



# WESTERN IOWA TECH COMMUNITY COLLEGE BOARD MEETING

**Date:** December 12, 2022

**Time:** 4:00 pm

**Location:** WITCC Campus –Sioux City, Iowa

## WITCC Mission

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

## Board Members

Russell Wray, President | Tricia Sutherland, Vice President | Neal Adler | Bill Anderson | Blanca Martinez | Linnea Fletcher | Jeremy Ogle | Al Aymar | Derrick Franck

Brenda Wright, Board Secretary

### Administration:

Terry Murrell, College President | Juline Albert, VP of Learning | Troy Jasman, VP of Finance and Administrative Services | Darin Moeller, Executive Dean of Instruction | Mike Logan, Dean of Information Technology | Jackie Plendl, Dean of Human Resources | Tawnya Beermann, Dean of Students | Christina Brandon, Interim Dean of Outreach and Information Technology

### Presenters:

Dr. Erin Volk, Director of Institutional Research and Resource Development | Carmen Wilson, Associate Dean – Corporate College | Emily Shields, Executive Director, Community Colleges for Iowa | Tawnya Beermann, Dean of Students | Lily Castro, Director of Special Programs | Candy Lopez, Certified Nurse Aide Graduate | Juan Trevino, CDL Graduate | Chris Ericson, CDL Graduate | Rachel Schwanz, Practical Nursing Graduate/ADN Student | Alejandra Ortiz-Gonzales, Police Science Graduate | Jackson Newton, Police Science Graduate | Cade Gill, Police Science Graduate | Teresa McElroy, Associate Dean of Admissions and Advising | Ben Mohning, Four Plus Program Director | Andrea Rohlena, Director of Marketing and Publications |

Item	Presenter
I. Call Meeting to Order	Russ Wray
II. Roll Call of Directors	Brenda Wright
III. Oral Communications	
IV. Written Communications	
V. Consent Items	

Item	Presenter
A. The minutes of the regular Board of Directors meeting held November 14, 2022	
B. The Financial Report for November 2022 in addendum DEC-22-1, pages 1-7	
C. A list of General Fund bills in addendum DEC-22-2, pages 8-26. Additional bills may be presented at the Board Meeting.	
D. The Personnel Report Regular Appointments in addendum DEC-22-3a, pages 27-28. The Community and Continuing Education instructor list in addendum DEC-22-3b, page 29. Additional Personnel Report may be presented at the meeting.	
E. Application and Certificate for Payment #5 in the amount of \$6,037.25 to Sewalson Contracting, Inc. for the WITCC Sun Ridge Court Retaining Wall Improvements Project in addendum DEC-22-4, pages 30-32	
F. Terry Murrell will travel to the Apple Education Summit in Austin, TX, January 9-10, 2023	
<i>Motion needed for Consent Items</i>	
<b>VI. Administrative Reports</b>	
A. Community Colleges for Iowa Report	Emily Shields
	Tawnya Beermann
	Lily Castro
	Candy Lopez
	Juan Treviño
	Chris Ericson
	Rachel Schwanz
	Alejandra Ortiz-Gonzales
	Jackson Newton
	Cade Gill
C. Student Support Report in addendum DEC-22-6, pages 34-36	Tawnya Beermann
	Teresa McElroy
D. Project Success Contract with xx in addendum DEC 22 7, pages 37-59	Tawnya Beermann
	Lily Castro
<i>Motion Needed</i>	Ben Mohning
E. Marketing Department Update in addendum DEC-22-8, pages 60-62	Juline Albert
	Andrea Rohlena
F. Mapleton Land Purchase in addendum DEC 22 9, pages 63	
<i>Motion Needed</i>	Troy Jasman
G. Sun Ridge Court Retaining Wall Improvements Project Closeout in addendum DEC-22-10, pages 64-69	
<i>Motion Needed</i>	Troy Jasman
H. Identity Theft and Prevention Report in addendum DEC-22-11, pages 70	Troy Jasman
	Christina Brandon
I. NJTP Financings in addendum DEC-22-12, pages 71-75	Troy Jasman
	Carmen Wilson
J. Corporate College Report in addendum DEC-22-13, pages 76-77	Darin Moeller
	Carmen Wilson
K. Audit and Finance Committee Report	Derrick Franck, Chair
	Linnea Fletcher

Item	Presenter
	Jeremy Ogle
L. Community Colleges for Iowa Report	Derrick Franck
M. President Report 1. January Board Meeting – Virtual 2. Holiday Reception - Invitation 3. WITCC In the News in addendum DEC-22-14, pages 78-79 4. Other	Terry Murrell
<b>VII. Unfinished Business</b>	
A. Individual Board Member comments	
B. Fall Semester ends December 20, 2022	
C. Holiday Reception, December 21, 2022 – Overlook Café – 11:00 – 1:00 pm	
D. Winter Break – December 22, 2022 – January 1, 2023	
E. January 9, 2023, Board of Directors will meet virtually, and the meeting will be held on the WITCC Sioux City Campus at 4:00 pm.	
F. The Spring 2023 semester begins January 12, 2023	
For more information about Student Activities on Campus, check out the Campus Calendar <a href="#">here</a>	
<b>VIII. Adjournment</b>	
<i>Motion Needed</i>	

Strategic Initiatives 2021-2024

**Advancing Our College by Instilling a Culture of Connection via~**

**Communication:** Knowing Who We Are & What We Do

**Collaboration:** Cultivating Inclusion, Belonging, & Connection

**Contribution:** Empowering People Through Equitable Access & Involvement



**T**ransformation



**E**ngagement



**C**ommunity



**H**armony

WESTERN IOWA **TECH** VALUES



## WESTERN IOWA TECH COMMUNITY COLLEGE

# BOARD MEETING

**Date:** November 14, 2022

**Time:** 4:00 pm

**Location:** WITCC Campus –Sioux City

## WITCC Mission

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

## Board Members

**Russell Wray, President | Tricia Sutherland, Vice President | Neal Adler | Bill Anderson | Blanca Martinez | Linnea Fletcher | Jeremy Ogle | Al Aymar (zoom) | Derrick Franck**

Brenda Wright, Board Secretary

### Administration:

Terry Murrell, College President | Juline Albert, VP of Learning | Troy Jasman, VP of Finance and Administrative Services | Darin Moeller, Executive Dean of Instruction | Mike Logan, Dean of Information Technology | Jackie Plendl, Dean of Human Resources | Tawnya Beermann, Dean of Students | Christina Brandon, Interim Dean of Outreach and Information Technology

### Presenters:

Dr. Erin Volk, Director of Institutional Research and Resource Development | Mike Tramp, CPA, Henjes, Conner & Williams, PC | Timothy Dutcher, Henjes, Conner & Williams, PC | Tito Parker, Associate Dean of Students | Mike Brown, Student Activities & Alumni Coordinator | Amy Hueser, Faculty Development and Assessment Coordinator | Jennifer Hough, Faculty Development Specialist | Carmen Wilson, Associate Dean – Corporate College

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### Item

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Meeting was called to order at 4:00 pm by Russell Wray.

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Brenda Wright did a roll call of directors.

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There were no Oral Communications brought forward to the board.

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There was one Written Communication brought to the board from the Siouxland African Association.

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Russell Wray asked the board to review the consent items. Derrick made a motion to approve the consent items and Neal Adler seconded the motion. All in favor. Motion carried.

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### Administrative Reports

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**Item**

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Mike Tramp thanked the board for allowing them to run the audit again this year. Mike also reported on the audit review completed for KWIT-KOJI FM Radio. No findings were reported. Motion to approve the audit by Linnea Fletcher and seconded by Jeremy Ogle.

Mike Tramp and Tim Dutcher reported on the WITCC Financial Audit for 22FY. Mike Tramp and Tim xx also reported on the WITCC audit report and reviewed This was also a very good report. Jeremy Ogle made a motion to approve and it was seconded by Derrick Franck.

Juline Albert presented the approval letter for College Athletics and Esports at Western Iowa Tech Community College. Jeremy Ogle made a motion to approve and it was seconded by Blanca Martinez. All were in favor and motion carried.

Juline Albert, Tito Parker, and Mike Brown submitted the Student Activities Annual Report to the board. Tito thanked the board for approving the athletics and esports proposal. Students are very excited. Mike said that activities this year are focused on welcoming students back to campus and somewhat normal activities. Students are very excited.

Mike Brown also introduced the board to the Student Senate Leaders. The students are excited to be on the Student leadership.

Juline Albert introduced Erin Volk to talk about the VFA Report. We did not receive information last year, so we finally have an update this year. The report compares us to all other Iowa community colleges.

Jackie Plendl, Amy Hueser, and Jennifer Hough presented the Staff Development Program Annual Report. This includes training and continuing ed opportunities. Thank you for the board's support to allow us to offer these training opportunities.

Jackie presented a proposal for the Education Association Negotiating Team. The team will begin negotiating in the spring. Derrick Franck made a motion to approve the proposed team and Neal Adler seconded. All in favor and motion was carried.

Christina Brandon and Mike Logan presented a request to approve funds to move Colleague to SaaS. Christina explained the need to move Colleague from a hosted environment to a SaaS (Software as a Service). This will allow us faster updates and a more secure environment. Bill Anderson made a motion to approve and Neal Adler seconded the motion. All were in favor and the motion was carried.

Darin Moeller presented the SBDC Subtract with Iowa State University. This is a renewal and no changes or updates. Jeremy Ogle made a motion to approve and it was seconded by Neal Adler. All were in favor and motion was carried.

Troy Jasman brought forward a Change Order for the Gaylord Smith Roof Replacement. Troy explained the reason as supply chain issues and they needed to change the start date. Linnea Fletcher made a motion to approve and it was seconded by Blanca Martinez. All were in favor and motion was carried.

Troy also presented the Foodbank and Community Action Agency Agreement. We buy food for the Foodbank to help supply our Foodbank for the students. The Foodbank has new rules for who can buy food from them. We needed to partner with an approved agency in order to continue to purchase food. Troy asked the Community Action Agency and they agreed to partner with us. There will be an administration fee. Motion to approve by Tricia Sutherland and seconded by Bill Anderson. All were in favor and motion was carried.

Troy Jasman presented the Bids for Bookstore Relocation project. We received two bids that were reviewed by the architects. They recommended the low bid coming from L&L Builders. Motion to approve by Derrick Franck and seconded by Jeremy Ogle. All in favor and motion was carried.

Derrick Franck reported that the Community Colleges for Iowa has not met and will meet the first week in December.

Terry Murrell gave a President Report. He reminded the board that the Holiday Reception will be December 21, from 11:00 am – 1:00 pm in the Overlook Café.

Terry also reported back on our State Accreditation visit. It was a very positive report. There were two findings that we have already fixed.

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**Item**

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Linnea Fletcher made a motion to go into executive session to Finalize Administrative Contract Strategy Executive Session, Chapter 21.9, Code of Iowa, 2018. Jeremy Ogle seconded. All in favor. Motion carried. Brenda Wright did a roll call.

Russell Wray, Tricia Sutherland, Neal Adler, Bill Anderson, Blanca Martinez, Linnea Fletcher, Jeremy Ogle, Al Aymar (zoom), and Derrick Franck in attendance.

After a discussion in Executive Session, Derrick Franck made a motion to leave Executive session and was seconded by Jeremy Ogle to return to regular session. Motion carried unanimously by roll call vote.

Russell Wray, Tricia Sutherland, Neal Adler, Bill Anderson, Blanca Martinez, Linnea Fletcher, Jeremy Ogle, Al Aymar (zoom), and Derrick Franck in attendance.

Jeremy Ogle made a motion, seconded by Linnea Fletcher, to approve Dr. Terry Murrell's three-year contract effective August 1, 2022, with the same percentage total compensation increase of 3.2%, and annuity of \$11,000. Motion was carried unanimously.

Bill Anderson made a motion to adjourn and it was seconded by Tricia Sutherland. Meeting adjourned at 5:21 pm.

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Russell Wray, Board President

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Brenda Wright, Board Secretary

**TO:** Dr. Terry A. Murrell, President

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

**DATE:** December 6, 2022

**RE:** **NOVEMBER 2022 FINANCIAL HIGHLIGHTS**

**Executive Summary**

General Fund revenues totaled \$1.7 million for the month of November. Year to date revenues were \$400K or approximately 2.4% higher than last year. At 47% of budget after five months, General Fund revenues are consistent with budget expectations and that of the previous year as a percentage of budget and actual dollars. Again, this continues to be mainly due to the federal backfill monies to make up for lost tuition revenue due to the pandemic. Year to date expenditures totaled \$13.4 million and are consistent with budget expectations and that of the prior fiscal year in percentage of budget while higher than the prior year in terms of actual dollars. As a result, the College's financial position exceeds that of the previous year with an increase in the fund balance change from the prior year of \$145K.

Restricted Fund activity for the month of November included \$324K of New Jobs Training Program (NJTP) receipts for withholding and miscellaneous training receipts, \$329K of property tax receipts, \$100K for state programs and \$594K for federal programs. The Other Current Expenditure line reflects the \$420K of federal funds directed to students for pandemic relief. Other activities across the various restricted funds were routine.

The only notable revenue activity for the Plant Fund for the month of November was the \$130K of additional property tax receipts. Expenditures as a whole increased \$292K for the month with the majority related to facility improvements and equipment needs.

Overall, Auxiliary Enterprise operations in November had an increase in the fund balance change of \$34K from the prior year. Auxiliary revenues increased \$184K for the month while expenditures increase \$373K.

The College's November cash flow was strong and consistent with expectations. Receipts overall totaled \$6.5 million for the month while disbursements totaled \$7.3 million for the month. Cash and investments on a consolidated basis totaled \$49.2 million, a decrease of \$756K from October. The College's investment portfolio's overall yield at 1.63% was up from the 1.42% of the previous month.

Western Iowa Tech Community College  
 Unrestricted Fund Income Statement  
 For the Five Month Period Ending November 30, 2022

	Current Year			Prior Year		
	FY2023 Budget	YTD Actual	% of Budget	FY2022 Budget	YTD Actual	% of Budget
<b>REVENUES</b>						
Student Fees	\$2,945,000	\$1,571,865	53%	\$2,971,000	\$1,420,419	48%
Tuition	14,025,000	7,232,323	52%	13,571,500	6,982,567	51%
Local Support	2,125,000	1,174,545	55%	2,050,000	1,118,097	55%
State Support	12,361,796	5,157,567	42%	11,993,091	5,004,446	42%
Federal Support	268,502	148,684	55%	263,684	238,830	91%
Sales & Services	215,000	104,984	49%	204,500	99,008	48%
Other Income	4,196,399	1,523,035	36%	4,384,625	1,650,094	38%
<b>Total Income</b>	<b>\$36,136,697</b>	<b>\$16,913,003</b>	<b>47%</b>	<b>\$35,438,400</b>	<b>\$16,513,461</b>	<b>47%</b>
<b>EXPENDITURES</b>						
Salaries & Related Costs	\$26,064,952	\$9,523,910	37%	\$25,150,943	\$9,100,517	36%
Services	5,584,375	2,298,040	41%	5,736,110	2,338,464	41%
Materials, Supplies & Travel	2,431,151	772,390	32%	2,363,710	919,999	39%
Other Current Expenditures	2,049,719	782,003	38%	2,181,137	763,245	35%
Capital Outlay	6,500	1,329	20%	6,500	959	15%
<b>Total Direct Expense</b>	<b>\$36,136,697</b>	<b>\$13,377,672</b>	<b>37%</b>	<b>\$35,438,400</b>	<b>\$13,123,184</b>	<b>37%</b>
<b>Fund Balance Change</b>	<b>\$0</b>	<b>\$3,535,331</b>		<b>\$0</b>	<b>\$3,390,277</b>	

42% of Year

Western Iowa Tech Community College  
 Restricted Fund Income Statement  
 For the Five Month Period Ending November 30, 2022

	Current Year			Prior Year		
	FY2023 Budget	YTD Actual	% of Budget	FY2022 Budget	YTD Actual	% of Budget
<b>REVENUES</b>						
Tuition	\$0	\$0	-	\$0	\$0	-
Local Support	5,437,951	2,975,314	55%	5,195,869	2,830,785	54%
State Support	2,357,776	1,124,906	48%	2,304,532	961,407	42%
Federal Support	3,255,646	2,225,365	68%	11,822,375	8,198,350	69%
Other Income	728,959	330,037	45%	578,545	78,684	14%
New Jobs Training Program	3,340,000	1,625,787	49%	3,340,000	1,375,549	41%
<b>Total Income</b>	<b>\$15,120,332</b>	<b>\$8,281,409</b>	<b>55%</b>	<b>\$23,241,321</b>	<b>\$13,444,775</b>	<b>58%</b>
<b>EXPENDITURES</b>						
Salaries & Related Costs	\$3,649,482	\$1,401,096	38%	\$3,440,348	\$1,375,318	40%
Services	4,212,258	1,210,733	29%	4,203,978	980,348	23%
Materials, Supplies & Travel	2,074,202	338,106	16%	10,421,045	1,176,211	11%
Other Current Expenditures	0	1,782,143	-	0	6,264,080	-
New Jobs Training Program	4,188,313	282,364	7%	4,167,804	401,467	10%
Capital Outlay	1,366,036	305,744	22%	1,561,900	625,943	40%
<b>Total Direct Expense</b>	<b>\$15,490,291</b>	<b>\$5,320,186</b>	<b>34%</b>	<b>\$23,795,075</b>	<b>\$10,823,367</b>	<b>45%</b>
<b>Fund Balance Change</b>	<b>(\$369,959)</b>	<b>\$2,961,223</b>		<b>(\$553,754)</b>	<b>\$2,621,408</b>	

42% of Year

Western Iowa Tech Community College  
 Plant Fund Income Statement  
 For the Five Month Period Ending November 30, 2022

	Current Year			Prior Year		
	FY2023 Budget	YTD Actual	% of Budget	FY2022 Budget	YTD Actual	% of Budget
<b>REVENUES</b>						
Property Taxes	\$2,125,000	\$1,174,545	55%	\$2,050,000	\$1,118,097	55%
Interest Income	30,250	35,608	118%	26,000	13,971	54%
Other Income	2,311,169	1,052,287	46%	2,561,332	1,080,967	42%
<b>Total Income</b>	<b>\$4,466,419</b>	<b>\$2,262,440</b>	<b>51%</b>	<b>\$4,637,332</b>	<b>\$2,213,035</b>	<b>46%</b>
<b>EXPENDITURES</b>						
Equipment	\$1,471,219	\$490,137	33%	\$1,594,137	\$612,015	38%
Buildings	1,830,250	238,701	13%	3,125,000	0	(0)%
Maintenance, Repairs & Supplies	35,000	16,251	46%	0	20,089	
Structural Improvements	120,000	455,340	379%	100,000	1,127,203	1,127%
Professional Services	583,000	108,046	19%	475,000	173,300	36%
Other Expenses	0	0		0	0	
Interest/Debt Service	676,950	76,833	11%	678,777	95,106	14%
<b>Total Direct Expense</b>	<b>\$4,716,419</b>	<b>\$1,385,308</b>	<b>29%</b>	<b>\$5,972,914</b>	<b>\$2,027,713</b>	<b>34%</b>
<b>Fund Balance Change</b>	<b>(\$250,000)</b>	<b>\$877,132</b>		<b>(\$1,335,582)</b>	<b>\$185,322</b>	

42% of Year

Note: Interest budget amounts include principal payments of \$495,000 and \$470,000 for FY2023 and FY2022, respectively. Fund balance change for FY2023 reflects use of existing funds of \$250,000, while fund balance change for FY2022 reflects use of existing funds of \$1,335,582.

