

Northeast Wisconsin Technical College District

Board of Trustees Meeting
Agenda

April 13, 2022

12:00 p.m.

NWTC Sturgeon Bay Campus
229 N. 14th Avenue, Sturgeon Bay, WI 54235

Open Meeting & Roll Call – Please silence all cell phones at this time.

The Board Chairperson will call the April 13, 2022 NWTC Board of Trustees meeting to order and request that roll call be taken at this time.

Executive Session

12:00 – 12:05

The Board Chairman may accept a motion to go into Executive Session in accordance with State Statute 19.85 (1)¹(a)²(c)³ for the purpose of discussing the following item: Final approval of issuance of non-renewal notices.

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

Guests

12:05 – 12:25

1. **Open Forum, Introduction of Guests, and Acknowledgements**

The Chairperson will ask for the introduction of any guests present at this time and invite public comment.

2. **Student Senate**

Carl Vancaster, Student Senate Officer, will share an update at this time.

3. **Mission Moment**

Our International Fellows from Nigeria and Lebanon will be joining the Board of Trustees at this time.

¹ (1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:

² (a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

³ (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Action Items (Roll Call Vote)

12:25 – 1:40

1. **Bills**

Detailed copies of the current disbursements for fiscal year 2022 for the month of March are being forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills are available in the District Office for review by any interested person.

It is recommended that the Board approve the March 2022 bills as presented.

2. **Budget Modifications**

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY22 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

It is recommended that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

3. **Policy Discussion: Proposed Capital & Operational Budget (60 minutes)**

Dr. Jeffrey Rafn, President, Dr. Kathryn Rogalski, Vice President of Learning, and Dr. Bob Mathews, Vice President of Business and Finance will present the FY23 Capital and Operating budgets to the Board at this time.

The Board may act on approving the FY23 Budget as presented/modified for the purpose of holding a Budget Public Hearing.

It is recommended that the Board approve the FY23 Operational and Capital Budgets for the purpose of conducting a Budget Public Hearing to be held on May 11, 2022, at 4:00 p.m. in the Board Room DO308, located on the NWTC Green Bay Campus.

4. **Board Resolution Authorizing Early Start of FY23 Projects**

Staff requests the Board's approval of a subset of FY23 capital projects prior to the formal approval of the capital budget at the May District Board meeting. The Board's approval of these projects would allow the College to enter into contracts with vendors prior to the May 2022 public hearing. The schedule of the projects requires pre-planning to enable the start of the projects prior to the start of the 2023 fiscal year on July 1, 2022. The projects (listed below) would be designed and publicly bid with intent of obtaining construction contract signatures at the May and June District Board meeting or shortly thereafter. The College has funds in reserve to cover the spending prior to the May 2022 public hearing.

Board Resolution Authorizing Early Start of FY23 Projects Continued

FY 23 Budget Early Start Requests

Capital:

14804	AG Renovation	\$	250,000	
14805	Artisan Center		150,000	
14594	Sturgeon Bay Restrooms		150,000	
14618	North Coast Noise Reduction		<u>80,000</u>	\$ 630,000

IIT:

14755	Microsoft Voice Migration		192,000	
14778	Upgrade CTED Room Technology		<u>125,000</u>	\$ 317,000

Equipment:

14664	Utility Trencher	\$	85,000	
14642	HVAC/R Electrical Trainers		70,000	
14679	Backhoe		60,000	
14700	Pyramed Counseling Software		18,000	
14621	Ambient Air Cleaners		<u>8,400</u>	\$ 241,400

Early Start Requests \$ 1,188,400

Break

1:40 – 1:55

Consent Agenda Items:

1:55 – 2:00

1. Minutes

The minutes of the March 9, 2022 Board meeting were sent to Board members prior to the April 13, 2022 Board meeting. It is recommended that Board approval be given for the March 9, 2022 Board meeting minutes.

2. Faculty - Resignation

With regret, we accept the following resignation notices:

- Marne Sterzing, Nursing Instructor – Marinette who has been with the College since August 19, 2013 and has announced her resignation effective May 18, 2022.
- Christine Walters, Nursing Instructor – Marinette who has been with the College since August 14, 2017 and has announced her resignation effective May 18, 2022.

It is recommended that Board approval be given for the resignations listed above.

3. Corporate Training & Economic Development (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2022 contracts pending Board approval is attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.66% for on-campus and 27.75% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts are available for review by any interested person.

It is recommended that the Board approve the contracts for services identified in Board Exhibit 2.

