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Board of Trustees Meeting Minutes

November 13, 2025

12:30 p.m., MTC 102/Boardroom

The Board of Trustees of Wor-Wic Community College held a regular meeting on November 13, 2025. Board Chair Morgan Hazel presided.

PRESIDENT

Dr. Deborah Casey

TRUSTEES

Chair Morgan Hazel
Vice Chair Anna Newton
Mr. Russell Blake
Ms. Kim Gillis
Mr. Marty Neat
Ms. Lorraine Purnell-Ayres
Mr. Bill Turner

VICE PRESIDENTS

Dr. Michael Hutmaker
Dr. Deirdra Johnson
Ms. Jen Sandt
Dr. Karie Solembrino

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

PRESIDENT, WORCESTER COUNTY COMMISSIONERS, LIAISON

Mr. Chip Bertino - Absent

WICOMICO COUNTY EXECUTIVE, LIAISON

Ms. Julie Giordano – Absent

CELEBRATING SUCCESS

Ms. Stefanie Rider shared a variety of information from her team. Our Gala, which was held on November 1, 2025, was a sold-out event with 240 attendees, including a combination of continual plus new sponsors.

During FY 2025, \$1.2 million was transferred to the college from the Foundation. This helped fund a multitude of scholarships that 895 students received. Their total support and revenues increased by 29%.

The 5K and ORGC Tournament in FY 2025 brought in combined \$85,000 after expenses. This is attributed to expanded sponsorship levels and working diligently to reduce our expenses.

The team has been busy this year with launching a new landing page. Employee giving is up slightly with 88 employees donating \$35,575. There is \$570,000 in gifts so far this year.

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.

They are also continuing brick sales, \$150 each that will go around the dolphin fountain. The Community Foundation announced that they are matching up to \$2,500 of the brick sales (between now and giving day).

The ORGC Tournament is scheduled for 6/5/2026.

Our annual report is scheduled to go out at the end of November 2025.

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS

Dr. Michael Hutmaker introduced Mr. Jason Capobianco, Esports Coordinator and Head Coach, and Ms. Sarah Casares, Associate Registrar. Jason started in October. Both are in the student affairs division with previous ties to Wor-Wic Community College.

ROLL CALL

Ms. Jill Gordon took roll and recorded minutes.

APPROVAL OF MINUTES

A motion was made to approve the October 9, 2025, meeting minutes by Ms. Kim Gillis and seconded by Mr. Marty Neat. The motion passed unanimously.

TREASURERS REPORT

Ms. Jennifer Sandt reported that tuition and fees revenue are about \$330,000 less than last September. This decrease is primarily due to the transition to a single summer term ending in the FY25 fiscal year, rather than a split term between FY25 and FY26. While we have not finalized the enrollment numbers for the Fall 2025 term, current enrollment indicates a 4 to 5 % increase from last Fall. Total revenues through September are similar for FY25 and FY26 year-to-date.

POLICY REVISIONS

Ms. Jennifer Sandt proposed a policy revision of the "Introduction" section to include some headings and improve the flow of the approval process for policies and procedures to include review and input by the councils and union of approximately one month, a vote to proceed by college council and next steps (board approval, if applicable, and updating the applicable manual).

STRATEGIC NEW INITIATIVE FUNDING

Ms. Jennifer Sandt submitted the following FY 2026 new strategic initiatives for consideration to fund using the new initiative dollars designated in the capital reserve fund: Strategic Planning Consultant, Professional Development Innovation Funds, and Accessibility Compliance. The combined undesignated balance of the FY 2024 through FY 2026 new initiative dollars before this request is approximately \$237,100. If the above requests are approved, approximately \$129,100 of new initiative funding will remain.

COLLEAGUE ERP TO SaaS FUNDING REQUESTS

Ms. Jennifer Sandt recommends that the board consider allocating approximately \$950,000 of capital reserve funding to move Colleague from on premise to SaaS. The implementation is estimated to begin in February 2026 and end in December 2027. Once the SaaS project is completed, we expect a 7% increase in maintenance fees to Ellucian annually.

PURCHASES GREATER THAN \$50,000 BUT NOT FORMALLY BID

Ms. Jennifer Sandt shared the purchases over \$50,000 that were not required to be formally bid.

FY27 PROGRAM CURRICULUM CHANGES

Dr. Karie Solembrino shared the upcoming program curriculum changes geared towards improving our students success with pathway completion, transferability, and increasing enrollment potential.

The first group, which includes non-substantive modification paperwork includes: Criminal Justice, AAS, Culinary Arts, AAS, Culinary Arts, Certificate, Electromechanical Technologies, AAS, Emergency Medical Services, AAS, Emergency Medical Services, Paramedic Certificate, Nursing A.S. LPN and Paramedic to ADN Pathway.