Western Iowa Tech Community College  
 Auxiliary Enterprises  
 For the Five Months Ending November 30, 2022

Current Year Actual

	<u>Dorms</u>	<u>Bookstore</u>	<u>Auto Parts</u>	<u>Student Orgs &amp; Clubs</u>	<u>Other *</u>	<u>Total</u>	<u>Prior YTD Total</u>
<b>REVENUES</b>							
Sales and Service	\$880,088	\$861,535	\$197,246	\$0	\$40,825	\$1,979,694	\$1,865,683
Miscellaneous	8,256	25,980	0	313,650	302,020	\$649,906	464,515
Total Revenues	<u>\$888,344</u>	<u>\$887,515</u>	<u>\$197,246</u>	<u>\$313,650</u>	<u>\$342,845</u>	<u>\$2,629,600</u>	<u>\$2,330,198</u>
<b>EXPENDITURES</b>							
Salaries & Related Costs	\$110,888	\$97,004	\$489	\$0	\$3,959	\$212,340	\$151,764
Service Expenditures	299,284	20,843	0	92,938	25,551	\$438,616	331,297
Materials & Supplies	6,117	1,191	8,886	114,439	15,401	\$146,034	76,999
Cost of Goods Sold	0	693,314	166,283	0	0	\$859,597	848,911
Utilities	0	0	0	0	0	\$0	0
Other Current Expenditures	281,000	0	0	4,100	18,303	\$303,403	285,389
Total Expenditures	<u>\$697,289</u>	<u>\$812,352</u>	<u>\$175,658</u>	<u>\$211,477</u>	<u>\$63,214</u>	<u>\$1,959,990</u>	<u>\$1,694,360</u>
<b>Fund Balance Change</b>	<u>\$191,055</u>	<u>\$75,163</u>	<u>\$21,588</u>	<u>\$102,173</u>	<u>\$279,631</u>	<u>\$669,610</u>	<u>\$635,838</u>
Prior Year	\$206,786	\$104,818	\$3,999	\$95,544	\$224,691	\$635,838	

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

**WESTERN IOWA TECH COMMUNITY COLLEGE  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
NOVEMBER 2022**

	<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>
<b>BEGINNING BALANCE (11/01/2022)</b>	\$21,666,202	\$7,665	\$366,012	\$11,002,458	\$16,886,488	\$49,928,824
Receipts	3,667,297	\$686,869	1,986	1,338,759	850,379	6,545,290
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$25,333,499</b>	<b>\$694,533</b>	<b>\$367,998</b>	<b>\$12,341,217</b>	<b>\$17,736,867</b>	<b>56,474,114</b>
<b>DISBURSEMENTS</b>						
Board Report	\$5,795,047	\$690,239	\$0	\$0	\$389,284	\$6,874,569
Dorm Revenue Bond Payment				0		0
Transfers to Operating Fund						0
Approved Previous Meeting				426,302		426,302
<b>TOTAL DISBURSEMENTS</b>	<b>\$5,795,047</b>	<b>\$690,239</b>	<b>\$0</b>	<b>\$426,302</b>	<b>\$389,284</b>	<b>\$7,300,871</b>
<b>ENDING BALANCE (11/30/2022)</b>	<b>\$19,538,453</b>	<b>\$4,295</b>	<b>\$367,998</b>	<b>\$11,914,915</b>	<b>\$17,347,583</b>	<b>\$49,173,243</b>

WESTERN IOWA TECH COMMUNITY COLLEGE  
INVESTMENT STATUS  
NOVEMBER 30, 2022

Investment	Bank	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Totals	Current Rate
Checking	Security National	\$650,490					\$650,490	0.00%
Interest Checking	Security National		4,295				4,295	0.08%
Repurchase Agreement	Security National	6,231,054					6,231,054	1.00%
Certificate of Deposit	Central Bank	1,081,580					1,081,580	4.00%
Money Market	Northwest Bank	404,361					404,361	0.20%
Money Market	Liberty National Bank	10,332,393					10,332,393	2.20%
Money Market	Pioneer Bank	104,022					104,022	0.60%
Money Market	Liberty National Bank				11,292,468		11,292,468	2.20%
Checking	Cherokee State Bank	\$9,882					9,882	0.00%
Checking	Wells Fargo	\$41,096					41,096	1.45%
Checking	Wells Fargo			367,998	46,245	837,494	1,251,736	1.45%
Checking	Wells Fargo					724,927	724,927	0.60%
Repurchase Agreement	Security National				237,503	15,785,161	16,022,664	1.00%
Dorm Revenue Bond Funds	UMB Bank	683,575			338,700		1,022,275	3.70%
<b>Total Cash &amp; Investments</b>		<b>\$19,538,453</b>	<b>\$4,295</b>	<b>\$367,998</b>	<b>\$ 11,914,915</b>	<b>\$17,347,583</b>	<b>\$49,173,243</b>	<b>1.63%</b>
<b>Interest Earnings YTD</b>		<b>\$44,633</b>	<b>\$10</b>	<b>\$0</b>	<b>\$35,608</b>	<b>\$25,840</b>	<b>\$106,092</b>	

**WESTERN IOWA TECH COMMUNITY COLLEGE**

**Bills to be approved at the board meeting December 12, 2022**

November 2022

	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Total
<b>Warrants</b>	\$ 5,795,046.53	\$ 690,238.50			\$ 389,284.12	\$ 6,874,569.15
<b>Cancelled warrants</b>						\$ -
<b>Subtotal</b>	5,795,046.53	690,238.50	-	-	389,284.12	\$ 6,874,569.15
<b>Estimated amount</b>	\$ 688,875.00					\$ 688,875.00
<b>Total</b>	<b>\$ 6,483,921.53</b>	<b>\$ 690,238.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 389,284.12</b>	<b>\$ 7,563,444.15</b>

Western Iowa Tech Community College  
Board Approval  
General & Auxiliary  
12/5/2022

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/3/2022	Menards Inc	\$186.15	BOOKS SPECIAL RESALE-SPON STU
11/15/2022	New Sioux City Iron	\$531.02	BOOKS SPECIAL RESALE-SPON STU
11/17/2022	Iowa Communications Network	\$5,610.22	COMMUNICATION
11/10/2022	Qwest Corporation	\$339.00	COMMUNICATION
11/10/2022	Burke Engineering Sales	\$353.46	CONSTRUCTION SUPPLIES
11/10/2022	Consolidated Electrical	\$12,733.38	CONSTRUCTION SUPPLIES
11/10/2022	Dakwa Incorporated	\$816.32	CONSTRUCTION SUPPLIES
11/3/2022	Menards Inc	\$852.34	CONSTRUCTION SUPPLIES
11/3/2022	Menards Inc	\$66.89	CONSTRUCTION SUPPLIES
11/17/2022	Menards Inc	\$940.69	CONSTRUCTION SUPPLIES
11/3/2022	Sherwin Williams	\$192.67	CONSTRUCTION SUPPLIES
11/3/2022	Sioux City Winnelson	\$13.84	CONSTRUCTION SUPPLIES
11/3/2022	Van Meter Industrial Inc	\$35.57	CONSTRUCTION SUPPLIES
11/3/2022	B&D AQUA Inc	\$10.85	CONTRACTED SERVICES
11/17/2022	BankMobile Technologies Inc	\$341.60	CONTRACTED SERVICES
11/3/2022	Bass Schuler Entertainment Inc	\$3,500.00	CONTRACTED SERVICES
11/10/2022	John T. Burow	\$27,000.00	CONTRACTED SERVICES
11/3/2022	CHN Garbage Service Inc	\$135.00	CONTRACTED SERVICES
11/10/2022	City of Sioux City	\$850.00	CONTRACTED SERVICES
11/10/2022	Delta Papa Aviation LLC	\$2,500.00	CONTRACTED SERVICES
11/15/2022	Document Depot & Destruction	\$270.00	CONTRACTED SERVICES

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11/17/2022	Catelin Drey	\$300.00	CONTRACTED SERVICES
11/10/2022	Ecowise Recycling LLC	\$225.00	CONTRACTED SERVICES
11/10/2022	Ellucian Company LP	\$5,029.56	CONTRACTED SERVICES
11/15/2022	Gill Hauling Inc	\$1,443.38	CONTRACTED SERVICES
11/3/2022	Great Western Dining Service Inc	\$82,327.30	CONTRACTED SERVICES
11/12/2022	HealthEquity Inc	\$72.50	CONTRACTED SERVICES
11/10/2022	High Point Networks LLC	\$10,000.00	CONTRACTED SERVICES
11/17/2022	IMKO Enterprises Inc	\$47,784.14	CONTRACTED SERVICES
11/17/2022	IMKO Enterprises Inc	\$6,021.30	CONTRACTED SERVICES
11/17/2022	IMKO Enterprises Inc	\$2,677.14	CONTRACTED SERVICES
11/17/2022	IMKO Enterprises Inc	\$2,846.03	CONTRACTED SERVICES
11/17/2022	SunRose IronShell	\$250.00	CONTRACTED SERVICES
11/3/2022	ISI LLC	\$2,124.40	CONTRACTED SERVICES
11/3/2022	Jackson Pumping Service Corp	\$650.00	CONTRACTED SERVICES
11/3/2022	K&S Janitorial Services LLC	\$1,290.00	CONTRACTED SERVICES
11/3/2022	Wade Kuehl	\$603.00	CONTRACTED SERVICES
11/10/2022	Jack Langley	\$200.00	CONTRACTED SERVICES
11/10/2022	Mike Langley	\$200.00	CONTRACTED SERVICES
11/3/2022	Lindblom Services Inc	\$336.44	CONTRACTED SERVICES
11/10/2022	Grace Linden	\$50.00	CONTRACTED SERVICES
11/10/2022	Mail House Inc	\$105.04	CONTRACTED SERVICES

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CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/17/2022	Metropolitan Community College	\$108.00	CONTRACTED SERVICES
11/3/2022	North Sioux City Holdings LLC	\$716.40	CONTRACTED SERVICES
11/17/2022	North Sioux City Holdings LLC	\$10,430.00	CONTRACTED SERVICES
11/17/2022	North Sioux City Holdings LLC	\$2,545.99	CONTRACTED SERVICES
11/17/2022	Plunketts Pest Control Inc	\$117.00	CONTRACTED SERVICES
11/15/2022	R&S Waste Disposal LLC	\$146.11	CONTRACTED SERVICES
11/17/2022	Rentokil North America	\$45.00	CONTRACTED SERVICES
11/17/2022	Rentokil North America	\$323.80	CONTRACTED SERVICES
11/30/2022	Leke Sahatqija	\$871.50	CONTRACTED SERVICES
11/3/2022	Siouxland Mental Health	\$1,700.00	CONTRACTED SERVICES
11/10/2022	Siouxland Mental Health	\$550.00	CONTRACTED SERVICES
11/10/2022	Southeastern Community College	\$133,776.00	CONTRACTED SERVICES
11/3/2022	TCM Enterprises	\$4,815.00	CONTRACTED SERVICES
11/3/2022	Jzar Templin	\$80.00	CONTRACTED SERVICES
11/3/2022	Tri State Nursing Enterprises Inc	\$8,042.56	CONTRACTED SERVICES
11/3/2022	Zorro Holdco LLC	\$9,300.00	CONTRACTED SERVICES
11/10/2022	Arnold Motor Supply LLP	\$113.66	COURSE FEE EXPENSE
11/17/2022	Matheson Tri Gas Inc	\$1,122.96	COURSE FEE EXPENSE
11/17/2022	Matheson Tri Gas Inc	\$717.08	COURSE FEE EXPENSE
11/17/2022	McGraw Hill	\$3,135.00	COURSE FEE EXPENSE
11/15/2022	State Steel Supply Company Inc	\$2,970.79	COURSE FEE EXPENSE

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11/15/2022	State Steel Supply Company Inc	\$55.96	COURSE FEE EXPENSE
11/15/2022	Sysco Lincoln	\$1,758.55	COURSE FEE EXPENSE
11/17/2022	University of Iowa	\$3,016.00	COURSE FEE EXPENSE
11/17/2022	Overhead Door of Sioux City Inc	\$15.50	DEFERRED INCOME
11/3/2022	AFP Corp	\$1,048.60	DUE FROM OTHERS-ASSET ACCOUNT
11/10/2022	Tina M. Benton	\$769.51	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Breathe Clean Dry Ice Blasting	\$68,082.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Holly J. Candor	\$400.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Dunwell LLC	\$47,356.37	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Dunwell LLC	\$3,300.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Ellucian Company LP	\$27,701.00	DUE FROM OTHERS-ASSET ACCOUNT
11/10/2022	FRSecure LLC	\$2,500.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	High Point Networks LLC	\$6,192.20	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Amy L. Hueser	\$248.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Amy L. Hueser	\$82.00	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Kyle R. Hueser	\$9.99	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Jessica M. Huggenberger	\$200.00	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Deanna L. Johnson	\$35.00	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Marty Knepper	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
11/10/2022	Carole D Massey	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Gabriella McDermott	\$720.00	DUE FROM OTHERS-ASSET ACCOUNT

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11/3/2022	Mid Iowa Refrigeration Inc	\$1,541.86	DUE FROM OTHERS-ASSET ACCOUNT
11/10/2022	Mid Iowa Refrigeration Inc	\$944.98	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Joni E Miller	\$1,200.00	DUE FROM OTHERS-ASSET ACCOUNT
11/17/2022	Novelty Machine & Supply Co	\$56.99	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Otis Elevator Company	\$1,800.00	DUE FROM OTHERS-ASSET ACCOUNT
11/10/2022	Mariana Pacheco	\$1,000.00	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Carol A. Perrin	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Plains Mechanical Services Inc	\$3,533.33	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Nancy A. Ramos	\$95.90	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Drew D. Schramm	\$416.66	DUE FROM OTHERS-ASSET ACCOUNT
11/17/2022	ScriptPro USA Inc	\$1,099.50	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Laura M. Tabbert	\$416.66	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Ward Electric Company Inc	\$12,641.02	DUE FROM OTHERS-ASSET ACCOUNT
11/15/2022	Jennifer M. Weber	\$1,798.51	DUE FROM OTHERS-ASSET ACCOUNT
11/3/2022	Carmen L. Wilson	\$66.88	DUE FROM OTHERS-ASSET ACCOUNT
11/17/2022	Stephanie Engle	\$750.00	DUE FROM STUDENTS
11/10/2022	Iowa Health Care Foundation	\$3,000.00	DUE FROM STUDENTS
11/17/2022	Caleb R. McIntyre	\$232.00	DUE FROM STUDENTS
11/3/2022	Amber J. Pelsor / Witcc	\$492.00	DUE FROM STUDENTS
11/3/2022	Shelby A. Deck / Witcc	\$1,050.00	DUE FROM STUDENTS
11/3/2022	Western Iowa Tech Agency Fund	\$494.73	DUE TO AGENCY FUND

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11/23/2022	Western Iowa Tech 125 Plan	\$7,051.19	DUE TO AUXILIARY FUND
11/3/2022	Western Iowa Tech Classroom	\$837,411.66	DUE TO PLANT FUND
11/26/2022	Western Iowa Tech Plant Fund	\$425,000.00	DUE TO PLANT FUND
11/17/2022	Billion Clinton Inc	\$26,679.00	EQUIPMENT - \$5000 AND OVER
11/17/2022	Billion Empire Motors Inc	\$22,494.00	EQUIPMENT - \$5000 AND OVER
11/3/2022	DP Associates inc	\$101,100.00	EQUIPMENT - \$5000 AND OVER
11/10/2022	Foulk Brothers Plumbing	\$3,962.81	EQUIPMENT - \$5000 AND OVER
11/17/2022	Knoepfler Chevrolet Co	\$28,178.00	EQUIPMENT - \$5000 AND OVER
11/10/2022	Metro & Son Electric Inc	\$2,267.91	EQUIPMENT - \$5000 AND OVER
11/3/2022	OReilly Auto Parts	\$174.75	EQUIPMENT - \$5000 AND OVER
11/30/2022	Wells Fargo Bank	\$373.50	FEDERAL INCOME TAX PAYABLE
11/3/2022	Great Western Dining Service Inc	\$754.40	GROUP MEETINGS AND WORKSHOPS
11/10/2022	Great Western Dining Service Inc	\$2,296.74	GROUP MEETINGS AND WORKSHOPS
11/10/2022	Great Western Dining Service Inc	\$1,694.47	GROUP MEETINGS AND WORKSHOPS
11/15/2022	Great Western Dining Service Inc	\$80.40	GROUP MEETINGS AND WORKSHOPS
11/30/2022	HealthEquity Inc	\$10,023.66	HSA Payable
11/3/2022	Cherokee Symphony	\$100.00	INFO SERVICES/CLASSIFY ADS
11/3/2022	Monahan Professional Services	\$1,050.00	INFO SERVICES/CLASSIFY ADS
11/15/2022	Wm Bass Advertising Associates	\$4,735.00	INFO SERVICES/CLASSIFY ADS
11/30/2022	BusinessSolverComInc	\$436,949.44	INSURANCE PREMIUMS PAYABLE
11/30/2022	Iowa Public Employees	\$123,701.19	IPERS TAX PAYABLE

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11/10/2022	Cole Papers Inc	\$715.07	JANITOR MATERIALS AND SUPPLIES
11/10/2022	Eakes Inc	\$5,380.24	JANITOR MATERIALS AND SUPPLIES
11/10/2022	Eakes Inc	\$5,722.41	JANITOR MATERIALS AND SUPPLIES
11/3/2022	Dreckman Excavating Inc	\$330.00	LANDSCAPING SERVICES AND SUPPLIES
11/15/2022	Ricks Computers Inc	\$719.55	MAINT & REPAIR-SU EQUIP
11/15/2022	Ricks Computers Inc	\$5,097.78	MAINT & REPAIR-SU EQUIP
11/10/2022	Ace Refrigeration Co	\$160.00	MAINT AND REPAIR BUILDINGS
11/10/2022	John T. Burow	\$3,200.00	MAINT AND REPAIR BUILDINGS
11/3/2022	Eakes Inc	\$5,876.25	MAINT AND REPAIR BUILDINGS
11/10/2022	Midwest Alarm Company Inc	\$110.00	MAINT AND REPAIR BUILDINGS
11/10/2022	Shanes Glass & More LLC	\$267.28	MAINT AND REPAIR BUILDINGS
11/17/2022	Van Osdel Plastering & Drywall	\$20,587.00	MAINT AND REPAIR BUILDINGS
11/3/2022	Dennys Heating Ltd	\$303.25	MAINT AND REPAIR EQUIPMENT
11/3/2022	Drain Specialists Inc	\$300.00	MAINT AND REPAIR EQUIPMENT
11/17/2022	Drain Specialists Inc	\$900.00	MAINT AND REPAIR EQUIPMENT
11/10/2022	Eakes Inc	\$137.60	MAINT AND REPAIR EQUIPMENT
11/15/2022	Eakes Inc	\$235.85	MAINT AND REPAIR EQUIPMENT
11/3/2022	Fouk Brothers Plumbing	\$6,755.37	MAINT AND REPAIR EQUIPMENT
11/3/2022	Fouk Brothers Plumbing	\$8,640.27	MAINT AND REPAIR EQUIPMENT
11/17/2022	Fouk Brothers Plumbing	\$2,140.81	MAINT AND REPAIR EQUIPMENT
11/3/2022	Riekes Equipment	\$2,463.60	MAINT AND REPAIR EQUIPMENT

