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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**

**June 12 2025**

**12:30 p.m., MTC Boardroom**

#### PRESIDENT

Dr. Deb Casey

#### TRUSTEES

Chair Morgan Hazel  
Marty Neat  
Russell Blake  
Kim Gillis  
Lorrain Purnell-Ayres  
Anna Newton

#### VICE PRESIDENTS

Dr. Kristin Mallory-Absent  
Ms. Jen Sandt  
Dr. Michael Hutmaker  
Dr. Deirdra Johnson

#### GUESTS

Amanda Keaney  
Amy Ryan  
Heather Trader  
Lori Carter

#### ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

Ms. Karen Berkheimer

#### EXECUTIVE DIRECTOR OF THE FOUNDATION AND DEVELOPMENT

Ms. Stefanie Rider - Absent

#### 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  
Ms. Lori Carter, Grants Administrator for Wicomico County

#### ROLL CALL

Ms. Lori Hazel took roll and recorded.

#### CELEBRATING SUCCESS

Ms. Heather Trader presented the 2025 Annual Wor-Wic Community College Golf Tournament report held at Ocean Resorts Golf Course. The tournament raised a net profit of \$45,012 to go the colleges greatest needs for students.

Ms. Trader shared a PowerPoint that highlighted our many donors, teams, and staff that made the day successful.

#### INTRODUCTION OF NEW HIRES

Dr. Michael Hutmaker introduced Amanda Keaney, Mental Health Counselor, to the board of trustees. Ms. Keaney shared a bit of information about herself, her experience, and that she is excited to be on board at Wor-Wic.

Dr. Deb Casey introduced Ms. Amy Ryan, Instructional Designer, to the board of trustees. Ms. Ryan shared information about herself, and her experience and is very happy to be part of Wor-Wic Community College.

#### CHANGES TO THE AGENDA

There are no changes to the agenda.

#### MINUTES

A motion was made to approve May 8, 2025, meeting minutes, by Mr. Marty Neat, and seconded by Mrs. Anna Newton. The motion passed unanimously.

#### REPORTS TO THE BOARD

##### Treasurer's Report

Ms. Jennifer Sandt reported tuition and fees revenue is \$1.8 million higher than last April. With the new academic calendar, the full summer term falls in FY25 instead of revenue being split between FY25 and FY26. Total revenue is more than \$1.36 million higher than last year at this time.

Total expenses are approximately \$660,000 higher than last year at this time. Wor-Wic is purchasing supplies and replacement equipment for the upcoming year, which is reflected in the encumbrance column of the attached report.

There is almost \$110,000 budgeted in contingency.

##### Policies Manual

The Middle States Commission on Higher Education recommends that the board of trustees be asked to approve the entire Policies Manual each year before revisions are distributed to college employees. A list of all the changes that were proposed and approved by the board were provided to the trustees.

Ms. Jennifer Sandt presented the "Hazing" policy to the board of trustees. The Stop Campus Hazing Act (SCHA) was enacted on December 23, 2024, and amends the Clery Act. This policy prioritizes the prevention of and transparency about hazing incidents at colleges and universities. Institutions must begin to collect statistics on hazing incidents as of January 1, 2025. The campus hazing policies must be in place by June 23, 2025. Future deadlines include making a Campus Hazing Transparency Report available on the college website at least twice each year, beginning December 23, 2025, and including hazing data in the college's annual security report as of October 1, 2026.

Ms. Karen Berkheimer, Associate Vice President for Human Resources brought the actual copy of changes that correspond to each item in the attached list of revisions to the June board meeting to answer any questions anyone might have about any of these items.

##### Sole Source Recommendation

Proposals were requested on April 14, 2025 for printing and mailing of CEWD class schedules for the next three fiscal years. The request for proposals was advertised on eMaryland Marketplace Advantage and the college's website.

