

Board of Trustees Meeting AGENDA

Wednesday, August 10, 2022

11:30 a.m.

Pennington County Room

Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

Those wishing to provide public comment and/or testify are asked to register by 5:00pm MNT on August 8, 2022, via e-mail to Noelle.Simmons@wdt.edu. Testifiers should provide their full name, entity representing (if applicable), city of residence, and which agenda item the testifier will address. Any individuals with disabilities who require a reasonable accommodation to participate in the board meeting should submit a request to Noelle Simmons via e-mail Noelle.Simmons@wdt.edu or phone (1-605-718-2401).

Call in Number: 605-305-4137, Access Code: 822 993 087#

- Board Development Session – 11:30am
 - [Retreat Recap](#); Discussion of [Board Goals](#) (with Opportunity for Monthly Report-Outs); and [President's Goals](#)

Board Meeting – 12:00 pm

1. Call Meeting to Order and Roll Call
2. APPROVAL of Agenda
3. Conflict of Interest Declaration
4. Public Comments
5. CONSENT AGENDA
 - a. APPROVAL ITEM: Minutes for [July 13, 2022](#), and Minutes for [July 29-30, 2022](#)
 - b. APPROVAL ITEM: [Bills to Pay](#)
6. [Finance Report](#) and [Monthly Fund Chart](#)
7. President's Report
 - a. [Human Resources Report](#)
8. Board Discussion Items
 - a. Board meetings: Site rotation schedule; Days and time for meetings; skipping a month
 - b. Board Development: Session topics
 - c. [Board Policy Revisions](#)
9. Trustee Reports on Goals
10. Other or Updates

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11. Agenda Item Suggestions for Next Meeting
12. Next Meeting Date: September 14, 2022 | 11:30 am
13. Adjournment

Executive Session – (OPTIONAL)

DRAFT

Retreat Topics:

- Best practices in Board Governance
(What a high performing board looks like)
- Board Meetings:
 - Workshops
 - Subcommittees
 - Consent Agenda
 - Meeting management
 - Financial and Budget presentations

- Student Housing
- Enrollment & KPI's
- Retaining & Recruiting Staff
- President's priorities
- Tour

- Board Goals
 - Board members growing the college
- Commitment to entire service area
 - LPN Program – financial aspects
- Board policies
- Board Self-Evaluation
- Other subjects of interest to the Board

Board Priorities 2022-2023

1. Leverage Board Relationships to Promote...
 - a. Legislative support (intentional/systematic outreach)
 - b. RCAS students attending WDTC (Pathways program relationship development)
 - c. Heightened visibility for WDTC President (Invite Ann to community events)
2. Rotate Board Meeting Locations
3. Develop relationships with area Superintendents
4. Develop Board Succession planning and get clarification from State on related SDCL
5. Develop a Board Policy to support Trustees' attendance at conferences and trainings

President's Priorities—July 2022 to June 2023

1. Develop strategies that maximize student enrollment potential

- a. Off-site locations
- b. Flexible to better serve military personnel and family

Measurement: Enrollment, Successful launch of Philip site and HLC Approval of Hot Springs location, development of strategy to serve military personnel

2. Move forward with on-campus student housing

Measurement: Develop feasibility study and nail down a financing plan (with goal of turning dirt in FY 2024)

3. Ensure positive employee engagement

Measurement: Great Colleges to Work For Survey—maintain “Great College” designation.

4. Improve student retention

Measurement: Identify retention gap areas in the student population and develop a plan to improve retention for those populations.

5. Develop succession planning strategies

Measurement: Implement a plan to equip college employees with skills and knowledge of the higher education industry. Develop succession policy for times when the president and senior leaders retire, take leave, are out sick, etc.

Board of Trustees Meeting Minutes

Wednesday, July 13, 2022

11:30am

Pennington County Community Room

Western Dakota Technical College prepares students to be highly skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

The Western Dakota Tech Board of Trustees held a meeting on Wednesday, July 13, 2022, at 11:30am in the Pennington County Community Room, which was also available via Microsoft Teams. The board trustees in attendance included: Brad Heltzel, Dick Johnson, Lynn Kendall, Curt Pochardt, Linda Rabe, Mike Roesler, Andy Scull and Dr. Steve Willard. Absent with notice: Andrea Powers.

WDT leadership staff attending included: Dr. Ann Bolman, Christine Goldsmith, Tiffany Howe, Kelly Oehlerking, and Interim Director of Human Resources, Tina Easton-Espe. Leadership Absent: Debbie Toms. Other staff present included Whitney Bischoff, Nora Leinen, Kathi Maxson. Also attending was Tom Brunner.

Board Study Session 11:30am

Whitney Bischoff gave an overview presentation about the Student Success Center (SSC) and the Success Coaches. Trustees appreciated the new Food Pantry set up by the SSC and are interested in possibly donating items.

1. CALL TO ORDER

ROESLER called the board meeting to order at 12:21pm with a roll call to order.

2. APPROVAL OF AGENDA

POCHARDT moved and HELTZEL seconded to approve the July agenda. MOTION CARRIED (8-0).

3. APPROVAL OF MINUTES

WILLARD moved, JOHNSON seconded to approve the June minutes. MOTION CARRIED (8-0).

4. CONFLICT OF INTEREST

ROESLER asked if any trustee had potential conflicts. JOHNSON declared that he is CEO of West River Electric, and Western Dakota Tech is a customer of West River Electric.

5. PUBLIC COMMENTS

ROESLER asked if there were any public comments, none were expressed.

6. RECOGNITION OF OUTGOING BOARD MEMBER

Dr. Bolman and Trustees thanked ROESLER for his service on the board and for his leadership when serving as the Board Chair.

SINE DIE: The meeting under ROESLER's leadership was adjourned in order for Dr. Ann Bolman to facilitate the formal election of the Board Chair for year 2022-2023.

7. CHAIR ELECTION

As 2021-2022 Vice Chair, policy places POCHARDT in the nominations for Board Chair for year 2022-

Board of Trustees Meeting Minutes

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2022. WILLARD moved and JOHNSON seconded to cease nominations and elect POCHARDT as Board Chair by acclimation. MOTION CARRIED (8-0).

8. **SWEARING IN**

Dr. Bolman led the three newly appointed trustees in the Oath of Office for their new three year terms. Thomas Brunner rejoins the board, and HELTZEL and JOHNSON have renewed their terms.

RE-CALL TO ORDER: The meeting was reconvened with POCHARDT leading the meeting as the newly elected Chair.

9. **VICE CHAIR ELECTION**

WILLARD moved and HELTZEL seconded to cease nomination and elect JOHNSON by acclimation as the Board Vice Chair for year 2022-2023. MOTION CARRIED (8-0).

10. **FINANCIAL UPDATE**

Christine Goldsmith presented the June Financial update, year-end status, and preliminary audit preparation. Additional discussion of cash and accrual basis reporting to be included during the upcoming board retreat.

11. **APPROVAL OF BILLS TO PAY AND REVIEW OF MONTHLY FUND CHART**

Christine Goldsmith presented bills to pay. The full list of credit card transactions will be forwarded to the trustees. WILLARD moved and RABE seconded to approve the list of bills to pay. MOTION CARRIED (8-0).