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CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/10/2022	Robert Baker	\$85.00	MAINTENANCE GROUNDS
11/3/2022	Barkley Asphalt Inc	\$1,000.00	MAINTENANCE GROUNDS
11/17/2022	Bock Lawn & Landscaping LLC	\$805.00	MAINTENANCE GROUNDS
11/10/2022	Dakota Traffic Services	\$2,685.00	MAINTENANCE GROUNDS
11/17/2022	Western Iowa Windbreaks	\$225.00	MAINTENANCE GROUNDS
11/3/2022	Bomgaars Supply Inc	\$490.87	MATERIALS AND SUPPLIES
11/3/2022	Food Bank of Siouxland Inc	\$231.47	MATERIALS AND SUPPLIES
11/10/2022	Jennifer F. Holbrook	\$25.00	MATERIALS AND SUPPLIES
11/17/2022	Iowa Independent Automobile	\$2,275.00	MATERIALS AND SUPPLIES
11/17/2022	George La Mere	\$250.00	MATERIALS AND SUPPLIES
11/10/2022	La Palapa LLC	\$1,500.00	MATERIALS AND SUPPLIES
11/17/2022	Randi Mackey	\$69.00	MATERIALS AND SUPPLIES
11/10/2022	Mary J Treglia Community	\$250.00	MATERIALS AND SUPPLIES
11/10/2022	Sarah E. McSweeny	\$20.00	MATERIALS AND SUPPLIES
11/17/2022	O'Reilly Auto Parts	\$1,483.93	MATERIALS AND SUPPLIES
11/17/2022	Kenneth Provost	\$300.00	MATERIALS AND SUPPLIES
11/10/2022	Verizon Wireless	\$1,548.41	MATERIALS AND SUPPLIES
11/17/2022	Accreditation Commission	\$4,075.00	MEMBERSHIP
11/3/2022	American Association	\$8,472.00	MEMBERSHIP
11/17/2022	Des Moines Area Community	\$15,595.07	MEMBERSHIP
11/10/2022	Iowa Department of Natural	\$115.00	MEMBERSHIP

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11/3/2022	Medical Assisting Education	\$1,500.00	MEMBERSHIP
11/3/2022	New York Public Radio	\$1,599.50	MEMBERSHIP
11/10/2022	Rotary International Cherokee	\$292.35	MEMBERSHIP
11/3/2022	General Business Interiors Inc	\$529.00	NON-CAPITAL EXP & EQUIP <5000
11/3/2022	General Business Interiors Inc	\$1,283.68	NON-CAPITAL EXP & EQUIP <5000
11/17/2022	Stryker Sales Corporation	\$32,087.50	NON-CAPITAL EXP & EQUIP <5000
11/30/2022	Crawford County Treasurer	\$1,695.25	OTHER CURRENT EXPENSE
11/30/2022	Wells Fargo Bank	\$1,728,928.53	OTHER CURRENT EXPENSE
11/3/2022	Western Iowa Tech Comm Ed	\$1,836.00	OTHER CURRENT EXPENSE
11/30/2022	Collection Services Center	\$419.64	OTHER EMPLOYEE PR DEDUCTIONS
11/23/2022	Friends Of FM 90	\$84.50	OTHER EMPLOYEE PR DEDUCTIONS
11/23/2022	Nebraska Child Support	\$500.00	OTHER EMPLOYEE PR DEDUCTIONS
11/23/2022	United Way of Siouxland Inc	\$1,742.50	OTHER EMPLOYEE PR DEDUCTIONS
11/23/2022	Western Iowa Tech Agency Fund	\$30.00	OTHER EMPLOYEE PR DEDUCTIONS
11/23/2022	Western Iowa Tech Foundation	\$2,528.43	OTHER EMPLOYEE PR DEDUCTIONS
11/23/2022	Winnebago Tribe of Nebraska	\$744.37	OTHER EMPLOYEE PR DEDUCTIONS
11/17/2022	APH Stores	\$2,461.50	OTHER MATERIALS AND SUPPLIES
11/10/2022	Arnold Motor Supply LLP	\$3,215.28	OTHER MATERIALS AND SUPPLIES
11/3/2022	Omaha Paper Company	\$284.66	PRINTING & REPRODUCTION SVC
11/15/2022	Record Printing & Copy Center	\$1,704.00	PRINTING & REPRODUCTION SVC
11/10/2022	Ahlers & Cooney PC	\$5,720.50	PROFESSIONAL SERVICES

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CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/15/2022	Ahlers & Cooney PC	\$1,601.00	PROFESSIONAL SERVICES
11/17/2022	Dentons Davis Brown PC	\$23,777.00	PROFESSIONAL SERVICES
11/17/2022	Nebraska State Patrol Cid	\$15.50	PROFESSIONAL SERVICES
11/12/2022	Wells Fargo Bank	\$315,565.39	PURCHASE CARD CHECKING
11/17/2022	Le Mars Community School	\$250.00	RENTED BUILDINGS
11/17/2022	Cengage Learning Inc	\$913.66	RESALE PURCHASES
11/17/2022	Core Mark Midcontinent Inc	\$1,980.29	RESALE PURCHASES
11/3/2022	Douglas Stewart Company	\$178.92	RESALE PURCHASES
11/3/2022	Elsevier Inc	\$639.60	RESALE PURCHASES
11/3/2022	Elsevier Inc	\$28,923.08	RESALE PURCHASES
11/3/2022	Elsevier Inc	(\$15,861.13)	RESALE PURCHASES
11/3/2022	Elsevier Inc	(\$1,566.26)	RESALE PURCHASES
11/15/2022	MBS Textbook Exchange	\$189.49	RESALE PURCHASES
11/10/2022	Snap on Incorporated	\$80,430.84	RESALE PURCHASES
11/17/2022	VF Outdoor Inc	\$8,416.30	RESALE PURCHASES
11/3/2022	Western Iowa Tech Comm Ed	\$7,832.60	SCHOLARSHIPS
11/10/2022	Brionna M. Sembach	\$250.00	STUDENT DEPOSITS
11/17/2022	Boys & Girls Clubs Siouxland Inc	\$333.30	STUDENT WORK STUDY FEDERAL
11/3/2022	Cherokee Chamber Commerce	\$77.00	STUDENT WORK STUDY FEDERAL
11/17/2022	Cherokee Chamber Commerce	\$90.75	STUDENT WORK STUDY FEDERAL
11/30/2022	Teachers Insurance & Annuity	\$101,904.36	TIAA-CREF PAYABLE

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CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/15/2022	Juline S Albert	\$455.10	TRAVEL IN STATE
11/10/2022	Kyle R. Hueser	\$205.92	TRAVEL IN STATE
11/15/2022	Troy A Jasman	\$213.30	TRAVEL IN STATE
11/10/2022	Merlyn L Kathol	\$101.92	TRAVEL IN STATE
11/15/2022	Darin Moeller	\$656.76	TRAVEL IN STATE
11/3/2022	Jason A. Palsma	\$166.40	TRAVEL IN STATE
11/10/2022	Brandon P. Treft	\$212.04	TRAVEL IN STATE
11/15/2022	Kevin J. Woockman	\$86.32	TRAVEL IN STATE
11/10/2022	Troy A Jasman	\$148.93	TRAVEL OUT OF STATE
11/15/2022	Mike Logan	\$241.42	TRAVEL OUT OF STATE
11/17/2022	Susan F. McDonald	\$356.72	TRAVEL OUT OF STATE
11/10/2022	Terry A. Murrell	\$121.92	TRAVEL OUT OF STATE
11/10/2022	Kerry J. Patchin	\$71.29	TRAVEL OUT OF STATE
11/17/2022	Security National Bank	\$2,500.00	TRAVEL OUT OF STATE
11/10/2022	Jessica M. Thompson	\$1,295.76	TRAVEL OUT OF STATE
11/15/2022	Jennifer M. Weber	\$960.99	TRAVEL OUT OF STATE
11/3/2022	Western Iowa Tech Student	\$18,360.00	TRAVEL OUT OF STATE
11/3/2022	Western Iowa Tech Student	\$2,000.00	TRAVEL OUT OF STATE
11/30/2022	Voya Financial	\$17,619.79	TSA PAYABLE
11/3/2022	Stephanie M. Hill	\$175.00	TUITION
11/10/2022	Berkshire Hathaway Energy	\$3,747.07	UTILITIES

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11/10/2022	Berkshire Hathaway Energy	\$25.41	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$92.41	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$418.26	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$6,077.16	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$3,176.95	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$805.52	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$1,139.49	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$454.05	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$855.74	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$713.95	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$2,536.59	UTILITIES
11/10/2022	Berkshire Hathaway Energy	\$52,977.20	UTILITIES
11/15/2022	Berkshire Hathaway Energy	\$125.17	UTILITIES
11/15/2022	Berkshire Hathaway Energy	\$596.60	UTILITIES
11/15/2022	Berkshire Hathaway Energy	\$2,881.37	UTILITIES
11/17/2022	City of Le Mars	\$45.13	UTILITIES
11/17/2022	City Of Mapleton	\$440.67	UTILITIES
11/3/2022	City of Sioux City	\$791.54	UTILITIES
11/3/2022	City of Sioux City	\$746.81	UTILITIES
11/3/2022	City of Sioux City	\$186.74	UTILITIES
11/3/2022	City of Sioux City	\$285.14	UTILITIES

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11/3/2022	City of Sioux City	\$258.30	UTILITIES
11/3/2022	City of Sioux City	\$55.39	UTILITIES
11/3/2022	City of Sioux City	\$230.42	UTILITIES
11/3/2022	City of Sioux City	\$177.80	UTILITIES
11/3/2022	City of Sioux City	\$204.63	UTILITIES
11/3/2022	City of Sioux City	\$136.28	UTILITIES
11/3/2022	City of Sioux City	\$2,469.18	UTILITIES
11/3/2022	City of Sioux City	\$26.35	UTILITIES
11/3/2022	City of Sioux City	\$2,320.41	UTILITIES
11/10/2022	City of Sioux City	\$1,274.57	UTILITIES
11/15/2022	Denison Municipal Utilities	\$1,802.73	UTILITIES
11/3/2022	Interstate Power & Light Co	\$1,203.73	UTILITIES
11/17/2022	Interstate Power & Light Co	\$193.06	UTILITIES
11/17/2022	Woodbury County Rural Electric	\$3,505.32	UTILITIES
11/17/2022	Sioux City Motorcars LLC	\$25,080.00	VEHICLES
11/10/2022	AgriVision Equipment Group	\$332.32	VEHICLES-MATERIALS & SUPPLIES
11/17/2022	Brads Detail Center LLC	\$425.00	VEHICLES-MATERIALS & SUPPLIES
11/3/2022	Graham Tire Sioux City	\$1,715.58	VEHICLES-MATERIALS & SUPPLIES
11/12/2022	Customers Bank	\$20,566.55	WITCC ONECARD PAYABLE
11/12/2022	Customers Bank	\$36,454.28	WITCC ONECARD PAYABLE
11/26/2022	Customers Bank	\$5,542.93	WITCC ONECARD PAYABLE

Western Iowa Tech Community College  
 Board Approval  
 General & Auxiliary  
 12/5/2022

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/30/2022	Customers Bank	\$53,510.29	WITCC ONECARD PAYABLE
11/30/2022	Customers Bank	\$420,150.00	WITCC ONECARD PAYABLE
TOTAL		<u>\$5,795,046.53</u>	

# WESTERN IOWA TECH COMMUNITY COLLEGE

Bills to be approved at the board meeting December 12, 2022

## GENERAL FUND

Estimated for the month of December

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
<b>Total</b>	<b>\$</b>	<b>688,875.00</b>

Western Iowa Tech Community College  
 Board Approval  
 Special Federal  
 12/5/2022

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/12/2022	Western Iowa Tech General Fund	\$3,456.60	OTHER FEDERAL
11/12/2022	Western Iowa Tech General Fund	\$442.00	OTHER FEDERAL
11/26/2022	Western Iowa Tech General Fund	\$1,965.00	OTHER FEDERAL
11/26/2022	Western Iowa Tech General Fund	\$372.00	OTHER FEDERAL
11/30/2022	Western Iowa Tech General Fund	\$19,002.90	OTHER FEDERAL
11/30/2022	Western Iowa Tech General Fund	\$9,000.00	OTHER FEDERAL
11/30/2022	Western Iowa Tech General Fund	\$624,046.40	OTHER FEDERAL
11/30/2022	Western Iowa Tech General Fund	\$31,953.60	SCHOLARSHIPS
TOTAL		<u>\$690,238.50</u>	

Western Iowa Tech Community College  
Board Approval  
House File  
12/5/2022

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/30/2022	Security National Bank	\$2,758.00	SNB INVEST
11/30/2022	Security National Bank	\$3,337.00	SNB INVEST
11/30/2022	Security National Bank	\$3,811.15	SNB INVEST
11/30/2022	Security National Bank	\$6,513.33	SNB INVEST
11/30/2022	Security National Bank	\$15,786.00	SNB INVEST
11/30/2022	Security National Bank	\$50,776.00	SNB INVEST
11/30/2022	Security National Bank	\$26,290.00	SNB INVEST
11/30/2022	Security National Bank	\$6,718.00	SNB INVEST
11/30/2022	Security National Bank	\$17,201.88	SNB INVEST
11/30/2022	Security National Bank	\$23,663.01	SNB INVEST
11/22/2022	Cede & Co	\$2,062.50	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$6,125.00	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$5,425.00	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$4,437.50	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$34,320.00	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$69,070.00	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$5,302.50	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$7,190.00	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$20,286.75	TAXABLE INTEREST EXPENSE
11/22/2022	Cede & Co	\$39,937.50	TAXABLE INTEREST EXPENSE
11/22/2022	Babers Vis Vita Sales Lc	\$8,021.00	TRAINING EXPENSE

Western Iowa Tech Community College  
 Board Approval  
 House File  
 12/5/2022

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
11/8/2022	Overhead Door of Sioux City Inc	\$12,937.00	TRAINING EXPENSE
11/8/2022	Plains Mechanical Services Inc	\$3,570.00	TRAINING EXPENSE
11/15/2022	Western Iowa Tech Comm Ed	\$180.00	TRAINING EXPENSE
11/15/2022	Western Iowa Tech Comm Ed	\$90.00	TRAINING EXPENSE
11/15/2022	Western Iowa Tech Comm Ed	\$11,475.00	TRAINING EXPENSE
11/15/2022	Western Iowa Tech Comm Ed	\$2,000.00	TRAINING EXPENSE
TOTAL:		<u>\$389,284.12</u>	

# WESTERN IOWA TECH COMMUNITY COLLEGE

## Bills to be paid at the Board Meeting December 12, 2022

December 2022

	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Total
<b>Supplemental Warrants</b>				\$ 89,816.72	\$	<b>89,816.72</b>
<b>Additional Warrants</b>	\$ 38,445.29				\$ 55,359.05	<b>\$ 93,804.34</b>
<b>Total</b>	<b>\$ 38,445.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 89,816.72</b>	<b>\$ 55,359.05</b>	<b>\$ 183,621.06</b>

WESTERN IOWA TECH COMMUNITY COLLEGE

BILLS TO BE APPROVED AT BOARD MEETING DECEMBER 12, 2022

GENERAL FUND

DECEMBER 2022

IMKO Enterprises \$ 38,445.29

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TOTAL \$ 38,445.29

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Western Iowa Tech Community College  
Board Approval  
Plant Fund  
12/12/2022

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
12/13/2022	Western Iowa Tech General Fund	\$9,246.44	DUE TO GENERAL FUND
12/13/2022	CollegeNET Inc	\$5,413.28	NON-CAPITAL EXP & EQUIP <5000
12/13/2022	High Point Networks LLC	\$5,595.00	NON-CAPITAL EXP & EQUIP <5000
12/13/2022	Sewalson Contracting Inc	\$12,946.13	OTHER STRUCTURES & IMPROVEMENT
12/13/2022	Sewalson Contracting Inc	\$6,037.25	OTHER STRUCTURES & IMPROVEMENT
12/13/2022	Dewild Grant Reckert &	\$28,798.14	PROFESSIONAL SERVICES
12/13/2022	EDA Inc	\$218.75	PROFESSIONAL SERVICES
12/13/2022	EDA Inc	\$2,090.00	PROFESSIONAL SERVICES
12/13/2022	Farris Engineering	\$225.00	PROFESSIONAL SERVICES
12/13/2022	Farris Engineering	\$2,170.00	PROFESSIONAL SERVICES
12/13/2022	Inspec Inc	\$840.00	PROFESSIONAL SERVICES
12/13/2022	JEO Consulting Group Inc	\$6,080.48	PROFESSIONAL SERVICES
12/13/2022	JEO Consulting Group Inc	\$7,850.00	PROFESSIONAL SERVICES
12/13/2022	JEO Consulting Group Inc	\$2,306.25	PROFESSIONAL SERVICES
TOTAL		<u>\$89,816.72</u>	

WESTERN IOWA TECH COMMUNITY COLLEGE

BILLS TO BE APPROVED AT BOARD MEETING DECEMBER 12 , 2022

HOUSE FILE

DECEMBER 2022

Meridian Clinical Research	\$	9,030.55
Wells Enterprises		44,228.50
Western Iowa Tech Comm Ed		2,100.00
<u>TOTAL</u>	<u>\$</u>	<u>55,359.05</u>

PERSONNEL REPORT  
Regular Appointments  
December 12, 2022

I. INSTRUCTIONAL STAFF

- A. **Kathryn M. Ewing** has been selected for the position as Dental Assisting Instructor effective January 10, 2023, at an annual salary of \$51,432 (BA, Step 10) prorated for the remainder of the 2022-2023 academic year to equal \$25,132. This is a previously authorized position, vacant due to retirement, eligible for full time benefits.

II. ADMINISTRATIVE STAFF

- A. It is recommended that the position of Athletic Director be authorized as a grade 7, exempt administrative position. It is further recommended that **Michael D. Brown**, Student Activities/Alumni Coordinator be selected for the position as Student Activities Coordinator/Athletic Director effective December 13, 2022, no change in salary or benefits.
- B. **Cammy Jo Cother**, EMS Specialist has been selected for the position as Administrative Program Coordinator- EMS, effective December 13, 2022, at an annual salary of \$63,279, grade 8, administrative position. This is a previously authorized position, vacant due to resignation.
- C. It is recommended that the position of Transfer Navigator be authorized as a grade 6, exempt administrative position. It is further recommended that **Christian Supiot** be selected for this position effective January 2, 2023, at an annual salary of \$47,400, eligible for full time benefits.
- D. **Angela V. Sewalson** has been selected for the position as Library Specialist effective January 2, 2023, at an annual salary of \$46,166, grade 6, administrative position. This is a previously authorized position, vacant due to reassignment, eligible for full time benefits.

III. SUPPORT STAFF

- A. **Marlene A. Smith** has submitted her voluntary resignation as Secretary at the Cherokee campus effective December 21, 2022. She is to be paid for all time worked through that date.

