



Wor-Wic Community College Board of Trustees Meeting Minutes

**September 12, 2024
12:00 O'clock p.m.
Maner Technology Center Boardroom**

The Board of Trustees of Wor-Wic Community College held a regular meeting on September 12, 2024. Board Chair Morgan Hazel presided.

PRESIDENT

Dr. Deborah Casey

TRUSTEES

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

VICE PRESIDENTS

Dr. Kristin Mallory
Ms. Jen Sandt

STUDENTS/STAFF/ GUESTS

Mr. Ayman Idress
Mr. Chuck Thomas
Mr. Kevin Justice

ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES

Ms. Karen Berkheimer

EXECUTIVE DIRECTOR OF THE FOUNDATION AND DIRECTOR OF DEVELOPMENT

Ms. Stefanie Rider

DEAN OF ENROLLMENT MANAGEMENT AND STUDENT SERVICES

Ms. Amanda Messatzzia - Absent

DEAN OF STUDENT SUCCESS

Dr. Kimberly Purvis – Absent

CHIEF INFORMATION OFFICER

Mr. Ayman Idress

EXECUTIVE ASSOCIATE TO THE PRESIDENT

Ms. Lori Hazel

PRESIDENT, WORCESTER COUNTY COMMISSIONERS, LIAISON

Mr. Chip Bertino

WICOMICO COUNTY EXECUTIVE, LIAISON

Ms. Julie Giordano – Absent

CELEBRATIONS AND ACKNOWLEDGEMENTS

Dr. Deborah Casey shared the upcoming inauguration events and shared the success of the all-staff professional development day with poet, Denice Frohman performing on September 6, 2024.

Dr. Casey introduced and welcomed Mr. Kevin Justice, faculty member, to the meeting.

ROLL CALL

Ms. Lori Hazel took roll and recorded.

PUBLIC COMMENT

None

SECURITY REPORT PRESENTATION

Mr. Chuck Thomas and Mr. Ayman Idress presented the yearly security report for 2024. PowerPoint included with minutes as attachment.

MINUTES

A motion was made to approve the August 29, 2024, meeting minutes by Ms. Kim Gillis and seconded by Ms. Anna Newton. The motion passed unanimously.

CELEBRATING SUCCESS

None

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS

Dr. Kristin Mallory and Ms. Jennifer Sandt reported the new hires of faculty and administrators.

REPORTS TO THE BOARD

Treasurer's Report

Ms. Jennifer Sandt reported tuition and fees revenue collected in July is approximately \$150,000 higher than last July, with expenses appearing to be \$1 million higher than last July. Almost 1.5 million of the expense is encumbered. Contracted services include many of the facilities and information technology maintenance contracts, and historically these contracts increase yearly. The college's general insurance package is included in the encumbrances column and expensed monthly.

10-Year Capital Improvement Plan 2025-2034

Ms. Jennifer Sandt provided the college's 10-Year Capital Improvement Plan (CIP) for consideration. The CIP proposes an expansion of the existing Maintenance Building. Design of the building is proposed to be completed in FY26, and completion in FY27.

There is also a proposal for a Student Success and Wellness Center, which will be proposed for design completion in FY28, with completion in FY30.

Sole Source Recommendations

Ms. Jennifer Sandt reported the sole source recommendation for Ellucian CRM Recruit Licenses be renewed. Ms. Sandt presented the sole source justification form. The five-year renewal contract minimizes annual price increases.

FY25 Purchases over \$50,000

Ms. Jen Sandt shared FY25 purchases over \$50,000. The expenses are Horizons Delmarva, MD Association of Community Colleges, Selective Insurance, and Lyrasis.

Performance Accountability Report

Ms. Jennifer Sandt shared the Performance Accountability Report (PAR). This report is due to Maryland Higher Education Commission (MHEC) by October 1, 2024. The data section of the PAR includes benchmarks set by college council in 2021 at the beginning of the current five-year cycle. The narrative section consists of the mission and a discussion of success or challenges faced during the college's progress toward a few key benchmarks that align to the goals of the "2022 Maryland State Plan for Postsecondary Education" as well as a description of community outreach activities and how they impact our service area.

Enrollment Report

Ms. Jennifer Sandt reported as of September 8, 2024, the total headcount is 2,835, with Maryland FTE's being 677.57, and total FTE's are 716.73. These numbers are up 3.61% compared to September 10, 2023.

President's Report

Dr. Casey shared "Achieving the Dream" coaches came to campus to introduce ATD to administrators and provide training on how ATD will assist and teach Wor-Wic how to increase enrollment and retention based on many of the colleges cohorts and working on reaching demographics that are untapped in our community.

Dr. Casey, Dr. Mallory and Ms. Stefanie Rider shared details of events and upcoming events that will be held. A full report is attached to these minutes.

BOARD OF TRUSTEES ACTION

The board of trustees were asked to consider and approve the following action items:

1. Approve and accept the Treasurer's Report presented.
2. Approve the 10-Year Capital Improvement Plan 2025-2034.
3. Approve Sole Source Recommendation for the Renewal of Ellucian Recruit.
4. Approve the Performance Accountability Report.
5. Approve the Board of Trustees Self-Assessment Policy Proposed in Previous Meeting.
6. Approve the President's Assessment Policy Proposed in Previous Meeting.

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

TRUSTEES ANNOUNCEMENTS

Ms. Kim Gillis shared that she is pleased with the amount of community engagement with the upcoming events prior to the presidential inauguration.

OTHER BUSINESS/PUBLIC COMMENT

None

ADJOURNMENT

The meeting was adjourned to a closed session at 1 p.m.

Respectfully submitted,

Secretary-Treasurer

Accepted

Date

Morgan Hazel, Board Chair