

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

The Board of Trustees of Wor-Wic Community College held a regular meeting on March 12, 2026. Board Chair Morgan Hazel presided.

PRESIDENT

Dr. Deborah Casey

TRUSTEES

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

VICE PRESIDENTS

Dr. Michael Hutmaker
Dr. Deirdra Johnson
Ms. Jen 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

ROLL CALL

Ms. Katrina Terrell took roll and recorded minutes.

INTRODUCTIONS OF NEW FACULTY AND/OR ADMINISTRATORS (first)

Mr. Tyjae Lewis, Veterans Upward Bound Outreach Coordinator was introduced by Dr. Michael Hutmaker.

Ms. Katrina Terrell, Executive Assistant to the President was introduced by Dr. Deb Casey.

BOARD OF TRUSTEES

Russell W. Blake

Kimberly C. Gillis

Morgan Hazel

Martin T. Neat

Anna G. Newton

Lorraine Purnell-Ayres

Bill Turner

PRESIDENT

Deborah Casey, Ph.D.

APPROVAL OF MINUTES

A motion was made to approve the February 12, 2026, meeting minutes by Ms. Kim Gillis and seconded by Mr. Marty Neat. The motion passed unanimously.

Ms. Kim Gillis presented to the board changes in the agenda and future meetings. Recommendations for changes were discussed by the board including:

1. New format for the agenda with reforms at the top of the agenda.
2. President's report moved to the front of the agenda to discuss reforms and see alignment of monthly operational activities occurring aligned with the reforms.
3. Semester individual meetings with Trustees to discuss reforms and check-in.
4. Presentations to the Board will highlight the reforms.

Ms. Kim Gillis, Ms. Anna Newton, and Mr. Bill Turner attended the year-long cohort for ASPEN Collaborative. They brought forward several suggestions for the Board to focus on related to the 4-student success reforms for board meetings, policies, and future planning and budget decisions.

The college's goal is to advance student reform initiatives: (1) Transfer, (2) Dual Enrollment, (3) Workforce Pathways, and (4) Seven-Week Shortened Academic Terms. The new meeting format serves as a structured reminder to support the successful implementation of these initiatives. Each meeting will highlight select student reform areas. During the current meeting, Reform 1: Transfer and Reform 2: Dual Enrollment were highlighted. A comprehensive report on all four reform initiatives was provided to the Board.

STUDENT SUCCESS REFORMS

Student Success Reform 1: Transfer

Maryland Transfer Initiative with Salisbury University (SU) allows students transferring from Wor-Wic to enter SU as juniors, ensuring that all 60 credits earned at Wor-Wic are fully recognized and that students remain on track to complete the 120 credits required for graduation. Faculty from both SU and Wor-Wic have collaborated to develop a transfer template that can be utilized with other institutions in the future. Academic connections are approximately fifty percent complete, with full implementation expected by the end of the month. This process also enables Wor-Wic to receive graduation data, facilitating the tracking of post-graduation outcomes. According to SU, students transferring from Wor-Wic demonstrate higher success rates than those entering SU as freshmen, highlighting the rigor of Wor-Wic's programs and the high-quality instruction provided by its faculty.

Health professions data 76% part time, 43% from underprivileged areas, 42% work more than 30% of the time, 82% use their own income to pay for college, 50% are first generation college students, 51% are ages 18-19, 39% are over 30 years old.

Shadow program with NASA.

Student Success Reform 2: Dual Enrollment

Dr. Deirdra Johnson shared on the partnership with Parkside and the CTE program. Parkside has named a successor for the program, Bill Witte, who is working with Wor-Wic and making great strides with the program. Showcase last month with over 150 students showing what's next for the program. There is a demand in Worcester County for the Heavy Equipment Course, and if Worcester County can guarantee ten (10) students, Wor-Wic will take the equipment/course to them.

PRESIDENT’S REPORT

Dr. Deb Casey reported that Dr. Charles Dolan of TidalHealth Atlantic will be appointed as a new trustee upon the conclusion of Mr. Morgan Hazel’s term on June 30, 2026. Mr. Hazel will be formally recognized during the retirement reception following the May Board meeting.

Self-evaluations for board and President’s evaluations will begin next month – utilizing electronic process, to be reviewed in June.

Lieutenant Governor Aruna Miller has been confirmed as the speaker for this year’s commencement.

Josh Wyner – from ASPEN possible speaker for Board Retreat/Training.

Dr. Michael Hutmaker reported on a recent site visit conducted by the National Junior College Athletic Association (NJCAA). The visit was successful, and the College is proceeding with plans to introduce athletics on campus, beginning with golf and cross country. Noting that Wor-Wic is currently the only community college in Maryland without an athletics program. The initiative will advance to the next steps, including submission to the Board of Regents for review.