**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)

December 12, 2022

<b>NAME</b>	<b>DEPARTMENT OR COURSE # - SECT</b>	<b>APPOINTMENT</b>	<b>FROM</b>	<b>THROUGH</b>	<b>APPT \$/HR</b>	<b>SALARY</b>
Babcock, Callie	A.D.N/PN Clincial	Adjunct Instructor	01/02/23	12/20/23	\$ 52.00	Time Entry
Babcock, Callie	A.D.N/PN Lab	Adjunct Instructor	01/02/23	12/20/23	\$ 41.50	Time Entry
Bruchers, Amanda	A.D.N/PN Clincial	Adjunct Instructor	11/17/22	12/20/22	\$ 52.00	Time Entry
Bruchers, Amanda	A.D.N/PN Lab	Adjunct Instructor	11/17/22	12/20/22	\$ 41.50	Time Entry
Collins, Joseph	EMT	Adjunct Instructor	12/02/22	12/02/24	\$ 41.50	Time Entry
Hoss, Nathan	Police Academy	Adjunct Instructor	10/25/22	10/25/22		\$ 166.00
Jansen, Chistopher	Police Academy	Adjunct Instructor	10/18/22	10/21/22		\$ 456.50
Johnson, Judy	C.N.A	Adjunct Instructor	11/22/22	12/20/22	\$ 41.50	Time Entry
Johnson, Judy	C.N.A Non-Instructional	Adjunct Instructor	11/22/22	12/20/22	\$ 22.00	Time Entry
Oberg, Jessica	EMT	Critical Care Aide	12/01/22	12/31/23	\$ 15.84	Time Entry
Peterson, Teri	EMT	Interim Paramedic Director	12/01/22	06/30/23		\$ 3,500.00
Tobben, Martha	Med Aide	Adjunct Instructor	11/10/22	12/20/22	\$ 41.50	Time Entry
Tobben, Martha	Med Aide Non Instructional	Adjunct Instructor	11/10/22	12/20/22	\$ 22.00	Time Entry
Wise, Michael	EMT	Adjunct Instructor	11/17/22	12/20/22	\$ 41.50	Time Entry

**CERTIFICATE FOR PAYMENT**

Contractor: Sewalson Contracting, Inc.  
916 N. Martha  
Sioux City, IA 51105

Payment No.: 5 - ~~Final~~

DGR Engineering

Project: WITCC Sun Ridge Court Retaining Wall Improvements

DGR Project No.: 271008

Owner: Western Iowa Tech Community College

Contract Date: April 12, 2021

For Period From: March 22, 2022 through October 25, 2022

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
1	3 Ea.	Clearing and Grubbing	\$ 500.00	\$ 1,500.00	3	\$ 1,500.00
2	640 C.Y.	Excavation, Class 10	\$ 15.00	\$ 9,600.00	640	\$ 9,600.00
3	86 S.Y.	Subgrade Preparation, 12"	\$ 15.00	\$ 1,290.00	86	\$ 1,290.00
4	1 L.S.	UGE/TV Cable Trench/Backfill	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
5	209 L.F.	Storm Sewer, Trenched, SS, 6"	\$ 15.85	\$ 3,312.65	234	\$ 3,708.90
6	3 Ea.	Connect Storm Sewer <12"	\$ 600.00	\$ 1,800.00	5	\$ 3,000.00
7	6 Ea.	Intake, 12" Nyloplast w/ Flat Grate	\$ 910.00	\$ 5,460.00	6	\$ 5,460.00
8	78 S.Y.	Pavement, PCC, 6"	\$ 67.00	\$ 5,226.00	78	\$ 5,226.00
9	1553 S.F.	Removal of Sidewalk	\$ 1.75	\$ 2,717.75	1553	\$ 2,717.75
10	2081 S.F.	Sidewalk, PCC, 5" w/ Fiber Mesh	\$ 5.50	\$ 11,445.50	2081	\$ 11,445.50
11	1373 S.F.	Furnish and Install 2" Thick Extruded Polystrene Type IV Insulation Board	\$ 1.50	\$ 2,059.50	1373	\$ 2,059.50
12	47 S.Y.	Pavement Removal	\$ 20.00	\$ 940.00	65	\$ 1,300.00
13	1 L.S.	Removals Per Plan	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00
14	1 L.S.	Light Pole Relocation, (2) Locations	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
15	800 L.F.	Silt Fence, Furnish, Install and Maintain	\$ 3.00	\$ 2,400.00	384	\$ 1,152.00
16	1 L.S.	Erosion Control	\$ 500.00	\$ 500.00	1	\$ 500.00
17	3184 S.F.	Segmental Block Retaining Wall	\$ 44.50	\$ 141,688.00	3184	\$ 141,688.00
18	294 L.F.	Safety Rail, 42" Tall	\$ 155.00	\$ 45,570.00	305	\$ 47,275.00
19	1 L.S.	Mobilization	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
Total				\$ 256,509.40		\$ 258,922.65
Total Original Contract				\$ 256,509.40		\$ 258,922.65

Payment No.: 5 - Final

Value of Work Completed \$ 258,922.65

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

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 258,922.65

Less Retainage 5% \$ 12,946.13

Amount Due This Certificate for Payment \$ 245,976.52

Less Previous Estimates \$ 218,689.27

Less Liquidated Damages from August 10, 2021 through September 21, 2021  
(43 days @ \$500/day less credit given for .5 days for storm sewer work  
performed between Bldgs A & B). \$ 21,250.00

**AMOUNT DUE THIS ESTIMATE** \$ 6,037.25

Payment Requested by: Sewalson Contracting, Inc.  
(Contractor)  
Don M. Sewalson 11-17, 2022  
(signature) (Date)

Payment Recommended by: DGR Engineering  
Bryan Wells 11-21, 2022  
(signature) (Date)

Payment Approved by: Western Iowa Tech Community College  
(Owner)  
John Durr 11/25, 2022  
(signature) (Date)

X 12/12/22

**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 March 22, 2021 through October 25, 2022, 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 12, 2021 for WITCC Sun Ridge Court Retaining Wall Improvements 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: 11-17-2022

Sewalson Contracting, Inc.  
\_\_\_\_\_  
(Contractor)

By: Donald M. Sewalson

Title: President



DATE: December 2, 2022  
 TO: Dr. Terry Murrell, President  
 FROM: Tawnya Beermann, Dean of Students  
 Lily Castro, Director of Special Programs

SUBJECT: **2021-2022 GAP/PACE/Last Dollar Scholarship Student Success**

Western Iowa Tech Community College greatly appreciates the following state-supported programs, designed to assist students while addressing the specific workforce needs of our region. It is our pleasure to share these positive program impacts, as well as student success stories from each of these programs.

#### **GAP Tuition Assistance**

The Gap tuition Assistance Program (GAP) was established as part of the Skilled Worker and Job Creation Fund to provide funding to community colleges for need-based tuition assistance to applicants to enable completion of continuing education certificate training programs for in-demand occupations. Short-term training tuition & fees are covered for participants.

- 53 students served
- 32 CDL
- 16 CNA
- 5 Other Areas

#### **PACE (Pathways for Academic Career & Employment)**

The funding is to be used to implement a simplified, streamlined, and comprehensive process, along with customized support services, to enable eligible participants to acquire effective academic and employment training to secure gainful, quality, in-state employment.

- 453 students served
- 326 students earned 570 credentials in 2021-2022 academic year
- 194 retained to 2022-2023 academic year

#### **Future Ready Iowa-Last Dollar Scholarship (Free Tuition)**

This program, as the name implies, is intended to cover any remaining gap between federal and state grants/scholarships and tuition and qualified fees. Credentials include postsecondary certificates, diplomas and associate degrees.

- 344 of the WITCC 2021-2022 graduates were recipients of this funding



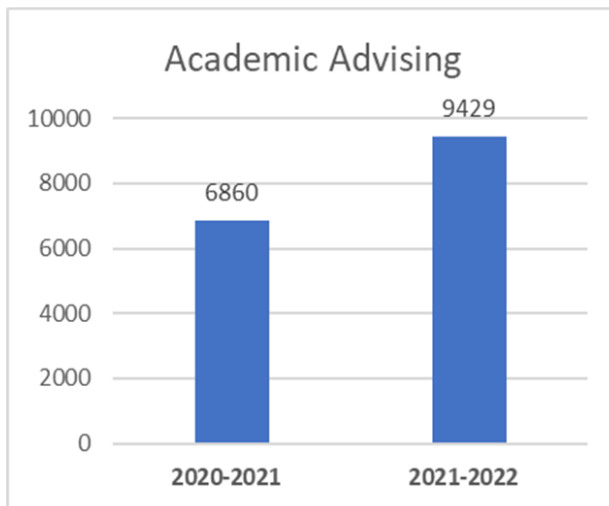
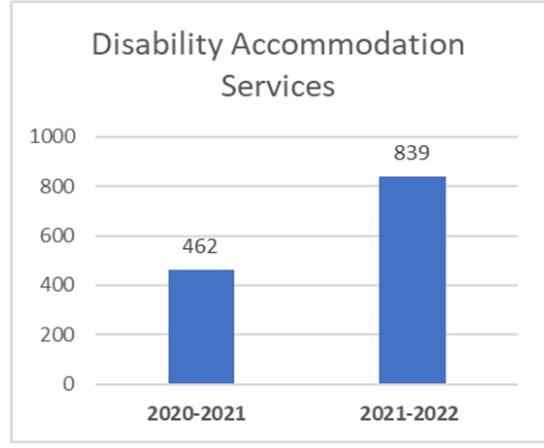
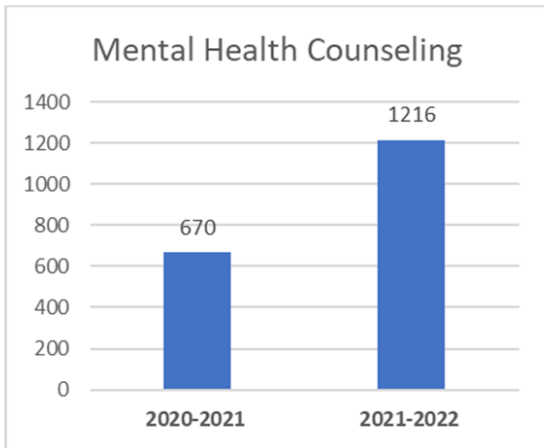
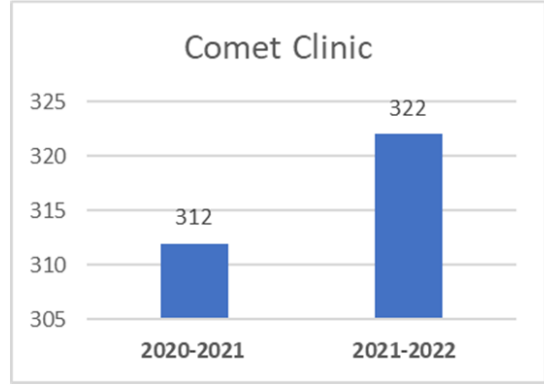
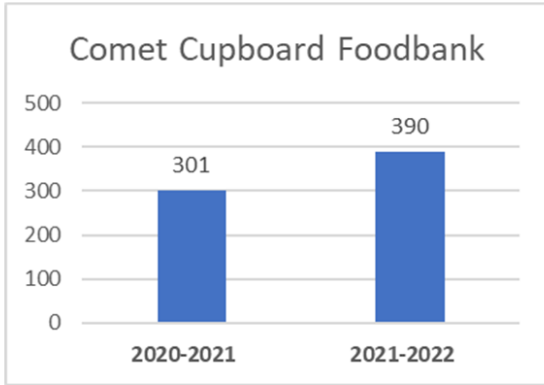
DATE: December 5, 2022  
TO: Dr. Terry Murrell, President  
FROM: Tawnya Beermann, Dean of Students  
Teresa McElroy, Associate Dean of Admissions & Advising  
SUBJECT: **WITCC Supportive Services Report**

A key component of ensuring student success and degree completion is the provision of individualized supportive services to meet each student where they are, working alongside the student to address potential barriers to success.

Western Iowa Tech Community College prides itself in making key supportive services for students a top-priority and investment. Specific services showcased in this report are: Comet Cupboard Foodbank, Comet Clinic, Mental Health Counseling, Disability Accommodation Services, and Academic Advising.

Cross-college collaborations are in place to promote, co-locate and provide both on-campus and virtual access to these services. These intentional efforts have resulted in increased utilization of all services. Implementing an appointment system has increased access, fostered improved communication, and allows for collection and comparison of service data, and facilitates an easy method for collecting follow-up survey data.

WITCC Student Services departments review usage data and feedback for each of these services. The data below provide useful insight on several of the supportive services available to students. It is our pleasure to provide you with some highlights of this data and feedback:





### **Student Feedback collected via post service survey over last 6 months:**

- Every advisor was complimented by name at least once for good customer service and putting students at ease. Sample compliments include:
- "I can't stress enough how happy I am with WIT! This is not my first time at college (but I didn't do so great the first time!) and having previous experiences at both a university and another community college, I am so impressed by the level of help and care available to me at WIT and how willing everyone I meet is to help me! I genuinely feel like everyone at WIT wants me to succeed. The support I receive here is unparalleled! I will recommend WIT to anyone I meet who is considering going back to school."
- "The ladies I spoke to were amazing! They answered all my questions and were very welcome. I came in scared and not sure I could do this. They were amazing, I left very excited knowing I can do this!"
- "Everything went well, I really liked my zoom meeting I felt welcomed and well guided I can't wait to start my semester."
- "Keep being hospitable and kind, time management was superb, WITCC for life"
- "Administration offices are really neat and inviting as well as the friendly personnel."
- "I previously went to WITCC and never finished my degree. I came back to see about transferring my credits back and starting the ADN program. Expecting to see Pam Ives because of how great she handled all of my questions when I was started LPN there. I had a new advisor, and she was absolutely great with all of the questions that I had. She reached out to resources right then and there when I had questions she wasn't sure about. I believe her name was Jen.10/10 experience for starting my transition back to WITCC!"
- "I would like to say thank you in special to Pamela Ives for the greatest service. She did an amazing job with me, and it was really helpful."
- "Fran DeJong is a top-notch advisor and I am looking forward to my time at WITCC."
- "Nick Demke always consistently goes above and beyond for any of my needs."
- "Colleen is the sweetest lady. She's very helpful and quick to provide answers and I've been going to her for years."
- "Nancy was wonderful and so helpful!!!! Everyone we dealt with was terrific! Brevyn said "wow, everyone is so nice here"! We appreciate it!"
- "A++++staff!! Thank you!"



Date: December 5, 2022

To: Dr. Terry Murrell, President

From: Tawnya Beermann, Dean of Students  
Lily Castro, Director of Special Programs  
Benjamin Mohning, Project Success Director

Re: Project Success Contract  
South Sioux City Community School District

The Project Success program is designed to be responsive to students' individual needs, strengths, preferences, and interests by facilitating training in life and career skills which will prepare them to successfully transition into gainful and continued employment.

By facilitating employment and life skills training for learners who may otherwise struggle to find employment, WITCC is again fulfilling our mission to economically enhance our community and specifically, address the needs of learners whose challenges often preclude their successful participation and integration into post-secondary education and/or satisfying employment.

South Sioux City Community School district wishes to collaborate with Western Iowa Tech Community College, and offer this opportunity to students in their district starting in January 2023.

It is the administrative recommendation that the Board approve the contract with the South Sioux City Community School District to allow Project Success services to approved students of this district.

**CONTRACT FOR PROJECT SUCCESS TRANSITIONAL SERVICES 2022-2023  
at the Western Iowa Tech Community College site in Sioux City, Iowa**

This contract between South Sioux City Community Schools and Western Iowa Tech Community College, is to contract for the provision of secondary special education Project SUCCESS transition services for Garrett Duvall pursuant to his/her Individualized Education Program (IEP) developed by the IEP team of the South Sioux City Community Schools.

South Sioux City Community Schools is required by Iowa Code to provide special education support services, media and instructional services to enrolled students within its boundaries without charge.

South Sioux City Community Schools and Western Iowa Tech Community College agree to the following terms and conditions:

**PARTIES**

The Participating Parties to this contract are as follows:

A. The South Sioux City Community Schools is located in the County of Dakota County, State of Nebraska, with its principal office at 210 W 39th St. PO Box 158, South Sioux City, NE 68776.

B. Western Iowa Tech Community College is located in the County of Woodbury, State of Iowa, with its principal office at 4647 Stone Avenue, Sioux City, IA 51106.

**PURPOSE**

This document describes the contractual arrangement between the South Sioux City Community Schools and Western Iowa Tech Community College for the provision of secondary level special education Project SUCCESS transition services for a resident student who needs services beyond what can be offered at the local district level for the student to receive a Free Appropriate Public Education (FAPE).

The intent of Project SUCCESS transition services is to provide secondary IEP services on an individualized basis, as needed, for as long as the services are needed, as long as the student remains eligible for services and if such a placement is appropriate according to a student's IEP team. The Individuals with Disabilities Education Act (IDEA) mandates that the resident district still holds responsibility and accountability for appropriateness of services and educational progress for each student. IDEA also mandates that IEPs must remain individualized. All weighting decisions will be made based on the student's needs as listed in the IEP and will be made by the Area Education Agency (AEA). South Sioux City Community Schools remains accountable and responsible for appropriateness of services for, and educational progress of, the student. It is not appropriate to change a student's weighting based on anticipated costs. Weighting shall only change based on student needs related to the student's disability as listed on the IEP.

**JURISDICTION**

The South Sioux City Community Schools student placed in the Western Iowa Tech Community College Project SUCCESS services shall be allowed to participate in the student activities in and will be subject to the eligibility rules of South Sioux City Community Schools. South Sioux City Community Schools students placed in the Western Iowa Tech Community College Project SUCCESS services continue to be enrolled in South Sioux City Community Schools and are subject to the testing requirements, graduation requirements, and disciplinary procedures of the district, as appropriate or determined necessary. Appropriately licensed teachers employed by Western Iowa Tech Community College will administer required assessments and will forward the results of the individual assessments to South Sioux City Community Schools. South Sioux City Community Schools remains responsible for the achievement of its resident students. Permanent school records shall be maintained at the South Sioux City Community Schools.

South Sioux City Community Schools shall be actively involved in evaluation of its students and monitoring adherence to all pertinent state and federal laws, including, but not limited to: testing requirements, IDEA provisions, FERPA provisions, teacher licensure, curriculum development, and core curriculum implementation.

Students shall be under the jurisdiction and general supervision of, and be the responsibility of, South Sioux City Community Schools while placed in the Western Iowa Tech Community College Project SUCCESS services, except as set out in this contract, and shall be subject to the same academic, disciplinary, and other additional requirements that apply to South Sioux City Community Schools resident students with IEPs. All disciplinary or other hearings, if any, will be conducted by the South Sioux City Community Schools administration or board of education, or the Western Iowa Tech Community College administration or board, as appropriate.

## **GENERAL PROVISIONS**

Western Iowa Tech Community College is contracted to provide transition services and other related services for individual eligible students as listed on the student's IEP and necessary to provide FAPE. All instruction and services are secondary education and services rather than postsecondary. A separate contract for each student will be prepared for this purpose. A course, if any, must be incidental to the transition services being provided—not the service itself. Any course required for a special education service to be funded with special education funding must be specially designed instruction or a transition service as described in the student's IEP. Transition may be achieved/completed without regard to any postsecondary education or Project SUCCESS services schedule.

Secondary students with IEPs may participate in classes provided by postsecondary institutions that are not required under their IEPs under the same provisions in Iowa Code as secondary students without IEPs. These would be Postsecondary Enrollment Options (PSEO), concurrent enrollment, Project Lead the Way (PLTW), and secondary education courses provided under contract with the local school district. Whether or not the community college will grant postsecondary credit for secondary education courses will be determined by board policy at the community college.

Project SUCCESS services shall not be a scholarship. Students with IEPs are first general education students and might not need special education services for the entire day. Students with IEPs are entitled to services in the least restrictive environment.

If community college policy allows, and it does not interfere with FAPE special education Project SUCCESS transition services, the student is not prevented by this contract from privately enrolling in postsecondary courses. Any modifications or accommodations during those courses would be under the Americans with Disabilities Act (ADA) and section 504 rather than IDEA. From the Dear Parent Letter 2007 issued by the Office for Civil Rights (OCR), "Institutions of postsecondary education must provide appropriate academic adjustments based on students' disabilities and individual needs when necessary to avoid discrimination. In providing an academic adjustment, the postsecondary institution does not have to eliminate or lower essential requirements or make modifications that would result in a fundamental alternation of the program or activities being offered or impose an undue burden on the institution... Institutions of postsecondary education may not require students with disabilities to pay part or all of the costs of academic adjustments. Postsecondary institutions may not condition their provision of academic adjustments on the availability of funds, refuse to spend more than a certain amount to provide academic adjustments, or refuse to provide academic adjustments because they believe other providers of such services exist."

Residential living costs on campus are a student choice at parental cost except under two situations: 1) living skills are necessary according to the IEP and residential costs are necessary to provide FAPE or 2) if the resident district placed the student too far away from home, as determined by the school district, for special education services to return home daily. If the South Sioux City Community Schools is requiring the student to live on campus, the costs covered will be the dorm housing and the dorm food plan. Personal living items (toilet paper, soap, toothbrush, etc.) are personal costs to the student/parents. These items are provided by, consumed by, and retained by the student or parents.

Project SUCCESS services for this student will be provided by Western Iowa Tech Community College in accordance with this contract. Western Iowa Tech Community College shall directly provide the special education services and shall not subcontract with another entity (wrap around contracts).

The Western Iowa Tech Community College Project SUCCESS services are purchased services and not a program of South Sioux City Community Schools. As a purchased service provider, Western Iowa Tech Community College shall not be paid prior to services being rendered or materials received. Reimbursement for Project SUCCESS services expenses will be made on a cost basis upon request for payment after services are delivered.

