



WESTERN IOWA TECH COMMUNITY COLLEGE

BOARD MEETING

Date: February 12, 2024

Time: 4:00 pm

Location: WITCC Sioux City Campus

WITCC Mission

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

Board Members

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

Brenda Wright, Board Secretary

Administration:






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

Presenters:

Carmen Wilson, Associate Dean – Corporate College | Karina Pedroza, Title III Project Manager

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	
A. The minutes of the regular Board of Directors meeting held December 11, 2023	

Item	Presenter
B. The Financial Report for December 2023 in addendum FEB-24-1, pages 1-7	
C. A list of General Fund bills in addendum FEB-24-2, pages 8-25. Additional bills may be presented at the Board Meeting.	
D. The Personnel Report Regular Appointments in addendum FEB-24-3a, pages 26-27. The Community and Continuing Education instructor list in addendum FEB-24-3b, pages 28. Additional Personnel Report may be presented at the meeting.	
E. Application and Certificate for Payment #4 in the amount of \$28,447.75 to Steve Harris Construction, Inc. for WITCC Soccer Field Improvements Project in addendum FEB-24-4, pages 29-32.	
F. 23FA Graduates Summary in addendum FEB 24 5, pages 33-35.	
G. Jeremy Ogle traveling to Chamber of Commerce trip to Washington, D.C. April 16-19, 2024.	
H. Terry Murrell traveling to Korea and Cambodia on March 13-29, 2024.	
<i>Motion needed for Consent Items</i>	
VI. Administrative Reports	
A. Spring 2024 Semester Credit Enrollment Report in addendum FEB-24-6, pages 36-39	Tawnya Beermann Christina Brandon
B. FY2023 Federal Funding Profile in addendum FEB-24-7, page 40	Erin Volk
C. Title III Evaluation in addendum FEB-24-8, pages 41-53	Erin Volk Karina Pedroza
D. Second Reading of Board Policy 206.1, Non-Discrimination Statement in addendum FEB-24-9, pages 54-56 <i>Needs motion</i>	Jackie Plendl
E. 260E Preliminary Agreement for Cold Link Logistics Sioux City LLC in addendum FEB 24 10, pages 57-64 <i>Needs Motion</i>	Darin Moeller Carmen Wilson
F. Exercise of Option to Extend Community Action Agency of Siouxland Agreement in addendum FEB 24 11, pages 65-72 <i>Needs Motion</i>	Troy Jasman
G. WITCC Center for Inclusive Excellence Project Certificate of Substantial Completion in addendum FEB 24 12, pages 73-74. <i>Needs Motion</i>	Troy Jasman
H. WITCC Parking Lot 4 Paving Improvements Project Bids in addendum FEB 24 13, pages 75-79 <i>Needs Motion</i>	Troy Jasman

Item	Presenter
I. Community Colleges for Iowa Report	Tricia Sutherland
J. President Report	
1. Legislative Update	
2. WITCC In the News in addendum FEB-24-14, pages 80-81	Terry Murrell
3. Other	
VII. Unfinished Business	
A. Individual Board Member comments	
B. February 15 - 2 nd Annual Power of Hair Expo, in honor of Black History Month, 11:00 – 1:00 pm in W108	
C.  February 21 – Basketball – North Iowa Area CC – @ WIT - 7:30 pm	
D.  February 24 – Basketball – Northeast CC – @ WIT - 1:00 pm	
E.  February 26, PTK Awards Dinner	
F.  February 26-27, Student Legislative Summit will be held in Des Moines, IA	
G.  February 27, Community College Day on the Hill, Des Moines, IA	
H. March 11, 2024, Board of Directors Meeting will be held on the WITCC Sioux City Campus.	
I. April 8, 2024, Board of Directors Meeting will be on the Mapleton Campus at 4:00 pm with a Community Event starting at 3:00 pm	

For complete Sports schedule, click [here](#)

For more information about Student Activities on Campus, check out the Campus Calendar [here](#)

VIII. Adjournment

Motion Needed

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



Transformation



Engagement



Community



Harmony

WESTERN IOWA **TECH** VALUES



WESTERN IOWA TECH COMMUNITY COLLEGE

BOARD MEETING – MINUTES

Date: January 8, 2024

Time: 4:00 pm

Location: WITCC Sioux City Campus

While the board meeting was held physically in the board room on the Sioux City campus, the Board determined that it was impractical for all members and presenters to be physically present at this meeting and that it was necessary to conduct the meeting by also utilizing electronic means via Zoom due to weather.

WITCC Mission

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

Board Members

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

Absent: Mary Parker

Brenda Wright, Board Secretary

Administration:

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

Presenters:

Carmen Wilson, Associate Dean – Corporate College | La Shawna Moyle, Coordinator of Inclusive Excellence Center | Karina Pedroza, Title III Project Manager | Sima Dabir, Associate Dean of Arts and Sciences |

Item

Revathi Vongsiprasom explained some of the responsibilities of the Opportunity and Engagement department. Revathi introduced LaShawna Moyle. LaShawna reviewed some of the activities planned and what their goals are for the year.

Erin Volk presented the Transfer Outcomes Report and explained how the Title III initiatives are helping the transfer outcomes. Erin introduced Karina Pedroza to explain how the Title III team is working to improve the transfer outcomes and to help students transfer seamlessly to a 4-year school.

Darin Moeller introduced Carmen Wilson to present the Corporate College Report. Carmen talked about the many different areas that the Corporate College covers and the different types of training that they do. They had a record year with training.

Troy Jasman reviewed College Facilities Report and explained some of the completed projects for this year. He also talked about some projects planned or are in the works.

Darin Moeller explained the importance of the Equipment Purchase Team. This team collects and receives suggestions from all areas of the college. The committee reviews the requests and need and if approved, determines the best funding to use.

Troy Jasman reviewed the Statewide Comparison of Percentage of Revenues and Expenditures report. Troy explained how the report works and how we compare to other colleges in the state.

Troy also presented the WITCC Sun Ridge Court Parking Lot Improvements Project. This project is now complete and we can release the remaining funds in 30 days. Micah Lang made a motion to approve and it was seconded by Tricia Sutherland. All were in favor and the motion carried.

Jackie Plendl presented a First Reading of Board Policy 206.1, Non-Discrimination Statement. Updates are needed due to the designees approved in December. There were also some Iowa Code changes that made updates necessary to this policy. This is just the first reading. It will be brought again in the future for a second reading and approval.

Tricia Sutherland talked about the Community Colleges for Iowa Report. She notified the board that there will be an email coming out explaining some changes for CCFI. She encouraged all the members to sign up for the newsletter and any training activities they are interested in. Tricia also talked about the Community College Day on the Hill coming up next month.

Terry Murrell gave his President Report. He reminded the board that next month, before the board meeting, we will have the Board Retreat from 2:00 – 4:00 pm. Then the board meeting will follow. Terry also explained that each month our board report will focus on a different word in our Mission Statement. This month the word was “We.”


Jeremy Ogle made a motion to adjourn and it was seconded by Linnea Fletcher. All were in favor and motion was carried. Meeting adjourned at 4:46 pm.

Russell Wray, Board President

Brenda Wright, Board Secretary

FEB 24 1

TO: Dr. Terry A. Murrell, President

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

DATE: February 6, 2024

RE: **JANUARY 2024 FINANCIAL HIGHLIGHTS**

Executive Summary

General Fund revenues totaled \$9.3 million for the month of January and reflect the spring semester enrollment. Year to date revenues at \$27.3 million were \$821K or 3.1% higher than the prior year after seven months. Year to date revenues at 71% of the annual budget are lower than the previous year as a percentage of budget, but higher in actual dollars after seven months (58% of the year). The increase in revenue is mainly attributable to the growth in tuition and fee revenue as well as the increase in State General Aid less the previous year federal backfill monies recorded in the Other Income revenue line. General Fund expenditures totaled \$3.3 million for the month and \$21.6 million year to date, which is 56% of the annual budget. As a result, the College financial position lags that of the previous year with a decrease in the fund balance change from the prior year of \$1.3 million.

Restricted Fund activity for the month of January was routine. The increase in revenue of \$1.2 million is due to additional Local Support, State Support, Federal Support and New Jobs Training Program revenue. Expenditures for the month reflect the expenditures related to the various grant programs.

Plant Fund activity for the month of January included inter-fund transfers (revenue). The technology transfer provides for the technology needs of the College as well as the laptop computer initiative with funding coming from the student technology fee. Expenditures as a whole increased \$1.0 million mainly related to equipment and facility improvement projects.

Auxiliary Enterprise operations in January include spring semester sales and services specific to the bookstore and dormitory operations. Total revenues for the month increased \$1.8 million while expenditures increased \$924K. Overall, the Auxiliary operations in January show an increase in the fund balance change from the prior year of \$748K.

Cash receipts included tuition and fees, Pell, student loans, bookstore, and dormitory payments all related to the start of the spring semester. Cash and investments on a consolidated basis totaled \$48.3 million at January 31, 2024. The College's investment portfolio's overall yield at 4.30% was slightly lower from the 4.36% of the previous month.

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

	Current Year			Prior Year		
	FY2024 Budget	YTD Actual	% of Budget	FY2023 Budget	YTD Actual	% of Budget
REVENUES						
Student Fees	\$3,298,500	\$3,031,608	92%	\$2,945,000	\$2,733,296	93%
Tuition	15,215,500	13,702,933	90%	14,025,000	12,850,948	92%
Local Support	2,195,000	1,296,424	59%	2,125,000	1,254,709	59%
State Support	12,776,317	7,437,784	58%	12,361,796	7,209,531	58%
Federal Support	284,071	159,262	56%	268,502	166,261	62%
Sales & Services	203,000	141,949	70%	215,000	138,211	64%
Other Income	4,476,416	1,555,137	35%	4,196,399	2,151,535	51%
Total Income	\$38,448,804	\$27,325,097	71%	\$36,136,697	\$26,504,491	73%
EXPENDITURES						
Salaries & Related Costs	\$26,911,171	\$13,572,311	50%	\$26,064,952	\$13,404,384	51%
Services	6,355,205	4,301,117	68%	5,584,375	3,375,279	60%
Materials, Supplies & Travel	2,457,999	1,918,927	78%	2,431,151	1,090,199	45%
Other Current Expenditures	2,719,429	1,781,213	65%	2,049,719	1,599,708	78%
Capital Outlay	5,000	30,818	616%	6,500	1,846	28%
Total Direct Expense	\$38,448,804	\$21,604,386	56%	\$36,136,697	\$19,471,416	54%
Fund Balance Change	\$0	\$5,720,711		\$0	\$7,033,075	

58% of Year

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

	Current Year			Prior Year		
	FY2024 Budget	YTD Actual	% of Budget	FY2023 Budget	YTD Actual	% of Budget
REVENUES						
Tuition	\$0	\$0	-	\$0	\$0	-
Local Support	5,843,636	3,447,124	59%	5,437,951	3,178,380	58%
State Support	2,438,086	1,817,363	75%	2,357,776	1,649,511	70%
Federal Support	2,931,837	1,760,232	60%	3,255,646	2,687,550	83%
Other Income	771,303	293,901	38%	728,959	338,106	46%
New Jobs Training Program	3,445,000	2,324,681	67%	3,340,000	1,669,835	50%
Total Income	\$15,429,862	\$9,643,301	62%	\$15,120,332	\$9,523,382	63%
EXPENDITURES						
Salaries & Related Costs	\$4,022,119	\$2,289,342	57%	\$3,649,482	\$2,014,494	55%
Services	5,295,855	2,236,976	42%	4,212,258	2,023,975	48%
Materials, Supplies & Travel	1,270,032	199,514	16%	2,074,202	441,593	21%
Other Current Expenditures	0	639,837	-	0	1,886,521	-
New Jobs Training Program	4,240,107	1,023,500	24%	4,188,313	365,173	9%
Capital Outlay	1,460,219	181,602	12%	1,366,036	374,879	27%
Total Direct Expense	\$16,288,332	\$6,570,771	40%	\$15,490,291	\$7,106,635	46%
Fund Balance Change	(\$858,470)	\$3,072,530		(\$369,959)	\$2,416,747	

58% of Year

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

	Current Year			Prior Year		
	FY2024 Budget	YTD Actual	% of Budget	FY2023 Budget	YTD Actual	% of Budget
REVENUES						
Property Taxes	\$2,195,000	\$1,296,424	59%	\$2,125,000	\$1,254,709	59%
Interest Income	260,000	384,298	148%	30,250	80,852	267%
Other Income	2,322,237	1,787,826	77%	2,311,169	1,848,743	80%
Total Income	\$4,777,237	\$3,468,548	73%	\$4,466,419	\$3,184,304	71%
EXPENDITURES						
Equipment	\$1,658,237	\$1,664,431	100%	\$1,471,219	\$666,460	45%
Buildings	436,000	485,524	111%	1,830,250	224,980	12%
Maintenance, Repairs & Supplies	35,000	88,152	252%	35,000	16,251	46%
Structural Improvements	988,000	1,207,459	122%	120,000	474,324	395%
Professional Services	983,000	435,656	44%	333,000	188,112	56%
Other Expenses	0	0		250,000	0	0%
Interest/Debt Service	677,000	100,958	15%	676,950	106,750	16%
Total Direct Expense	\$4,777,237	\$3,982,180	83%	\$4,716,419	\$1,676,877	36%
Fund Balance Change	\$0	(\$513,632)		(\$250,000)	\$1,507,427	

58% of Year

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

Western Iowa Tech Community College
Auxiliary Enterprises
For the Seven Months Ending January 31, 2024

Current Year Actual

	<u>Dorms</u>	<u>Bookstore</u>	<u>Auto Parts</u>	<u>Student Orgs & Clubs</u>	<u>Athletics</u>	<u>Other *</u>	<u>Total</u>	<u>Prior YTD Total</u>
REVENUES								
Sales and Service	\$2,102,087	\$2,106,158	\$175,494	\$530	\$0	\$42,177	\$4,426,446	\$3,230,145
Miscellaneous	33,578	3,869	0	275,778	641,718	363,223	\$1,318,166	700,209
Total Revenues	<u>\$2,135,665</u>	<u>\$2,110,027</u>	<u>\$175,494</u>	<u>\$276,308</u>	<u>\$641,718</u>	<u>\$405,400</u>	<u>\$5,744,612</u>	<u>\$3,930,354</u>
EXPENDITURES								
Salaries & Related Costs	\$142,827	\$145,354	\$604	\$0	\$311,202	\$85,452	\$685,439	\$308,188
Service Expenditures	388,626	26,244	0	57,534	83,225	19,261	\$574,890	566,366
Materials & Supplies	8,641	14,095	19,345	114,022	240,916	65,584	\$462,603	182,105
Cost of Goods Sold	0	1,626,844	159,248	0	0	0	\$1,786,092	1,366,258
Utilities	0	0	0	0	0	0	\$0	0
Other Current Expenditures	390,157	0	0	13,433	6,375	7,094	\$417,059	436,977
Total Expenditures	<u>\$930,251</u>	<u>\$1,812,537</u>	<u>\$179,197</u>	<u>\$184,989</u>	<u>\$641,718</u>	<u>\$177,391</u>	<u>\$3,926,083</u>	<u>\$2,859,894</u>
Fund Balance Change	<u>\$1,205,414</u>	<u>\$297,490</u>	<u>(\$3,703)</u>	<u>\$91,319</u>	<u>\$0</u>	<u>\$228,009</u>	<u>\$1,818,529</u>	<u>\$1,070,460</u>
Prior Year	\$550,150	\$172,158	(\$2,409)	\$64,271	\$0	\$286,290	\$1,070,460	

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

**WESTERN IOWA TECH COMMUNITY COLLEGE
STATEMENT OF RECEIPTS AND DISBURSEMENTS
JANUARY 2024**

	<u>OPERATING</u>	<u>SPECIAL FEDERAL FUNDS</u>	<u>FUNDS HELD FOR OTHERS</u>	<u>PLANT FUND</u>	<u>HOUSE FILE</u>	<u>TOTAL</u>
BEGINNING BALANCE (01/01/2024)	\$13,378,987	\$4,611	\$368,002	\$14,521,789	\$19,421,816	\$47,695,206
Receipts	8,670,211	\$720,839	0	402,088	1,292,492	11,085,630
TOTAL FUNDS AVAILABLE	\$22,049,198	\$725,450	\$368,002	\$14,923,877	\$20,714,308	58,780,835
DISBURSEMENTS						
Board Report	\$4,802,140	\$720,839	\$0	\$0	\$1,133,654	\$6,656,632
Dorm Revenue Bond Payment						0
Transfers to Operating Fund				3,500,000		3,500,000
Approved Previous Meeting				317,926		317,926
TOTAL DISBURSEMENTS	\$4,802,140	\$720,839	\$0	\$3,817,926	\$1,133,654	\$10,474,558
ENDING BALANCE (01/31/2024)	\$17,247,059	\$4,611	\$368,002	\$11,105,951	\$19,580,654	\$48,306,277

