



WESTERN IOWA TECH COMMUNITY COLLEGE

BOARD MEETING

Date: August 12, 2024

Time: 4:00 pm

Location: WITCC Sioux City Campus

Join virtually: <https://witcc.zoom.us/j/3695445549>

WITCC Mission

We elevate our diverse learners and strengthen our **communities** through inclusive and innovative education.

Board Members

Russell Wray, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Blanca Martinez | Linnea Fletcher | Mary Parker | Jeremy Ogle | Erin Muck

Brenda Wright, Board Secretary

Administration:









Terry Murrell, College President | Troy Jasman, VP of Finance and Administrative Services | Darin Moeller, Executive Dean of Instruction | Jackie Plendl, Dean of Human Resources | Tawnya Beermann, Dean of Students | Christina Brandon, Dean of Outreach and Information Technology | Revathi Vongsiprasom, Dean of Opportunity and Engagement | Erin Volk, Dean of Quality

Presenters:

Carmen Wilson, Associate Dean – Corporate College | Teri Peterson, Associate Dean of Health Sciences

Item	Presenter
I. Call Meeting to Order	Russ Wray
II. Roll Call of Directors	Brenda Wright
III. Oral Communications	
IV. Written Communications	
A. Thank You – Rivercade in addendum AUG 24 1, pages 1-3.	
B. Thank You – Growing Community Connections in addendum AUG-24-2, page 4.	

Item	Presenter
V. Consent Items	
A. The minutes of the regular Board of Directors meeting held July 8, 2024 and the Special meeting held on July 24, 2024.	
B. The Financial Report for June 2024 in addendum AUG-24-3, pages 5-11.	
C. The Financial Report for July 2024 in addendum AUG-24-4, pages 12-18.	
D. A list of General Fund bills in addendum AUG-24-5, pages 19-30. Additional bills may be presented at the Board Meeting.	
E. The Personnel Report Regular Appointments in addendum AUG-24-6a, pages 31-33. The Community and Continuing Education instructor list in addendum AUG-24-6b, page 34. Additional Personnel Report may be presented at the meeting.	
F. Application and Certificate for Payment #2 in the amount of \$138,540.46 to Van't Hof Concrete for Cherokee Paving Improvements Project in addendum AUG-24-7, pages 35-37.	
G. Application and Certificate for Payment #4 in the amount of \$318,459.42 to Steve Harris Construction for Parking Lot 4 Paving Improvements Project in addendum AUG-24-8, pages 38-42.	
H. Terry Murrell, Russell Wray, and Blanca Martinez traveling to ACCT Conference October 23-26, 2024, in Seattle, Washington. <i>Motion needed for Consent Items</i>	
VI. Administrative Reports	
A. Summer Camps Report in addendum AUG-24-9, pages 43-52 .	Christina Brandon
B. Clinical Sites Report in addendum AUG-24-10, pages 53-60.	Darin Moeller Teri Peterson
C. Health Science Equipment Purchase in addendum AUG-24-11, pages 61-66. <i>Motion Needed</i>	Darin Moeller Teri Peterson
D. SBDC Sub-Amendment Contract in addendum AUG-24-12, pages 67-95. <i>Motion Needed</i>	Darin Moeller Carmen Wilson
E. OSHA Training Agreement in addendum AUG-24-13, pages 96-102. <i>Motion Needed</i>	Darin Moeller Carmen Wilson
F. Bank Depositories in addendum AUG-24-14, pages 103-104. <i>Motion Needed</i>	Troy Jasman
G. FY24 Annual Report Balance Sheet in addendum AUG-24-15, page 105. <i>Motion Needed</i>	Troy Jasman
H. 2025 Board Meeting and Conference Schedule in addendum AUG-24-16, page 106.	Terry Murrell

Item	Presenter
<i>Motion Needed</i>	
I. 2024-25 Leadership Siouland Program in addendum AUG-24-17, page 107. <i>Motion Needed</i>	Jackie Plendl
J. Community Colleges for Iowa Conference Report	Russell Wray Tricia Sutherland
K. Community Colleges for Iowa Report	Tricia Sutherland
L. President Report 1. 2024 Fall Semester Enrollment 2. Welcome Week Activities 3. WITCC In the News in addendum AUG-24-18, pages 108-117. 4. Other	Terry Murrell
VII. Unfinished Business	
A. Individual Board Member comments	
B.  August 15, 2024 – Men’s Soccer at Morningside University – 7:30 pm	
C.  August 16, 2024 – Women’s Volleyball vs Iowa Central Community College – 3:00 pm	
D. August 22, 2024 – Fall Semester Starts – Face-to-Face Classes	
E. August 24, 2024 – Online Classes Start	
F.  August 27, 2024 – Men’s Soccer vs. Central Community College - Columbus – 1:00 pm	
G.  August 27, 2024 – Women’s Soccer vs. Central Community College - Columbus – 3:30 pm	
H.  August 30, 2024 – Women’s Volleyball vs North Dakota State College of Science – 2:00 pm at The Arena Sports Academy – Court 3	
I.  August 31, 2024 – Women’s Volleyball vs Minnesota West Community & Technical College – 9:00 am at The Arena Sports Academy	
J.  August 31, 2024 – Women’s Volleyball vs Northeastern Oklahoma A&M College – 1:00 pm at The Arena Sports Academy	
K.  September 7, 2024 – Women’s Soccer vs. East Central College – 11:00 am	
L. September 9, 2024 – September Board Meeting – Cherokee WITCC Campus – 4:00 pm; Community Event – 3:00 pm.	
For complete Sports schedule, click here	
For more information about Student Activities on Campus, check out the Campus Calendar here	
VIII. Adjournment	
<i>Motion Needed</i>	

WIT's Vision

Unwavering commitment to the personalized success of every student, every employee, every time.

WIT's 2024-2027 Strategy

Advance Completion - Elevate WIT's completion to the top 4 among Iowa community colleges

Close the Gap - Close the completion gap for at-risk groups (first-time, part-time, online, racial/ethnic minorities).

Transform the Culture - Strengthen the culture of belonging for employees through increased communication, engagement, and support



Transformation



Engagement



Community



Harmony

WESTERN IOWA **TECH** VALUES

2024 Port Admiral

Steve Stouffer

2024 Commodore

Pat Wojcik

2024 Admirals Club Official

Tom Padgett

2024 Board of Directors President

Lora Vander Zwaag

2024 Parade Marshalls

Brett and Paula Stockton, Vangarde Arts

River-Cade Board Royalty Committee

Mary Bertram Sydney McManamy-Hermann
Lora Vander Zwaag Pat Wojcik

2024 Royalty Contest Judges

Tom Padgett, Head Judge
Kristie VerMulm McManamy
Erin Kiel Bahrenfuss, 2010 River-Cade Princess

“Queen of the River” Luncheon Salute
Hosted by River-Cade Board Chair Lora Vander Zwaag

2024 River-Cade Royalty Coronation Ceremony

Hosted by
KCAU-TV Evening News Co-Anchor Tim Seaman
2017-2018 River-Cade Port Admiral



2024-2025 River-Cade Royalty Candidates

Bailey Cleveland
Adrianna Gooley
Dayten Hogancamp
Brynn Kuntz
Ireland Lanagan
Devaney Speidel
Angie Soeu
Abby Sweisberger

St. Luke's College - Unity Point Health
University of Northern Iowa
Morningside University
University of Mary
Western Iowa Tech CC
Morningside University
University of Northern Iowa
University of South Dakota

**A Special Thanks to the Following
former River-Cade Royalty for their Generous Contributions
toward River-Cade Royalty Scholarships**

Port Admiral level

2002 Princess Dr. Amber Sommervold Saloum

Commodore level

1965-1966 Queen of the River Mary Murray August

“Queen of the River” level

1971 Queen of the River	Cindy Irwin Maffei
1975 Princess	Kathryn Mustain Westergaard
1982 Princess	Julie Miller-Pranke and Greg Pranke
1983 Queen of the River	Gwen Ver Steeg Starkweather
1988 Queen of the River	Alicia Wessendorf Bohlke
1989 Princess	Julie Negus Eickhoff
1991 Queen of the River	Cheri Hirschman Reuter
1995 Princess	Lynde Boyd Tyrell
2010 Princess	Erin Kiel Bahrenfuss and Jeff Bahrenfuss
2011 Queen of the River	Rachel Thompson Albert
2018-2019 Queen of the River	Emily Croston
2020-2022 Princess	Sydney McManamy Hermann

Anonymous donations



My Jeweler

Joe Rarrat

and

Morningside Dental Clinic

Dr. Charles & Shari Kiple

present

2024 River-Cade Royalty

“Queen’s Luncheon and Coronation”

Saturday, July 20, 2024

South Sioux City Marriott Riverfront



2023-2024 River-Cade Royalty

Princess Karlee Phillips

“Queen of the River” Natalie Cloud

Princess Sydney Helt

*Thank you
from the 2024-2025 Royalty!*



*Thank You
from the
2023-2024*

River-Cade Royalty



AUG 24 2

From: JoAnn Gieselman <jgieselman@siouxlandship.org>

Date: Friday, August 2, 2024 at 8:30 AM

To: Jennifer Weber <Jennifer.Weber@witcc.edu>

Subject: Thank you

|
Hi Jennifer,

I wanted to take this moment to thank you for being such an important part of the Provider Gallery Walks on the 23 and 1st. A huge thank you to you and WITCC for sharing your beautiful facilities with us, that means so much! Thank you for being there and supporting all our professional providers. You are amazing! Thank you also for being a scribe last night you did such a great job and really had people very engaged. Thank you again for all your help and support, it is an honor to get to serve with you!

JoAnn

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JoAnn Gieselman
Director, Growing Community Connections



WESTERN IOWA TECH COMMUNITY COLLEGE

BOARD MEETING MINUTES

Date: July 8, 2024

Time: 4:00 pm

Location: WITCC Sioux City Campus

WITCC Mission

We elevate our diverse learners and strengthen **our** communities through inclusive and innovative education.

Board Members

Present: Russell Wray, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Linnea Fletcher | Mary Parker | Jeremy Ogle | Erin Muck

Absent: Blanca Martinez

Brenda Wright, Board Secretary

Administration:

Terry Murrell, College President | Troy Jasman, VP of Finance and Administrative Services | Darin Moeller, Executive Dean of Instruction | Jackie Plendl, Dean of Human Resources | Tawnya Beermann, Dean of Students | Christina Brandon, Dean of Outreach and Information Technology | Revathi Vongsiprasom, Dean of Opportunity and Engagement | Erin Volk, Dean of Quality

Presenters:

Mike Meister, Director of College Effectiveness | Jason Palsma, Registrar | LaShawna Moyle, Coordinator for Inclusive Excellence |

Russell Wray called the meeting to order at 4:00 pm.

Brenda Wright took a roll call of Directors.

Russell Wray asked for any Oral Communications to be brought to the Board. Two members of the public stepped forward for Oral Communications to address the board on J1 concerns.

Russell Wray reviewed the Written Communications from the Asian Fest Committee.

Russell Wray asked the Board for any questions or concerns regarding the Consent Items. Jeremy Ogle made a motion to approve and it was seconded by Tricia Sutherland. All were in favor and the motion carried.

Russell Wray asked for a motion to approve the Appointment of Secretary to Brenda Wright and Treasurer to Troy Jasman, Chapter 279.3, Oath of Office, Chapter 277.28, Code of Iowa, 2024 and required bond Chapter 291.2. Linnea Fletcher made a motion to approve the appointments and Jeremy Ogle seconded the motion. All were in favor and the motion carried. Russ Wray then gave the Oath of Office to Brenda and Troy.

Jackie Plendl and Mike Meister addressed the Board to talk about the ICCLI program. Mike attended this program this year and he talked about how much he learned about the community colleges and the workings involved. Mike also thanked Dr. Murrell for being his mentor during this program. Jackie then recommended Matt Pfister to participate in the program next year. Tricia Sutherland made a motion to approved and it was seconded by Linnea Fletcher. All were in favor and the motion carried.

Jackie Plendl introduced LaShawna Moyle and Jason Palsma to the board to talk about their LINC Participation. LaShawna said that the LINC experience was fantastic. She learned a lot and has since made her job extremely easy and she has applied many things that she learned. Jason agreed. He also added that this program opened his eyes to all of the community colleges and how they work. Jackie then asked the Board to consider nominations for Holly Olson and Wendy Ivarson to attend next year. Jeremy Ogle made a motion to accept the nominations and Brad Griffin seconded. All were in favor and the motion carried.

Jackie Plendl introduced Steven Garcia to the Board. Steven talked about his experience in the Leadership Siouland Program. Steven appreciated the opportunity and learned a lot about different careers in the community that he never would have learned.

Jackie Plendl presented the Board Policy Updates for a second reading. These changes are Title IX changes. Since the first reading there has been a lawsuit that the state of Iowa has joined objecting to the changes. The College attorneys recommend having the Policies and Procedures approved and ready to be adopted on August 1, with a directive to pull them back and continue to use the existing policies and procedures if an injunction is issued. Jackie recommended that the Board approve these Board policies contingent on the District Court decision. Micah motioned to approve with the contingency and Brad Griffin seconded the motion. All were in favor and the motion carried.

Troy Jasman presented the Detail Budget for FY25. The detail budget came in under the proposed budget. This budget started July 1. Jeremy Ogle made a motion to approve the budget and it was seconded by Linnea Fletcher. All were in favor and the motion carried.

Troy presented the Gaylord Smith and Building H Storm Sewer Improvements Project – Engineer’s Statement of Completion. Brad Griffin made a motion to approved and it was seconded the motion. All were in favor and motion carried.

Troy also presented the Closeout for the Gaylord Smith and Building H Storm Sewer Improvements Project. This project is now complete. Funds can be released 30 days after Board approval. Linnea Fletcher made a motion to approved and it was seconded by Jeremy Ogle. All were in favor and the motion carried.

Troy presented a request to sell a piece of property. This will not affect our main campus or hinder any future growth. Linnea Fletcher made a motion and it was seconded by Tricia Sutherland. All were in favor and the motion carried.

Tricia Sutherland reported on the last Community Colleges for Iowa meeting. Staff are working on a Department of Labor grant for all community colleges in Iowa to help implement safety procedures for AI. The CCFI conference will be this week. There are 108 attendees signed up.

Terry Murrell gave his President’s Report. He talked about the closing of the FY24 budget. Fall enrollment is currently up and we expect it to stay up as July starts our busy enrollment time.

Jeremy Ogle made a motion that was seconded by Linnea Fletcher to go into Executive/Closed Session pursuant to Iowa Code sec.21.5(1)(c) to discuss strategy with legal counsel on a matter presently in litigation, where its disclosure would be likely to prejudice or disadvantage the position of the College in that litigation. Brenda Wright took a roll call. Present were: Russell Wray, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Linnea Fletcher | Mary Parker | Jeremy Ogle | Erin Muck; Absent: Blanca Martinez

After a discussion, Jeremy Ogle made a motion to come out of executive session. It was seconded by Tricia Sutherland. Brenda Wright took a roll call.

Roll call: Russell Wray, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Linnea Fletcher | Mary Parker | Jeremy Ogle | Erin Muck

Absent: Blanca Martinez

In Open session, Linnea Fletcher made a motion to adjourn the meeting and it was seconded by Jeremy Ogle. All were in favor and the motion carried.

The next regular scheduled board meeting will be Monday, August 12, 2024, at 4:00 pm on the Sioux City campus in the Boardroom.

Russell Wray, Board President

Brenda Wright, Board Secretary



WESTERN IOWA TECH COMMUNITY COLLEGE

SPECIAL BOARD MEETING MINUTES

Date: July 24, 2024

Time: 3:00 pm

Location: WITCC Sioux City Campus – A507 Board Room

WITCC Mission

We elevate our diverse learners and strengthen our communities through inclusive and innovative education.

Board Members

Russell Wray, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Blanca Martinez | Linnea Fletcher | Mary Parker | Jeremy Ogle

Absent: Erin Muck

Brenda Wright, Board Secretary

Administration:

Terry Murrell, College President

Item

Russell Wray called the meeting to order at 3:02 pm.

Brenda Wright took the Roll Call of Directors

Terry Murrell recommended that the Board to take action on the approval of settlement agreement for \$2.3 million. Jeremy Ogle made a motion to approve and it was seconded by Linnea Fletcher.

Brenda Wright took a roll call vote.

Russell Wray, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Blanca Martinez | Linnea Fletcher | Mary Parker | Jeremy Ogle

Absent: Erin Muck

Brad Griffin made a motion to adjourn and it was seconded by Jeremy Ogle. All were in favor and meeting adjourned.

The next regular scheduled board meeting will be Monday, August 12, 2024, at 4:00 pm on the Sioux City campus in the Boardroom.

Russell Wray, Board President

Brenda Wright, Board Secretary

AUG 24 3

TO: Dr. Terry A. Murrell, President

FROM: Troy A. Jasman, Vice President of Finance
and Administrative Services/CFO



DATE: August 7, 2024

RE: FISCAL YEAR 2024 FINANCIAL HIGHLIGHTS

Executive Summary

Attached you will find summary financial statements for the year ended June 30, 2024. These statements are unaudited and therefore are subject to review and possible adjustments by our auditors Henjes, Conner & Williams, P.C. Please be advised that the auditors will be starting their work the week of August 12, 2024 and the Board will receive their report as soon as it is available.

General Fund revenues totaled \$39.4 million, \$964K more than budget and \$2.7 million or 7.4% higher than the prior year actual. Actual revenues for Tuition and Student Fees were up by \$1.1 million from the previous year actual and exceeded the amount budgeted for the year by \$265K due to enrollments higher than expected when budgeting. Local Support reflects actual tax collections. State Support and Federal Support closely reflects the budgeted amounts. Sales & Services also closely reflect the amounts budgeted. The revenue line labeled Other Income consists of non-tuition amounts related to high school activities such as College Now, Gateway to College, KWIT/KOJI funding, continuing and community education, IMPACC self-insurance, interest income and transfers. General Fund expenditures totaled \$39.4 million resulting in an increase of the fund balance of \$59K. With this addition to the fund balance, the ISCAP solvency ratio would compute to 15.81% as compared to the 16.82% from the prior year. The Salary and Related Costs expenditure line reflects personnel management as well as vacant budgeted positions. The expenditure line labeled Services reflects higher contracted services cost than budgeted. Materials, Supplies and Travel reflect increased purchases of course fee materials as well as materials and supplies in general than budgeted. Other Current Expenditures include transfer expenditures for the Student Technology fee, student orientation, physical plant and computer needs as well as other expenditures such as collections, bad debt and graduation.

Restricted Fund revenue totaled \$17.4 million for the year while expenditures totaled \$18.6 million. The fund balance change is attributable to the timing differences for the various management levies. The decrease in Federal Support reflects federal funding related to the pandemic in the prior year. The line labeled Other Current Expenditures includes scholarships, transfers for various grants and settlement payments.

The year-end Plant Fund revenue reflects property tax receipts as well as transfer income for the Student Technology fee, dormitory refinance, physical plant and equipment needs. The expenditure lines labeled Building pertains to the various building/campus improvement projects. The Structural Improvements line reflects the parking lot improvements as well as the construction of the soccer field on campus. The expenditure labeled Equipment is mainly the student computer purchase which is begin repaid via the Other Income revenue. Also included in equipment is the purchase of the bus.

Auxiliary Enterprise operations closed the year with a fund balance decrease of \$489K. The change in the fund balance is due to utilizing some of the various built up fund balances. The utilizing of funds balances will result in a deficit in the current year as the addition to the fund balance was in a previous year.

Cash and investments on a consolidated basis totaled \$48.7 million at June 30, 2024. This compares to the \$50.6 million at the beginning of the year. This is due to decreases in the Plant Fund accounts. The College's investment portfolio's overall yield at 4.24% was virtually unchanged from the 4.25% of the previous month.

Western Iowa Tech Community College
 Unrestricted Fund Income Statement
 For the Twelve Month Period Ending June 30, 2024 - Unaudited

	<u>Current Year - Unaudited</u>			<u>Prior Year</u>		
	FY2024 Budget	YTD Actual	% of Budget	FY2023 Budget	YTD Actual	% of Budget
REVENUES						
Student Fees	\$3,298,500	\$3,477,858	105%	\$2,945,000	\$3,208,678	109%
Tuition	15,215,500	15,300,928	101%	14,025,000	14,484,126	103%
Local Support	2,195,000	2,233,217	102%	2,125,000	2,146,834	101%
State Support	12,776,317	12,762,859	100%	12,361,796	12,367,095	100%
Federal Support	284,071	260,288	92%	268,502	248,292	92%
Sales & Services	203,000	224,991	111%	215,000	164,730	77%
Other Income	4,476,416	5,152,775	115%	4,196,399	4,079,729	97%
Total Income	\$38,448,804	\$39,412,916	103%	\$36,136,697	\$36,699,484	102%
EXPENDITURES						
Salaries & Related Costs	\$26,911,171	\$24,268,594	90%	\$26,064,952	\$23,957,775	92%
Services	6,355,205	8,783,204	138%	5,584,375	6,564,146	118%
Materials, Supplies & Travel	2,457,999	3,398,946	138%	2,431,151	2,747,661	113%
Other Current Expenditures	2,719,429	2,841,164	104%	2,049,719	3,249,702	159%
Capital Outlay	5,000	61,932	1,239%	6,500	19,568	301%
Total Direct Expense	\$38,448,804	\$39,353,840	102%	\$36,136,697	\$36,538,852	101%
Fund Balance Change	\$0	\$59,076		\$0	\$160,632	

100% of Year

Western Iowa Tech Community College
 Restricted Fund Income Statement
 For the Twelve Month Period Ending June 30, 2024 - Unaudited

	<u>Current Year - Unaudited</u>			<u>Prior Year</u>		
	FY2024 Budget	YTD Actual	% of Budget	FY2023 Budget	YTD Actual	% of Budget
REVENUES						
Tuition	\$0	\$0	-	\$0	\$0	-
Local Support	5,843,636	5,939,736	102%	5,437,951	5,438,255	100%
State Support	2,438,086	2,440,153	100%	2,357,776	2,461,082	104%
Federal Support	2,931,837	3,152,892	108%	3,255,646	4,051,520	124%
Other Income	771,303	516,762	67%	728,959	502,597	69%
New Jobs Training Program	3,445,000	5,324,707	155%	3,340,000	2,869,634	86%
Total Income	\$15,429,862	\$17,374,250	113%	\$15,120,332	\$15,323,088	101%
EXPENDITURES						
Salaries & Related Costs	\$4,022,119	\$3,946,027	98%	\$3,649,482	\$3,622,876	99%
Services	5,295,855	5,095,694	96%	4,212,258	5,484,815	130%
Materials, Supplies & Travel	1,270,032	412,012	32%	2,074,202	659,450	32%
Other Current Expenditures	0	3,933,940	-	0	2,141,542	-
New Jobs Training Program	4,240,107	4,615,806	109%	4,188,313	2,663,186	64%
Capital Outlay	1,460,219	608,341	42%	1,366,036	605,974	44%
Total Direct Expense	\$16,288,332	\$18,611,820	114%	\$15,490,291	\$15,177,843	98%
Fund Balance Change	<u>(\$858,470)</u>	<u>(\$1,237,570)</u>		<u>(\$369,959)</u>	<u>\$145,245</u>	

100% of Year

Western Iowa Tech Community College
 Plant Fund Income Statement
 For the Twelve Month Period Ending June 30, 2024 - Unaudited

	<u>Current Year - Unaudited</u>			<u>Prior Year</u>		
	FY2024 Budget	YTD Actual	% of Budget	FY2023 Budget	YTD Actual	% of Budget
REVENUES						
Property Taxes	\$2,195,000	\$2,233,217	102%	\$2,125,000	\$2,146,834	101%
Interest Income	260,000	592,612	228%	30,250	226,323	748%
Other Income	2,322,237	2,419,580	104%	2,311,169	3,816,900	165%
Total Income	\$4,777,237	\$5,245,409	110%	\$4,466,419	\$6,190,057	139%
EXPENDITURES						
Equipment	\$1,658,237	\$3,419,079	206%	\$1,471,219	\$1,471,685	100%
Buildings	436,000	688,448	158%	1,830,250	1,715,223	94%
Maintenance, Repairs & Supplies	35,000	283,600	810%	35,000	38,228	109%
Structural Improvements	988,000	2,709,585	274%	120,000	882,988	736%
Professional Services	983,000	1,546,298	157%	333,000	488,111	147%
Other Expenses	0	0		250,000	0	
Interest/Debt Service	677,000	171,158	25%	676,950	231,686	34%
Total Direct Expense	\$4,777,237	\$8,818,168	185%	\$4,716,419	\$4,827,921	102%
Fund Balance Change	\$0	(\$3,572,759)		(\$250,000)	\$1,362,136	

100% of Year

Note: Interest budget amounts include principal payments of \$505,000 and \$495,000 for FY2024 and FY2023, respectively. Fund balance change for FY2023 reflects use of existing funds of \$250,000.