4. Metering Technician Apprentice

Electric Metering Technicians encompass a combination of technical, customer service and computer skills needed to be successful for employment in the utilities industry. They install, repair, rebuild and wire all styles of electricity meters and metering equipment. In addition, they perform routine audits and tests of complex industrial meters to ensure proper operation and security. Technicians investigate power diversions and illegal taps, collect physical evidence of illegal taps and maintain chain of evidence. They maintain electricity meter and departmental instrument histories and maintain accurate inventory records. Operation of computers is required for shop work, field testing and integration of metering installations.

Job opportunities are declining, however, all 82 municipalities, 24 Co-ops and 12 investor-owned utilities in WI require Metering Technicians. Many of their current Field Technicians, Fieldman, Meter Readers, Meter Technicians, and Utilities Service Workers are retiring, and they are needed to mentor the Metering Technician Apprentices to fill these essential roles.

NWTC currently offers the Lineworker and Substation Apprenticeships, thus making the Metering Technician a great fit for the college as we will then offer all three of the utility apprenticeships. We have the facilities and equipment needed to provide the instruction, as well as an instructor. The utility companies have been asking us to add the Metering Technician Apprenticeship to our portfolio of apprenticeships for some time now. The program is expected to begin Fall 2022.

It is recommended that the Board approve the Metering Technician Apprentice and authorize its submission to the WTCS State Board for approval.

Reports

1. **Board Member Professional Development Updates**

2:00 – 2:05

Board members will have an opportunity to report out on any professional development activities and/or conferences they have attended since the last Board meeting.

2. **EduByte – Center Manager Update**

2:05 – 2:25

April Konitzer, Regional Learning Center Manager, will provide an update on the Sturgeon Bay Campus.

3. **President’s Report**

2:25 – 3:00

(includes Adjournment)

- A. Enrollment Activity
- B. Legislative and Regulatory Issues (state & federal)
- C. 8-Week Advantage
- D. COVID-19 Update
- E. Current Events

Next Board Meeting

The May 11, 2022 Board Meeting will be held in the NWTC Green Bay Campus Board Room, 2740 West Mason Street, Green Bay, WI 54303. The FY23 Budget Hearing will also take place at this meeting at 4:00 p.m.

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Upcoming Board Retreat

The next Board of Trustees Retreat is scheduled for Friday, May 13, 2022 from 9:00 a.m.–3:00 p.m. at TitleTown Tech, 1025 Lombardi Avenue, Green Bay.

Adjournment

The Board Chair will accept a motion to adjourn the April 13, 2022 Board meeting.

BOARD EXHIBITS

April 13, 2022

Northeast Wisconsin Technical College District

General Fund

Fiscal Year 2021-22

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 4/13/2022	Change
	<u> </u>	<u> </u>	<u> </u>
<u>Resources</u>			
Tax Levy	14,997,796	14,964,159	(33,637)
State Aid	41,775,477	41,775,477	-
Program Fees	19,630,000	19,630,000	-
Material Fees	1,100,000	1,100,000	-
Other Student Fees	1,180,000	1,180,000	-
Institutional Revenue	600,000	600,000	-
Federal	-	-	-
Transfers from Reserves & Designated Fund Balances	1,150,000	1,150,000	-
Other Funding Sources	1,139,523	1,139,523	-
 Total Resources	 <u>81,572,796</u>	 <u>81,539,159</u>	 <u>(33,637)</u>
 <u>Uses</u>			
Instruction	51,223,427	51,134,024	(89,403)
Instructional Resources	1,565,345	1,565,015	(330)
Student Services	10,076,034	10,051,914	(24,120)
General Institutional	12,713,345	12,787,961	74,616
Physical Plant	5,994,645	6,000,245	5,600
Auxiliary Services	-	-	-
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	-	-	-
 Total Uses	 <u>81,572,796</u>	 <u>81,539,159</u>	 <u>(33,637)</u>

Northeast Wisconsin Technical College District

Special Revenue - Operating

Fiscal Year 2021-22

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 4/13/2022	Change
	<u> </u>	<u> </u>	<u> </u>
<u>Resources</u>			
Tax Levy	1,767,704	1,801,341	33,637
State Aid	3,099,326	3,200,304	100,978
Program Fees	65,000	65,000	-
Material Fees	20,000	20,000	-
Other Student Fees	127,867	127,867	-
Institutional Revenue	7,666,982	8,330,998	664,016
Federal	7,247,159	12,390,862	5,143,703
Transfers from Reserves & Designated Fund Balances	-	-	-
Other Funding Sources	-	-	-
 Total Resources	 <u>19,994,038</u>	 <u>25,936,372</u>	 <u>5,942,334</u>
 <u>Uses</u>			
Instruction	13,366,043	17,370,959	4,004,916
Instructional Resources	80,000	387,800	307,800
Student Services	2,792,428	3,267,489	475,061
General Institutional	2,695,567	3,165,224	469,657
Physical Plant	190,000	874,900	684,900
Auxiliary Services	-	-	-
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	870,000	870,000	-
 Total Uses	 <u>19,994,038</u>	 <u>25,936,372</u>	 <u>5,942,334</u>