WESTERN IOWA TECH COMMUNITY COLLEGE
INVESTMENT STATUS
JANUARY 31, 2024

Investment	Bank	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Totals	Current Rate
Checking	Security National	\$111,057					\$111,057	0.00%
Interest Checking	Security National		4,611				4,611	4.00%
Repurchase Agreement	Security National	3,514,004					3,514,004	4.00%
Certificate of Deposit	Central Bank	1,130,581					1,130,581	4.00%
Money Market	Northwest Bank	405,302					405,302	0.20%
Money Market	Liberty National Bank	11,241,407					11,241,407	5.06%
Money Market	Pioneer Bank	104,753					104,753	0.60%
Money Market	Liberty National Bank				10,709,081		10,709,081	5.06%
Checking	Cherokee State Bank	\$7,054					7,054	0.00%
Checking	Wells Fargo	\$11,675					11,675	1.65%
Checking	Wells Fargo			368,002	35,096	1,681,705	2,084,804	1.65%
Checking	Wells Fargo					839,923	839,923	1.09%
Repurchase Agreement	Security National				245,027	17,059,026	17,304,052	4.00%
Dorm Revenue Bond Funds	UMB Bank	721,227			116,746		837,974	5.22%
Total Cash & Investments		\$17,247,059	\$4,611	\$368,002	\$11,105,951	\$19,580,654	\$48,306,277	4.30%
Interest Earnings YTD		\$363,021	\$397	\$0	\$332,218	\$350,225	\$1,045,861	

WESTERN IOWA TECH COMMUNITY COLLEGE

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

January 2024

	<u>Operating</u>	<u>Special Federal Funds</u>	<u>Funds Held For Others</u>	<u>Plant Fund</u>	<u>House File</u>	<u>Total</u>
Warrants	\$ 4,802,139.58	\$ 720,838.53			\$ 1,133,653.93	\$ 6,656,632.04
Cancelled warrants						\$ -
Subtotal	4,802,139.58	720,838.53	-	-	1,133,653.93	\$ 6,656,632.04
Estimated amount	\$ 688,875.00					\$ 688,875.00
Total	\$ 5,491,014.58	\$ 720,838.53	\$ -	\$ -	\$ 1,133,653.93	\$ 7,345,507.04

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/18/2024	A Ox Welding Supply Co Inc	\$369.80	BOOKS SPECIAL RESALE-SPON STU
1/2/2024	RefQest LLC	\$1,000.00	CASH IN BANK
1/27/2024	Wells Fargo Bank	\$1,482,746.72	CASH IN BANK-PAYROLL
1/25/2024	Frontier Communications	\$165.21	COMMUNICATION
1/25/2024	Frontier Communications	\$379.63	COMMUNICATION
1/11/2024	Iowa Communications Network	\$5,699.32	COMMUNICATION
1/25/2024	Qwest Corporation	\$496.94	COMMUNICATION
1/4/2024	Qwest Corporation	\$496.78	COMMUNICATION
1/11/2024	Qwest Corporation	\$360.96	COMMUNICATION
1/18/2024	Burke Engineering Sales	\$972.42	CONSTRUCTION SUPPLIES
1/18/2024	Consolidated Electrical	\$16,430.72	CONSTRUCTION SUPPLIES
1/18/2024	Echo Group Inc	\$182.20	CONSTRUCTION SUPPLIES
1/18/2024	Echo Group Inc	\$96.34	CONSTRUCTION SUPPLIES
1/18/2024	Electrical Automation LLC	\$660.73	CONSTRUCTION SUPPLIES
1/18/2024	Menards Inc	\$245.20	CONSTRUCTION SUPPLIES
1/18/2024	Menards Inc	\$370.64	CONSTRUCTION SUPPLIES
1/18/2024	Menards Inc	\$51.58	CONSTRUCTION SUPPLIES
1/18/2024	Menards Inc	\$277.96	CONSTRUCTION SUPPLIES
1/4/2024	Sioux City Winnelson	\$486.72	CONSTRUCTION SUPPLIES
1/11/2024	Synchrony Bank	\$41.06	CONSTRUCTION SUPPLIES
1/25/2024	ACI Payments Inc	\$5,210.20	CONTRACTED SERVICES
1/11/2024	ACI Payments Inc	\$5,274.91	CONTRACTED SERVICES

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/18/2024	Juline S Albert	\$4,167.00	CONTRACTED SERVICES
1/18/2024	Juan D. Amaro	\$50.00	CONTRACTED SERVICES
1/4/2024	BankMobile Technologies Inc	\$120.50	CONTRACTED SERVICES
1/11/2024	Barnhart Crane & Rigging Co	\$403.90	CONTRACTED SERVICES
1/18/2024	Angela Bernard	\$25.00	CONTRACTED SERVICES
1/25/2024	Rhonda S. Briggs	\$100.00	CONTRACTED SERVICES
1/25/2024	Bunkers Feed and Supply Inc	\$105.78	CONTRACTED SERVICES
1/11/2024	CHN Garbage Service Inc	\$67.50	CONTRACTED SERVICES
1/25/2024	CNOS	\$3,015.42	CONTRACTED SERVICES
1/25/2024	Amber Dammann	\$870.00	CONTRACTED SERVICES
1/25/2024	Amber Dammann	\$435.00	CONTRACTED SERVICES
1/11/2024	Delta Papa Aviation LLC	\$3,750.00	CONTRACTED SERVICES
1/18/2024	Document Depot & Destruction	\$49.00	CONTRACTED SERVICES
1/18/2024	Document Depot & Destruction	\$49.00	CONTRACTED SERVICES
1/25/2024	Document Depot & Destruction	\$245.00	CONTRACTED SERVICES
1/18/2024	Gill Hauling Inc	\$3,535.02	CONTRACTED SERVICES
1/18/2024	Great Western Dining Service Inc	\$54,917.64	CONTRACTED SERVICES
1/18/2024	Great Western Dining Service Inc	\$60,385.04	CONTRACTED SERVICES
1/13/2024	HealthEquity Inc	\$82.50	CONTRACTED SERVICES
1/11/2024	IMKO Enterprises Inc	\$2,533.28	CONTRACTED SERVICES
1/11/2024	IMKO Enterprises Inc	\$2,518.68	CONTRACTED SERVICES
1/11/2024	IMKO Enterprises Inc	\$51,620.50	CONTRACTED SERVICES

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/11/2024	IMKO Enterprises Inc	\$7,414.05	CONTRACTED SERVICES
1/11/2024	K&S Janitorial Services LLC	\$5,607.60	CONTRACTED SERVICES
1/11/2024	Lindblom Services Inc	\$507.08	CONTRACTED SERVICES
1/11/2024	Mike Logan	\$2,100.00	CONTRACTED SERVICES
1/11/2024	Sarah E. McSweeny	\$6,000.00	CONTRACTED SERVICES
1/11/2024	Monahan Professional Services	\$3,131.25	CONTRACTED SERVICES
1/11/2024	Monahan Professional Services	\$75.00	CONTRACTED SERVICES
1/25/2024	Monahan Professional Services	\$412.50	CONTRACTED SERVICES
1/25/2024	Plunketts Pest Control Inc	\$115.00	CONTRACTED SERVICES
1/25/2024	R&S Waste Disposal LLC	\$160.72	CONTRACTED SERVICES
1/11/2024	Red Line Recycling	\$100.00	CONTRACTED SERVICES
1/18/2024	Rentokil North America	\$49.50	CONTRACTED SERVICES
1/11/2024	Thomas M. Rice	\$1,200.00	CONTRACTED SERVICES
1/11/2024	Sanitary Services Inc	\$278.40	CONTRACTED SERVICES
1/18/2024	Shaffer Evaluation Group LLC	\$7,920.00	CONTRACTED SERVICES
1/11/2024	Siouxland Certified Testing	\$2,900.00	CONTRACTED SERVICES
1/2/2024	Siouxland Mental Health	\$205.50	CONTRACTED SERVICES
1/2/2024	Siouxland Mental Health	\$68.50	CONTRACTED SERVICES
1/25/2024	Tri State Nursing Enterprises Inc	\$9,505.97	CONTRACTED SERVICES
1/18/2024	Vans Sanitation Inc	\$80.64	CONTRACTED SERVICES
1/25/2024	Arnold Motor Supply LLP	\$385.45	COURSE FEE EXPENSE
1/18/2024	Matheson Tri Gas Inc	\$2,709.74	COURSE FEE EXPENSE

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/11/2024	Motor Parts Sales Co	\$63.28	COURSE FEE EXPENSE
1/25/2024	Motor Parts Sales Co	\$63.58	COURSE FEE EXPENSE
1/11/2024	Viewpoint LLC	\$320.00	COURSE FEE EXPENSE
1/4/2024	Overhead Door of Sioux City Inc	\$2,750.00	DEFERRED INCOME
1/18/2024	Corey M. Adair	\$370.00	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	AFP Corp	\$598.60	DUE FROM OTHERS-ASSET ACCOUNT
1/4/2024	Mya K. Bilbo	\$175.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Breathe Clean Dry Ice Blasting	\$16,720.00	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Breathe Clean Dry Ice Blasting	\$1,500.00	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Mike Brown	\$500.00	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Coil US Buyer Inc	\$4,640.35	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Nick Demke	\$480.10	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Dean Duval	\$50.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Echo Group Inc	\$2,976.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Electrical Automation LLC	\$1,548.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Electrical Automation LLC	\$38,050.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Russell Gondek	\$111.06	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	High Point Networks LLC	\$3,363.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	High Point Networks LLC	\$103,077.20	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	High Point Networks LLC	\$11,953.00	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	High Point Networks LLC	\$63,257.59	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Amy L. Hueser	\$80.30	DUE FROM OTHERS-ASSET ACCOUNT

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/2/2024	Amy L. Hueser	\$13.30	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Kyle R. Hueser	\$810.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Kyle R. Hueser	\$375.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Pamela A Ives	\$170.96	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Lisa L. Knecht	\$410.00	DUE FROM OTHERS-ASSET ACCOUNT
1/2/2024	Matthew P Laposky	\$230.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Jaclyn Marotz	\$40.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Jose Martinez	\$40.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Gabriella McDermott	\$298.59	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Mid Iowa Refrigeration Inc	\$214.50	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Trang T. Nguyen	\$600.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Nancy Petersen	\$399.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Tristen L. Vanderschaaf	\$100.00	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Andres Vazquez	\$40.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Visual Edge IT Inc	\$44.99	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Visual Edge IT Inc	\$452.02	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Visual Edge IT Inc	\$2,182.68	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Ward Electric Company Inc	\$770.30	DUE FROM OTHERS-ASSET ACCOUNT
1/11/2024	Jennifer M. Weber	\$788.36	DUE FROM OTHERS-ASSET ACCOUNT
1/25/2024	Witcc General Fund	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	Kevin J. Woockman	\$1,200.00	DUE FROM OTHERS-ASSET ACCOUNT
1/18/2024	George C. Gerodias	\$188.00	DUE FROM STUDENTS

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/25/2024	Jean V. Tufty	\$1,969.00	DUE FROM STUDENTS
1/25/2024	Western Iowa Tech 125 Plan	\$4,707.13	DUE TO AUXILIARY FUND
1/4/2024	Western Iowa Tech Classroom	\$44,027.25	DUE TO PLANT FUND
1/13/2024	Western Iowa Tech Plant Fund	\$300,000.00	DUE TO PLANT FUND
1/18/2024	Carroll County	\$614.73	ELECTION COSTS
1/11/2024	Crawford County Auditor	\$2,616.41	ELECTION COSTS
1/18/2024	General Business Interiors Inc	\$52,104.80	EQUIPMENT - \$5000 AND OVER
1/25/2024	Manufacturing Solutions	\$41,175.00	EQUIPMENT - \$5000 AND OVER
1/18/2024	Performance Health Holdings Inc	\$1,260.00	EQUIPMENT - \$5000 AND OVER
1/25/2024	Parchment LLC	\$5,000.00	GRADUATION EXPENSE
1/25/2024	American Income Life Insurance	\$4.00	GROUP MEETINGS AND WORKSHOPS
1/18/2024	American Income Life Insurance	\$37.84	GROUP MEETINGS AND WORKSHOPS
1/18/2024	Great Western Dining Service Inc	\$1,660.25	GROUP MEETINGS AND WORKSHOPS
1/18/2024	Great Western Dining Service Inc	\$2,469.19	GROUP MEETINGS AND WORKSHOPS
1/18/2024	Great Western Dining Service Inc	\$1,362.10	GROUP MEETINGS AND WORKSHOPS
1/11/2024	Brenda Wright	\$315.00	GROUP MEETINGS AND WORKSHOPS
1/27/2024	HealthEquity Inc	\$10,955.31	HSA Payable
1/18/2024	RC Enterprises	\$100.00	INFO SERVICES/CLASSIFY ADS
1/25/2024	South Dakota Publishing	\$895.00	INFO SERVICES/CLASSIFY ADS
1/25/2024	Storm Lake Times	\$13.08	INFO SERVICES/CLASSIFY ADS
1/11/2024	Wm Bass Advertising Associates	\$3,240.00	INFO SERVICES/CLASSIFY ADS
1/18/2024	American Income Life Insurance	\$626.40	INSURANCE

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/18/2024	Insurance Management Program	\$300,000.00	INSURANCE
1/20/2024	BusinessSolverComInc	\$465,023.36	INSURANCE PREMIUMS PAYABLE
1/27/2024	Iowa Public Employees	\$133,219.43	IPERS TAX PAYABLE
1/18/2024	Cole Papers Inc	\$1,666.29	JANITOR MATERIALS AND SUPPLIES
1/11/2024	Eakes Inc	\$8,315.21	JANITOR MATERIALS AND SUPPLIES
1/18/2024	Dreckman Excavating Inc	\$2,478.00	LANDSCAPING SERVICES AND SUPPLIES
1/18/2024	ARR Roofing of Iowa LLC	\$216.00	MAINT AND REPAIR BUILDINGS
1/11/2024	ARR Roofing of Iowa LLC	\$568.84	MAINT AND REPAIR BUILDINGS
1/11/2024	John T. Burow	\$13,440.00	MAINT AND REPAIR BUILDINGS
1/11/2024	Ward Electric Company Inc	\$11,602.94	MAINT AND REPAIR BUILDINGS
1/18/2024	Boiler & Pressure Vessel	\$80.00	MAINT AND REPAIR EQUIPMENT
1/18/2024	Drain Specialists Inc	\$320.00	MAINT AND REPAIR EQUIPMENT
1/11/2024	Eakes Inc	\$3,267.44	MAINT AND REPAIR EQUIPMENT
1/11/2024	Foulk Brothers Plumbing	\$1,248.22	MAINT AND REPAIR EQUIPMENT
1/11/2024	Foulk Brothers Plumbing	\$13,220.03	MAINT AND REPAIR EQUIPMENT
1/4/2024	GreatAmerica Financial Services	\$3,565.81	MAINT AND REPAIR EQUIPMENT
1/18/2024	Luesebrink Clifford Construction	\$1,085.00	MAINT AND REPAIR EQUIPMENT
1/18/2024	Bock Lawn & Landscaping LLC	\$240.00	MAINTENANCE GROUNDS
1/4/2024	Edward Dandurand	\$1,500.00	MAINTENANCE GROUNDS
1/25/2024	Tawnya L. Beermann	\$25.00	MATERIALS AND SUPPLIES
1/18/2024	Bomgaars Supply Inc	\$1,765.91	MATERIALS AND SUPPLIES
1/4/2024	Community Action Agency	\$236.56	MATERIALS AND SUPPLIES