Western Iowa Tech Community College
 Auxiliary Enterprises
 For the Twelve Months Ending June 30, 2024 - Unaudited

Current Year Actual

	<u>Dorms</u>	<u>Bookstore</u>	<u>Auto Parts</u>	<u>Student Orgs & Clubs</u>	<u>Athletics</u>	<u>Other *</u>	<u>Total</u>	<u>Prior YTD Total</u>
REVENUES								
Sales and Service	\$2,201,760	\$2,854,214	\$192,187	\$830	\$0	\$46,483	\$5,295,474	\$4,206,998
Miscellaneous	82,436	4,970	0	365,790	1,113,247	623,948	\$2,190,391	1,444,848
Total Revenues	<u>\$2,284,196</u>	<u>\$2,859,184</u>	<u>\$192,187</u>	<u>\$366,620</u>	<u>\$1,113,247</u>	<u>\$670,431</u>	<u>\$7,485,865</u>	<u>\$5,651,846</u>
EXPENDITURES								
Salaries & Related Costs	\$251,344	\$257,939	\$1,374	\$0	\$595,970	\$134,636	\$1,241,263	\$682,851
Service Expenditures	742,960	70,237	0	115,176	117,062	32,588	\$1,078,023	1,158,886
Materials & Supplies	14,732	31,108	25,789	184,126	361,068	87,388	\$704,211	506,997
Cost of Goods Sold	0	2,250,092	163,081	0	0	0	\$2,413,173	1,916,147
Utilities	180,000	0	0	0	0	0	\$180,000	0
Other Current Expenditures	669,152	0	0	14,702	39,147	1,635,001	\$2,358,002	746,482
Total Expenditures	<u>\$1,858,188</u>	<u>\$2,609,376</u>	<u>\$190,244</u>	<u>\$314,004</u>	<u>\$1,113,247</u>	<u>\$1,889,613</u>	<u>\$7,974,672</u>	<u>\$5,011,363</u>
Fund Balance Change	<u>\$426,008</u>	<u>\$249,808</u>	<u>\$1,943</u>	<u>\$52,616</u>	<u>\$0</u>	<u>(\$1,219,182)</u>	<u>(\$488,807)</u>	<u>\$640,483</u>
Prior Year	(\$128,003)	\$274,037	\$4,190	\$86,730	\$0	\$403,529	\$640,483	

* Includes Vending, Vocational Servicing, Required Technology, Cafeteria, etc.

**WESTERN IOWA TECH COMMUNITY COLLEGE
STATEMENT OF RECEIPTS AND DISBURSEMENTS
JUNE 2024 - UNAUDITED**

	<u>OPERATING</u>	<u>SPECIAL FEDERAL FUNDS</u>	<u>FUNDS HELD FOR OTHERS</u>	<u>PLANT FUND</u>	<u>HOUSE FILE</u>	<u>TOTAL</u>
BEGINNING BALANCE (06/01/2024)	\$21,828,739	\$32,829	\$355,914	\$10,023,609	\$18,129,651	\$50,370,742
Receipts	838,435	\$462,662	13,805	139,685	3,105,955	4,560,543
TOTAL FUNDS AVAILABLE	\$22,667,174	\$495,492	\$369,719	\$10,163,294	\$21,235,606	54,931,286
DISBURSEMENTS						
Board Report	\$4,209,327	\$484,722	\$0	\$0	\$1,192,231	\$5,886,280
Dorm Revenue Bond Payment						0
Transfers to Operating Fund				0		0
Approved Previous Meeting				348,044		348,044
TOTAL DISBURSEMENTS	\$4,209,327	\$484,722	\$0	\$348,044	\$1,192,231	\$6,234,324
ENDING BALANCE (06/30/2024)	\$18,457,847	\$10,770	\$369,719	\$9,815,250	\$20,043,376	\$48,696,962

WESTERN IOWA TECH COMMUNITY COLLEGE
INVESTMENT STATUS
JUNE 30, 2024 - UNAUDITED

Investment	Bank	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Totals	Current Rate
Checking	Security National	\$1,170,069					\$1,170,069	0.00%
Interest Checking	Security National		10,770				10,770	4.00%
Repurchase Agreement	Security National	3,904,754					3,904,754	4.00%
Certificate of Deposit	Central Bank	1,160,066					1,160,066	5.15%
Money Market	Liberty National Bank	11,471,157					11,471,157	4.96%
Money Market	Liberty National Bank				9,436,871		9,436,871	4.96%
Checking	Cherokee State Bank	\$5,179					5,179	0.00%
Checking	Wells Fargo	\$6,344					6,344	1.65%
Checking	Wells Fargo			369,719	67,915	1,081,613	1,519,248	1.65%
Checking	Wells Fargo					858,527	858,527	1.09%
Repurchase Agreement	Security National				249,941	18,103,236	18,353,177	4.00%
Dorm Revenue Bond Funds	UMB Bank	740,277			60,522		800,800	5.23%
Total Cash & Investments		\$18,457,847	\$10,770	\$369,719	\$9,815,250	\$20,043,376	\$48,696,962	4.24%
Interest Earnings YTD		\$707,291	\$1,302	\$1,483	\$592,612	\$708,901	\$2,011,589	

AUG 24 4

TO: Dr. Terry A. Murrell, President

FROM: Troy A. Jasman, Vice President of Finance
and Administrative Services/CFO



DATE: August 7, 2024

RE: **JULY 2024 FINANCIAL HIGHLIGHTS**

Executive Summary

General Fund revenues for the month of July totaled \$1.8 million exceeding prior year activity. Student fees and tuition represent the Summer 2 semester session and does not include revenue for the upcoming fall semester starting August 22nd. The expenditures for the year have yet to reflect the activity for the start of the fall semester as most of those invoices and the subsequent recording of expenses will occur in August and September. The deficit in the General Fund continues to indicate the need for maintaining not only a fund balance, but also a cash reserve.

Restricted Fund activity for the month of July reflects revenue and expenditures from the federally funded grant programs as well as the New Jobs Training Program (NJTP). The revenue line labeled “Other Income” reflects the 260G programs.

The Plant Fund has yet to see a lot of activity since the invoices that will be presented at the August 12th Board of Directors meeting have yet to post to the financial records. This continues to be consistent with prior years. Other Income includes the \$400K of ACE Infrastructure funding from the State of Iowa.

Auxiliary Enterprise operations also had little activity in July. The Dormitory and Bookstore operations do not reflect the sales generated from the start of the fall semester. The Dormitory enterprise fund balance reflects the interest and principal monthly accrual for the dormitory revenue bond.

Cash and investments on a consolidated basis totaled \$41.2 million at July 31, 2024, a decrease of \$7.4 million from June. The College’s investment portfolio’s overall yield at 4.29% was up from the 4.24% of the previous month.

Western Iowa Tech Community College
 Unrestricted Fund Income Statement
 For the One Month Period Ending July 31, 2024

	Current Year			Prior Year		
	FY2025 Budget	YTD Actual	% of Budget	FY2024 Budget	YTD Actual	% of Budget
REVENUES						
Student Fees	\$3,675,500	\$73,329	2%	\$3,298,500	\$53,849	2%
Tuition	15,808,048	200,867	1%	15,215,500	92,019	1%
Local Support	2,300,000	19,834	1%	2,195,000	18,696	1%
State Support	13,364,260	1,111,366	8%	12,776,317	1,060,152	8%
Federal Support	276,858	0	0%	284,071	0	0%
Sales & Services	198,000	25,794	13%	203,000	24,531	12%
Other Income	3,836,172	355,402	9%	4,476,416	118,423	3%
Total Income	\$39,458,838	\$1,786,592	5%	\$38,448,804	\$1,367,670	4%
EXPENDITURES						
Salaries & Related Costs	\$26,896,361	\$2,033,759	8%	\$26,911,171	\$1,821,233	7%
Services	6,553,649	271,317	4%	6,355,205	17,447	1%
Materials, Supplies & Travel	2,908,333	100,312	3%	2,457,999	1,014	(1)%
Other Current Expenditures	3,090,504	76,546	2%	2,719,429	84,603	3%
Capital Outlay	9,991	0	0%	5,000	0	0%
Total Direct Expense	\$39,458,838	\$2,481,934	6%	\$38,448,804	\$1,924,297	5%
Fund Balance Change	\$0	(\$695,342)		\$0	(\$556,627)	

8% of Year

Western Iowa Tech Community College
 Restricted Fund Income Statement
 For the One Month Period Ending July 31, 2024

	Current Year			Prior Year		
	FY2025 Budget	YTD Actual	% of Budget	FY2024 Budget	YTD Actual	% of Budget
REVENUES						
Tuition	\$0	\$0	-	\$0	\$0	-
Local Support	6,756,389	52,775	1%	5,843,636	47,360	1%
State Support	3,321,832	400,000	12%	2,438,086	400,000	16%
Federal Support	3,139,306	48,587	2%	2,931,837	92,785	3%
Other Income	796,255	213,350	27%	771,303	202,463	26%
New Jobs Training Program	3,700,000	312,503	8%	3,445,000	321,842	9%
Total Income	\$17,713,782	\$1,027,215	6%	\$15,429,862	\$1,064,450	14%
EXPENDITURES						
Salaries & Related Costs	\$4,154,415	\$366,299	9%	\$4,022,119	\$298,773	7%
Services	4,762,989	469,286	10%	5,295,855	110,946	2%
Materials, Supplies & Travel	2,385,341	3,843	0%	1,270,032	16,588	1%
Other Current Expenditures	0	415,000	-	0	400,000	-
New Jobs Training Program	4,264,131	0	0%	4,240,107	0	0%
Capital Outlay	1,410,845	0	0%	1,460,219	0	0%
Total Direct Expense	\$16,977,721	\$1,254,428	7%	\$16,288,332	\$826,307	0%
Fund Balance Change	\$736,061	(\$227,213)		(\$858,470)	\$238,143	

8% of Year

Western Iowa Tech Community College
Plant Fund Income Statement
For the One Month Period Ending July 31, 2024

	Current Year			Prior Year		
	FY2025 Budget	YTD Actual	% of Budget	FY2024 Budget	YTD Actual	% of Budget
REVENUES						
Property Taxes	\$2,300,000	\$19,834	1%	\$2,195,000	\$18,696	1%
Interest Income	515,000	34,151	7%	260,000	50,168	19%
Other Income	5,766,567	455,401	8%	2,322,237	455,499	20%
Total Income	\$8,581,567	\$509,386	6%	\$4,777,237	\$524,363	11%
EXPENDITURES						
Equipment	\$1,366,842	\$26,915	2%	\$1,658,237	\$82,121	(0)%
Buildings	6,357,000	0	0%	436,000	0	(29)%
Maintenance, Repairs & Supplies	315,000	0	0%	35,000	0	0%
Structural Improvements	1,191,368	0	0%	988,000	0	(5)%
Professional Services	692,875	0	0%	983,000	0	(5)%
Other Expenses	0	0		0	0	
Interest/Debt Service	676,850	13,700	2%	677,000	14,542	2%
Total Direct Expense	\$10,599,935	\$40,615	0%	\$4,777,237	\$96,663	(4)%
Fund Balance Change	(\$2,018,368)	\$468,771		\$0	\$427,700	

8% of Year

Note: Interest budget amounts include principal payments of \$515,000 and \$505,000 for FY2025 and FY2024, respectively. Fund balance change for FY2025 reflects use of existing funds of \$2,018,368.

Western Iowa Tech Community College
 Auxiliary Enterprises
 For the One Month Ending July 31, 2024

Current Year Actual

	<u>Dorms</u>	<u>Bookstore</u>	<u>Auto Parts</u>	<u>Student Orgs & Clubs</u>	<u>Athletics</u>	<u>Other *</u>	<u>Total</u>	<u>Prior YTD Total</u>
REVENUES								
Sales and Service	121.00	23,045.00	-	-	-	34,490.00	57,656.00	58,834.00
Miscellaneous	1,370.00	207.00	-	1,511.00	73,553.00	28,002.00	104,643.00	115,799.00
Total Revenues	<u>1,491.00</u>	<u>23,252.00</u>	<u>-</u>	<u>1,511.00</u>	<u>73,553.00</u>	<u>62,492.00</u>	<u>162,299.00</u>	<u>174,633.00</u>
EXPENDITURES								
Salaries & Related Costs	19,412.00	18,333.00	-	-	45,473.00	12,380.00	95,598.00	70,763.00
Service Expenditures	(765.00)	-	-	-	21,123.00	-	20,358.00	14,818.00
Materials & Supplies	929.00	150.00	-	(100.00)	6,957.00	8,483.00	16,419.00	23,819.00
Cost of Goods Sold	-	16,579.00	-	-	-	-	16,579.00	(1,899.00)
Utilities	15,000.00	-	-	-	-	-	15,000.00	-
Other Current Expenditures	55,401.00	-	-	-	-	-	55,401.00	61,881.00
Total Expenditures	<u>89,977.00</u>	<u>35,062.00</u>	<u>-</u>	<u>(100.00)</u>	<u>73,553.00</u>	<u>20,863.00</u>	<u>219,355.00</u>	<u>169,382.00</u>
Fund Balance Change	<u>(88,486.00)</u>	<u>(11,810.00)</u>	<u>-</u>	<u>1,611.00</u>	<u>-</u>	<u>41,629.00</u>	<u>(57,056.00)</u>	<u>5,251.00</u>
Prior Year	(67,127.00)	(12,879.00)	-	(2,777.00)	-	88,034.00	5,251.00	

* Includes Vending, Vocational Servicing, Required Technology, Cafeteria, etc.

WESTERN IOWA TECH COMMUNITY COLLEGE
STATEMENT OF RECEIPTS AND DISBURSEMENTS
JULY 2024

	<u>OPERATING</u>	<u>SPECIAL FEDERAL FUNDS</u>	<u>FUNDS HELD FOR OTHERS</u>	<u>PLANT FUND</u>	<u>HOUSE FILE</u>	<u>TOTAL</u>
BEGINNING BALANCE (07/01/2024)	\$18,457,847	\$10,770	\$369,719	\$9,815,250	\$20,043,376	\$48,696,962
Receipts	5,492,019	\$692,720	13,571	(190,613)	625,005	6,632,702
TOTAL FUNDS AVAILABLE	\$23,949,866	\$703,489	\$383,290	\$9,624,637	\$20,668,381	55,329,664
DISBURSEMENTS						
Board Report	\$11,429,439	\$691,995	\$0	\$0	\$841,959	\$12,963,393
Dorm Revenue Bond Payment						0
Transfers to Operating Fund				0		0
Approved Previous Meeting				1,119,179		1,119,179
TOTAL DISBURSEMENTS	\$11,429,439	\$691,995	\$0	\$1,119,179	\$841,959	\$14,082,572
ENDING BALANCE (07/31/2024)	\$12,520,426	\$11,495	\$383,290	\$8,505,458	\$19,826,422	\$41,247,091

WESTERN IOWA TECH COMMUNITY COLLEGE
INVESTMENT STATUS
JULY 31, 2024

Bank	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Totals	Current Rate
Security National	(\$75,394)					(\$75,394)	0.00%
Security National		11,495				11,495	4.00%
Security National	2,762,563					2,762,563	4.00%
Central Bank	1,160,066					1,160,066	5.15%
Liberty National Bank	7,914,685					7,914,685	5.06%
Liberty National Bank				8,090,857		8,090,857	5.06%
Cherokee State Bank	\$7,355					7,355	0.00%
Wells Fargo	\$10,874					10,874	1.65%
Wells Fargo			383,290	48,736	1,710,028	2,142,054	1.65%
Wells Fargo					849,046	849,046	1.09%
Security National				249,941	17,267,348	17,517,289	4.00%
UMB Bank	740,277			115,924		856,201	5.22%
	<u>\$12,520,426</u>	<u>\$11,495</u>	<u>\$383,290</u>	<u>\$8,505,458</u>	<u>\$19,826,422</u>	<u>\$41,247,091</u>	<u>4.29%</u>
	<u>\$63,337</u>	<u>\$37</u>	<u>\$0</u>	<u>\$34,151</u>	<u>\$0</u>	<u>\$97,526</u>	

WESTERN IOWA TECH COMMUNITY COLLEGE

Bills to be approved at the board meeting August 12, 2024

July 2024

	<u>Operating</u>	<u>Special Federal Funds</u>	<u>Funds Held For Others</u>	<u>Plant Fund</u>	<u>House File</u>	<u>Total</u>
Warrants	\$ 11,429,989.08	\$ 691,994.91			\$ 841,958.95	\$ 12,963,942.94
Cancelled warrants	(549.62)					\$ (549.62)
Subtotal	11,429,439.46	691,994.91	-	-	841,958.95	\$ 12,963,393.32
Estimated amount	\$ 688,875.00					\$ 688,875.00
Total	\$ 12,118,314.46	\$ 691,994.91	\$ -	\$ -	\$ 841,958.95	\$ 13,652,268.32

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/18/2024	Kylee I. Knipper	\$66.75	BOOKSTORE TEXTBOOKS
7/20/2024	Wells Fargo Bank	\$1,684,498.96	CASH IN BANK-PAYROLL
7/18/2024	Western Iowa Tech GF	\$6,000.00	CASH ON HAND
7/25/2024	Frontier Communications	\$635.29	COMMUNICATION
7/18/2024	Iowa Communications	\$5,699.20	COMMUNICATION
7/18/2024	Qwest Corporation	\$390.00	COMMUNICATION
7/25/2024	Qwest Corporation	\$528.13	COMMUNICATION
7/11/2024	Batteries Plus	\$203.50	CONSTRUCTION SUPPLIES
7/2/2024	Burke Engineering Sales	\$1,627.96	CONSTRUCTION SUPPLIES
7/11/2024	Burke Engineering Sales	\$238.11	CONSTRUCTION SUPPLIES
7/18/2024	Burke Engineering Sales	\$62.06	CONSTRUCTION SUPPLIES
7/18/2024	Burke Engineering Sales	\$36.82	CONSTRUCTION SUPPLIES
7/25/2024	Burke Engineering Sales	\$384.80	CONSTRUCTION SUPPLIES
7/25/2024	Consolidated Electrical	\$170.04	CONSTRUCTION SUPPLIES
7/25/2024	Diamond Products Company	\$585.00	CONSTRUCTION SUPPLIES
7/11/2024	Echo Group Inc	\$6.78	CONSTRUCTION SUPPLIES
7/18/2024	Echo Group Inc	\$27,205.20	CONSTRUCTION SUPPLIES
7/25/2024	Echo Group Inc	\$2,640.55	CONSTRUCTION SUPPLIES
7/25/2024	Echo Group Inc	\$1,003.20	CONSTRUCTION SUPPLIES
7/11/2024	Menards Inc	\$23.95	CONSTRUCTION SUPPLIES
7/11/2024	Menards Inc	\$541.93	CONSTRUCTION SUPPLIES
7/11/2024	Menards Inc	\$414.61	CONSTRUCTION SUPPLIES
7/11/2024	Menards Inc	\$14.98	CONSTRUCTION SUPPLIES
7/18/2024	Menards Inc	\$929.27	CONSTRUCTION SUPPLIES
7/18/2024	Menards Inc	\$13.31	CONSTRUCTION SUPPLIES
7/25/2024	Menards Inc	\$154.28	CONSTRUCTION SUPPLIES
7/25/2024	Menards Inc	\$63.18	CONSTRUCTION SUPPLIES
7/25/2024	Menards Inc	\$9.92	CONSTRUCTION SUPPLIES
7/11/2024	Sioux City Winnelson	\$2,047.32	CONSTRUCTION SUPPLIES

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/18/2024	R&S Waste Disposal LLC	\$156.34	CONTRACTED SERVICES
7/11/2024	Red Line Recycling	\$100.00	CONTRACTED SERVICES
7/18/2024	Rentokil North America	\$49.50	CONTRACTED SERVICES
7/18/2024	Rentokil North America	\$1,606.78	CONTRACTED SERVICES
7/18/2024	Thomas M. Rice	\$1,200.00	CONTRACTED SERVICES
7/2/2024	Sanitary Services Inc	\$278.40	CONTRACTED SERVICES
7/2/2024	Kay F. Scott	\$350.00	CONTRACTED SERVICES
7/18/2024	Shaffer Evaluation Group LLC	\$5,546.50	CONTRACTED SERVICES
7/18/2024	Sioux City Community Schools	\$2,160.00	CONTRACTED SERVICES
7/11/2024	Siouxland Certified Testing	\$4,660.00	CONTRACTED SERVICES
7/18/2024	Siouxland Certified Testing	\$376.00	CONTRACTED SERVICES
7/2/2024	Siouxland Chamber of	\$2,200.00	CONTRACTED SERVICES
7/18/2024	SoftDocs SC LLC	\$13,905.00	CONTRACTED SERVICES
7/18/2024	Touchnet Information	\$48,835.00	CONTRACTED SERVICES
7/18/2024	Tri State Nursing Enterprises	\$2,189.00	CONTRACTED SERVICES
7/25/2024	Underground Location	\$118.80	CONTRACTED SERVICES
7/11/2024	Vans Sanitation Inc	\$80.64	CONTRACTED SERVICES
7/11/2024	Woodbury County Firemans	\$886.05	CONTRACTED SERVICES
7/11/2024	Adam Yudka	\$3,850.00	CONTRACTED SERVICES
7/11/2024	Sioux City Foundry	\$6,252.78	COURSE FEE EXPENSE
7/25/2024	Sioux City Foundry	\$758.96	COURSE FEE EXPENSE
7/25/2024	Hawkeye Fabrication Inc	\$2,552.00	DEFERRED INCOME
7/18/2024	Jebro	\$1,875.00	DEFERRED INCOME
7/2/2024	Sabre Industries	\$4,400.00	DEFERRED INCOME
7/18/2024	Western Iowa Tech Comm Ed	\$8,385.00	DEFERRED INCOME
7/18/2024	Corey M. Adair	\$925.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	AFP Corp	\$650.00	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Breathe Clean Dry Ice Blasting	\$13,172.50	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Jan A. Bumgarner	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/25/2024	Lawler Fixture Company	\$523.30	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Virginia L. Martin	\$60.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Virginia L. Martin	\$110.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Carole D Massey	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Metro & Son Electric Inc	\$2,373.65	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Metro & Son Electric Inc	\$604.08	DUE FROM OTHERS-ASSET ACCOUNT
7/25/2024	Metro & Son Electric Inc	\$1,236.78	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Mid Iowa Refrigeration Inc	\$360.17	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Madonna Nitzke	\$2.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Madonna Nitzke	\$8.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Otis Elevator Company	\$1,800.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Carol A. Perrin	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Helen A. Scott	\$170.00	DUE FROM OTHERS-ASSET ACCOUNT
7/25/2024	Denna E. Smutzler	\$189.06	DUE FROM OTHERS-ASSET ACCOUNT
7/2/2024	Christian Supiot Perez	\$416.66	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Thompson Solutions Group	\$5,221.00	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Thompson Solutions Group	\$5,270.01	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Thompson Solutions Group	\$1,540.00	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Visual Edge IT Inc	\$1,614.07	DUE FROM OTHERS-ASSET ACCOUNT
7/11/2024	Visual Edge IT Inc	\$183.58	DUE FROM OTHERS-ASSET ACCOUNT
7/25/2024	Visual Edge IT Inc	\$256.26	DUE FROM OTHERS-ASSET ACCOUNT
7/25/2024	Visual Edge IT Inc	\$1,935.56	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Ward Electric Company Inc	\$180.00	DUE FROM OTHERS-ASSET ACCOUNT
7/2/2024	Carmen L. Wilson	\$340.00	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Carmen L. Wilson	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
7/2/2024	Kevin J. Woockman	\$1,200.00	DUE FROM OTHERS-ASSET ACCOUNT
7/18/2024	Ellen Degner	\$353.08	DUE FROM STUDENTS
7/25/2024	Maribel Juarez	\$79.00	DUE FROM STUDENTS
7/25/2024	Benjamin P. Maxey	\$18.49	DUE FROM STUDENTS