Northeast Wisconsin Technical College District

Special Revenue - Non-Aidable

Fiscal Year 2021-22

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 4/13/2022	Change
	<u> </u>	<u> </u>	<u> </u>
<u>Resources</u>			
Tax Levy	190,000	190,000	-
State Aid	2,016,000	2,016,000	-
Program Fees	-	-	-
Material Fees	-	-	-
Other Student Fees	1,324,000	1,324,000	-
Institutional Revenue	63,000	63,000	-
Federal	9,617,000	16,690,841	7,073,841
Transfers from Reserves & Designated Fund Balances	-	-	-
Other Funding Sources	-	-	-
 Total Resources	 <u>13,210,000</u>	 <u>20,283,841</u>	 <u>7,073,841</u>
 <u>Uses</u>			
Instruction	-	-	-
Instructional Resources	-	-	-
Student Services	13,170,000	20,243,841	7,073,841
General Institutional	-	-	-
Physical Plant	-	-	-
Auxiliary Services	-	-	-
Transfers to Reserves & Designated Fund Balances	40,000	40,000	-
Other Uses	-	-	-
 Total Uses	 <u>13,210,000</u>	 <u>20,283,841</u>	 <u>7,073,841</u>

Northeast Wisconsin Technical College District

Capital Projects

Fiscal Year 2021-22

	Current Budget Adopted <u>1/19/2022</u>	Modified Budget Adopted <u>4/13/2022</u>	<u>Change</u>
<u>Resources</u>			
Tax Levy	-	-	-
State Aid	207,526	207,526	-
Program Fees	-	-	-
Material Fees	-	-	-
Other Student Fees	-	-	-
Institutional Revenue	15,582	63,003	47,421
Federal	1,000,000	1,000,000	-
Transfers from Reserves & Designated Fund Balances	4,221,733	4,221,733	-
Other Funding Sources	34,900,000	34,900,000	-
 Total Resources	 <u>40,344,841</u>	 <u>40,392,262</u>	 <u>47,421</u>
 <u>Uses</u>			
Instruction	8,017,716	8,010,083	(7,633)
Instructional Resources	330,885	340,885	10,000
Student Services	133,359	114,999	(18,360)
General Institutional	25,873,221	25,726,658	(146,563)
Physical Plant	5,917,720	6,127,697	209,977
Auxiliary Services	71,940	71,940	-
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	-	-	-
 Total Uses	 <u>40,344,841</u>	 <u>40,392,262</u>	 <u>47,421</u>

Northeast Wisconsin Technical College District

Debt Service

Fiscal Year 2021-22

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 4/13/2022	Change
	<u> </u>	<u> </u>	<u> </u>
<u>Resources</u>			
Tax Levy	18,390,000	18,390,000	-
State Aid	-	-	-
Program Fees	-	-	-
Material Fees	-	-	-
Other Student Fees	-	-	-
Institutional Revenue	10,000	10,000	-
Federal	-	-	-
Transfers from Reserves & Designated Fund Balances	2,504,839	2,504,839	-
Other Funding Sources	95,161	95,161	-
 Total Resources	 <u>21,000,000</u>	 <u>21,000,000</u>	 <u>-</u>
 <u>Uses</u>			
Instruction	-	-	-
Instructional Resources	-	-	-
Student Services	-	-	-
General Institutional	-	-	-
Physical Plant	21,000,000	21,000,000	-
Auxiliary Services	-	-	-
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	-	-	-
 Total Uses	 <u>21,000,000</u>	 <u>21,000,000</u>	 <u>-</u>

Northeast Wisconsin Technical College District

Enterprise

Fiscal Year 2021-22

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 4/13/2022	Change
<u>Resources</u>			
Tax Levy	464,500	464,500	-
State Aid	-	-	-
Program Fees	-	-	-
Material Fees	-	-	-
Other Student Fees	-	-	-
Institutional Revenue	5,615,000	5,615,000	-
Federal	-	-	-
Transfers from Reserves & Designated Fund Balances	35,000	35,000	-
Other Funding Sources	-	-	-
Total Resources	6,114,500	6,114,500	-
<u>Uses</u>			
Instruction	-	-	-
Instructional Resources	-	-	-
Student Services	-	-	-
General Institutional	-	-	-
Physical Plant	-	-	-
Auxiliary Services	5,844,977	5,844,977	-
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	269,523	269,523	-
Total Uses	6,114,500	6,114,500	-