On May 9, 2025, Ms. Sandt received eight proposals. The evaluation team scored the proposals based upon the company qualification and quality and relevancy of sample. This score counted as 40%, and the price was 60% of the total score. Ms. Sandt is recommending that the award go to Engle Printing and Publishing.

#### FY25 Purchases over \$50,000

Ms. Sandt shared the purchases of over \$50,000 that were made but not formally bid. Those purchases are:

- 1) The college purchased computer replacements: 150 laptops, 18 bases and 10 smart docks from Applied Technology Services in the amount of \$217,236.
- 2) GTC Palo Alto firewall support, power supplies, global protect, AI network security, installation and configuration from Daly Computers in the amount of \$95,080.

#### Athletics Budget Request-New Initiative

Dr. Michael Hutmaker proposed a new initiative for the FY26 budget for the Athletic Start-Up. Wor-Wic is the only community college in Maryland without intercollegiate athletics. Athletics will allow us to stay competitive with other community colleges in Maryland by keeping student-athletes on the Eastern Shore to continue their academic pursuits. The National Junior College Athletic Association (NJCAA) requires students to be full-time to participate in athletics. The intention of adding intercollegiate athletics will play a part in meeting the College's Big Three Goals.

There are two funding needs to launch athletics:

- 1) Funding for administrative work to field traditional athletic teams.
- 2) Funding for Esports in FY26

A full breakdown was provided to the board of trustees for their review.

#### 2025 Cultural Diversity Report

Dr. Michael Hutmaker shared the 2025 Cultural Diversity Report with the board of trustees for their review. The report must be submitted by September 1, 2025; since the board of trustees does not normally meet in the summer it had to be provided at the June board meeting for approval.

#### New Initiatives Funds Carryover Request

Dr. Deb Casey presented a "Request to Carry Over New Initiative Balance from Year to Year". In October, 2011 the board approved the Strategic Budget Initiative that allowed the board to designate up to \$200,000 each fiscal year from the college's capital reserve fund to be allocated for strategic initiatives that cannot be funded by the limited amount of discretionary money available to the college annually in the operating budget.

Dr. Casey shared that for FY24; the board approved the carryover of the undesignated balance of strategic initiative dollars to FY25. Currently, there is \$102,500 of undesignated strategic initiative funds remaining for FY25 and Dr. Casey is requesting that the board of trustees consider approving automatic rollover from year-to-year of undesignated strategic initiative dollars without having to make the request annually. The process for requesting the use of the strategic initiative funds for specific strategic initiatives will remain unchanged and we will continue to request board approval to use capital reserve funds for each initiative.

#### Enrollment Report

Dr. Michael Hutmaker shared the Enrollment Summary Report with the board of trustees.

##### Summer:

- Just a quick reminder that our summer semester started on Monday, 6/9/25 and the last day to add was on Wednesday, 6/11/25.
- We have received 518 (verified) applications for the Summer as of 6/12/25. An additional number of 410 have been flagged as potential fraud and removed from the Applicant Data Report.
- As of today, we are at a 64% applicant conversion rate with 332 of the 518 summer applicants completing or being waived from Enrollment Coaching. 268 of the 332 applicants (80.7%) who completed EC have completed or been waived from testing and 238 of the 268 (88.8%) who completed EC **and** testing have completed or been waived from academic advising. 45.9% of the total number of summer applicants have completed all three onboarding steps. Source: Applicant Data Report dated 6/12/25.

- We have received 1,155 applications for the Fall as of 6/12/25. A total of 46 have been flagged as potential fraud and have been removed from the Applicant Data Report.
- As of today, we are at a 52.1% applicant conversion rate with 602 of the 1,155 fall applicants completing or being waived from Enrollment Coaching. 506 of the 602 applicants (84.0%) who completed EC have completed or been waived from testing and 393 of the 506 (77.6%) who completed EC **and** testing have completed or been waived from academic advising. 34.0% of the total number of Fall applicants have completed all three onboarding steps. Source: Applicant Data Report dated 6/12/25.
- Regular texts, emails and calling campaigns are still being carried out to increase the number of prospects to applicants, to encourage the completion of all three onboarding steps.