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/18/2024	Lawn Pros Inc	\$35,576.92	LANDSCAPING SERVICES AND SUPPLIES
7/2/2024	Arthur J Gallagher & Co	\$17,419.00	LIABILITY INSURANCE
7/18/2024	Ricks Computers Inc	\$482.05	MAINT & REPAIR-SU EQUIP
7/18/2024	Ricks Computers Inc	\$482.05	MAINT & REPAIR-SU EQUIP
7/25/2024	Ricks Computers Inc	\$1,141.50	MAINT & REPAIR-SU EQUIP
7/25/2024	Ricks Computers Inc	\$2,040.70	MAINT & REPAIR-SU EQUIP
7/25/2024	Ricks Computers Inc	\$482.05	MAINT & REPAIR-SU EQUIP
7/18/2024	Burnight Glass & Porcelain Inc	\$2,355.00	MAINT AND REPAIR BUILDINGS
7/18/2024	John T. Burow	\$8,320.00	MAINT AND REPAIR BUILDINGS
7/11/2024	Metro & Son Electric Inc	\$8,757.19	MAINT AND REPAIR BUILDINGS
7/11/2024	Metro & Son Electric Inc	\$22,616.47	MAINT AND REPAIR BUILDINGS
7/11/2024	Metro & Son Electric Inc	\$9,496.11	MAINT AND REPAIR BUILDINGS
7/25/2024	Metro & Son Electric Inc	\$1,528.19	MAINT AND REPAIR BUILDINGS
7/2/2024	Mikes Sioux City Carpet	\$1,506.50	MAINT AND REPAIR BUILDINGS
7/18/2024	Mikes Sioux City Carpet	\$3,321.49	MAINT AND REPAIR BUILDINGS
7/25/2024	Mikes Sioux City Carpet	\$150.00	MAINT AND REPAIR BUILDINGS
7/11/2024	Pella Gateway LLC	\$460.99	MAINT AND REPAIR BUILDINGS
7/2/2024	Thompson Solutions Group	\$749.41	MAINT AND REPAIR BUILDINGS
7/11/2024	Thompson Solutions Group	\$2,250.00	MAINT AND REPAIR BUILDINGS
7/11/2024	Valley Glass & Framing	\$185.00	MAINT AND REPAIR BUILDINGS
7/11/2024	Van Osdel Plastering &	\$28,379.00	MAINT AND REPAIR BUILDINGS
7/11/2024	Van Osdel Plastering &	\$1,160.00	MAINT AND REPAIR BUILDINGS
7/11/2024	Drain Specialists Inc	\$90.00	MAINT AND REPAIR EQUIPMENT
7/18/2024	Drain Specialists Inc	\$150.00	MAINT AND REPAIR EQUIPMENT
7/18/2024	Eakes Inc	\$1,879.31	MAINT AND REPAIR EQUIPMENT
7/18/2024	Eakes Inc	\$117.50	MAINT AND REPAIR EQUIPMENT
7/11/2024	Fouk Brothers Plumbing &	\$3,586.45	MAINT AND REPAIR EQUIPMENT
7/11/2024	Fouk Brothers Plumbing &	\$22,937.03	MAINT AND REPAIR EQUIPMENT
7/11/2024	Fouk Brothers Plumbing &	\$345.00	MAINT AND REPAIR EQUIPMENT

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/2/2024	Alliance for Innovation &	\$2,625.00	MEMBERSHIP
7/2/2024	Association Community	\$4,997.00	MEMBERSHIP
7/25/2024	Des Moines Area Comm	\$16,737.01	MEMBERSHIP
7/2/2024	National Junior College	\$5,400.00	MEMBERSHIP
7/2/2024	National Junior College	\$2,000.00	MEMBERSHIP
7/2/2024	Radio Research Consortium	\$685.00	MEMBERSHIP
7/2/2024	Rotary Intl	\$100.00	MEMBERSHIP
7/2/2024	Siouxland Chamber of	\$197.50	MEMBERSHIP
7/18/2024	Siouxland Interstate	\$3,850.00	MEMBERSHIP
7/11/2024	South Sioux City Area Chamber of Commerce	\$375.00	MEMBERSHIP
7/2/2024	Convergent Technologies LLC	\$5,276.67	NON-CAPITAL EXP & EQUIP <5000
7/11/2024	Iowa Office Supply Inc	\$798.00	NON-CAPITAL EXP & EQUIP <5000
7/18/2024	Iowa Office Supply Inc	\$14,343.52	NON-CAPITAL EXP & EQUIP <5000
7/18/2024	Iowa Office Supply Inc	\$520.14	NON-CAPITAL EXP & EQUIP <5000
7/25/2024	Iowa Office Supply Inc	\$12,670.39	NON-CAPITAL EXP & EQUIP <5000
7/2/2024	Zoom Video Communications	\$106.45	NON-CAPITAL EXP & EQUIP <5000
7/11/2024	Zoom Video Communications	\$300.00	NON-CAPITAL EXP & EQUIP <5000
7/25/2024	Zoom Video Communications	\$148.20	NON-CAPITAL EXP & EQUIP <5000
7/15/2024	Nestor A. Acevedo Contreras	\$125,309.19	OTHER CURRENT EXPENSE
7/15/2024	Diego C. Ahumada Soulodre	\$125,081.19	OTHER CURRENT EXPENSE
7/15/2024	Alfredo Parrish Pllc	\$1,379,497.85	OTHER CURRENT EXPENSE
7/15/2024	Carilyns S. Camus Jorquera	\$53,151.30	OTHER CURRENT EXPENSE
7/15/2024	Gonzalo O. Escobar Espejo	\$124,419.04	OTHER CURRENT EXPENSE
7/15/2024	Almendra M. Gonzalez de la	\$124,985.34	OTHER CURRENT EXPENSE
7/15/2024	Bairon A. Morel Guerra	\$55,657.77	OTHER CURRENT EXPENSE
7/15/2024	Eduardo A. Munoz Vargas	\$124,929.04	OTHER CURRENT EXPENSE
7/15/2024	Karla F. Norambuena Onell	\$125,315.04	OTHER CURRENT EXPENSE
7/15/2024	Alejandro S. Pizarro Olivares	\$124,624.14	OTHER CURRENT EXPENSE

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/18/2024	Everttek Inc	\$875.00	RENTED BUILDINGS & FACILITIES
7/11/2024	Quadient Leasing USA Inc	\$4,176.00	RENTED EQUIPMENT
7/25/2024	Branded Custom Sportswear	\$4,677.90	RESALE PURCHASES
7/25/2024	Branded Custom Sportswear	\$2,762.20	RESALE PURCHASES
7/18/2024	Cengage Learning Inc	\$148,920.00	RESALE PURCHASES
7/25/2024	GKSB Enterprises LLC	\$3,682.55	RESALE PURCHASES
7/27/2024	Lady Boss Ventures LLC	\$753.42	RESALE PURCHASES
7/11/2024	Pearson Education	\$74.08	RESALE PURCHASES
7/25/2024	Pearson Education	\$1,449.71	RESALE PURCHASES
7/25/2024	Tri Five LLC	\$2,212.84	RESALE PURCHASES
7/25/2024	Tri Five LLC	\$1,212.06	RESALE PURCHASES
7/25/2024	Tri Five LLC	\$5,285.48	RESALE PURCHASES
7/18/2024	Rebecca Christianson	\$250.00	STUDENT DEPOSITS
7/18/2024	Michelle Colvert	\$250.00	STUDENT DEPOSITS
7/18/2024	David Degner	\$250.00	STUDENT DEPOSITS
7/11/2024	Doreen Irvin	\$250.00	STUDENT DEPOSITS
7/11/2024	Lee Shell Lewis	\$270.00	STUDENT DEPOSITS
7/18/2024	Hannah J. Neubaum	\$250.00	STUDENT DEPOSITS
7/18/2024	Noah Siemsen	\$250.00	STUDENT DEPOSITS
7/18/2024	Yordanos G. Teklu	\$250.00	STUDENT DEPOSITS
7/18/2024	Lena Terry	\$250.00	STUDENT DEPOSITS
7/18/2024	Kory Zimney	\$250.00	STUDENT DEPOSITS
7/18/2024	Katherinne Lehmann	\$100.00	STUDENT TRAVEL
7/20/2024	Teachers Insurance & Annuity	\$104,150.75	TIAA-CREF PAYABLE
7/18/2024	Rex K. Hawkins	\$139.36	TRAVEL IN STATE
7/2/2024	Bret A. Hayworth	\$43.16	TRAVEL IN STATE
7/11/2024	Iowa Association of College Trustees	\$1,040.00	TRAVEL IN STATE
7/11/2024	Troy A Jasman	\$215.00	TRAVEL IN STATE

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/11/2024	City of Sioux City	\$856.17	UTILITIES
7/11/2024	City of Sioux City	\$166.31	UTILITIES
7/11/2024	City of Sioux City	\$4,084.61	UTILITIES
7/11/2024	City of Sioux City	\$532.28	UTILITIES
7/11/2024	City of Sioux City	\$28.93	UTILITIES
7/11/2024	City of Sioux City	\$1,333.50	UTILITIES
7/18/2024	City of Sioux City	\$4,433.20	UTILITIES
7/2/2024	Constellation Energy	\$12,192.93	UTILITIES
7/18/2024	Denison Municipal Utilities	\$2,190.41	UTILITIES
7/10/2024	Interstate Power & Light Co	\$1,158.33	UTILITIES
7/18/2024	Interstate Power & Light Co	\$823.86	UTILITIES
7/25/2024	Interstate Power & Light Co	\$823.86	UTILITIES
7/18/2024	Woodbury County Rural	\$3,031.98	UTILITIES
7/2/2024	AVE PLP LLC	\$886.11	VEHICLES-MATERIALS & SUPPLIES
7/18/2024	AVE PLP LLC	\$494.95	VEHICLES-MATERIALS & SUPPLIES
7/11/2024	City of Sioux City	\$2,455.40	VEHICLES-MATERIALS & SUPPLIES
7/11/2024	City of Sioux City	\$400.16	VEHICLES-MATERIALS & SUPPLIES
7/11/2024	City of Sioux City	\$673.69	VEHICLES-MATERIALS & SUPPLIES
7/25/2024	D&L Equipment	\$455.00	VEHICLES-MATERIALS & SUPPLIES
7/27/2024	Freightliner of Arizona, LLC	\$8,483.00	VEHICLES-MATERIALS & SUPPLIES
7/11/2024	Graham Tire Sioux City	\$2,258.69	VEHICLES-MATERIALS & SUPPLIES
7/11/2024	Graham Tire Sioux City	\$224.22	VEHICLES-MATERIALS & SUPPLIES
7/18/2024	Graham Tire Sioux City	\$1,423.75	VEHICLES-MATERIALS & SUPPLIES
7/25/2024	Graham Tire Sioux City	\$108.50	VEHICLES-MATERIALS & SUPPLIES
7/18/2024	Growmark Inc	\$249.29	VEHICLES-MATERIALS & SUPPLIES
7/25/2024	Growmark Inc	\$40.24	VEHICLES-MATERIALS & SUPPLIES
7/18/2024	Marx Truck Trailer Sales Inc	\$340.94	VEHICLES-MATERIALS & SUPPLIES
7/6/2024	Customers Bank	\$186,849.05	WITCC ONECARD PAYABLE
7/13/2024	Customers Bank	\$140,767.32	WITCC ONECARD PAYABLE

Western Iowa Tech Community College
Canceled Warrants Using Check Date
General & Auxiliary
8/4/2024

CHK DATE	VENDOR NAME	<u>CHK AMOUNT</u>	DESCRIPTION
6/20/2024	Kelsey J. Kluver	(102.00)	DUE FROM STUDENTS
5/9/2024	Javier Morelos	<u>(447.62)</u>	DUE FROM STUDENTS
		<u>(549.62)</u>	

WESTERN IOWA TECH COMMUNITY COLLEGE

Bills to be approved at the board meeting August 12, 2024

GENERAL FUND

Estimated for the month of August

Federal tax	\$ 137,000.00
FICA	86,000.00
Insurance	310,000.00
IPERS	65,000.00
TIAA-CREF	90,000.00
United Farmers Telephone	875.00
Total	\$ 688,875.00

**Western Iowa Tech Community College
Board Approval Voucher Detail Report
Special Federal
8/4/2024**

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/6/2024	Western Iowa Tech General	\$442.00	OTHER FEDERAL
7/6/2024	Western Iowa Tech General	\$1,471.00	OTHER FEDERAL
7/6/2024	Western Iowa Tech General	\$2,158.00	OTHER FEDERAL
7/6/2024	Western Iowa Tech General	\$1,624.75	OTHER FEDERAL
7/20/2024	Western Iowa Tech General	\$323,000.00	OTHER FEDERAL
7/20/2024	Western Iowa Tech General	\$320,000.00	OTHER FEDERAL
7/20/2024	Western Iowa Tech General	\$29,264.66	OTHER FEDERAL
7/27/2024	Western Iowa Tech General	\$826.00	OTHER FEDERAL
7/27/2024	Western Iowa Tech General	\$3,110.00	OTHER FEDERAL
7/27/2024	Western Iowa Tech General	\$9,656.50	OTHER FEDERAL
7/27/2024	Western Iowa Tech General	\$442.00	OTHER FEDERAL
		<u>\$691,994.91</u>	

Western Iowa Tech Community College
Board Approval Voucher Detail Report
House File
8/4/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
7/16/2024	Western Iowa Tech General	\$1,011.49	DUE TO GENERAL FUND
7/31/2024	Security National Bank	\$2,199.46	SNB INVEST
7/31/2024	Security National Bank	\$6,597.19	SNB INVEST
7/31/2024	Security National Bank	\$10,756.00	SNB INVEST
7/31/2024	Security National Bank	\$11,748.60	SNB INVEST
7/31/2024	Security National Bank	\$16,758.15	SNB INVEST
7/31/2024	Security National Bank	\$19,358.89	SNB INVEST
7/31/2024	Security National Bank	\$21,361.00	SNB INVEST
7/31/2024	Security National Bank	\$29,298.75	SNB INVEST
7/31/2024	Security National Bank	\$35,479.00	SNB INVEST
7/31/2024	Security National Bank	\$38,280.00	SNB INVEST
7/31/2024	Security National Bank	\$120,665.64	SNB INVEST
7/23/2024	Hawkeye Fabrication Inc	\$6,415.48	TRAINING EXPENSE
7/30/2024	Hawkeye Fabrication Inc	\$1,472.72	TRAINING EXPENSE
7/9/2024	Professional Computer	\$2,195.00	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$7,879.70	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$184,973.10	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$5,450.00	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$18,588.65	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$183,297.21	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$5,338.00	TRAINING EXPENSE
7/9/2024	Seaboard Triumph Foods LLC	\$37,500.00	TRAINING EXPENSE
7/9/2024	Superior Industrial	\$3,960.00	TRAINING EXPENSE
7/9/2024	Superior Industrial	\$19,550.25	TRAINING EXPENSE
7/9/2024	Western Iowa Tech Comm Ed	\$1,600.00	TRAINING EXPENSE
7/9/2024	Western Iowa Tech Comm Ed	\$1,000.00	TRAINING EXPENSE
7/9/2024	Western Iowa Tech Comm Ed	\$3,625.02	TRAINING EXPENSE
7/16/2024	Western Iowa Tech Comm Ed	\$19,079.37	TRAINING EXPENSE
7/23/2024	Western Iowa Tech Comm Ed	\$7,665.00	TRAINING EXPENSE
7/30/2024	Western Iowa Tech Comm Ed	\$1,935.80	TRAINING EXPENSE
7/30/2024	Western Iowa Tech Comm Ed	\$1,383.85	TRAINING EXPENSE
7/30/2024	Western Iowa Tech Comm Ed	\$15,535.63	TRAINING EXPENSE
		<u>\$841,958.95</u>	

PERSONNEL REPORT
Regular Appointments
August 12, 2024

I. INSTRUCTIONAL STAFF

- A. **Tatiana Ballion** has been selected for the position as Psychology Instructor effective August 20, 2024, at an annualized salary of \$57,042 (DOC, Step 10). This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- B. **Alexander A. Plendl** has been selected for the position as Biology Instructor effective August 20, 2024, at an annualized salary of \$54,651 (DOC, Step 5). This is a previously authorized position, vacant due to retirement, eligible for full time benefits.
- C. **Philip B. Kleinberg** has been selected for the position as Cyber Security/Digital Crime Instructor effective August 20, 2024, at an annualized salary of \$50,995 (BA, Step 7). This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- D. **Lexli M. Rocha** has been selected for the position as Culinary Arts Instructor effective August 20, 2024, at an annualized salary of \$51,860 (VC, Step 10). This is a previously authorized position, vacant due to reassignment, eligible for full time benefits.
- E. **John G. Heiden** has submitted his voluntary resignation as Automotive Collision Repair Technology Instructor effective August 15, 2024. He is to be paid for all time worked through that date.
- F. **Kimberly L. Curl** has submitted her voluntary resignation as Dental Assisting Instructor effective August 15, 2024. She is to be paid for all time worked through that date.
- G. The following instructors have requested that their annual salary be increased and have presented evidence of satisfactorily completing coursework. Their 2024-2025 contract is to be modified to change their educational lane and to increase their annualized salary effective September 1, 2024:

Debbie Guerra, Nursing Instructor, from BA+24 to MA, +\$865

Amber Ridgway, English Instructor, from MA+30 to Additional MA, +\$600

II. ADMINISTRATIVE STAFF

- A. **Nikki Wilkerson** has been selected for the position of College Now Specialist effective July 29, 2024, at an annual salary of \$48,032 grade 6 exempt administrative position. This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- B. **Hailey A. Murphy** has been selected for the position of Adult Basic Education Specialist effective August 13, 2024, at an annual salary of \$31,221 grade 6 exempt administrative position. This is a previously authorized position, vacant due to reassignment, eligible for part time benefits.
- C. **Trisha Healy** has been selected for the position of Emergency Medical Services Specialist effective August 19, 2024, at an annual salary of \$48,032 grade 6 exempt administrative position. This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- D. **Allison Nohava** has been selected for the position of Administrative Program Coordinator – Nursing effective August 21, 2024, at an annual salary of \$65,835 grade 8 exempt administrative position. This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- E. **Lorena Carmona-Gerdes** has submitted her voluntary resignation as Career Navigator effective August 16, 2024. She is to be paid for all time worked through that date and for all earned and unused vacation.
- F. **Tiffany Holbrook** has submitted her voluntary resignation as Counseling Services Coordinator effective September 3, 2024. She is to be paid for all time worked through that date and for all earned and unused vacation.

III. SUPPORT STAFF

- A. **Logan J. Frederick** has submitted his voluntary resignation as Lead Bookstore Clerk effective August 16, 2024. He is to be paid for all time worked through that date and for all earned and unused vacation.
- B. **Mary A. Steinhauer** has submitted her voluntary resignation as Secretary effective August 22, 2024. She is to be paid for all time worked through that date and for all earned and unused vacation.

- C. **Josie H. Scott** has submitted her voluntary resignation as Secretary effective September 30, 2024, for purposes of retirement. She is to be paid for all time worked through that date and for all earned and unused vacation.
- D. **Dereck A. DeLong** has been selected for the position of Safety Officer effective August 5, 2024, at an annual salary of \$25,051 grade 4 support position. This is a previously authorized position, vacant due to resignation, eligible for part time benefits.
- E. **Vanessa Garcia** has been selected for the position of Accounting Clerk effective August 13, 2024, at an annual salary of \$36,106 grade 3 support position. This is a previously authorized position, vacant due to resignation, eligible for full time benefits.

IV. TEMPORARY STAFF

- A. The attached list of temporary appointments includes temporary employees, adjunct, substitute, work study, and community and continuing education instructors selected since the last report and not previously presented to the Board for approval in the position stated, not eligible for benefits.