Northeast Wisconsin Technical College District

Internal Service

Fiscal Year 2021-22

	Current Budget Adopted 12/15/2021	Modified Budget Adopted 4/13/2022	Change
	<u> </u>	<u> </u>	<u> </u>
<u>Resources</u>			
Tax Levy	-	-	-
State Aid	-	-	-
Program Fees	-	-	-
Material Fees	-	-	-
Other Student Fees	-	-	-
Institutional Revenue	12,180,000	12,180,000	-
Federal	-	-	-
Transfers from Reserves & Designated Fund Balances	400,000	400,000	-
Other Funding Sources	-	-	-
 Total Resources	 <u>12,580,000</u>	 <u>12,580,000</u>	 <u>-</u>
 <u>Uses</u>			
Instruction	-	-	-
Instructional Resources	-	-	-
Student Services	-	-	-
General Institutional	-	-	-
Physical Plant	-	-	-
Auxiliary Services	12,580,000	12,580,000	-
Transfers to Reserves & Designated Fund Balances	-	-	-
Other Uses	-	-	-
 Total Uses	 <u>12,580,000</u>	 <u>12,580,000</u>	 <u>-</u>

March BOARD REPORT
Proposed Contract Training 2021/2022

Indistrict*		START	EST	EST	MARGIN	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE		
Multiple Recipient Local Gov	Influencing the Performance of Others March 2022	3/1/2022	4,225.00	2,075.00	2,150.00	
Belleuve Family Dentistry	BLS Refresher	3/4/2022	936.00	663.19	272.81	
Multiple Recipient Local Gov	House of Worship Conference -2022	3/8/2022	21,761.40	7,911.40	13,850.00	
Multiple Recipient Local Gov	CPTED/Security Assessments March 2022	3/28/2022	1,416.00	270.00	1,146.00	
Multiple Recipient Local Gov	Emerging Drug Trends Fire/EMS - Marinette March 2022	3/28/2022	200.00	0.00	200.00	
Multiple Recipient Local Gov	LESB Scenario Instructor -March 2022	3/2/2022	1,600.00	1,344.37	255.63	
Multiple Recipient Local Gov	Police Applicant Background Investigations - March 2022	3/10/2022	2,500.00	1,000.00	1,500.00	
US Army National Guard	National Guard Training - March 2022	3/13/2022	1,700.00	1,105.47	594.53	
Shawano County Sheriffs Dept	Shawano County Sheriff - Firearms Tactics Spring 2022	3/17/2022	1,175.08	915.08	260.00	
Multiple Recipient Local Gov	Blue Life Support - 2022	3/7/2022	10,000.00	0.00	10,000.00	
TNT Crust Inc	Electrical Technical Assistance March	3/1/2022	1,336.00	629.20	706.80	
Oneida Nation	Oneida Security DAAT - March 2022	3/14/2022	3,250.00	2,556.96	693.04	
Denmark Fire Department	Fire Officer Update - Denmark FD March 2022	3/14/2022	459.75	230.58	229.17	
Multiple Recipient Local Gov	De-escalation Techniques - March 2022	3/22/2022	400.00	255.70	144.30	
Port City Bakery Inc	Leadership Development Spring 22	3/1/2022	6,500.00	3,866.95	2,633.05	
Marinette County Health & Human Services	BLS Refresher	3/8/2022	535.00	369.34	165.66	
Green Bay Area Public Schools	Intro to Diversity Studies	3/29/2022	6,959.25	2,741.52	4,217.73	
Green Bay Area Public Schools	English Composition 1	3/31/2022	6,959.25	2,601.68	4,357.57	
Multiple Recipient Local Gov	Intro to Fire Inspections - March 2022	3/21/2022	500.00	289.94	210.06	
Brown County Community Treatment Center	BLS Provider - Refresher	3/2/2022	1,171.25	815.67	355.58	
Northlakes Community Clinic	BLS Provider - Refresher	3/21/2022	551.00	385.32	165.68	
Multiple Recipient Business & Industry	Dental OSHA Spring 2022	3/4/2022	5,513.00	3,325.00	2,188.00	
Bay Care Clinic	Managing a Virtual Workforce	3/14/2022	1,800.00	800.08	999.92	
Robinson Metal Inc	Robotics Training	3/15/2022	4,500.00	2,273.42	2,226.58	
American Custom Metal Fab	First Aid and CPR Heartsaver AED	3/10/2022	1,969.00	1,337.58	631.42	
