WOR-WIC
COMMUNITY COLLEGE

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Board of Trustees Meeting Minutes
June 11, 2026
12:30 p.m., MTC 102/Boardroom

The Board of Trustees of Wor-Wic Community College held a regular meeting on June 11, 2026. Board Chair Morgan Hazel presided.

PRESIDENT
Dr. Deborah Casey

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

VICE PRESIDENTS
Dr. Michael Hutmaker
Dr. Deirdra Johnson
Mrs. Jennifer 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

EXECUTIVE ASSISTANT TO THE PRESIDENT
Ms. Katrina Terrell

PRESIDENT, WORCESTER COUNTY COMMISSIONERS, LIAISON
Mr. Chip Bertino

WICOMICO COUNTY EXECUTIVE, LIAISON
Ms. Julie Giordano - absent

ATTENDEES
Dr. Charles Dolan

ROLL CALL
Ms. Katrina Terrell took roll and recorded minutes.

INTRODUCTION OF NEW FCULTY & ADMINISTRATORS
Dr. Hutmaker introduced the new Director of Fins to the Finish Line – Tina Nivens and the Academic Advisor for Fins to the Finish Line – Robynn Chandler.
Dr. Solembrino introduced Dr. Nadeem Ahmad as the new Department Head & Professor of Computer Science & Technology. They each shared a little about themselves and their goals for their areas.
In their absence Dr. Solembrino advised the board that Dr. Patricia Riley was changing to Professor of Social Science from the Dean of General Education & Professional Studies. The new Dean of General Education and Professional Studies is Dr. Susan English.

APPROVAL OF MINUTES

A motion was made to approve the May 14, 2026, meeting minutes by Mrs. Kim Gillis and seconded by Mr. Bill Turner. The motion passed unanimously.

STUDENT SUCCESS REFORMS

Student Success Reform 1: Transfer *

Dr. Michael Hutmaker provided an update on several transfer partnership initiatives, including collaborations with Wilmington University in Allied Health and the University of Maryland in STEM. He highlighted the Maryland Transfer Initiative with Salisbury University, which is designed to create seamless transfer pathways by aligning Wor-Wic degree programs with Salisbury University requirements. The initiative will allow eligible students who complete their Wor-Wic degree to transfer as juniors with applicable credits accepted, reducing the time and cost associated with earning a bachelor's degree. A ceremonial signing of the agreement is scheduled for next week.

The initiative began with 25 academic programs, with 11 pathways completed and ready for implementation, two in development, and 12 nearing completion. Faculty from both institutions have worked collaboratively to align curricula and address transfer barriers, with continued annual collaboration planned to review and expand pathways. The partnership will provide students with clearer transfer pathways and enhanced advising while supporting degree completion and student success. The initiative branded "Two Degrees, One Path, Endless Opportunities," is viewed as a potential model for future partnerships with other four-year institutions.

Kim noted that Salisbury University also recognizes and values the data demonstrating the positive outcomes associated with students completing their associate degree before transferring.

Student Success Reform 2: Dual Enrollment
Student Success Reform 3: Workforce Pathways
Student Success Reform 4: Shortened Academic Terms

PRESIDENT'S REPORT

Mrs. Jennifer Sandt reported on an Achieving the Dream (ATD) grant focused on expanding the use of seven-week courses, a proven best practice that can help students, particularly adult learners, complete their degrees more quickly. ATD representatives visited campus last Monday and held an open forum for all employees, along with a presentation for instructional staff. They also met with smaller groups to discuss the academic, student support, scheduling, and professional development resources needed to successfully implement the initiative.

The ATD team will return to campus twice next year to provide continued guidance. A steering committee and implementation team have been established and will meet monthly to support the initiative. The long-term goal is to determine the feasibility of offering a fully structured seven-week academic program.
Dr. Solembrino reported that the ATD coaches established the foundation for the initiative by explaining the rationale for expanding seven-week courses and presenting data, research, and best practices from other institutions. The sessions helped demystify the process and addressed common misconceptions surrounding shortened academic terms.

Dr. Deirdra Johnson reported that two students will travel to France on Saturday to participate in a week-long program at the University of Normandy. Only 30 students from across the United States were selected for the opportunity, and 2 were from Wor-Wic. The only expense for the students was airfare.