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/2/2024	Ed M Feld Equipment Co Inc	\$3,078.00	MATERIALS AND SUPPLIES
1/25/2024	General Business Interiors Inc	\$314.00	MATERIALS AND SUPPLIES
1/18/2024	General Business Interiors Inc	\$314.00	MATERIALS AND SUPPLIES
1/18/2024	Great Western Dining Service Inc	\$2,369.35	MATERIALS AND SUPPLIES
1/18/2024	Kendra R. Hall	\$20.00	MATERIALS AND SUPPLIES
1/18/2024	Amy L. Hueser	\$25.00	MATERIALS AND SUPPLIES
1/11/2024	Kraus Music Products Inc	\$559.94	MATERIALS AND SUPPLIES
1/25/2024	OReilly Auto Parts	\$864.60	MATERIALS AND SUPPLIES
1/11/2024	OReilly Auto Parts	\$585.28	MATERIALS AND SUPPLIES
1/11/2024	OReilly Auto Parts	\$294.42	MATERIALS AND SUPPLIES
1/18/2024	Performance Health Holdings Inc	\$508.67	MATERIALS AND SUPPLIES
1/4/2024	Sandry Fire Supply LLC	\$296.50	MATERIALS AND SUPPLIES
1/11/2024	Tri State Nursing Enterprises Inc	\$442.50	MATERIALS AND SUPPLIES
1/25/2024	Western Iowa Tech Petty Cash	\$50.00	MATERIALS AND SUPPLIES
1/25/2024	Western Iowa Tech Petty Cash	\$9.94	MATERIALS AND SUPPLIES
1/18/2024	Brenda Wright	\$40.00	MATERIALS AND SUPPLIES
1/11/2024	Cherokee Chamber Of Commerce	\$500.00	MEMBERSHIP
1/11/2024	City of Sioux City	\$25.00	MEMBERSHIP
1/18/2024	Dakota Valley Business Council	\$125.00	MEMBERSHIP
1/25/2024	Stacy Harmelink	\$2,494.47	MEMBERSHIP
1/18/2024	General Business Interiors Inc	(\$785.72)	NON-CAPITAL EXP & EQUIP <5000
1/18/2024	General Business Interiors Inc	\$309.00	NON-CAPITAL EXP & EQUIP <5000

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/18/2024	General Business Interiors Inc	\$61.00	NON-CAPITAL EXP & EQUIP <5000
1/11/2024	Riverside Technologies Inc	\$12,142.60	NON-CAPITAL EXP & EQUIP <5000
1/27/2024	Collection Services Center	\$419.64	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Friends Of FM 90	\$64.50	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Polk County Sheriff	\$1,517.88	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	United Way of Siouxland Inc	\$961.00	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Western Iowa Tech Agency Fund	\$35.00	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Western Iowa Tech Foundation	\$1,904.43	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Western Iowa Tech GF	\$100.00	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Western Iowa Tech GF	\$41.82	OTHER EMPLOYEE PR DEDUCTIONS
1/25/2024	Winnebago Tribe of Nebraska	\$626.78	OTHER EMPLOYEE PR DEDUCTIONS
1/18/2024	APH Stores Inc	\$1,540.68	OTHER MATERIALS AND SUPPLIES
1/18/2024	Arnold Motor Supply LLP	\$524.07	OTHER MATERIALS AND SUPPLIES
1/11/2024	Mail House Inc	\$711.14	PRINTING & REPRODUCTION SVC
1/18/2024	Omaha Paper Company	\$342.67	PRINTING & REPRODUCTION SVC
1/25/2024	Omaha Paper Company	\$732.32	PRINTING & REPRODUCTION SVC
1/18/2024	Record Printing & Copy Center	\$331.00	PRINTING & REPRODUCTION SVC
1/11/2024	Ahlers & Cooney PC	\$85.50	PROFESSIONAL SERVICES
1/11/2024	Ahlers & Cooney PC	\$2,945.00	PROFESSIONAL SERVICES
1/11/2024	Dentons Davis Brown PC	\$120,830.50	PROFESSIONAL SERVICES
1/13/2024	John Sampson	\$18,088.00	PROFESSIONAL SERVICES
1/4/2024	Nebraska State Patrol Cid	\$31.00	PROFESSIONAL SERVICES

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/6/2024	Wells Fargo Bank	\$813,734.30	PURCHASE CARD CHECKING
1/25/2024	Evertex Inc	\$875.00	RENTED BUILDINGS & FACILITIES
1/4/2024	CSC ServiceWorks Inc	\$7,500.00	RENTED EQUIPMENT
1/18/2024	Quadient Leasing Usa Inc	\$4,176.00	RENTED EQUIPMENT
1/11/2024	Branded Custom Sportswear Inc	\$4,574.20	RESALE PURCHASES
1/25/2024	Chesterman Company	\$776.64	RESALE PURCHASES
1/18/2024	Core Mark Midcontinent Inc	\$1,652.80	RESALE PURCHASES
1/18/2024	Scribe Opco Inc	\$1,690.79	RESALE PURCHASES
1/4/2024	Susan Wolcott	\$56.00	RESALE PURCHASES
1/25/2024	Western Iowa Tech Foundation	\$9,153.00	RESIDENT TUITION
1/25/2024	Boys & Girls Clubs of Siouxland	\$81.95	STUDENT WORK STUDY FEDERAL
1/4/2024	Eventide	\$660.00	STUDENT WORK STUDY FEDERAL
1/11/2024	Eventide	\$495.00	STUDENT WORK STUDY FEDERAL
1/11/2024	Eventide	\$660.00	STUDENT WORK STUDY FEDERAL
1/27/2024	Teachers Insurance & Annuity	\$101,431.92	TIAA-CREF PAYABLE
1/11/2024	Elwood on Elm	\$405.00	TRAVEL IN STATE
1/25/2024	Jered D. Frenchman	\$83.20	TRAVEL IN STATE
1/18/2024	Rex K. Hawkins	\$139.36	TRAVEL IN STATE
1/25/2024	Rebbel L. Henningfeld	\$91.52	TRAVEL IN STATE
1/25/2024	Kari Meyer	\$270.40	TRAVEL IN STATE
1/18/2024	Brandon J. Sitzmann	\$36.40	TRAVEL IN STATE
1/2/2024	Brandon P. Treft	\$30.91	TRAVEL IN STATE

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/25/2024	Tyler Witter	\$161.28	TRAVEL IN STATE
1/25/2024	Kevin J. Woockman	\$43.68	TRAVEL IN STATE
1/2/2024	Sima Dabir	\$1,298.80	TRAVEL OUT OF STATE
1/2/2024	Sima Dabir	\$3,922.82	TRAVEL OUT OF STATE
1/27/2024	Voya Financial	\$12,808.20	TSA PAYABLE
1/25/2024	Kristi K. Erickson Wilken	\$692.00	TUITION
1/25/2024	Mara K. Hall	\$865.00	TUITION
1/2/2024	Darin Moeller	\$642.00	TUITION
1/2/2024	Kimberly Ortiz Salgado	\$1,186.50	TUITION
1/11/2024	Kristin R. Robinette	\$214.00	TUITION
1/4/2024	Tania L. Rodriguez	\$642.00	TUITION
1/25/2024	Lilia R. Saucedo	\$1,211.00	TUITION
1/11/2024	Angela Sewalson	\$3,000.00	TUITION
1/25/2024	Michelle A. Simpson	\$642.00	TUITION
1/25/2024	Kadence J. Torticill	\$2,685.00	TUITION
1/18/2024	Berkshire Hathaway Energy	\$846.25	UTILITIES
1/18/2024	Berkshire Hathaway Energy	\$242.83	UTILITIES
1/11/2024	Berkshire Hathaway Energy	\$2,100.99	UTILITIES
1/11/2024	Berkshire Hathaway Energy	\$42,749.07	UTILITIES
1/25/2024	City Of Cherokee	\$47.23	UTILITIES
1/4/2024	City Of Cherokee	\$63.97	UTILITIES
1/18/2024	City of Le Mars	\$38.55	UTILITIES

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/18/2024	City of Sioux City	\$4,398.97	UTILITIES
1/11/2024	City of Sioux City	\$2,474.79	UTILITIES
1/11/2024	City of Sioux City	\$235.68	UTILITIES
1/11/2024	City of Sioux City	\$548.96	UTILITIES
1/11/2024	City of Sioux City	\$28.93	UTILITIES
1/11/2024	City of Sioux City	\$1,639.06	UTILITIES
1/11/2024	City of Sioux City	\$2,783.08	UTILITIES
1/11/2024	City of Sioux City	\$104.04	UTILITIES
1/11/2024	City of Sioux City	\$255.50	UTILITIES
1/11/2024	City of Sioux City	\$265.41	UTILITIES
1/11/2024	City of Sioux City	\$737.25	UTILITIES
1/11/2024	City of Sioux City	\$410.22	UTILITIES
1/11/2024	City of Sioux City	\$205.95	UTILITIES
1/11/2024	City of Sioux City	\$350.24	UTILITIES
1/11/2024	City of Sioux City	\$90.14	UTILITIES
1/11/2024	City of Sioux City	\$166.31	UTILITIES
1/2/2024	Constellation Energy Corporation	\$18,895.83	UTILITIES
1/18/2024	Denison Municipal Utilities	\$2,346.92	UTILITIES
1/18/2024	Interstate Power & Light Co	\$2,685.91	UTILITIES
1/11/2024	Interstate Power & Light Co	\$980.43	UTILITIES
1/18/2024	Woodbury County Rural Electric	\$2,915.62	UTILITIES
1/18/2024	City of Sioux City	\$5,651.49	VEHICLES-MATERIALS & SUPPLIES

Western Iowa Tech Community College
Board Approval
General & Auxiliary
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/18/2024	City of Sioux City	\$88.48	VEHICLES-MATERIALS & SUPPLIES
1/18/2024	City of Sioux City	\$1,385.16	VEHICLES-MATERIALS & SUPPLIES
1/11/2024	Graham Tire Sioux City	\$97.07	VEHICLES-MATERIALS & SUPPLIES
1/18/2024	Graham Tire Sioux City	\$2,908.92	VEHICLES-MATERIALS & SUPPLIES
1/18/2024	Graham Tire Sioux City	\$481.22	VEHICLES-MATERIALS & SUPPLIES
1/27/2024	Customers Bank	\$9,895.00	WITCC ONECARD PAYABLE
1/20/2024	Customers Bank	\$8,345.00	WITCC ONECARD PAYABLE
1/6/2024	Customers Bank	\$16,463.37	WITCC ONECARD PAYABLE
1/13/2024	Customers Bank	\$50,900.60	WITCC ONECARD PAYABLE
TOTAL		<u>\$4,802,139.58</u>	

WESTERN IOWA TECH COMMUNITY COLLEGE

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

GENERAL FUND

Estimated for the month of February

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

Western Iowa Tech Community College
Board Approval
Special Federal
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/27/2024	Western Iowa Tech General Fund	\$541.80	OTHER FEDERAL
1/27/2024	Western Iowa Tech General Fund	\$508.97	OTHER FEDERAL
1/20/2024	Western Iowa Tech General Fund	\$442.00	OTHER FEDERAL
1/20/2024	Western Iowa Tech General Fund	\$518,714.67	OTHER FEDERAL
1/13/2024	Western Iowa Tech General Fund	\$107,900.49	OTHER FEDERAL
1/13/2024	Western Iowa Tech General Fund	\$89,445.27	OTHER FEDERAL
1/20/2024	Western Iowa Tech General Fund	\$3,285.33	SCHOLARSHIPS
TOTAL		\$720,838.53	

Western Iowa Tech Community College
Board Approval Voucher Detail Report
House File
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/30/2024	Iowa Department of Revenue &	\$11,856.73	ACCOUNTS PAYABLE
1/30/2024	Iowa Department of Revenue &	\$21,612.59	ACCOUNTS PAYABLE
1/30/2024	Iowa Department of Revenue &	\$59,629.89	ACCOUNTS PAYABLE
1/30/2024	Western Iowa Tech Housefile	\$5,898.37	ACCOUNTS PAYABLE
1/30/2024	Western Iowa Tech Housefile	\$272,521.37	ACCOUNTS PAYABLE
1/30/2024	Western Iowa Tech Housefile	\$147,994.45	ACCOUNTS PAYABLE
1/30/2024	Western Iowa Tech Housefile	\$69,956.68	ACCOUNTS PAYABLE
1/30/2024	Western Iowa Tech Housefile	\$33,539.00	ACCOUNTS PAYABLE
1/30/2024	Western Iowa Tech Housefile	\$162,493.80	ACCOUNTS PAYABLE
1/16/2024	Western Iowa Tech General Fund	\$966.56	DUE TO GENERAL FUND
1/16/2024	Western Iowa Tech General Fund	\$737.07	DUE TO GENERAL FUND
1/2/2024	Western Iowa Tech General Fund	\$300.00	INCOME CLEARING ACCOUNT
1/27/2024	Security National Bank	\$60,033.83	SNB INVEST
1/27/2024	Security National Bank	\$2,301.30	SNB INVEST
1/27/2024	Security National Bank	\$12,333.62	SNB INVEST
1/27/2024	Security National Bank	\$66,799.38	SNB INVEST
1/27/2024	Security National Bank	\$71,195.01	SNB INVEST
1/27/2024	Security National Bank	\$54,132.20	SNB INVEST
1/27/2024	Security National Bank	\$10,018.00	SNB INVEST
1/27/2024	Security National Bank	\$11,939.08	SNB INVEST
1/27/2024	Security National Bank	\$3,818.00	SNB INVEST

Western Iowa Tech Community College
Board Approval Voucher Detail Report
House File
2/1/2024

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
1/27/2024	Security National Bank	\$7,340.00	SNB INVEST
1/16/2024	L&L Builders Inc	\$5,575.00	TRAINING EXPENSE
1/2/2024	Overhead Door of Sioux City Inc	\$17,250.00	TRAINING EXPENSE
1/9/2024	Thompson Solutions Group	\$1,635.00	TRAINING EXPENSE
1/16/2024	Western Iowa Tech Comm Ed	\$5,000.00	TRAINING EXPENSE
1/9/2024	Western Iowa Tech Comm Ed	\$799.00	TRAINING EXPENSE
1/9/2024	Western Iowa Tech Comm Ed	\$2,397.00	TRAINING EXPENSE
1/9/2024	Western Iowa Tech Comm Ed	\$12,025.00	TRAINING EXPENSE
1/16/2024	Western Iowa Tech Housefile	\$1,556.00	TRAINING EXPENSE
TOTAL		<u>\$1,133,653.93</u>	

PERSONNEL REPORT
Regular Appointments
February 12, 2024

I. INSTRUCTIONAL STAFF

No personnel change.

II. ADMINISTRATIVE STAFF

- A. **Alma Puga** has been selected for the position of Campus Services Coordinator in Denison effective January 31, 2024, at an annual salary of \$43,793, grade 5, exempt administrative position. This is a previously authorized position, vacant due to reassignment, eligible for full time benefits.
- B. It is recommended that the position of Director of Academic Support Services be authorized as a grade 10 exempt administrative position. It is further recommended that the position of **Lilian V. Castro**, Director of Special Programs be changed to Director of Academic Support Services effective January 15, 2024. No change in salary or full-time benefits.
- C. **Laurel Durst** has been selected for the position as Head Coach-Women's Volleyball effective February 7, 2024, at an annual salary of \$50,000, grade 6 administrative position. This is a previously authorized position, vacant due to reassignment, eligible for full time benefits.
- D. **Jennifer L. Peterson** has been selected for the position as Administrative Program Coordinator-Allied Health effective February 26, 2024, at an annual salary of \$64,544, grade 8 administrative position. This is a previously authorized position, vacant due to reassignment, eligible for full time benefits.
- E. It is recommended that the position of **Sports information Director** be authorized as a grade 6, administrative position. It is further recommended that **Dante Frattini**, Head Coach-Women's Volleyball be selected for this position effective February 7, 2024. No change in salary or benefits.

III. SUPPORT STAFF

- A. It is recommended that the position of **Michelle D. Wallace**, Registration Clerk be changed to Student Records Specialist effective February 13, 2024, at an annualized salary of \$40,296, grade 4 support position. This is a previously approved position, full time benefits to be changed accordingly.

PERSONNEL REPORT
Regular Appointments
February 12, 2024

Page 2

- B. **Linda L. Sencenbaugh** has submitted her voluntary resignation as Secretary effective February 16, 2024. She is to be paid for all time worked through that date and all earned and unused vacation.
- C. **Bruce A. Shannon** has submitted his voluntary resignation as Accounting Clerk effective March 29, 2024. He is to be paid for all time worked through that date and all earned and unused vacation.

