

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, May 9, 2022
4 p.m. – Business Meeting
Yellowstone Building, Room 105/106

Zoom: <https://nwc.zoom.us/j/99489109756?pwd=VF10VXVPTXlVU1dkZF1l2F6RCtSZz09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 994 8910 9756; Passcode: 222803

AGENDA

I. Call meeting to order

A II. Approve the agenda

A III. Consent agenda

Minutes

- A. [Approve Minutes of the regular meeting of April 11, 2022](#)

Reports

- A. Board President
B. [Board Committees](#)
C. [College President](#)
- [Administrative Services and Finance](#)
 - [Academic Affairs](#)
 - [Student Services](#)
 - [Communications and Marketing](#)
 - [Constituent Group Reports](#)
 - [NWC Foundation](#)
 - [Student Center Update](#)

Financial reports

- A. [Check Register](#)
B. [Other financial reports](#)

IV. Discussion/informational items

- A. [Review President's Office and Board Budgets](#)
B. [Preliminary Budget Presentation](#)
C. [Fall 2021 Enrollment Report](#)
D. [2020-2021 Concurrent and Dual Enrollment Summary](#)
E. [PVCE contract for services renewal](#)

V. Mission Moment – Alumni Highlight in Chemistry and Biology, Michael Cuddy and Gareth Flowers

VI. Citizens' Open Forum (5 p.m.)

Anyone wishing to address the Board must sign in with the recording secretary. Each speaker may speak no longer than six minutes. The Board will listen to comments but not respond to individual citizens or ask questions.

A VII. New business

A VIII. Unfinished business

IX. Future agenda items and follow-up on open forum topics

A. June Upcoming

1. Quarterly budget adjustments
2. Accounts receivable write-offs and demonstration of Student Financial Responsibility Statement
3. Preliminary budget
4. BOCES budgets for Greybull, Lovell, and Powell

B. Future and follow-up topics

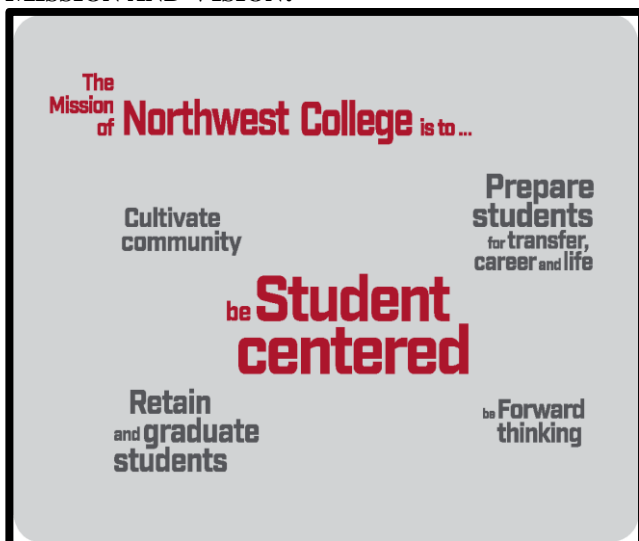
X. Announcements

- A. Paramedic Coining Ceremony, May 6, 2022, 10:00 a.m., Yellowstone Bldg.
- B. Nurses Pinning May 13, 2022, 3:00 p.m., NPA Building
- C. Distinguished Alumni Reception, May 13, 2022, 5:30 p.m., Hinckley Library
- D. Commencement Exercises, May 14, 2022, 10:30 a.m., Cabre Gym
- E. Next Meeting, June 13, 2022, 3:00 p.m., Yellowstone Building

A XI. Adjournment

A=Action item

MISSION AND VISION:



FUTURE AGENDA ITEMS:

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING**

April 11, 2022

MEMBERS PRESENT: President DR. MARK WURZEL; Vice President/Secretary DR. LARRY TODD; Treasurer MS. CAROLYN DANKO; and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MR. BOB NEWSOME, and MR. DUSTY SPOMER

MEMBERS ABSENT:

OTHERS PRESENT: MS. LISA WATSON, President; DR. GERRY GIRAUD, Vice President for Academic Affairs; MS. JILL ANDERSON; MR. FRED BRONNENBERG; DR. MICHAEL CUDDY; DR. JENNIFER DARE; MS. ELAINE DEBUHR; MS. TRACY GASAWAY; MS. NANCY GILMORE; MS. JO ANN HEIMER; MR. JEREMIAH HOWE; MS. JENNIFER LITTERER-TREVIÑO; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MR. MORGAN TYREE; MS. SHELBY WETZEL; MR. KEVIN KILLOUGH, *Powell Tribune*; and MS. KELI BORDERS, Interim Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: The regular meeting of the Northwest College Board of Trustees was called to order on Monday, April 11, 2022, at 3:03 p.m. in the Cody Center, Room 2201.

A APPROVE THE AGENDA: **A motion was made by Trustee Kuipers and seconded by Trustee Todd to approve the agenda.**

WORK SESSION

President Watson referred Trustees to the Student Center update included in the Board book, which is an extended version of the typical monthly report. She would like to spend time during the Work Session to inform Trustees of the status of the project and then later, as a New Business item, request they move to support its continued development.

President Watson explained that in March 2022, Legislators approved the capital construction bill that includes the Student Center project with an approved cost estimate of just over \$25 million. This figure contains the match requirement, which states that expenses must be shared equally between the State and Northwest College. Community colleges also received supplemental funds of \$4.8 million for inflationary increases. These funds are also subject to the match requirement. Each college may request the use of these inflationary funds for their projects, but these funds are available on a first-come-first-served basis.