Enrollment Breakdowns	Summer 2025	% of Total	Summer1 2024	% of Total	Difference	% Change
As of	06/11/2025		06/05/2024			
Headcount	1,212		532		680	127.8%
MD FTEs	193.57		67.77		125.80	185.6%
Total FTEs	207.43		74.97		132.46	176.7%
Entry Status						
Dual Enrolled	17	1.4%	NA	NA	NA	NA
New to Any College(self-reported)	89	7.3%	62	11.7%	27	43.5%
Transfer-In(self-reported)	28	2.3%	18	3.4%	10	55.6%
Continuing from Recent Term	919	75.8%	409	76.9%	510	124.7%
Returning from Earlier Term	159	13.1%	43	8.1%	116	269.77%
Total	1,212	100.0%	532	100.0%	680	127.8%
Special Populations						
Dual Enrolled at High School	0		NA		NA	NA
Dual Enrolled at Wor-Wic	17		2		15	750.0%
Dual Enrolled - Degree Seeking	0		0		0	NA
ESCJA - Corrections	0		0		0	NA
ESCJA - Law Enforcement	2		22		-20	-90.9%
Second Chance Pell	0		13		-13	-100.0%
Visiting	82		26		56	215.4%
Regular (not in any groups above)	1,111		469		642	136.9%
Total	1,212		532		680	127.8%

### President's Report

Dr. Casey shared the president's report for the month of May 2025.

- The public safety department contracted with IACLEA to conduct a peer review of the campus public safety department and policies and procedures related to campus safety. The peer review will occur June 2 – 4. The peer review is being paid by a grant.
- Kelly Carey's social media marketing class conducted social media marketing research on ORGC as part of a class project this spring. Jen Sandt, Jill Gordon and employees from the golf course attended the class presentation on May 1, which included recommendations for new social media platforms, a SWOT analysis, recommendations for target markets, etc.
- Executive Leadership Team attended the Salisbury Chamber Legislative forum on April 17, 2025.
- Admissions hosted on-site Enrollment Coaching and registration events for the following schools: Pocomoke, Mardela, Snow Hill, Washington High, Crisfield, Bennett, Pa Testing Services proctored two Test of Essential Academic Skills (TEAS) testing sessions for health care credit program applicants, 43 Pearson VUE GED (26), and Comp TIA (17) tests for the month of April.
- TRiO has 159 active students
  - 2 students dropped all their classes in April, but both are registered for summer and/or fall.
  - 96 students have already registered for summer
  - 77 students already registered for fall
  - TRiO had 226 student visits in our lab as of 4/28/25 at noon
  - VUB has 103 of 125 participants, consistent with prior years and on-track.
  - VUB Director worked with CEWD to confirm eligibility for multiple DOT CDL grant applicants.

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. Policies Manual
3. Sole Source Recommendation
4. 2025 Cultural Diversity Report
5. Athletics' Budget Request – New Initiative
6. New Initiatives Funds Carryover Request

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

### TRUSTEES ANNOUNCEMENTS

Ms. Kim Gillis commented on the success of the commencement ceremony and the energy that was felt throughout the evening.

Board members discussed the excitement and joy of seeing Mustafa Kilicarslan graduate with his associates degree prior to graduating from high school. A true testament to his fortitude and Wor-Wic's dedication to its students.

OTHER BUSINESS/PUBLIC COMMENT

None.

ADJOURNMENT

Ms. Kim Gillis made a motion to adjourn at 2:30 p.m. and move to a closed session. The motion was seconded by Mr. Russ Blake, and passed unanimously.

Respectfully submitted,

Accepted

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Morgan Hazel, Board Chair

\_\_\_\_\_  
Date