12. **REVISED KEY PERFORMANCE INDICATORS**

Kelly Oehlerking reviewed the updated KPIs (Key Performance Indicators) which clarify annual vs. 5-year targets, and WDTC will be including a new "Diversity, Equity, Inclusion and Belonging" KPI. BRUNNER moved and JOHNSON seconded to approve the new KPIs, MOTION CARRIED (8-0).

13. **HUMAN RESOURCES UPDATE**

Interim Human Resources Director, Tina Easton-Espe gave updates on open positions, interviews, current hires, and the salary report.

14. **WDTC EMPLOYEE HANDBOOK**

A new combined Employee Handbook that aligns all work groups will replace the prior separate documents. RABE moved to approve the Employee Handbook, SCULL seconded. MOTION CARRIED (8-0).

15. **PRESIDENT'S REPORT**

Dr. Bolman shared information from the recent South Dakota Board of Technical Education's retreat and their new Strategic Plan's priorities of attainment, affordability and alignment. Also requested

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recommendations for five possible appointees for the Governor to select a new BoTE member as it is WDTC's turn to provide those candidates.

16. AGENDA ITEMS

There were no topics suggested.

17. OTHER

Dr. Bolman provided the status of the Iowa Ditch project.

18. NEXT MEETING DATE

The next meeting of the Board of Trustees will be August 10, 2022 at 11:30pm in Pennington County Room.

19. ADJOURNMENT

WILLARD moved and HELTZEL seconded to adjourn, MOTION CARRIED (8-0).

Respectfully submitted,

Board Chair

Board of Trustees Meeting Minutes

Friday, July 29, 2022

7:30am

Pennington County Community Room

Western Dakota Technical College prepares students to be highly skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

The Western Dakota Tech Board of Trustees held a meeting on Friday, July 29, 2022, at 7:30am in the Pennington County Community Room. The board trustees in attendance included:

Tom Brunner, Brad Heltzel, Dick Johnson, Lynn Kendall, Curt Pochardt, Linda Rabe, Andy Scull and Dr. Steve Willard. Absent with notice: Andrea Powers, Dr. Steve Willard (absent July 30th only).

WDT leadership staff attending included: Dr. Ann Bolman, Tina Easton-Espe, Christine Goldsmith, Tiffany Howe, Debbie Toms. Other staff present included Noelle Simmons. ACCT Consultant, Ken Burke and Mary Spilde were in attendance.

1. CALL TO ORDER

POCHARDT called the board meeting to order at 7:49am with a roll call to order.

2. APPROVAL OF AGENDA

BRUNNER moved and KENDALL seconded to approve the July agenda. MOTION CARRIED (8-0).

3. CONFLICT OF INTEREST

POCHARDT asked if any trustee had potential conflicts. None were disclosed.

4. PUBLIC COMMENTS

POCHARDT asked if there were any public comments, none were expressed.

5. RETREAT TOPICS

ACCT consultants began the retreat. Topics are listed below.

- Best practices in Board Governance
(What a high performing board looks like)
 - Board Meetings:
 - Workshops
 - Subcommittees
 - Consent Agenda
 - Meeting management
 - Financial and Budget presentations
 - Student Housing
 - Enrollment & KPI's
 - Retaining & Recruiting Staff
 - President's priorities
 - Tour
-

Board of Trustees Meeting Minutes

Friday, July 29, 2022

7:30am

Pennington County Community Room

Western Dakota Technical College prepares students to be highly skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.

Saturday, July 30—

- Board Goals
 - Board members growing the college
- Commitment to entire service area
 - LPN Program – financial aspects
- Board policies
- Board Self-Evaluation
- Other subjects of interest to the Board

6. ADJOURNMENT

BRUNNER moved and HELTZEL seconded to adjourn, MOTION CARRIED (7-0).

The next meeting of the Board of Trustees will be August 10, 2022 at 11:30pm in Pennington County Room.

Respectfully submitted,

Board Chair

Western Dakota Technical College
Bills Presented for Payment
Aug 2022 Board Meeting

General Fund - 13

Amazon Web Services	Professional Services	\$211.87
American Library Association	Dues, Fees & Subscriptions	\$300.00
Brad Heltzel	Mileage	\$95.45
Branding Iron Bistro	Food	\$187.50
City of Rapid City	Professional Services	\$140.00
College Board	Dues, Fees & Subscriptions	\$14,676.00
Concordance	Supplies	\$215.36
Dakota Link	Dues, Fees & Subscriptions	\$4,000.00
Dakota Supply Group	Supplies	\$19.32
Dakota Supply Group	Supplies	\$296.24
Freshworks	software	\$3,480.00
Gannon Pudwill	Travel	\$630.00
Golden West Technologies	Rental	\$1,000.00
Henson Group	Professional Services	\$3,150.00
Henson Group	Dues, Fees & Subscriptions	\$9.09
INCRESE	Travel	\$2,975.00
Innovative Educators	Dues, Fees & Subscriptions	\$3,600.00
Jaicee Williams	Travel	\$15.00
Jenzabar	Professional Services	\$1,475.00
Justin Jutting	Travel	\$1,200.29
Kelly Oehlerking	Travel	\$194.00
Loan Science	Professional Services	\$1,850.00
Matt Williams	Travel	\$630.00
Matheson	Rental	\$45.01
Matheson	Rental	\$28.29
Matheson	Rental	\$75.05
Matheson	Rental	\$44.67
Matheson	Rental	\$660.33
Midwest ASTC	Dues, Fees & Subscriptions	\$350.00
National Center for Competency Testing	Professional Services	\$238.00
National Center for Competency Testing	Professional Services	\$119.00
Prairie Auto Parts	Supplies	\$16.02
Prairie Auto Parts	Supplies	\$11.04
Prairie Auto Parts	Supplies	\$35.66
Prairie Auto Parts	Supplies	-\$76.00
Pro Quest	Dues, Fees & Subscriptions	\$6,418.49
Rapid City Journal	Advertising	\$221.63
Robert Sharp & Associates	Professional Services	\$40,783.25
Salesforce	Dues, Fees & Subscriptions	\$1,248.00
SDRS Special Pay Plan	Personal Leave Payout	\$1,393.83
Servall	Supplies	\$2.50
Simpsons Printing	Supplies	\$320.00
South Dakota Board of Technical Education	Professional Services	\$5,505.00
State of South Dakota	Dues, Fees & Subscriptions	\$24.20
Stec's Advertising	Advertising	\$4,720.00
Steve Willard	Mileage	\$69.00
The Standard	Professional Services	\$74.20
The Monument	Rental	\$125.00
Toni Hall	Adjunct pay	\$893.60
Wex Health Inc	Professional Services	\$293.00
Wex Health Inc	Professional Services	\$1,500.00
Whitney Bischoff	Travel	\$194.00