### **Communication Processes and Procedures**

Ongoing communication between the Western Iowa Tech Community College Project SUCCESS services director and the South Sioux City Community Schools designee is necessary. Procedures for serving students with the Western Iowa Tech Community College Project SUCCESS services are described and

agreed upon in this contract. Changes to these procedures by either party must be approved in writing by South Sioux City Community Schools prior to implementation.

South Sioux City Community Schools is responsible for the content of the IEP, monitoring the student's goal progress, and ensuring appropriate implementation of specially designed instruction (SDI), supports and services.

Western Iowa Tech Community College Project SUCCESS services will be responsible for providing transition services instruction, including specially designed instruction according to the student's IEP. Any special designed secondary instruction must also be according to the student's IEP and with a focus on achieving Iowa Core Standards.

Western Iowa Tech Community College Project SUCCESS services will be responsible for collecting and recording progress monitoring data as described in the student's IEP. Regular communication regarding student goal(s) and general academic progress will take place between Western Iowa Tech Community College Project SUCCESS services and South Sioux City Community Schools quarterly, at a minimum; more often, if necessary.

#### **Determining Appropriateness of Placement for Western Iowa Tech Community College Project SUCCESS services**

- The South Sioux City Community Schools IEP team will use the knowledge of the student's present levels of academic achievement, current level of performance and intake criteria for the Western Iowa Tech Community College Project SUCCESS services to determine the appropriateness of placement into the Project SUCCESS services, based upon whether participation in these services, or parts of these services, are necessary for the student to receive FAPE.
- Membership of the IEP team will include the Western Iowa Tech Community College Project SUCCESS services teacher or representative.

#### **Procedures for Review of Progress and Continuing Services**

- The Western Iowa Tech Community College Project SUCCESS services teacher will be responsible for collecting and recording progress monitoring data into the Web IEP system as required by IDEA (minimum of every other week progress monitoring or more frequently as specified in the IEP) and other relevant information and providing regular (at least quarterly) reports to South Sioux City Community Schools.
- Progress monitoring and decision-making is carried out on an ongoing basis. At the end of each progress reporting period, the student's progress on the IEP goals and the status of special education services, activities, and supports should be reviewed and reported to parents and students who have reached the age of majority.
- The student will continue to work on unmet goals remaining on his/her IEP.
- The student will be considered as "finished" with the Western Iowa Tech Community College Project SUCCESS services when District IEP criteria for Garrett Duvall is completed (SPECIFIC IEP RELATED CRITERIA LISTED IN ATTACHMENT/EXHIBIT A) and the student would then be eligible to

receive his/her diploma. This may occur at any point in time and would not necessarily coincide with the end of the Project SUCCESS services, semester, or academic year. The IEP should not say, and the transition plan should not be, to assist the student to obtain a postsecondary degree or certificate.

## **INSTRUCTIONAL SERVICES**

### **SPECIFIC SPECIAL EDUCATION SERVICES TO BE PROVIDED BY Western Iowa Tech Community College TO Garrett Duvall.**

(SPECIFIC IEP RELATED SERVICES LISTED IN ATTACHMENT/EXHIBIT A)

## **PURCHASED SERVICES**

Within fifteen (15) days after the end of each semester, Western Iowa Tech Community College will provide to South Sioux City Community Schools appropriate special education transition services costs associated with placement of the student in the Western Iowa Tech Community College Project SUCCESS services. There shall be no per pupil or per diem billing amounts.

Billings from Western Iowa Tech Community College, as a purchased service, must be “itemized” in sufficient detail so that South Sioux City Community Schools can meet its legally-required fiscal responsibilities, including but not limited to, the ability to:

- Determine performance of the IEP requirements for each of its students.
- Report expenditures from the correct funding source in accordance with the permissive uses of public education funds.
- Ensure costs are itemized for the purpose of submitting Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount.
- Ensure the costs are limited to actual costs of special education as defined by Iowa Code.
- Ensure each item is an item on the student’s IEP.
- Ensure items such as services of a nurse are identified and are linked only to students with services of a nurse included on the individual student’s IEP.
- Ensure each item is paid from the correct fund.
- Ensure each item is paid from the correct funding stream (special education weighted funding, IDEA Part B, LEP, Title 1, general purpose funding).
- Ensure any administrative costs are allowable and itemized for the purpose of requesting permission from the School Budget Review Committee (SBRC) to pay those costs from special education weighted funding rather than general purpose funding.
- Ensure no costs were paid from grants or other funding resources Western Iowa Tech Community College received or was entitled to receive to address the potential for any cost to be paid by South Sioux City Community Schools which was properly paid from a different source. The IDEA provides that education agencies are payors of last resort.
- Ensure costs are reasonable. The district has a stewardship responsibility to evaluate the cost effectiveness of purchasing services versus providing the services directly, as well as to have

procedures in place to meet the requirements of the Office of Management and Budget (OMB) Omni-Circular related to procurement.

- Ensure no costs are “per pupil or per diem rates.”
- Ensure no costs are related to purchasing spaces or other phantom student models.

In addition to the actual costs of special education as defined in this contract, the following costs, where appropriate, may be billed and paid from the appropriate funding source if itemized and clearly identified:

- Professional development and teacher travel that is specific and unique to the South Sioux City Community Schools students placed for the Western Iowa Tech Community College Project SUCCESS services.
- The cost of supplies and equipment that are not included in actual costs of special education but are directly utilized by the South Sioux City Community Schools students placed for the Western Iowa Tech Community College Project SUCCESS services and are exclusively used for the Western Iowa Tech Community College Project SUCCESS services.
- The cost of supervision of teachers by an appropriately licensed special education administrator, if time records are maintained and the time records support a specific portion of the time of the special education director was exclusively devoted to special education, and the portion which was not, and exclusively devoted to the Western Iowa Tech Community College Project SUCCESS services. These costs are paid from the appropriate sources when administrative costs are not approved by the School Budget Review Committee (SBRC) to be paid from special education funding.
- The cost of purchased treatment services (whether from the AEA or from a private provider licensed to provide that treatment) where that treatment is incidental to the Project SUCCESS transition services and will enhance the special education student’s ability to benefit from the Project SUCCESS transition services.
- The costs of services or staff available to all Western Iowa Tech Community College students, such as registrar, counselor, administration, clerical, and similar general staff, cannot be billed to South Sioux City Community Schools nor to the students.

Support services for special education, media, and instructional services are responsibilities of the AEA, and shall be provided at no cost to the districts.

#### Project SUCCESS TRANSITION SERVICES OPERATION

Western Iowa Tech Community College agrees as follows:

- A. Western Iowa Tech Community College will provide a facility for the Project SUCCESS services that meets the state and federal requirements for a school site.
- B. Western Iowa Tech Community College will provide appropriate instructional textbooks, materials, supplies, and equipment for student instruction. Costs to provide FAPE will be paid by South Sioux City Community Schools. There must, however, be a direct connection between the IEP and the costs. Supplies paid for by South Sioux City Community Schools are the property of South Sioux City Community Schools. South Sioux City Community Schools may sell them at cost to the student if the student wants to purchase them or if the district policy is to sell such items

to all students. If general supplies are the responsibility of every student, they remain the general responsibility for these students the same as non-disabled students. Education Department General Administrative Regulations (EDGAR) and Iowa Code section 297.22 must be followed on disposition of equipment. If the student/parents decide to purchase the items instead of the district to that they can retain ownership of the items; it should be documented in the IEP that the district offered to pay, and the parents made the choice to privately purchase instead.

- C. Western Iowa Tech Community College will provide qualified staff, including teachers licensed by the Iowa Board of Educational Examiners (BOEE), to provide secondary student instruction and related services. Western Iowa Tech Community College will provide documentation to South Sioux City Community Schools, no later than the first day of the school year, or for newly hired staff within five (5) days of the beginning of employment, copies of all licensure and endorsement of each instructor (regular and substitute) employed by Western Iowa Tech Community College for the Project SUCCESS services. Only Western Iowa Tech Community College shall be the employing party for purpose of Chapter 279, collective bargaining, individual contracts and assignments, and shall be responsible for the payment of salary and benefits.
- D. Western Iowa Tech Community College shall provide special education and related services to students placed for Project SUCCESS services, pursuant to the terms of the students' IEPs.
- E. Western Iowa Tech Community College shall submit all requested reports to South Sioux City Community Schools to utilize or to submit to the Iowa Department of Education (Department) or SBRC for services, costs, or other data associated placement of a South Sioux City Community Schools student for Project SUCCESS services.
- F. Western Iowa Tech Community College will not place on a waiting list the student for whom this contract is written.
- G. If Western Iowa Tech Community College is unable to provide or continue to provide a service listed on the IEP of the student, Western Iowa Tech Community College shall notify South Sioux City Community Schools at least one month prior to discontinuing that service. It shall be the responsibility of South Sioux City Community Schools to determine through its IEP team if the service is still necessary, and if so, to obtain an alternative provider for that service.
- H. The school calendar shall be that of Western Iowa Tech Community College.
- I. Western Iowa Tech Community College shall maintain daily attendance records on students placed for Project SUCCESS services and submit those records to South Sioux City Community Schools within 15 days of the end of each semester (and summer session if extended school year (ESY) services are listed on the IEP).
- J. South Sioux City Community Schools is responsible for transporting the student to the Western Iowa Tech Community College Project SUCCESS services where the South Sioux City Community Schools placed the student if the student qualifies for transportation (either based on distance or special transportation on an IEP). The method of transportation shall be determined by South Sioux City Community Schools.

## **PROPERTY**

Existing equipment or assistive technology of South Sioux City Community Schools for this student may be used in the Western Iowa Tech Community College Project SUCCESS services. Such use will be

determined by the district in consultation with Western Iowa Tech Community College based upon the appropriate need for the item. An inventory of exchanged items will be maintained.

Upon termination of this contract, identifiable exchanged items shall be returned to South Sioux City Community Schools. All items purchased by Western Iowa Tech Community College for the Project SUCCESS services billed to South Sioux City Community Schools during the term of this contract shall be the property of South Sioux City Community Schools. However, items purchased by Western Iowa Tech Community College for the Project SUCCESS services not billed to South Sioux City Community Schools during the term of this contract shall remain property of Western Iowa Tech Community College.

### **AMENDMENTS**

The provisions of this Contract may be added to, amended or modified by South Sioux City Community Schools and Western Iowa Tech Community College as approved by their respective boards. Votes must be cast at a duly called meeting by all board members physically present.

### **DISPUTE RESOLUTION AND ARBITRATION**

In the event that South Sioux City Community Schools and Western Iowa Tech Community College are unable to agree to the interpretation or operation of this Agreement, the dispute shall be referred to a "Conflict Resolution Committee" made up of the president and vice-president of the board of directors of the South Sioux City Community Schools and of Western Iowa Tech Community College. The Committee shall meet to discuss the dispute and make recommendations to the administrators as to resolution of the dispute.

In the event that the dispute remains unresolved, the South Sioux City Community Schools and Western Iowa Tech Community College shall request that a mediator knowledgeable in Iowa school district matters be appointed by the chief administrator of Garrett Duvall assist in a negotiated resolution to the dispute.

In the event that mediation does not resolve the dispute, it will be submitted to arbitration by a single neutral arbitrator who is knowledgeable in Iowa school district matters appointed by the chief administrator of Garrett Duvall.

### **DURATION AND TERMINATION**

Subject to the rights of amendment, modification or termination, this contract shall be in full force and in effect from the date of execution until transitional services have been completed for this student unless participation is terminated by Western Iowa Tech Community College or South Sioux City Community Schools by providing written notice to the other at least one month prior to termination or terminated by mutual agreement.

## **CROSS INDEMNIFICATION**

If any claim for damage, injury or other loss (hereinafter "loss") is made by or on behalf of a student, the party transporting or supervising the student at the time of the loss (South Sioux City Community Schools or Western Iowa Tech Community College) shall be responsible for any payment of claims, damages, or judgments arising out of the loss, and that transporting entity shall indemnify, defend and hold harmless the non-transporting or non-supervising party. South Sioux City Community Schools and Western Iowa Tech Community College agree to carry liability insurance or otherwise contract for coverage of claims consistent with this Contract.

Otherwise, to the extent permitted by law, South Sioux City Community Schools and Western Iowa Tech Community College shall protect, defend, hold harmless, and indemnify the other party from and against any and all claims, losses, costs, damages, and expenses including attorneys' fees and expenses, which may incur by reason of the indemnifying party's negligence, breach of this Agreement, or violation of law or right of a third party, or that of the indemnifying party's officers, employees, or agents.

## **APPLICATION OF LAWS, RULES AND REGULATIONS**

This contract and all policies, rules, and regulations adopted by the parties to govern the operation of the Project SUCCESS services shall comply with the laws of the state of Iowa, with rules and regulations of the Department, and with federal laws and regulations. Any provisions of this Agreement in conflict therewith shall be null and void; however, the remainder of the Agreement shall be binding.

South Sioux City Community Schools and Western Iowa Tech Community College shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this contract.

South Sioux City Community Schools and Western Iowa Tech Community College agree to cooperate as needed to assure that all required services and responsibilities are provided by South Sioux City Community Schools and Western Iowa Tech Community College and that the Project SUCCESS services, including any educational components and activities, are operated in compliance with all applicable laws.

## **BINDING EFFECT**

This contract shall be binding upon and inure to the benefit of South Sioux City Community Schools and Western Iowa Tech Community College hereto and their successors and assignees.

## **SEVERABILITY**

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by a court or state or federal agency, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not be contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such

agreement or obligation shall be deemed to be the agreement or obligation of the members, to the full extent permitted by law.

In commemoration of this Contract, the presidents of South Sioux City Community Schools and Western Iowa Tech Community College sign this contract on the dates set below, the contract having been passed by a majority roll call vote of each governing board. This contract shall become effective upon approval and execution by South Sioux City Community Schools and Western Iowa Tech Community College.

South Sioux City Community Schools

Board President \_\_\_\_\_

Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_

Dated \_\_\_\_\_

Western Iowa Tech Community College

Board President \_\_\_\_\_

Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_

Dated \_\_\_\_\_

**CONTRACT FOR PROJECT SUCCESS TRANSITIONAL SERVICES 2022-2023  
at the Western Iowa Tech Community College site in Sioux City, Iowa**

This contract between South Sioux City Community Schools and Western Iowa Tech Community College, is to contract for the provision of secondary special education Project SUCCESS transition services for Garrett Duvall pursuant to his/her Individualized Education Program (IEP) developed by the IEP team of the South Sioux City Community Schools.

South Sioux City Community Schools is required by Iowa Code to provide special education support services, media and instructional services to enrolled students within its boundaries without charge.

South Sioux City Community Schools and Western Iowa Tech Community College agree to the following terms and conditions:

**PARTIES**

The Participating Parties to this contract are as follows:

A. The South Sioux City Community Schools is located in the County of Dakota County, State of Nebraska, with its principal office at 210 W 39th St. PO Box 158, South Sioux City, NE 68776.

B. Western Iowa Tech Community College is located in the County of Woodbury, State of Iowa, with its principal office at 4647 Stone Avenue, Sioux City, IA 51106.

**PURPOSE**

This document describes the contractual arrangement between the South Sioux City Community Schools and Western Iowa Tech Community College for the provision of secondary level special education Project SUCCESS transition services for a resident student who needs services beyond what can be offered at the local district level for the student to receive a Free Appropriate Public Education (FAPE).

The intent of Project SUCCESS transition services is to provide secondary IEP services on an individualized basis, as needed, for as long as the services are needed, as long as the student remains eligible for services and if such a placement is appropriate according to a student's IEP team. The Individuals with Disabilities Education Act (IDEA) mandates that the resident district still holds responsibility and accountability for appropriateness of services and educational progress for each student. IDEA also mandates that IEPs must remain individualized. All weighting decisions will be made based on the student's needs as listed in the IEP and will be made by the Area Education Agency (AEA). South Sioux City Community Schools remains accountable and responsible for appropriateness of services for, and educational progress of, the student. It is not appropriate to change a student's weighting based on anticipated costs. Weighting shall only change based on student needs related to the student's disability as listed on the IEP.

**JURISDICTION**

The South Sioux City Community Schools student placed in the Western Iowa Tech Community College Project SUCCESS services shall be allowed to participate in the student activities in and will be subject to the eligibility rules of South Sioux City Community Schools. South Sioux City Community Schools students placed in the Western Iowa Tech Community College Project SUCCESS services continue to be enrolled in South Sioux City Community Schools and are subject to the testing requirements, graduation requirements, and disciplinary procedures of the district, as appropriate or determined necessary. Appropriately licensed teachers employed by Western Iowa Tech Community College will administer required assessments and will forward the results of the individual assessments to South Sioux City Community Schools. South Sioux City Community Schools remains responsible for the achievement of its resident students. Permanent school records shall be maintained at the South Sioux City Community Schools.

South Sioux City Community Schools shall be actively involved in evaluation of its students and monitoring adherence to all pertinent state and federal laws, including, but not limited to: testing requirements, IDEA provisions, FERPA provisions, teacher licensure, curriculum development, and core curriculum implementation.

Students shall be under the jurisdiction and general supervision of, and be the responsibility of, South Sioux City Community Schools while placed in the Western Iowa Tech Community College Project SUCCESS services, except as set out in this contract, and shall be subject to the same academic, disciplinary, and other additional requirements that apply to South Sioux City Community Schools resident students with IEPs. All disciplinary or other hearings, if any, will be conducted by the South Sioux City Community Schools administration or board of education, or the Western Iowa Tech Community College administration or board, as appropriate.

### **GENERAL PROVISIONS**

Western Iowa Tech Community College is contracted to provide transition services and other related services for individual eligible students as listed on the student's IEP and necessary to provide FAPE. All instruction and services are secondary education and services rather than postsecondary. A separate contract for each student will be prepared for this purpose. A course, if any, must be incidental to the transition services being provided—not the service itself. Any course required for a special education service to be funded with special education funding must be specially designed instruction or a transition service as described in the student's IEP. Transition may be achieved/completed without regard to any postsecondary education or Project SUCCESS services schedule.

Secondary students with IEPs may participate in classes provided by postsecondary institutions that are not required under their IEPs under the same provisions in Iowa Code as secondary students without IEPs. These would be Postsecondary Enrollment Options (PSEO), concurrent enrollment, Project Lead the Way (PLTW), and secondary education courses provided under contract with the local school district. Whether or not the community college will grant postsecondary credit for secondary education courses will be determined by board policy at the community college.

Project SUCCESS services shall not be a scholarship. Students with IEPs are first general education students and might not need special education services for the entire day. Students with IEPs are entitled to services in the least restrictive environment.

If community college policy allows, and it does not interfere with FAPE special education Project SUCCESS transition services, the student is not prevented by this contract from privately enrolling in postsecondary courses. Any modifications or accommodations during those courses would be under the Americans with Disabilities Act (ADA) and section 504 rather than IDEA. From the Dear Parent Letter 2007 issued by the Office for Civil Rights (OCR), "Institutions of postsecondary education must provide appropriate academic adjustments based on students' disabilities and individual needs when necessary to avoid discrimination. In providing an academic adjustment, the postsecondary institution does not have to eliminate or lower essential requirements or make modifications that would result in a fundamental alternation of the program or activities being offered or impose an undue burden on the institution... Institutions of postsecondary education may not require students with disabilities to pay part or all of the costs of academic adjustments. Postsecondary institutions may not condition their provision of academic adjustments on the availability of funds, refuse to spend more than a certain amount to provide academic adjustments, or refuse to provide academic adjustments because they believe other providers of such services exist."

