call 911.
- When leaving class, don't leave the building alone. Always try to walk to your car in a group with other students or faculty members.
- Get your keys out and have them ready to unlock your car before you leave the building. Check the interior of your car before you get in – even if the doors are locked, If you see someone suspicious loitering around your car or if it looks as if your car may have been tampered with, go back into the building and get help.

## **WHO TO CALL IN AN EMERGENCY 911**

### **NON-EMERGENCY NUMBERS**

Public Safety (410) 334-2937

Counselor (410) 334-2900

Vice President for Administrative Services (410) 334-2911

### **SEE SOMETHING, SAY SOMETHING!**

Report suspicious behaviors or activities, such as vandalism, theft, substance abuse or other suspected crimes, by sending a confidential text message to the college's public safety department. Provide the date, time, location and description of the incident.

Text: 50911

Begin message with: UTIPS

## Crime Statistics

This report contains statistics for the previous three calendar years reflecting all crimes that occurred on-campus, in or on non-campus buildings/properties owned or controlled by the college and on public property adjacent to the campus.

<b>I. Primary Crimes</b>	<b>Location</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder/Non-Negligent Manslaughter	On-Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Sex Offense: Forcible	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Sex Offense: Non-Forcible	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	1
Burglary	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Arson	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0

<b>II. Hate Crimes (includes all Primary Crimes)</b>	<b>Location</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Larceny/Theft	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Simple Assault	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Intimidation	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Destruction, Damage or Vandalism of Property	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0

<b>III. Violence Against Women Act Crimes</b>	<b>Location</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Domestic Violence	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Adjacent to Campus	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	1
	Public Property Adjacent to Campus	0	0	0
Stalking	On Campus	0	0	2
	Non-Campus Buildings/Properties	1	0	0
	Public Property Adjacent to Campus	0	0	0

<b>IV. Alcohol, Drug and Weapons Violations</b>				
<b>Criminal Charges</b>	<b>Location</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Liquor Law Arrests	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	1
Illegal Weapons Possessions	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	1
<b>Referrals to College Student-Faculty Disciplinary Committee</b>	<b>Location</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Liquor Law Violations	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Drug Law Violations	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
	Public Property Next to Campus	0	0	0

<b>V. Hate-Bias and Hazing Incidents (non-criminal)</b>	<b>Location</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Hate-Bias Acts	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0
Hazing Acts	On Campus	0	0	0
	Non-Campus Buildings/Properties	0	0	0

Wor-Wic considers areas in the following locations that are owned or controlled by the college as non-campus locations for crime statistic reporting: Ocean Resorts Golf Club, 10655 Cathell Rd., Berlin, Md. and Parkside High School, 1015 Beaglin Park Dr., Salisbury, Md.

Wor-Wic does not recognize any student organizations that maintain off-campus locations (including off-campus housing). Criminal activity of student groups is not monitored by or reported to the college by local police agencies.

Wor-Wic makes a reasonable, good faith effort to obtain crime statistics from local police agencies to include in this report. The college is not, however, responsible for the failure of police agencies to provide the requested statistics.

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Questions and complaints should be submitted to Wor-Wic's Title IX coordinators and discrimination investigators. Complaints against students should be directed to Dr. Deirdra G. Johnson, senior director of student development, BH 109, [djohnson@worwic.edu](mailto:djohnson@worwic.edu) or (410) 334-2902. Complaints against employees should be directed to Karen Berkheimer, senior director of human resources, BH 107, [kberkheimer@worwic.edu](mailto:kberkheimer@worwic.edu) or (410) 334-2920. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.