President Watson stated that \$25 million for the Student Center is a significant burden when considering the required \$12 million match by the College. As a result of Level 2 work, the original design estimated the cost of the Student Center to be a little over \$21 million. With inflation, the same design is estimated to be over \$26 million. Northwest College has been working closely with project architects and the CMAR (Construction Manager at Risk) to decrease costs. Significant modifications through value engineering have been made to the Level 2 design, such as reducing the square footage of glass on the exterior of the building and reducing the square footage of the main hallway and second floor. These reductions were made with no loss of programming space. New cost estimates after value engineering are \$20.6 million for the Student Center alone. President Watson stated that while this estimate includes contingency money for overages etc., a January 2023 start date could increase inflationary costs and supply chain issues.

President Watson stated that in addition to the Student Center building, two alternative plans were created to allow the College to utilize the match dollars from the state. Alternative one calls for building a temporary dining facility that would prevent the College from discontinuing academic or student space

for dining while also providing an athletic building at the soccer field, which has been in the master plan for over twelve years. Including a temporary kitchen in the project would be cost-prohibitive, as is renting a mobile kitchen. President Watson has been working with County Commissioners on the possibility of leasing the kitchen in the large exhibit hall at the fairgrounds and transporting the food to the temporary dining facility. President Watson feels the use of the fairgrounds would benefit the College by reducing kitchen costs while also helping the county keep those dollars in the community.

The architect and CMAR were asked to consider the bare minimum of what would be needed in the building to serve students from a dining perspective. The building would also need to have the ability to be converted to accommodate athletics when no longer needed for dining. President Watson stated the temporary dining facility would be approximately 35,000 – 43,000 square feet. The ground floor space would need to include locker room space, a coach's office, and a very basic concession area. The second floor would be utilized for video viewing and game announcing. In addition to the Student Center building cost stated earlier, the temporary dining facility cost is estimated at \$1.3 million.

Alternative two calls for additional academic space in the Student Center to accommodate the Outdoor Recreation program. It would include an academic lab with a climbing wall, an office, and equipment storage. It would allow the program to be moved from the FAB Annex and become more centralized and more accessible to the community for Delta and Community Education opportunities. The cost estimate of Alternative 2 is \$1.8 million.

President Watson stated that the project's total cost, including the two alternatives and contingency money, comes to \$23.8 million. This figure is still below the \$25 million approved for the project by the legislature. The challenge will occur when the bids come in for costing.

President Watson stated that the College's portion of the Student Center building, before alternatives and including financing costs, is approximately \$10.3 million. The Foundation has committed to a \$3.5 million campaign to raise funds for the project, of which \$1.4 million has been raised. An additional \$850,000 in endowed Aramark money can be used to purchase kitchen equipment. Also, if the College uses 50% of its unrestricted reserves (leaving 50% untouched), approximately \$4.7 million could be contributed to the project by the College. The remaining amount to be financed is roughly \$1.3 million.

Alternative 1, the temporary dining facility, adds \$677,000 to the College's match requirement. The Foundation has stated they have \$500,000 of unrestricted reserves they would be willing to utilize in helping the College to move one of the Master Plan buildings forward. That leaves \$177,000 the College would need to come up with for the temporary dining facility. President Watson stated there might be an operating surplus at the end of the fiscal year that could be utilized. There are also student facilities fees that could be considered.

The Alternative 2 Outdoor Recreation space requires \$932,000 in College match dollars. There is approximately \$150,000 from the WIP award (\$1.8 million the College received for equipment, etc., to expand the Outdoor Recreation program) that can be utilized toward the architect's project planning. That leaves \$782,000 the College would need to provide. Potential sources could come from the student facilities fees, budget surplus, possible

upward trending of local levies, or it could be added to the amount the College needs to finance.

President Watson stated the Level 3 workgroup consisting of the architects, the CMAR, and College representatives continue to meet weekly to finalize the design. For instance, prices have been varying on wood vs. steel frames for the temporary dining facility, and the Outdoor Recreation space finishes have yet to be determined.

The CMAR, Fred Bronnenberg of Grothouse Construction, stated last week's meeting determined the temporary dining facility would be a wood-frame structure, and the footprint would be approximately 4100 square feet. He also said he has been very impressed with the way the architectural team has reacted to input with respect to the budget. He feels the team approach to this project has been considerably better than most projects where he has been involved.

President Watson stated the Board Finance Committee had considered various financing options, but a formal financial plan has not yet been brought to the Board of Trustees for approval.

A CONSENT AGENDA:

A motion was made by Trustee Todd and seconded by Trustee Kuipers to approve the consent agenda.

In response to a question from Trustee Housel, President Watson stated the HEERF (Higher Education Emergency Relief Fund) is the federal money the College received for pandemic-related relief. The utilization of these funds is reported monthly to the Board as part of "other financial reports." The funds were spent on instructional equipment and personal protective equipment as well as for recapturing lost revenue as a result of the pandemic.

Motion carried, and the consent agenda, including the minutes of the March 9, 2022, special meeting, the minutes of the March 14, 2022, regular meeting, and the minutes of the March 14, 2022, executive session, was approved.

DISCUSSION/ INFORMATIONAL ITEMS:

Major Maintenance projects
update

President Watson stated that annually, the College brings an updated list of projects that are eligible for major maintenance fund utilization to the Board to answer any questions and to seek the Board's support in moving forward. These projects have been reviewed by the state in terms of their support. President Watson clarified that the College had not been notified of its amount in major maintenance funds yet, but typically receives approximately \$1.5 million per year. There has been no indication the amount will be cut; however, the funding is subject to an allocation model based on the square footage of all of the colleges.

In response to a question from President Wurzel, Physical Plant Director Dennis Quillen explained that the Phoenix Hood system in the Science and Math Building is an old system that was installed when the building was built in 1992. It is well past its life expectancy, and replacement parts and technical support are no longer available. The College will replace it with a new system in two phases.