Personnel Report
Temporary Employees
(not eligible for benefits)

August 12, 2024

<u>NAME</u>	<u>DEPARTMENT OR COURSE # - SECT</u>	<u>APPOINTMENT</u>	<u>FROM</u>	<u>THROUGH</u>	<u>APPT \$/HR</u>	<u>SALARY</u>
Barroso Renteria, Jasmin	Verizon Camp	Instructor	06/25/24	07/25/24	\$ 22.00	Time Sheet
Barroso Renteria, Jasmin	Verizon Camp	Instructor	06/25/24	07/25/24		\$ 3,400.00
Fredericks, Brittney	Verizon Camp	Instructor	06/25/24	07/25/24	\$ 22.00	Time Sheet
Fredericks, Brittney	Verizon Camp	Instructor	06/25/24	07/25/24		\$ 3,400.00
Griffin, April	Admissions	Workstudy	08/01/24	05/13/25	\$ 9.00	Time Sheet
Hernandez Lopez, Gilda	Verizon Camp	Instructor	06/25/24	07/25/24	\$ 22.00	Time Sheet
Hernandez Lopez, Gilda	Verizon Camp	Instructor	06/25/24	07/25/24		\$ 3,400.00
Mendoza Pena, Maria	Trio SSS	Peer Mentor	08/05/24	07/31/25	\$ 9.00	Time Entry
Meyer, Scott	Verizon Camp	Instructor	06/25/24	07/25/24	\$ 22.00	Time Sheet
Meyer, Scott	Verizon Camp	Instructor	06/25/24	07/25/24		\$ 3,400.00
Musich, Joan	Verizon Camp	Instructor	06/25/24	07/25/24	\$ 22.00	Time Sheet
Musich, Joan	Verizon Camp	Instructor	06/25/24	07/25/24		\$ 3,400.00
Reed, Kayli	Paramedic	Adjunct Instructor	07/31/24	07/31/26	\$ 41.50	Time Sheet
Romo, Kevin	Trio SSS	Peer Mentor	08/05/24	07/31/25	\$ 9.00	Time Entry
Scheuring, Lias	Verizon Camp	Instructor	06/25/24	07/25/24	\$ 22.00	Time Sheet
Scheuring, Lias	Verizon Camp	Instructor	06/25/24	07/25/24		\$ 3,400.00
Shanahan, Laura	PN Clinical	Adjunct Instructor	07/30/24	06/30/25	\$ 52.00	Time Entry
Shanahan, Laura	PN Lab	Adjunct Instructor	07/30/24	06/30/25	\$ 41.50	Time Entry
Shanahan, Laura	Non-Instructional	Adjunct Instructor	07/30/24	06/30/25	\$ 22.00	Time Entry
Shanahan, Laura	A.D.N Clinical	Adjunct Instructor	07/30/24	06/30/25	\$ 52.00	Time Entry
Shanahan, Laura	A.D.N Lab	Adjunct Instructor	07/30/24	06/30/25	\$ 41.50	Time Entry
Shanahan, Laura	Non-Instructional	Adjunct Instructor	07/30/24	06/30/25	\$ 22.00	Time Entry
Thein, Todd	Used Auto Dealer	Instructor	09/03/24	11/05/24	\$ 55.00	Time Sheet

CERTIFICATE FOR PAYMENT

Contractor: Van't Hof Concrete, Inc.
1245 N. Main
Sioux Center, Iowa 51106

Payment No.: 2
DGR Engineering

Project: 2024 WITCC Cherokee Campus Paving Improvements Project

DGR Project No.: 273084

Owner: Western Iowa Tech Community College

Contract Date: April 8, 2024

For Period From: June 29, 2024 through July 26, 2024

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
1	262	C.Y. Excavation, Class 10	\$ 65.38	\$ 17,129.56	262	\$ 17,129.56
2	1339	S.Y. Subgrade Preparation, 24"	\$ 12.00	\$ 16,068.00	1339	\$ 16,068.00
3	76	L.F. Storm Sewer, Trenched, SS, 15"	\$ 65.00	\$ 4,940.00	76	\$ 4,940.00
4	1	Ea. Manhole, SW-401, 60"	\$ 5,200.00	\$ 5,200.00	1	\$ 5,200.00
5	1	Ea. Intake, SW-501	\$ 5,200.00	\$ 5,200.00	1	\$ 5,200.00
6	1261	S.Y. Pavement, PCC, 7"	\$ 56.00	\$ 70,616.00	1258	\$ 70,448.00
7	166	S.F. Sidewalk, PCC, 6"	\$ 10.00	\$ 1,660.00	166	\$ 1,660.00
8	20	S.F. Detectable Warnings	\$ 60.00	\$ 1,200.00	20	\$ 1,200.00
9	166	S.F. Removal of Sidewalk	\$ 4.00	\$ 664.00	166	\$ 664.00
10	267	S.Y. Full Depth Patches, PCC, 7"	\$ 108.00	\$ 28,836.00	479	\$ 51,732.00
11	1	L.S. Temporary Traffic Control	\$ 1,000.00	\$ 1,000.00	0.5	\$ 500.00
12	0.5	Ac. Hydraulic Seeding, Fertilizing, and Mechanically Bonded Fiber Matrix Hvdromulching. Permanent. Type 1 Silt Fence, Furnish, Install, Maintain and Remove	\$ 14,000.00	\$ 7,000.00		\$ -
13	400	L.F. Erosion Control	\$ 4.75	\$ 1,900.00	382	\$ 1,814.50
14	1	L.S. Mobilization	\$ 1,500.00	\$ 1,500.00	0.6	\$ 900.00
15	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 11,500.00	\$ 11,500.00	1	\$ 11,500.00
16	2	Ea. Remove/Reinstall Existing Light Fixture	\$ 1,500.00	\$ 3,000.00	0.5	\$ 750.00
17	4	Ea. Reinstall Existing Light Pole on New Base	\$ 350.00	\$ 1,400.00	1	\$ 350.00
18	2	Ea. Light Fixture	\$ 3,750.00	\$ 7,500.00		\$ -
19	1	Ea. Light Pole and Base	\$ 1,850.00	\$ 1,850.00		\$ -
20	3	Ea. Conduit, PVC, Schedule 40, 1.25"	\$ 6,500.00	\$ 19,500.00		\$ -
21	400	L.F. Conductor, 3/C-#8, CU, 600 Volts	\$ 8.00	\$ 3,200.00		\$ -
22	475	L.F. Trench, 30" Deep	\$ 6.00	\$ 2,850.00	209	\$ 1,254.00
23	400	L.F. Bore with Conduit, (1) 1.25", PVC, Schedule 80	\$ 15.00	\$ 6,000.00		\$ -
24	190	L.F. Junction Box	\$ 70.00	\$ 13,300.00	190	\$ 13,300.00
25	2	Ea. Junction Box	\$ 1,500.00	\$ 3,000.00		\$ -
Total				\$ 236,013.56		\$ 204,610.06
Total Original Contract				\$ 236,013.56		\$ 204,610.06

Payment No.: 2

Value of Work Completed \$ 204,610.06

STORED MATERIALS				
Item No.	Description	No. Units	Unit Cost (Matl. Only)	Total

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 204,610.06

Less Retainage 5% \$ 10,230.50

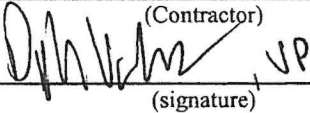
Amount Due This Certificate for Payment \$ 194,379.56

Less Previous Estimates \$ 55,839.10

AMOUNT DUE THIS ESTIMATE \$ 138,540.46

Payment Requested by: Van't Hof Concrete, Inc.

(Contractor)

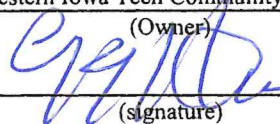
, 7/30, 2024
(signature) (Date)

Payment Recommended by: DGR Engineering

, 7-30, 2024
(signature) (Date)

Payment Approved by: Western Iowa Tech Community College

(Owner)

, 7/30, 2024
(signature) (Date)


CONTRACTOR'S DECLARATION
For submittal each month with partial payment requests
Must list change order items
Items list and/or proposed prices required

I hereby declare that I have not, during the period June 29, 2024 through July 26, 2024, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from Western Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated April 8, 2024 for 2024 WITCC Cherokee Campus Paving Improvements Project executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

Date: 7/30/2024

Van't Hof Concrete, Inc.

(Contractor)

By: Dylan Van't Hof 

Title: Vice President

CERTIFICATE FOR PAYMENT

Contractor: Steve Harris Construction Inc.
4793 Fiddler Creek Rd.
Homer, NE 68030

Payment No.: 4

DGR Engineering

Project: 2024 WITCC Parking Lot 4 Paving Improvements Project

DGR Project No.: 273068

Owner: Western Iowa Tech Community College

Contract Date: February 12, 2024

For Period From: June 27, 2024 through July 26, 2024

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
Division I - General						
1	1	L.S. Temporary Traffic Control	\$ 3,520.00	\$ 3,520.00	0.5	\$ 1,760.00
2	1	L.S. SWPPP Management	\$ 1,000.00	\$ 1,000.00	0.75	\$ 750.00
3	1	L.S. Erosion Control	\$ 3,850.00	\$ 3,850.00	0.8	\$ 3,080.00
4	1	L.S. Mobilization	\$ 51,325.00	\$ 51,325.00	1	\$ 51,325.00
Subtotal - Division I				\$ 59,695.00		\$ 56,915.00
Division II - Parking Lot 4 Improvements						
5	40.8	UNIT Clear and Grub Existing Trees	\$ 110.00	\$ 4,488.00	40.8	\$ 4,488.00
6	2687	C.Y. Excavation, Class 10	\$ 13.20	\$ 35,468.40	2687	\$ 35,468.40
7	7630	S.Y. Subgrade Preparation, 12"	\$ 3.00	\$ 22,890.00	7630	\$ 22,890.00
8	106	L.F. Sanitary Sewer Gravity Main, Trenched, PVC SDR26, 6"	\$ 65.05	\$ 6,895.30	100	\$ 6,505.00
9	104	L.F. Removal of Sanitary Sewer Main	\$ 8.00	\$ 832.00	100	\$ 800.00
10	1	Ea. Connect to Existing Sanitary Sewer Main	\$ 552.95	\$ 552.95	1	\$ 552.95
11	110	L.F. Storm Sewer, Trenched, SS, 15"	\$ 75.85	\$ 8,343.50	105	\$ 7,964.25
12	30	L.F. Storm Sewer, Trenched, SS, 18"	\$ 99.95	\$ 2,998.50	30	\$ 2,998.50
13	264	L.F. Storm Sewer, Trenched, HPPP, 30"	\$ 143.52	\$ 37,889.28	250	\$ 35,880.00
14	404	L.F. Removal of Storm Sewer, ≤27"	\$ 15.00	\$ 6,060.00	394	\$ 5,910.00
15	1	Ea. Manhole, SW-301, 48"	\$ 7,320.10	\$ 7,320.10	1	\$ 7,320.10
16	1	Ea. Intake, SW-545R, 14' Opening	\$ 4,902.90	\$ 4,902.90	0.9	\$ 4,412.61
17	1	Ea. Manhole Adjustment, Minor	\$ 1,397.24	\$ 1,397.24	1	\$ 1,397.24
18	1	Ea. Remove Sanitary Manhole	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
19	4	Ea. Remove Intake	\$ 750.00	\$ 3,000.00	4	\$ 3,000.00
20	1	L.S. Existing Oil/Sand Separator Access and Cleanout Adjustments	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
21	7297	S.Y. Pavement, PCC, 7"	\$ 59.29	\$ 432,639.13	7309	\$ 433,350.61
22	184	S.F. Removal of Sidewalk	\$ 3.30	\$ 607.20	184	\$ 607.20
23	1835	S.F. Sidewalk, PCC, 6"	\$ 10.25	\$ 18,808.75	1435	\$ 14,708.75
24	5976	S.F. Furnish and Install 1.5-inch Below Grade Rated Insulation Board	\$ 3.00	\$ 17,928.00	3847	\$ 11,541.00
25	6800	S.Y. Pavement Removal	\$ 8.80	\$ 59,840.00	6800	\$ 59,840.00
26	2998	L.F. Painted Pavement Markings, Epoxy	\$ 2.86	\$ 8,574.28		\$ -
27	542	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 2,086.70		\$ -
28	11	Ea. Furnish and Install Handicap Signs/Bollard and Symbol (Permanent Tape Markings)	\$ 1,595.00	\$ 17,545.00		\$ -
29	746	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 5,953.08		\$ -
30	149	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 1,074.29	20	\$ 144.20
31	1	L.S. Flume Replacement at Bur Oaks Student Housing Location	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
32	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 1,892.00	\$ 1,892.00	0.9	\$ 1,702.80
33	5	Ea. Parking Lot Twin Light Pole & Base	\$ 3,338.50	\$ 16,692.50	2.5	\$ 8,346.25

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
34	10	Ea. Parking Lot Fixture	\$ 1,595.00	\$ 15,950.00		
35	893	L.F. Conduit, PVC, Schedule 40, 1"	\$ 3.85	\$ 3,438.05	950	\$ 3,657.50
36	1786	L.F. Conduit, PVC, Schedule 40, 2"	\$ 6.88	\$ 12,287.68	1900	\$ 13,072.00
37	576	L.F. Conduit, PVC, Schedule 80, 1.25"	\$ 7.70	\$ 4,435.20	591	\$ 4,550.70
38	72	L.F. Conduit, PVC, Schedule 80, 2"	\$ 9.57	\$ 689.04	78	\$ 746.46
39	684	L.F. Conductor, 2/C-#10, Cu, 600 Volts	\$ 2.20	\$ 1,504.80	650	\$ 1,430.00
40	684	L.F. Conductor, 4/C-#8, Cu, 600 Volts	\$ 4.29	\$ 2,934.36	650	\$ 2,788.50
41	1541	L.F. Trench, 30" Deep	\$ 4.24	\$ 6,533.84	1541	\$ 6,533.84
42	7	Ea. Junction Box	\$ 1,639.00	\$ 11,473.00	7	\$ 11,473.00
42A	4	Ea. Furnish and Install Bollard	\$ 550.00	\$ 2,200.00		\$ -
Subtotal - Division II				\$ 791,125.07		\$ 717,079.86
Division III - Ring Road Reconstruction						
43	692	C.Y. Excavation, Class 10	\$ 13.20	\$ 9,134.40	692	\$ 9,134.40
44	3016	S.Y. Subgrade Preparation, 12"	\$ 4.00	\$ 12,064.00	3016	\$ 12,064.00
45	3011	S.Y. Subgrade Treatment, Non-Woven Geotextile	\$ 3.10	\$ 9,334.10	3011	\$ 9,334.10
46	474	C.Y. Subbase, Modified	\$ 66.00	\$ 31,284.00	474	\$ 31,284.00
47	73	L.F. Storm Sewer, Trenched, SS, 15"	\$ 85.93	\$ 6,272.89	72	\$ 6,186.96
48	8	L.F. Storm Sewer, Trenched, RCP, 15"	\$ 152.48	\$ 1,219.84	7	\$ 1,067.36
49	8	L.F. Storm Sewer, Trenched, RCP, 18"	\$ 160.51	\$ 1,284.08	40	\$ 6,420.40
50	63	L.F. Removal of Storm Sewer, ≤27"	\$ 20.00	\$ 1,260.00	62	\$ 1,240.00
51	2	Ea. Connect to Existing Storm Sewer, ≤30"	\$ 1,000.00	\$ 2,000.00	2	\$ 2,000.00
52	1475	L.F. Subdrain, 6"	\$ 18.96	\$ 27,966.00	1414	\$ 26,809.44
53	13	Ea. Subdrain Outlet	\$ 331.03	\$ 4,303.39	9	\$ 2,979.27
54	2	Ea. Intake, SW-501	\$ 4,421.98	\$ 8,843.96	1.5	\$ 6,632.97
55	3	Ea. Intake, SW-505	\$ 6,384.45	\$ 19,153.35	2.5	\$ 15,961.13
56	1	Ea. Manhole Adjustment, Minor	\$ 1,374.24	\$ 1,374.24	1	\$ 1,374.24
57	1	Ea. Connect to Existing Manhole	\$ 1,150.00	\$ 1,150.00	1	\$ 1,150.00
58	3	Ea. Remove Intake	\$ 750.00	\$ 2,250.00	3	\$ 2,250.00
59	1	Ea. Reconstruct DW-12 Intake Top	\$ 2,402.90	\$ 2,402.90		\$ -
60	213	S.Y. Pavement, PCC, 7"	\$ 64.04	\$ 13,640.52	213	\$ 13,640.52
61	2489	S.Y. Pavement, PCC, 8"	\$ 61.08	\$ 152,028.12	2489	\$ 152,028.12
62	261	S.F. Detectable Warnings	\$ 40.18	\$ 10,486.98	47	\$ 1,888.46
63	55	S.Y. Driveway, Paved, PCC, 6"	\$ 50.26	\$ 2,764.30		\$ -
64	5765	S.F. Removal of Sidewalk	\$ 3.30	\$ 19,024.50	5765	\$ 19,024.50
65	7122	S.F. Sidewalk, PCC, 6"	\$ 10.09	\$ 71,860.98	5642	\$ 56,927.78
66	2682	S.Y. Pavement Removal	\$ 8.80	\$ 23,601.60	2682	\$ 23,601.60
67	180	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 693.00		\$ -
68	186	L.F. Permanent Tape Markings, 24"	\$ 22.00	\$ 4,092.00		\$ -
69	4	Ea. Arrow Symbol (Permanent Tape Marking)	\$ 550.00	\$ 2,200.00		\$ -
70	351	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 2,800.98		\$ -
71	467	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 3,367.07		\$ -
72	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 1,419.00	\$ 1,419.00	0.75	\$ 1,064.25
73	4	Ea. Ring Road Twin Light Pole & Base	\$ 2,304.50	\$ 9,218.00		\$ -
74	1	Ea. Ring Road Single Light Pole & Base	\$ 2,304.50	\$ 2,304.50		\$ -
75	9	L.F. Ring Road Fixture	\$ 1,540.00	\$ 13,860.00		\$ -
76	674	L.F. Conduit, PVC, Schedule 80, 1.25"	\$ 7.70	\$ 5,189.80	721	\$ 5,551.70
77	465	L.F. Conductor, 2/C-#10, Cu, 600 Volts	\$ 2.20	\$ 1,023.00	513	\$ 1,128.60
78	800	L.F. Conductor, 4/C-#8, Cu, 600 Volts	\$ 4.29	\$ 3,432.00	793	\$ 3,401.97
79	674	L.F. Trench, 30" Deep	\$ 4.24	\$ 2,857.76	721	\$ 3,057.04
80	2	Ea. Junction Box	\$ 1,639.00	\$ 3,278.00	2	\$ 3,278.00
Subtotal - Division III				\$ 490,439.26		\$ 420,480.81
Division IV - KWIT Parking Lot Improvements						
81	161	C.Y. Excavation, Class 10	\$ 13.20	\$ 2,125.20	161	\$ 2,125.20
82	780	S.Y. Subgrade Preparation, 12"	\$ 3.00	\$ 2,340.00	780	\$ 2,340.00
83	22	L.F. Storm Sewer, Trenched, PVC, 6"	\$ 95.59	\$ 2,102.98	22	\$ 2,102.98
84	20	L.F. Storm Sewer, Trenched, PVC, 8"	\$ 103.73	\$ 2,074.60	23	\$ 2,385.79

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
85	183	L.F. Storm Sewer, Trenched, SS, 18"	\$ 104.96	\$ 19,207.68	175	\$ 18,368.00
86	17	L.F. Removal of Storm Sewer, ≤27"	\$ 30.00	\$ 510.00	17	\$ 510.00
87	2	Ea. Connect to Existing Storm Sewer, ≥6"	\$ 1,074.45	\$ 2,148.90	2	\$ 2,148.90
88	1	Ea. Intake, SW-501	\$ 4,421.97	\$ 4,421.97	0.75	\$ 3,316.48
89	1	Ea. Remove Intake	\$ 750.00	\$ 750.00	1	\$ 750.00
90	662	S.Y. Pavement, PCC, 7"	\$ 74.74	\$ 49,477.88	662	\$ 49,477.88
91	429	S.F. Removal of Sidewalk	\$ 3.30	\$ 1,415.70	429	\$ 1,415.70
92	632	S.F. Sidewalk, PCC, 6"	\$ 10.31	\$ 6,515.92	647	\$ 6,670.57
93	892	S.F. Furnish and Install 1.5-inch Below Grade Rated Insulation Board	\$ 3.00	\$ 2,676.00	892	\$ 2,676.00
94	803	S.Y. Pavement Removal	\$ 8.80	\$ 7,066.40	803	\$ 7,066.40
95	72	L.F. Painted Pavement Markings, Epoxy	\$ 2.86	\$ 205.92		\$ -
96	77	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 296.45		\$ -
97	1	Ea. Furnish and Install Handicap Signs/Bollard and Symbol (Permanent Tape Markings)	\$ 1,595.00	\$ 1,595.00		\$ -
98	1	Ea. Furnish and Install Bollard	\$ 550.00	\$ 550.00		\$ -
99	93	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 742.14		\$ -
100	140	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 1,009.40	30	\$ 216.30
101	1	L.S. Light Pole Relocation & Base	\$ 1,430.00	\$ 1,430.00		\$ -
102	180	L.F. Conduit, PVC, Schedule 40, 1.25"	\$ 5.23	\$ 941.40	176	\$ 920.48
103	36	L.F. Conduit, PVC, Schedule 80, 2"	\$ 9.57	\$ 344.52	84	\$ 803.88
104	200	L.F. Conductor, 3/C-#10, Cu, 600 Volts	\$ 2.86	\$ 572.00	194	\$ 554.84
105	216	Ea. Trench, 30" Deep	\$ 4.24	\$ 915.84	219	\$ 928.56
106	1	Ea. Junction Box	\$ 1,639.00	\$ 1,639.00	1	\$ 1,639.00
Subtotal - Division IV				\$ 113,074.90		\$ 106,416.96
Total Original Contract Divisions I, II, III and IV				\$ 1,454,334.23		\$ 1,300,892.62

Payment No.: 4

Value of Work Completed \$ 1,300,892.62

STORED MATERIALS				
Item No.	Description	No. Units	Unit Cost (Matl. Only)	Total

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 1,300,892.62

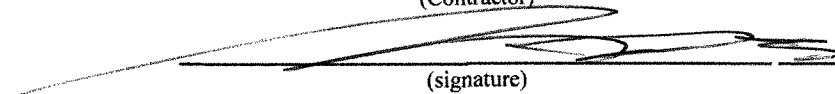
Less Retainage 5% \$ 65,044.63

Amount Due This Certificate for Payment \$ 1,235,847.99

Less Previous Estimates \$ 917,388.57

AMOUNT DUE THIS ESTIMATE \$ 318,459.42

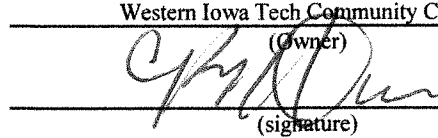
Payment Requested by: Steve Harris Construction Inc.
(Contractor)

 (signature) 7-30, 2024 (Date)

Payment Recommended by: DGR Engineering

 (signature) 7-30, 2024 (Date)

Payment Approved by: Western Iowa Tech Community College
(Owner)

 (signature) 7/30, 2024 (Date)

Payment Approved by: Western Iowa Tech Community College
(Owner)

(signature) _____, 2024 (Date)

CONTRACTOR'S DECLARATION
For submittal each month with partial payment requests
Must list change order items
Items list and/or proposed prices required

I hereby declare that I have not, during the period June 27, 2024 through July 26, 2024, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from Western Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated February 12, 2024 for 2024 WITCC Parking Lot 4 Paving Improvements Project executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

Date: 7-30-2024

Steve Harris Construction Inc.
(Contractor)

By: 
Title: Project Manager



Date: July 15th, 2024

To: Dr. Terry Murrell, President

From: Christina Brandon, Dean of Outreach and Information Technology

Re: Western Iowa Tech Community College Summer Camps 2024

Western Iowa Tech has offered summer camps for the past 10 years. These summer camps play a critical role in fulfilling our mission of *elevating diverse learners* and *strengthening our communities*. By offering a range of activities that cater to different interests and skills, WITCC ensures all learners have the opportunity to engage in meaningful learning experiences. Summer camps are designed to foster creativity, critical thinking, and collaboration, which are all essential skills for personal and academic success. Through hands-on projects and interactive sessions, learners develop a love of learning too!

WITCC Faculty Lead Camps

- **Babysitting**

Are you ready to care for the children of your family, friends and neighbors?

This academy provided middle school learners with skills necessary to be successful caring for young children, such as activity planning and games, basic behavior management, meal prep, business skills, accident prevention, outdoor safety, fire extinguisher training, and basic CPR and first aid. There were a mixture of 8 boys and girls who attended the camp.

- **Culinary**

Students in culinary camp were invited to experience WITCC's fabulous state-of-the-art kitchen that is used to train future chefs. Our younger chef protégés learned knife techniques, baking and culinary skills that become progressively more challenging as the week moved on. There was a total of 16 students entering 6th to 8th grade who participated.



- **Content Creation**

Are you someone who always keeps up with the latest trends? Do you enjoy creating social media content? Have you ever considered becoming an influencer? This camp was designed to teach students how to use social media for both personal and professional purposes, such as becoming a content creator, helping brands connect with their audience, and ensuring online safety while using social media platforms. Campers also learned how to produce high-quality photos and videos, and how to choose the right social media platforms for their content ideas. There were 4 students in the first year of the camp being offered.

Grant Supported Camps

- **Verizon**

WITCC received the Verizon Innovative Learning Grant over 12 years ago to serve 75 middle school girls in hopes of attracting more girls into STEM professions. The grant today serves 150 boys and girls on the main Sioux City Campus and for the last two years on the Denison Campus. The program's interactive curriculum, developed by Verizon in partnership with Arizona State centers on four educational tracks: immersive media, smart solutions, digital product innovations and artificial intelligence. Participating students receive mentorship, access to next-gen technology-- such as 3D printing, augmented reality (AR) and robotics, and hands-on training connected to real-world challenges that help teach design thinking and social entrepreneurship.