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)

February 12, 2024

NAME	DEPARTMENT OR COURSE # - SEC	APPOINTMENT	FROM	THROUGH	APPT \$/HR	SALARY
Badar, Heather	PNN-625-02	Student Overload	01/19/24	05/10/24		\$ 3,320.00
Biggerstaff, Kari Lynn	Title III	Title III WITCC Champion	01/01/24	12/15/24		\$ 4,000.00
Bryan, Ted	CHM-176-01	Overload	01/15/24	05/10/24		\$ 1,835.78
Bryan, Ted	CHM-166-01	Overload	01/15/24	05/10/24		\$ 1,835.78
Curtis, Austin	CLC	Work Study	1/25/24	5/10/24	\$ 10.00	Time Entry
Curtis, Austin	Audio	Work Study	1/25/24	5/10/24	\$ 9.00	Time Entry
Darwin, William	MUA-101-01	Applied Voice	01/15/24	05/10/24		\$ 664.00
Darwin, William	MUS-120-01	Applied Piano	01/15/24	05/10/24		\$ 1,328.00
Demke, Nick	Title III	Title III WITCC Champion	01/01/24	12/15/24		\$ 4,000.00
Flanigan, Mellisa	ADM-240-01	Independent Study	01/15/24	05/10/24		\$ 480.00
Flanigan, Mellisa	ADM-932-01	Internship	01/15/24	05/10/24		\$ 240.00
Flanigan, Mellisa	LGL-932-01	Internship	01/15/24	05/10/24		\$ 240.00
Grell, Laura	Title III	Title III WITCC Champion	01/01/24	12/15/24		\$ 4,000.00
Guy, Angela	MAP Lab	Adjunct Instructor	01/15/24	05/10/24	\$ 41.50	Time Entry
Harrison, Carlie	CLC	Student Tutor	1/15/24	5/12/24	\$ 10.00	Time Entry
Hauptmann, Carolyn	CLC	Professional Tutor	1/15/24	5/10/24	\$ 18.00	Time Entry
Hoff, Aimee	Title III	Title III WITCC Champion	01/01/24	12/15/24		\$ 4,000.00
Houston, Bea	FLS-142-01	Independent Study	01/15/24	05/10/24		\$ 640.00
Ironside, Bradley	CLC	Student Tutor	1/15/24	5/12/24	\$ 10.00	Time Entry
Jolly, Emma	Athletics	Student Worker	01/26/24	05/10/24	\$ 9.00	Time Entry
Jones, Natalia	Project Success	Work Study	02/05/24	05/15/24	\$ 9.00	Time Entry
Knecht, Lisa	MAT-129-01	Independent Study	01/15/24	05/10/24		\$ 400.00
McCune, Jennifer	MGT-975-02	Service Learning	01/15/24	05/10/24		\$ 160.00
McDermott, Gabby	PNN-624-01	Student Overload	01/15/24	05/10/24		\$ 1,296.85
Magar, Anjana	Admissions	Work Study	01/23/24	05/10/24	\$ 9.00	Time Entry
Miller, Rachel	SPC-170-01	Independent Study	01/15/24	05/10/24		\$ 240.00
Norton, Lauryn	ADN-622-01	Extra Students	01/15/24	05/10/24		\$ 415.00
Peters, Justin	ECN-120-503	Adjunct Instructor	1/15/24	5/10/24		\$ 2,490.00
Ridgway, Amber	LIT-133-01	Independent Study	01/15/24	05/10/24		\$ 240.00
Rivera, Brisa	ECE	Work Study	1/23/24	5/10/24	\$ 9.00	Time Entry
Smith, Ryan	MGT-101-504	Adjunct Instructor	01/16/24	05/10/24		\$ 2,490.00
Spier, Raymond	HIT-301-501	Adjunct Instructor	01/16/24	05/10/24		\$ 2,490.00
Starr, Shawn	EMS-312-701	Adjunct Instructor	01/16/24	06/30/24		\$ 7,470.00
Sudra, Terry	EMS-546-01	OJT	01/15/24	05/10/24		\$ 2,400.00
Thiele, Jason	Non-Instructional	Adjunct Instructor	1/4/24	05/10/24	\$ 22.00	Time Sheet
Thill, Stephanie	FIN-121-502	Adjunct Instructor	1/15/24	5/10/24		\$ 2,490.00
Vega-Aceves, Hector	CLC	Tutor	02/01/24	05/12/24	\$ 10.00	Time Entry
Wahlers, Caley	Cherokee	Work Study	1/23/24	05/10/24	\$ 9.00	Time Entry
Weber, Jennifer	ECE-932-01	Internship	01/15/24	05/10/24		\$ 640.00
Weber, Jennifer	ECE-241-01	Lab Ind. Study	01/15/24	05/10/24		\$ 320.00
Wiggall, Emma	Athletics	Student Worker	01/26/24	05/10/24	\$ 9.00	Time Entry
Wilson, Brittney	CSC-116-02	Adjunct Instructor	01/16/24	05/10/24		\$ 2,490.00
Worley, Kiana	ADM-123-501	Adjunct Instructor	01/08/24	05/15/24		\$ 2,490.00

CERTIFICATE FOR PAYMENT

Contractor: Steve Harris Construction, Inc.
 PO Box 343
 Homer, NE 68030-0343

Payment No.: 4
 DGR Engineering

Project: WITCC Soccer Field Improvements Project

DGR Project No.: 273067

Owner: Western Iowa Tech Community College

Contract Date: October 16, 2023

For Period From: December 16, 2023 through January 26, 2024

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
1	2.8 AC	Clearing & Grubbing	\$ 20,000.00	\$ 56,000.00	2.8	\$ 56,000.00
2	48600 C.Y.	Excavation, Class 10	\$ 3.50	\$ 170,100.00	43740	\$ 153,090.00
3	750 C.Y.	Excavation, Class 10, Unsuitable or Unstable Materials	\$ 17.50	\$ 13,125.00		\$ -
4	1125 S.Y.	Subgrade Treatment, Non-Woven Geotextile	\$ 5.00	\$ 5,625.00		\$ -
5	1125 S.Y.	Subgrade Treatment, Polymer Grid	\$ 5.00	\$ 5,625.00		\$ -
6	750 C.Y.	Furnish and Install 2"-5" Crushed Rock	\$ 92.28	\$ 69,210.00		\$ -
7	25 L.F.	Storm Sewer, Trenched, HDPE, 18"	\$ 101.65	\$ 2,541.25		\$ -
8	58 L.F.	Storm Sewer, Trenched, SS, 30"	\$ 141.61	\$ 8,213.38		\$ -
9	138 L.F.	Storm Sewer, Trenched, SS, 36"	\$ 180.58	\$ 24,920.04		\$ -
10	140 L.F.	Storm Sewer, Trenched, CMP, 36"	\$ 184.10	\$ 25,774.00		\$ -
11	26 L.F.	Storm Sewer, Trenched, CMP, 42"	\$ 340.55	\$ 8,854.30		\$ -
12	489 L.F.	Removal of Storm Sewer, ≤36"	\$ 30.00	\$ 14,670.00		\$ -
13	1 L.S.	Remove or Abandon/Fill Existing 36" Storm Sewer	\$ 1,600.00	\$ 1,600.00	0.75	\$ 1,200.00
14	1 Ea.	Connect to Existing Storm Sewer, 18"	\$ 1,707.93	\$ 1,707.93		\$ -
15	1 L.S.	Maintain Temporary Storm Water Drainage	\$ 10,000.00	\$ 10,000.00	0.4	\$ 4,000.00
16	1 Ea.	Pipe Apron, RCP, 42" w/ Footing & Guard	\$ 10,357.09	\$ 10,357.09		\$ -
17	323 L.F.	Subdrain, 6"	\$ 17.79	\$ 5,746.17		\$ -
18	627 L.F.	Subdrain, 8"	\$ 21.18	\$ 13,279.86		\$ -
19	2 Ea.	Subdrain Outlet	\$ 374.98	\$ 749.96		\$ -
20	1 Ea.	Manhole, SW-404, 6'x6' w/ Grated Casting	\$ 23,245.07	\$ 23,245.07		\$ -
21	1 Ea.	Intake, SW-502, 60"	\$ 11,868.63	\$ 11,868.63		\$ -
22	2 Ea.	Manhole Adjustment, Minor	\$ 1,580.30	\$ 3,160.60		\$ -
23	3 Ea.	Remove Intake	\$ 1,000.00	\$ 3,000.00		\$ -
24	1 Ea.	Storm Manhole, SW-401, 60", Base, Ring and Cover and External Seal	\$ 4,847.68	\$ 4,847.68		\$ -
25	15.6 V.F.	Storm Manhole, SW-401, 60"	\$ 771.99	\$ 12,043.04		\$ -
26	3 Ea.	Intake, 15" Nyloplast w/ 15"x15" Standard Grate	\$ 2,431.39	\$ 7,294.17		\$ -
27	1 Ea.	Intake, 18" Nyloplast w/ 18" Standard Grate	\$ 4,409.01	\$ 4,409.01		\$ -
28	138 S.F.	Removal of Sidewalk	\$ 5.00	\$ 690.00		\$ -
29	3209 S.Y.	Pavement Removal	\$ 15.00	\$ 48,135.00		\$ -
30	1 L.S.	Temporary Traffic Control	\$ 7,640.00	\$ 7,640.00	0.5	\$ 3,820.00
31	3.36 AC	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2 Slope Mix	\$ 6,600.00	\$ 22,176.00		\$ -
32	1 L.S.	SWPPP Management	\$ 1,500.00	\$ 1,500.00	0.45	\$ 675.00
33	564 L.F.	Wattle, 9", Furnish, Install, Maintain and Remove	\$ 6.00	\$ 3,384.00		\$ -

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
34	120 TN	Rip Rap, Class D w/ Fabric	\$ 83.32	\$ 9,998.40		\$ -
35	4180 L.F.	Silt Fence, Furnish, Install, Maintain and Remove	\$ 4.62	\$ 19,311.60		\$ -
36	1 L.S.	Erosion Control	\$ 5,800.00	\$ 5,800.00	0.45	\$ 2,610.00
37	300 L.F.	Remove and Salvage Existing Fence to Owner	\$ 15.00	\$ 4,500.00	300	\$ 4,500.00
38	1 L.S.	Mobilization	\$ 17,800.00	\$ 17,800.00	0.5	\$ 8,900.00
39	1 L.S.	Removal of Existing Light Poles, Bases, Wire and Conduit	\$ 12,000.00	\$ 12,000.00		\$ -
40	1 L.S.	Construct Shed Foundation and Floor Slab	\$ 27,000.00	\$ 27,000.00	0.1	\$ 2,700.00
Total Original Contract				\$ 697,902.18		\$ 237,495.00

Payment No.: 4

Value of Work Completed \$ 237,495.00

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

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 237,495.00

Less Retainage 5% \$ 11,874.75

Amount Due This Certificate for Payment \$ 225,620.25

Less Previous Estimates \$ 197,172.50

AMOUNT DUE THIS ESTIMATE \$ 28,447.75

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

Nickolas J. Stoos III 1/26/2024, 2024
(signature) (Date)

Payment Recommended by: DGR Engineering

Bryan Wells 1/29, 2024
(signature) (Date)

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

[Signature] 1/30, 2024
(signature) (Date)

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

I hereby declare that I have not, during the period December 16, 2023 through January 26, 2024, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from Western Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated October 16, 2023 for WITCC Soccer Field Improvements Project executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

Date: 1/24/2024

Steve Harris Construction, Inc.
(Contractor)

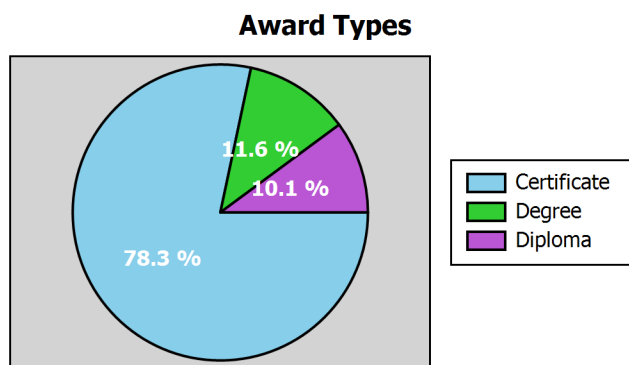
By: Nickolas J Stoos III

Title: Project Manager

Graduates Summary 23/FA

01/31/2024

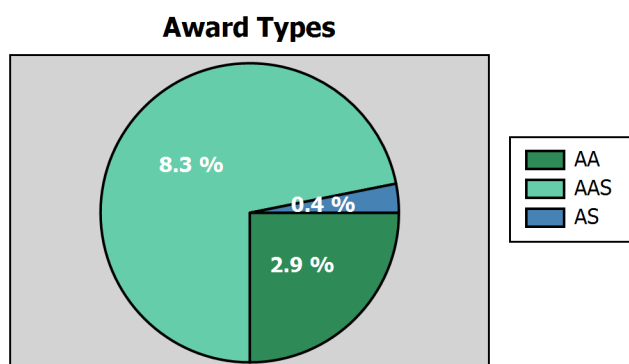
	Awards	Students
Certificate	434	426
Degree	64	64
Diploma	56	55



Overall Totals 554

Breakdown of Associates Degrees By Type

	Awards	Students
AA	16	16
AAS	46	46
AS	2	2



Overall Totals 64

Total by State

	Awards		Students	
IA	500	90 %	480	90 %
NE	30	5 %	29	5 %
SD	17	3 %	17	3 %
WA	2	0 %	2	0 %
IL	2	0 %	2	0 %
IN	1	0 %	1	0 %
CT	1	0 %	1	0 %
MN	1	0 %	1	0 %
Totals	554			

Top 10 Cities

	Awards		Students		
IA	Sioux City	321	58 %	308	58 %
IA	Denison	38	7 %	35	7 %
IA	Le Mars	23	4 %	22	4 %
NE	South Sioux City	20	4 %	19	4 %
IA	Sergeant Bluff	7	1 %	7	1 %
IA	Onawa	6	1 %	6	1 %
IA	Cherokee	5	1 %	5	1 %
IA	Charter Oak	5	1 %	4	1 %
IA	Lawton	4	1 %	4	1 %
IA	Schleswig	4	1 %	4	1 %
IA	Moville	4	1 %	4	1 %
IA	Hinton	4	1 %	4	1 %
IA	Akron	4	1 %	4	1 %

Top 10 Programs

		Awards		Students	
NURSE.ASST.CERT	Nursing Assistant (C.N.A) - CERT	207	37 %	207	39 %
EMER.MED.RESP.CERT	Emergency Medical Responder-CERT	48	9 %	48	9 %
COACHING.CERT	Coaching-CERT	30	5 %	30	6 %
ADN.NURSING.AAS	Nursing-AAS	28	5 %	28	5 %
LPN.NURSING.DIPL	Practical Nursing	28	5 %	28	5 %
EMT.CERTIFICATE	Emergency Medical Technician-CERT	17	3 %	17	3 %
FOODPREPARATION.CERT	Food Preparation-CERT	13	2 %	13	2 %
GEN.STUDIES.AA	General Studies-AA	12	2 %	12	2 %
AUTOELE.CERT	Automotive Electrical-CERT	11	2 %	11	2 %
FIRE.SCIENCE.CERT	Entry Level Fire Fighter-CERT	10	2 %	10	2 %

Top 5 Degree Programs

		Awards		Students	
ADN.NURSING.AAS	Nursing-AAS	28	44 %	28	44 %
GEN.STUDIES.AA	General Studies-AA	12	19 %	12	19 %
BUS.MGMT.AAS	Business Management-AAS	5	8 %	5	8 %
ADAST.MED.AAS	Administrative Assistant-Medical-AAS	3	5 %	3	5 %
POLICE.SCI.AAS	Police Science Technology-AAS	2	3 %	2	3 %
HUMAN.RESOURCE.AAS	Human Resource Management-AAS	2	3 %	2	3 %
TR.BIOL.AS	Biology Transfer Major - AS	2	3 %	2	3 %
EARLY.CHILD.ED.AAS	Early Childhood Education-AAS	2	3 %	2	3 %

Top 5 Certificate Programs

		Awards		Students	
NURSE.ASST.CERT	Nursing Assistant (C.N.A) - CERT	207	48 %	207	49 %
EMER.MED.RESP.CERT	Emergency Medical Responder-CERT	48	11 %	48	11 %
COACHING.CERT	Coaching-CERT	30	7 %	30	7 %
EMT.CERTIFICATE	Emergency Medical Technician-CERT	17	4 %	17	4 %
FOODPREPARATION.CERT	Food Preparation-CERT	13	3 %	13	3 %

Top 5 Diploma Programs

		Awards		Students	
LPN.NURSING.DIPL	Practical Nursing	28	50 %	28	51 %
MEDCODING.SPEC.DIP	Medical Coding Specialist-DIP	7	13 %	7	13 %
HR.DIPLOMA	Human Resources-DIP	5	9 %	5	9 %
ACCOUNTING.DIPL	Accounting-DIP	4	7 %	4	7 %
MED.SECRETARY	Medical Secretary	3	5 %	3	5 %

Note: The student count will be equal to or less than the awards count. A student can achieve more than one award per term.



