

WESTERN DAKOTA

TECH

Board of Technical Education Report on WDT's Separation



May 20, 2021

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Business Office Processes

Bids approved for WDT partners:

- Auditing services

- Banking services

Resolutions completed:

- SDRS

- Bank depository

Software adopted:

- Financials

- Payroll

FY 2022 Budget Development Process:

- Budget and accounting format/structure system developed.

- WDT Board of Trustees Public Hearing and Budget approval—June 9, 2021.

Facilities Processes

Bids approved:

- Building and liability insurance
- Architectural and engineering services

Efficiencies:

- Energy efficient lighting
- IT updates for systems controls, water, heating/ac, work ticket systems
- Updated long-range facilities plan

Human Resources Processes

Software adopted:

- Time keeping for hourly employees
- Vacation, sick leave, time off approvals
- Integration with payroll system

Health insurance benefits:

- Reviewing options and timing on transitioning to self-insured group
- Potential cost reductions

Processes for Next Year

Integrate facilities planning into institutional strategic planning:
(Good timing with new strategic plan and new board.)

Identify employee group representatives for health insurance committee:
Opportunity for greater employee input into types of coverage and awareness of value to employees and the college.

Continue refining budget allocation processes to support improvements in instruction and services and implement appropriate internal controls.

Streamline processes: financial reporting, purchases, invoicing, and travel.

New Board: End of Year 1 and Going into Year 2

President's evaluation (May-June 2021)

Board annual meeting preparation—membership/terms with Governor's nominees (July 2021)

Board retreat and board self-evaluation with ACCT consultant (July 2021)

Review of strategic plan annual benchmarks with president's priorities (July 2021)

Questions?

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