- **Upward Bound**

WITCC's strong commitment of providing college prep guidance to 60 high school students who qualify as first-generation low income students in the participating target schools of Denison, West Monona, Westwood, Whiting, Homer, MVAO, and OABIG. During the summer, students are invited to live in WITCC campus housing and for six weeks experience what it is like to be a college student. This year nearly 40 students attended summer camp.



Community Partnership Grants

- **Girls Inc**

The Office of Inclusion lead efforts to partner with Girls Inc on several occasions. There was a kickoff event in partnership with Athletics to fire up the girls for a fun summer experience. The girls were also invited to visit campus and experience our culinary area as chefs for the day. Over 40 girls attended to learn skills in cooking.

- **Welding**

Welding camp this year took place in July and had three separate sessions for age groups of 10-12, 13-14, and a mixed group of 10-16 year olds with a total of 30 students enrolled. The camp was sponsored by the Scene of the Crash, so students were able to attend for free. Students were introduced to the basics of welding and potential career interests by crafting birdhouses. Notably, six returning students from last year brought friends to join!

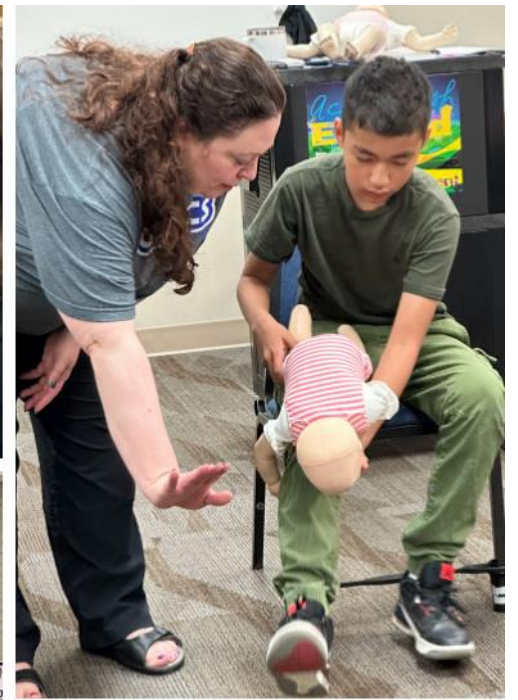
Athletic Camps

- **Girl's Soccer Camp**

As WITCC continues to establish our athletic presence, summer camps provide a strong connection for local athletes. This free soccer camp was designed for players of all skill levels, from beginner to advanced. Coaches and players lead the girls through a fun and challenging program, focusing on technical skills, tactical awareness, and teamwork. In addition, the 30 middle school girls experienced a day in the life of Comets soccer player.

Thank you to all departments, faculty, coaches, athletes, and partners for helping WITCC elevate our diverse learners through these outstanding summer camp experiences!

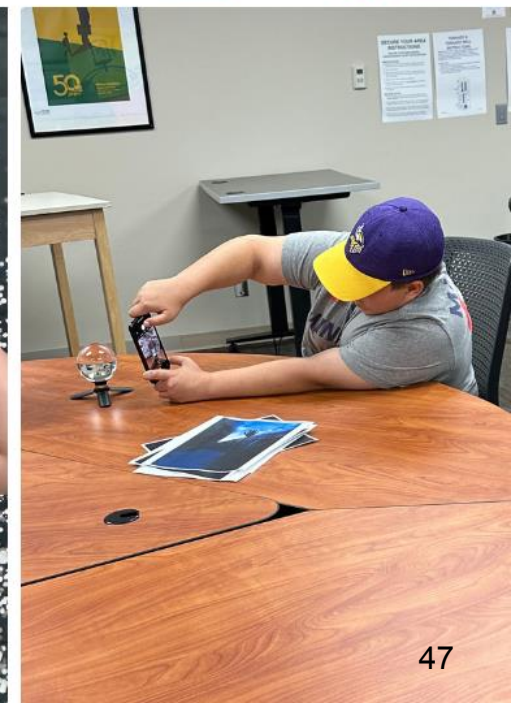
Babysitting



Culinary



Content Creation





Denison

Verizon

Sioux City



CAMP ACTIVITIES



Dorothy Pecaut Nature Center Look Out June 2024
Nature Reserve Classroom



Upward Bound



University of South Dakota 2024

Strategic Air Command and Aerospace Museum Ashland, NE

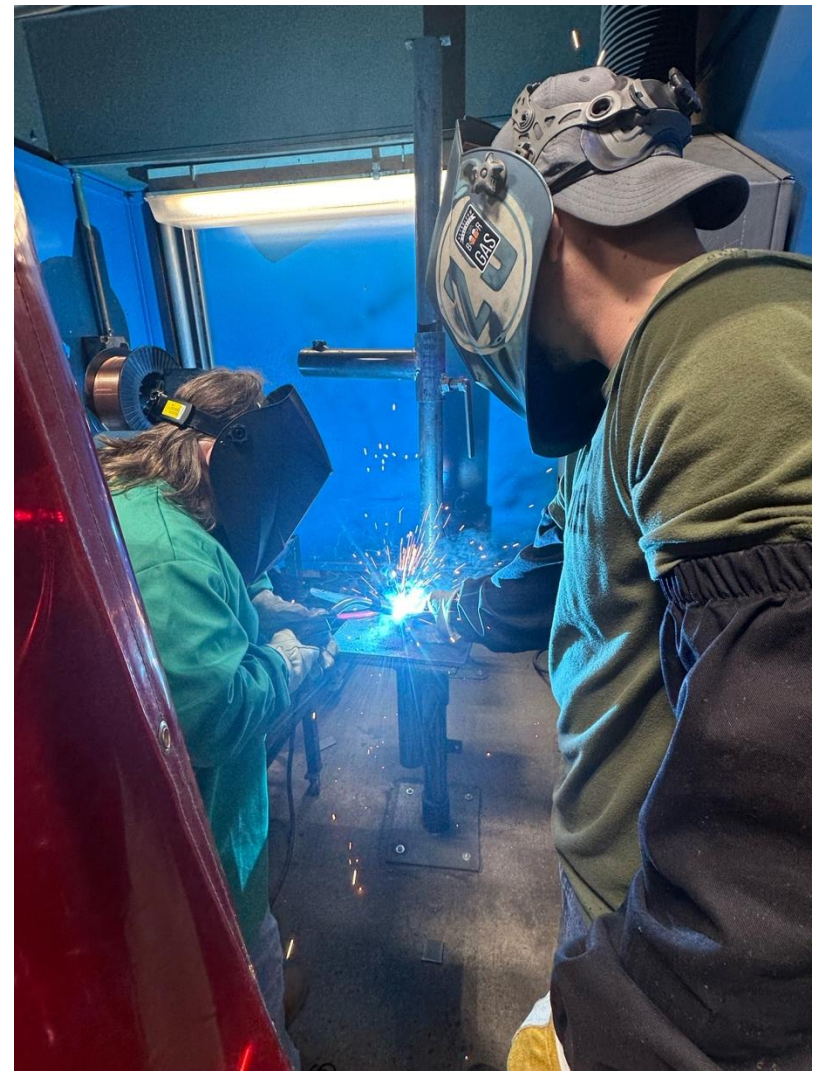
Strategic Air Command and Aerospace Museum has an impressive Aircraft collection. We learned about the history of Women in Aerospace, Doolittle's, Tokyo Raiders, Tuskegee Airmen, Air War in Vietnam, and the Bombers of World War II.





Girls Inc.





Welding



Soccer





MEMO

To: Dr. Terry Murrell, President
From: Darin Moeller, Executive Dean of Instruction
Dr. Teri Peterson, Associate Dean-Health Sciences
Date: July 15, 2024
RE: 2024 Clinical Partners Report



The following pages list the clinical sites that have partnered with Western Iowa Tech Community College over the past year to enable us to provide a quality educational experience in the following programs:

- Dental Assisting
- Emergency Medical Services – Paramedic
- Medical Assisting
- Nursing – Practical
- Nursing – Associate Degree
- Pharmacy Technician
- Physical Therapist Assistant
- Surgical Technology
- Certified Nursing Assistant

Many of these partners serve as clinical sites for multiple academic programs and have employees who serve on Advisory Boards for our programs. We sincerely appreciate their ongoing support and fully recognize the value of these partnerships.



**Western Iowa Tech
Community College**

	<u>SITE</u>	<u>LOCATION</u>
Dental Assistant	Aspen Dental	Sioux City, IA
	Bridgeview Dental	South Sioux City, NE
	Broadway Dental	Denison, IA
	Carl T. Medical Center	Macy, NE
	Children's Dental Center	Sioux Center, IA
	Dr. Ryan Bygness	Denison, IA
	Dr. Ryan Canada	Sioux City, IA
	Dr. Ryan McKenna	North Sioux City, SD
	Dunes Dental 4 Kids	Dakota Dunes, SD
	Dunes Periodontics	Dakota Dunes, SD
	Family First Dental	Primghar
	Family First Dental	Sioux City, IA
	Family First Dental	South Sioux City, NE
	Family First Dental	Onawa, IA
	Dr. Jenny Gotch	Sioux City, IA
	Dr. Joshua Hindman & Dona Prince	Sioux City, IA
	Dr. Daniel Hiserote Jr.	Sioux Center, IA
	Dr. Kaitlin Hoogeveen	Sioux Center, IA
	Holton Oral and Maxillofacial Surgery	Spencer, IA
	Dr. Renee Husen & Dr. Scott Wilmes	Sergeant Bluff, IA
	Drs. Jeneary & Erdmann	LeMars, IA
	Drs. Kaler & Dick	Sioux City, IA
	Kingsley Dental Clinic	Kingsley, IA
	Knutson Family Dentistry	Vermillion, SD
	Dr. Zachary Kopf and Dr. Blake Kopf	Vermillion, SD
	Dr. Trevor Kuiper	Sioux Center, IA
	Lilly Family Dentistry	Sioux City, IA
	Lohr Family Dentistry	Sioux City, IA
	Dr. Arron J. Cleaver-McWilliams	Denison, IA
	Dr. Monif-Winnebago Dental Clinic	Winnebago, NE
	Oral Surgery & Implant Specialist	Dakota Dunes, SD
	Prodenco Dental Lab	Sioux City, IA
	Drs. Tammy Rhea & Steven Ready	LeMars, IA



**Western Iowa Tech
Community College**

	Sanborn Dental Associates	Sanborn, IA
	Dr. Mark Scallon & Dr. Cara Vander Feen	Orange City, IA
	Sioux City Endodontics	Sioux City, IA
	Sioux City Implant & Oral Surgery	Sioux City, IA
	Spencer-Geyer & Binzer Orthodontics	Storm Lake, IA
	Sunnybrook Dental	Sioux City, IA
	Summit Dental Health	Sioux City, IA
	Summit Dental Health	SSC, NE
	The Dentist on Hamilton	Sioux City, IA
	The Dentist on Lakeport	Sioux City, IA
	The Dentist in Elk Point	Elk Point, SD
	Drs. Wagner, Kuntz, Grabouski & Kopf	Sioux City, IA
	Drs. Wheelock and Associates	Sioux City, IA
	Whispering Creek Dental	Sioux City, IA
	32 & You	Denison, IA
EMS	Buena Vista Regional Medical Center	Storm Lake, IA
	Burgess Health Center	Onawa, IA
	Carl T. Curtis Health Center	Macy, NE
	Carroll County Ambulance Service	Carroll, IA
	Cherokee Regional Medical Center	Cherokee, IA
	Crawford County Memorial Hospital	Denison, IA
	Floyd Valley Healthcare	Le Mars, IA
	Hinton Fire Rescue	Hinton, IA
	Holstein Fire Rescue	Holstein, IA
	Horn Memorial Hospital	Ida Grove, IA
	Humboldt County Memorial Hospital	Humboldt, IA
	Le Mars Ambulance Service	Le Mars, IA
	MercyOne Siouxland Medical Center	Sioux City, IA
	North Sioux City Fire/Rescue/EMS	North Sioux City, SD
	Orange City Area Health System	Orange City, IA
	Pocahontas Community Hospital	Pocahontas, IA
	Sergeant Bluff Fire Rescue	Sergeant Bluff, IA
	Sioux Center Health Center	Sioux Center, IA



**Western Iowa Tech
Community College**

	Sioux City Fire Rescue	Sioux City, IA
	South Sioux City Fire Rescue	South Sioux City, NE
	St. Anthony Regional Hospital	Carroll, IA
	UnityPoint Health-St. Luke's	Sioux City, IA
	Woodbury County Emergency Services	Climbing Hill, IA
Medical Assistant	CCMH Medical Clinic-City Center	Denison, IA
	Dunes Dermatology	Dakota Dunes, SD
	Family Healthcare of Siouxland	Multiple Clinical Sites
	Mercy Business /Urgent Care	Sioux City, IA
	MercyOne	South Sioux City, NE
	Sanford Maternal Fetal Medicine	Sioux Falls, SD
	Siouxland Urology	Dakota Dunes, SD
	UnityPoint Clinics	Sioux City, IA
Nursing – PN	Accura Healthcare of Cherokee	Cherokee IA
	Accura Healthcare of Carroll	Carroll, IA
	Accura Healthcare of Le Mars	Le Mars, IA
	Accura Health Care of Sioux City	Sioux City, IA
	Akron Care Center	Akron, IA
	Avera Sister James	Yankton, SD
	Black Hawk Life Center	Lake View, IA
	Burgess Health Center	Onawa, IA
	Careage Hills	Cherokee, IA
	Cherokee Mental Health Institute	Cherokee, IA
	Cherokee Specialty Care	Cherokee, IA
	Cherokee Home Health	Cherokee, IA
	CRMC	Cherokee, IA
	CNO's	Dakota Dunes, IA
	Crawford County Memorial Hospital	Denison, IA
	Crawford County Home Health	Denison, IA
	Dunes Surgical Hospital	Dakota Dunes, SD
	Dunlap Specialty Care	Dunlap, IA
	Denison Care Center	Denison, IA



**Western Iowa Tech
Community College**

Elm Crest Senior Living	Harlan, IA
Elmwood Care Center	Onawa, IA
Eventide Lutheran Home	Denison, IA
Faith Regional Health Services	Norfolk, NE
Floyd Valley Healthcare	Le Mars, IA
Friendship Home	Audubon, IA
Good Samaritan Society-Holstein	Holstein, IA
Good Samaritan Society-Le Mars	Le Mars, IA
Good Samaritan Society-Sioux Falls	Sioux Falls, SD
Heartland Care Center	Marcus, IA
Hospice of Siouxland	Sioux City, IA
Mytrue Medical Center	Harlan, IA
Maple Heights	Mapleton, IA
Manning Regional Healthcare Center	Manning, IA
Methodist Manor	Storm Lake, IA
Mercy Home Care	Sioux City, IA
MercyOne Siouxland Medical Center	Sioux City, IA
MercyOne South Sioux	South Sioux City, NE
Midstep Services	Sioux City, IA
Pioneer Valley Living & Rehab	Sergeant Bluff, IA
Pleasant View	Whiting, IA
Regency Park of Carroll	Carroll, IA
Rose Vista	Woodbine, IA
Siouxland Community Health Center	Sioux City, IA
Siouxland Medical Education Foundation	Sioux City, IA
St. Anthony Hospital	Carroll, IA
St. Anthony Nursing Home	Carroll, IA
Sunrise Retirement Community	Sioux City, IA
Twilight Acres	Wall Lake, IA
Unity Point-CVA-Health	Sioux City, IA
UnityPoint Health-St. Luke's	Sioux City, IA
Universal Pediatrics	Sioux City, IA
Willowdale	Battle Creek, IA
Good Samaritan Society-Le Mars	Le Mars, IA



Nursing – ADN

Avera Floyd Valley Healthcare	Le Mars, IA
Avera Sacred Heart Hospital	Yankton, SD
Burgess Health Center	Onawa, IA
BVRMC	Storm Lake, IA
Cass County Health	Atlantic, IA
Cherokee Mental Health Institute	Cherokee, IA
Cherokee Regional Medical Center	Cherokee, IA
Crawford County Memorial Hospital	Denison, IA
Dunes Surgical Hospital	Dakota Dunes, SD
Horn Memorial	Ida Grove, IA
Lakes Regional Healthcare	Spirit Lake, IA
Loring Hospital	Sac City, IA
Manning Regional Healthcare Center	Manning, IA
MercyOne	Sioux City, IA
Myrtue Memorial Hospital	Harlan, IA
Sanford-Sheldon	Sheldon, IA
Spencer Regional Hospital	Spencer, IA
St. Anthony Regional Hospital	Carroll, IA
Stewart Memorial Community Hospital	Lake City, IA
UnityPoint Health-St. Luke's	Sioux City, IA
Winnebago Health Care System	Winnebago, NE

CNA-Long Term Care

Accura Healthcare of Cherokee	Cherokee, IA
Accura Healthcare of Sioux City	Sioux City, IA
Denison Care Center	Denison, IA
Eventide Lutheran Home for the Aged	Denison, IA
Good Samaritan Society – Holstein	Holstein, IA
Good Samaritan Society- LeMars	LeMars, IA
Pioneer Valley Living & Rehab	Sergeant Bluff, IA
Sunrise Retirement Home	Sioux City, IA
Willow Dale Wellness Village	Battle Creek, IA



**Western Iowa Tech
Community College**

Pharmacy Technician

Drilling Pharmacy	Sioux City, IA
Dunes Family Pharmacy	Dakota Dunes, SD
Hy-Vee Pharmacy-Hamilton Blvd.	Sioux City, IA
Hy-Vee Pharmacy – Mainstreet	Sioux City, IA
Hy-Vee Pharmacy – Sergeant Rd.	Sioux City, IA
Hy-Vee Pharmacy – Gordon Dr.	Sioux City, IA
L&M Pharmacy	Sioux City, IA
MercyOne Pharmacy	Sioux City, IA
Redler’s Long Term Pharmacy	Dakota Dunes, SD
Valu Med Pharmacy	Sioux City, IA
Walgreen’s – Morningside	Sioux City, IA

Physical Therapist Assistant


Athletico	Oak Brook, IL
Blue Stone Therapies	Urbandale, IA
Briar Cliff University	Sioux City, IA
Buena Vista Regional Medical Center	Storm Lake, IA
Burgess Health Center/Burgess PT	Mapleton, IA
CNOS	Dakota Dunes, SD
Floyd Valley Healthcare	LeMars, IA
Fremont Physical Therapy	Hooper, NE
Fyzical Dizziness & Balance Centers	Dakota Dunes, SD
Fyzical Nebraska	Omaha, NE
Hawarden Regional Healthcare	Hawarden, IA
Hegg Memorial Health Center	Rock Valley, IA
Impact Physical Therapy & Wellness	Sioux City, IA
LeMars Physical Therapy PLLC	LeMars, IA
Madonna Rehab	Lincoln, NE
MercyOne	Sioux City, IA
Multi-Care Health Clinic	Sioux City, IA
Orange City Area Health System	Orange City, IA
Osceola Community Hospital	Sibley, IA



**Western Iowa Tech
Community College**

	Pender Community Hospital	Pender, NE
	Physical Therapy Specialists	Sioux City, IA
	Prairie Rehab Services	Sioux Falls, SD
	Pro Active Physical Therapy & Sports Rehab	Sioux Center, IA
	Pro Active Physical Therapy & Sports Rehab	Sheldon, IA
	Reliant Rehabilitation	Plano, TX
	Sioux Center Health	Sioux Center, IA
	Sunrise Retirement	Sioux City, IA
	UnityPoint-St. Luke's	Sioux City, IA
	Upstream Rehabilitation	Birmingham, AL
	Twelve Clans Unity Hospital	Winnebago, NE
Surgical Technology	Dunes Surgical Hospital	Dakota Dunes, SD
	MercyOne Siouxland Medical Center	Sioux City, IA
	UnityPoint Health-St. Luke's	Sioux City, IA
	Riverveiw Surgical Center LLC	South Sioux City, NE
	Sioux Center Health	Sioux Center, IA
	Pierce Street Surgical Center	Sioux City, IA

**MEMO**

To: Dr. Terry Murrell, President
 From: Darin Moeller, Executive Dean of Instruction 
 Dr. Teri Peterson, Associate Dean of Health Sciences
 Date: July 24, 2024
 RE: Nursing Simulation Equipment

The College's Equipment Purchase Team has approved a request, pending Board approval, for the purchase of simulation equipment to serve students in our nursing programs on the Denison and Sioux City Campuses.

This proposed purchase includes two quotes from Laerdal Medical Corporation which would be considered a sole-source provider for this purchase as we desire to maintain compatibility with the current equipment used in the program. This includes a quote for the Sioux City Campus for a MamaAnne Manikin, and a second quote for the Denison Campus for a MamaAnne Manikin and a Nursing Anne Male Simulator.

Quote 1: Sioux City Campus

1 MamaAnne Manikin with Set-up, Delivery, Training, LEAP Software, Tablet, PC and Premium Tech Support and trade-in of current Victoria Simulator. \$87,040.51

Quote 2: Denison Campus

1 MamaAnne Manikin with Set-up, Delivery, Training, LEAP Software, Tablet, PC and Premium Tech Support and trade-in of current Victoria Simulator.

1 Nursing Anne Male Simulator with Set-up, Delivery, Training, LEAP Software, Tablet, PC and Premium Tech Support and trade-in of Pediatric Simulator. \$122,870.31

Administrative Recommendation:

It is the administrative recommendation that the Board approve up to \$209,911 for the purchase of simulation equipment for the Nursing program serving students in Sioux City and Denison. Perkins funds would be used for the purchase.