Total Fund 13: \$105,682.89

Auxiliary Fund - 33

12Twenty, Inc	Dues, Fees & Subscriptions	\$10,500.00
American Heart Association	Supplies	\$730.00
American Heart Association	Supplies	\$1,502.20
Bumper to Bumper	Supplies	\$938.25
Bumper to Bumper	Supplies	\$105.00
Bumper to Bumper	Supplies	\$105.00
Bumper to Bumper	Supplies	\$1,042.50
Bumper to Bumper	Supplies	\$140.00
Cash Wa	Items for Resale	\$704.43
Cash Wa	Items for Resale	\$1,432.05
Cash Wa	Items for Resale	\$801.60
Cash Wa	Items for Resale	\$437.50
Elsevier	Items for Resale	\$14,220.00
Elsevier	Items for Resale	\$7,242.00
Farmer Brothers	Items for Resale	\$349.59
Farmer Brothers	Items for Resale	\$218.96
Floyd's Truck Center	Supplies	\$121.98
Floyd's Truck Center	Supplies	\$78.44
Ken Audette	Travel	\$128.00
Servall	Professional Services	\$51.57
Servall	Professional Services	\$48.91
South Dakota Assc of College Career Centers	Dues, Fees & Subscriptions	\$150.00

Total Fund 33: \$41,047.98

Grants Fund - 43

Agar Blunt Onida School District	Travel	\$889.43
Anatomege	Equipment	\$62,775.00
Annette Hill	Travel	\$20.71
Annette Hill	Reimbursement for food	\$16.55
Avolve	Equipment	\$2,370.00
Boss Laser	Equipment	\$12,483.83
CDW Government	Equipment	\$4,336.25
CDW Government	Equipment	-\$796.88
CDW Government	Equipment	\$3,984.40
CDW Government	Equipment	\$8,056.73
CDW Government	Equipment	\$9,649.08
CDW Government	Equipment	\$26,850.74
CDW Government	Equipment	\$2,027.90
Fawn Hall	Travel	\$58.00
Henson Group	Dues, Fees & Subscriptions	\$1,520.00
Highmore Harrold School District	Subscriptions and Travel	\$2,645.95
Kadoka School District	Subscriptions and Travel	\$2,214.70
Kaitlyn Dickinson	Professional Services	\$500.00
Lead Deadwood School District	Subscriptions and Travel	\$3,108.71
Miller School District	Subscriptions and Travel	\$4,524.85
Retail 365 Markets	Equipment	\$2,215.00
Stephanie Mayfield	Travel	\$407.41
Stephanie Mayfield	Mileage	\$49.27
Verizon Wireless	Telephone and Data Utility	\$254.05

Plant Fund - 63		Total Fund 43:	\$150,161.68
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3E Generators	Repairs	\$985.13
Badger State Recovery	Professional Services	\$140.22
Black Hills Chemical	Supplies	\$491.19
Black Hills Chemical	Supplies	\$93.89
Black Hills Chemical	Supplies	\$445.28
Black Hills Chemical	Supplies	\$72.37
Bluepeak	Telephone & Data Utlity	\$223.42
Century Business Products	Copier Lease	\$1,631.92
City of Rapid City	Water & Sewer	\$3,713.79
Climate Control	Repairs	\$213.96
Climate Control	Repairs	\$1,537.45
Equipment Service Professionals	Repairs	\$241.50
Grimms Pump	Repairs	\$699.58
Johnson Controls	Repairs	\$1,120.97
Johnson Controls	Repairs	\$663.00
Mobile Storage Rentals	Rental	\$160.00
Montana Dakota Utilities	Natural Gas Utility	\$1,086.84
Montana Dakota Utilities	Natural Gas Utility	\$123.19
Monument Health	Professional Services	\$50.00
Nutrien Ag Solutions	Supplies	\$795.00
Nutrien Ag Solutions	Supplies	\$120.00
Patterson Dental	Professional Services	\$105.13
Pitney Bowes	Postage	\$5,316.86
Servall	Professional Services	\$445.48
South Dakota Overhead Doors	Repairs	\$1,447.58
Trane	Repairs	\$4,650.00
Trane	Repairs	\$802.00
Trane	Repairs	\$490.00
Trane	Repairs	\$350.00
Trane	Repairs	\$5,638.05
Volt Pro Electric	Repairs	\$403.67
West River Electric	Utilities	\$18,593.53
Western Dakota Insurers	Insurance	\$43,481.50

Total Fund 63:	\$96,332.50
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Multiple Funds			
US Bank	Credit Cards See Attached	Total Multiple:	\$107,625.18
Amazon	See Attached		\$11,337.14

Grand Total:	\$512,187.37
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Salaries Paid			
	22-Jul	Academics	\$ 440,250.30
		Facility	\$ 27,827.03

Support Services	\$	335,804.17
Total	\$	803,881.50

Amazon Breakdown

Ship Date	Department	Description	Amount
6/26/2022	Registrar	Adjustable Foot Rest	37.99
6/26/2022	Bookstore	Items for Resale	821.81
6/27/2022	Bookstore	Bulletin Board	24.92
6/27/2022	Finance Office	Monitor Stand Riser	19.99
7/6/2022	Facilities	Shop Towels	45.90
7/6/2022	HVAC	Bluetooth Speaker	159.00
7/7/2022	Bookstore	Calendar	7.39
7/7/2022	Bookstore	Plastic Containers	49.98
7/7/2022	Library	Staple Remover	7.99
7/7/2022	Library	Business Card Holder	9.99
7/7/2022	HVAC	Refrigeration Wrench	51.98
7/7/2022	HVAC	Drill Bit Set	26.49
7/7/2022	HVAC	CD/DVD	28.99
7/7/2022	HVAC	Keyboard	29.99
7/7/2022	HVAC	Mouse	34.99
7/7/2022	HVAC	Desktop Organizer	24.99
7/7/2022	HVAC	Dremel	23.89
7/7/2022	HVAC	Dremel	15.10
7/7/2022	HVAC	Work Gloves	22.28
7/7/2022	HVAC	Tool Cart	215.97
7/7/2022	HVAC	Storage Cabinet	339.50
7/7/2022	AHEC	Mouse	15.99
7/7/2022	AHEC	Presenter	55.98
7/8/2022	Bookstore	Calculator	9.99
7/8/2022	Gen Ed	Dry Erase Markers	35.95
7/8/2022	Sim Center	Zoomable Webcam	249.99
7/8/2022	HVAC	Storage Cabinet	1018.47
7/8/2022	HVAC	Magnetic Bowls	69.98
7/8/2022	SSC	Organizer Rack	20.60
7/10/2022	Library	Bulletin Board	40.24

7/12/2022	Gen Ed	Lapel Pins	53.80
7/12/2022	Gen Ed	Lab Forceps	9.99
7/12/2022	Gen Ed	Dry Erase Markers	19.44
7/12/2022	Gen Ed	Scissors	20.32
7/12/2022	Gen Ed	PCR Tube Rack	27.52
7/12/2022	Gen Ed	Sharpies	8.33
7/12/2022	Gen Ed	Book Ends	8.94
7/12/2022	Bookstore	CAD Kits - Items for resale	2542.67
7/15/2022	Dental	Foam Tape	24.40
7/15/2022	Dental	Dry Erase Markers	7.99
7/18/2022	SSC	Toner Cartridge	105.89
7/19/2022	Bookstore	CIS Kits - Items for resale	739.15
7/20/2022	Corp Ed	Standing Desk Converter	271.99
7/20/2022	WR Perkins	Drill Press	1329.99
7/20/2022	Library	Laminating Pouches	32.04
7/21/2022	Corp Ed	Hanging Folders	8.73
7/21/2022	Corp Ed	Sticky Notes	8.79
7/21/2022	WR Perkins	Plasma Cutter	1629.00
7/21/2022	CEA	Knife set	353.94
7/21/2022	SSC	QR Code Scanner	54.91
7/22/2022	Dining	Display panels	419.90
7/22/2022	Dining	Display hooks	49.61
7/22/2022	Dining	Display Racks	45.84
7/22/2022	Gen Ed	Scissors	40.64
7/24/2022	Bookstore	freight	7.00
			11337.14

