

# WESTERN DAKOTA TECHNICAL COLLEGE

## Report to the Board of Technical Education LEA Separation Process Report

WDTC has completed all items outlined in the MOU between RCAS and WDTC.

### July 1, 2021

WDTC launched a new bank account, employer number, credit cards, bookkeeping system, financial records, payments, invoicing, purchasing processes, retirement system number, and payroll systems. We had assistance from a NACUBO consultant, who was incredibly knowledgeable and helpful. We also purchased some new accounting software, Denali, and that company has been helpful in setting up custom reports.

The District transferred any remaining WDTC funds held at the district to WDTC between July and October, as all FY 21 carry over invoices and payments were processed in the district office.

We received our portion of the external audit in March 2022.

WDTC's Board of Trustees meets monthly, and their agenda always includes a review of the monthly "balance sheet," approves bills to pay, and approves the pay of new hires (and existing employees annually).

This year, the budget development process included providing all WDTC Trustees with a flash drive including all departments' budget requests from SPOL (Strategic Planning On-Line), anticipated revenues by income area, as well as worksheets on different budget building areas so that board members could have as much or as little detail as they wanted to understand the budget. Because WDTC uses GASB, there is a distinct learning curve for both former school board members and business owners, but to simplify monthly reporting, Christine Goldsmith and I have focused on the cash aspect and have not spent as much time with explaining the accruals. We are working with our board to figure out what type of reports are most valuable and meaningful without being overwhelming and overly complex. At our board's annual retreat, which will be facilitated by consultants from ACCT for the third year in a row, we will be learning about how to establish effective board sub-committees. The board may want to establish a finance subcommittee to assist with details of budget development or with major budget decisions and recommendations on risk level tolerances. The use of subcommittees is new territory, but we have a committed, trained, engaged Board of Trustees at the helm. I know the consultants will do an excellent job of helping the board talk through the options to establish new board policies around the role and authority of Board subcommittees.

Christine Goldsmith and team and I are working on the first ever WDTC Financial Statement—in conjunction with the annual audit, which should be completed in August.

The new auditing company has been working with the new WDTC Business Office, Bookstore, Financial Aid Department, and WDT Foundation to prepare for the upcoming audit.

Christine and I have been extremely happy with our new ability to check WDTC's bank balance any time we want to, have our own folks carry out the complete reconciliation process, and do financial tracking. Christine has also been able to identify some issues with our Jenzabar financial reports and discrepancies (in WDTC's favor) that we would not have been able to catch without bank account access. We're working with our IT folks to correct and refine the scripting behind the reports to create a robust double check accounting system that gives us as close as possible to 100% accuracy on expenditures and revenue.

In Human Resources, we took over the responsibility to conduct our own criminal background checks for employees and volunteers, updated HR procedures and fully implemented the Jenzabar HR module. Because of the insurance year running on a calendar year rather than the school year or fiscal year, WDTC employees stayed on the District's health insurance until December 31, 2021.

### **January 1, 2022**

WDTC launched its own employee health insurance program (at a greatly reduced cost to employees and WDTC) and its own benefits administrator software (Employee Navigator). Right around January 1, all employees on the College's health insurance received new insurance cards. We have the same level of coverage that we previously had, and the transition went very smoothly.

Our HR Director updated the charge for the Benefits and Compensation Committee (consisting of faculty, staff, and administrators) to recommend decisions to Cabinet and the WDTC Board, and the committee met once a month over the last school year to develop and propose recommendations to the WDTC Cabinet, and then to the Board.

The Committee also re-aligned the classified and professional staff salary schedules and combined the various employee work agreements into one Employee Policy Handbook, which went into effect on July 1, 2022. Now everyone has the same holidays and other time off policies, and the salary schedules and positions make sense for a college setting.

The ability to have meaningful input into insurance, benefits, employee policies, and pay scales gave our College and Board the opportunity to refine many aspects of HR to truly fit a two-year college setting. In addition, our shared governance approach has become highly valued and meaningful across campus. WDTC always scores very well on Collaboration on the Great Colleges employee satisfaction survey, and I anticipate we will do well in this and other areas when we get this past year's survey results back.

### **Outstanding Items:**

1. Waiting on the RCAS Admin to complete the transfer of titles to two lots adjacent to the WDTC campus.
2. Waiting on the RCAS Admin to complete a request to pay back WDTC on insurance reserve funds.