In response to a question from President Wurzel, Dennis explained that as part of the HEERF expenditures, there had been some security upgrades to the campus by exchanging all door locks for Core Max cores. Over the years, keys have been lost, and many grandmaster keys have been checked out. The new

Core Max locks to prevent entry by any of the older keys. It was a large project that was completed by College staff. In addition to the new locks, at least one new door has been ordered for every building on campus. These doors will utilize card readers when the College moves to keyless entry on all facilities. The card reader doors will enable buildings to be locked and unlocked from a phone app. The new Student Center will have card reader access and cameras at the main doors. A security consultant completed an on-campus review and identified buildings for Phase 1 card reader access to be completed in 2023. Phase 2 will incorporate the same to all buildings on campus. This project is listed as a major maintenance project in 2025.

In response to a question from Trustee Housel, Dennis explained the Trapper Arena improvements pertain to the insulation, electrical, and heating issues. While the main arena is heated, some heaters have never worked that will be replaced. Trustee Housel requested that Trustees receive a tour of the arena when the work has been completed.

A motion was made by Trustee Spomer and seconded by Trustee Danko to approve the revisions and additions to the Major Maintenance projects memo. Motion carried.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 5:00 p.m. No citizens requested to address the Board; therefore, the Citizen's Open Forum adjourned.

A NEW BUSINESS:

Academic program approval

Vice President Giraud stated the proposed program is a multi-disciplinary program put together by the Visual and Performing Arts and Humanities Division members. The program is a digital and social media degree, and the certificate prepares students for the technical and creative production of online media. The program utilizes a multi-disciplinary approach, including strong written skills, graphic and visual design, audio recording, and the principles of marketing and business and ethical messaging. It includes twelve hours of practicum credits which will fortify concepts with portfolio-ready production projects. The program intends to prepare students to work in business and the community.

The certificate program provides the same focus without the general education requirements. This certificate could be of value to a student interested in another degree area and could also obtain a digital and social media certificate.

Vice President Giraud pointed out that all of the courses in the program are currently being offered at Northwest College. The proposed program will require no new investment in personnel or equipment to offer it to students.

Vice President Giraud acknowledged Renee Dechert and Morgan Tyree, who initiated the idea, and Elaine DeBuhr as Division Chair for bringing it together, including other faculty who are teaching courses within the degree and finalizing the proposal.

Trustee Danko expressed her excitement for the proposed program and stated businesses would be excited to hire graduates.

In response to a question from Trustee Kuipers, Vice President Giraud stated the intention for the practicum hours is that students will find a placement in which they can practice and apply the skills they have learned. Students will be supervised by the appropriate faculty member related to the work being done and who will provide guidance and support.

A motion was made by Trustee Danko and seconded by Trustee Kuipers to approve the Digital and Social Media AAS and Certificate academic program as presented. Motion carried.

A motion was made by Trustee Danko and seconded by Trustee Todd to support the continued development of the Student Center project with the Temporary Dining Facility and the Outdoor Recreation program space as alternates. Understanding the challenges with inflation and the supply chain and with ideas for financing, the Board supports the College's continued efforts in design development and exploring financing options.

Trustee Spomer stated he would like the limitation of total costs for the project to be represented in the spreadsheet as discussed earlier under the title "Level 3 after Value Engineer Student Center," \$20,614,560. During Level 2 work, it was decided the College should design the building at the cost of approximately \$20 million and not the \$25 million that was approved by the legislature. He feels it's important for the Board to establish what the cost limits are expected to be and the methods with which the College will pay for the project. He would like to have those limitations stated in the motion.

President Wurzel stated that with unknown variables regarding additional funds being available, such as a year-end budget surplus discussed during the Work Session, he is comfortable with limitations not being imposed.

Trustee Spomer reiterated that while the cost of the building is estimated to be \$20.6 million, he would like something in place that states that if bids come in much higher, the project will be trimmed to come within budget. His concern is that if the project costs more than anticipated or if the Foundation's campaign doesn't raise the expected amount, the overage burden will have to be taken from reserves or financed by the College. He feels the motion on the table is an authorization of expenditure, and he feels it should include actual figures.

President Watson stated the intent of the memo being presented for consideration is not to seek expenditure authorization but to inform the Board of the progress and to receive its blessing to continue the work. She is also concerned with keeping costs down and the funding sources. The reason for separating the alternate plans from the main project was to designate priorities. Final design drawings aren't yet complete, and potential funding sources have yet to be determined. President Watson clarified that once more details are finalized, she would be asking the Board to make final determinations on various options related to project scope and funding sources. She stated a list of items could still be cut if need be, but she hopes they do not have to cut programmatic space. She said the Board could decide to place a cap on the project cost; however, she feels that there will be a better sense of what options exist by the end of the fiscal year.

Trustee Spomer stated he is concerned that a firm threshold has not been established for the project. He is uncomfortable with determining the cost first and then establishing that figure as the budget. However, he will go with the consensus of the Board if they are comfortable with the motion as is.

President Wurzel stated it is his understanding the Board will continue to receive monthly updates and may make adjustments if costs are getting too high or also if too much is being cut from the project. He is comfortable using the information received thus far as a guideline and further details will become clear as the planning and design move forward. He reminded Trustees of

President Watson's diligence in seeking approval on spending over \$50,000.

Trustee Housel stated that during the Board Finance Committee meeting, he and Dusty's principal concern was the effect of inflation, which can't necessarily be forecast. While there are contingency funds built into the cost estimates, it is something of concern and must be watched closely.

In response to a question from Trustee Housel, President Watson stated there is a \$100,000 statutory requirement for art in the building. The State Building Commission suggested that the College ask the Arts Council if the fireplace could be considered significant enough to qualify as a piece for artistic focus. The Arts Council agreed, and an RFP will go out for artists to submit their ideas for the fireplace finish. In essence, the College will build the framework of the fireplace, and the selected artist could complete the finish within parameters set by the College as part of the statutory requirement.

Trustee Kuipers stated that given the information Trustees received during the Work Session, she feels comfortable with supporting the continued development of the Student Center project. She understands that there will be a point when costs and financing become finalized.