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### **Communication Processes and Procedures**

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- The South Sioux City Community Schools IEP team will use the knowledge of the student's present levels of academic achievement, current level of performance and intake criteria for the Western Iowa Tech Community College Project SUCCESS services to determine the appropriateness of placement into the Project SUCCESS services, based upon whether participation in these services, or parts of these services, are necessary for the student to receive FAPE.
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(SPECIFIC IEP RELATED SERVICES LISTED IN ATTACHMENT/EXHIBIT A)

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- A. Western Iowa Tech Community College will provide a facility for the Project SUCCESS services that meets the state and federal requirements for a school site.
- B. Western Iowa Tech Community College will provide appropriate instructional textbooks, materials, supplies, and equipment for student instruction. Costs to provide FAPE will be paid by South Sioux City Community Schools. There must, however, be a direct connection between the IEP and the costs. Supplies paid for by South Sioux City Community Schools are the property of South Sioux City Community Schools. South Sioux City Community Schools may sell them at cost to the student if the student wants to purchase them or if the district policy is to sell such items

to all students. If general supplies are the responsibility of every student, they remain the general responsibility for these students the same as non-disabled students. Education Department General Administrative Regulations (EDGAR) and Iowa Code section 297.22 must be followed on disposition of equipment. If the student/parents decide to purchase the items instead of the district to that they can retain ownership of the items; it should be documented in the IEP that the district offered to pay, and the parents made the choice to privately purchase instead.

- C. Western Iowa Tech Community College will provide qualified staff, including teachers licensed by the Iowa Board of Educational Examiners (BOEE), to provide secondary student instruction and related services. Western Iowa Tech Community College will provide documentation to South Sioux City Community Schools, no later than the first day of the school year, or for newly hired staff within five (5) days of the beginning of employment, copies of all licensure and endorsement of each instructor (regular and substitute) employed by Western Iowa Tech Community College for the Project SUCCESS services. Only Western Iowa Tech Community College shall be the employing party for purpose of Chapter 279, collective bargaining, individual contracts and assignments, and shall be responsible for the payment of salary and benefits.
- D. Western Iowa Tech Community College shall provide special education and related services to students placed for Project SUCCESS services, pursuant to the terms of the students' IEPs.
- E. Western Iowa Tech Community College shall submit all requested reports to South Sioux City Community Schools to utilize or to submit to the Iowa Department of Education (Department) or SBRC for services, costs, or other data associated placement of a South Sioux City Community Schools student for Project SUCCESS services.
- F. Western Iowa Tech Community College will not place on a waiting list the student for whom this contract is written.
- G. If Western Iowa Tech Community College is unable to provide or continue to provide a service listed on the IEP of the student, Western Iowa Tech Community College shall notify South Sioux City Community Schools at least one month prior to discontinuing that service. It shall be the responsibility of South Sioux City Community Schools to determine through its IEP team if the service is still necessary, and if so, to obtain an alternative provider for that service.
- H. The school calendar shall be that of Western Iowa Tech Community College.
- I. Western Iowa Tech Community College shall maintain daily attendance records on students placed for Project SUCCESS services and submit those records to South Sioux City Community Schools within 15 days of the end of each semester (and summer session if extended school year (ESY) services are listed on the IEP).
- J. South Sioux City Community Schools is responsible for transporting the student to the Western Iowa Tech Community College Project SUCCESS services where the South Sioux City Community Schools placed the student if the student qualifies for transportation (either based on distance or special transportation on an IEP). The method of transportation shall be determined by South Sioux City Community Schools.

## **PROPERTY**

Existing equipment or assistive technology of South Sioux City Community Schools for this student may be used in the Western Iowa Tech Community College Project SUCCESS services. Such use will be

determined by the district in consultation with Western Iowa Tech Community College based upon the appropriate need for the item. An inventory of exchanged items will be maintained.

Upon termination of this contract, identifiable exchanged items shall be returned to South Sioux City Community Schools. All items purchased by Western Iowa Tech Community College for the Project SUCCESS services billed to South Sioux City Community Schools during the term of this contract shall be the property of South Sioux City Community Schools. However, items purchased by Western Iowa Tech Community College for the Project SUCCESS services not billed to South Sioux City Community Schools during the term of this contract shall remain property of Western Iowa Tech Community College.

### **AMENDMENTS**

The provisions of this Contract may be added to, amended or modified by South Sioux City Community Schools and Western Iowa Tech Community College as approved by their respective boards. Votes must be cast at a duly called meeting by all board members physically present.

### **DISPUTE RESOLUTION AND ARBITRATION**

In the event that South Sioux City Community Schools and Western Iowa Tech Community College are unable to agree to the interpretation or operation of this Agreement, the dispute shall be referred to a "Conflict Resolution Committee" made up of the president and vice-president of the board of directors of the South Sioux City Community Schools and of Western Iowa Tech Community College. The Committee shall meet to discuss the dispute and make recommendations to the administrators as to resolution of the dispute.

In the event that the dispute remains unresolved, the South Sioux City Community Schools and Western Iowa Tech Community College shall request that a mediator knowledgeable in Iowa school district matters be appointed by the chief administrator of Garrett Duvall assist in a negotiated resolution to the dispute.

In the event that mediation does not resolve the dispute, it will be submitted to arbitration by a single neutral arbitrator who is knowledgeable in Iowa school district matters appointed by the chief administrator of Garrett Duvall.

### **DURATION AND TERMINATION**

Subject to the rights of amendment, modification or termination, this contract shall be in full force and in effect from the date of execution until transitional services have been completed for this student unless participation is terminated by Western Iowa Tech Community College or South Sioux City Community Schools by providing written notice to the other at least one month prior to termination or terminated by mutual agreement.

## **CROSS INDEMNIFICATION**

If any claim for damage, injury or other loss (hereinafter "loss") is made by or on behalf of a student, the party transporting or supervising the student at the time of the loss (South Sioux City Community Schools or Western Iowa Tech Community College) shall be responsible for any payment of claims, damages, or judgments arising out of the loss, and that transporting entity shall indemnify, defend and hold harmless the non-transporting or non-supervising party. South Sioux City Community Schools and Western Iowa Tech Community College agree to carry liability insurance or otherwise contract for coverage of claims consistent with this Contract.

Otherwise, to the extent permitted by law, South Sioux City Community Schools and Western Iowa Tech Community College shall protect, defend, hold harmless, and indemnify the other party from and against any and all claims, losses, costs, damages, and expenses including attorneys' fees and expenses, which may incur by reason of the indemnifying party's negligence, breach of this Agreement, or violation of law or right of a third party, or that of the indemnifying party's officers, employees, or agents.

## **APPLICATION OF LAWS, RULES AND REGULATIONS**

This contract and all policies, rules, and regulations adopted by the parties to govern the operation of the Project SUCCESS services shall comply with the laws of the state of Iowa, with rules and regulations of the Department, and with federal laws and regulations. Any provisions of this Agreement in conflict therewith shall be null and void; however, the remainder of the Agreement shall be binding.

South Sioux City Community Schools and Western Iowa Tech Community College shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this contract.

South Sioux City Community Schools and Western Iowa Tech Community College agree to cooperate as needed to assure that all required services and responsibilities are provided by South Sioux City Community Schools and Western Iowa Tech Community College and that the Project SUCCESS services, including any educational components and activities, are operated in compliance with all applicable laws.

## **BINDING EFFECT**

This contract shall be binding upon and inure to the benefit of South Sioux City Community Schools and Western Iowa Tech Community College hereto and their successors and assignees.

## **SEVERABILITY**

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by a court or state or federal agency, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not be contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such

agreement or obligation shall be deemed to be the agreement or obligation of the members, to the full extent permitted by law.

In commemoration of this Contract, the presidents of South Sioux City Community Schools and Western Iowa Tech Community College sign this contract on the dates set below, the contract having been passed by a majority roll call vote of each governing board. This contract shall become effective upon approval and execution by South Sioux City Community Schools and Western Iowa Tech Community College.

South Sioux City Community Schools

Board President \_\_\_\_\_

Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_

Dated \_\_\_\_\_

Western Iowa Tech Community College

Board President \_\_\_\_\_

Dated \_\_\_\_\_

Board Secretary \_\_\_\_\_

Dated \_\_\_\_\_



Date: December 14, 2022  
To: Dr. Terry Murrell, President  
From: Andrea Rohlena, Director of Marketing and Publications; Dr. Juline Albert, Vice-President of Learning  
Re: Marketing Department Update

### **Branding**

In the Spring 2022, the College contracted with AMPERAGE Fundraising and Marketing to conduct college-wide branding research. They held focus groups and one-on-one interviews with members of our college community including students, employees, alumni, business partners, and board members. AMPERAGE gathered feedback from over 100 people regarding their thoughts and perceptions of WITCC.

The research outcomes were overwhelmingly positive. Our students tell us they choose WITCC because of our location, affordable pricing, and breadth of program offerings. Once they attend classes, they are impressed with the large amount of student support services and quickly come to realize the value of their WITCC education. Our students expressed how much they are cared for by the faculty and staff and how they feel fully welcomed and supported during the different stages of their student experience. Students zeroed in on the welcoming environment and see the college as inclusive and empowering for individuals who are striving to improve their lives. They are proud to be students and are grateful for the opportunities to launch their educational journeys or career.

The research also included questions about WITCC's brand identity, specifically regarding the logo and school colors. The majority felt the logo was dated and needed to be changed. Opinions surrounding the lime green were varied, but most agreed that regardless of the shade, they associated the color green with WITCC.

The research was given to two advertising agencies who were tasked to design new logos. Our goal is to find one that is simple, memorable, relevant, versatile, and best represents WITCC.

### **Website**

This was the first year of operation of our new website, launched in July 2021. We have received positive feedback from our users, saying the website is cleaner, easier to navigate, and user friendly. Additionally, the website received a Silver Paragon Award from the National Council of Marketing and Public Relations at the national conference in Denver.



### **Lifelong Learning**

Lifelong Learning's Mara Hall, transitioned to another position at WITCC. Mara has brilliantly led the Lifelong Learning program for the past 8 years. Her contributions to the program are countless. Her passion and care for the program is evident in every class and every interaction with her learners, and in every page of the catalog. In fact, the LLL catalog received a Gold Paragon Award from the National Council of Marketing and Public Relations at the national conference in Denver. She will be greatly missed by the Lifelong Learning family. Sue Owens has stepped into the role and is busy creating her first Lifelong Learning catalog. We are glad to have her with us.

### **Digital Campaigns**

Marketing launched new digital advertising campaigns for free tuition, heavily targeting traditional and non-traditional students in our service area. We also experimented with advertising program clusters, or programs that have similarities. Campaign ads were viewed over 500,000 times and resulted in over 1,000 clicks onto our websites.

### **Recruiting Materials**

The Marketing Department created new recruitment materials for use at college fairs and college visits to give prospective students a warm visual introduction to the college. The view book design was heavily informed by authentic campus and student photography, a staple in WITCC's branding. We used minimal text so not to overwhelm, and let the genuine, vibrant images convey the student experience at WITCC. Our students truly shine in this piece and are the main characters of our story. They are shown learning in the classroom, studying, participating in events, and socializing with each other. Coupled with "you" language, the students are at the center of the view book. In conjunction, we created inserts to accompany the viewbook and provide more details around financial aid, programs, and housing.

### **Additional Projects**

- Launched an advertising campaign to promote the interpreter and translator program.
- Created print materials and promotional support for the Community Colleges for Iowa Conference this summer.
- Partnered with Recruitment to provide a branded, memorable Visit Day experience for prospective students.
- Hosted the National Council for Marketing and Public Relations regional conference in Sioux City, Iowa.



- Created the 2-page narrative application for the Apple Distinguished School award.

### **Looking Ahead**

The Marketing Department looks forward to implementing a new logo and complete overhaul of WITCC's branding. This will be a college-wide effort, and one that will benefit the College and students for many years to come. With athletics coming to campus, we anticipate many exciting opportunities to creatively share and promote team spirit across the campus with prospective students.



**DATE:** December 5, 2022

**TO:** Dr. Terry Murrell, President

**FROM:** Troy A. Jasman, Vice President of Finance/Admin. Services

**RE:** **REAL ESTATE PURCHASE – MAPLETON, IOWA**

### **Background Information**

The College is working with the City of Mapleton, Iowa for the purchase of approximately 1.5 acres of land located directly behind the College's Mapleton center. The land will be utilized for the agriculture program. The City and the College are working to finalize all of the necessary requirements such as surveying the property and conducting a Phase 1 Environmental Study. Once the necessary requirements are met, the College is seeking approval from the Board of Directors for the purchase of the property. The purchase price is \$13,500.00. The funding will come from existing Plant Fund resources. The College is utilizing the Ahlers & Cooney Law Firm for this proposed transaction.

### **Administrative Recommendation**

It is the Administrative Recommendation that the Board of Directors grants approval for the College to move forward with the purchase the property adjacent to the Mapleton, Iowa center for a purchase price of \$13,500.00 once the necessary requirements are completed.



**DATE:** November 30, 2022  
**TO:** Dr. Terry A. Murrell, President  
**FROM:** Troy A. Jasman, Vice President of Finance  
and Administrative Services

**RE:** **WITCC SUN RIDGE COURT RETAINING WALL IMPROVEMENTS  
PROJECT CLOSEOUT- SEWALSON CONTRACTING, INC.**

### **Background Information**

This project has come to a close for Sewalson Contracting, Inc. for the Sun Ridge Court Retaining Wall Improvement Project located on the Sioux City, Iowa campus of Western Iowa Tech Community College. Sewalson Contracting, Inc. has met all the criteria as required by DGR Engineering, the College engineers for this project.

### **The administrative Recommendation**

It is the Administrative Recommendation that the College accepts the WITCC Sun Ridge Court Retaining Wall Improvement Project and approves the release of the retainage amount of \$12,946.13 payable in 30 days.

November 21, 2022



Mr. Kyle Hueser  
Western Iowa Tech Community College  
P. O. Box 5199  
Sioux City, IA 51102

**Re: Sioux City, WITCC Sun Ridge Court Retaining Wall Improvements  
DGR File 271008**

Dear Kyle:

The following items for the project referenced above are enclosed:

1. Three Copies of Certificate for Payment No. 5-Final for work completed from March 22, 2021, through October 25, 2022, in the amount of \$6,037.25. Please have all copies signed, retain one copy for your files, forward one copy to DGR for our files, and forward one copy with payment to the contractor.
2. Three Copies of Certificate for Payment No.6-Final Retainage. Please have all copies signed, retain one copy for your files, forward one copy with payment for retainage in the amount of \$12,946.13 within (30) days to the contractor.
3. One copy of Certificate of Contractor and Indemnity Agreement Sewalson Contracting, Inc. with required lien waivers for your files.
4. Three copies of Certificate of Substantial Completion for the above project, please sign all copies and return all three to DGR for further processing. This marks the beginning of the warranty period starting September 22, 2021.
5. Three copies of Engineer's Statement of Completion and Owner's Acceptance of Contract Construction. Please sign all three copies, retain one for your files, forward one copy to DGR for our files, and forward one copy to the contractor.

The project was constructed in substantial compliance with the provisions of the construction contract and, therefore, DGR recommends the Owner accept the project. The final construction cost of the project was \$237,672.65 (after LD's deduct) which is \$18,836.75 or 7.34% lower than the original contract amount of \$256,509.40

Sincerely,

DGR Engineering

A handwritten signature in blue ink that reads 'Bryan Wells'.

Bryan Wells, P.E.  
BNW:dfr

Enclosures

## CERTIFICATE FOR PAYMENT

Contractor: Sewalson Contracting, Inc.  
 916 N. Martha  
 Sioux City, IA 51105

Payment No.: 6 - Final Retainage  
 DGR Engineering

Project: WITCC Sun Ridge Court Retaining Wall Improvements

DGR Project No.: 271008

Owner: Western Iowa Tech Community College

Contract Date: April 12, 2021

For Period From: October 25, 2022 through October 26, 2022

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
1	3 Ea.	Clearing and Grubbing	\$ 500.00	\$ 1,500.00	3	\$ 1,500.00
2	640 C.Y.	Excavation, Class 10	\$ 15.00	\$ 9,600.00	640	\$ 9,600.00
3	86 S.Y.	Subgrade Preparation, 12"	\$ 15.00	\$ 1,290.00	86	\$ 1,290.00
4	1 L.S.	UGE/TV Cable Trench/Backfill	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
5	209 L.F.	Storm Sewer, Trenched, SS, 6"	\$ 15.85	\$ 3,312.65	234	\$ 3,708.90
6	3 Ea.	Connect Storm Sewer <12"	\$ 600.00	\$ 1,800.00	5	\$ 3,000.00
7	6 Ea.	Intake, 12" Nyloplast w/ Flat Grate	\$ 910.00	\$ 5,460.00	6	\$ 5,460.00
8	78 S.Y.	Pavement, PCC, 6"	\$ 67.00	\$ 5,226.00	78	\$ 5,226.00
9	1553 S.F.	Removal of Sidewalk	\$ 1.75	\$ 2,717.75	1553	\$ 2,717.75
10	2081 S.F.	Sidewalk, PCC, 5" w/ Fiber Mesh	\$ 5.50	\$ 11,445.50	2081	\$ 11,445.50
11	1373 S.F.	Furnish and Install 2" Thick Extruded Polystyrene Type IV Insulation Board	\$ 1.50	\$ 2,059.50	1373	\$ 2,059.50
12	47 S.Y.	Pavement Removal	\$ 20.00	\$ 940.00	65	\$ 1,300.00
13	1 L.S.	Removals Per Plan	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00
14	1 L.S.	Light Pole Relocation, (2) Locations	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
15	800 L.F.	Silt Fence, Furnish, Install and Maintain	\$ 3.00	\$ 2,400.00	384	\$ 1,152.00
16	1 L.S.	Erosion Control	\$ 500.00	\$ 500.00	1	\$ 500.00
17	3184 S.F.	Segmental Block Retaining Wall	\$ 44.50	\$ 141,688.00	3184	\$ 141,688.00
18	294 L.F.	Safety Rail, 42" Tall	\$ 155.00	\$ 45,570.00	305	\$ 47,275.00
19	1 L.S.	Mobilization	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
Total				\$ 256,509.40		\$ 258,922.65
Total Original Contract				\$ 256,509.40		\$ 258,922.65

Payment No.: 6 - Final Retainage

Value of Work Completed \$ 258,922.65

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

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 258,922.65

Less Retainage 5% \$ 12,946.13

Amount Due This Certificate for Payment \$ 245,976.52


Less Previous Estimates \$ 224,726.52

Less Liquidated Damages from August 10, 2021 through October 26, 2021  
(43 days @ \$500/day less credit given for .5 days for storm sewer work  
performed between Bldgs A & B). \$ 21,250.00

**AMOUNT DUE THIS ESTIMATE** \$ -

**AMOUNT RETAINAGE DUE IN 30 DAYS** \$ 12,946.13


Payment Requestd by: Sewalson Contracting, Inc.

(Contractor)  
  
 (signature) 11-17, 2022  
 (Date)

Payment Recommended by: DGR Engineering

  
 (signature) 11-21, 2022  
 (Date)

Payment Approved by: Western Iowa Tech Community College

(Owner)  
  
 (signature) 11/27, 2022  
 (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 October 25, 2022 through October 26, 2022, 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 Westem Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated April 12, 2021 for WITCC Sun Ridge Court Retaining Wall Improvements 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: 11-17-2022

Sewalson Contracting, Inc.

(Contractor)

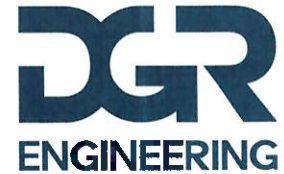
By:

Donald M. Sewalson

Title:

President

November 21, 2022



Mr. Kyle Hueser  
Western Iowa Tech Community College  
P. O. Box 5199  
Sioux City, IA 51102

**Re: Sioux City, WITCC Sun Ridge Court Retaining Wall Improvements  
DGR File 271008**

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Sincerely,

DGR Engineering

A handwritten signature in blue ink that reads 'Bryan Wells'.

Bryan Wells, P.E.  
BNW:dfr

Enclosures



**DATE:** November 29, 2022

**TO:** Dr. Terry A. Murrell, President

**FROM:** Troy A. Jasman, Vice President of Finance and  
Administrative Services  
Christina Brandon, Interim Dean of Outreach and Information Technology

**RE:** **IDENTITY THEFT PREVENTION REPORT**


Western Iowa Tech Community College established Board Policy 707.5, Identity Theft Prevention to help detect, prevent and mitigate loss due to identity theft. The Board Policy stipulates that the College will report annually to the Board.

