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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

April 10, 2025

12:30 p.m., MTC Boardroom

PRESIDENT

Dr. Deb Casey

TRUSTEES

Chair Morgan Hazel

Marty Neat

Russell Blake

Kim Gillis

Lorraine Purnell-Ayres

Anna Newton

VICE PRESIDENTS

Dr. Kristin Mallory

Ms. Jen Sandt

Dr. Michael Hutmaker

Dr. Deirdra Johnson

GUESTS

Dr. Greg Grey

Ms. Ashlee Laughlin

Mr. Gregory Short

ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

Ms. Karen Berkheimer - Absent

EXECUTIVE DIRECTOR OF THE FOUNDATION AND DEVELOPMENT

Ms. Stefanie Rider

CHIEF INFORMATION OFFICER

Mr. Ayman Idress - Absent

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.

CELEBRATING SUCCESS

Ms. Jen Sandt, Vice President for Administrative Services, shared that Mr. Greg Grey, Senior Director of Facilities Management has completed his doctorate program and is now Dr. Greg Grey. Dr. Grey thanked Jen, and many of his colleagues for their encouragement and wisdom as he completed his degree at Morgan State University.

INTRODUCTION OF NEW HIRES

Dr. Michael Hutmaker introduced Ms. Ashlee Laughlin, Student Engagement and Belonging Coordinator, and Mr. Gregory Short, Veteran's Upward Bound Coordinator, to the Board of Trustees and extended a warm welcome to them on behalf of Wor-Wic. Both Ms. Laughlin and Mr. Short provided brief introductions of themselves, followed by introductions from the members of the Board of Trustees.

CHANGES TO AGENDA

No changes to the agenda

MINUTES

A motion was made to approve the March 13, 2025, meeting minutes, by Mr. Marty Neat, and seconded by Mrs. Kim Gillis. The motion passed unanimously.

REPORTS TO THE BOARD

Treasurer's Report

Ms. Jennifer Sandt reported Tuition and fees revenue is up over \$1 million over last February. Spring credit FTEs are 13.64% higher than last Spring. Summer and Fall registration began earlier this week. Total revenues are approximately \$1 million higher than last February.

Expenses are approximately \$1.4 million higher than last year. We have \$109,765 in contingency funds. The business office is currently reviewing budget accounts to determine if any budgets are under- or overspent. The procurement department will send an email to departments later this month encouraging departments to make their final supplies and equipment purchases by early May to ensure delivery and payment before the end of the fiscal year.

As of February 28, over \$15 million is invested in total, with an overall rate of return of 3.31%.

New College Policies

Ms. Jennifer Sandt submitted two policy revisions for the board of trustees' consideration. If approved, Ms. Sandt is asking the policies take effect immediately.

1. Gift Cards - Created the "Gift Cards" policy to comply with federal and state tax regulation to specify that gift card cannot be purchase using college or grand funds.
2. Campus Security Authorities - Created the "Campus Security Authorities" policy to identify who has the responsibility to notify the college of alleged Clery Act crimes that are reported to them in good faith or personally witnessed.

Enrollment Report

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

Credit Enrollment as of April 10

Enrollment Notes of interest:

- Summer and Fall early registration for currently enrolled students started last week and regular registration began for new students on Monday, April 7
- Summer 2025
 - Headcount currently at 666 – up from 188 from last year (254.3%)
 - FTE currently at 122.13 up from 20.83 from last year (486.3%)
- Fall 2025
 - Headcount currently at 546 – up from 406 from last year (34.5%)
 - FTE at 152.32 up from 112.9 from last year (34.9%)

FY 2025 projection goal of 1500 credit FTE was met. As of the frozen data report for spring 2025 done on April 1, 2025, we had 1518.40 FTE. Summer 2025 is not included.

President's Report

Dr. Casey shared three of the board of trustees' nominees submitted their application to the State of Maryland to be considered for the vacant position as trustee. The governor does not appoint board members while in legislative session therefore, Dr. Casey is hopeful to have the newly appointed trustee by August so that they are able to join the August retreat to onboard.

A ribbon cutting ceremony was held for the Little Library at the Jordan Center.

The safety grant project to install automated locks on the exterior doors of all campus buildings is underway. The project is expected to be completed in late May.

TRIO is serving 161 active students, and Veteran Services has 103 of 125 students participating in services. ELT members attended the PTK Induction Ceremony on March 28th.

Dr. Habibi and his students have been selected to participate in NASA Rockon 2024.

Advising had 20 colleges/universities RSVP to participate in the 3/25 spring transfer fair. The event coincides with the 50-day countdown to commencement "Crossing the Fin-ish Line".

Career Services hosted Wor-Wic's annual spring job fair on Wednesday, 3/19/25. We had 51 employers from all areas of industry and a total of 331 job seekers including Wor-Wic students, alumni, and community members. Director Lori Smoot did a live TV spot at WMDT at 6:20am on the morning of the job fair, and an interview with a WMDT reporter later during the job fair on campus.

Dean of Student Success, Dr. Kim Purvis, and Advising Director, Paul Fields, completed the Maryland Community College Chief Student Affairs Officers (MCCCSAO) Leadership Institute.

Director of Admissions, Angie Hayden, and Director of Student Engagement and Belonging, Leikia Briddell, began their participation as part of the third cohort of the MCCCSAO Leadership Institute.

Paul Fields served on a roundtable discussion titled *Enhancing Academic Advising: Helping Build Effective and Efficient Advisor-Student Relationships* at the Best Practices conference at Frederick CC.

Jen shared FY26 budget at the staff Town Hall meeting on 3/10/25 and the faculty Town Hall meeting on 3/17/25.

The college conducted an Active Shooter Drill on 3/18/25 to practice the HIDE protocol.

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. New College Policies

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

A motion was made to move to a closed session.

ADJOURNMENT

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

Respectfully submitted,

Secretary-Treasurer

Accepted

Morgan Hazel, Board Chair

Date

