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BOARD OF TRUSTEES

Russell W. Blake

Kimberly C. Gillis

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Martin T. Neat

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PRESIDENT

Deborah Casey, Ph.D.

Board of Trustees Meeting Minutes
May 8, 2025
1 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. Karie Solembrino
Ms. Alana Long
Dr. Carolyn Schoenian

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 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

Dr. Karie Solembrino introduced Ms. Alana Long, Assistant Professor of Nursing, to share that Ms. Long has recently obtained her Doctor of Nursing Education from The Ohio State University. Her final project was the Implementation of an Evidence-Based Emotional Wellness Plan for First Semester Nursing Students in an ADN Program. Dr. Long focused upon incorporating wellness activities into the ADN program to improve student persistence and completion of the nursing program. Addressing mental health challenges students and their patients experience is vital to providing quality health care to our community.

INTRODUCTION OF NEW HIRES

Dr. Kristin Mallory introduced Dr. Carolyn Schoenian, Technology Accessibility Coordinator (Grant Position) to the Board of Trustees and extended a warm welcome to her on behalf of Wor-Wic. Dr. Schoenian provided a brief introduction of herself, followed by introductions from the members of the Board of Trustees.

CHANGES TO THE AGENDA

There are no changes to the agenda.

MINUTES

A motion was made to approve the April 10, 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 increased by almost \$1.4 million compared to last March, indicating a positive trend in student enrollment. We received the final FY2025 State revenue allocation this month. Total revenues are about \$700,000 higher than last March.

Expenses are approximately \$1.6 million higher than last year. The business office is currently reviewing budget accounts. End-of-year supplies and equipment purchases are underway.

FY 2026 Administrator and Support Staff Salary Increases

Ms. Jennifer Sandt shared the board of trustees approved the FY 2026 operating budget at its February 2025 meeting, allocating funds for salary increases for administrators and support staff members. Ms. Sandt asked the board to consider a 4% salary increase for zone one, a 3% salary increase for zone two, and a 2% salary increase for zone three. The faculty salary increases will be determined as part of the collective bargaining agreement.

FY 2026 Child Development Center Budget Request

The FY 2026 Child Development Center budget request for \$459,818 was provided. The proposed budget is \$30,349 or 7.07% higher than the approved FY 2025 budget. About \$22,000 of the increase in expenses is attributed to salary and fringe benefits increases. A salary increase of a 4% for zone one, a 3% salary increase for zone two, and a 2% salary increase for zone three has been applied to eligible employees. The remainder of the increases are in supplies expenses, including instructional, miscellaneous, dues and food. A tuition increase was also proposed.

FY 2025 Purchases over \$50,000 not Formally Bid

These purchases include the Ellucian Company LLC, for the 5 year license for Elevate at \$368,943.00 and Visual Sound for Audio Visual updates in BH classrooms at \$326,682.32.

Enrollment Report

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

Credit Enrollment as of May 5

- The Summer 2025 semester starts the new academic calendar with one summer term rather than two separate terms (as seen in past years). Due to the change in summer session from two sessions to one session the data to compare to the previous year will not be able to be reported.
- Summer 2025
 - Headcount currently at 1,070
 - FTE currently at 185.57
- Fall 2025
 - Headcount currently 1,264 - up from 1,232 from last year (2.6%)
 - FTE at 336.28 up from 317.57 from last year (5.9%)

The first deregistration for non-payment for the Summer 2025 semester took place last Friday and resulted in 71 students dropped from 113 classes. This compares to 117 students dropped from 179 classes in Summer 2024 on 4/29/24. This decrease in drops has coincided with more direct and intentional outreach. The team will continue to follow up through texts, emails and phone calls to those that were dropped to assist them to get re-enrolled. Of the 71 students who were dropped for non-payment, 28 (39.44%) have reenrolled. There are 43 students that the advising team plans to target to reenroll and/or discuss the issue(s) that resulted in the DREG.