Motion carried.

A UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

**FUTURE AGENDA ITEMS &
FEEDBACK TO CITIZENS'
OPEN FORUM TOPICS:**

May Upcoming:

- College Board Priorities
- College Priorities for President
- Review President's Office and Board Budgets
- Preliminary Budget Presentation
- PVCE contract for services renewal
- Other TBD

ANNOUNCEMENTS:

Next meeting, May 9, 2022, at 3 p.m., Yellowstone Building
WCCC meeting, April 20-21, 2022, Rock Springs
Paramedic Coining Ceremony, May 6, 2022, 10:00 a.m., Yellowstone Building
Nurses Pinning, May 13, 2022, TBD, NPA Building
Commencement Exercises, May 14, 2022, 10:30 a.m., Cabre Gym

President Wurzel reminded Trustees of the Board retreat on Tuesday, May 17, 2022.

President Wurzel stated three Board members can not attend the scheduled July regular meeting due to conflicts. Keli will send a Doodle Poll to distinguish everyone's availability in finding an alternative date.

A ADJOURNMENT:

The meeting adjourned at 5:02 p.m.

LARRY TODD, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Carolyn Danko

The Board Finance Committee met on April 28, 2022, to view current budget projections.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in April.

Facilities Committee – Chairman Dusty Spomer

No committee meeting was held in April.

President's Report

May 9, 2022

State

Legislature

No Interim meetings have been held since the legislative session adjourned. Management Council distributed a formal list of interim topics in April. Topics that will be followed include:

- Appropriations – State Employee Compensation
- Education – Higher Education funding model and funding sources, both operational and capital.

The first interim committee meeting for Appropriations will be June 2nd in Casper. Joint education will meet May 31-June 1 also in Casper.

Wyoming Community College Commission

I attended the Wyoming Community College Commission held on April 20th and 21st in Rock Springs. There was a budgeting workshop held on Wednesday, followed by the commission meeting Thursday. The commission approved the digital and social media program that the Board had approved earlier this month.

Wyoming Association of Community College Trustees

WAACT held a virtual meeting April 27th. Executive Director Taylor discussed post legislative activity, interim topics, and advocacy. The financials were reviewed and marketing firm Linden presented on project work completed to date.

Campus

I attended the photography advisory committee meeting Friday April 29. Three professional photographers were on campus to critique student portfolios with students and faculty and then we met to discuss current industry areas of growth, potential curriculum changes and equipment needs. The conversation was engaging, professional, educational, and useful for our students, the faculty and myself. I will be meeting next with the music technology advisory meeting after graduation.

Campus Activities

The College hosted the annual Juried Art & Design Show Tuesday, April 26, 2022, in the Northwest Gallery. It was a well attended event and the student work continues to impress both jurors and those that appreciate the arts.

The campus continues to monitor Covid cases and the overall health of our campus. There was one case reported recently. Campus protocols will continue through semester end then be suspended unless sudden increases in cases occur over the summer.

Student Center

Weekly planning meetings continue with the College, State Construction, the architect, and the construction manager. Additional information is included in the monthly student center report.

Foundation and Alumni

The Foundation held its Board meeting April 27th at the Nelson house. This was the first time they had met in the house since the pandemic and renovations have been complete. An update on the Student Center was shared with the Board and discussion was held on scholarships including the new Welcome to Wyoming scholarship. The Board voted to support funding the First Year Seminar courses this summer. This provides a free introductory class to students considering attending college. This will be the third summer that the College has offered the class for free due to alternate funding support.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

May 9, 2022

Respectfully Submitted: Lisa M. Watson, VP of Administrative Services & Finance

Finance & Budget

- The Business Office supported advising day (April 12, 2022) thru continued communication efforts, including texts, emails, and mailed student account statements to get holds released on student accounts. The Business Office continues to assist students with questions and the collection of payments for the spring 2022 semester.
- Coordination with Wyoming Community College Commission, Park County Assessor, Director Bowen, and President Watson continues regarding estimations of FY 2023 revenue. These estimates are included in the budget memo in the May 2022 Board of Trustees Board Meeting Packet.
- Business Office Manager Heimer, Institutional Researcher Smith, and Financial Aid Director Quinn are preparing the Annual Report for the Higher Education Emergency Relief Act due to the Department of Education in May. Coordination with Interim President Watson continues regarding final spending under the grant.
- Interim President Watson and Finance Director Bowen continue to discuss financing plans for the new student center. Once final estimated costs are known, a financial plan will be presented to the Board of Trustees.

Facilities Projects

- Physical Plant Employees are focused on repair and maintenance work on several TVW units.
- Parking Lot Bid Awarded to Asphalt Preservation LLP from West Haven, UT, at \$115,000.00 under budget.
- Ground crews are busy with snow removal, campus cleanup, and irrigation startup.

Transportation Bus Miles

- 1050 Miles with Music traveled to Greeley, Colorado, for the first time in two years since the COVID pandemic.

Mickelson Field Station

- Closed

Completed Work Orders

- 128 campus work orders

Information Technology

- Computing Services staff installed new parts to enhance the college backup system.
- Computing Services Staff analyzed the Cybersecurity reports and have made some adjustments to college training based on the analysis.

Johnson Fitness Center

- Johnson Fitness Center has seen an increase in use this past month.

