



Wor-Wic Community College Board of Trustees Meeting Minutes

**November 14, 2024
1:00 O'clock p.m.
Maner Technology Center Boardroom**

The Board of Trustees of Wor-Wic Community College held a regular meeting on November 14, 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. Kim Gillis and seconded by Mr. Marty Neat. The motion passed unanimously.

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS

Dr. Kimberly Purvis introduced Ms. Leikia Briddell, Director of Student Engagement and Belonging.

REPORTS TO THE BOARD

Treasurer's Report

Ms. Jennifer Sandt reported overall revenue is \$76,000 higher than last September. There are slight gains across all revenue categories except State revenue.

Total expenses are tracking approximately \$644,000 higher than last September mainly due to the increased costs in contracted services. There is about \$110,000 budgeted in contingency.

As of September 30, over \$14 million is invested in total, with an overall rate of return of 4.47%.

Site Change for Student Success and Wellness Center

Ms. Jennifer Sandt presented an update on the Student Success and Wellness Center at the October 2024 board of trustees meeting. The college contracted with WRA to assist in developing the program documents in collaboration with the campus facilities team.

WRA suggested two options for the site location for the new building. One option is to leave the site in the same location as specified in the February 2019 Facilities Master Plan, and the second is to move the site location closer to Fulton-Owen and Shockley Halls. The board is being asked to consider relocating the Student Success and Wellness Center closer to Fulton – Owen and Shockley Halls to enhance connectivity with existing campus buildings, reducing connectivity expenses for utilities and network cabling, minimize the loss for parking and forested areas, and maintain future academic space as planned in the February 2019 Master Plan.

Sole Source Recommendation - Jaggaer

Ms. Jennifer Sandt shared the information technology department has requested that we renew our agreement for Jaggaer (Campus Cart) licenses. This will be a five-year contract which minimizes the annual price increases. The total investment over five years is \$424,449. Ms. Sandt is requesting the board of trustees approve this procurement since it exceeds the state bid threshold and is recommended as a sole source.

Program Changes

Dr. Kristin Mallory reported that the Curriculum Committee met on September 27, 2024, and considered multiple curriculum updates. There were recommendations from each program area for modifications of course objectives, course sequences, and or course credit hour changes.

In addition, several new program areas of concentration were proposed and approved by the curriculum committee. Dr. Mallory concurred with the committee and recommended supporting the addition of the following programs to Wor-Wic's curriculum:

- Stem Technology, Mechatronics Engineering Concentration, A.A.S.
- Stem Transfer, Data Science Concentration, A.S.

Enrollment Report

Ms. Amanda Messatzzia shared the enrollment report as of November 13, 2024. Headcount is at 696, up 324 compared to this time last year, with MD FTEs at 180.23, up 81.66, making the total FTEs 189.37, up 85.40 compared to this time last year. Overall change is an increase of 83.14%.

FAFSA completion is down slightly from this time last year. The FAFSA for 2025-2026 academic year is scheduled to open on December 1, 2025. Ms. Messatzzia assured the board of trustees that our Financial Aid team is ready to import the files as soon as they are processed and sent by the Department of Education.

President's Report

Dr. Casey was pleased to share that Dr. Mallory attended the first CEWD CNA completion ceremony honoring students who earned their certified nursing assistant certification on October 22nd.

Focus groups were held for students and employees on October 9, 2024, regarding the Student Success and Wellness Center.

Ms. Jen Sandt attended the Capital Improvement Plan budget meeting with Wicomico County on October 30, 2024.

Dr. Mallory attended the virtual meeting with ACCT on behalf of Dr. Casey regarding the partnership with international colleges and preparation for the India exchange with US institutions on October 23, 2024.

The campus facilities team met on Oct. 29 to discuss the various facilities renewal grants projects that are underway and to provide an update on the Student Success and Wellness Center programming.

Dr. Casey shared her experience as a Fulbright Scholar in France and thanked the board of trustees and the Executive Leadership Team for such a wonderful inauguration event.

Ms. Stefanie Rider shared the new Wor-Wic Community College Foundation members with the board of trustees.

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

BOARD OF TRUSTEES ACTION

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

1. Treasures Report
2. Site Change for Student Success and Wellness Center
3. Sole Source Recommendation: Jaggaer
4. Program Changes

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

TRUSTEES ANNOUNCEMENTS

None

OTHER BUSINESS/PUBLIC COMMENT

None

ADJOURNMENT

The meeting was adjourned to a closed session at 1:30 p.m.

Respectfully submitted,

Accepted

Secretary-Treasurer

Morgan Hazel, Board Chair

Date