Ms. Stefanie Rider reported on foundation retreat. Sara Guy is leading the strategic planning – goal is to make sure the foundation support and goals are in alignment with that of the board (i.e. reforms). Utilizing results to assist with foundation donation request.

Ms. Jen Sandt reported that the designs for the maintenance building have been approved and that the project will move forward as planned. She also noted that the GTC project has been formally closed by the state, and all associated funding has been received. Additionally, discussions were held regarding the potential addition of two pre-kindergarten classrooms in the Jordan Center; however, it was determined that, from a financial standpoint, it is most prudent to continue current operations at this time.

Dr. Karie Solebrino and Dr. Michael Hutmaker presented the dual enrollment chart referenced below. They reported significant success and improvement, attributed in part to enhanced advising and having a Dual Enrollment Director in place. The institution now has the capacity to offer a greater number of classes, providing valuable opportunities for students. However, it was noted an ongoing challenge, as state regulations limit students to six credits per semester.

2025FA Course	A	B	C	D	F	W	Grand Total	FW Total
BIO-101	33%	33%	33%	0%	0%	0%	100%	0%
COM-101	37%	53%	11%	0%	0%	0%	100%	0%
ENG-101	43%	31%	17%	6%	3%	1%	100%	3%
ENG-151	56%	32%	12%	0%	0%	0%	100%	0%
HIS-101	93%	7%	0%	0%	0%	0%	100%	0%
HIS-151	80%	10%	10%	0%	0%	0%	100%	0%
MTH-121	33%	39%	8%	11%	11%	0%	100%	11%
MTH-152	37%	38%	15%	8%	1%	0%	100%	1%
PSY-101	41%	37%	17%	4%	1%	0%	100%	1%
Grand Total	44%	33%	15%	5%	2%	0%	100%	2%

Mr. Ayman Idress provided an update on the ERP Cloud project. He reported that a meeting was held earlier this week with project managers and technical consultants to review business processes in place from 2012 to the present. Data scans are currently underway, and it was noted that there is minimal

customization, which is considered favorable. Additionally, all Maryland institutions are transitioning to the cloud system, and in comparison to its peers, Wor-Wic is performing at a high level.

Ms. Karen Berkheimer reported significant progress in collective bargaining efforts. Meetings are held on Monday mornings at 8:00 a.m., with discussions focused on labor-management relations, professional development, compensation increases, and promotions, including the incorporation of service as a component. Four pathways have been identified—graduate education, publication, service, or a combination thereof. Discussions regarding lab load and equity analysis are ongoing; these matters are complex and may necessitate additional staffing.

TREASURERS REPORT

Ms. Jennifer Sandt reported as of January 31, tuition and fee revenue is approximately \$46,000 higher than the prior year. The timing of student payments combined with increased credit enrollment in the current Spring term, is beginning to offset the additional FY 2025 Summer II term. Overall, year-to-date revenues for FY 2026 exceed the prior year by approximately \$830,000, driven primarily by the State and County revenue line items.

Total expenses are more than \$1 million higher than the prior year, driven largely by increases in salary and fringe benefits, along with higher supplies and fixed costs. The contingency balance remains stable at approximately \$140,000. We continue to monitor expenses, particularly the medical expenditure. The business office has initiated a comprehensive review of line-item expenditures across all functional areas to identify anticipated unspent funds. Results of this review will inform potential reallocations or other budgetary adjustments later in the fiscal year, as appropriate.

Medical insurance meeting held showing improvement in February -- confident will meet budget.

PURCHASES GREATER THAN \$50,000

Ms. Jennifer Sandt presented information on purchase for Vendor Strata Information Group \$314,499.92 for Colleague SaaS Migration support services, report development and integration.

ROUTE 50 EGRESS

Ms. Jennifer Sandt reported that the Memorandum of Understanding (MOU) from the Wicomico County Executive's Office was reviewed at the previous Board of Trustees meeting, with revisions made by the College's attorney. The updated MOU has since been returned to the Executive's Office for further review. No additional edits were needed. The college requests the Trustees approval the proposed edits; upon approval, the College will execute the document and forward it to the County Executive's Office for final signature.

Estimated project costs are still being finalized but are currently projected to range between \$800,000 and \$1 million. The County Executive is actively exploring additional funding opportunities to support the project. The MOU allows the College to proceed with the process while retaining the option to withdraw from the project if necessary.

PROMOTION RECOMMENDATIONS

Dr. Karie Solebrino presented the following promotion recommendations as faculty have worked hard through professional development, furthering their education and publishing in well-known journals. Incentives for PHD are, 5% increase for the promotion, tuition reimbursement, professional development classes, higher rankings and grants.