Over the years, the College has had training sessions with staff to provide education on the prevention and detection of potential identity theft. The College also has had a speaker at a past staff development to present on this topic. The College has also made changes to various printouts to eliminate identifying information as well as upgrading files with locks. The College is also in the process of eliminating many paper documents with the use of document imaging which scans the information to be stored electronically. The College has also implemented Workflow/Self Service that further secures our processing of information. The College has reviewed files on our network to determine if social security numbers are included. This process has protected over twenty thousand files containing personal identifying information. The College has a two-factor authentication process for gaining access to the computer system. Remote access is limited to College provided devices and require multi-factor authentication to access the system as well as endpoint detection. Additionally, the request for access to data has been strengthened as well as longer passwords that provide greater security. The College has also changed the way emails are labeled to let employees know whether the email is from an external sender. The College has also entered into a contract with FR Secure to work with the College to identify any potential issues as well as perform system intrusion testing. The College is also monitoring the ever-changing environment to keep current on threats to our system. To date, the College is not aware of any incidents of identity theft or compromises to our system.



■  
 Western Iowa Tech  
 Community College  
 4647 Stone Avenue  
 P.O. Box 5199  
 Sioux City, IA 51102-5199  
 712-274-6400  
 800-352-4649  
 Fax: 712-274-6412  
 www.witcc.edu

■  
 Cherokee Campus  
 & Conference Center  
 Denison Campus  
 Le Mars Center  
 Mapleton Center  
 Sioux City Campus

**DATE:** November 16, 2022  
**TO:** Dr. Terry A. Murrell, President  
**FROM:** Troy A. Jasman, Vice President of Finance and  
 Administrative Services   
**RE:** **STATUS REPORT - NJTP FINANCINGS**

Beginning in 1985, Western Iowa Tech Community College has been involved with the issuance of bonds for the New Jobs Training Program (NJTP). Since the inception, the College has issued bonds totaling \$72.4 million of which over \$57.0 million has been retired and paid in full. Each bond issuance has been for the maximum time period of 10 years. Typically, the College will package the issuance of training bonds for multiple companies in one issue. By doing so, the College has the benefit of the other companies within that issue to help offset the individual actual experience of any one company within the issue. WITCC has always been diligent in working with companies and has always been able to pay off the bonds so the College has never had to have the Board authorize the utilization of the standby levy in order to pay off bondholders. The College continues to monitor the bond issues to determine if any bonds can be called early.

Attached you will find summary financial schedules outlining the status of each active New Jobs Training Program (NJTP) initiative by company/issue. These schedules identify actual variances in withholdings from those originally projected at the time of issuance and the current balance of the debt service reserves. This provides you with an annual update using the same format as presented in previous years.

The highlights are as follows:

- All issues currently have debt service reserve balances, as indicated, which reflect retainage from issuance and accumulated withholdings in excess of debt-service requirements to date. Because of this, the College does not have any concerns at this time about any NJTP issue.
- In aggregate, the College's reserves total \$15.5 million that is invested through Wells Fargo and Security National Bank.
- Actual experience of specific companies (or multiple) may vary from projections at issuance as indicated in the first column, this may be the result of a variety of factors which may or may not impact debt service. Management of the debt reserve balances remains critical to successful defeasance of each obligation.

Also attached is a copy of the current "Withholding Payment Status Report" which provides management with a status report of company/issue withholding payments.

cc: Darin Moeller

WESTERN IOWA TECH COMMUNITY COLLEGE  
 NEW JOBS TRAINING PROGRAM  
 AS OF OCTOBER 31, 2022

<u>ISSUE</u> <u>YEAR</u>	<u>COMPANY NAME</u>	<u>VARIANCE FROM</u> <u>SCHEDULED</u>	<u>BALANCE</u> <u>W/RESERVE</u>
13-1	American Natural Processors	\$ 14,906.16	\$ 122,612.67
	Bodeans #8	\$ 30,181.59	\$ 299,152.77
	CF Industries	\$ 165,144.76	\$ 230,173.73
	IML Containers Iowa	\$ 1,632.62	\$ 808.18
	Knife River	\$ 69,237.36	\$ 80,269.19
	Midwest Industries	\$ (53,059.69)	\$ 98,370.50
	Soo Tractor Sweeprake	\$ (164,256.47)	\$ 183,136.44
		\$ 63,786.33	\$ 1,014,523.48
14-1	CF Industries Nitrogren, LLC #2	\$ 172,705.37	\$ 238,133.67
	CW Suter & Son, Inc	\$ 75,588.90	\$ 84,527.46
	Jerbro Incorporated	\$ 33,723.04	\$ 44,941.72
	Knife River Midwest, LLC #2	\$ 72,099.83	\$ 71,358.18
	RockTenn CP, LLC	\$ 11,871.89	\$ 47,235.84
	Sabre Communications Corporation #4	\$ 206,066.40	\$ 246,545.67
		\$ 572,055.43	\$ 732,742.54
15-1	Aspen API, INC	\$ 5,571.09	\$ 45,332.67
	BoDeans Baking Holding Company #9	\$ 71,045.59	\$ 119,771.30
	Hirschbach Motor Lines Inc	\$ 112,132.24	\$ 128,043.46
	Hy Vee, INC #5	\$ 589,955.83	\$ 830,750.85
		\$ 778,704.75	\$ 1,123,898.28
16-1	Echo Group Inc	\$ 45,533.01	\$ 60,360.17
	John Morrell & CO (Curly's)	\$ (94,552.36)	\$ 64,016.19
	Knife River #3	\$ 28,564.67	\$ 42,409.26
	VT Industries #4	\$ 46,787.08	\$ 75,694.12
		\$ 26,332.40	\$ 242,479.74
17-1	Quality Food Processors	\$ 154,290.44	\$ 447,345.56
	SeaBoard Triumph Food	\$ 1,020,708.98	\$ 2,208,704.25
	Tri Rinse Inc	\$ 1,948.66	\$ 91,115.31
		\$ 1,176,948.08	\$ 2,747,165.12
18-1	Gelita USA #2	\$ 9,874.59	\$ 160,397.71
	Seaboard Triumph #2	\$ 906,626.15	\$ 2,328,332.08
	VT Industries #5	\$ 26,956.13	\$ 240,076.94
	WellsEnterprises #8	\$ 568,822.11	\$ 1,753,874.42
		\$ 1,512,278.98	\$ 4,482,681.15
19-1	Continental Carbonic Products	\$ (24,023.25)	\$ 847,187.42
20-1	Lopez Foods	\$ (37,440.04)	\$ 402,837.08
	VT Industries	\$ (26,551.53)	\$ 74,010.58
		\$ (63,991.57)	\$ 476,847.66
21-1	Meridian Clinical Research	\$ 45,511.54	\$ 188,639.96
	Seaboard Triumph Foods LLC #3 SNB Invest	\$ 238,964.43	\$ 1,989,145.60
		\$ 284,475.97	\$ 2,177,785.56
22-1	Cold Link Logistics Sioux City IA	\$ (33,742.40)	\$ 768,837.97
	Monogram Quality Foods LLC #2	\$ (30,505.28)	\$ 694,636.65
	SmithField Packaged Meats Corp	\$ (8,850.40)	\$ 199,032.14
		\$ (73,098.08)	\$ 1,662,506.76
<b>BALANCE TOTALS OF BOND ISSUES</b>			<b>\$ 15,507,817.71</b>

NJTP WITHHOLDING PAYMENT STATUS

BI-WI=BI-WEEKLY M=MONTHLY Q=QUARTERLY

10/31/2022

COMPANY NAME	TERM	PAID THRU	LAST PAID
13-1 American Natural Processors, Inc	M	10/31/22	10/31/22
BoDeans Baking Holding, LLC #8	M	12/31/20	01/19/21
CF Industries Nitrogren, LLC	BI-W	12/27/20	01/05/21
IML Containers Iowa Inc #2	BI-W	08/15/21	09/21/21
Knife River Midwest LLC	Q	11/30/20	01/20/21
Midwest Industries #3	BI-W	06/30/14	07/16/14
Soo Tractor Sweeprake Co.	Q	12/31/14	02/27/15
14-1 CF Industries Nitrogren, LLC #2	BI-W	12/27/20	01/05/21
CW Suter & Son Inc	Q	06/30/22	08/01/22
Jebro Incorporated	M	10/31/21	11/08/21
Knife River Midwest, LLC #2	Q	11/30/20	01/20/21
RockTenn CP, LLC	Q	09/30/22	10/12/22
Sabre Communications Corporation #4	BI-W	10/31/21	11/15/21
15-1 Aspen API, Inc	Q	09/30/22	10/25/22
BoDeans Baking Holding Company #9	M	09/30/22	10/03/22
Hirschbach Motor Lines Inc	M	09/30/22	10/11/22
Hy Vee, Inc #5	Q	09/19/21	10/18/21
16-1 Echo Group	M	09/30/22	10/31/22
John Morrell & Co (Curly's)	Q	12/31/17	02/09/18
Knife River #3	Q	09/30/22	10/14/22
VT Industries #4	Q	09/30/22	10/28/22
17-1 Monogram/Quality Food Processors	Q	06/30/22	09/07/22
Seaboard Triumph Food	M	09/30/22	10/19/22
Tri Rinse	Q	09/30/22	10/04/22
18-1 GELITA USA INC #2	Q	09/30/22	10/21/22
Seaboard Triumph Food #2	M	09/30/22	10/19/22
VT Industries #5	Q	09/30/22	10/28/22
Wells Enterprises #8	M	09/30/22	09/30/22
19-1 Continental Carbonic Products, Inc.	Q	06/30/22	09/27/22
20-1 Lopez Foods	Q	09/30/22	10/25/22
VT Industries	Q	09/30/22	10/28/22
21-1 Meridian Clinical Research	Q	6/30/2022	7/28/2022
Seaboard Triumph Foods LLC #3	M	9/30/2022	10/19/2022
22-1 Cold Link Logistics Sioux City	M		
Monogram Quality Foods LLC	Q		
Smithfield Packaged Meats Corp			

**Western Iowa Tech Community College  
New Jobs Training Program**

**Comments on Variances and Withholding Payment Status**

**13-1 ISSUE**

**BoDeans Baking Holdings, LLC #8** – Sufficient withholding to meet bond obligation.

**CF Industries Nitrogen, LLC** - Sufficient withholding to meet bond obligation.

**IML Containers Iowa Inc #2** – Sufficient withholding to meet bond obligation.

**Knife River Midwest LLC** - Sufficient withholding to meet bond obligation.

**Midwest Industries #3** – Sufficient withholding to meet bond obligation.

**Soo Tractor Sweeprake, Co.** – Company has closed. College is holding \$129K of training dollars. Company has remitted remaining balance to meet bond obligation.

**14-1 ISSUE**

**CF Industries Nitrogen, LLC #2** - Sufficient withholding to meet bond obligation.

**CW Suter & Son Inc** – Sufficient withholding to meet bond obligation.

**Jebro Incorporated** - Sufficient withholding to meet bond obligation.

**Knife River Midwest, LLC #2** – Sufficient withholding to meet bond obligation.

**Sabre Communications Corp #4** – Sufficient withholding to meet bond obligation.

**15-1 ISSUE**

**HyVee, Inc #5** – Sufficient withholding to meet bond obligation.

**16-1 ISSUE**

**John Morrell & Co (Curly's)** – Company has remitted funds to pay off issue with training dollars held of \$92K.

**17-1 ISSUE**

**18-1 ISSUE**

**19-1 ISSUE**

**Continental Carbonic Products** – Variance in withholding is due to slower start. College is holding \$356K of training dollars.

**20-1 ISSUE**

**Lopez Foods** – Variance in withholding is due to slower start. College is holding \$339K of training dollars.

**VT Industries** – Variance in withholding is due to slower start. College is holding \$70K of training dollars.

**21-1 ISSUE**

**22-1 ISSUE**

Cold Link Logistics Sioux City, Monogram Quality Foods LLC #2, SmithField Packaged Meats Corp – Variance in withholding is due to the newness of the issue. College is holding \$1.4 million of training dollars.



## MEMO

**TO:** Dr. Terry Murrell, President

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

**DATE:** December 5, 2022

**RE:** Corporate College Report

Corporate College has the opportunity to touch businesses and provide training that is efficient, effective, flexible, customizable and provided by business/field related experts. Corporate College offers training in the following areas: Business Solutions, Industrial Solutions, Safety Solutions, Trades & Apprenticeships, Transportation, as well assistance to Small Businesses (SBDC) and business funding options including 260E, 260F and 260G.

Corporate College had great deal of success in FY/22. Many companies started allowing employees to attend training and re-opened their doors to conduct on-site trainings. FY/22 ended up being our highest net revenue goal since we started tracking in FY/11.

	FY22	FY21	FY20	FY19
<b>Credit</b>				
# Students	1,190	1,310*	2,884	2,811
% Completers	89%	81%	83%	86%
<b>Non-Credit</b>				
# Non-Credit Classes	1,742	1,669	1,676	2,689
# Students	18,800	15,703	16,638	19,952
% Completers	96%	98%	94%	95%
Contact Hours	150,057	104,771	130,526	156,577
<b>Economic Development</b>				
260G – Gaining skilled applicants	\$ 213,000	\$ 212,684	\$ 323,280	\$ 323,280
260F – further training \$	\$ 265,180	\$ 166,477	\$ 166,401	\$ 166,401
260E – expansion of jobs	\$ 2,130,000	\$ 4,175,000	\$ 4,175,000	\$ 535,000
<b>Net Revenue</b>	<b>\$ 675,592</b>	<b>\$ 586,234</b>	<b>\$ 242,495</b>	<b>\$ 593,640</b>

\*Internal realignment of credit programs accounts for the decrease from FY20-FY21 in credit students.

In total last year, we were able to provide training to 32 new businesses and had 740 business partnerships opportunities with 217 unique businesses.



The Industrial Maintenance area within Corporate College has been growing very rapidly over the past few years with the growing need for business partners to improve the skills of their employees. By listening to business needs and working with them to develop customized training opportunities, our training staff has developed highly effective training programs.

In 2018, a Siouxland company approached us to see what we could offer in the way of Industrial Maintenance training. After many conversations, donations, and a lot of hard work the Industrial Maintenance Training Room came to be. The first class was offered in October of 2019 consisting of 572 instructional hours meeting 2 days a week for 9 months. Students were employed by the company and paid to attend the training and work at the company on the non- WITCC days. Successful completers of the program receive 17.5 college credits. The success of this program led to the development of a similar program for another business partner. Training for those employees began in October of 2022.

The success of these training programs led to discussions with another business partner in 2021 leading to the development of another new training program. This one day per week training program was first offered in August, 2021. This program is year around for 4 years. Completers earn an Associate's Degree and obtain an apprenticeship. Again, employees are hired by the company, paid to attend training and work at the company on the days they are not at WITCC. We started a second round of this 4-year series in August of 2022.

We want to recognize all the staff in our Corporate College who focus on the needs of our business partners and look forward to another successful year.

To: IACCT Board  
CC: Presidents, Assistants, Staff, Lobby

Below is a brief summary of today's meeting. All reports and materials can be found here: <https://www.dropbox.com/sh/dpl1b06pp2d9hfs/AAAoSGY6OdK3r5wHAlfzfp9a?dl=0>

The attached presentation was given on the State General Aid distribution formula.

Action Items:

- The attached priorities and board job description were adopted.

Other Discussion:

- Future meetings will focus on at least one strategic priority with short presentations to build knowledge.
- We will end each meeting with asking everyone to answer a common question about their college.
- We will hold Trustee Webinars separate from board meetings going forward.
- A representation from the Connectify PEO will join our January board meeting to further discuss this possibility.



# Iowa Community College Distribution Formula



*One voice for accessible excellence in education*

# Iowa Community College Revenue Sources



# State Direct Revenue Sources

General Aid

Iowa Skilled Worker and Job Creation Fund

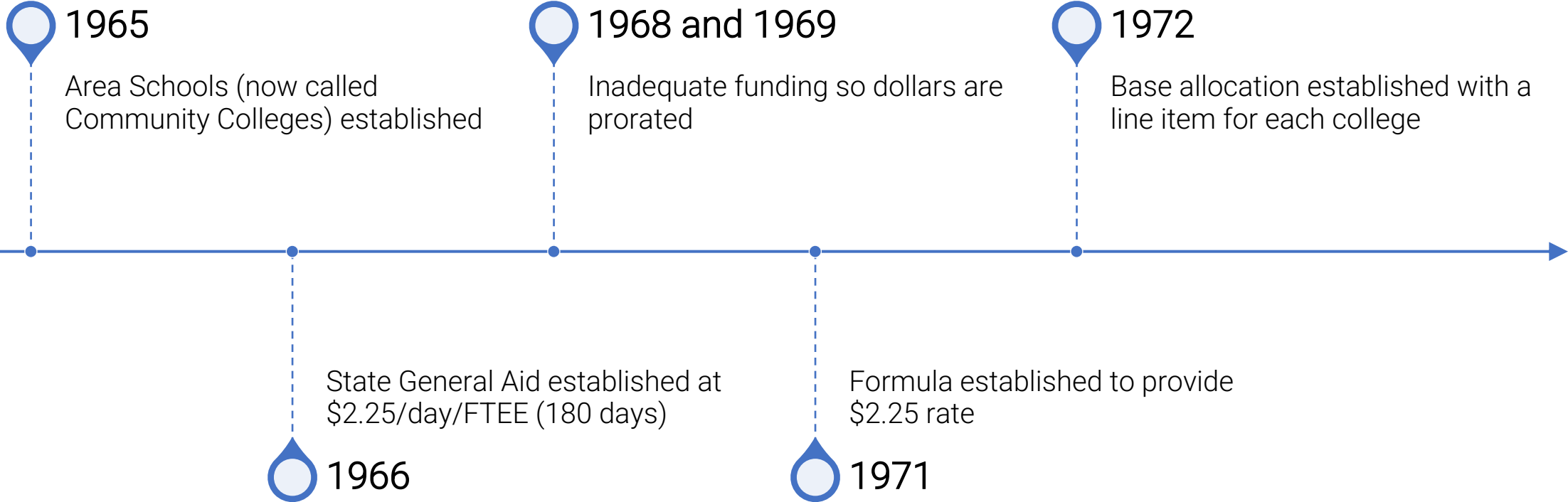
- Adult Literacy
- English as a Second Language
- Workforce Training and Economic Development (260 E&F)
- Pathways for Academic and Career Employment (PACE)
- Gap Tuition Assistance
- Accelerated Career Education (ACE, 260G)
- Intermediaries



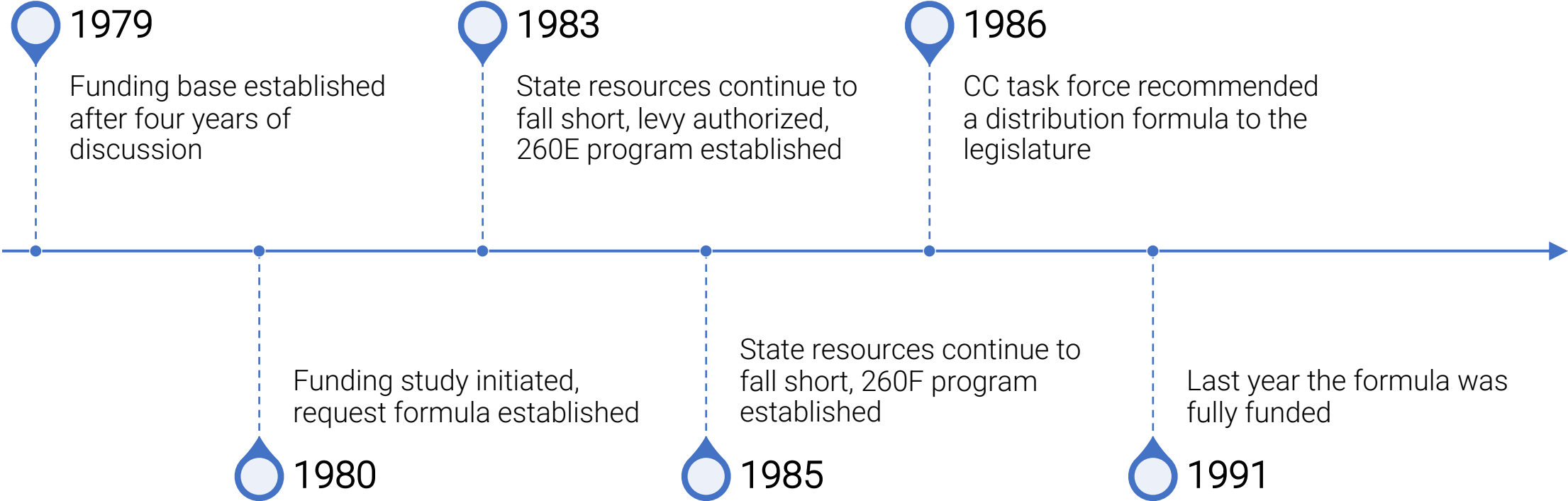
# State General Aid History

- Throughout most of their history, Iowa's Community Colleges have not been fully funded at a level determined at their founding would be needed to create quality and affordability
- Many conversations, task forces, committees, and studies have taken place to figure out how to fairly distribute inadequate funds
- At times, Iowa's Community Colleges have been united in these efforts and at times they have lobbied the legislature separately for their interests