US Probation Office - Green Bay	Firearms Training - US Probation/Parole Spring 2022	3/8/2022	225.00	90.00	135.00	
Green Bay Botanical Gardens	Guest Experience Training	3/8/2022	2,275.00	1,309.51	965.49	
Forward Service Corp	CPR Heartsaver AED & Heartsaver First Aid	3/18/2022	1,985.00	1,665.07	319.93	
Totani America	STM Assessments March 3, 2022	3/3/2022	375.00	242.21	132.79	
WI Medical College Green Bay	Sterile Technique Training	3/29/2022	2,930.00	1,722.78	1,207.22	
Austin Straubel Airport	Firearms Qualification - Austin Straubel Airport March 2022	3/10/2022	75.00	73.92	1.08	
Georgia Pacific-Day Street	STM Assessment March 14, 2022	3/14/2022	751.50	121.11	630.39	
Oneida Nation	Oneida Security DAAT refresher March 2022	3/31/2022	400.00	255.70	144.30	
Roen Salvage Co	Weld Tests conducted by Matt Goll	3/21/2022	2,070.00	1,239.56	830.44	
Totani America	STM Assessment March 10, 2022	3/10/2022	275.00	145.33	129.67	
Fincantieri Marinette Marine Corp	Facility use VT2 Class	3/1/2022	0.00	0.00	0.00	
Fincantieri Marinette Marine Corp	Fast Forward Pipefitter Bootcamp March 2022	3/16/2022	48,000.00	29,259.19	18,740.81	
Superior Resource Group	Qualifications 3/1 - 3/4/22	3/1/2022	7,248.64	3,621.11	3,627.53	
Hurckman Mechanical Industries Inc	Qualification 2/28/22	3/28/2022	430.00	255.70	174.30	
LP Building Solutions Green Bay	STM Assessments (3)	3/16/2022	275.00	145.33	129.67	
Multiple Recipient Business & Industry	OSHA #511 Spring 2022	3/29/2022	3,900.00	3,780.00	120.00	
Multiple Recipient Business & Industry	Leadership Academy S'2022	3/30/2022	4,893.00	1,944.18	2,948.82	
LP Building Solutions Green Bay	STM Assessment March 18th at 9am	3/18/2022	275.00	145.33	129.67	
Superior Resource Group	Qualifications 3/7-3/10/22	3/7/2022	4,885.12	2,366.58	2,518.54	
Hurckman Mechanical Industries Inc	Qualifications 3/7/22	3/7/2022	675.00	255.70	419.30	
LP Building Solutions Green Bay	STM Assessment March 18th at 2pm	3/18/2022	275.00	145.33	129.67	
Brabazon Pump Compressor & Vacuum	Forklift Training	3/24/2022	300.00	171.23	128.77	
Superior Resource Group	Qualification 3/14-3/18/22	3/14/2022	5,251.05	2,161.03	3,090.02	
Superior Resource Group	Qualification 3/22-3/24/22	3/22/2022	4,128.38	2,149.22	1,979.16	
TOTAL			\$179,814.67	\$91,028.57	\$88,786.10	
Out of District		START	EST	EST	MARGIN	
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE		
Miller Electric Manufacturing Co	FY2122 - Heyrman Service Training	3/21/2022	142.00	100.80	41.20	
Kaukauna Family Dentistry	BLS Refresher	3/24/2022	532.75	359.93	172.82	
Creative Converting - Hoffmaster	Automation 2	3/29/2022	5,500.00	2,260.17	3,239.83	
Hortonville Police Dept	Firearms Training - Hortonville PD March 2022	3/9/2022	75.00	30.00	45.00	
Miller Electric Manufacturing Co	FY2122 - CS Our Customers - Session 2	3/22/2022	2,004.00	1,027.35	976.65	
TOTAL			\$8,253.75	\$3,778.25	\$4,475.50	
Out of State**		START	EST	EST	MARGIN	FULL COST
CLIENT NAME	CONTRACT DESCRIPTION	DATE	REVENUE	EXPENSE		
Creative Composites Inc	Qualification 3/22/22	3/22/2022	565.43	327.03	238.40	391.58
Plutchak Fabricating	Xray Tests	3/14/2022	366.67	220.00	146.67	220.00
Creative Composites Inc	Qualification 3/15/22	3/15/2022	670.66	390.18	280.48	454.73
TOTAL			\$1,602.76	\$937.21	\$665.55	\$1,066.31
Contract Total for March = 57			\$189,671.18	\$95,744.03	\$93,927.15	

* Margin represents the difference of Estimated Revenue and Estimated Direct Contract Expenses.

** Estimated Revenue must be equal to or greater than Full Cost.