Visa Breakdown

Short Name	Transaction Date	Transaction Amount	Merchant Category Code Group Description	Merchant Name
Grants Card July 22				
Perkins Consortium	2022/07/21	\$64.00	VEHICLE EXPENSE	OASIS PUMP N PAK
AHEC	2022/06/27	\$20.00	OFFICE SUPPLIES	KAHOOT! ASA
AHEC	2022/06/27	\$2,723.00	OFFICE SERVICES	CF PROMO
AHEC	2022/07/10	\$228.92	WHOLESALE TRADE	TARGET.COM *
AHEC	2022/07/11	\$143.76	WHOLESALE TRADE	TARGET.COM *
AHEC	2022/07/11	\$29.55	MAIL/TELEPHONE	OFFICE DEPOT #567
AHEC	2022/07/12	\$22.48	MAIL/TELEPHONE	OFFICE DEPOT #1090
AHEC	2022/07/15	\$750.00	BUSINESS EXPENS	NATIONAL AHEC ORGANIZATI
AHEC	2022/07/15	\$300.00	BUSINESS EXPENS	NATIONAL AHEC ORGANIZATI
AHEC	2022/07/21	\$27.68	WHOLESALE TRADE	TARGET.COM *
AHEC	2022/07/21	\$17.03	WHOLESALE TRADE	TARGET.COM *
AHEC	2022/07/21	\$235.45	OFFICE SERVICES	CF PROMO
AHEC	2022/07/22	\$69.25	OFFICE SERVICES	CF PROMO
Perkins Consortium	2022/07/19	\$4,995.00	WHOLESALE TRADE	SP FORK FARMS
Perkins Consortium	2022/07/19	\$2,568.00	WHOLESALE TRADE	GRIZZLY INDUSTRIAL PHONE
Perkins Consortium	2022/07/19	\$2,324.00	BUSINESS EXPENS	REALITYWORKS
Perkins Consortium	2022/07/19	\$4,458.04	BUSINESS EXPENS	REALITYWORKS
Perkins Consortium	2022/07/19	\$208.87	OFFICE SUPPLIES	AMAZON.COM*XP31U4HS3
Perkins Consortium	2022/07/19	\$579.99	OFFICE SUPPLIES	AMAZON.COM*CB9UT5WO3
Perkins Consortium	2022/07/19	\$6,984.75	OFFICE SUPPLIES	AMZN MKTP US*8W58392R3
Perkins Consortium	2022/07/19	\$318.00	WHOLESALE TRADE	HOMEDEPOT.COM
Perkins Consortium	2022/07/20	\$2,129.10	WHOLESALE TRADE	WWW.MAKERBOT.COM
Perkins Consortium	2022/07/20	(\$125.00)	BUSINESS EXPENS	REALITYWORKS
Perkins Consortium	2022/07/20	\$13,334.00	WHOLESALE TRADE	GRIZZLY INDUSTRIAL PHONE
Perkins Consortium	2022/07/20	\$10,112.37	BUSINESS EXPENS	VEXROBOTICS
Perkins Consortium	2022/07/20	\$395.95	WHOLESALE TRADE	FORESTRY SUPPLIERS INC
Perkins Consortium	2022/07/20	\$2,184.00	OTHER	OPY*SOVOL3D
Perkins Consortium	2022/07/21	\$643.88	OFFICE SUPPLIES	VERNIER SOFTWARE & TECHNO

Perkins Consortium	2022/07/22	\$138.44	WHOLESALE TRADE	ROCKLER
Perkins Consortium	2022/07/22	\$1,008.40	OFFICE SUPPLIES	AMAZON.COM*YX9DJ4D53
Perkins Consortium	2022/07/23	\$212.99	WHOLESALE TRADE	ROCKLER
Perkins Consortium	2022/07/23	\$158.10	OFFICE SUPPLIES	ACORN NATURALISTS
Perkins Consortium	2022/07/24	\$188.20	OFFICE SUPPLIES	AMAZON.COM*711EC90Z3 AMZN
		\$57,448.20		

Short Name	Transaction Date	Transaction Amount	Merchant Category Code Group Description	Merchant Name
Regular Card July 22				
SSC	2022/06/28	\$67.50	BUSINESS EXPENS	ATI NURSING
SSC	2022/07/17	\$30.00	AIRLINE	DELTA AIR BAGGAGE FEE
SSC	2022/07/18	\$809.08	HOTELS	MARRIOTT BWI AIRPORT
SSC	2022/07/21	\$30.00	AIRLINE	DELTA AIR BAGGAGE FEE
Presidents Office	2022/07/11	\$110.00	EATING/DRINKING	SYLVAN LAKE DINING ROO
Corp Ed	2022/06/30	\$350.00	BUSINESS EXPENS	AMERICAN HEART SHOPCPR
Corp Ed	2022/06/30	\$40.00	MEDICAL	IN *SPEARFISH EMERGENCY A
Corp Ed	2022/07/01	\$379.50	VEHICLE EXPENSE	POMPS TIRE 175
Corp Ed	2022/07/05	\$282.15	HOTELS	PRAIRIE WIND HOTEL
Corp Ed	2022/07/15	\$26.88	EATING/DRINKING	JERRY S CAKES AND DONUTS
Corp Ed	2022/07/18	\$125.00	BUSINESS EXPENS	FMCSA D&A CLEARINGHOUSE
Corp Ed	2022/07/19	\$39.00	BUSINESS EXPENS	AMERICAN HEART SHOPCPR
Corp Ed	2022/07/22	\$1,677.64	WHOLESALE TRADE	BRANDED BILLS
CARD 2 WDT FLEE	2022/07/05	\$300.58	VEHICLE EXPENSE	CORNER PANTRY TRAVEL CTR
CARD 2 WDT FLEE	2022/07/05	\$269.17	VEHICLE EXPENSE	CORNER PANTRY TRAVEL CTR
CARD 2 WDT FLEE	2022/07/09	\$620.00	VEHICLE EXPENSE	COMMON CENTS #125
CARD 2 WDT FLEE	2022/07/09	\$629.00	VEHICLE EXPENSE	COMMON CENTS #125
CARD 3 WDT FLEE	2022/07/08	\$533.85	WHOLESALE TRADE	DIAMOND VOGEL PAINT #775
CARD 3 WDT FLEE	2022/07/11	\$49.18	VEHICLE EXPENSE	EXXONMOBIL 48185896