TO: Dr. Terry Murrell, President
 FROM: Tawnya Beermann, Dean of Students
 Christina Brandon, Dean of Outreach & Information Technology
 DATE: February 1, 2024
 SUBJECT: 2024 Spring Enrollment Report

Comet Spirit is Bright! And so are the WITCC Enrollment Trends!

College Student Trends

We are proud to report that **2024 Spring College Student Head Count is up 8.6%** (+196 students), compared with 2023 Spring, with a corresponding **8.3% rise in credit hours**. The exciting addition of WITCC Athletics in 2023 Fall, bringing 123 athletes, along with several of their friends to the College, certainly helped contribute to the boost in enrollment. College Student On-Campus headcount grew 10.4%, while Online headcount grew 12.8%. With the positive Comet spirit filling the halls, and more athletes headed our way, we anxiously anticipate continued enrollment gains for the foreseeable future.

College Students in Arts & Science programs grew by 14.7% (+118), with a **19.4% increase in credit hours**. The majority of Student Athletes are pursuing Arts & Science degrees. For 2024 Spring, there are 243 **Out-of-State Online College Students** enrolled in Arts & Science courses, up **15%** (+32) from last Spring. The majority are residents of **Nebraska (105), South Dakota (77),** along with **22 Athletes**.

Diverse Student Population Trends

WITCC's diverse student population continues to expand in several areas. Our **African American College Student population grew by 41.2%** (+87), compared to last Spring, now representing 12% of the overall College Student population, including 19 Athletes. **African American Concurrent student enrollment also showed an increase of 15.9%**. **WITCC's Hispanic College Student population continues to flourish**, with another double digit increase of 10.5% (+57), representing nearly a quarter of WITCC's College Student population, at 24%. Interestingly, Hispanic Concurrent Students declined by 5.9%.

U.S. students, residing outside of the tri-state area, headcount is up **79.7%** (+55) at 124.



International Student headcount is up **44.1%**, (+15) at 49.

Student Retention & Belonging Trends

WITCC strives to ensure a learning environment where every person experiences a sense of community, belonging, and support. Our recent focus to refine the College's Mission, Values, and Strategic initiatives has ensured collaborative efforts to support students and provide valuable learning opportunities for all. As a result, **Fall to Spring Retention for All Students is the highest we've seen over the last 15 years, at 74.7%**, with steady gains of more than 3% per year over the last two years. Returning College students account for 86.6% of current Spring enrollment, up 194 compared to last Spring. Athletics is a major contributor to this increase, with **Fall to Spring athlete retention at 92%**.

Location & Learning Modality Trends

Cherokee Campus credit hours increased from 115 to 305 compared to last Spring, with additions in Health program offerings, such as Certified Nursing Assistant (CNA).

Overall students participating in **online course offerings continues to rise, up 13.7%** (+400) compared with 2023 Spring, with corresponding **online credit hours up 13.8%**. On-Campus course participation stayed relatively steady, up 1.6%.

Concurrent Student Trends

Concurrent enrollments reflect a **2.2% increase in headcount**, and **3.7% increase in credit hours**, with a **5% increase in students choosing Career & Technical programs**, and Arts & Sciences program choice staying relatively level, with no noticeable change in average credit hours per student.

Concurrent Students taking Online courses increased by 14.6%, while **on-campus/HS location course-taking declined by 6.4%**, a result of continued struggles with securing qualified on-campus instructors in the high schools, due to teacher retirements and shrinking worker pool in rural areas.

2024 Spring Credit Enrollment

Census Date: January 28, 2024 11:59 PM

ALL STUDENTS

Total Enrollment

	Head count		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
College Students	2,481	2,285	8.6%	26,338.5	24,314.5	8.3%
Concurrent Students	2,565	2,509	2.2%	15,090.5	14,556	3.7%
TOTAL	5,046	4,794	5.3%	41,429	38,870.5	6.6%

All Students by Enrollment Format

	Student count (duplicated)		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
On-campus/HS location	2,959	2,912	1.6%	21,453.0	21,311.5	0.7%
Online	3,311	2,911	13.7%	19,976	17,559	13.8%
TOTAL	6,270	5,823	7.7%	41,429	38,870.5	6.6%

All Students Enrollment by Residency

	Spring 2024	Spring 2023	% Change
Iowa Total	4,499	4,313	4.3%
Cherokee	198	146	35.6%
Crawford	348	354	-1.7%
Ida	119	103	15.5%
Monona	123	145	-15.2%
Plymouth	627	630	-0.5%
Woodbury	2,747	2,630	4.4%
Other Iowa	337	305	10.5%
Out of State Total	547	481	13.7%
Nebraska	218	193	13.0%
South Dakota	156	185	-15.7%
Other States	124	69	79.7%
International	49	34	44.1%

Retention of Prior Fall Students					
	Head count	Grads*	Possible Spring Students	Count with Spring Credits	Percent Retained
23 Fall	5,076	234	4,842	3,616	74.7%
22 Fall	5,152	167	4,985	3,567	71.6%
21 Fall	5,541	196	5,345	3,650	68.3%

* Students who graduated in December and did not continue their education.

2024 Spring Credit Enrollment

Census Date: January 28, 2024 11:59 PM

COLLEGE STUDENTS

College Student Enrollment

	Head count		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
College Student Totals	2,481	2,285	8.6%	26,338.5	24,314.5	8.3%

College Students by Student Active Program

	Head count		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
Arts & Sciences	920	802	14.7%	9,164	7,678	19.4%
Career & Technical Education	1,561	1,481	5.4%	17,174.5	16,636.5	3.2%
TOTAL	2,481	2,283	8.7%	26,338.5	24,314.5	8.3%

College Students by Enrollment Format

	Student count (duplicated)		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
On-campus	1,531	1,387	10.4%	14,670.5	13,967.5	5.0%
Online	1,627	1,442	12.8%	11,668	10,347	12.8%
TOTAL	3,158	2,829	11.6%	26,338.5	24,314.5	8.3%

College Students Enrollment by Residency

	Spring 2024	Spring 2023	% Change
Iowa Total	1,970	1,860	5.9%
Cherokee	83	57	45.6%
Crawford	105	114	-7.9%
Ida	28	24	16.7%
Monona	49	56	-12.5%
Plymouth	157	181	-13.3%
Woodbury	1,270	1,171	8.5%
Other Iowa	278	257	8.2%

Out of State Total	511	425	20.2%
Nebraska	217	188	15.4%
South Dakota	121	134	-9.7%
Other States	124	69	79.7%
International	49	34	44.1%

2024 Spring Credit Enrollment

Census Date: January 28, 2024 11:59 PM

CONCURRENT STUDENTS

Concurrent Student Enrollment

	Head count		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
Concurrent Student Total	2,565	2,509	2.2%	15,090.5	14,556	3.7%

Concurrent Student Enrollment by Sector

	Student count (duplicated)		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
Career & Technical Education	1,000	952	5.0%	3,997.5	3,813	4.8%
Arts & Sciences	1,946	1,933	0.7%	11,093	10,743	3.3%
TOTAL	2,946	2,885	2.1%	15,090.5	14,556	3.7%

Concurrent Students by Enrollment Format

	Student count (duplicated)		% Change	Credit hours		% Change
	Spring 2024	Spring 2023		Spring 2024	Spring 2023	
On-campus/HS location	1,428	1,525	-6.4%	6,782.5	7,344	-7.6%
Online	1,684	1,469	14.6%	8,308	7,212	15.2%
TOTAL	3,112	2,994	3.9%	15,090.5	14,556	3.7%

Concurrent Student Enrollment by Residency

	Spring 2024	Spring 2023	% Change
Iowa Total	2,529	2,453	3.1%
Cherokee	115	89	29.2%
Crawford	243	240	1.3%
Ida	91	79	15.2%
Monona	74	89	-16.9%
Plymouth	470	449	4.7%
Woodbury	1,477	1,459	1.2%
Other Iowa	59	48	22.9%
Out of State Total	36	56	-35.7%
Nebraska	1	5	-80.0%
South Dakota	35	51	-31.4%
Other States	0	0	NA

2024 Spring Credit Enrollment

Census Date: January 28, 2024 11:59 PM

COLLEGE AND CONCURRENT STUDENT COUNTS

COLLEGE STUDENT COUNTS

	Spring 2024	Percent	Spring 2023	Percent
Full-Time	1,220	49.2%	1,107	48.4%
Part-Time	1,261	50.8%	1,178	51.6%
Total	2,481	100.0%	2,285	100.0%

	Spring 2024	Percent	Spring 2023	Percent
New Students	333	13.4%	331	14.5%
Returning Students	2,148	86.6%	1,954	85.5%
Total	2,481	100.00%	2,285	100.0%

COLLEGE STUDENT CREDIT HOURS

	Spring 2024	Percent	Spring 2023	Percent
Arts & Sciences	9,164	34.8%	7,678	31.6%
Career & Technical Education	17,174.5	65.2%	16,636.5	68.4%
Total	26,338.5	100%	24,314.5	100.0%

Average Age	26.9	26.7
Average Credit Hours	10.6	10.6

CONCURRENT STUDENT CREDIT HOURS

	Spring 2024	Percent	Spring 2023	Percent
Arts & Sciences	11,093	73.5%	10,743	73.8%
Career & Technical Education	3,997.5	26.5%	3,813	26.2%
Total	15,090.5	100%	14,556	100.0%

Concurrent Students Average Credit Hours	5.9	5.8
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2024 Spring Credit Enrollment

Census Date: January 28, 2024 11:59 PM

DEMOGRAPHICS

RACE/ETHNICITY	COLLEGE STUDENTS				
	24 Spring	Percent	23 Spring	Percent	% Change
	American Indian	34	1.4%	41	1.8%
Asian	56	2.3%	66	2.9%	-15.2%
Black or African American	298	12%	211	9.2%	41.2%
Hawaiian/Pacific Islander	4	0.2%	4	0.2%	0.0%
Hispanic	599	24%	542	23.7%	10.5%
Two or More Races	106	4.3%	105	4.6%	1.0%
Unknown	57	2.3%	39	1.7%	46.2%
White	1,327	53.5%	1,277	55.9%	3.9%
TOTAL	2,481	100%	2,285	100%	8.6%

RACE/ETHNICITY	CONCURRENT STUDENTS				
	24 Spring	Percent	23 Spring	Percent	% Change
	American Indian	17	0.7%	21	0.8%
Asian	59	2.3%	56	2.2%	5.4%
Black or African American	80	3.1%	69	2.8%	15.9%
Hawaiian/Pacific Islander	1	0.0%	6	0.2%	-83.3%
Hispanic	444	17.3%	472	18.8%	-5.9%
Two or More Races	24	0.9%	25	1.0%	-4.0%
Unknown	207	8.1%	102	4.1%	102.9%
White	1,733	67.6%	1,758	70.1%	-1.4%
TOTAL	2,565	100%	2,509	100%	2.2%

Western Iowa Tech Community College FY 2023 FEDERAL FUNDING PROFILE

Fiscal year 2023: July 1, 2022 through June 30, 2023

Ten Year Federal Pell Grant Summary Table			
Award Year	Number of Recipients	Average Grant per Student	Total Grant Dollars Dispersed
FY23	1,600	\$3,833	\$6,132,202
FY22	1,670	\$3,656	\$6,106,279
FY21	1,718	\$3,661	\$6,290,118
FY20	1,848	\$3,617	\$6,684,602
FY19	1,886	\$3,652	\$6,886,759
FY18	1,913	\$3,603	\$6,892,534
FY17	2,005	\$3,466	\$6,948,833
FY16	2,435	\$3,353	\$8,163,763
FY15	2,624	\$3,425	\$8,987,651
FY14	2,814	\$3,359	\$9,453,077

Student Financial Aid Cluster	
Total Pell Grant Dollars Dispersed	\$6,132,202
1. Number of Federal SEOG Recipients	266
Federal SEOG Funds Expended	\$148,092
2. Number of Federal College Work-Study Program Participants	67
Federal College Work-Study Funds Expended	\$77,583
3. Number of Federal Direct Loan Recipients	1,088
Federal Direct Loan Funds Expended	\$5,446,864
Subtotal- Student Assistance via Pell, SEOG, Work-Study and Direct Loans	\$11,804,741
<i>FY 2022 Funding Level</i>	<i>\$12,048,809</i>

Formula Allocations, Grants and Special Appropriation Funding	
4. All TRIO Programs	\$1,177,592
Student Support Services	\$591,310
Talent Search	\$329,487
Upward Bound	\$256,795
5. US Department of Education- Career and Technical Education	\$606,615
6. US Department of Education- Adult Basic Education	\$264,716
7. US Department of Education- Vocational Rehabilitation	\$88,871
8. OSHA- Susan Harwood Training Grant Program	\$111,482
9. US Department of Education Coronavirus Aid, Relief, and Economic Security Act	\$1,204,254
Higher Education Emergency Relief Fund- Supplemental support	\$838,113
Higher Education Emergency Relief Fund- Strengthening Institutions	\$366,141
10. US Department of Education- Title III Strengthening Institutions	\$222,069
11. US Small Business Administration- Small Business Development Center	\$85,504
12. US Department of Education- College Assistance Migrant program	\$92,340
13. Institute of Museum & Library Services- Community College Libraries	\$4,670
Subtotal- Grants and Special Appropriation Funding	\$3,858,113
<i>FY 2022 Funding Level</i>	<i>\$11,541,442</i>

TOTAL FY23- Federal Funds assisting WITCC and Students	\$15,662,854
<i>FY 2022 Funding Level</i>	<i>\$22,181,438</i>



DATE: February 2, 2024

TO: Dr. Terry A. Murrell, President

FROM: Karina Pedroza, Title III Project Manager
Dr. Erin Volk, Dean of Quality

RE: Title III Update for Year One

The Title III grant, Pathways to Success: Strengthening Transfer and Building Equity, was awarded to Western Iowa Tech by the U.S. Department of Education in October 2022. The grant is for \$2.172 million and will run from October 2022 to September 2027. The overall goal of the Title III Strengthening Instructions Program is to help institutions become self-sufficient and expand their capacity to serve low-income students.

Throughout the five years, the Title III team will focus on the following objectives:

Objective 1: Strengthening transfer pathways and support.

Objective 2: Fostering a culture of equity.

Objective 3: Infrastructure support for transfer and equity.

An Internal Monitoring Team composed of internal stakeholders and an external third party evaluate progress and accomplishments on a quarterly basis. This is to ensure the institutionalization and sustainability of completed activities, as well as compliance with federal regulations.

At the end of September 2023, the Title III team had either completed or were in progress of completing all planned activities for Year One. A detailed description of the year's activities is represented in the attached annual report. The report was completed in collaboration with Internal Communications.

TITLE III
PATHWAYS
TO SUCCESS
ANNUAL REPORT
2023

42



www.witcc.edu

43

A Note from the Project Manager



Karina Pedroza

Project Manager, Title III

When writing the Title III grant, our team identified significant opportunities at Western Iowa Tech Community College, particularly in the realms of transferability and in creating a sense of belonging. Throughout the past year, our dedicated team has exerted tremendous effort, establishing a robust foundation for grant initiatives. We've successfully translated the grant's original vision into tangible results, making a meaningful impact throughout the college. Recognizing that institutionalization and stability are pivotal for the future success of our endeavors, I am committed to placing collaboration and detailed documentation of processes at the forefront of every grant-associated activity.

In this annual report, you'll find information about the Title III activities of year one. Highlights include the establishment of a seamlessly digital and easily accessible Transfer Hub, the successful piloting of revamped transfer advising processes, the preliminary implementation of a Student Needs Survey, and a detailed overview of a community resource guide encompassing Siouxland and the WIT branch campus communities.

100%

FIRST-YEAR ACTIONS
COMPLETED OR IN PROGRESS

About the Grant

The Western Iowa Tech Community College (WIT) Title III Strengthening Institutions Program (SIP) grant, the Pathways to Student Success: Strengthening Transfer and Building Equity project, seeks to transform transfer pathways and foster inclusion and belonging. Specifically, WIT is focusing on these outcomes by implementing and engaging in three activities that address the associated goals and initiatives.