Quote Q-976709

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Territory Manager

Ben Zajicek
 (845) 214-7474
 benjamin.zajicek@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 07-10-2024

ATTN: Mrs. Lauryn Norton MSN-Ed., RN, CHSE
 +17123173468
 lauryn.norton@witcc.edu

QUOTE NUMBER: Q-976709

CREDIT TERMS: 30 days

EXPIRATION DATE: 11-07-2024

PO NUMBER:

BILL TO: 00123832

Western Iowa Technical Community College - Sioux City
 PO Box 5199
 Sioux City IA 51102-5199

SHIP TO:

Lauryn Norton
 Western Iowa Technical CC
 11 N 35th St
 Denison IA 51442

MamaAnne

Qty	Description	List Price	Term	Unit Price	Total
1	380-00250 MamaAnne Dark Includes: MamaAnne Manikin, Birthing Baby with Placenta, Incomplete Placenta with Retained Parts, Delivery and Transition to PPH Belly with Palpable Contractions, Boggy and Firm Uterus, Advanced PPH Uterus with Cervix, Cephalic and Breech Clamps, 2x Clean Bleed Mat, Set of Consumables, Gown, Quick Setup Guide, User Guide.	\$61,000.00		\$61,000.00	\$61,000.00
1	370-00033 MamaBirthie Dark with C-section Module	\$2,049.00		\$0.00	\$0.00

MamaAnne

Qty	Description	List Price	Term	Unit Price	Total
				TOTAL:	\$86,182.51

ITEM TOTAL:	\$86,182.51
SHIPPING/HANDLING:	\$858.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$87,040.51

There are various payment options; please see bottom of your quote for further clarification. Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

Quote Q-976714

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Territory Manager
Ben Zajicek
 (845) 214-7474
 benjamin.zajicek@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 07-11-2024

ATTN: Mrs. Lauryn Norton MSN-Ed., RN, CHSE
 +17123173468
 lauryn.norton@witcc.edu

QUOTE NUMBER: Q-976714

CREDIT TERMS: 30 days

EXPIRATION DATE: 11-07-2024

PO NUMBER:

BILL TO: 00123832

Western Iowa Technical Community College - Sioux City
 PO Box 5199
 Sioux City IA 51102-5199

SHIP TO:

Lauryn Norton
 Western Iowa Technical CC
 4647 Stone Avenue
 Sioux City IA 51102

MamaAnne

Qty	Description	List Price	Term	Unit Price	Total
1	380-00250 MamaAnne Dark Includes: MamaAnne Manikin, Birthing Baby with Placenta, Incomplete Placenta with Retained Parts, Delivery and Transition to PPH Belly with Palpable Contractions, Boggy and Firm Uterus, Advanced PPH Uterus with Cervix, Cephalic and Breech Clamps, 2x Clean Bleed Mat, Set of Consumables, Gown, Quick Setup Guide, User Guide.	\$61,000.00		\$61,000.00	\$61,000.00
1	370-00033 MamaBirthie Dark with C-section Module	\$2,049.00		\$0.00	\$0.00

MamaAnne

Qty	Description	List Price	Term	Unit Price	Total
				TOTAL:	\$86,182.51

Nursing Anne Simulator Male- Medium

Qty	Description	List Price	Term	Unit Price	Total
1	321-05050 Nursing Anne Simulator Male Medium Includes Nursing Anne Simulator Male Medium Manikin, pupil set, male genitalia, ostomy set, blood pressure cuff, lubricant spray, silicone dressings, subcutaneous injection pads, bottle of red simulated blood, adult gown, user guide.	\$21,299.00		\$21,299.00	\$21,299.00
1	210-B-STU Simulator Trade-In Program Value Serial #232UMS1315005	\$0.00		(\$4,260.00)	(\$4,260.00)
1	204-30101 SimPad PLUS Only (US) SimPad PLUS Only (Hand Held Remote) 204-50150 LLEAP for SimPad PLUS software license required for operation.	\$979.00		\$979.00	\$979.00
1	204-50150 LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.	\$3,199.00		\$3,199.00	\$3,199.00
1	400-29301 All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor <ul style="list-style-type: none"> • AIO Monitor does not come ready to be wall mounted. • Requires additional MGR Part, # 6H1W8AA (not sold by Laerdal) • Requires a wall mount (not sold by Laerdal) 	\$2,849.00		\$2,849.00	\$2,849.00

There are various payment options; please see bottom of your quote for further clarification.
Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

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Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

7 DAYS OR LESS: 100% of Course / Service Cost
8 DAYS to 2 WEEKS: 75% of Course / Service Cost
15 DAYS to 20 DAYS: 50% of Course / Service Cost
3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.

Confidential



TO: Dr. Terry Murrell, President

FROM: Darin Moeller, Executive Dean of Instruction
Carmen Wilson, Associate Dean - Corporate College
Korey Smith, Director of SBDC

DATE: July 15, 2024

RE: WIT Small Business Development Center Subcontract - -
ISU No. 028375M

Background

The U.S. Small Business Administration (SBA) through the Office of Small Business Development Center (SBDC) provides management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations.

Iowa State University (ISU) has the prime agreement with the SBA to oversee the management and operations of the Iowa Small Business Development Center program. ISU subcontracts with other educational institutions for the placement and operation of the fifteen SBDCs in Iowa.

Any Iowa Small Business Development Center (SBDC) is located on the Sioux City campus of Western Iowa Tech Community College under the name WIT Small Business Development Center (WIT SBDC).

A contract is renewed on an annual basis for operation of a center. The FY-2024 contract will fund the full-time position of the WIT SBDC Executive Director and the center's direct operating costs. The contract period is from January 1, 2024 through December 31, 2024.

ISU Subcontract No. 028375M is written to fund \$ 57,499 to be used to fund operational costs of the center. This is the second payment of which an amendment will be received in upcoming months for additional payments. Additionally, this Subcontract amends to add Korey Smith as the Western Iowa Tech Community College Principal Investigator and remove retired Todd Rausch.

Recommendation

It is the administrative recommendation that the Board approve the FY-2024 Subcontract 028375M with Iowa State University for operation of the WIT Small Business Development Center.

**Subcontract Agreement No. 028375M
Amendment No. 1**

Pass-Through Entity ("PTE"): Iowa State University of Science and Technology	Subcontractor ("Subcontractor"): Name: Western Iowa Tech Community College
PTE Principal Investigator ("PTE PI"): Lisa Shimkat	Subcontractor Principal Investigator ("Subcontractor PI"): Korey Smith
Federal Award Identification Number: SBAOEDSB240068	Federal Awarding Agency ("Awarding Agency"): U.S. Small Business Administration
Project Title ("Project"): 2024 SBA Cooperative Agreement	
Revised Subcontract Period of Performance ("Period of Performance"): Start Date ("Start Date"): January 1, 2024 End Date ("End Date"): December 31, 2024	
Amount Funded This Action: \$57,499	Total Amount of Federal Funds Obligated to Date: \$97,549
Cost-Share Amount Required This Action: \$0	Total Cost-Share Amount Required to Date: \$36,242

Amendment(s) to Original Terms and Conditions

This Amendment revises the above-referenced Subcontract Agreement as follows:

Additional Funding

Additional funding in the amount of \$57,499 is hereby obligated to this Subcontract.

Subrecipient Principal Investigator Change

Amended to remove Todd Rausch and add Korey Smith as the Western Iowa Tech Community College Principal Investigator.

All other terms and conditions of this Subcontract Agreement remain in full force and effect.

By an Authorized Official of Pass-Through Entity:

By an Authorized Official of Subcontractor:

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**CY 2024
Budget Sheet - Contract
Funds**

Western Iowa Tech
1/1/2024-12/31/2024

	Amendment 1 Budget				
	SBA	STATE	TOTAL	CENTER	TOTAL
	CONTRACT	CONTRACT	CONTRACT	MATCH	FUNDS
	FUNDS	FUNDS	FUNDS		FUNDS
SALARIES, WAGES, TUITION					
Director	38,851	0	38,851	0	38,851
Assoc. Directors			0		0
Professional Staff			0		0
Grad/Students			0		0
Administrative Staff			0		0
Total Employees	38,851	0	38,851	0	38,851
BENEFITS	18,648	0	18,648	0	18,648
CONSULTANTS			0		0
TRAVEL					
In-State Travel			0	0	0
Out of State Travel			0	0	0
PERMANENT EQUIPMENT			0		0
SUPPLIES			0	0	0
Sub-Total	18,648	0	18,648	0	18,648
OTHER					
Telephone			0		0
Postage			0		0
Printing & Copying			0		0
Computer Service & Maintenance			0		0
Meetings/Trainings			0	0	0
Research & Publications			0		0
Certification/Dues			0		0
Facilities			0		0
Marketing			0	0	0
Total Other	0	0	0	0	0
TOTAL DIRECT COSTS	57,499	0	57,499	0	57,499
INDIRECT COST CHARGES			0		0
TOTAL	57,499	0	57,499	0	57,499

1. DATE ISSUED MM/DD/YYYY 05/08/2024		1a. SUPERSEDES AWARD NOTICE dated 11/21/2023 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 59.037 - SMALL BUSINESS DEVELOPMENT CENTERS			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. SBAOEDSB240068-01-01 Formerly		5. TYPE OF AWARD Training	
4a. FAIN SBAOEDSB240068		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD From 01/01/2024		Through 12/31/2025	
7. BUDGET PERIOD From 01/01/2024		Through 12/31/2025	
8. TITLE OF PROJECT (OR PROGRAM) 2024 SBA Cooperative Agreement			

U.S. Small Business Administration

Office of Grants Management (OGM)

Small Business Administration
409 3rd St, SW
Washington, DC 20416

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
15 U.S.C. 648(a)(1); 13 C.F.R. Part 130

9a. GRANTEE NAME AND ADDRESS IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY 1350 Beardshear Hall Ames, IA 50011-2025		9b. GRANTEE PROJECT DIRECTOR Ms. Lisa Shimkat 1350 Beardshear Hall Ames, IA 50011-2105 Phone: 515-294-2037	
10a. GRANTEE AUTHORIZING OFFICIAL Ms. Andrea Rich 515 Morrill Rd 1350 Beardshear Hall Ames, IA 50011-2105 An authorized representative electronically signed the award on 06/03/2024		10b. FEDERAL PROJECT OFFICER Ms. Nicole Vincent 409 3rd St SW Washington, DC 20416-0011 Phone: 771-888-5370	

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)				12. AWARD COMPUTATION			
I Financial Assistance from the Federal Awarding Agency Only				a. Amount of Federal Financial Assistance (from item 11m) 1,243,346.00			
II Total project costs including grant funds and all other financial participation				b. Less Unobligated Balance From Prior Budget Periods 0.00			
a. Salaries and Wages	1,495,586.00			c. Less Cumulative Prior Award(s) This Budget Period 161,635.00			
b. Fringe Benefits	558,021.00			d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 1,081,711.00			
c. Total Personnel Costs	2,053,607.00			13. Total Federal Funds Awarded to Date for Project Period 1,243,346.00			
d. Equipment	0.00			14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
e. Supplies	8,050.00			YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
f. Travel	97,151.00			a. 2		d. 5	
g. Construction	45,250.00			b. 3		e. 6	
h. Other	54,494.00			c. 4		f. 7	
i. Contractual	0.00			15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:			
j. TOTAL DIRECT COSTS	2,258,552.00			a. DEDUCTION			
k. INDIRECT COSTS	313,140.00			b. ADDITIONAL COSTS			
l. TOTAL APPROVED BUDGET	2,571,692.00			c. MATCHING			
m. Federal Share	1,243,346.00			d. OTHER RESEARCH (Add / Deduct Option)			
n. Non-Federal Share	1,328,346.00			e. OTHER (See REMARKS)			
				16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:			
				a. The grant program legislation.			
				b. The grant program regulations.			
				c. This award notice including terms and conditions, if any, noted below under REMARKS.			
				d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.			
				In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.			

REMARKS (Other Terms and Conditions Attached - Yes No)

The project and budget period for this award is 01/01/2024 to 12/31/2025 for a total amount of \$1,243,346 in Federal funds. This amendment is issued to release the full Federal amount.

All terms and conditions remain the same.

GRANTS MANAGEMENT OFFICIAL:

Erika Beasley, Grant Management Specialist
409 3rd St SW
Washington, DC 20416-0011
Phone: 202-505-7266

17. OBJ CLASS 4110	18a. VENDOR CODE 1426004224A1	18b. EIN 426004224	19a. UEI DQDBM7FGJPC5	19b. DUNS 005309844	20. CONG. DIST. 04
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION	
21. a. 2024.450400DB.603001	b. OEDSB240068A	c. OEDSB	d. \$1,081,711.00	e.	
22. a.	b.	c.	d.	e.	
23. a.	b.	c.	d.	e.	

AWARD ATTACHMENTS

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

SBAOEDSB240068-01-01

1. 2024 IA Specific T&Cs_01
2. SBA FY23 Terms and Conditions

Program Terms and Conditions

These program Terms and Conditions are specific to the SBDC program. They can be found: <https://www.sba.gov/document/support-sbdc-program-terms-conditions>.

The terms and conditions set forth below are those particular to this non-Federal entity:

*Program Term 2: Points of Contact

1. Grants Management Specialist (GMS)

Name: Erika Beasley
Address: U.S. Small Business Administration
Office of Small Business Development Centers
409 3rd Street, S.W. 6th Floor
Washington, DC 20416
Telephone Number: (202) 505-7266
Email Address: erika.beasley@sba.gov

2. Grant Officer Technical Representative (GOTR)

Name: Nicole Vincent
Address: U.S. Small Business Administration
409 3rd Street, S.W. 6th Floor
Washington, DC 20416
Telephone Number: (771) 888-5370
Email Address: nicole.vincent@sba.gov

3. District Office Project Officer (PO)

Name: Lori Hackney
Address: U.S. Small Business Administration
Des Moines District Office
210 Walnut Street, Room 749
Des Moines, IA 50309-2186
Telephone Number: (515) 284-4118
Email Address: lori.hackney@sba.gov

*See additional Point of Contacts on Notice of Award.

Approved Budget

COST CATEGORY & SUB-ITEMS	FEDERAL SHARE SBA	NON-FEDERAL SHARE			TOTAL AMOUNT
		CASH	IN-KIND	INDIRECT	
a. Personnel	\$ 787,738.00	\$ 707,848.00	\$ -		\$ 1,495,586.00
b. Fringe Benefits	\$ 300,211.00	\$ 257,810.00	\$ -	\$ -	\$ 558,021.00
c. Travel	\$ 26,486.00	\$ 70,665.00	\$ -	\$ -	\$ 97,151.00
d. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
e. Supplies	\$ 4,016.00	\$ 4,034.00	\$ -	\$ -	\$ 8,050.00
f. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -
g. Consultants	\$ 13,905.00	\$ 31,345.00	\$ -	\$ -	\$ 45,250.00
h. Other	\$ 31,991.00	\$ 22,503.00	\$ -	\$ -	\$ 54,494.00
i. Total Direct Charges	\$ 1,164,347.00	\$ 1,094,205.00	\$ -		\$ 2,258,552.00
j. Indirect Charges	\$ 78,999.00	\$ -	\$ -	\$ 234,141.00	\$ 313,140.00
TOTALS	\$ 1,243,346.00	\$ 1,094,205.00	\$ -	\$ 234,141.00	\$ 2,571,692.00

Program Term 4: Special Terms and Conditions

Award Expectations and Project Deliverables

You, the Non-Federal Entity/SBDC Network, acknowledge you will conduct the project funded under this Award in accordance with your approved technical proposal, goals, focus area, and budget. Changes to these guiding documents must be submitted to SBA for pre-approval in accordance with the SBA Standard Terms and Conditions and with the SBDC Program Terms and Conditions.

The approved goals for this award are as follows:

- Clients Advised – 3,311
- Capital Infusion Transactions - 467
- New Business Starts – 177

The approved Focus Area Group is Underserved Communities

- Focus Area Metric: 5.3 Underserved: Number of underserved small businesses which receive counseling and/or training.
- Focus Area Value: 685

Special Conditions

N/A

Program Lead Center and Network Service Centers

1. Iowa State University (ISU) - Lead Center
2. Iowa State University - Mid Iowa SBDC

RECIPIENT: Iowa State University of Science and Technology
COOPERATIVE AGREEMENT NO.: SBAOEDSB240068-01-01
PAYMENT COOPERATIVE AGREEMENT NO.: SBAHQ24B0010
ADMINISTRATIVE CODE: NO: 4603001EZ05667

CALENDAR YEAR NOTICE OF AWARD
DATE ISSUED: 05/08/2024

3. Iowa State University - ISU SBDC
4. Eastern Iowa Community College District - Eastern Iowa SBDC
5. Iowa Western Community College - Iowa Western SBDC
6. Indian Hills Community College - Indian Hills SBDC
7. Kirkwood Community College - Kirkwood SBDC
8. Iowa Central Community College - North Central Iowa SBDC
9. Northeast Iowa Community College - Northeast Iowa SBDC
10. North Iowa Area Community College - North Iowa Area SBDC
11. Iowa Lakes Community College - Northwest Iowa SBDC
12. Southwestern Iowa Community College - South Central Iowa SBDC
13. Southeastern Community College - Southeastern SBDC
14. University of Northern Iowa - UNI SBDC
15. University of Iowa - UOI SBDC
16. Western Iowa Tech Community College - WIT SBDC

SBA Award Standard Terms

1. Standard Term - Acceptance of the Terms of an Award

By drawing or otherwise obtaining funds from the Small Business Administration (SBA), the non-federal entity acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the non-federal entity cannot accept the terms, the non-federal entity should notify the Grants Management Officer (GMO) within thirty (30) days of receipt of this award notice. Once an award is accepted by a non-federal entity, the contents of the Notice of Award (NoA) are binding on the non-federal entity unless and until modified by a revised NoA signed by the GMO.

Certification Statement: By drawing down funds, the non-federal entity certifies that proper financial management controls and accounting systems, to include personnel policies and procedures, have been established to adequately administer federal awards and funds drawn down. Non-federal entities of Small Business Administration (SBA) grants or cooperative agreement awards must comply with all terms and conditions of their awards, including: (a) terms and conditions included in the SBA Grants Policy effective at the time of a new, non-competing continuation, or renewal award, including the requirements of OMB grants administration regulations; (b) requirements of the authorizing statutes and implementing regulations for the program under which the award is funded; (c) applicable requirements or limitations in appropriations acts; and (d) any requirements specific to the particular award specified in program policy and guidance, the Notice of Funding Opportunity (NOFO).

2. Standard Term - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for SBA Awards

The NoA issued is subject to the administrative requirements, cost principles, and audit requirements that govern federal monies associated with this award, as applicable, in the Uniform Guidance 2 CFR Part 200.

(https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2tab_02.tpl).

Under the authority listed above, the U.S. Small Business Administration adopts the Office of Management and Budget (OMB) Guidance in 2 CFR part 200, except for 2CFR 200.74, 200.92, and 200.93. Thus, this part gives regulatory effect to the OMB guidance and supplements the guidance as needed for the Administration.

3. Standard Term - Award Expectations

The eligibility and program requirements originally outlined in NOFO must continue to be adhered to as the funded project is implemented. Non-federal entities must comply with the performance goals, milestones, outcomes, and performance data collection and related policy and guidance. Additional terms and/or conditions may be applied to this award if outstanding financial or programmatic compliance issues are identified by SBA.

4. Standard Term - Flow down of requirements to sub- recipients

The non-federal entity, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to sub-recipients, in accordance with 2 CFR §§ 200.330 -200.332 Sub-recipient monitoring and management.

5. Standard Term - Future Funding

If indicated in the NoA, recommended future support reflects TOTAL costs (direct plus indirect). Funding is subject to the availability of federal funds, and that matching funds, (if applicable), are verifiable, and progress of the award is documented and acceptable.

6. Standard Term - Non-Supplant

Federal award funds must supplement, not replace (supplant) nonfederal funds. Applicants or award non-federal entities may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds.

7. Standard Term - Unallowable Costs

Unless authorized under the Special Terms and Conditions, all costs incurred prior to the award issue date and costs not consistent with the funding opportunity and/or 2 CFR Part 200 are not allowable under this award.

8. Standard Term - Prior Approval

SBA anticipates that the non-federal entity may need to modify the non-federal entity's award budget or other aspects of its approved application during performance to accomplish the award's programmatic objectives. In general, non-federal entities are allowed a certain degree of latitude to re-budget within and between budget categories (10% or less) to meet unanticipated needs and to make other types of post-award changes, provided that the changes still meet the statutory program requirements and the regulatory requirements under 2 CFR Part 200, as applicable.

Items that require prior approval (i.e. formal written approval) from the GMO, as indicated in either 2 CFR Part 200 or the SBA Grants Policy Statement, must be submitted in writing to the GMO within 45 days of grant expiration. Based on the nature, extent, and timing of the request, the SBA GMO may approve, deny, or request additional material to further document and evaluate your request. Only responses provided by the GMO are considered valid. If SBA approves the request, an amended Notice of Award (NoA) will be issued. Verbal authorization is not approval and is not binding on SBA. Non-federal entities that proceed on the basis of actions by unauthorized officials do so at their own risk, and SBA is not bound by such responses.

Prior approval is required for, but is not limited to: Changes in Key Personnel and Level of Effort, Budget Revisions (more than 10% or when requesting a new budget cost category), Changes in Scope, Carryover Requests (that fall outside the term for the Expanded Authority for Carryover), and No Cost Extensions.

SBA may confer a one-time extension of the expiration date of this Award for up to 12 additional months if You can demonstrate more time is necessary for the adequate completion of specific project objectives. A request for an extension must be in writing (with supporting justification) and must be received by the Grants Officer Technical Representative (GOTR) at least 45 calendar days prior to the scheduled expiration of this Award. SBA will not approve any extension request that:

- i. Is solely for the purpose of expending remaining funds;
- ii. Is for a project that previously received an extension;
- iii. Is more than 12 months in length;
- iv. Requires the commitment of additional Federal funds; or
- v. Involves any change in the objectives or scope of the project.

9. Standard Term - Administrative and National Policy Requirements

Public policy requirements are requirements with a broader national purpose than that of the Federal sponsoring program or award that an applicant/non-federal entity must adhere to as a prerequisite to and/or condition of an award. Public policy requirements are established by statute, regulation, DOJ, and OMB memorandums, or Executive order. In some cases, they relate to general activities, such as preservation of the environment, while, in other cases they are integral to the purposes of the award-supported activities. An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal statute and regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulation requirements.

10. Standard Term - Executive Pay

The Executive Schedule (ES) sets the yearly salaries for top government officials, including the leaders and senior personnel in over 75 Federal government agencies.

The Executive Level II salary cap limitation for calendar year (CY) 2022 was increased to \$203,700 by Executive Order 14061 effective January 2nd. An individual's Institutional Base Salary (IBS) should be reflected in the proposal budget or budget justification section for all salary requests.

The current Executive Level II salary can be found at the Office of Personnel Management's website at [General Schedule \(opm.gov\)](https://www.opm.gov)

The law limits the salary amount that may be awarded and charged to SBA assistance agreements and cooperative agreements. Award funds may not be used to pay the salary of any individual at a rate in excess of Executive Level II. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under an SBA grant or cooperative agreement.

11. Standard Term - Non-federal Entity Responsibilities

- a. Be responsive to SBA requests for information and communication. Changes to Your organization's contact information, including Your AOR or other designated representatives, must be reported promptly to SBA.
- b. Promptly advise SBA of any difficulties You encounter or anticipate encountering that may affect the conduct of Your project.
- c. Cooperate with all programmatic and financial examinations and any accreditation or certification reviews conducted by SBA, its agents, or contractors. You will promptly address and act upon all findings regarding Your project made as part of any such process.
 - a. Provide full access to all activities supported with project funds to the general public without regard to their participation in any paid membership or subscription plan.
 - b. Maintain adequate staffing levels for the delivery of client services, including replacing Key Personnel no more than 60 days after they cease their involvement with the project.
 - c. Participate in SBA surveys and studies regarding the effectiveness and outcomes of the program/project, curriculum, types of assistance, service delivery methods, etc."
- d. Coordinate with SBA and other Agency resource partners operating within Your project service area to maximize the effectiveness of Your efforts and avoid duplication of products and services.
- e. Promote SBA programs, products, and services to clients, as appropriate.
- f. Maintain adequate, readily accessible facilities for assisting clients, including satellite locations where appropriate.
- g. Provide at least 40 hours per week of availability to assist clients, including sufficient evening and weekend availability and on-line and telephone assistance, to meet the needs of Your service area and clientele. Although You may maintain multiple service locations, no more than two locations may count toward meeting the weekly service hours requirement.
- h. Provide meaningful access to project services for clients with limited English language proficiency and/or disabilities.
- i. Maintain adequate staffing levels for the delivery of client services, including replacing Key Personnel no more than 60 days after they cease their involvement with the project.

- j. Participate in SBA surveys and studies regarding the effectiveness and outcomes of the program/project, curriculum, types of assistance, service delivery methods, etc.
- k. Submit and update information to USASpending.gov and other Federal databases, as required.

12. Standard Term - SAM and UEI

Requirements Awards are subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) (NOW SAM) AND Unique Entity Identifier (UEI) Numbers. 2 CFR Part 25 - Appendix A4, System of Award Management (SAM) and Universal Identifier Requirements

A. Requirement for System of Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you, as the non-federal entity, must maintain the currency of your information in the SAM, until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier If you are authorized (reference project description) to make subawards under this award, you:

- 1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you, unless the entity has provided its unique entity identifier to you.
- 2. May not make a subaward to an entity, unless the entity has provided its unique entity identifier to you.