CARD 3 WDT FLEE	2022/07/13	\$170.00	WHOLESALE TRADE	LOWES #01634*
CARD 3 WDT FLEE	2022/07/13	(\$214.10)	WHOLESALE TRADE	DIAMOND VOGEL PAINT #775
CARD 3 WDT FLEE	2022/07/21	\$33.87	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 4 WDT FLEE	2022/06/30	\$79.77	VEHICLE EXPENSE	EXXONMOBIL 48185896
CARD 4 WDT FLEE	2022/06/30	\$77.67	OTHER	PARKWAY LAUNDROMAT
CARD 4 WDT FLEE	2022/07/05	\$102.00	OTHER	HILLYARD INC SIOUX FALLS
CARD 4 WDT FLEE	2022/07/06	\$42.40	WHOLESALE TRADE	ACE HARDWARE EAST
CARD 4 WDT FLEE	2022/07/07	\$80.27	VEHICLE EXPENSE	HOLIDAY STATIONS 455
CARD 4 WDT FLEE	2022/07/08	\$66.88	VEHICLE EXPENSE	EXXONMOBIL 48185896
CARD 4 WDT FLEE	2022/07/08	\$149.55	WHOLESALE TRADE	DIAMOND VOGEL PAINT #775
CARD 4 WDT FLEE	2022/07/08	\$161.89	WHOLESALE TRADE	LOWES #01634*
CARD 4 WDT FLEE	2022/07/11	\$4.01	WHOLESALE TRADE	KNECHT - RAPID CITY
CARD 4 WDT FLEE	2022/07/12	\$11.58	WHOLESALE TRADE	ACE HARDWARE EAST
CARD 4 WDT FLEE	2022/07/19	(\$424.64)	WHOLESALE TRADE	NORTHWEST PIPE FITTINGS
CARD 4 WDT FLEE	2022/07/19	\$424.64	WHOLESALE TRADE	NORTHWEST PIPE FITTINGS
CARD 4 WDT FLEE	2022/07/19	\$19.02	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 4 WDT FLEE	2022/07/20	\$64.64	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 4 WDT FLEE	2022/07/20	(\$10.38)	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 4 WDT FLEE	2022/07/21	\$31.94	OTHER	BEST BUY 00008615
CARD 4 WDT FLEE	2022/07/21	\$9.90	WHOLESALE TRADE	CHRIS SUPPLY COMPANY INC
CARD 4 WDT FLEE	2022/07/21	\$118.38	OFFICE SERVICES	HARVEYS LOCK SHOP
CARD 5 WDT	2022/07/19	\$677.76	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 5 WDT	2022/07/21	\$216.36	WHOLESALE TRADE	LOWES #01634*
CARD 5 WDT	2022/07/21	\$30.00	BUSINESS EXPENS	TEX DEPT LICEN N REG
CARD 5 WDT	2022/07/21	(\$8.99)	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 5 WDT	2022/07/21	\$49.61	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 5 WDT	2022/07/21	\$181.49	WHOLESALE TRADE	MENARDS RAPID CITY SD
CARD 6 WDT	2022/07/08	\$273.90	BUSINESS EXPENS	REALITYWORKS
CARD 6 WDT	2022/07/13	\$870.68	OFFICE SUPPLIES	FLINN SCIENTIFIC INC
CARD 6 WDT	2022/07/13	\$1,378.73	WHOLESALE TRADE	VWR INTERNATIONAL INC
CARD 9 WDT	2022/07/20	\$452.67	OTHER	SP MAKER PIPE

GEIMAN JOHN	2022/07/22	\$1,588.74	WHOLESALE TRADE	CAROLINA BIOLOGIC SUPPLY
Finance	2022/06/30	(\$491.29)	OTHER	JONES & BARTLETT LEARNING
Finance	2022/06/30	(\$691.98)	OTHER	JONES & BARTLETT LEARNING
IT	2022/07/08	\$9.98	OFFICE SERVICES	NAME-CHEAP.COM* KOWP65
Facilities	2022/06/28	\$22.12	VEHICLE EXPENSE	HOLIDAY STATIONS 455
Facilities	2022/07/05	\$80.36	WHOLESALE TRADE	MENARDS RAPID CITY SD
Facilities	2022/07/22	\$3,796.00	OFFICE SUPPLIES	AMZN MKTP US*J34WQ2MK3
Academics	2022/07/01	\$450.00	BUSINESS EXPENS	PAYPAL *ARC STSA
Academics	2022/07/11	\$809.00	BUSINESS EXPENS	MAGNA PUBLICATIONS
Nursing	2022/07/21	\$713.55	WHOLESALE TRADE	BLAIR/HEYMED
Nursing	2022/07/21	\$90.95	WHOLESALE TRADE	SP REMEDY SIMULATION
Nursing	2022/07/21	\$611.84	WHOLESALE TRADE	MCKESSON MEDICAL SURGICAL
Nursing	2022/07/22	\$38.60	WHOLESALE TRADE	MCKESSON MEDICAL SURGICAL
Sim Center	2022/07/13	\$13.82	OTHER	HOBBY-LOBBY #0200
MLT	2022/07/06	\$2,692.00	BUSINESS EXPENS	IN *NAACLS
MLT	2022/07/15	\$75.00	MEDICAL	DENTAL ASSISTING NATIONAL
MLT	2022/07/22	\$190.00	BUSINESS EXPENS	AAPC
Foundation	2022/07/07	\$14.21	OFFICE SUPPLIES	AMZN MKTP US*O09Q14MU3
Foundation	2022/07/12	\$15.00	BUSINESS EXPENS	ELEVATE RAPID CITY
Finance	2022/06/28	\$488.91	OFFICE SERVICES	PB LEASING
Finance	2022/06/29	\$225.00	EATING/DRINKING	SQ *BRANDING IRON BISTRO
Finance	2022/06/29	\$239.63	OTHER	IN *AT HOME DESIGN, INC.
Finance	2022/06/30	\$994.88	OTHER	SQ *JANTECH
Finance	2022/07/01	\$1,421.75	WHOLESALE TRADE	VWR INTERNATIONAL INC
Finance	2022/07/01	\$109.93	WHOLESALE TRADE	COCA COLA BOTTLING CO
Finance	2022/07/01	\$253.91	BUSINESS EXPENS	VERIZONWRLSS*RTCCR VB
Finance	2022/07/07	\$471.75	WHOLESALE TRADE	VWR INTERNATIONAL INC
Finance	2022/07/08	\$937.50	OTHER	ID WHOLESALER
Finance	2022/07/14	\$535.75	WHOLESALE TRADE	COCA COLA BOTTLING CO
Finance	2022/07/15	\$1,506.91	BUSINESS EXPENS	BLUEPEAK
Finance	2022/07/01	\$48.70	BUSINESS EXPENS	AUTHORIZE.NET