Human Resources

- Recruiting: Please see May Personnel Report. Recruiting activity has been busy with many searches in various stages.
- Employee Recognition: The Annual Faculty and Staff Recognition Award Banquet was held on 4/28/2022, with over 130 attendees expected to join the event. Nominations were reviewed, and awardees determined. It was a great event.
- Training: The required annual compliance training for Preventing Discrimination and Harassment – Gateway and Title IX/Clery Act was due on 4/15/2022. The HR Director is following up with employees and supervisors to assure completion. All faculty, staff, adjuncts, Board of Trustees members, frequently utilized CTD/PVCE employees, and student employees in Residence Life and Campus Security are required to complete this training to meet legal and risk management requirements. The HR Director held a new employee Board Policy Orientation on 4/7/2022.
- Shared Governance: The HR Director attended the College council meeting on 4/5/2022, the All Employee Meeting on 4/7/2022, and the Board Meeting on 4/11/2022.
- Student and Community Outreach: The HR Director and PT HR Sr. Office Assistant had a table at the NWC High School Career Day on 4/6/2022. They visited with students and shared information about various career opportunities in higher education. In the afternoon, community members attended the Career Day, and they provided information to individuals about current and future opportunities with the college.
- Inclusion and Diversity: The HR Director attended the Native Ways Buffalo Feast and Hoop Dancing Performance 4/14/2022.
- Covid-19 Activities: HR/Payroll continues with COVID-19 employee reporting and management activities for Covid-19.
- Professional Development: The HR Director attended a webinar on 4/7/2022 by APPA on “Data-Driven Changes for Custodial Retention.”
- Performance Evaluations: On 4/20/2022, the HR Director sent out the annual notice that staff performance evaluations are due by the end of the fiscal year for 12-month staff and by the end of the academic year for those who work an academic year schedule. The HR Director will be meeting with various supervisors to document performance and future goals for employees.

Personnel Status Report

May 2022 Trustees' Report

Search Activity to Date 4/25/2022

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Women's Basketball Coach	4/4/2022	Lauren Davis	Lauren has a Bachelor's in Mass Communications from Wayne State College and an Associate's of Science from Gillette College. She has recently been serving as Interim Women's Basketball Coach.
Title IX & Clery Coordinator/Policy Specialist	4/11/2022	Laura Gwinn	Laura has a Bachelor's in Office/Business Administration from the University of Wyoming and has recently been serving as Interim Title IX Coordinator.
Training and Development Program Associate	4/25/2022	Christi Greaham	Christi has an Associate's in Business from Northwest College and has recently been serving as a Training and Development Program Specialist.
Instructor of Emergency Medical Services (EMT and Paramedic) - Fixed Term	4/29/22	Joshua Chavarria	Joshua has a Bachelor's in Paramedicine from BYU - Idaho and an Associate's in General Studies from Central Wyoming Community College.
Admissions Representative - Recruitment Data Analysis and Admissions Representative - Outreach (2 positions)			candidates are being reviewed
Financial Aid and Scholarships Technician			position closes externally on 4/27/2022
Executive Secretary to the Board of Trustees and College President			position closes internally on 4/20/2022
Campus Security Technician			position closes internally on 4/29/2022

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of May 1 , 2022 - Capital Planning

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
Projects Awaiting BOT Approval												
Projects In Process												
PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL												
PLANNING/START UP PHASE												
Powell/Student Center	1	X	State/NWC/ Foundation	Student Center			Approved by Leg March 2022, in design	2017	2017	TBD	Pend	Pend
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
PENDING												
Powell/ORB	TBD		Cap Renew	Orendorf Building Renovation			project dev pending	4/8/2019	8/1/2019		TBD	
FY2022 See Masterplan Update												
Powell/Campus	1		MM	Electrical infrastructure Replacement	Campus Lighting Phase Three		pending engineering & bidding	12/13/2021			\$ 176,000	
Powell Library	1		MM	Heat Pump Replacement (3)			ongoing inhouse				\$ 29,732	
Powell/Library	1		MM	Elevator Upgrade			Project Awarded	5/1/2020			\$ 110,500	
Powell/Sci & Ma	1		MM	Elevator Upgrade			Project Awarded	5/1/2020			\$ 110,500	
Powell/Sci & Ma	1		MM	Chemistry Lab Hood Controls			Project Awarded	12/13/2021			\$ 100,000	
Powell/Campus	1		MM	Various Parking Lot Repaires			Bid Awarded	12/13/2021			\$ 100,000	
Powell/Campus	1		MM	Campus Lighting			pending bidding	12/13/2021			\$ 171,000	
Trapper Arena	1		MM	Insulation/Mechanical Improvements			pending bidding	12/13/2021			\$ 378,556	
Powell/Campus	1		MM	Irrigation Change Order #8			Awaiting spring Startup				\$ 93,360	
PENDING												
FY2023 See Masterplan Update												
Powell/Campus	2			Ashley Hall Boiler Replacement			Boilers on order				\$45,000	
Powell/Campus	2		MM	Various Parking Lot Repaires			Bid Awarded	12/13/2021			\$ 385,313	
Powell/Sci & Ma	2		MM	Chemistry Lab Hood Controls			Project Awarded	12/13/2021			\$ 165,000	
Powell/AG	2		MM	Elect/HVAC/Renovations			pending engineering & bidding	12/13/2021			\$ 300,000	
Powell Campus	2		MM	Card Reader Access			pending engineering & bidding	12/13/2021			\$ 250,000	
Powell/DSU	2		MM	Asbestos Abatement for Demo			pending BOT approval/engineering & bidding				\$ 200,000	
FY2024 See Masterplan Update												
Powell/S&M	3		MM	Chiller/MAU/Greenhouse Cooler Replacement			Design/Awaiting Funding				\$ 250,000	
Powell/Stock Ag	3		MM	Electrical/Mechanical Improvements			pending engineering & bidding				\$ 250,000	
Powell Library	3		MM	Heat Pump Replacement (3)			ongoing inhouse				\$ 15,000	
FY2025 and beyond See Masterplan Update												
Powell/ORB	4		MM	Orendorf Building Phase Three Renovation			Awaiting Funding	4/8/2019	8/1/2019		TBD	
Powell/ORB	4		MM	Life Safety Items - Shop Fire Sprinkler in design			Awaiting Board Approval	TBD		Sum 2021	\$ 75,000	