Project activities for this Title III SIP grant are:

Activity 1: Strengthening transfer pathways and support

Activity 2: Fostering a culture of equity

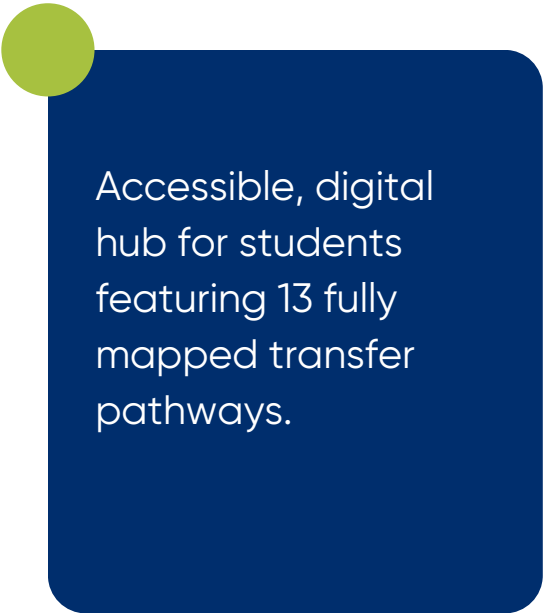
Activity 3: Infrastructure support for transfer and equity

There are eight main objectives to the grant including transforming the transfer student experience and increasing opportunities and success for under represented students by creating a culture of equity and inclusion through initiatives such as the Center for Inclusive Excellence, Comet Learning Exchange Center, and new transfer student initiatives.

Transfer Hub

Jennifer Conley, Transfer Pathway Specialist, and Wendy Ohl, Digital Transfer Catalog Specialist, were hired through stipends to start working on the digital Transfer Hub in January of 2023. The need for a tool such as this grew out of unacceptably low levels of completion and transfer among Arts & Sciences (transfer major students). The hub needed to be user friendly and document how transfer majors align with four-year programs, indicated when each course should be completed and how the courses lead to the completion of the WIT AA/AS and the BA at the partner school.

In order to create a sense of collaboration, the Title III group met with advisors and faculty to find out what would be helpful for them. Our team also met with corresponding stakeholders at Briar Cliff University to ensure processes were created for the maintenance of the pathways if there should be updates made. Following that input, the Transfer Hub was launched in September of 2023.



Accessible, digital hub for students featuring 13 fully mapped transfer pathways.

Transfer Pathways Team



Jennifer Conley

Transfer Pathway Specialist



Christian Supiot

Transfer Navigator



Wendy Ohl

Digital Transfer Catalog Specialist



Jason Palsma

Transfer Pathway Specialist

Transfer Activities



RESOURCE GUIDE

A guide for internal WITCC and community resources designed to connect students and staff with supportive services, relevant faculty, or additional community resources in a format that is user-friendly. This guide will be published on the public WIT website to ensure access to the whole WIT community.



TRANSFER STUDENT SUPPORT

In collaboration with Admissions, Christian Supiot, Transfer Navigator, is transforming the transfer student experience based on best practices on retention, intentional advising, and proactive advisor-initiated contact. The goal is to create an advisor-advisee relationship that fosters conversations that help students develop their academic goals.



STUDENT NEEDS SURVEY

The Student Needs Survey is designed to be completed by every student after application to WIT. The information collected through the survey is meant to give our advisors an efficient and central way to get important information crucial to student's success at WIT. This data is used to enhance advising practices with a retention priority focus.



ADDITIONAL TRANSFER ACTIVITIES

Other activities completed by the transfer navigator include: onboarding and maintaining a caseload of 50 new, first time transfer students, using the student needs survey data to enhance advising practices with a retention priority focus, and to provide advisors with workshops around transfer and inclusion.

Creating a Sense of Belonging

79% of WIT employees attended professional development opportunities hosted by Title III.

79% of WIT employees completed a self-assessment on equity to affirm a baseline.

577 students were surveyed in the spring of 2023 to set a base of sense of belonging.

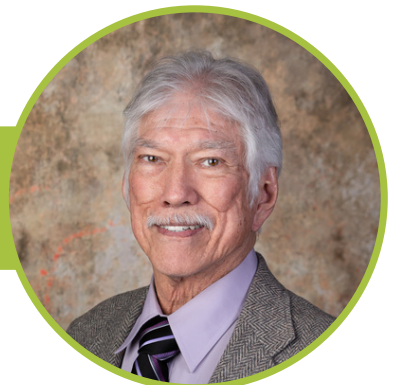
Instructional Design

Over the next five years, Ralph Swain, Instructional Designer, will collaborate with instructors on 25 high-impact, high-enrollment courses that will undergo instructional design to ensure instruction and materials are equitable. Curriculum adjustments will collectively yield a more inclusive classroom resulting in equity-minded students who are prepared to serve the diverse community. The first year of redesign included the following courses:

- Workplace Communications
- Intro to Psychology
- Community Policing
- Media Literacy
- English Composition I

Ralph Swain

Instructional Designer



Center for Inclusive Excellence



The Center for Inclusive Excellence (CIE) was completed in January 2024 with the mission of *"building community and belonging, where people from all backgrounds and identities feel valued, respected, and empowered."*

The CIE will house:

- Karina Pedroza, Title III Project Manager
- LaShawna Moyle, Coordinator for Inclusive Excellence
- Title III Part-time positions
 - Ralph Swain, Instructional Designer
 - Comet Exchange Coordinator (To be hired in Year Two)
 - Transfer Scholars Coordinator (To be hired in Year Three)
- Additionally, a small conference room and workshop space will double as a hub for cultivating community partnerships. This multifunctional area is strategically designed to facilitate meaningful connections with community agencies, fostering face-to-face interactions that directly engage and support students in their unique contexts.



Programming in the CIE will focus on students and employee training opportunities that contribute to WIT's mission of elevating our diverse learners and strengthening our communities through inclusive and innovative education.

LOOKING FORWARD

Over the next four years, the Title III team will continue to grow and collaborate with all departments at WIT while working towards a more inclusive student experience, both inside and out of the classroom. The main focus will continue to be the institutionalization of processes that further support transfer students and contribute to a stronger sense of belonging for all students.





DATE: February 5, 2024

TO: Dr. Terry A. Murrell, President

FROM: Jackie Plendl, Dean of Human Resources

RE: Board Policy Revision

The following revised Board Policy is being presented to the Western Iowa Tech Board of Directors for a second reading as follows:

206.1 Nondiscrimination Policy

The proposed change is a result of the change in Equity Coordinator designations as approved by the Board at its meeting on December 11, 2023. And as required by the Iowa Department of Education Office for Civil Rights to meet the legal requirements of Title IX, Section 504, and Title II.

Administrative Recommendation

It is the administrative recommendation that the WITCC Board of Directors approve the revised Board Policy 206.1.

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 206.1
Title	All Personnel
	Nondiscrimination Policy

Western Iowa Tech Community College's official Non-Discrimination Policy will be as follows;

Nondiscrimination Statement

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please ~~reference Board Policies at www.witcc.edu/board or call (712) 274-6400 ext. 1406 and/or email Jackie.plendl@witcc.edu (employees) or call (712) 274-6400 ext. 1491 and/or email Tawyna.Beerermann@witcc.edu (students)~~ contact ~~Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 1406; equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 2887; equity@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730-1576, TDD 800-877-8339; email: OCR.Chicago@ed.gov.~~

Abbreviated Equity Statement:

~~It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law, in its programs, activities, or employment practices as required by state and federal civil rights regulation. Individuals who feel they have been discriminated against can reference the Western Iowa Tech website, www.witcc.edu, for more information and contacts.~~

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

Date of Adoption	11/12/2019	Legal Reference: (Code of Iowa)
Date of Last Revision	1/11/2022	
Date of Current Revision	6/13/22	
Related Administrative Procedures and Cross References		302.1, 303.3, 400.17, 400.19, 400.2, 400.5(h), 502.4, 805.3, 806.1

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 1406; equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 2887; equity@witcc.edu

**MEMO**

DATE: January 24, 2024

TO: Dr. Terry Murrell, President

FROM: Darin Moeller, Executive Dean of Instruction
Carmen Wilson, Associate Dean of Corporate College
Sam Pribil, Economic Development Coordinator

RE: 260E Preliminary Agreement for Cold Link Logistics Sioux City, LLC

The first formal step in initiating a 260E Iowa New Jobs Training (INJT) Project is the execution of a Preliminary Industrial New Jobs Training Agreement. The preliminary agreement establishes a State recognized INJT project start date. This is to replace the Preliminary Agreement signed on 9/11/2023 reflecting the current base employment number of the company as advised by Ahlers & Cooney P.C.

Cold Link Logistics Sioux City, LLC will be creating 35 additional new jobs for their Phase 2 expansion at their Sioux City, Iowa location. Below is a synopsis of Cold Link Logistics Sioux City, LLC. Attached is the preliminary Iowa New Jobs Training Agreement.

As noted in Article III, section 3.4 in the Preliminary Agreement, all commitments of the Cold Link Logistics Sioux City, LLC and Western Iowa Tech Community College under this Preliminary Agreement are subject to the condition that mutually agreeable terms of a permanent training agreement shall be reached on or before February 12, 2026. It is understood and agreed that if such final agreement is not reached; neither Cold Link Logistics Sioux City, LLC nor Western Iowa Tech Community College shall be obligated to proceed with a training program.



Company Description:

Cold Link Logistics, a Miami, Florida-based cold storage warehousing firm, has committed to purchase 40 acres of the City's 27 Flags industrial site to construct a multi-phased cold storage facility to serve the growing food processing industry in the Sioux City region. The first phase of the project represents a capital investment of nearly \$60 Million and will be the first industrial development on the site, creating 60 new jobs. The Phase 2 construction is underway. They will be hiring 35 additional jobs and plans on entering another 260E Iowa New Jobs Training (INJT) (Project 2) with WITCC.

Recommendation:

It is the administrative recommendation that the Board approves the Preliminary Iowa New Jobs Training Agreement with Cold Link Logistics Sioux City, LLC.

WESTERN IOWA TECH COMMUNITY COLLEGE

Industrial New Jobs Training Program.
(Cold Link Logistics Sioux City, LLC)

- Resolution Approving Preliminary Industrial New Jobs Training Agreement.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE
CHAPTER 21 AND THE LOCAL RULES OF THE COLLEGE.

_____, 2024

The Board of Directors of Western Iowa Tech Community College met in _____ session, at _____, _____, Iowa, at _____ o'clock __.M., on the above date. There were present President Russell Wray, in the chair, and the following named Board Members:

Absent: _____

* * * * *

Board Member _____ introduced the following Resolution entitled "RESOLUTION APPROVING THE PRELIMINARY INDUSTRIAL NEW JOBS TRAINING AGREEMENT", and moved that the same be adopted. Board Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION APPROVING THE PRELIMINARY INDUSTRIAL NEW JOBS TRAINING AGREEMENT

WHEREAS, the Western Iowa Tech Community College (the "Community College") is in need of funds to carry out a new jobs training project as hereinafter described; and, it is deemed necessary that it should provide funds to pay the costs thereof in an amount to be determined upon completion of the budget for the project as authorized by Chapter 260E and 260F, Code of Iowa, as amended (the "Act"); and

WHEREAS, a Preliminary Industrial New Jobs Training Agreement (the "Preliminary Agreement") has been negotiated with the Cold Link Logistics Sioux City, LLC. (the "Employer"), which Preliminary Agreement established a new jobs training program to educate and train certain persons employed by Employer in new jobs and such Preliminary Agreement is deemed to be beneficial to the Community College and Employer; and

WHEREAS, the form of Preliminary Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before Industrial New Jobs Training Certificates or a fund advance may be issued to fund the project contemplated by the Preliminary Agreement, it is necessary to comply with the provisions of the Act and to approve the execution of the Preliminary Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF WESTERN IOWA TECH COMMUNITY COLLEGE:

That the Preliminary Agreement with Cold Link Logistics Sioux City, LLC and the form thereof are hereby approved and the President of the Board and Secretary of the Board are authorized to sign the Preliminary Agreement on behalf of the Community College.

PASSED AND APPROVED this _____ day of _____, 2024.

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors

**IOWA NEW JOBS TRAINING PROGRAM (260E)
PRELIMINARY AGREEMENT**

**Western Iowa Tech
Community College**

&

Cold-Link Logistics Sioux City, LLC

The "College"

The "Employer"

Project # 2

Employer Address

Agree to pursue the development of an Iowa New Jobs Training Program (260E) training project, effective as of the date both College and Employer shall have executed this Preliminary Agreement (the "Effective Date"). The Employer agrees to provide the College with the information necessary to develop a training project. If the parties are able to agree on a training project, they will enter into a New Jobs Training Agreement (the "Agreement"), which is subject to the approval of the College's Board of Directors. If the Agreement is approved by the College, any new positions that are created by the Employer on or after the Effective Date may be included in the Agreement. The parties acknowledge that this Preliminary Agreement is not a guarantee of project approval or project funding. This Preliminary Agreement is intended to remain in effect for a maximum of two calendar years from the Effective Date.

It is acknowledged by the parties that if the Employer commences training prior to approval of the Agreement by the College's Board of Directors and project funding, the Employer does so at its own risk and without any guarantee that costs incurred will be reimbursed by the College. Nothing herein shall under any circumstances be interpreted as a commitment by the College to approve the project or provide funding prior to approval of the Agreement by the College's Board of Directors. The Employer acknowledges that any costs of the training project in excess of amounts available from New Jobs Training Certificates, and any debt service on the New Jobs Training Certificates in excess of amounts available from the new jobs credit from withholding, will be the responsibility of the Employer, and that the payments required to be made by the Employer under the Agreement will be subject to the provisions of Section 260E.3(5) of the Iowa Code.

**Western Iowa Tech
Community College**

Cold-Link Logistics Sioux City, LLC

Name of Community College

Name of Employer

Signature of President of the Board

Signature of Employer Official

Signature of Secretary of the Board

01/15/2024

Date

Date

Notes: Base Employment Number: 63



DATE: January 26, 2024

TO: Dr. Terry A. Murrell, President

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

RE: **EXERCISE OF OPTION TO EXTEND COMMUNITY ACTION AGENCY
OF SIOUXLAND AGREEMENT**

In 2019, the College entered into a lease agreement with the Community Action Agency of Siouxland to operate a childcare center on the Sioux City, Iowa campus of Western Iowa Tech Community College. The childcare center provides free childcare for individuals meeting the grant criteria. The childcare center is available to our students that meet the grant criteria as well as the general public. The lease agreement was for an initial term of five years with an additional five years extension. Community Action Agency of Siouxland has requested to exercise the option to extend the year for the additional five years. All terms and conditions of the original lease remain unchanged. The lease agreement was originally prepared by the Ahlers Law Firm. The extended lease agreement will now begin August 1, 2024 and shall end on July 31, 2029.

Recommendation

It is the administrative recommendation that the request to exercise the renewal option for an additional five (5) years of the Lease Agreement between Community Action Agency of Siouxland and Western Iowa Tech Community College be approved for the operation of a childcare center on the Sioux City, Iowa campus.

RECEIVED

AUG 23 2019

WESTERN IOWA TECH
COMMUNITY COLLEGE

bw

LEASE AGREEMENT

The parties to this Lease Agreement ("Lease" or "Agreement") are Western Iowa Tech Community College, a school corporation organized and existing under the laws of the State of Iowa ("Landlord"), and Community Action Agency of Siouxland, a nonprofit corporation organized and existing under the laws of the State of Iowa ("Tenant").

The Landlord and Tenant, in consideration of this Agreement and the mutual promises contained herein, agree as follows:

1. LEASED PREMISES.

The Landlord agrees to lease to Tenant a portion of the campus owned by Landlord located at 4647 Stone Avenue, in the City of Sioux City, County of Woodbury, State of Iowa, specifically described as the ground floor level of Building A of Sun Ridge Court Dormitory ("Leased Premises"), in accordance with the terms and conditions as stated herein.

2. RENT AND UTILITIES.

A. Rent. For use of the Leased Premises pursuant to this Agreement, Tenant shall pay to Landlord the sum of Two Thousand Dollars (\$2,000) per month as rent. Rent for the first month of this Agreement period shall be payable on the first day of the term of this Agreement, with such rent amount prorated for any partial month, and rent for the succeeding months of this Agreement period shall be payable on the first day of each month.

B. Utilities. The Landlord shall provide utilities for the Leased Premises. The Tenant shall reimburse Landlord for utilities charges incurred in excess of routine use of the Leased Premises, within thirty (30) days of Tenant's receipt of invoice for the utilities charges.