Finance	2022/07/02	\$63.90	OFFICE SERVICES	SQ *SQUARE PAID SERVICES
Finance	2022/07/07	\$120.00	OFFICE SUPPLIES	LUCIDPRESS
Admissions	2022/07/09	\$14.99	BUSINESS EXPENS	ZOOM.US 888-799-9666
Admissions	2022/07/15	\$200.00	BUSINESS EXPENS	COUNCIL ON COLLEGE ADM
IE	2022/06/23	\$88.87	EATING/DRINKING	PIZZA HUT 002779
IE	2022/07/17	\$30.00	AIRLINE	DELTA AIR BAGGAGE FEE
IE	2022/07/18	\$22.40	OTHER TRAVEL	SQ *BWI TAXI 224
IE	2022/07/18	\$809.08	HOTELS	MARRIOTT BWI AIRPORT
IE	2022/07/21	\$30.00	AIRLINE	DELTA AIR BAGGAGE FEE
Admissions	2022/07/05	\$44.41	WHOLESALE TRADE	WAL-MART #1604
Admissions	2022/07/05	\$147.00	EATING/DRINKING	JIMMY JOHNS - 1338
Admissions	2022/07/05	\$5.00	WHOLESALE TRADE	DOLLAR TREE
Admissions	2022/07/05	\$9.96	OTHER	DAKOTA PARTY
Marketing	2022/07/09	\$30.89	OFFICE SERVICES	STK*SHUTTERSTOCK
Marketing	2022/07/12	\$187.00	WHOLESALE TRADE	VANWAY TROPHY & AWARD
Marketing	2022/07/12	(\$150.00)	BUSINESS EXPENS	NCMPR
Dining	2022/06/27	\$125.71	WHOLESALE TRADE	WAL-MART #1604
Dining	2022/06/27	\$23.93	WHOLESALE TRADE	FAMILY FARE 3253
Dining	2022/06/28	\$71.77	WHOLESALE TRADE	FAMILY FARE 3253
Dining	2022/06/29	\$214.65	WHOLESALE TRADE	WAL-MART #1604
Dining	2022/07/01	\$162.35	WHOLESALE TRADE	FAMILY FARE 3253
Dining	2022/07/04	\$187.53	WHOLESALE TRADE	WAL-MART #1604
Dining	2022/07/06	\$48.29	WHOLESALE TRADE	FAMILY FARE 3253
Dining	2022/07/10	\$392.04	WHOLESALE TRADE	SAMS CLUB #6565
Dining	2022/07/11	\$128.28	WHOLESALE TRADE	WAL-MART #1604
Dining	2022/07/11	\$29.06	WHOLESALE TRADE	WAL-MART #1604
Dining	2022/07/12	\$131.21	WHOLESALE TRADE	WAL-MART #1604
Dining	2022/07/21	\$144.23	WHOLESALE TRADE	FAMILY FARE 3253
Dining	2022/07/22	\$14.01	WHOLESALE TRADE	FAMILY FARE 3253
Data Strategy	2022/07/06	\$159.75	OFFICE SUPPLIES	FS *APPNITRO
WDT CARD 1	2022/07/07	\$67.25	OFFICE SERVICES	COPY COUNTRY

WDT CARD 1	2022/07/13	\$71.20	OTHER	JONES & BARTLETT LEARNING
WDT CARD 1	2022/07/13	\$77.18	VEHICLE EXPENSE	CITGO NORTHSIDE SUPER STO
WDT CARD 1	2022/07/14	\$87.28	VEHICLE EXPENSE	PHILLIPS 66 - PETES #42
WDT CARD 1	2022/07/14	\$81.33	VEHICLE EXPENSE	CONOCO - GAS & GO KADOKA
WDT CARD 1	2022/07/14	\$94.51	VEHICLE EXPENSE	BP#1870013ROCK PORT BP
WDT CARD 1	2022/07/14	\$83.20	VEHICLE EXPENSE	CENEX CUBBY S 09889999
WDT CARD 1	2022/07/15	\$91.48	OTHER	JONES & BARTLETT LEARNING
WDT CARD 1	2022/07/20	\$608.00	BUSINESS EXPENS	NATIONAL REGISTRY EMT
WDT FINANCE DEP	2022/06/27	\$115.38	WHOLESALE TRADE	CAROLINA BIOLOGIC SUPPLY
WDT FINANCE DEP	2022/07/05	\$155.00	BUSINESS EXPENS	TRASHBILLING.COM CC
WDT FINANCE DEP	2022/07/05	\$310.00	BUSINESS EXPENS	TRASHBILLING.COM CC
WDT FINANCE DEP	2022/07/14	\$15,056.31	WHOLESALE TRADE	DKC*DIGI KEY CORP
Marketing	2022/07/15	\$350.00	BUSINESS EXPENS	NACRAO
Marketing	2022/07/16	\$90.00	BUSINESS EXPENS	COUNCIL ON COLLEGE ADM
Marketing	2022/07/19	\$600.00	BUSINESS EXPENS	PAYPAL *WYOMINGADMI

\$50,176.98

WESTERN DAKOTA TECH

FINANCIAL UPDATE

Board Meeting – August 2022



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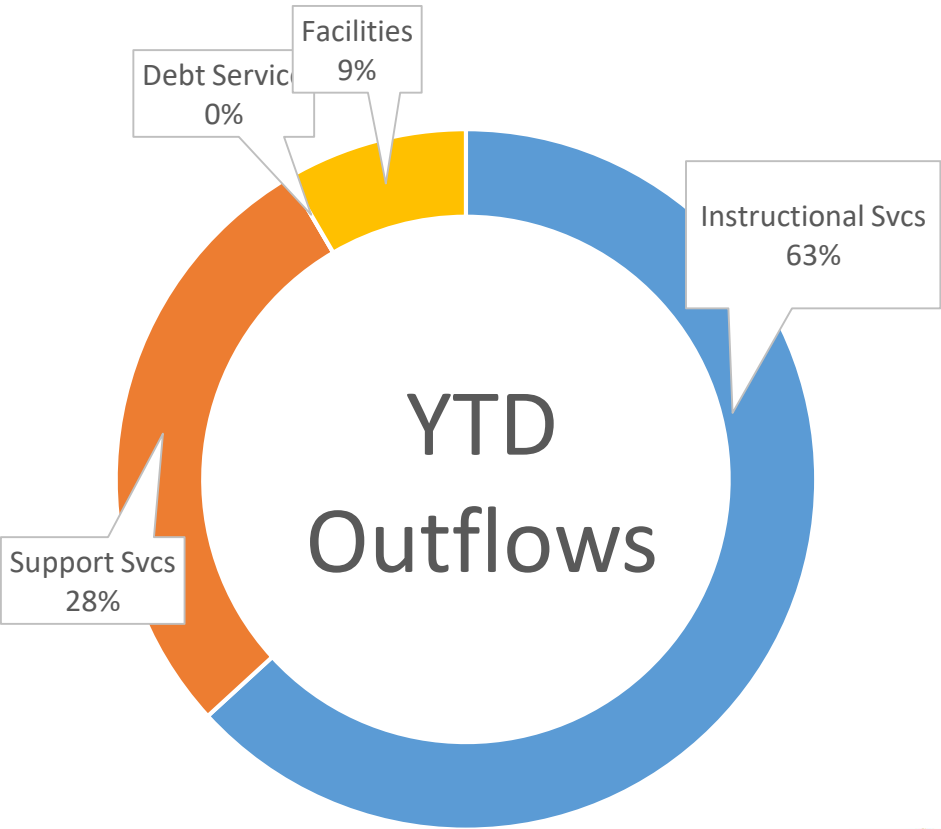
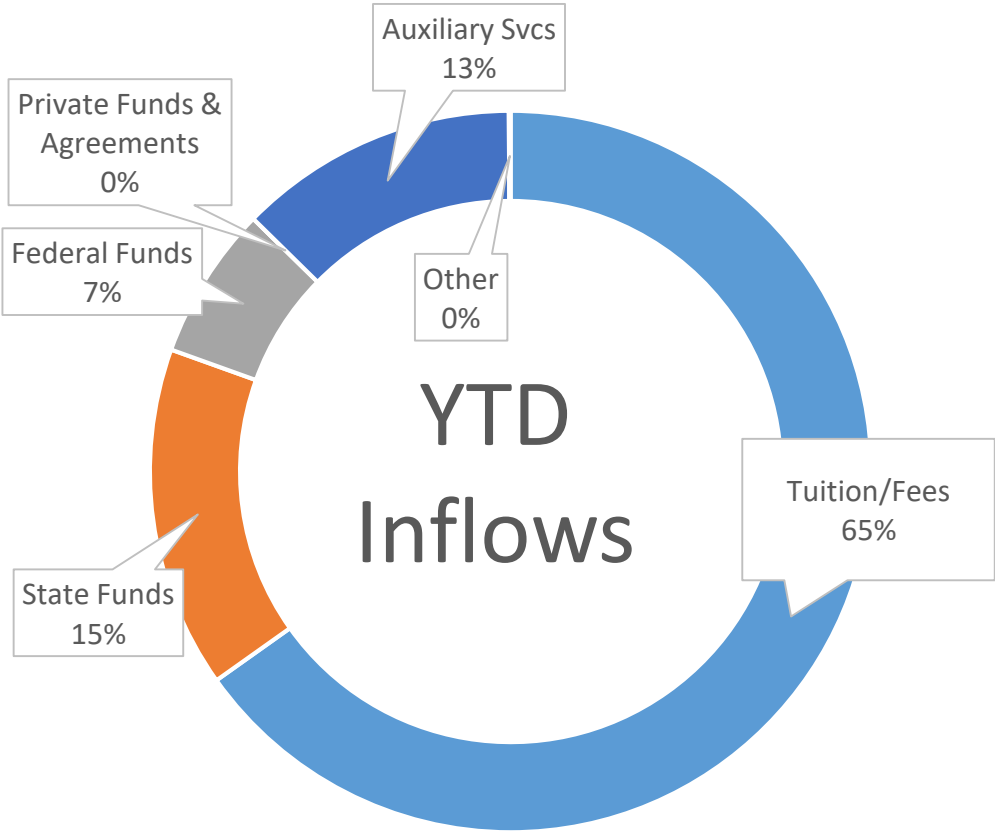
FY23 KEY INFLOWS & OUTFLOWS

