



Wor-Wic Community College Board of Trustees Meeting Minutes

**December 5, 2024
10:30 O'clock a.m.
Maner Technology Center Boardroom**

The Board of Trustees of Wor-Wic Community College held a regular meeting on December 5, 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. Kevin Justice - Faculty

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

DEAN OF STUDENT SUCCESS

Dr. Kimberly Purvis

CHIEF INFORMATION OFFICER

Mr. Ayman Idress

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.

MINUTES

A motion was made to approve the November 14, 2024, meeting minutes by Ms. Anna Newton and seconded by Mr. Marty Neat. The motion passed unanimously.

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS

No New Hires to Introduce

REPORTS TO THE BOARD

Treasurer's Report

Ms. Jennifer Sandt reported tuition and fees revenue is approximately \$248,000 higher than last October. Final Fall credit FTEs are 8.5% higher than last Fall. Registration for the Spring term is underway, and enrollment is trending higher than last Spring. Total revenues are \$286,000 higher than last October.

Total expenses are tracking approximately \$1.2 million higher than last year due to salaries/fringe benefits, contracted services, conferences, fixed charges, and equipment expenses. The equipment expense increase is due to the finalizing of the AV equipment replacement in Shockley Hall and Maner Technology Center this past summer. The AV project is completed and will be capitalized at the end of the year.

As of October 31, 2024, over \$14 million is invested in total, with an overall rate of return of 4.39%.

Sole Source Recommendation – Ellucian Insights

Ms. Jennifer Sandt shared the information technology department has requested that we enter into an agreement for Ellucian Insights licenses. A sole source justification form was provided to the board that included an implementation fee and a five-year contract starting January 1, 2025, and expiring June 30, 2029. The first year is prorated from January 2025 – June 2025. The total investment over five years is \$403, 415. Since this exceeds the state bid threshold and is recommended as a sole source, the board is being asked to approve this procurement.

Policy Revisions

Ms. Jennifer Sandt submitted the following policy revisions for the board of trustee's consideration. If approved, Ms. Sandt is recommending that the three technology -related policies take effect immediately, and the travel policy take effect for college travel that occurs after January 1, 2025.

1. Acceptable Use of Technology
Revised the "Acceptable Use of Technology" policy to include subsection titles and reorganize the information within the subsections, revised and added to the list of prohibited conduct and added narrative under the security and monitoring subsection.
2. Email Usage
Revised the "Email Usage" policy to reorganized and update some of the information and the subsections and removed procedures from the policy.

3. Passwords

Revised the “Passwords” policy to add subsections regarding two-factor authentication and enforcement, to reorganize and update some of the information in the subsections and to change the length of time for changing passwords to 360 days since we have implemented two-factor authentication for all college email accounts.

4. Travel

Revised the “Travel” policy to remove the paragraph related to travel arrangements for the president and the board of trustees, revised the meal reimbursement to state that employees are reimbursed up to \$70 per day, with an additional 20% tipping allowance per meal, and separated the travel procedures from the travel policy.

Purchases Greater than \$50,000 Not Formally Bid

Ms. Jennifer Sandt provided a report of FY25 purchases over \$50,000 that were not formally bid.

1. Communications Electronics Systems: Upgrade campus video surveillance, access controls and JC intercom system. This was funded by MHEC Campus Safety Grant.
2. Value Carpet One – GH second floor hallway flooring replacement.

Program Changes

Dr. Kristin Mallory presented the Business Management, Technical Management Studies Concentration, A. A. S. that will recognize a select group of Automotive Service Excellence (ASE) certifications towards the completion of the degree. Additional business courses and a selection of industrial and emergency preparedness courses will provide management and technical skills needed to lead in the automotive service industry. The program will also include the general education courses required in an associate of applied science degree.

Enrollment Report

Ms. Amanda Messatzzia shared the enrollment report as of December 4, 2024. Currently the college is up 52.19% (596) total headcount, and up 49.24% (139) in total Maryland FTEs, making total FTEs up 50.08% (149.42) in total FTEs. Ms. Messatzzia reports our spring enrollment numbers continue to be strong. There are notable increases in Computer Studies Transfer students, STEM transfer students and Electromechanical Tech. There are 301 dual enrolled students, and the earlier registration of four out of the five health professions programs have had a positive impact as well.

President's Report

Dr. Casey shared many of the activities and conferences that she and the executive leadership team have attended, as well as the many events that have been held on campus by many other divisions to promote the success of our students during finals week.

- NAACP partnership with Wor-Wic in showing 13th, which is a documentary on how the 13th amendment led to the mass incarceration of marginalized people.
- 69 students received mental health counseling and related services last month.
- TRIO hosted a celebration to recognize First-Generation College Student Day.
- Student Engagement and nursing students partnered to distribute approximately 25 Thanksgiving food baskets.
- Pohanka hosted an Apprentice Workshop on November 18, 2024.
- The Captain Bryan Lewis Scholarship Presentation was held on November 18, 2024.
- November 19, 2024, the Correctional Officers Graduation was held.
- Dr. Casey, Dr. Mallory and Ms. Sandt attended the Maryland Higher Education Success Summit at the Universities at Shady Grove, MD on November 15, 2024.
- Dr. Casey met with Dr. Steve Leonard, CEO of TidalHealth to discuss our partnership, additional programs to accommodate the needs across the shore for healthcare workers.

Ms. Stefanie Rider provided updates for the Foundation and is pleased to announce that she has met with two individuals that are interested in creating a new endowment.

A copy of the full president's report is available.

Mr. Marty Neat made a motion to move to a closed session to discuss the continuation of negotiations for sale of the educational broadband service. Mr. Russ Blake seconded the motion. The motion passed unanimously. The members not required to stay for the closed session were dismissed and asked to return at 11:30 a.m.

Mr. Mary neat made a motion to reconvene the open session meeting at 11:33 a.m. and was seconded by Ms. Kim Gillis. The motion passed unanimously.

BOARD OF TRUSTEES ACTION

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

1. Treasures Report
2. Sole Source Recommendation: Ellucian Insights
3. Policy Revisions
4. Program Changes
5. Review and authorization of the continuation of negotiations for sale of educational broadband service.

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

None

ADJOURNMENT

Ms. Anna Newton made a motion to adjourn the meeting at 12 Noon and was seconded by Mr. Marty Neat. The motion passed unanimously.

Respectfully submitted,

Accepted

Secretary-Treasurer

Morgan Hazel, Board Chair

Date