The second group, which requires substantive modification paperwork, includes: Computer Science Technology, Cybersecurity Concentration, AAS, Computer Technology, Cybersecurity Certificate, Criminal Justice, Forensic Science Technology Concentration, AAS, Criminal Justice, Investigative Forensics Technology, Certificate, and Heating, Air Conditioning and Refrigeration Technology Certificate.

We are also proposing two new degree programs: Computer Science Transfer A.S. and Health Sciences, A.S. These programs will match the first two years of classes that our partnering four-year institutes require, making all classes eligible for transferring.

ROOM NAMING MTC 200

Ms. Stefanie Rider shared that an anonymous donor has contributed \$200,000 to name room 200 in the Maner Technology Center to honor former trustee Dr. Rufus C. Johnson and Ms. Grace Neighbour Johnson. A sign recognizing this generous gift will be installed and will read, "In memory of Dr. Rufus C. Johnson V.M.D., Board of Trustees 1976-1980, Grace Neighbour Johnson."

A motion was made to approve the room naming by Mr. Marty Neat and seconded by Mr. Russ Blake.

STANDING REPORTS

ENROLLMENT REPORT

Dr. Michael Hutmaker shared the enrollment report, providing a full copy of the report to the board of trustees, liaisons, and executive leadership team.

Total FTE's for Fall 2025 are 1,072.70 , which is a 1.53% increase from the Fall 2024 frozen numbers. This is an increase of 3.54% from projections and comprises 46.54% of our FY 2026 FTE goal.

Total Credit Headcount for Fall 2025 is 3,050, which is an increase of 3.64% from the Fall 2024 frozen numbers. Total CEWD Headcount July – October 2025 is 3,386 , which is a 1.26% increase from this time last year. The total headcount for Fall 2025 is 6,436, which is a 2.06 % increase from this time last year and a 1.04% increase from our Fall 2024 frozen numbers.

The dual enrollment headcount for Fall 2025 is 713 students. We anticipate getting our Fall 2025 frozen numbers soon. Spring 2026 registration opened last week.

PRESIDENT'S REPORT

Dr. Deb Casey shared the MACC legislative agenda. The MACC conference is scheduled for 1/26/26 and the planned attendees will be Dr. Deb Casey, Mr. Marty Neat, Ms. Kim Gillis, Mr. Russ Blake, and Mr. Bill Turner. Mr. Morgan Hazel may also be able to attend.

The focus is on funding and ensuring the community colleges receive the Operating Request, Capital Request, Facilities Renewal Grant Funding Expansion, Cybersecurity and Workforce Readiness, Student

Financial Aid and Affordability, Basic Needs and Student Supports, Dual Enrollment and Early College Access. There is also the goal to revoke House Bill 913 due to its severe regulatory burdens affecting community colleges.

Reminder: All are invited to join the Aspen collaborative meeting on 11/21/25 from 1p-3p. The discussion will center on boards creating policies and how they align with the colleges budget.

We had our 2nd meeting to discuss strategic planning and priorities. The plan is to come to the board in April 2026 with our new strategic plan.

Route 50 egress: There have been several county meetings which discussed the Route 50 egress. The county is considering that we could do an MOU however, the State is suggesting we may need to deed the route to the county. More discussion about the options will be discussed in the new year.

Student Success and Wellness Center: Will we proceed with the multipurpose field if the State is not providing a share for the fields? It is recommended that we carve out the fields from the project. We anticipate a cost of \$73 million with the building and roadway.

Maintenance Building renovation: There is a kick off meeting next Monday with Bancroft. We are fully funding the local share, which is estimated to be \$1.4 million.

A full report was provided to the board of trustees.

BOARD OF TRUSTEES ACTION ITEMS REQUEST FOR APPROVAL

1. Treasures Report
2. Policy Revisions
3. Strategic New Initiative Funding
4. Colleague ERP to SaaS Funding Requests
5. FY27 Program Curriculum Changes

Ms. Lorraine Purnell-Ayres made a motion to approve the board action items, with Ms. Anna Newton seconding the motion. The Board of Trustees unanimously approved all meeting action items.

ITEMS TO BE BROUGHT TO THE BOARD OF TRUSTEES FOR APPROVAL IN DECEMBER

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

TRUSTEES ANNOUNCEMENTS

None

OTHER BUSINESS/PUBLIC COMMENT

None

ADJOURNMENT

Mr. Marty Neat made a motion to adjourn the meeting at 1:54pm and was seconded by Ms. Kim Gillis. The motion passed unanimously.

Respectfully submitted,

Deborah Casey, Ph. D
Board of Trustees Secretary-Treasurer

Accepted

Morgan Hazel, Board Chair