8% of FY Completed

▲ \$509k total inflow

▼ \$951k total outflow

▼ \$442k net outflow



Source: 7/22 Denali System

FY23 YTD BUDGET COMPARISON

8% of FY Completed

REVENUES	Budget	YTD Actual	%
Tuition/Fees	\$7.3M	\$332k	4%
State Funds	\$6.2M	\$78k	1%
Federal Funds	\$975k	\$35k	3%
Private Grants & Agreements	\$255k	\$0	0%
Auxiliary Services	\$1M	\$64k	6%
Other	\$50k	\$400	.8%
Total Revenues:	\$15.8M	\$509k	3%
EXPENSES	Budget	YTD Actual	%
Instructional Services	\$8.4M	\$601k	7%
Support Services	\$5.1M	\$270k	5%
Debt Service	\$880k	\$0	0%
Facilities	\$1.3M	\$80k	6%
Total Expenses:	\$15.8M	\$951k	6%

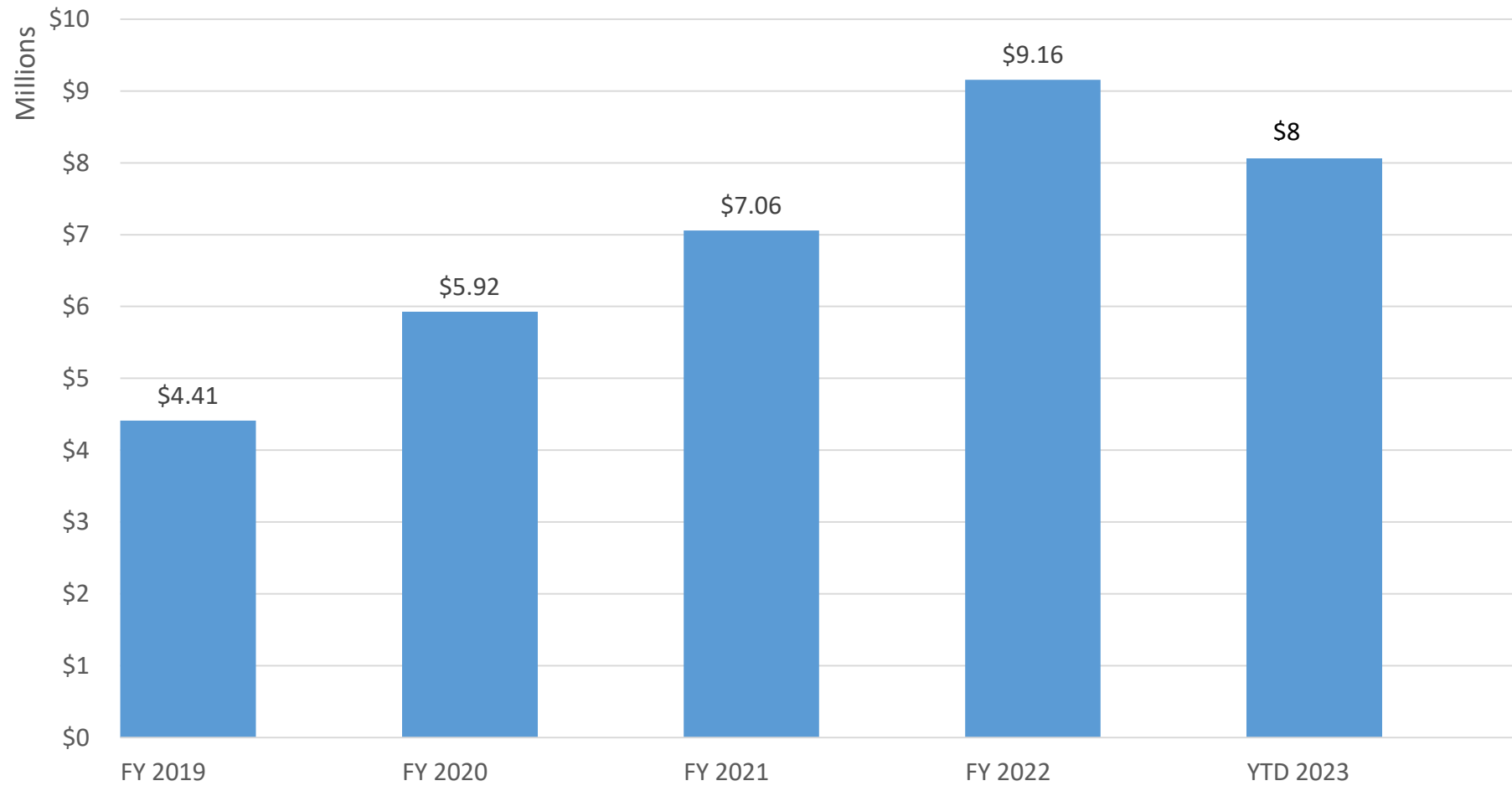
Source: 7/22 Denali System

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TECH



WDT Cash Balances



Source: 7/22 US Bank System & RCAS Skyward Reports

WESTERN
DAKOTA



T E C H

WDT - Natural Classifications by Fund -
FY23 Revenues & Expenses - as of July 31, 2022

