

Board of Trustees Meeting Minutes

December 4, 2025

9:30 a.m., HC 302

The Board of Trustees of Wor-Wic Community College held a regular meeting on December 4, 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 - absent

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

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS

There were no new faculty and/or administrators to introduce.

ROLL CALL

Ms. Jill Gordon took roll and recorded minutes.

APPROVAL OF MINUTES

A motion was made to approve the November 13, 2025, meeting minutes by Mr. Marty Neat and seconded by Mr. Bill Turner. The motion passed unanimously.

TREASURERS REPORT

Ms. Jennifer Sandt reported that tuition and fees revenue are about \$330,000 less than last October. Salary and fringe benefits expenses have increased in October primarily due to three pay periods this October (versus two last October) and higher medical utilization/expenses. Total revenues through October are similar for FY25 and FY26 year-to-date.

BOARD OF TRUSTEES

Russell W. Blake

Kimberly C. Gillis

Morgan Hazel

Martin T. Neat

Anna G. Newton

Lorraine Purnell-Ayres

Bill Turner

PRESIDENT

Deborah Casey, Ph. D.

AWARD RECOMMENDATION

Ms. Jennifer Sandt brought forth an award recommendation for the Ocean Resorts Golf Course (ORGC) Pump Station Replacement. The RFP evaluation committee scored the proposals and recommended that the college contract with Get Stumped/Par Driven for the pump station replacement.

PROGRAM REVISION

Following guidance from the State, the multipurpose field and concessions building are ineligible for capital funding. The estimated cost for these components is \$9,757,000. After consultation with the Maryland Higher Education Commission, the Maryland Department of General Services, and the Maryland Department of Budget Management, Ms. Jennifer Sandt recommends removing these items from the Student Success and Wellness Center program.

REVISED CAPITAL IMPROVEMENT PLAN

Ms. Jennifer Sandt recommends an adjustment to the FY 2026 – FY 2035 Capital Improvement Plan due to the removal of the multipurpose field and concessions building from the Student Success and Wellness Project.

POLICY REVISIONS

Ms. Jennifer Sandt proposed policy revisions in the “Conflicts of Interest”, “Consultants”, “Deceased Student”, “Keys”, “Evaluation”, “Employment – Search Committees” and Purchasing” policies.

The “Conflict of Interest” revisions remove a specific section of the Annotated Code of Maryland and add a statement that “an employee cannot have financial interest in, or be employed by, an entity under contract with the college.” Ms. Kim Gillis raised relevant inquiries on the conflict of the entire policy revision thus necessitating additional evaluation before final approval. This specific policy revision will undergo reassessment, be resubmitted to college council, and then presented to the board at a later date.

The “Consultants” policy is being renamed to the “Consultants and Independent Contractors” and contains revisions to allow any hiring vice president to sign an agreement, to require a scope of services with the contract, to include insurance requirements, and to outline when multiple quotes are required for the type of contract.

The “Deceased Student” policy is being renamed to “Death of a Student”, and the policy is being revised to include FERPA and general communication requirements and move the procedures to the procedures manual.

The “Keys” policy is being renamed to “Access Control Cards and Keys” to include building access using key control cards and more clearly outline responsibilities.

The “Evaluation” policy is being revised to remove the “Full-Time Credit Faculty” section which was inadvertently left in the policy and the new procedures section last year, and which is being removed from the procedure this year since that information is covered in the Collective Bargaining Agreement.

Revised the “Employment – Search Committees” to still require a heterogeneous group but to lessen the specific requirements for search committees.

Renamed the “Purchasing” policy to “Procurement” and revised it to update job titles, add a section on technology purchase approvals, increase the threshold for obtaining multiple quotes to \$10,000, to replace the language in formal bids from “the state bid threshold” to \$50,000, and to add a section on signature authority.

NEW INITIATIVE FUNDING REQUEST

Ms. Jennifer Sandt submitted a strategic budget initiative funding request of \$35,000 - \$45,000 from the capital reserve fund to help develop the college's first strategic enrollment management (SEM) plan. This comprehensive, long-term strategy will guide the college's enrollment efforts, align with our mission, vision, and strategic plan, and address objectives such as student composition, retention rates, graduation outcomes and overall institutional sustainability.

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.

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 1,084.20, which is a 2.46% increase from the Fall 2024 frozen numbers.

Total Credit Headcount for Fall 2025 is 3,029, which is an increase of 2.92% from the Fall 2024 frozen numbers. Total CEWD Headcount July – November 2025 is 3,429, which is an increase of .06% from this time last year. The total headcount for Fall 2025 is 6,458, which is a 1.38% increase from this time last year.

The dual enrollment headcount for Fall 2025 is 712 students. This is an 11.9% increase from Fall 2024.

PRESIDENT'S REPORT

Dr. Deb Casey thanked all for their participation in the Lower Shore Delegation breakfast meeting this morning. The conversations were thoughtful and focused on everything we can do for continued success for our students and what we bring to the Eastern Shore.

This morning was the final FinTech webinar in a four-part series with Symbiosis Skills and Professional University and Wor-Wic Community College. A huge congratulations are necessary for Mr. Jason Wright, Instructor of Applied Technologies, Mr. Matthew Geel, Business and Hospitality Management Department Head and Associate Professor of Accounting, and Mr. Ayman Idress, Chief Executive Officer, for their participation in making this a success. Over the four webinars we had more than 1,000 global attendees.

There are many ongoing positive discussions on the Rt 50 egress. More work is necessary before reaching a final decision.

The outstanding board chair term is up, leaving an opening up for one of the Wicomico County positions. Dr. Casey needs to submit a name to the Governor by December 12th.

Ms. Stefanie Rider sent out just under 1,000 community reports. A special thanks to the Giles-Newton Financial Group who helped us set up an account so we can now accept gifts of annuities.

A full report was provided to the board of trustees.

BOARD OF TRUSTEES ACTION ITEMS REQUEST FOR APPROVAL

1. Treasurers Report

2. Award Recommendation: ORGC Pump Station Replacement
3. Student Success and Wellness Center Program Revision
4. Revised FY 26 – FY 35 Capital Improvement Plan
5. Policy Revisions
6. New Initiative Funding Request

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

TRUSTEES ANNOUNCEMENTS

Ms. Kim Gillis and Ms. Anna Newton discussed their recent Aspen meeting.

Ms. Anna Newton: There have been changes to the meeting structure. We are no longer mailing packets; instead, hard copies will be provided at the meeting. Knowing that we want our discussions to be as productive and efficient as possible, all initiatives will focus on discussing the impact. Celebrating success will be moved to every other month. Board announcements will be removed from the agenda as items are openly discussed throughout the meeting. We can proceed with implementing consent agenda, as we are able to vet these topics as we move through the agenda, which makes the approval efficient.

Ms. Kim Gillis: The four reforms will be presented to the campus at the January 2026 All-Staff. The four reforms are transfer students, dual enrollment, workforce pathways, and seven-week course commitments. The student success reforms are necessary to move the college forward and continually align with our strategic priorities. While doing this one must also understand how the dollars/budget aligns with our strategic priorities. We must finetune how this is done so that the board can remain focused on operational duties and strategic priorities. We shall continue providing dashboard metrics to communicate the goals and ensure we are moving in the right direction.

OTHER BUSINESS/PUBLIC COMMENT

None

ADJOURNMENT

Ms. Kim Gillis made a motion to adjourn the meeting at 11:40 a.m. and was seconded by Mr. Martin Neat. The motion passed unanimously.

Respectfully submitted,

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

Accepted

Morgan Hazel, Board Chair