Daron Mulligan, Global Education Coordinator, will meet with the students and representatives from the University of Normandy to discuss opportunities to strengthen the partnership. Updates from the trip will be shared through WhatsApp. It was also noted that one student has never traveled before, while the other recently completed the first international trip to Scotland.

Mrs. Stefanie Rider reported that the golf tournament was a great success.

Dr. Deborah Casey reported the following…

Board of Trustees retreat is on August 24th and begins at 10am. It was requested that, in addition to the two identified risk management items, any other topics for consideration be shared via email additional prior to the meeting for inclusion in the agenda.

An update was provided on the legislative session involving Dr. Stauffer, the County Executive, and the Mayor of Delmar. The College Promise initiative for students living in Maryland was discussed, and it was noted that an MOU was signed last week and has since been passed into law. Approximately 60 students are eligible for the program, with 22 currently planning to attend Wor-Wic. It was also noted that this year's student award recipient was from Delmar.

VICE CHAIR COMMITTEE RECOMMENDATION
Mr. Morgan Hazel requested a report from the committee. Mr. Russell Blake reported that he and Mr. Marty Neat currently serve on the committee and presented the committee's nomination for Mr. Bill Turner to serve as the new Vice Chair.

REPORTS TO THE BOARD

Treasurer's Report

Mrs. Sandt reported the following…
Tuition and fee revenue received is nearly $260,000 higher than at this point last year. Total revenues to date are almost $1.9 million higher than last April and represent 93.7% of budgeted FY 2026 revenues.

Expenses to date are approximately $1.5 million higher than the prior year, with an additional $965,000 in open encumbrances for approved purchase orders not yet paid. The college is completing planned year-end purchases, including supplies and equipment, AV technology upgrades, and laptop replacements. Total expenditures represent 76.8% of budgeted FY 2026 expenditures.

The question was raised if there was anything that scares you in reference to meeting the budget: Jen reported that the Medical portion is expected to be very close to budget projections.

Medical; we are self-insured

Bid Recommendation: Digital Advertising Services

On March 19, 2026, proposals were requested for digital advertising services. The Request for Proposals was advertised on eMaryland Marketplace, Bid Locker, and the college's website.

Recommend that the college contract with Carnegie for digital advertising services. Carnegie is widely considered one of the leading and most established higher ed enrollment marketing firms and is very experienced working with community colleges specifically. The college's marketing department has worked with Carnegie in the past for mini-campaigns and was very pleased with their performance. The RFP evaluation committee is confident in the firm's abilities.

Sole Source Purchase: Nuventive Software
The information technology department has requested that we renew om agreement for Nuventive Improvement Platform Essential Edition - Limited License.

Sole Source Purchase: Lyrasis
The primary set of research databases offered to students by Library Services is through Lyrasis. The annual subscription includes access to multiple publishers' databases and titles from Infobase, Gale, EBSCO, and ProQuest.

Sole Source Purchase: Lightcast Analyst
The information technology department has requested that we renew our agreement for Lightcast Analyst, a web-based labor market analytics tool.

Sole Source Purchase: CollegeNet 25Live
The information technology department has requested that we renew our agreement with CollegeNet for 25Live room scheduling software licenses. It is a three-year contract.

PURCHASES GREATER THAN $50,000

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

2026 Institutional Report on Plan of Cultural Diversity

Dr. Hutmaker presented the 2026 Institutional Report on Plan of Culture Diversity.
Under section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. Wor-Wic Community College's plan is a five-year plan and was approved by its Board of Trustees in June 2022.

Each year the college must submit this plan with a progress report for approval by the Board of Trustees. The documents included:
The progress report for 2025-2026 year
2026 Institutional Report on Plan of Cultural Diversity cover sheet to be signed by the Board Chair
The 2022-2027 Cultural Diversity Plan

Each year submit report to the state – Drafted by Dr. Kim Purvis and David Mongor

2022–2026 Highlights

- Educational programming updates (as outlined in the meeting packet).
- Continued engagement of guest speakers to enrich the student learning experience.
- Ongoing efforts to identify and address student needs through support services.
- Availability of a campus food pantry and food lockers at two locations, including after-hours access for students experiencing food insecurity.
- Focus on supporting first-generation college students, students with disabilities, and participants in the CCAMPIS program.
- Expansion of seven-week course offerings to provide greater flexibility for students.
- Increased access to educational resources and initiatives designed to reduce barriers to student success.