8.3% of FY Completed

	(13) General Fund \$7,036,573	(23) Financial Aid \$ -	(33) Auxiliary \$168,372	(43) Grant \$1,263,324	(63) Plant \$61,017	(73) Restricted \$0	YTD Grand Total \$8,529,286	FY23 Budget	YTD %
Beginning Balance									
<i>Inflow/Revenues:</i>									
Tuition & Fees	\$ 332,759				\$ -		\$ 332,759	\$ 7,327,322	4.5%
Auxiliary Services			\$ 64,764				\$ 64,764	\$ 1,024,700	6.3%
State Funding					\$ -		\$ -	\$ 6,219,704	0.0%
Federal Funding		\$ 2,505		\$ 32,666			\$ 35,171	\$ 975,396	3.6%
Private Funding							\$ -	\$ 255,356	0.0%
Other Sources	\$ 422	\$ 12,860				\$ -	\$ 13,282	\$ 7,286,000	0.2%
Total Revenues:	\$ 333,181	\$ 15,365	\$ 64,764	\$ 32,666	\$ -	\$ -	\$ 445,976	\$ 23,088,478	1.9%
<i>Outflow/Expenses:</i>									
Personnel & Benefits	\$ 731,435	\$ 2,505	\$ 47,148	\$ 47,755	\$ 15,522	\$ -	\$ 844,365	\$ 10,392,523	8.1%
Resale Inventory			\$ 6,116				\$ 6,116	\$ 222,000	2.8%
Advertising							\$ -	\$ 163,000	0.0%
Dues, Fees, Subscriptions	\$ 12,244		\$ 250	\$ 2,859			\$ 15,353	\$ 494,751	3.1%
Equipment							\$ -	\$ 944,688	0.0%
Food	\$ 389						\$ 389	\$ 87,295	0.4%
Fuel							\$ -	\$ 30,695	0.0%
Insurance					\$ 43,481		\$ 43,481	\$ 180,000	24.2%
Postage					\$ 5,316		\$ 5,316	\$ 30,250	17.6%
Printing							\$ -	\$ 44,210	0.0%
Professional Services	\$ 6,311		\$ 100	\$ 500	\$ 887		\$ 7,798	\$ 654,249	1.2%
Rental/Lease							\$ -	\$ 64,140	0.0%
Repairs/Maintenance					\$ 7,902	\$ -	\$ 7,902	\$ 262,900	3.0%
Staff Development							\$ -	\$ 125,000	0.0%
Supplies	\$ 13,779		\$ 2,127	\$ 72	\$ 1,395		\$ 17,373	\$ 664,416	2.6%
Textbooks/Software							\$ -	\$ 74,840	0.0%
Travel & Registrations	\$ 7,120						\$ 7,120	\$ 109,369	6.5%
Utilities					\$ 1,433		\$ 1,433	\$ 375,802	0.4%
Other Expenses		\$ 12,860				\$ -	\$ 12,860	\$ 8,168,350	0.2%
Total Expenses:	\$ 771,278	\$ 15,365	\$ 55,741	\$ 51,186	\$ 75,936	\$ -	\$ 969,506	\$ 23,088,478	4.2%
Transfers In/Out:						\$ -	\$ -		
Ending Balance	\$ 6,598,476	\$ -	\$ 177,395	\$ 1,244,804	\$ (14,919)	\$ -	\$ 8,005,756		

WDT Club Account (Fund 90) **\$ 40,872.00**

FY21-22 WDTC Employee Salary Report

07/01/2022 – 07/31/2022

In accordance with SDCL 6-1-10. Publication of payroll information.

Newly Hired Employees

Classified Personnel

Salary per hour

Administrative Personnel

Salary per annual

Simmons, Noelle (249 contract days)

\$57,588.72

Supboon, Chutima (244 contract days)

\$42,904.94

Faculty

Salary per annual

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Change in Status

Classified Personnel

Salary per hour

Bauerly, Teri – Position Change to Student Retention Coordinator

\$26.55

Administrative Personnel

Salary per annual

Kristen Hybertson – Director of Nursing

\$83,798.96

Faculty

Salary per annual

G. Board Committees

1. No committees are currently planned ~~for the initial year (2020-2021).~~
2. This decision will be evaluated again at the Annual Board meeting or Board Retreat, ting in July 2021

I. Board Self-Evaluation

1. The Board ~~intends to conduct~~s a Board Self-Evaluation annually to ensure that the Board is aware of areas of needed development and to provide the Board with the self-reflection time to identify and establish goals for continuous improvement and growing effectiveness as a Board in support of Western Dakota Tech's Vision, Mission, Strategic Plan, and President. The Board Self-Evaluation will incorporate best practices provided through its relationship with the Association of Community College Trustees (ACCT). The Board Self-Evaluation instrument will evaluate the Board's oversight of the College budget.
2. The Self-Evaluation results will be compiled before the Board's annual retreat so that the retreat discussion may include results of the Self-Evaluation for use in the development of Board goals for the upcoming year.

New:

J. Board Development

1. To encourage the on-going development of Board members, the Board supports the use of College resources to attend appropriate conferences, trainings, and webinars. Board members traveling to attend conferences and trainings will follow WDTTC policies and guidelines in arranging travel and reimbursements and are encouraged to coordinate with Board staff in these processes.

2. Board members interested in attending conferences, trainings and webinars for which the cost is more than \$500 must request Board approval in advance. If the cost is less than \$500, the Board member should notify the Board Chair or Vice Chair of their interest and coordinate with Board staff on arrangements.

BOARD/STAFF RELATIONSHIP

A. Board Evaluation of President

1. The Board is committed to a formal and structured evaluation process for the President, overseen by the Chair and Vice Chair, and supported by ~~the Board Staff.~~
~~WDT Human Resources Office.~~
2. To determine the President's compensation, the Board will review data showing the regional salaries of two-year college presidents, other relevant compensation information,

and the President's evaluation, including success meeting the annual goals established by the Board.

New:

BOARD/STAFF RELATIONSHIP

D. Administrative Plan for Succession Upon Absence of President Due to Vacation, Illness, or Other Long-Term Absence from Duty

1. When the WDTC President is absent from duty for an extended period (typically more than one to two weeks, depending upon the circumstances and time of year), the WDTC President will ensure the following primary duties are assigned to appropriate staff and administrators with the requisite background knowledge and competencies. The President will notify the Board of these assignments and communication plan during the absence.

2. Duties to be assigned to others include

a. attending local and state events and meetings.

b. liaising with the Rapid City Policy Department.

c. speaking for WDTC with media.

d. signing contracts, agreements, and other official documents.

e. hiring staff.

f. being contact person for federal, state, accrediting, and other agencies.

g. supporting the Board in carrying out its duties and responsibilities.

h. contacting legal counsel.

3. Administrators assigned to these duties will report related work on a weekly basis to the Board of Trustees through the Board staff member, who will also copy the President and leadership team on the weekly report.