13. Standard Term - Federal Financial Accountability and Transparency Act (FFATA)

Reporting Subawards and Executive Compensation, 2 CFR, Appendix A to Part 170

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

- i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the

obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report.

You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the non-federal entity.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the non-federal entity award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non- Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the non-federal entity) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the non-federal entity's or subrecipient's preceding fiscal year and includes the following:

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

14. Standard Term - FAPIIS - Recipient Integrity and Performance

Appendix XII to 2 CFR Part 200

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the non-federal entity during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. If one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

Unless specified otherwise in the Special Terms and Conditions for Your award, the following reporting timelines apply:

During any period of time when you are subject to this requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

Financial Reporting – Non-Federal Entities are required to submit quarterly and annual financial reports (SF – 425). All SF - 425 are reported cumulatively.

Quarterly Reports – are due thirty (30) days following the reporting period. For example, if the quarter ends 3/31, the quarterly reports are due 5/1.

Annual Reports – The first reflects the initial 12-month period. For example, awards issued on 10/01, the report period ends on 9/30 the following year and is due on 10/31. *Subsequent annual reports should build upon the previous annual report.*

Program Progress Reporting – Program Progress Reports are due quarterly, thirty (30) days following the end of the reporting period. For example, if the quarter ends 3/31, the quarterly reports are due 5/1, unless otherwise stipulated in program special terms and conditions.

15. Standard Term - Acknowledgement of SBA Support/Use of SBA's Logo/Publication Requirements.

It is important that Your clients and the general public are aware of the [grant program name] Program and SBA's role in this project, as well as the taxpayer funded support the Agency is providing under this Award. Therefore, You must include the following acknowledgment of support statement on all materials produced in whole or in part with Project Funds:

"Funded [in part] through a Cooperative Agreement with the U.S. Small Business Administration."

For purposes of this requirement, the term "materials" includes, but is not limited to, press releases, brochures, pamphlets, handouts, reports, advertisements, books, curricula, websites, video or audio productions, and similar items regardless of the medium employed. The term "materials" does not include stationery or business cards and SBA's logo may not be used on such items.

Where You use Project Funds to produce materials featuring editorial content, You must use the following alternate acknowledgment of support statement (either independently or in conjunction with the SBA logo):

"Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA."

In addition, You must display signage featuring the SBA logo at all facilities that are open to the public and which are being used for project activities. Such signage must prominently feature the acknowledgment of support statement identified above.

Where used, the acknowledgment of support statement must be presented in a legible typeface, font size, and (where applicable) color contrast and must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, You may use “SBA” in the acknowledgment of support statement instead of “U.S. Small Business Administration.”

You may elect to use SBA’s logo on materials produced with Project Funds. You may contact the GMO in order to obtain a high-resolution copy of SBA’s logo and a copy of SBA’s Graphic and Use Guide. Where used, the SBA logo may be positioned in close proximity to Your organization’s logo or may be placed in a prominent location elsewhere in the material. However, SBA’s logo may not be placed in close proximity to any third party’s logo, or used in such a way as may imply that a relationship exists between SBA and any third party (Note: Your organization’s parent entity is not considered a third party). Additionally, in each instance where You use the SBA logo, You must also include the acknowledgement of support statement in reasonably close proximity to the logo.

Neither the SBA logo nor the acknowledgment of support statement may be used in connection with activities outside the scope of this Award. In particular, UNDER NO CIRCUMSTANCES may the SBA logo or acknowledgment of support statement appear on items used in conjunction with fundraising, lobbying, or the express or implied endorsement of any goods, service, entity, or individual. Additionally, You may not use the SBA logo on any social media sites or services without obtaining prior approval from SBA. For further guidance regarding the prior approval process, see Part III(A)(13) above.

16. Standard Term - Acknowledgement of Federal Funding at Conferences and Meetings

A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non- Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.

17. Standard Term - Mandatory Disclosures

Consistent with 2 CFR 200.113, applicants and non-federal entity’s must disclose in a timely manner, in writing to the SBA awarding agency with a copy to the SBA Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the SBA OIG, all information related to

violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the SBA OIG and OGM at the following addresses:

US Small Business Administration
Attention: Office of Grants Management
409 3rd Street SW, Suite 5000
Washington, DC 20416

AND

US Small Business Administration
Office of Inspector General
409 3rd Street SW, 5th Floor
Washington, DC 20416

Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 remedies for noncompliance, including suspension or debarment.

18. Lobbying Restrictions

Per 2 CFR §200.450, Recipients are subject to the restrictions on lobbying as set forth in 2 CFR part 200.

18 U.S.C. § 1913, No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities.

Violations of this section shall constitute as a violation of 31 U.S.C. § 1352(a).

19. Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the AOR agrees that the Non-federal entity will provide a drug-free workplace and will comply with the requirement to notify NIH if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug- Free Workplace for Financial Assistance are found in 2 CFR part 182; SBA implementing regulations are set forth in 2 CFR part 382.400. All non-federal entities of SBA grant funds must comply with the requirements in Subpart B (or Subpart C if the non-federal entity is an individual) of part 382.

20. Non- Transferability

This Award may not be transferred or assigned (either in whole or in part) without prior written approval from SBA. Additionally, no interest in this Award may be conferred upon a third party and the Award may not be pledged as collateral or security.

21. Standard Term - Advancing Racial Equity and Support for Underserved Communities

Executive Order: Advancing Racial Equity and Support for Underserved Communities through the Federal Governments (E.O. 13985 can be found at:

<https://www.federalregister.gov/documents/2021/01/25/2021-01753/advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government>)

22. Standard Term - Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(G)), as amended, and 2 C.F.R. PART 175

The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the federal government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. 2 C.F.R. § 175.15(b). See <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012- title2-vol1-sec175-15.pdf>.

Award Term from 2 C.F.R. § 175.15(b): Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1) You, as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:

a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

b) Procure a commercial sex act during the period of time that the award is in effect; or

c) Use forced labor in the performance of the award or subawards under the award.

2) We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:

a) Is determined to have violated a prohibition in paragraph a.1 of this award term; or

b) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:

i. Associated with performance under this award; or

ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. Part 180, "OMB Guidelines to Agencies on and Suspension (Non-procurement)."

b. Provision applicable to a non-federal entity other than a private entity. We as the federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1) Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

a) Associated with performance under this award; or

b) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR Part 1125.

c. Provisions applicable to any non-federal entity.

1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2) Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

a) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)); and

b) Is in addition to all other remedies for noncompliance that are available to us under this award.

3) You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1) "Employee" means either:

- An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

- Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2) “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3) “Private entity”:

- Means any entity other than a state, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

- Includes:

A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

A for-profit organization.

4) “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

23. Standard Term - Accessibility Provisions

Non-federal entities of federal financial assistance (FFA) from SBA must administer their programs in compliance with federal civil rights law. This means that non-federal entities of SBA funds must ensure equal access to their programs without regard to a person’s race, color, national origin, disability, age, and in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. SBA provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency.

The SBA Office for Civil Rights also provides guidance on complying with civil rights laws enforced by SBA.

Recipients of SBA also have specific legal obligations for serving qualified individuals with disabilities. Please contact the SBA Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at 1- 800-827-5722.

24. Standard Term - Accessibility of Facilities and Events

In accordance with the Americans With Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) and § 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), all facilities You use to provide services to the public in connection with this project must be accessible by persons with disabilities. In addition, all notices, promotional items, brochures, publications, and media announcements informing the

public of events, programs, meetings, seminars, conferences and workshops conducted pursuant to this project must include the following accessibility/accommodations notice:

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [insert contact information for the person who will make the arrangements]."

25. Standard Term - Data Collection and Performance Measurement:

All non-federal entities are required to collect and report evaluation data to ensure the effectiveness and efficiency of its programs under the Government Performance and Results (GPRA) Modernization Act of 2010 (P.L. 102-62). Non-federal entities must comply with the performance goals, milestones, and expected outcomes as reflected in the Notice of Funding Opportunity (NOFO) and are required to submit data per reporting requirements.

Please contact your GOTR for additional submission information.

26. Standard Term - Procurement of Goods and Services:

You may follow Your own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. Additionally, when using Project Funds to procure supplies and/or equipment, You are encouraged to purchase American-manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American-manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

27. Standard Term – Audits

If You are not subject to the requirements of the Single Audit Act, You must prepare an annual financial statement. If Your organization has been categorized as a high-risk entity by SBA due to financial and/or performance issues, you will be required to obtain an audited annual financial statement at your own expense until such time as Your organization is removed from the high-risk category.

Non-federal entities are responsible for submitting their Single Audit Reports and the Data Collections Forms (SF-FAC) electronically to the to the Federal Audit Clearinghouse Visit disclaimer page (FAC) within 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.

28. Standard Term – Recordkeeping

You must maintain complete and accurate records and supporting documentation of sufficient detail to facilitate a thorough financial, programmatic, and/or legal compliance audit or examination of this project. You must make these records available to SBA, its agents, its Office of Inspector General, and/or Federal investigators on demand and provide them with unrestricted access to

review and make copies of all products, materials, and data, including those prepared or stored electronically. At a minimum, the records You must maintain on this project include:

- i. The time and attendance of employees whose salaries are charged to this Award, with sufficient detail to substantiate the claimed percentage of work performed in support of this project.
- ii. Contact information for project clients and a log of the type and amount of assistance provided.
- iii. An inventory of equipment purchased, in whole or in part, with award funds. This inventory must comply with the requirements of 2 C.F.R. § 200.313.
- iv. Your ledgers and annual A-133 Audit Report. If You are not subject to the requirements of the Single Audit Act, You must have an annual audited financial statement. Unaudited financial statements are not an acceptable substitute.
- v. Copies of receipts, invoices, contracts, leases, and other supporting documentation for all expenses paid with Project Funds.
- vi. Copies of checks, receipts, letters of donation, and other supporting documentation for all matching contributions related to this Award.
- vii. Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating your adherence to the legal requirements listed in the SF-424B

Records may be kept in hard copy, electronic, or facsimile form and must be retained for no less than three years from the date the final project report is due. For further guidance regarding recordkeeping requirements, see 2 C.F.R. §§ 200.333 – 200.337.

29. Standard Term – Closeout Requirements

All Final Reports are due within one hundred and twenty (120) days after the expiration of the project period. The following reports are required.

- Final payment document (SF-270)
- Final Federal Financial Report (SF-425)
- Final Performance Report
- De-obligation Letter

30. Standard Term - Ad Hoc Submissions

Throughout the project period, SBA may determine that a grant requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following:

- Payroll
- Invoices

- Consultant Contract documentation
- Proof of project implementation

31. Standard Term - Submitting Responses to Conditions and Reporting Requirements

Unless otherwise identified in the special terms and conditions of award and post award requests, all responses to special terms and conditions of award and post award requests must be submitted to the Program Office and the Office of Grants Management (OGM).

32. Standard Term - UEI

As of April 4, 2022, the Federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the Federal government use the Unique Entity ID created in SAM.gov.

If your entity is registered in SAM.gov, your Unique Entity ID has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is located on your entity registration record.

33. Standard Term – Whistleblower Protection

If you are a Federal employee, or employee of a contractor, subcontractor, or grantee submitting information to the SBA OIG regarding fraud waste or abuse in the SBA’s programs or operations, you are probably a whistleblower. Please be aware, however that specific criteria apply to whistleblower protections afforded by law. For example, disclosures by current and former federal employees, applicants for federal employment, and employees of a federal contractor, subcontractor, or grantee have special meaning and protections.

Federal law prohibits governmental personnel from retaliating against an employee who acts as a whistleblower by reporting suspected waste, fraud or abuse to the OIG. Under the Federal prohibited personnel practices, 5 U.S.C. §2302(b)(8), employees may not “take or fail to take, or threaten to take or fail to take, a personnel action with respect to any employee or applicant for employment” because the person has disclosed information to an OIG which he or she reasonably believes is evidence of (1) a violation of any law, rule, or regulation, or (2) gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, so long as the disclosure is not specifically prohibited by law or Executive Order.

Reporting Fraud

The OIG encourages all SBA employees and lenders to be on the lookout for fraud. If you suspect fraud, please report it to the OIG immediately by contacting the OIG Hotline at 1-800-767-0385 or OIGHotline@sba.gov(link sends e-mail).

34. Standard Term – Restrictions on Certain Types of Clients

You may not utilize project resources to provide counseling services to any concern that:

- is other than small;
- is based in a foreign country;
- is engaged in any activity that is illegal under federal, state, or local law or that can reasonably be determined to support or facilitate any activity that is illegal under federal, state, or local law;

- derives more than one-third of its gross annual revenue from legal gambling activities;
- presents live performances of a prurient sexual nature or derives more than a de-minimus amount of revenue from the sale of products or services of a prurient sexual nature;
- is not organized for profit (Exception: To the extent it does not negatively impact the goals or milestones established under this Award or detract from its core purpose, You may use project resources to counsel non-profit organizations that devote a significant portion of their activities to assisting entrepreneurs).

35. Standard Term – Governing Authority/Order of Precedence

This Award is subject to the following requirements and representations, whether stated explicitly or incorporated by reference:

1. The statutes, regulations, and policy documents cited in Blocks 1 and 14 of the Notice of Award cover page and any other relevant, subsequently enacted laws.
2. Program Announcement No. [Number], [any existing policy documents You want them to follow (e.g., manuals, etc.)], and any subsequently issued SBA policy guidance.
3. Those terms and conditions set forth below.
4. Your accepted application for this Award, including all forms and assurances, and any subsequently approved additions or modifications.

In the event of a conflict between these requirements, the Order of Precedence listed above will determine which prevails. Unless explicitly stated otherwise, all deadlines discussed in this Notice of Award will be measured in terms of calendar days. By signing Block 23 of the Notice of Award cover page, You acknowledge Your acceptance of all these requirements.

Definitions

The definitions listed below apply to all SBA Awards. Additional definitions relating to a particular SBA program may be found in the grant program regulations, Program Announcement, and/or Special Terms and Conditions.

- a. Award – a conferral of Federal financial assistance to support a specific public project, whether in the form of a grant, cooperative agreement, or contract.
- b. Client – an entity receiving technical assistance under this Award. A Client may be an existing small business concern, or an individual interested in owning and operating a small business concern.
- c. Client Information – files and records concerning a Client, as well as any information that could be used to identify, contact, or locate a Client. Does not include statistics or similar data that is not attributed to a particular Client.
- d. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A governmental organization, which is a state, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.
- e. Key Personnel – those individuals who play a crucial role in the conduct of a project. Examples include directors, managers, counselors, and instructors, but not support staff.
- f. Overmatch(ed) – a level of matching contributions that exceeds the amount required.
- g. Program Income – additional funds generated through the conduct of project activities. Includes, but is not limited to, income derived from service or event fees, sales of commodities, repayments of interest or principal on loans made with Project Funds, and usage or rental fees. Does not include interest earned on advances of Federal funds.
- h. Project Funds – all funds covered by the project budget. Includes both Federal funds and matching contributions (cash and in-kind) dedicated to the project.
- i. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the non-federal entity award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- j. System of Award Management (SAM) means the federal repository into which an entity must provide information required for the conduct of business as a non-federal entity. Additional information about registration procedures may be found at the SAM Internet site (currently at: <http://www.sam.gov>).
- k. Unique entity identifier (UEI) means the identifier required for SAM registration to uniquely identify business entities.

I. You – the non-federal entity organization (recipient) for the Award.



TO: Dr. Terry Murrell, President

FROM: Darin Moeller, Executive Dean of Instruction
Carmen Wilson, Associate Dean - Corporate College

DATE: July 31, 2024

RE: Renewal of Region VII OSHA Training Education Center of Metropolitan Community College Client Agreement with Western Iowa Tech Community College.

Background

Western Iowa Tech Community College entered into a partnership with Metropolitan Community College in Kansas City, Missouri, as an OSHA Outreach Host Training Center. This was last approved by the Board in July of 2023. The current agreement with Metropolitan Community College expires with the new fiscal year and requires board approval and appropriate signatures to continue the partnership.

As the area's only OSHA Training Institute Education Center, Western Iowa Tech Community College is equipped to help keep our local area companies current in required safety training. Other host locations in Region VII include Ozark Technical Community College in Missouri, Wichita Area Technical College and Wichita Area Builders Association in Wichita, Kansas, and Kirkwood Community College in Iowa.

Recommendation

It is the administrative recommendation that the Board approves the renewal of the Region VII OSHA Training Institute Education Center Client Agreement between Metropolitan Community College and Western Iowa Tech Community College.

Client Agreement #25-0704 (Agreement)

This Client Agreement ("Agreement ") is entered into by and between the Junior College District of Metropolitan Kansas City, Missouri a/k/a Metropolitan Community College (MCC), a public community college district and political subdivision of the State of Missouri, whose principal office is located at 3200 Broadway, Kansas City, Missouri 64111, and Western Iowa Technical College (collectively herein, "Client" and "Host Training Organization"), whose principal office is located at 4647 Stone Avenue, Sioux City, Iowa 51106 on the 1st day of July 2024 ("Effective Date").

MCC is designated as an OSHA Training Institute Education Center identified by the OSHA Department of Training & Education as the "Great Plains OSHA Education Center" (GPOEC) for OSHA Region VII (Missouri, Kansas, Nebraska and Iowa). The Client desires to engage the professional services of MCC's Workforce & Economic Development (MCC-WED), located at 20301 East 78 Highway, Independence, Missouri 64057, to provide MCC's GPOEC Host Training Organizations oversight (Services) pursuant to this applicable client agreement between MCC and said client ("Client Agreement "). MCC has expressed an interest in providing these Services. For good and valuable consideration described herein, the parties agree as follows with respect to Client's provision of Services: For good and valuable consideration as described herein, the parties hereto agree as follows:

1. **Scope of Services.** MCC agrees to provide services to include a relationship between MCC's GPOEC and Client for Client's delivery of courses through MCC's GPOEC, as further detailed in Exhibit A - OSHA Training Services, attached hereto and incorporated herein. Services shall be provided through Western Iowa Technical College.
2. **Location.** Schedule of Services. Services shall be provided by MCC at the location defined by Western Iowa Technical College.
3. **Term.** The term of this Agreement shall be from July 01, 2024 through June 30, 2025 and may be extended upon the mutual written agreement of the parties.
4. **Fees and Expenses.** Client shall pay MCC in an amount up to eight thousand dollars (\$8,000.00). Client agrees to pay Client undisputed amounts within thirty (30) days of receipt of a properly itemized invoice from MCC.
5. **Notices.** All communications relating to this Agreement shall be in writing and directed to MCC to the attention of Michelle Sprague/wedfes@mckkc.edu; to Client to the attention of Thomas Utesch / Thomas.Utesch@witcc.edu.
6. **Cancellation.** If Client cancels all or part of Services that MCC is scheduled to provide on specific dates and times (Scheduled Services) within 48 hours of the date and begin time of said Scheduled Services, Client shall pay MCC a cancellation fee (Cancellation Fee) in the amount of the non-refundable fees and expenses incurred by MCC related to such Scheduled Services. Client shall remit to MCC the Cancellation Fee within thirty (30) days of receipt of MCC' s invoice for the same.

Execution of this Agreement constitutes Client's acceptance of the Client General Terms and Conditions of MCC on behalf of WED (the "Terms"), incorporated herein by reference and made a part of this Agreement, found at: www.mcckc.edu/workforce-solutions/docs/WED_Client_GTC.pdf. The parties have caused this Agreement to be executed by their authorized representatives, with signature confirming acceptance of the Agreement, any incorporated documents and exhibits, along with the Terms.

Junior College District of Metropolitan

Kansas City, Missouri

By: _____

Name: Tyjaun A. Lee PhD

Title: Vice Chancellor, Administrative Services

Date: _____

Western Iowa Technical College

By: _____

Name: _____

Title: _____

Date: _____

**EXHIBIT A – OSHA Training Services
To Client Agreement #25-0704**

A. GPOEC and MCC LOGOS.

Metropolitan Community College owns and controls the use of all logos associated with MCC and MCC Workforce and Economic Development. Use of these marks is prohibited without review of final presentation and written “grant of use” by MCC. The use of OSHA logos has been granted to MCC and such use can be shared with the Host Training Organization with review of final presentation and written “grant of use” by MCC.

It is expected that Host Training Organization, in contributing to the success of this Agreement, will promote the logos of the GPOEC. Therefore, GPOEC and Host Training Organization jointly agree to coordinate and develop signage representing GPOEC and Host Training Organization to be displayed at the entrance to classrooms and prominently inside classrooms during all training conducted under this agreement. During GPOEC training, no other organization will be displayed or promoted that will interfere with the branding of GPOEC training being conducted or this Agreement between GPOEC and Host Training Organization.

Dissemination of promotional materials (including electronic and print media) for courses conducted at Host Training Organization locations must prominently feature the name of GPOEC and must include verbiage clearly stating the term “Host Training Organization” and avoid using OSHA-approved, satellite training center, affiliate, consortium member/partner, and/or other misleading terms.

B. TERRITORY.

MCC is allowed to offer open-enrollment OSHA Department of Training and Education (DTE) courses in the OSHA Region VII service area (Iowa, Kansas, Missouri, and Nebraska). MCC may offer OSHA contract courses in any other state in the United States outside of Region VII to a specific organization and its’ members or employees. Host Training Organizations will adhere to these requirements. MCC will not grant exclusive territories to any Host Training Organization. As required by the U.S. DOL, OSHA Department of Training & Education, Host Training Organizations may not contract directly with any client for training outside of Region VII.

C. MCC Responsibilities.

MCC shall provide the following:

1. Administrative Support: Provide administrative support for class records such as; attendance sheets, certificates of completion, course evaluations, and any necessary OSHA Training Institute documentation.
 - Course documentation will be provided to *Host Training Organization* as agreed upon. This can be either hard copy or computer template.

2. Provide OSHA Trainer cards and certificates of completion to participants for the Train the Trainer and Update courses.
 - OSHA 500, 501, 502, and 503 courses
3. Provide OSHA certificates of completion for participants in all other GPOEC courses.
4. Provide OSHA 10 and 30 Hour Outreach cards for students completing the OSHA 10 and 30 Hour Outreach Construction or General Industry courses.
5. Marketing: Advertise for *Host Training Organization* courses through marketing avenues such as: Great Plains OSHA Education Center, MCC website, course catalogs, and conferences/conventions.
6. Reporting/Recordkeeping: MCC will provide accurate and timely training activity data from *Host Training Organization* to the OSHA Directorate of Training and Education on a regular basis as determined by OSHA.
 - Originals of GPOEC Course Evaluations completed by students in *Host Training Organization* classes will be sent by GPOEC to the OSHA Directorate of Training and Education when requested by DTE. GPOEC will retain copies of all required OSHA forms.
7. Monitoring and Evaluation: MCC will monitor the performance of the *Host Training Organization* under this Agreement. Monitoring and evaluation will include: review of reports submitted to MCC, review of instruction staff qualifications, attendance records, and evaluation of instructors during course presentations.
8. Instructors: MCC shall provide qualified instructors upon request by *Host Training Organization* or in the case of first-time presentation of a course. The instructor shall be paid out of revenues from student tuition, to include all travel/lodging expenses.

D. Host Training Organization Responsibilities.

Host Training Organization shall provide the following:

1. Maintain status as a Non-Profit organization with physical locations within Region VII.
2. Recruit and/or provide qualified instructors to deliver OSHA approved coursework and materials. All instructors must be approved by MCC prior to teaching.
 - a. Maintain copies of resumes, certifications, and GPOEC certificates/trainer cards for all qualified instructors.
 - b. All instructors must meet qualifications set by the OSHA Directorate of Training and Education.
 - c. MCC will waive tuition for *Host Training Organization* qualified instructors needing to take specific courses at MCC to become qualified or renew their qualifications as an GPOEC instructor.
 - d. *Host Training Organization* will cover the cost of hotel and per diem expenses in these instances.