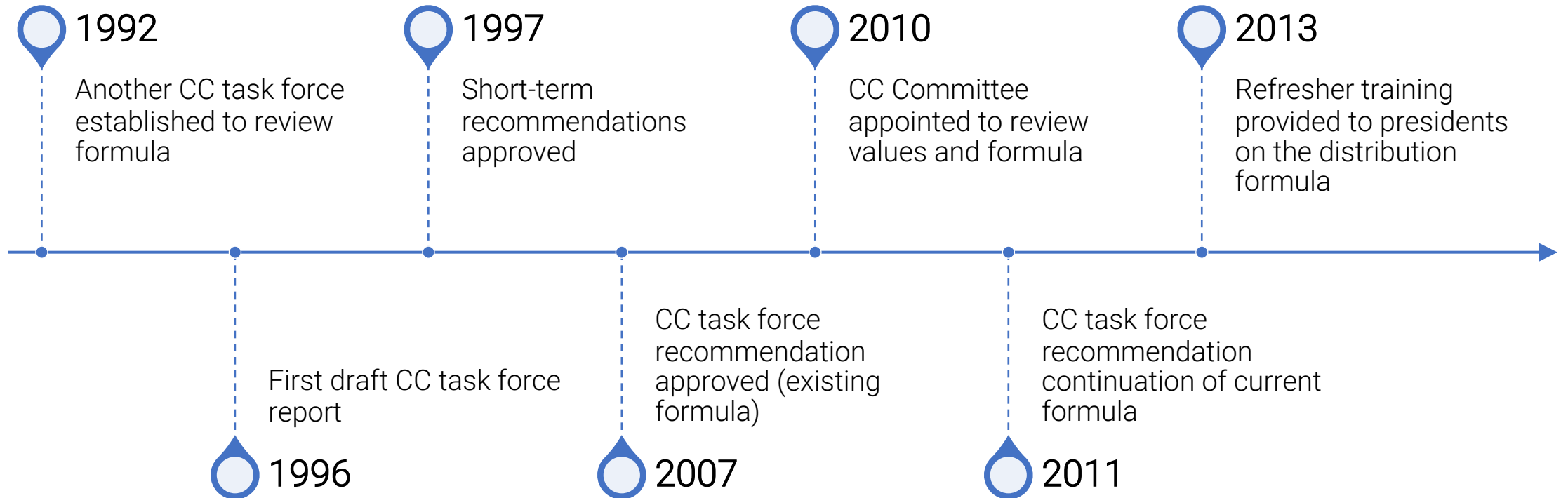
# Timeline



# Timeline



# Timeline



# Values (from 2011 presentation)

Preserve access to post secondary training/education to all Iowa citizens

Ensure that access is as affordable as possible

Distribution of state funds should be fair and equitable

Efficiency/Economies of Scale should be taken into consideration

Preserve local representation and local control



# Values (from 2011 presentation)

Maintain 15 community colleges

Assure predictable budget for planning purposes, an earlier appropriation (e.g. advance funding, 18 months in advance)

A formula that incents new technical/career program growth to meet employment needs and strengthen local communities.

Community College students should be funded equal to other higher education students

Be sensitive to the number and types of enrollments (high school, technical, developmental, arts & sciences, etc.)



# The Base

- Goal: STABILITY (unless funding is reduced, no one sees their allocation go down)
- Funds are first allocated in the amount of State General Aid that each college received the prior (base) year
- If the total appropriation is less than the prior year, funds are allocation in the same proportion as the allocation of aid each college received in the prior year

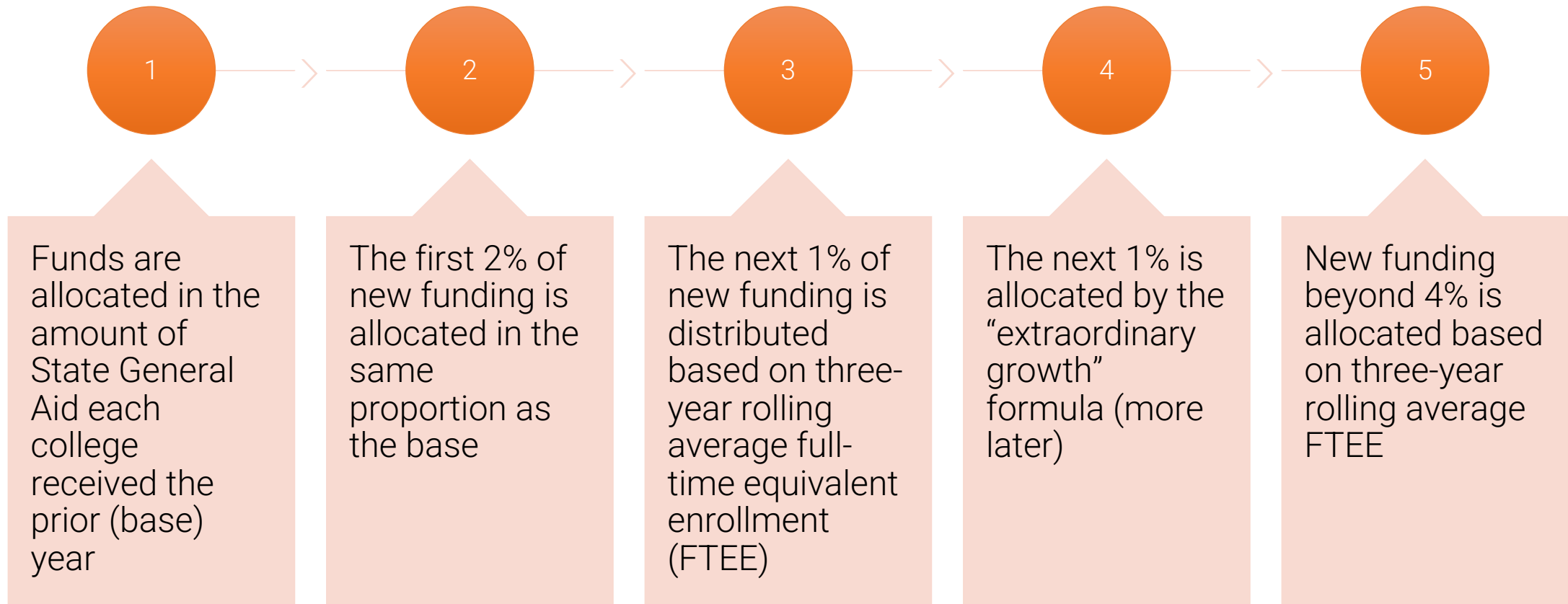
# The Formula

- Goal: Stability **and** growth adjustment
- Distributes new money based some on enrollment
- Depends on the amount the legislature allocates
- Codified in Iowa Code 260C.18C
- Calculated by the Iowa Department of Education

# Definitions

- **Base Year:** the immediately preceding fiscal year
- **Full-Time Equivalent Enrollment (FTEE):** 24 credit hours for credit courses or 600 contact hours for noncredit courses generated by all eligible students enrolled in eligible courses
- **Three-Year Rolling Average FTEE:** average of audited FTEE for a college over the three fiscal years prior to the base year

# The Formula



# Example

- College X was allocated \$10 out of \$100 in total SGA (10%) in FY21
- In FY22 the overall SGA is increased by 3% to \$103
- College X gets the same \$10 as last year, plus a proportion of the new \$3
- The first \$2 is distributed the same as the base – College X gets \$.20
- The next dollar \$1 is distributed by College X's proportion of the three-year rolling average of FTEE, which is 15% (they are growing!) – College X gets another \$.15
- In total, College X gets \$10.35

# Extraordinary Growth (in funding)

- Has been used only three times since the formula was implemented: 2014, 2015, and 2022 (redistributing a total of \$2.1 million)
- 40% allocated based on each college's proportional share of the three-year rolling average full-time equivalent enrollment
- 60% allocated to colleges that have eligible growth support and then anything leftover after that is allocated by FTEE as above
- Eligible growth support is the community college's below average support per FTEE multiplied times its three-year rolling average full-time equivalent enrollment

# Other Formula Uses

- Goal: Stability, fairness, and consistency across programs and projects
- Adult Education and Literacy
- PACE
- Gap Tuition Assistance
- Workforce Training and Economic Development Fund
- Collaborative Project Costs
- Grants

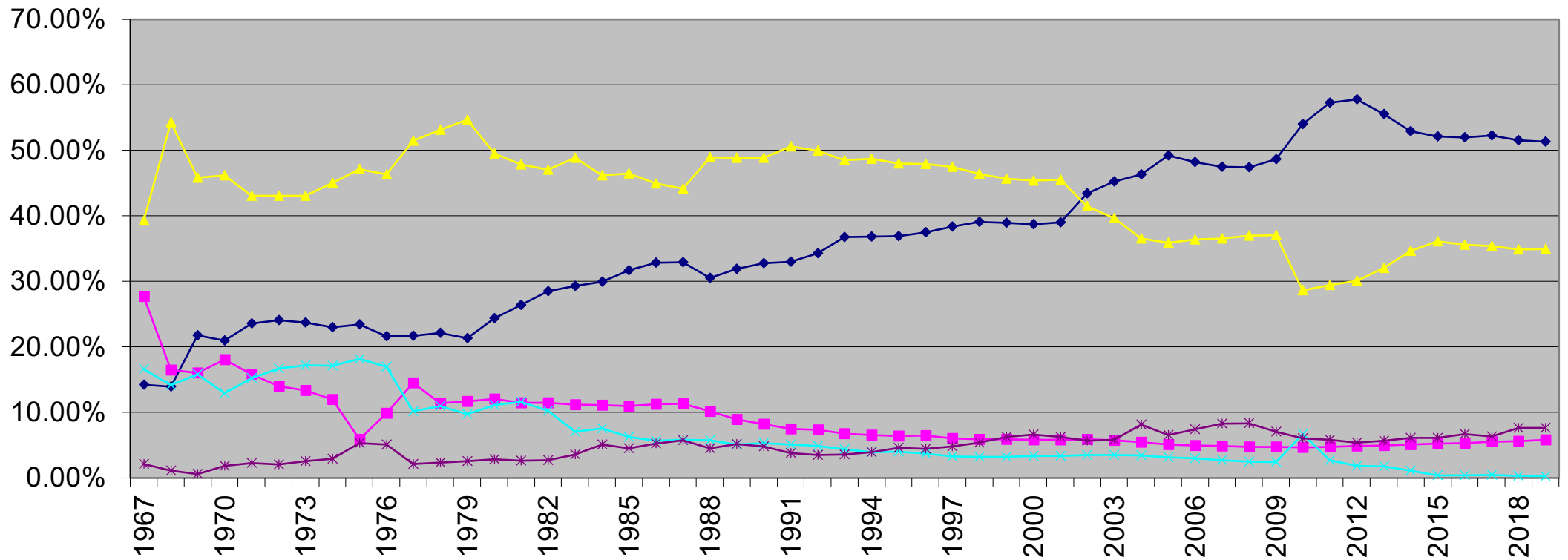
\$2.25/FTEE/day  
in 1966



\$20.96/FTEE/day  
in 2022

**Actual 2022 Allocation:  
\$16.31/FTEE/day**

# Trends: Sources of Funding



◆ Tuition and Fees

■ Local

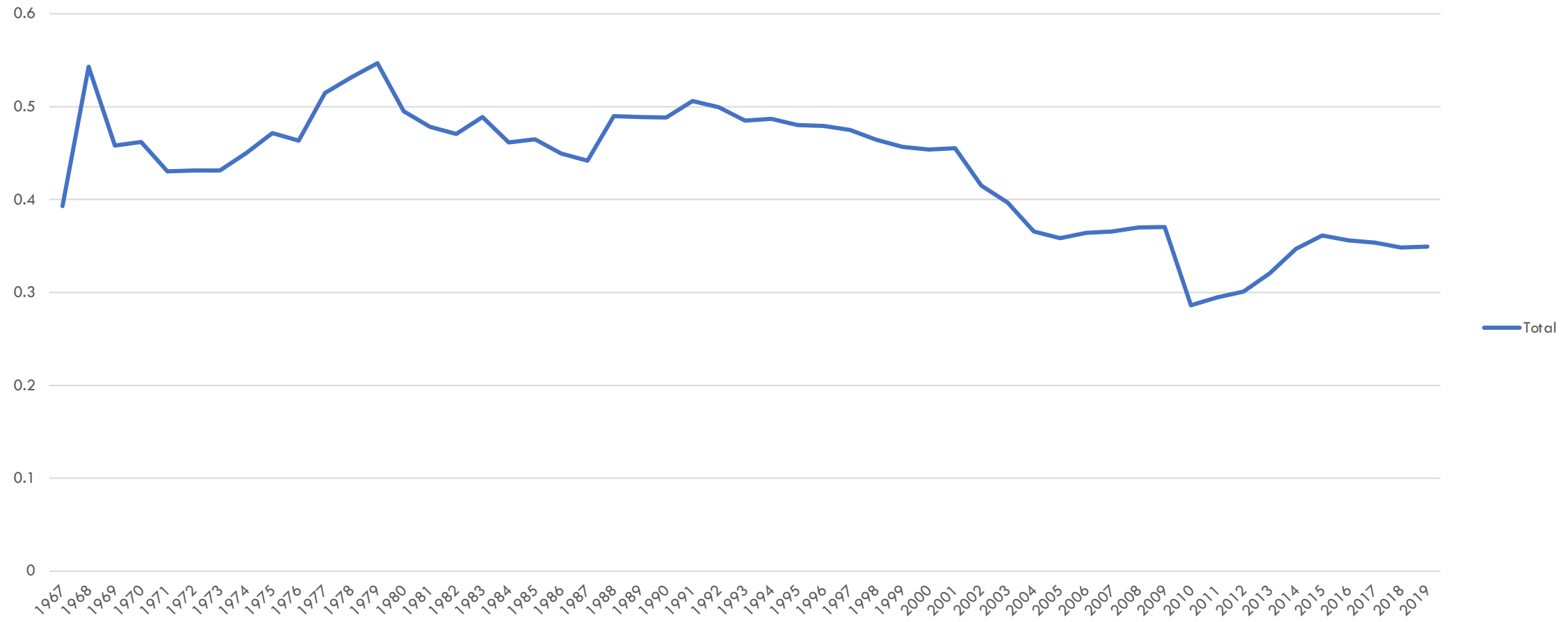
▲ State

✦ Federal

\* Other Income

# Trends: Share of Revenue from SGA (Adjusted)

Total



**QUESTIONS?**

# WITCC in the News

DEC 22 14

## Career Fair:

[https://siouxcityjournal.com/weekender-calendar/article\\_bca490cc-affe-5a3a-9336-3183415c8e90.html](https://siouxcityjournal.com/weekender-calendar/article_bca490cc-affe-5a3a-9336-3183415c8e90.html)

## Veterans Day Event

<https://www.sioxlandproud.com/news/local-news/witcc-honors-veterans-in-annual-ceremony/>

<https://siouxlandnews.com/news/local/western-iowa-tech-honors-military-members-attending-working-at-college>

## Law Enforcement Academy Graduation

<https://kscj.com/2022/11/10/32nd-law-enforcement-class-graduates-from-wit-academy/>

<https://siouxlandnews.com/news/local/law-enforcement-academy-graduates-9-students-2-women-set-new-record-for-sioux-city-pd>

<https://www.ktiv.com/video/2022/11/11/nine-students-graduate-witcc-regional-law-enforcement-academy-thursday/>

## Welder Shortage

<https://www.sioxlandproud.com/news/local-news/how-a-shortage-of-welders-impacts-siouxland/>

## Enrollment Rates

<https://www.radioiowa.com/2022/11/16/community-college-enrollment-bucks-trend-with-overall-increase/>

[https://siouxcityjournal.com/news/local/education/community-college-enrollment-increases-for-first-time-in-12-years/article\\_72d49f99-4f7f-5e3f-8efb-975cba85a26f.html](https://siouxcityjournal.com/news/local/education/community-college-enrollment-increases-for-first-time-in-12-years/article_72d49f99-4f7f-5e3f-8efb-975cba85a26f.html)

## WITCC Sports

[https://siouxcityjournal.com/sports/college/western-iowa-tech-gets-green-light-to-launch-four-sports/article\\_db3b8873-2de4-579f-b4ee-ca4da601259c.html](https://siouxcityjournal.com/sports/college/western-iowa-tech-gets-green-light-to-launch-four-sports/article_db3b8873-2de4-579f-b4ee-ca4da601259c.html)

<https://www.kwit.org/podcast/spm-news-english/2022-11-15/newscast-11-15-22-western-iowa-tech-have-four-sports-cheer-and-e-sports-in-2023>

<https://www.ktiv.com/video/2022/11/16/witcc-recvies-approval-add-athletics/>

<https://siouxlandnews.com/news/local/witcc-to-officially-start-athletics-program-in-fall-2023>

## Esports

<https://www.ktiv.com/2022/11/15/witcc-gets-official-approval-start-athletics-esports/>

## Simpco meeting

[https://siouxcityjournal.com/news/local/simpco-set-to-host-tri-state-legislative-forum-on-friday-will-discuss-local-housing-and/article\\_86576da3-ba98-5fca-9553-76fb2292e076.html](https://siouxcityjournal.com/news/local/simpco-set-to-host-tri-state-legislative-forum-on-friday-will-discuss-local-housing-and/article_86576da3-ba98-5fca-9553-76fb2292e076.html)

<https://www.kwit.org/podcast/spm-news-english/2022-11-30/newscast-11-30-22-the-dnc-may-end-iowas-first-in-the-nation-presidential-caucus-status-covid-19-cases-increasing-in-iowa>

Cherokee Chronicle Times, page number Page 5  
Date 11-16-22

## 10 Years Ago

### ECLC's Bice county's first 5 Star provider

Amy Bice is an Iowa Quality Rating System (QRS) five-star rated child-care provider and is the first provider in Cherokee County to reach this level of distinction. She first achieved level 2 star status in 2006 and then went on to receive a level 5 status three more times in 2008, 2010 and 2012. She has also gone back to college in 2009 to earn a Child Development Associates degree in 2010. To further her education she was awarded a TEACH scholarship from NAEYC and has continued to work on an Associates degree in Childcare suppression and management through Western Iowa Tech Community College. Although becoming a five-stars facility - the Iowa's QRS highest achievement - is a time-consuming and rather arduous accomplishment. Bice says the work is well worth being able to give children nothing less than the very best care.

"It is a lot of work," but the personal satisfaction you get makes it all worthwhile. I know I'm doing the best job I can caring for these children. It's really important I'm providing the highest level of quality care I possibly can." There are other child-care providers working to achieve QRS ratings, which range from levels 1-5. The QRS is a voluntary program that offers providers a guided way to improve the quality of the child care they offer.