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BOARD OF TRUSTEES

Russell W. Blake

Kimberly C. Gillis

Morgan Hazel

Martin T. Neat

Anna G. Newton

Lorraine Purnell-Ayres

PRESIDENT

Deborah Casey, Ph.D.

Board of Trustees Meeting Minutes

March 13, 2025

12:30 p.m., MTC Boardroom

PRESIDENT

Dr. Deb Casey

TRUSTEES

Chair Morgan Hazel

Marty Neat

Russell Blake

Kim Gillis

Vice Chair Anna Newton - Absent

Lorraine Purnell-Ayres - Absent

VICE PRESIDENTS

Dr. Kristin Mallory

Ms. Jen Sandt

Dr. Michael Hutmaker

Dr. Deirdra Johnson

GUESTS

Ms. Janet Kennington

Dr. Karie Solembrino

Mr. Paul Fields

Ms. Jennifer Tremont

Mr. Roberto Caceres

Mr. Mustafa Kilicarlsan

ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

Ms. Karen Berkheimer

EXECUTIVE DIRECTOR OF THE FOUNDATION AND DEVELOPMENT

Ms. Stefanie Rider

CHIEF INFORMATION OFFICER

Mr. Ayman Idress

EXECUTIVE ASSOCIATE TO THE PRESIDENT

Ms. Lori Hazel

PRESIDENT, WORCESTER COUNTY COMMISSIONERS, LIAISON

Mr. Chip Bertino - Absent

WICOMICO COUNTY EXECUTIVE, LIAISON

Ms. Julie Giordano - Absent

ROLL CALL

Ms. Lori Hazel took roll and recorded.

MARKETING PRESENTATION

Ms. Janet Kennington presented the new branding and mascot for Wor-Wic Community College to kick off the 50th anniversary. The story of Wiki's graduation and future plans, and the introduction of Fin, Wiki's cousin who is now attending Wor-Wic was shared with the board of trustees.

CELEBRATING SUCCESS

Dr. Karie Solembrino, Dr. Stacey Hall, and Mr. Paul Fields nominated students for the ATD Scholars award. The award winners were chosen from over 300 community colleges submissions. Dr. Karie Solembrino nominated Mr. Roberto Caceres and Ms. Savannah Hurt. Mr. Paul Fields nominated Ms. Thu Tran, and Ms. Jennifer Tremont, and Dr. Stacey Hall nominated Mr. Mustafa Kilicarlsan. Mr. Kilicarlsan, Ms. Tremont, and Mr. Caceres joined the board of trustees along with their nominating faculty/dean for lunch. Each person shared their personal story with the group.

CHANGES TO AGENDA

No changes to the agenda

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS

Dr. Deb Casey introduced Dr. Deirdra Johnson, the new Vice President for Strategic Initiatives and Community Engagement.

MINUTES

A motion was made to approve the February 12, 2025, meeting minutes, 2025, meeting minutes by Ms. Kim Gillis, and seconded by Mr. Marty Neat. The motion passed unanimously.

REPORTS TO THE BOARD

Treasurer's Report

Ms. Jennifer Sandt reported tuition and fees revenue is over \$1 million higher than last January. Final Spring credit FTEs will be finalized shortly. Total revenues are almost \$1.1 million higher than last January.

Total expenses are tracking approximately \$1.5 million higher than last year, with 54% of the budget expended. We are analyzing the expense budgets and finalizing year-end purchases.

As of January 31, 2025, almost \$14 million is invested in total, with an overall rate of return of 3.91%.

Purchases over \$50,000

Ms. Jen Sandt presented the door security upgrades that were purchased from Communications Electronics System. This will allow doors to be locked from anywhere, all at once, one at a time or manually.