3. Provide a training schedule to MCC on a quarterly basis or one month prior to class scheduled date.
4. Provide a classroom, necessary media equipment (LCD, PC, Screen, Whiteboard, etc.). Refreshments shall be provided at the discretion of *Host Training Organization*.
5. Provide marketing and sales support. *Host Training Organization* will work in coordination with MCC to insure consistent promotion of the GPOEC. Dissemination of promotional materials including electronic and print media for courses conducted at Host Training Organization Locations must prominently feature the MCC – Great Plains OSHA Education Center name and must include verbiage clearly stating the term “Host Training Organization”, and avoid using other terms such as OSHA-approved, certified, satellite training center, consortium member/partner, etc.
6. It is expected that *Host Training Organization* will provide at least three, if not all, of the following marketing efforts to increase enrollment in Great Plains OSHA Education Center open enrollment GPOEC courses:
 - a. Direct mail marketing
 - b. Email marketing
 - c. Telemarketing
 - d. Newsletter articles
 - e. Newsletter course listing
 - f. Press releases
 - g. Participation and promotion at trade shows or similar events
7. Complete and return necessary classroom paperwork provided by MCC:
 - a. OSHA requires timely documentation of training courses. Completed class packets and reports must be returned immediately (within seven (7) business days) after course completion.
 - b. Retain copies of all student registration records, student sign-in sheets for each course, and student evaluations. Records shall be maintained for five (5) years plus present year.
8. Support GPOEC Outreach Trainer monitoring activity as requested and schedules permit.

E. REVENUE SHARING

1. MCC will receive a per student fee for each GPOEC course hosted by *Host Training Organization*. Per student rate is determined by class length and are as follows:
 - a. (4) day courses = \$135.00 per student
 - b. (3) day courses = \$110.00 per student
 - c. (2.5) day courses = \$85.00 per student
 - d. (1.5) day courses = \$60.00 per student
 - e. (1) day courses = \$40.00 per student
 - f. (.5) day courses = \$25.00 per student
 - g. The following OSHA courses will include an \$10 per student charge for OSHA Trainer Cards: 500, 501, 502, 503.

2. Standard fees listed above remain until the HTO exceeds \$25,000 in invoices from MCC. Once the HTO has exceeded \$25,000, each per student base fee will be reduced 20%.
3. Contract GPOEC Classes – GPOEC courses may be sold to a single organization for a fixed fee. Such courses are referred to as “contract courses”. Contract courses may be priced at the discretion of *Host Training Organization*. MCC shall receive (10%) of gross revenues for each contract course presented.

F. GUEST PROVISIONS

MCC extends free training to OSHA personnel limited to two seats per open enrollment class based on availability for OSHA numbered classes. *Host Training Organization* will be expected to support this policy. Guest Provisions do not cover classes under the EHSM umbrella.



TO: Dr. Terry A. Murrell, President

FROM: Troy A. Jasman, Vice President of Finance and
Administrative Services/Chief Financial Officer/Treasurer

DATE: July 24, 2024

RE: **BANK DEPOSITORIES**

Consistent with Board policy 703.8, Depository of Funds, the attached resolution needs to be updated annually or whenever the College can reasonably foresee that the maximum balance in effect needs to be increased. The Board designates the official College depositories and the maximum amounts which may be kept on deposit at each institution. This resolution is unchanged from the prior year.

Recommendation:

It is the administrative recommendation that the Board approves the Resolution Naming Depositories listing the maximum balance that may be kept at each financial institution.

RESOLUTION NAMING DEPOSITORIES

RESOLVED, that the Board of Directors of Western Iowa Tech Community College in Woodbury County, Iowa, approves the following list of financial institutions to be depositories of the Western Iowa Tech Community College funds in conformance with all applicable provisions of Iowa Code Chapters 12B and 12C, as amended. The Western Iowa Tech Community College Treasurer is hereby authorized to deposit the Western Iowa Tech Community College funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

Depository Name	Location of Home Office	Maximum Balance in effect under prior resolution	Maximum Balance in effect under this resolution
Security National Bank	Sioux City, IA	\$35,000,000	\$35,000,000
Wells Fargo Bank, Iowa, N.A.	Des Moines, IA	\$35,000,000	\$35,000,000
Liberty National Bank	Sioux City, IA	\$35,000,000	\$35,000,000
Central Bank	Storm Lake, IA	\$35,000,000	\$35,000,000
Bankers Trust Company	Des Moines, IA	\$10,000,000	\$10,000,000
Northwest Bank	Spencer, IA	\$10,000,000	\$10,000,000
UMB Bank, N.A.	Kansas City, MO	\$10,000,000	\$10,000,000
American Bank	Le Mars, IA	\$5,000,000	\$5,000,000
Cherokee State Bank	Cherokee, IA	\$5,000,000	\$5,000,000
First American Bank	Fort Dodge, IA	\$5,000,000	\$5,000,000
US Bank	Minneapolis, MN	\$5,000,000	\$5,000,000
Prime Bank	Le Mars, IA	\$5,000,000	\$5,000,000
Pioneer Bank	Sergeant Bluff, IA	\$5,000,000	\$5,000,000

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of a resolution of the Western Iowa Tech Community College (Merged Area XII) adopted at a meeting of said public body, duly called and held on the 12th day of August, 2024, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this _____ day of _____, 2024.

 Brenda K. Wright
 Board Secretary

Annual Report Fiscal Year 2024
Balance Sheet AS-15 D - Unaudited

DEPARTMENT OF EDUCATION
Bureau of Community Colleges
Grimes State Office Building
Des Moines, Iowa 50319

Area School Name:
Western Iowa Tech Community College

	Unrestricted General Fund 1	Restricted General Fund 2	Plant Fund 7
<u>Current Assets</u>			
100 Cash (100-129)	41,267	1,760,710	224,303
130 Investments (130-139)	16,535,977	18,961,763	9,590,947
140 Accounts Receivable (140-149)	8,515,994	2,272,644	-
150 Notes Receivable (150-154)	-	-	-
155 Deposits & Prepaid Expenses (155-159)	195,393	2,863,173	-
160 Inventories (160-169)	-	-	-
170 Due from Other Funds (170-179)	2,360,300	5,584,593	-
180 Loans Outstanding (180-189)	-	-	-
Total Current Assets	27,648,931	31,442,883	9,815,250
<u>Fixed Assets</u>			
191 Land			1,066,581
192 Buildings & Fixed Equipment			89,890,853
193 Other Structures & Improvements			10,358,159
194 Furniture, Machinery & Equipment			21,029,513
196 Capitalized Software Purchased/Developed			-
197 Construction in Progress			-
198 Leased Property under Capital Leases			-
199 Accumulated Depreciation			(64,495,648)
Total Fixed Assets	-	-	57,849,458
TOTAL ASSETS	\$ 27,648,931	\$ 31,442,883	\$ 67,664,708
<u>Liabilities</u>			
201-259 Current Liabilities	20,185,788	6,686,860	2,896,658
260-262 Long Term Liabilities	1,231,949	14,480,000	9,294,230
271 Deferred Income	-	8,772,893	-
280 Funds Held for Others	-	-	-
Total Liabilities	21,417,737	29,939,753	12,190,888
<u>Fund Balance</u>			
311 Unrestricted	6,231,194	-	(5,206,998)
312 Net Investment in Plant	-		47,921,071
313 Restricted for Specific Purposes	-	1,503,130	12,759,747
Total Fund Balance	6,231,194	1,503,130	55,473,820
TOTAL LIABILITIES & FUND BALANCE	\$ 27,648,931	\$ 31,442,883	\$ 67,664,708

Board of Directors

2025 Board Meeting and Conference Schedule

January 13, 2025 2 nd Monday	4:00 pm - Virtual WITCC Board Meeting
February 10 2 nd Monday	2:00 pm – WITCC Board Retreat 4:00 pm – Regular WITCC Board Meeting
February 18 February 19	5:00 pm – Phi Theta Kappa Recognition Event 7:30 am – Community College Day on the Hill
March 10 2 nd Monday	4:00 pm – Regular WITCC Board Meeting
April 14 2 nd Monday	3:00 pm – Community Activity at WITCC in Le Mars 4:00 pm – Regular WITCC Board Meeting in Le Mars
May 12 2 nd Monday	4:00 pm – Regular WITCC Board Meeting 5:30 pm – Dinner at WITCC honoring retirees
June 16 3 rd Monday *Pending AEA schedule	4:00 pm – Regular WITCC Board Meeting 5:00 pm – NWAEA/WITCC/NCC Joint Meeting (WITCC Host)
July 14 2 nd Monday	4:00 pm – Regular WITCC Board Meeting
July 9-10	Community Colleges for Iowa Trustee Conference Annual Conference in Iowa Central Community College
August 11 2 nd Monday	4:00 pm – Regular WITCC Board Meeting
September 8 2 nd Monday	3:00 pm – Community Activity at WITCC in Denison 4:00 pm – Regular WITCC Board Meeting in Denison
October 13 2 nd Monday	2:00 pm – WITCC Board Retreat 4:00 pm – Regular WITCC Board Meeting
October 22-25	Association of Community College Trustees Leadership Congress in New Orleans, LA
November 10 2 nd Monday	4:00 pm – Regular WITCC Board Meeting 5:30 pm – Business/Legislative Forum
December 8 2 nd Monday	4:00 pm – Regular WITCC Board Meeting



July 18, 2024

To: WITCC Board of Directors

From: Jackie Plendl, ^{JP} Dean of Human Resources

Re: 2024-25 Leadership Siouxland Program

The WITCC Executive Council nominates the following employee for the 2024-25 Leadership Siouxland program:

Sam Pribil, Economic Development Coordinator

Leadership Siouxland is a function of the Siouxland Chamber of Commerce and provides an opportunity for business leaders to learn about Sioux City and the services and businesses associated with the city. It also provides an opportunity for people to meet with each other, thereby enhancing the networking opportunities between businesses and educational institutions.

The Board has sponsored participants in this program for many years. The administrative recommendation is that the Board approve this nominee.

O/HR/312

WITCC in the News

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Honor Roll

https://www.yankton.net/life/article_fda37fa0-3b2b-11ef-8e59-6bc4e48f7b9a.html

<https://www.chronicletimes.com/stories/student-news-july-2024,102738>

Culinary Camp

<https://www.siouxlandproud.com/news/local-news/western-iowa-tech-holds-culinary-camp-for-middle-schoolers/>

Welding Camp

<https://www.siouxlandproud.com/news/local-news/western-iowa-tech-holds-welding-program-for-kids/>

<https://www.ktiv.com/2024/07/20/scene-crash-car-show-celebrates-10-years/>

Child Care Gallery Walk

<https://www.siouxlandproud.com/news/local-news/western-iowa-tech-to-host-child-care-gallery-walk/>

All-Abilities Day – PTA Program partnership

<https://www.ktiv.com/2024/07/20/all-abilities-day-returns-riverside-park/>

Fall 2024 Graduates

https://norfolkdailynews.com/youth/western-iowa-tech-community-college/article_6abdcab6-48fe-11ef-a38b-e794e7bdbc72.html

Brief Mentions–

River-Cade Queen, current WIT student

https://siouxcityjournal.com/news/local/river-cade-queen-ceremony/article_9f8226ca-46dd-11ef-836a-7f1848de1958.html *see article below

J1–

<https://www.siouxlandproud.com/news/local-news/settlement-reached-between-witcc-and-brazilian-students-over-j-1-visa-program-lawsuit>

<https://www.youtube.com/watch?v=knpd8s4DqUw>

<https://www.siouxlandproud.com/news/local-news/witcc-board-of-directors-approve-settlement-over-second-j1-visa-program-lawsuit/>

<https://www.ktiv.com/2024/07/24/western-iowa-tech-settles-second-human-trafficking-lawsuit/>

WITCC in the News

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https://siouxcityjournal.com/news/local/crime-courts/witcc-lawsuit-settlement-education-brazil/article_f83bfa66-49e9-11ef-a7b7-8f3b4699b676.html *see article below

<https://www.kwit.org/podcast/spm-news-english/2024-07-24/newscast-7-24-2024-temporary-housing-sought-in-flooded-rock-valley-iowa-western-iowa-tech-community-college-tentatively-settles-second-lawsuit-with-foreign-students>

<https://kscj.com/2024/07/26/western-iowa-tech-settles-2nd-j-1-visa-program-lawsuit/>

<https://siouxlandobserver.com/2024/07/26/witcc-settles-the-second-of-two-human-trafficking-lawsuits/>

<https://iowacapitaldispatch.com/2024/07/26/community-college-settles-the-second-of-two-human-trafficking-lawsuits/>

<https://wnax.com/news/180081-july-26-2024-news-round-up/>

<https://www.ktiv.com/2024/07/25/business-leader-believes-western-iowa-tech-board-could-be-voted-out-over-human-trafficking-settlements/>

<https://ksux.com/western-iowa-tech-settles-2nd-j-1-visa-program-lawsuit/>

<https://www.insidehighered.com/news/quick-takes/2024/07/29/western-iowa-tech-settles-second-human-trafficking-lawsuit>

<https://www.diverseeducation.com/institutions/community-colleges/article/15680658/western-iowa-tech-settles-human-trafficking-lawsuits>

https://siouxcityjournal.com/news/local/crime-courts/witcc-settlement-lawsuit-chile-education/article_ae2886e0-5021-11ef-8738-33472955ce74.html *see article below



Princess Brynn Kuntz, front left, Princess Abby Sweisberger, front right, and Queen of the River Ireland Lanagan, center, are accompanied by the former River-Cade royalty, Karlee Phillips, behind left, Natalie Cloud, center behind, and Sydney Helt, behind right, during the River-Cade Queen's Coronation Saturday at the South Sioux City Marriott Riverfront in South Sioux City.
Jesse Brothers, Sioux City Journal



River-Cade Queen's Coronation

Former River-Cade Princess Natalie Cloud, left, crowns the new Queen of the River, Ireland Lanagan during the River-Cade Queen's Coronation Sa...

SIOUX CITY — River-Cade crowned its 2024 Queen of the River and princesses during ceremonies Saturday at South Sioux City Marriott Riverfront.

Ireland Lanagan, a 2022 graduate of Sioux City North High School, was selected by the three-judge panel as the new Queen of the River. Brynn Kuntz and Abby Sweisberger were named River-Cade princesses. The court was chosen from a field of eight young women and will serve a two-year term.

WITCC in the News

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Lanagan, a student at Western Iowa Tech Community College, plans on transferring to the University of South Dakota to study to become a dental hygienist.

"I was so excited," Lanagan said in response to a question about what she thought when they announced she was selected as the queen.

"I was just ecstatic," she said. "I am just so excited to get out into the community and start meeting more people, I am only 20 so I have quite a few years ahead of me. I have met these amazing girls that I am excited to run with and be in the community so it's very exciting."

Lanagan is hoping the position of Queen will offer her lots of opportunities for community involvement.

"I was very involved in high school and being out of high school is hard. This is the perfect opportunity."

Kuntz is a 2023 graduate of Bishop Heelan High School and is studying nursing at the University of Mary in Bismarck, N.D.

"This week has been a really great opportunity experience-wise," Kuntz said. "I got to meet these girls who I now get the privilege of spending the next two years with so I am super grateful for everything River-Cade has done. The week has been great."

"I am really excited. Hopefully we can do as great a job as they (the 2023-2024 queen and court) did."

Sweisberger is studying nursing at the University of South Dakota and graduated in 2023 from Sioux City East High School.

"If you invest in your community, it can only get better. I am just so excited to give back what I can," Sweisberger said.

The 2024 royalty contest judges were Tom Padgett, head judge, Kristie VerMulm McManamy and Erin Kiel Bahrenfuss, 2010 River-Cade Princess.

The outgoing 2023-2024 River-Cade Royalty, Queen Natalie Cloud and princesses Karlee Phillips and Sydney Helt, were honored in ceremonies before the coronation for their contributions to River-Cade.

TOP STORY

WITCC settles 2nd lawsuit with foreign students for \$2.3 M

Nick Hytrek Jul 25, 2024 3

SIOUX CITY — Western Iowa Tech Community College has settled a second lawsuit with a group of foreign students who had likened an internship program to forced labor and human trafficking.

After the college's board of directors approved a \$2.3 million settlement with 10 Brazilian students during a special meeting Wednesday, WITCC president Terry Murrell said the program was mischaracterized in the fallout of the program and two resulting federal lawsuits.

"Unfortunately, the issue has been characterized very differently, which is simply not accurate and frankly unfair to all involved," Murrell told the media after the board voted 8-0, with one member absent, during a meeting in which all members attended via video conference.

In their lawsuit, the students, who were recruited to the Sioux City college through the federal J-1 Student Study Program, said the school had lied to them about the internship program, saying they were promised a scholarship covering tuition and housing, school-covered meals and internships. Instead, they said, they were forced to work physically demanding jobs at two local factories for up to 50 hours a week, often in long, overnight shifts, and were left little time to attend class, study or sleep.



Murrell

WITCC in the News

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Murrell said Wednesday college officials were surprised there weren't more job options available when the students arrived, and the college did a poor job communicating with students about their job assignments. The college did not appreciate the complexities of the program and jumped into it too fast.

"We were excited when we received approval to offer this program, and we simply moved too quickly in implementing the program," Murrell said. "We should have piloted the program first with a small number of students. Sadly, we did not. In hindsight, we should have taken more time to build the program."

The dismissal of the lawsuit against WITCC, Murrell and other college employees is expected to be finalized within 60 days. Roxanne Conlin, a Des Moines civil rights attorney representing the students, said she would not comment until after the settlement is finalized.

WITCC settled a similar lawsuit with 13 students from Chile in April for \$3 million.

"The decision to settle was purely financial," Murrell said, because litigation is long, expensive and unpredictable.

Murrell said most, if not all, of the \$5.3 million in settlements would be paid by the college's insurance carrier. Anything not covered by insurance will come out of the college's reserve fund, he said. WITCC also has spent \$2 million in legal expenses and fees.

The students filed their suit in January 2021 against WITCC, Murrell and other college officials, plus Tur-Pak Foods, Royal Canin USA and Premier Services (also known as J&L Staffing and Recruiting and J&L Enterprises) and Nancy Albrecht, of Premier Services. The students accused all defendants of human trafficking, forced labor, debt bondage, conspiracy, fraud, breach of contract and intentional infliction of emotional distress.

The lawsuit will continue against the remaining defendants and is scheduled to go to trial in May in U.S. District Court in Sioux City. A trial in the lawsuit involving the Chilean students against the remaining defendants is scheduled for Oct. 7.

In summer 2019, 60 students from Chile and Brazil arrived in Sioux City as part of a program in which they had obtained J-1 visas through the U.S. State Department to study at WITCC. The visa requires students to work at an internship in their field of study in return for a scholarship paying tuition, housing and other fees.

The students enrolled in the school's culinary arts and robotics and automation programs and through J&L, a Sioux City job placement service that has since closed, many secured employment at Royal Canin, a pet food manufacturer in North Sioux City, and Tur-Pak, a turkey processor in Sioux City.

According to the lawsuit, the students were paid \$15 an hour, \$7.75 of which was withheld from their paychecks and given to WITCC as payment for their scholarships, room and board. The students said WITCC threatened to withhold food and housing, or deport them, if they missed a work shift.

The lawsuit said Tur-Pak, which closed its Sioux City plant in 2022, and Royal Canin were guaranteed workers who couldn't quit or leave out of fear of retaliation. Some students who quit their jobs were charged \$250 per week for tuition, room and board.

Murrell said all students received free tuition, housing, books and supplies, a laptop and health insurance. Many were able to travel throughout the region and country and take part in cultural experiences.

"Students were paid for every hour that they worked," he said.

A handful of students left the program and returned home, but the others remained under the promise of new internships they said they never received. According to the lawsuit, WITCC canceled their visas on March 13, 2020, and bought them airline tickets to go home because of the COVID-19 pandemic. Later that month, WITCC canceled the program.

Some of the students remained in the United States, but Murrell said he did not know how many. Approximately 22 or 23 of the students ultimately completed their one-year diploma programs from home via video instruction during the pandemic.

WITCC no longer operates the J-1 program, and Murrell said he didn't anticipate doing so in the near future.

"With the situation that occurred, it would not be prudent to restart the program," he said. "I think we got outside what our sweet spot is, and we didn't do well."

Murrell said WITCC will learn from the experience and focus on its current and future students.

"The matter has been resolved, and we begin a new chapter with tremendous hope and excitement," he said.

The settlement approved Wednesday also pertains to the following WITCC officials named as defendants in the lawsuit: Terry Yi, dean of the International Educational Institute; housing supervisor Rosana Salgado Burright, who at the time the suit was filed was an international educational specialist; Juline Albert, vice president of learning; James Zuercher, international educational coordinator; and Lily Castro, director of special programs.

ALERT TOP STORY

WITCC dismissed from lawsuit after settling with foreign students

Nick Hytrek Aug 2, 2024 1

SIOUX CITY — Western Iowa Tech Community College has been dismissed from a federal lawsuit filed by foreign students who accused the Sioux City college and others of human trafficking and forced labor.

The move was expected after WITCC reached a \$3 million settlement with the 13 students from Chile in April. An attorney for the students filed the voluntary dismissal against the school and six administrators, including president Terry Murrell, Wednesday in U.S. District Court in Sioux City.

The lawsuit will continue against the remaining defendants and is scheduled to go to trial in October.

The students were among 60 recruited to WITCC in 2019 through the federal J-1 Student Study Program, which requires students to work at an internship in their field of study in return for a scholarship paying tuition, housing and other fees. The students enrolled in the school's culinary arts and robotics programs and, through J&L Staffing, a Sioux City job placement service that has since closed, many were placed in jobs at Royal Canin, a pet food manufacturer in North Sioux City, and Tur-Pak, a turkey processor that has since closed its Sioux City plant.

The Chilean students said in their lawsuit, filed in November 2020, they were forced to work physically demanding jobs at the two factories for up to 50 hours a week, often in long, overnight shifts, and were left little time to attend class, study or sleep.

According to the lawsuit, the students were paid \$15 an hour, \$7.75 of which was withheld from their paychecks and given to WITCC as payment for their scholarships, room and board.

The students sued WITCC, Murrell and other college officials, Tur-Pak Foods, Royal Canin USA and Premier Services (also known as J&L Staffing and Recruiting and J&L Enterprises) and Nancy Albrecht, of Premier Services. The students accused all defendants of human trafficking, forced labor, debt bondage, conspiracy, fraud, breach of contract and intentional infliction of emotional distress.

A similar lawsuit was filed in January 2021 by Brazilian students. WITCC settled that suit with the 10 students in July for \$2.3 million. A dismissal has not yet been filed in that case, which also will proceed against the remaining defendants.

WITCC in the News

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Murrell has said WITCC settled the lawsuits to end costly litigation, and the settlements are not an admission of wrongdoing. He said college officials were surprised there weren't more job options available, and the college could have communicated better with students about their job assignments.

He said all students received free tuition, housing, books and supplies, a laptop and health insurance and were paid for every hour they worked.

"Unfortunately, the issue has been characterized very differently, which is simply not accurate and frankly unfair to all involved," Murrell said in July.

WITCC canceled the students' visas in March 2020 because of the COVID-19 pandemic and bought them airline tickets to return to their home countries, though some have remained in the United States. Murrell said some of the students completed their one-year diploma programs from home via video instruction during the pandemic.

WITCC no longer offers the J-1 program.

Other WITCC officials who had been named as defendants in the lawsuit were Terry Yi, Rosana Salgado Burright, Juline Albert, James Zuercher and Lily Castro.