3. MAINTENANCE.

A. Maintenance/Repair. The Landlord shall be responsible for routine maintenance and repair of the structural aspects of the Leased Premises. The Tenant shall be responsible for day-to-day aspects of operation of the Leased Premises, including, but not limited to, cleaning services and trash removal.

B. Lawn Care and Snow/Ice Removal. The Landlord shall be responsible for lawn care at the Leased Premises and snow and ice removal on the parking and sidewalk areas at the Leased Premises.

C. Changes/Improvements. The Tenant shall make no alterations, additions, or improvements to the Leased Premises without the prior written approval of Landlord. The parties agree that Tenant shall be responsible for all costs associated with any alterations, additions, or improvements made by Tenant. Any such alterations, additions, or improvements permitted hereunder to be made by Tenant shall be solely in furtherance of the use of the Leased

Premises for the purpose for which the Leased Premises are leased and shall become the property of Landlord, unless otherwise agreed by the parties.

The Tenant may install a sign identifying the name and nature of its use of the Leased Premises, subject to the advance approval of Landlord and applicable signage laws.

D. Care of the Leased Premises. The Tenant agrees to accept the Leased Premises in its present condition and configuration. The Tenant shall act as a reasonably prudent person to keep the Leased Premises clean and free and clear of all obstructions and nuisances in a reasonable and proper manner. The Tenant will not permit the Leased Premises to be damaged or depreciated in value by any negligence or other act or omission of Tenant or its directors, officers, employees, agents, representatives, invitees, or visitors, and Tenant agrees to be responsible for any such damages.

4. USE OF LEASED PREMISES.

A. Use in General. The Leased Premises shall be used by Tenant only for providing childcare services to Landlord's students as well as the general public based on the criteria of the grant as obtained by Tenant. All staffing and operations associated with Tenant's use of the Leased Premises are the responsibility of Tenant. The Tenant shall provide its own furniture, equipment, and supplies for Tenant's operations, except as otherwise agreed by the parties.

B. Compliance with Laws. The Tenant shall comply with all federal, state, and local laws and regulations and Landlord policies and rules applicable to the Leased Premises and use thereof, specifically including, but not limited to, prohibitions on smoking in the building and on the grounds of the building pursuant to the Iowa Code Chapter 142D and restrictions on sex offenders pursuant to Iowa Code Chapter 692A. The Tenant shall not permit any activities on the Leased Premises which violate such provisions. In addition, Tenant shall not use, nor permit the use of, the Leased Premises for any purpose which would adversely affect the value or character of the Leased Premises or cause the Leased Premises to lose exempt status for tax purposes.

C. Access to the Leased Premises. During the term of use of the Leased Premises by Tenant, Tenant shall have access to the building. Keys for access to the building shall be provided for designated representatives of Tenant. The Tenant shall ensure that the building is locked and secured as needed. Keys for access to the building shall be returned to Landlord at the termination or expiration of the Lease.

The Landlord may enter the Leased Premises without the prior approval of Tenant during the term of use of the Leased Premises by Tenant, so long as such entry does not unreasonably interfere with Tenant's use. The Landlord may enter the Leased Premises at any time for emergencies.

5. **INSURANCE.**

A. **Liability Insurance.** The Tenant shall carry general liability insurance for protection from any liability arising out of any accident or other occurrence causing any injury and/or damage to any person or property upon the Leased Premises due directly or indirectly to any act or omission of the insured, or any person claiming through or under the insured. The generally liability insurance policy shall have limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate. Liability insurance will include coverage for sexual abuse with a minimum limit of \$1,000,000 per claim and in the aggregate. Occurrence coverage for sexual abuse is preferred. If sexual abuse coverage is provided on a claims-made basis, Tenant agrees to provide proof of continuous coverage for up to three (3) years after the termination of the lease. The Landlord shall be named as an additional insured on Tenant's general liability insurance policy. The Tenant shall also carry professional liability insurance covering the actions or omissions of its employees and other personnel in commercially reasonable amounts. The Tenant shall present proof of such insurance to Landlord.

B. **Property Insurance.** The Landlord shall carry property insurance for the Leased Premises. The Landlord shall present proof of such insurance to Tenant upon request. The Tenant may insure its personal property located within the Leased Premises solely at its expense.

C. **Other Insurance.** The Tenant must also carry any insurance required by law, including, but not limited to, worker's compensation insurance for its employees and automobile liability insurance for its vehicles, as well as any insurance as may be required by Landlord's insurance advisor. The Tenant shall present proof of such insurance to Landlord upon request.

6. **TAXES.** The Tenant shall pay any taxes, assessments, and other public charges or charges in lieu of taxes which may be levied upon or assessed against Landlord or the Leased Premises by reason of Tenant's possession, occupancy, or use of the Leased Premises or the business carried on therein.

7. **INDEMNIFICATION.** The Tenant agrees to defend, indemnify, and hold harmless Landlord, and Landlord's directors, officers, employees, and agents, from and against any and all demands, claims, causes of action, liability, injuries, damages, losses, costs, and expenses (including reasonable attorney fees) arising from any act or omission of Tenant, or Tenant's directors, officers, employees, or agents, or any accident or other occurrence under this Agreement. The obligations in this section shall survive expiration or termination of this Agreement.

8. **RECOVERY OF AMOUNTS OWED.** In the event that it shall become necessary for either party to institute legal proceedings against the other party for recovery of any amounts due and owing under the Agreement, it is expressly agreed that the prevailing party in any such action shall be entitled to recover from the non-prevailing party all costs related to such collection, including reasonable attorney fees and all expert witness fees incurred during pre-suit

collection attempts, suit, and post judgment, appeal, or settlement collection. The obligations in this section shall survive expiration or termination of this Agreement.

9. **TERM.** The term of this Lease shall begin on August 1, 2019, and shall end on July 31, 2024, with an option to extend for an additional five (5) year term. Rent for the additional five (5) year term shall be set at a rate as mutually agreed by the parties in writing. Tenant shall notify Landlord of desire to exercise option to extend lease no later than 180 days prior to the expiration of the lease.

10. **TERMINATION.** Prior to its expiration, this Agreement may be terminated by either party in the event that the other party breaches this Agreement and fails to cure such breach within ten (10) days after receiving written notice of the breach. Such termination will become effective immediately upon notice given in writing by the non-breaching party. This Agreement may also be terminated at any time upon mutual agreement of the parties. Notwithstanding anything herein to the contrary, Landlord may terminate this Agreement at any time in the event that this Agreement is declared to be in violation of applicable law or tax-exempt financing requirements.

11. **OBLIGATIONS AFTER TERMINATION/EXPIRATION.** The Tenant agrees that upon the termination or expiration of this Lease, it will surrender and deliver the Leased Premises to Landlord in good and clean condition, except the effects of ordinary wear and tear and depreciation arising from lapse of time. The Tenant shall remove its property from the Leased Premises no later than the termination or expiration date of this Lease. The Tenant shall repair any damage caused by such removal. If Tenant's property is not removed from the Leased Premises within the specified timeframe, such property may be deemed abandoned and disposed of as determined by Landlord. Upon the request of Landlord, Tenant shall, at its expense, remove all improvements or appurtenances to the Leased Premises and restore the Leased Premises to its prior state. The obligations in this section shall survive expiration or termination of this Agreement.

11. **NOTICES.** All notices given under this Agreement shall be in writing, made by certified mail or personal delivery to the parties hereto, at the following addresses:

LANDLORD:
Western Iowa Tech Community College
Attn: President
4647 Stone Avenue
Sioux City, Iowa 51106

TENANT:
Community Action Agency of Siouxland
Attn: Executive Director
2700 Leech Avenue
Sioux City, Iowa 51106

The date of such notices will be deemed to be the date on which the notice is delivered, in the case of personal delivery, or the date on which the notice is delivered or attempted to be delivered as shown on the certified mail receipt, in the case of certified mail delivery.

12. **COOPERATION.** The Landlord and Tenant agree to reasonably cooperate as needed to assure that all required responsibilities are met by both parties. Both parties shall endeavor to amicably resolve items not directly addressed by this Agreement, interpret this

Agreement, and/or address other issues that may arise from time to time, through an administrative task force as mutually agreed on or other administrative representatives of the parties.

13. **NO WAIVER.** No waiver of the breach of any terms or conditions of this Agreement shall be valid unless in writing, nor shall any such waiver constitute a waiver of any other or succeeding breach of the same or other provisions of this Agreement.

14. **ASSIGNMENT; BINDING.** Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

15. **STATUS OF THE PARTIES.** It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a contractual landlord-tenant relationship. In no event shall a party be liable for the debts or obligations of another party.

16. **HEADINGS.** The headings of this Agreement are inserted for convenience of reference only and in no way describe or limit the scope or intent of this Agreement or any of the provisions hereof.

17. **SEVERABILITY.** If any provisions of this Agreement are determined to be invalid by a court of competent jurisdiction, then such provisions shall be deemed null and void, but without invalidating the remaining provisions hereof.

18. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the complete and entire agreement between the parties. None of the terms or conditions of this Agreement shall be in any manner altered or modified except by a written instrument duly signed by both parties.

19. **GOVERNING FORUM AND LAW.** The parties consent to the jurisdiction of the Woodbury County, Iowa District Court for all matters relating to this Agreement and agree that this Agreement shall be governed by the laws of the State of Iowa.

20. **FORCE MAJEURE.** Notwithstanding anything contained in this Agreement to the contrary, neither party shall be liable to the other for failure to comply with any obligation under this Agreement, nor shall any charges or payments be made in respect thereof, if prevented from doing so by reason of a contingency beyond the reasonable control of the parties, and all requirements as to notice and other performance required hereunder within a specified period shall be automatically extended to accommodate the period of pendency of any such contingency which shall interfere with such performance.

21. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

(Signatures on next page)

The parties hereto have duly executed this Lease Agreement on the dates set forth below.

**WESTERN IOWA TECH
COMMUNITY COLLEGE, Landlord**

**COMMUNITY ACTION AGENCY
OF SIOUXLAND, Tenant**

By: [Signature]
Name: Ferry Marshall
Title: College President
Date: 8/12/19

By: [Signature]
Name: Paul Lopez
Title: Executive Director
Date: 8-15-19

By: [Signature]
Name: Robert V. Rasmus
Title: Board President
Date: 8/12/19

By: [Signature]
Name: Tito Parker
Title: Board Chair
Date: 8-15-2019

STATE OF IOWA :
: ss.
COUNTY OF Woodbury :

On this 12th day of August, 2019, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Ferry Marshall and Robert A Rasmus, to me personally known, who being by me duly sworn did say that they are the individuals executing the within and foregoing instrument; that said instrument was signed in the capacity and on behalf of the Landlord as indicated above with property authority; and that the said individuals acknowledged the execution of said instrument to be the voluntary act and deed of said Landlord, by it and by them voluntarily executed.



[Signature]
Notary Public in and for said County and State

STATE OF IOWA :
: ss.
COUNTY OF Woodbury :

On this 15th day of August, 2019, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jean Logan and Tito Parker, to me personally known, who being by me duly sworn did say that they are the individuals executing the within and foregoing instrument; that said instrument was signed in the capacity and on behalf of the Tenant as indicated above with proper authority; and that the said individuals acknowledged the execution of said instrument to be the voluntary act and deed of said Tenant, by it and by them voluntarily executed.



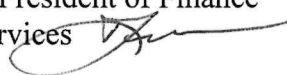
[Signature]
Notary Public in and for said County and State

01613576-1



DATE: January 23, 2024

TO: Dr. Terry A. Murrell, President

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

RE: WITCC CENTER FOR INCLUSIVE EXCELLENCE PROJECT
Certificate of Substantial Completion

Background Information

The WITCC Center for Inclusive Excellence Project on the Sioux City, Iowa campus of Western Tech Community College is completed. Attached to this memo is the Certificate of Substantial Completion.

The term substantial completion means that the College can occupy the space and/or use the equipment and that the warranty period has started except for any disputed punch list items.

The Administrative Recommendation

It is the administrative recommendation that the College approves the Certificate of Substantial Completion for the General Contractor, H & R Construction, for the WITCC Center for Inclusive Excellence Project dated December 13, 2023.



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: (name and address) 2023 WITCC Center for Inclusive Excellence WITCC 4647 Stone Ave. Sioux City, IA 51106	CONTRACT INFORMATION: Contract For: General Construction Date: June 26, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: 01.19.2024
OWNER: (name and address) WITCC 4647 Stone Ave Sioux City, IA 51106	ARCHITECT: (name and address) JEO Architecture, Inc. 2000 Q St. Suite 500 Lincoln. NE 68503	CONTRACTOR: (name and address) H&R Construction 307 E 39th St. South Sioux City, NE 68776

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)
 Work as shown by plans, specifications and contract documents for 2023 WITCC Center for Inclusive Excellence dated 5/10/2023.

JEO Architecture, Inc. ARCHITECT (Firm Name)	 SIGNATURE	Marvin Larson, AIA, Senior Project Manager PRINTED NAME AND TITLE	12/13/2023 DATE OF SUBSTANTIAL COMPLETION
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WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)
 N/A

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
 Punch List compiled 12/13/2023 and submitted electronically to H&R Construction.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within forty-five (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$20,000

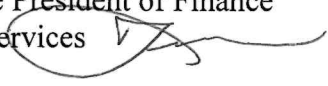
The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)
 As established by the date of Substantial Completion, the Owner shall take oer responsibility for security, maintenance, utilities and insurance.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:



DATE: February 5, 2024

TO: Dr. Terry A. Murrell, President

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

RE: **WITCC PARKING LOT 4 PAVING IMPROVEMENTS PROJECT**

A public hearing was held at the October 16, 2023 Western Iowa Tech Community College Board of Director's meeting for the proposed WITCC Parking Lot 4 Paving Improvements Project. The College has worked with Bryan Wells of DGR Engineering to plan the project to replace the roadway in front of parking lot 4, replace the deteriorating asphalt parking lot 4, replace the asphalt parking lot by KWIT, replace the parking lot 4 lighting, and to replace the storm and sanitary sewers under the parking lot. Funding for this project will be come from the Plant Fund.

Attached to this memo is a letter from DGR Engineering regarding the bid opening. Eight bids were received. Bryan Wells, P.E. of DGR Engineering has reviewed the bids and completed a bid tab sheet. The engineer's estimate for this project is \$1,857,167.00.

Recommendation:

It is the administrative recommendation, as well as the engineer's recommendation, that the College award the project to the lowest bidder, Steve Harris Construction, Inc., Homer, NE for the bid of \$1,454,334.23 based on the estimated units.



February 2, 2024

Dr. Terry Murrell, Ph.D.
Western Iowa Tech Community College
P. O. Box 5199
Sioux City, IA 51102

**Re: 2024 WITCC Parking Lot 4 Improvements Project
DGR File 273068**

Dear Dr. Murrell:

Bids were opened for the project referenced above at 1:00 p.m. on Friday, February 2, 2024. Eight bids were received and read as follows:

<u>Bidder</u>	<u>Total Bid</u>
Steve Harris Construction, Inc.*	\$1,454,334.23
Bainbridge Construction, LLC	\$1,465,344.65
Sioux City Engineering Company	\$1,623,948.75
Vander Pol Excavating, LLC	\$1,661,394.16 #
TR Harris Construction, Inc.	\$1,669,000.00
Concrete Plus	\$1,852,712.21
SuBSurfco, LLC	\$1,874,498.55
Hulstein Excavating, Inc.	\$1,908,765.30 #

* apparent low bidder
#corrected amount

The low bid of \$1,454,334.23 by Steve Harris Construction, Inc. was \$402,832.77, or 21.69% lower than the engineer's estimate of \$1,857,167.00. Based on our review of the bids and past experience with the contractor, we recommend award to Steve Harris Construction, Inc. in the amount of \$1,454,334.23.

Sincerely,

DGR Engineering

Bryan Wells, P.E.