Promotion Recommendations

Dr. Kristin Mallory presented the following faculty for promotion:

- Ms. Dana Bunnell-Young, Assistant Professor, Biological Science to Associate Professor.
- Ms. Marlene Dixon, Assistant Professor, Developmental Math to Associate Professor
- Dr. Heidi Walker, Assistant Professor, Physical Science to Associate Professor
- Mr. Daniel Pavese III, Instructor of History to Assistant Professor
- Ms. Jacquelyn Failla, Instructor of Nursing to Assistant Professor

Enrollment Report

Dr. Michael Hutmacher provided the following enrollment report to the board of trustees:

Credit Enrollment

Enrollment Notes of interest:

- Headcount
 - Up 423 (17.54%) to 2835
 - FTE up 102.78 (17.22%) to 699.78
- Students New to college- up 128 (43.84 %) to 420 from same time last year
- Continuing from last semester - up 259 (14.44%) to 2053 showing persistence
- Dual enrollment up 140 (30.11%) to 605
 - Up 95 (37.25%) to 350 at Wor-Wic
 - Up 45 (21.43%) to 255 at HS
- All three counties showed an increase.
- Full-time up 66 (18.23%) to 428
- Part-time up 336 (16.39%) to 2386

Spring 7- week course enrollment

- 637 students enrolled in the 39 sections offered in the first 7-week session
- 490 students enrolled in the 35 sections offered in the second 7-week session.

These students may be enrolled in other terms may be duplicated if enrolled in both 7-week terms

President's Report

Dr. Casey shared the Joint County Dinner meeting was held on February 6, 2025, and the budget was presented by both she and Ms. Jen Sandt. On March 6, 2025, both attended the Wicomico County budget meeting.

Dr. Casey discussed topics for the board of trustees retreat to be held this summer; one major topic is whether we want to move towards being a larger college or continue to be designated as a small rural college.

Dr. Casey reviewed the board of trustees' nomination process and asked the board of trustees if they would like to attend the meeting with the three prospective nominees.

Dr. Casey also asked for two board members to serve on the strategic planning committee. The first meeting will be held on May 16, 2025, from 10 a.m. – Noon.

Dr. Casey informed the board the ASPEN Fellow application has been submitted.

Other points of interest that were shared are:

Dr. Mallory submitted a MSCHE substantive change request to close the location for offering a certificate at ECI.

Dr. Mallory worked with the chair and co-chair of the MSCHE site-team to answer questions and prepare for the site-visit

Dr. Mallory worked alongside Dr. Solembrino, Chef Steve, Mr. Geel and Ms. Beck to spruce up the instructional spaces in preparation for the Culinary Arts reaffirmation and ACF site-visit. In addition, this group and Dr. Casey met with community members and the site visitors on the opening evening of the site-visit.

Mental Health Counselor - represented Wor-Wic in:

- Suicide Prevention Coalition on 2.4.25
- Wicomico County Overdose Prevention Team on 2/6/25.
- the Veterans Tri-County Support Workgroup on 2/6/25.
- the Wicomico County Go Purple Committee on 2/6/25.

The Student Success and Wellness Center program document was submitted to MHEC and several other State agencies on Monday, March 3.

Working on the request for proposals (RFP) for a design-build contractor for the Maintenance Building expansion. Presentations scheduled in May to bring recommendation to the board of trustees in June.

Registrar: Created new curriculum tracks for all 2026 programs that will help advisors more easily create academic plans for students' progress.

Dean of EM: Attended the Maryland Transfer Intensive Kickoff meeting on February 4.

Dr. Casey and Dr. Mallory share the tentative accreditation site visit schedule with the board of trustees and their luncheon date and time.

A full report was provided to the board of trustees.

BOARD OF TRUSTEES ACTION

The board of trustees were asked to consider and approve the following action items:

1. Treasures Report

2. Promotion Recommendations

Mr. Marty Neat made a motion to approve the board action items, with Mr. Russ Blake seconding the motion. The Board of Trustees unanimously approved all meeting action items.

TRUSTEES ANNOUNCEMENTS

None.

OTHER BUSINESS/PUBLIC COMMENT

None

ADJOURNMENT

Ms. Kim Gillis made a motion to adjourn the meeting at 1:59 and was seconded by Mr. Russ Blake. The motion passed unanimously.

Respectfully submitted,

Accepted

Secretary-Treasurer

Morgan Hazel, Board Chair

Date