College Policy Revisions

Mrs. Karen Berkheimer presented the College Policy Revisions.
The following policies were reviewed and approved by the board of trustees: Conflicts of Interest, Energy Management, Job descriptions, Workplace Accommodations, Tuition Plans and Artificial Intelligence.

Student Success Policy
Dr. Casey presented Student Success Policy.

At the last board meeting a draft of the Student Success Policy was presented for review. Anna, Kim, and Bill attended the Aspen Institute conference, where institutions were encouraged to adopt a board policy focused on student success. The proposed policy defines student success through measures such as student success data and institutional performance, including initiatives such as "From First to Finish," enrollment reports, transfer initiatives, retention, and degree completion. Following feedback, the policy was refined, aligned with existing Board policies. The policy formalizes the Board's commitment to student success and outlines its role in supporting institutional efforts to improve student outcomes. The Student Success Policy is presented for approval along with the remaining policies on the agenda.

MOU between Wor-Wic and WWCCFA

Mrs. Karen Berkheimer submitted the following…
MOU with WWCCFA
The board of trustees approved and executed the June 28, 2026, MOU between the college and WWCCFA, which included Promotion, Salaries, Teaching Load Hours and Full-Time Overload and Non-Load compensation, as well as a FY28 reopener for Teaching Load Hours.

It was also noted that two new leaders will be joining as part of a scheduled leadership transition in accordance with the Faculty bylaws.

College Funding Request from the Foundation
Mrs. Stefanie Rider presented College Funding Request from the Foundation…
Stefanie Rider presented a proposed process for reviewing and submitting funding requests to the Foundation's General Fund. The process will require requests to supplement, rather than replace, General Fund resources and demonstrate alignment with the College's mission, strategic priorities, and goals, including the number of students impacted and anticipated outcomes. A standardized request form will be developed, and units receiving funding will be expected to report on results and lessons learned. Trustees will review and endorse requests for alignment with College priorities before they are forwarded to the Foundation Board for consideration and approval.

STANDING REPORTS

ENROLLMENT REPORT

Dr. Michael Hutmaker shared the enrollment report through June 4, 2026.

Anne Mejia has been actively working within the schools to encourage student registration through intentional outreach efforts. He further reported that dual enrollment currently represents approximately 25 percent of both headcount and budget, and that the College continues to monitor enrollment mix in order to maintain balance among student populations.

The Board discussed the availability of scholarships for dual enrollment students. Worcester County offers funding for eligible students under age 21, although available funding has been reduced, while students in Somerset and Wicomico Counties do not qualify for this funding source. Previous support from Bank of Ocean City was also discussed. Summer coursework is generally paid out of pocket by students, with a discounted tuition rate available.

BOARD OF TRUSTEES ACTION ITEMS REQUEST FOR APPROVAL

1. Treasurer's Report
2. Bid Recommendation: Digital Advertising Services
3. Sole Source Recommendation – Nuventive Software (assessment)
4. Sole Source Recommendation – Lyrasis (resource center database)
5. Sole Source Recommendation – Lightcast Analyst (labor market analytics)
6. Sole Source Recommendation – CollegeNet 25 Live (room scheduling)
7. College Policy Revisions
8. Student Success Policy
9. 2026 Institutional Report on Plan of Cultural Diversity
10. College Funding Request for the Foundation
11. Vice Chair Committee Recommendation

Ms. Kim Gillis 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

None

OTHER BUSINESS/PUBLIC COMMENT

Thank you to Morgan for his 31 years of service. Well wishes from the board and thank yous.

ADJOURNMENT

Mr. Morgan Hazel made a motion to adjourn the meeting at 1:51PM and was seconded by Mr. Marty Neat. The motion passed unanimously.

Respectfully submitted,

Deborah Casey

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

Accepted

Anna Newton

Anna Newton, Board Chair