BNW:dlr

DGR Engineering — 6115 Whispering Creek Drive — Sioux City, IA 51106

phone: 712.266.1554 — fax: 712.266.1707 — dgr.com
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BID TABULATION

2024 WITCC Parking Lot 4 Paving Improvements Project



WITCC
4647 Stone Ave.
Sioux City, Iowa 51106

6115 Whispering Creek Drive
Sioux City, Iowa

Letting: Friday, February 2, 2024 1:00pm

DGR Project No. 273068

Bid Security (10%)			10% Bid Bond		10% Bid Bond		10% Bid Bond	
Bidder and Address:			Steve Harris Construction, Inc. 793 Fiddler Creek Road Homer, NE 68030		Bainbridge Construction, LLC 202 E. 1st Street, PO Box 293 Kingsley, IA 51028		Sioux City Engineering Company 5000 South Lewis Blvd. Sioux City, IA 51106	
Item No.	No. of Units	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Division I - General								
1	1 L.S.	Temporary Traffic Control	\$ 3,520.00	\$ 3,520.00	\$ 3,680.00	\$ 3,680.00	\$ 4,700.00	\$ 4,700.00
2	1 L.S.	SWPPP Management	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 750.00	\$ 750.00
3	1 L.S.	Erosion Control	\$ 3,850.00	\$ 3,850.00	\$ 4,025.00	\$ 4,025.00	\$ 10,500.00	\$ 10,500.00
4	1 L.S.	Mobilization	\$ 51,325.00	\$ 51,325.00	\$ 75,000.00	\$ 75,000.00	\$ 80,000.00	\$ 80,000.00
Subtotal Bid Division I				\$ 59,695.00		\$ 85,205.00		\$ 95,950.00
Division II - Paving Lot 4 Improvements								
5	40.8 UNIT	Clear and Grub Existing Trees	\$ 110.00	\$ 4,488.00	\$ 95.00	\$ 3,876.00	\$ 75.00	\$ 3,060.00
6	2687 C.Y.	Excavation, Class 10	\$ 13.20	\$ 35,468.40	\$ 10.50	\$ 28,213.50	\$ 12.00	\$ 32,244.00
7	7630 S.Y.	Subgrade Preparation, 12"	\$ 3.00	\$ 22,890.00	\$ 1.00	\$ 7,630.00	\$ 3.50	\$ 26,705.00
8	106 L.F.	Sanitary Sewer Gravity Main, Trenched, PVC SDR26, 6"	\$ 65.05	\$ 6,895.30	\$ 65.00	\$ 6,890.00	\$ 63.00	\$ 6,678.00
9	104 L.F.	Removal of Sanitary Sewer Main	\$ 8.00	\$ 832.00	\$ 10.00	\$ 1,040.00	\$ 15.00	\$ 1,560.00
10	1 Ea.	Connect to Existing Sanitary Sewer Main	\$ 552.95	\$ 552.95	\$ 850.00	\$ 850.00	\$ 375.00	\$ 375.00
11	110 L.F.	Storm Sewer, Trenched, SS, 15"	\$ 75.85	\$ 8,343.50	\$ 80.75	\$ 8,882.50	\$ 75.00	\$ 8,250.00
12	30 L.F.	Storm Sewer, Trenched, SS, 18"	\$ 99.95	\$ 2,998.50	\$ 83.25	\$ 2,497.50	\$ 190.00	\$ 5,700.00
13	264 L.F.	Storm Sewer, Trenched, HPPP, 30"	\$ 143.52	\$ 37,889.28	\$ 140.35	\$ 37,052.40	\$ 150.00	\$ 39,600.00
14	404 L.F.	Removal of Storm Sewer, ≤27"	\$ 15.00	\$ 6,060.00	\$ 10.00	\$ 4,040.00	\$ 34.00	\$ 13,736.00
15	1 Ea.	Manhole, SW-301, 48"	\$ 7,320.10	\$ 7,320.10	\$ 7,922.60	\$ 7,922.60	\$ 4,600.00	\$ 4,600.00
16	1 Ea.	Intake, SW-545R, 14' Opening	\$ 4,902.90	\$ 4,902.90	\$ 10,680.00	\$ 10,680.00	\$ 11,750.00	\$ 11,750.00
17	1 Ea.	Manhole Adjustment, Minor	\$ 1,397.24	\$ 1,397.24	\$ 2,165.00	\$ 2,165.00	\$ 1,600.00	\$ 1,600.00
18	1 Ea.	Remove Sanitary Manhole	\$ 1,000.00	\$ 1,000.00	\$ 700.00	\$ 700.00	\$ 450.00	\$ 450.00
19	4 Ea.	Remove Intake	\$ 750.00	\$ 3,000.00	\$ 750.00	\$ 3,000.00	\$ 450.00	\$ 1,800.00
20	1 L.S.	Existing Oil/Sand Separator Access and Cleanout Adjustments	\$ 1,000.00	\$ 1,000.00	\$ 3,800.00	\$ 3,800.00	\$ 10,000.00	\$ 10,000.00
21	7297 S.Y.	Pavement, PCC, 7"	\$ 59.29	\$ 432,639.13	\$ 68.50	\$ 499,844.50	\$ 56.00	\$ 408,632.00
22	184 S.F.	Removal of Sidewalk	\$ 3.30	\$ 607.20	\$ 1.00	\$ 184.00	\$ 6.00	\$ 1,104.00
23	1835 S.F.	Sidewalk, PCC, 6"	\$ 10.25	\$ 18,808.75	\$ 11.00	\$ 20,185.00	\$ 11.50	\$ 21,102.50
24	5976 S.F.	Furnish and Install 1.5-inch Below Grade Rated Insulation Board	\$ 3.00	\$ 17,928.00	\$ 2.25	\$ 13,446.00	\$ 8.00	\$ 47,808.00

BID TABULATION

2024 WITCC Parking Lot 4 Paving Improvements Project



WITCC
4647 Stone Ave.
Sioux City, Iowa 51106

6115 Whispering Creek Drive
Sioux City, Iowa

Letting: Friday, February 2, 2024 1:00pm

DGR Project No. 273068

Bid Security (10%)	10% Bid Bond	10% Bid Bond	10% Bid Bond
Bidder and Address:	Steve Harris Construction, Inc. 793 Fiddler Creek Road Homer, NE 68030	Bainbridge Construction, LLC 202 E. 1st Street, PO Box 293 Kingsley, IA 51028	Sioux City Engineering Company 5000 South Lewis Blvd. Sioux City, IA 51106

Item No.	No. of Units	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Division III - Ring Road Reconstruction								
43	692 C.Y.	Excavation, Class 10	\$ 13.20	\$ 9,134.40	\$ 10.50	\$ 7,266.00	\$ 12.00	\$ 8,304.00
44	3016 S.Y.	Subgrade Preparation, 12"	\$ 4.00	\$ 12,064.00	\$ 1.00	\$ 3,016.00	\$ 3.50	\$ 10,556.00
45	3011 S.Y.	Subgrade Treatment, Non-Woven Geotextile	\$ 3.10	\$ 9,334.10	\$ 2.30	\$ 6,925.30	\$ 6.50	\$ 19,571.50
46	474 C.Y.	Subbase, Modified	\$ 66.00	\$ 31,284.00	\$ 87.00	\$ 41,238.00	\$ 75.00	\$ 35,550.00
47	73 L.F.	Storm Sewer, Trenched, SS, 15"	\$ 85.93	\$ 6,272.89	\$ 80.75	\$ 5,894.75	\$ 100.00	\$ 7,300.00
48	8 L.F.	Storm Sewer, Trenched, RCP, 15"	\$ 152.48	\$ 1,219.84	\$ 169.00	\$ 1,352.00	\$ 110.00	\$ 880.00
49	8 L.F.	Storm Sewer, Trenched, RCP, 18"	\$ 160.51	\$ 1,284.08	\$ 265.50	\$ 2,124.00	\$ 120.00	\$ 960.00
50	63 L.F.	Removal of Storm Sewer, ≤27"	\$ 20.00	\$ 1,260.00	\$ 10.00	\$ 630.00	\$ 22.50	\$ 1,417.50
51	2 Ea.	Connect to Existing Storm Sewer, ≤30"	\$ 1,000.00	\$ 2,000.00	\$ 950.00	\$ 1,900.00	\$ 850.00	\$ 1,700.00
52	1475 L.F.	Subdrain, 6"	\$ 18.96	\$ 27,966.00	\$ 17.50	\$ 25,812.50	\$ 23.00	\$ 33,925.00
53	13 Ea.	Subdrain Outlet	\$ 331.03	\$ 4,303.39	\$ 95.00	\$ 1,235.00	\$ 475.00	\$ 6,175.00
54	2 Ea.	Intake, SW-501	\$ 4,421.98	\$ 8,843.96	\$ 5,394.00	\$ 10,788.00	\$ 3,750.00	\$ 7,500.00
55	3 Ea.	Intake, SW-505	\$ 6,384.45	\$ 19,153.35	\$ 7,652.10	\$ 22,956.30	\$ 8,450.00	\$ 25,350.00
56	1 Ea.	Manhole Adjustment, Minor	\$ 1,374.24	\$ 1,374.24	\$ 805.00	\$ 805.00	\$ 1,600.00	\$ 1,600.00
57	1 Ea.	Connect to Existing Manhole	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,000.00	\$ 1,000.00
58	3 Ea.	Remove Intake	\$ 750.00	\$ 2,250.00	\$ 650.00	\$ 1,950.00	\$ 750.00	\$ 2,250.00
59	1 Ea.	Reconstruct DW-12 Intake Top	\$ 2,402.90	\$ 2,402.90	\$ 3,075.55	\$ 3,075.55	\$ 5,000.00	\$ 5,000.00
60	213 S.Y.	Pavement, PCC, 7"	\$ 64.04	\$ 13,640.52	\$ 96.50	\$ 20,554.50	\$ 80.00	\$ 17,040.00
61	2489 S.Y.	Pavement, PCC, 8"	\$ 61.08	\$ 152,028.12	\$ 70.35	\$ 175,101.15	\$ 75.00	\$ 186,675.00
62	261 S.F.	Detectable Warnings	\$ 40.18	\$ 10,486.98	\$ 50.00	\$ 13,050.00	\$ 50.00	\$ 13,050.00
63	55 S.Y.	Driveway, Paved, PCC, 6"	\$ 50.26	\$ 2,764.30	\$ 81.50	\$ 4,482.50	\$ 75.00	\$ 4,125.00
64	5765 S.F.	Removal of Sidewalk	\$ 3.30	\$ 19,024.50	\$ 0.75	\$ 4,323.75	\$ 3.00	\$ 17,295.00
65	7122 S.F.	Sidewalk, PCC, 6"	\$ 10.09	\$ 71,860.98	\$ 9.85	\$ 70,151.70	\$ 11.50	\$ 81,903.00
66	2682 S.Y.	Pavement Removal	\$ 8.80	\$ 23,601.60	\$ 1.00	\$ 2,682.00	\$ 4.50	\$ 12,069.00
67	180 L.F.	Permanent Tape Markings, 4"	\$ 3.85	\$ 693.00	\$ 4.00	\$ 720.00	\$ 5.00	\$ 900.00
68	186 L.F.	Permanent Tape Markings, 24"	\$ 22.00	\$ 4,092.00	\$ 23.00	\$ 4,278.00	\$ 25.00	\$ 4,650.00
69	4 Ea.	Arrow Symbol (Permanent Tape Marking)	\$ 550.00	\$ 2,200.00	\$ 550.00	\$ 2,200.00	\$ 250.00	\$ 1,000.00
70	351 L.F.	Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 2,800.98	\$ 6.50	\$ 2,281.50	\$ 9.00	\$ 3,159.00

BID TABULATION

2024 WITCC Parking Lot 4 Paving Improvements Project



WITCC
4647 Stone Ave.
Sioux City, Iowa 51106

6115 Whispering Creek Drive
Sioux City, Iowa

Letting: Friday, February 2, 2024 1:00pm

DGR Project No. 273068

Bid Security (10%)			10% Bid Bond		10% Bid Bond		10% Bid Bond	
Bidder and Address:			Steve Harris Construction, Inc. 793 Fiddler Creek Road Homer, NE 68030		Bainbridge Construction, LLC 202 E. 1st Street, PO Box 293 Kingsley, IA 51028		Sioux City Engineering Company 5000 South Lewis Blvd. Sioux City, IA 51106	
Item No.	No. of Units	Description	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
97	1 Ea.	Furnish and Install Handicap Signs/Bollard and Symbol (Permanent Tape Markings)	\$ 1,595.00	\$ 1,595.00	\$ 1,770.00	\$ 1,770.00	\$ 2,000.00	\$ 2,000.00
98	1 Ea.	Furnish and Install Bollard	\$ 550.00	\$ 550.00	\$ 575.00	\$ 575.00	\$ 800.00	\$ 800.00
99	93 L.F.	Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 742.14	\$ 6.50	\$ 604.50	\$ 9.00	\$ 837.00
100	140 L.F.	Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 1,009.40	\$ 5.50	\$ 770.00	\$ 8.00	\$ 1,120.00
101	1 L.S.	Light Pole Relocation & Base	\$ 1,430.00	\$ 1,430.00	\$ 1,430.00	\$ 1,430.00	\$ 3,400.00	\$ 3,400.00
102	180 L.F.	Conduit, PVC, Schedule 40, 1.25"	\$ 5.23	\$ 941.40	\$ 5.25	\$ 945.00	\$ 6.50	\$ 1,170.00
103	36 L.F.	Conduit, PVC, Schedule 80, 2"	\$ 9.57	\$ 344.52	\$ 9.60	\$ 345.60	\$ 27.00	\$ 972.00
104	200 L.F.	Conductor, 3/C-#10, Cu, 600 Volts	\$ 2.86	\$ 572.00	\$ 2.90	\$ 580.00	\$ 2.25	\$ 450.00
105	216 Ea.	Trench, 30" Deep	\$ 4.24	\$ 915.84	\$ 4.25	\$ 918.00	\$ 5.25	\$ 1,134.00
106	1 Ea.	Junction Box	\$ 1,639.00	\$ 1,639.00	\$ 1,640.00	\$ 1,640.00	\$ 2,550.00	\$ 2,550.00
Subtotal Bid Division IV				\$ 113,074.90		\$ 106,728.40		\$ 133,238.00
Total Bid Division I, II, III, IV				\$ 1,454,334.23	*	\$ 1,465,344.65		\$ 1,623,948.75

* Apparent Low Bidder

Corrected Amount

Other Bids:		
Vander Pol Excavating, LLC	\$ 1,661,394.16	#
TR Harris Construction, Inc.	\$ 1,669,000.00	
Concrete Plus	\$ 1,852,712.21	
SuBSurfco, LLC	\$ 1,874,498.55	
Hulstein Excavating, Inc.	\$ 1,908,765.30	#

WITCC in the News

FEB 24 14

2023 Highlights from Cherokee WIT Campus

<https://www.chronicletimes.com/articles/community-news/progress-2023-western-iowa-tech-community-college/>

Brief Mention: Cherokee WIT hosting Public Library Summer Reading Program's T-Rex

<https://www.chronicletimes.com/articles/community-news/progress-2023-cherokee-public-library/>

Gilchrist Foundation Donation

<https://www.thegilchristfoundation.org/blog/2024/1/1/the-gilchrist-foundation-awards-more-than-19-million-in-2023>

Ellucian Personalized Outreach

<https://www.ellucian.com/success-stories/personalizing-prospective-student-experience>
<https://www.ellucian.com/success-stories/how-cloud-benefits-staff-and-students>

Cherokee Chronicle Progress Article

<https://www.chronicletimes.com/articles/community-news/progress-2023-western-iowa-tech-community-college/>

ALUMNI–

https://www.nwestiowa.com/sentinel/golden-pheasant-continues-operating-under-new-partnership/article_6c84e882-a9a0-11ee-a4b3-4f38f667c37f.html

BRIEF MENTIONS–

Sarah Weins Designs; Lifelong Learning class

https://www.nwestiowa.com/sentinel/weins-designs-featured-at-fat-annie-s/article_bbff9e38-a9a1-11ee-9476-8f066086d427.html

Caucus, WIT location

https://dailyprogress.com/woodbury-county-republicans-caucus-at-witcc/video_53618122-e4bc-5492-bffd-feff27a4a777.html

https://theeagle.com/woodbury-county-republicans-caucus-at-witcc/video_756e28e3-2d7d-5f46-a340-2a8cabaf9981.html

ATHLETICS–

Bball recap vs IWCC

<https://www.siouxlandproud.com/sports/western-iowa-tech-cc-mens-basketball-comes-up-short-against-iowa-western-cc/>

Bball recap vs Northeast

WITCC in the News

FEB 24 14

https://www.norfolkneradio.com/sports/rolle-sets-new-carrer-high-in-points-as-hawks-down-comets/article_88894bc8-b92b-11ee-acdb-efdb6055b002.html

BBall recap vs DMACC

<https://www.siouxlandproud.com/sports/local-college-basketball-highlights-and-scores-1-24-24/>

Western Iowa Tech continues building during first men's basketball season

<https://www.siouxlandproud.com/sports/western-iowa-tech-continues-building-during-first-mens-basketball-season/>

BBall recap vs Spartans

<https://www.ktiv.com/2024/02/01/comets-come-up-just-short-against-spartans/>