NORTHWEST COLLEGE
FACILITIES PROJECT REPORT

Report Date : As of May 1 , 2022 - Capital Planning

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
FY2026 and beyond See Masterplan Update												
Frisby	Pend	X	TBD	Frisby Remodel							TBD	
TF	Pend	X	TBD	Trapper Field Support Buildings							TBD	
Budgetary Notes Cash Reserves												
Fund Balances												
Operating Fund (10)			@6/30/2021	2021								
				\$	4,267,098							
One Mill (11)			@6/30/2021	\$	3,576,844							
Less Est. Student Center Level 3				\$	(1,000,000)							
Total One Mill (11)				\$	2,576,844							
Auxiliary(12)			@6/30/2021	\$	494,228							
Plant Fund(70)Aux Depr			@6/30/2021	\$	1,018,193							
Total Auxillary				\$	1,512,421							
Plant Fund(70)Main			@6/30/2021	\$	2,463,988							
Plant Fund(70)Major Maint			@6/30/2021	\$	169,868							
Plant Fund(70)Emergency			@6/30/2021	\$	967,792							
Completed SEE MM Report												
Powell/Campus	1	MM	Electrical infrastructure Upgrade to 7200 Volt Main Phase Two				Completed	5/14/2018	08/16/18	6/30/2021	\$	443,439
Powell/ CB	1	MM	Cabre AHU's Trapper Gym Replacement				Compelcted	5/14/2018	08/16/18	Sum 2021	\$	167,735
Powell/Ag/TVM	1	MM	Irrigation Replacement TVM/Ag Phase 3				Completed	5/14/2018	08/16/18	6/15/2021	\$	96,513
Powell/ORB	1	MM	Life Safety Items - ORB building Continous				Completed ORB 142	5/14/2018	08/16/18	8/31/2021	\$	57,447
PowellCampus	2	MM	Irrigation Replacement NPA/Frisby/Colter Phase 4				Complete	5/14/2018	08/16/18	Sum 2021	\$	131,400
Powell Campus	2	MM	Frisby Boiler Replacement				Complete	2/8/2021	02/01/21	Sum 2021	\$	59,071
Powell/Campus	2	MM	Electrical infrastructure Replacement Campus Phase Three				Complete	5/14/2018	08/16/18	Sum 2021	\$	126,910

ACADEMIC AFFAIRS

April 2022



ACADEMIC AFFAIRS

CENTER FOR TRAINING AND DEVELOPMENT

- CTE Powell High School Board Meeting
- NWC Career Fair
 - 550 Students from around the Big Horn Basin
 - 67 Business and Educational Booths
 - 70+ NWC Students and Community Members
- Cody HS CTD Tour
- Columbus HS CTD Tour
- Courses Offered this month: Intro to Welding, Plumbing, HVAC, Surgical Tech, and Wilderness First Aid and WYOTOPP Testing
- Attended State SkillsUSA in Casper Wyoming
- Conferences/Meetings- Healthy Park County and LEPC (Local Emergency Planning Committee)

CDL Program

- 41 students enrolled program
 - 12 Working on their Theory
 - 5 Students scheduled for their Driving Test in May
 - 21 are Skills and BW (Behind the Wheel Driving)
 - 5 have finished the online requirements and moved to the classroom/simulator.
 - 3 students attended orientation
 - 2 new students enrolled in Hazmat Course
 - 2 students completed Hazmat Course
 - 2 Students passed and received their CDL's

Our truck had to be serviced and the clutch had to be replaced. Parts took a while to arrive so no truck for almost 3 weeks. We are now back up and running with 3 part time instructors.

Cody Center

- Ed2go - 3 new students enrolled in various classes this month
- CareerStep – 1 new student enrolled in Medical Transcription
- Test proctoring – 21 students
- Classes included: Resilience & Well- Being in Healthcare, Advanced Wilderness Life Support and Park County Arts Council

Testing

CTD and PVCE continue as a testing center for various proctoring needs in the community. We have partnered with different colleges and universities as well as local high schools.

DELTA- Dedicated to Experiential Learning Through Adventure

- Offered 5 activities that served 9 students and community members. These events included a Fly Tying for Beginners, Rock Climbing Clinic, Outdoor Cooking and Heart Mountain Hike. Due to the weather 2 of the activities had to be cancelled.

Powell Valley Community Education / Rec Co-op

- Classes included: Driver Education, Alive at 25, historical presentations, technology, wellness and fitness.
- We are working with Powell Valley Healthcare, Powell Police Department, Healthy Park County and other small businesses and individuals in our community to provide classes
- NWC Co-Op is now available for community members to rent outdoor equipment. We are in the FAB Annex Tuesday and Thursday Mornings from 7:30am-12:00pm.

INTERCULTURAL PROGRAM

- Hosted our monthly Intercultural Tuesday Lunch in the NWC Dining Hall and featured a dish from Nepal.
- Hosted “A Journey to Pakistan” program at the Intercultural House (38 people attended).
- Held our annual Multicultural Showcase
 - 23 different dishes
 - 19 performances
 - 17 countries represented

HINCKLEY LIBRARY

- Becky Voss, Library Coordinator developed a new “Information Literacy Brown Bag Lunch” program to teach students how to find and use research information. Topics will vary.
- Thirty-eight active online instruction guides were viewed 309 times in April with Nursing & Allied Health guides, APA Citation, Chicago Citation, ProQuest Central journal database, and library’s “Need Information?” guides most used.
- Library website usage sessions are up 43.7% and pageviews up 15.9% from April 2021.
- April exhibits include Morgan Tyree’s students’ “Patron Saints of Graphic Design,” Elaine DeBuhr’s students’ “Creatures! Wire Sculpture in 3D,” “Pat & Herb Wolsborn NWC in the 50s” photo collection, and “NWC History—the first 75 years” and “The last 40 years.”
- Amanda Hall, Interim Librarian represented Librarianship at the NWC Career Fair.