President's Report

Dr. Casey shared the many events and services attended and completed over the many divisions of the college:

- The public safety department contracted with IACLEA to conduct a peer review of the campus public safety department and policies and procedures related to campus safety. The peer review will occur June 2 – 4. The peer review is being paid by a grant.
- Drs. Casey, Hutmaker, Johnson, and Mallory attended the American Association of Community College's annual meeting in Nashville April 12- 16, 2025.
- The Executive Leadership Team attended multiple Achieving the Dream meetings on April 24th and 25th at Wor-Wic with the ATC coaches.
- Dr. Mallory chaired the President's Distinguished Faculty award selection process. Eleven faculty were nominated by faculty and/or students, seven completed the application, and two faculty, Dr. Tiffany Kotra-Loos (PTA) and Juley Harper (English) were selected by the nine-person committee to receive the 2025 award.
- Admissions hosted on-site Enrollment Coaching and registration events for the following schools: Pocomoke, Mardela, Snow Hill, Washington High, Crisfield, Bennett, Parkside, Pocomoke and Delmar.
- Registrar joined the ARTSYS Advisory Council.
- Admissions hosted on-campus information sessions and tours for the following: Wicomico County Open House, Arcadia High School, Snow Hill Middle School, Wicomico County Public Schools.
- Financial Aid visited Wicomico High School twice to assist students having difficulties completing the 2025-26 FAFSA and held FAFSA.
- Career Services posted 62 jobs from local area employers for our current students and alumni for the month of April.
- A Fraudulent Applicant Committee of Admissions, Financial Aid, Registrar, along with IT and IR created additional coding methods in Colleague to bring awareness of potential fraudulent applications across the student affairs division. This will enable us to extract these applicants from our Applicant Data Reports and onboarding funnel which affects our applicant conversion rate and number of applicants received.
- Admissions ended the EAB Naviance 3-year partnership and attended Appily demonstration to determine if it would be a good substitution to utilize moving forward.
- Financial Aid began work on a review of all websites, portal, and self-service content to update information to remain compliant with regulations.
- Student Affairs members collaborated with the director of grants on the NASPA Emergency Aid Microgrant initiative and the Ellucian Path Scholarship.

- The ATD coaches were on campus Thursday, April 24 and Friday, April 25 to meet with the ATD action plan subcommittee, the Dream Team, faculty, students, administrators/support staff, and ELT.
- The Student Recognition Program took place on April 29 in GH 101.
- VUB staff and Director completed VUB regulations training.
- Jason King reviewed VA regulations pertaining to VR&E program.
- Mental Health Counselor attended CIT meeting for Wicomico County (held at Wor-Wic, invited to be part of the team by John Moses) and Mental Health Counselor participated in Overdose Prevention Team meeting for Wicomico County.
- Members of the Enrollment Management team attended the 2025 eLive conference in April 2025. Dean of Enrollment Management, Amanda Messatzzia presented a session in collaboration with IT colleague Emma Stijntjes. The session, *Using Ellucian to Facilitate New Student Onboarding at a Community College*, was attended by 117 people and highlighted Wor-Wic's use of Ellucian CRM Recruit, CROA, Colleague, CRM Advise, and Experience.
- Student Affairs team members participated in multitude of webinars, podcasts, affinity group meetings, trainings and initiatives including Achieving the Dream and the Maryland Transfer Success Initiative.
- Attended the 4th graduation ceremony for the MWW Grant PWPA (Powerline Workers)
- Echoes and Visions 50th Anniversary Presenter, Ada Limon event
- ATD Dream Team Meetings held on April 24 – 25, 2025, faculty professional development and staff and faculty meetings over the course of the two days.
- Attended and provided remarks at the Choptank Electric Annual Business Meeting

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. FY 2026 Administrator and Support Staff Salary Increases
3. FY 2026 Child Development Center Budget Request

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. Kim Gillis made a motion to adjourn at 2:30 p.m. The motion was seconded by Mr. Russ Blake, and passed unanimously. The board then attended the 2025 retiree celebration.

Respectfully submitted,

Secretary-Treasurer

Accepted

Morgan Hazel, Board Chair

Date