Dr. Jenny McFadden - Associate Professor, Transitional English to Professor

Dr. David Mongor-Lizarrabengoa – Associate Professor, Spanish to Professor

Mr. Chuck Porter- Arts and Humanities Department Head and Associate Professor of Transitional English to Professor

Dr. Dawnn Thomas – Department Head and Associate Professor of Occupational Therapy Assistant Program to Professor

Dr. Jae Jung - Assistant Professor of Business and Hospitality Management to Associate Professor

Ms. Karsin Bachran - Instructor of Biological Science to Assistant Professor

Ms. Kelly Carey – Instructor of Business to Assistant Professor

Ms. Olivia Imirie - Instructor of English to Assistant Professor

Mrs. Mari Strauss - Clinical Coordinator and Instructor of Radiologic Technology to Assistant Professor

STANDING REPORTS

ENROLLMENT REPORT

Dr. Michael Hutmaker shared the enrollment report listed below as of March 4, 2026.

Enrollment as of March 4, 2026

	FY26 FTE goal	Spring FTE projection	Spring 2026	Running Total (Fall25+Spring26)	total % of FY26 FTE goal
Credit Students					
Credit FTE Total	1550.00	650	726.58	1474.25	95.11%
CEWD (July 1 to Dec 31)					
CEWD PTE	450.00			300.17	66.70%
BSCJA PTE	180.00			115.28	64.04%
ABE PTE	125.00			140.34	112.27%
Total CEWD FTE	755.00			555.79	73.61%
Total FTE	2305.00			2030.04	88.07%

*Fall Credit FTE frozen - 747.57

Enrollment 2025-2026 (Headcount)			
Credit Students	Spring 2026	Fall 2025 FTE frozen	Running Total Registered students (Fall 25 + Spr 26)
Credit Headcount	2991	3029	6020
Wisconsin -- 55.7%; Worcester = 24.8%; Somerset = 8.1%; Other = 11.3%			
CEWD (July 1 to Dec 31)			
CEWD Headcount			3003
BSCJA Headcount			1208
ABE Headcount			1386
Total CEWD headcount			5697
Total headcount*#			11,717
Dual Enrollment		Spring 2026	Spring 2025
Dual Enrolled at High School		341	249
Dual Enrolled at Wor-Wic		388	352
Spring Credit Headcount		729	601

Notes: Dual Enrollment is 24.4% of credit student headcount.
Dual Enrollment breakdown = Wisconsin = 53%; Worcester = 40.9%; Somerset = 6.1%

*This does not include summer 2026 credit students. CEWD enrollment for February – June 2026 is still in progress.

#Total student to 10,000 will be calculated from registered students at the end of the FY 26 to remove duplicated students for a final count.

Results do not include the summer term or the second seven-week session. Efforts are underway to expand program offerings to better meet student demand. In discussing dual enrollment data for Worcester County, questions were raised regarding its higher growth compared to other counties and how Wor-Wic compares to peer institutions. It was explained that the results are influenced by community size

and population, as well as the College's ability to offer a broader range of courses to both public and private schools. Additionally, the strong partnership with Stephen Decatur High School, including an on-site location, has contributed to increased student enrollment in Worcester County.

Working on improving FTE for CEWD.

BOARD OF TRUSTEES ACTION ITEMS REQUEST FOR APPROVAL

1. Treasurer's Report
2. Rt. 50 Egress MOU edits to submit to Wicomico County
3. Promotion Recommendations 2026-2027

Mr. Russell Blake 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

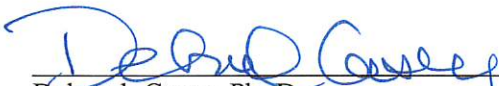
Please note, the April board meeting has been rescheduled from April 9, 2026 and will now be held on April 16, 2026, at 12:30 p.m. in MTC 102/Boardroom.

The May board meeting will take place on May 14, 2026, at 12:30 p.m. in Shockley Hall 306. Following the board meeting, the Retiree Reception will take place in the Shockley Hall Lobby at 2:30 p.m. on May 14, 2026.

ADJOURNMENT

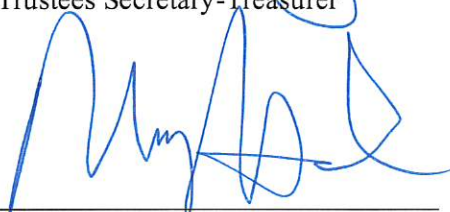
Ms. Kim Gillis made a motion to adjourn the meeting at 1:40PM and was seconded by Mr. Marty Neat. The motion passed unanimously.

Respectfully submitted,



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

Accepted



Morgan Hazel, Board Chair