ACADEMIC AND CAREER ADVISING CENTER (ACAC)

Advising:

- Advising Day was held April 12 and with the blizzard, advising traffic was minimal.
- Provided two advisor training workshops during the week of April 4.

Retention:

- The HELP alert team addressed 50 alerts.

Career:

- Met with the Foundation and Marketing folks to collaborate on getting the new Job Wise employment listing program for students on the NWC website.
- Attended a training session on Career Coach and Skillmatch, new EMSI programs that allow students free access to career assessments, career research tools, and resume builders through the State of Wyoming. Will add these resources to the NWC website.
- Participated in the NWC Career Fair for high school and college students. Worked with TRiO and offered resume critiques and shared tips on resume best practices with high school students from around the Bighorn Basin.

PEER TUTORING SERVICE

- Provided 111 scheduled one-on-one/group tutoring sessions.
- Provided 32 drop-in tutoring sessions.
- Provided 39 help desk assistance visits.

MONTHLY REPORT TO INTERIM PRESIDENT WATSON

Student Services

April 2022



ATHLETICS:

- The Rodeo team took first place in the opening spring rodeo in Bozeman, MT. The second rodeo of the season was cancelled due to weather.
- Esports had one team make it to the playoffs in which they won the first round. They will compete in the Elite 8 on April 25, 2022.
- All others sports are currently recruiting for next season and setting up summer camps.

ENROLLMENT SERVICES

- Training and implementation began for Covideo software, which is a video email software designed to enhance engagement with prospective students through personalized, recorded video messages and announcements. The system integrates with our Element CRM software.
- Ongoing implementation and testing for the International Application within the Element 451 CRM system. The anticipated launch of the new application is summer of 2022.
- Hosted the 2022 Big Horn Basin Career Fair on Wednesday, April 6th. This event drew over 500 local high school students and was open to NWC students and the public. Around 60 local and regional businesses participated by engaging with students and sharing information about career opportunities within their company and industry. A date is being scheduled for next spring.
- Completed and launched the 2022-23 NWC College Catalog which is now available on the NWC website.
- Completed and launched Degree Audit and Course Maps in conjunction with the launch of the 2022-23 Catalog.
- Spring 2022 graduation will take place on Saturday, May 14th at 10:30 AM in Cabre Gymnasium. The ceremony will return to its normal format after two years of virtual and distancing protocols.
- Ongoing campus tours for prospective students.
- Ongoing recruitment communications (text messages, email, direct mail, phone calls) to prospective students.
- Traveled to Big Horn Basin high schools to work with prospective students on Pre-Registration preparation. These sessions consist of preparing students for their upcoming fall class enrollment.
- The application for the Bachelor of Applied Science and admissions process is well underway for the fall semester. Thus far, we have received 18 applications for the 2022 Fall cohort.

FINANCIAL AID

- The Office is expected to have the updated 2022-23 Pell award tables installed in Colleague on/around 4.27.22 (delayed due to the reprogramming requirements after Congress increased the maximum annual amount by \$400 last month) and should begin processing 2022-23 FAFSAs beginning the week of 5.2.22.
- The Office participated in the annual Hathaway & WYASFAA (WY Association of Financial Aid Administrators) meeting in Casper, April 20-22.
- The Office completed its first round of donor/student scholarship matching on 4.12.22.
- The Office collaborated with Institutional Research Manager Lisa Smith and Business Office Manager Jo Ann Heimer to compile data for the 2nd annual HEERF (Higher Educational Emergency Resource Fund) reporting requirements, due 5.6.22.
- The Office collaborated with the Communications & Marketing department to develop advertisement surrounding the new Welcome to Wyoming Scholarship (a tuition equalizer for out

of state students who don't already receive in-state or WUE/Western Undergraduate Exchange tuition rates).

- The Office began its search for its next Financial Aid & Scholarship Technician, as it says farewell to longtime Hathaway Coordinator Deb Karst (who has served as NWC's Hathaway steward since the scholarship program's inception in 2005), who retires at the end of this fiscal year. Deb leaves behind enormous shoes to fill and the Office laments her departure but wishes her supreme happiness in her retirement.

GEAR UP

- NWC GEAR UP is currently serving 236 students (goal of 225).
- Currently have 100% FAFSA completion rate.
- GEAR UP will host a family event in conjunction with NWC Multicultural Showcase. Lunch will be paid for those attending and a college tour with a financial aid piece will be included in the programming.
- Staff attended Ruby Payne Emotional Poverty Seminar in Billings, April 19th.
- Staff attended GEAR UP state meeting in Casper, April 25-29.

RESIDENCE LIFE

Housing

- Completed the hiring of RA's for the Fall 2022 Semester.
- Trapper Village Main and Trapper Village West intent process underway.
- Current Resident Hall occupants have begun signing up for the Fall 2022 Semester.

Security

- Conducting Security Technician search.
- Presented to high school Health classes on healthy relationships.
- Conducting two ongoing investigations.

Activities

- Activities included Food Bingo, Unicycle Hockey, NCAA Championship Showing, Karaoke, Easter Egg Hunt, Easter Egg Decorating, Whiffle Ball, Laser Tag, Cornhole Tournament and Kickball.
- Planning for LAST BLAST in May.

STUDENT SUCCESS CENTER

Student Success Center Usage

- 72 visits in April
- 345 cumulative visits for calendar year 2022

Counseling Services

- 37 Counseling sessions (includes face-to-face, Zoom and phone).
- 10 After hours contacts
- Tracking and follow up of COVID Connection Cases
- Attended Residential Directors Meetings
- 1 Counseling Session for Alcohol violation
- Behavioral Intervention Team Meetings
- Continuing Education Webinars

Disability Services

- 6 Disabilities sessions (includes face-to-face, Zoom and phone).
- 163 Students registered with Disability Services for SP 22
- 422 Accommodation letters processed for SP 22
- 11 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Meeting with future students presentation to Powell High School

TITLE IX

- Completed all training in FYS classrooms and resident halls. Total number of students trained this school year: 646
- Performed eight individual Title IX prevention and awareness functions with students and faculty.
- Participated in monthly WY Title IX Coordinator meeting.
- Placed posters in resident halls and on campus for Sexual Assault Prevention month.
- Secured three additional college personnel to perform investigative functions for Title IX allegations.
- Confirmed travel/lodging for 9 members of the Title IX team for Atixa training in Riverton on July 14-15, 2022.
- Validated Title IX team training certification that has been completed in last two years.
- Worked with LCCC on Title IX training to be provided at the Wyoming Higher Education Summit on June 2, 2022 in Casper.

TRIO STUDENT SUPPORT SERVICES

- Currently serving 180 students.
- Distributed food to over 27 families/49 people.
- Participated in the UW Inclusion Learning Community Focus Group, Career Fair Planning Committee, Diversity Awareness Committee, Gay Straight Alliance (GSA), Card Club, Park County Poverty Alleviation Coalition.
- Took 17 students on University of Wyoming transfer trip 3/31 – 4/2.
- Took 6 students to the Career Fair.
- Took 10 students to the Native Ways Buffalo Feast.
- Continuing to help students improve grades. Also focusing on students graduating and transferring or entering the workforce. Helping them complete transfer process to university and/or complete resume/cover letter, job search process, job shadow, potential internships.
- Working closely with Tutor Services to coordinate tutoring for our students. Currently have 23 tutor sessions per week through Tutor Services. Have 12 TRIO tutor sessions in subjects outside of Tutor Service's subjects offered.

Monthly Report to President Watson

April 2022

COMMUNICATIONS

- 8 News releases
- 64 Social media posts (39 Facebook, 14 Instagram, 5 Twitter, 3 LinkedIn, 5 TikTok)
- 25 Calendar of Events entries
- 14 Miscellaneous projects/tasks (e.g. copywriting, photography/videography coordination, social graphics/videos, and other client services)

MARKETING

- 3 Newspaper ads/inserts
- 2 Magazine ads
- 10 Paid social media ads (9 Facebook/Instagram, 1 Facebook only)
- 1 Movie theater playing video ads (Vali Twin Cinemas)
- 3 Billboards (2 rotating through Big Horn Basin communities and 1 on the interstate south of Billings)
- 4 Publications (1 booklet, 1 newsletter, 2 flyers)
- 33 Miscellaneous projects/tasks (e.g. custom graphics, design templates, and other client services)

WEB MANAGEMENT

- 2 Web project plans
- 3 Web Content Management System training and re-trainings
- 4 Home page promos (4 promo slides)
- 12 Miscellaneous items

PRINTING SERVICES

- 5,750 pieces printed on the offset press (3 projects)
- 5,200 pieces printed on the digital press (31 project)
- 16 Miscellaneous projects/tasks (e. g. pre-press work, finishing work, or other customer service)

CREATIVE TEAM

- Weekly Creative Team meetings, Weekly Staff meetings
- Bi-monthly meetings with Admissions Staff
- Bi-monthly meetings with Foundation & Alumni Staff
- Consultation meetings with campus offices/programs, by request
- Monthly analytics report to campus

OTHER

- Service on President's Staff
- Service on Institutional Effectiveness Committee (IEC)
- Service on Retention Committee (RTNC)
- Service on Strategic Enrollment Management Committee (SEM)
- Service on Paint the Town Red planning committee
- Service on Wyoming Community College Commission Marketing Committee



**COMMUNICATIONS
& MARKETING**

MONTHLY ANALYTICS REPORT

APRIL 2022

REPORT SUMMARY

APRIL 2022



COMMUNICATIONS & MARKETING

Report Summary and Highlights

Includes components for digital advertising (including paid social, search and display campaigns), for our social media efforts on the main college social accounts (Facebook, Instagram and Twitter), as well as a traffic report for the college's central website at nwc.edu.

Comparisons to the previous month are colored **up**, **down** or **n/a**, with the exception of the website report (which is compared to previous year).

- Our various **Facebook/Instagram network campaigns** (paid posts) reached **61K** people for a total of **253K** impressions (for a click-through rate of **.93% overall and 2.45% for our enrollment campaign ads**). *Note: the 2021 average click-through rate for educational institutions is 0.73% — our ads are out performing the average.*
- Our **organic Facebook efforts** (non-paid posts) saw a total of **325K** impressions with **8K** engagements and **1419** post link clicks. Engagement rate per impression is down **2.2%** from the previous month.
→ Men ages of 18-24 currently appear to be the most active with our Facebook (44/55/1 split by female, male, not specified)
- Our **organic Instagram** account (non-paid posts) saw a total of **28K** impressions with **1213** engagements and **10** profile actions (clicks). Engagement rate per impression is up **1%** over previous month.
→ Women ages of 18-24 currently appear to be the most active with our Instagram (57/31/12 split by female, male, not specified)
- Our **organic Twitter** account (non-paid posts) saw a total of **2K** impressions with **28** engagements, **11** post link clicks. Engagement rate per impression is up **0.5%** over previous month.
→ Men the ages of 25-34 currently appear to be the most active with our Twitter. (45/55/0 split by female, male, not specified)
- Our website at **nwc.edu** had **18K*** users for a total of **95K*** pageviews this month, with **40K*** user sessions.

NOTE: here is no breakdown of user sessions this month due to that metric being unavailable in our reporting tool (for unknown reasons) at the time this report was compiled.

* Color key for nwc.edu compares to previous year (not previous month).

ADVERTISING REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

Facebook and Instagram | Paid advertising and post/event boosts

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
BAS Promotion Campaign - SP22	46,680	207,994	543	0.45%
Q4-FY22-EC - Trads	9,860	21,140	514	2.73%
Event: Multicultural Showcase	4,877	14,496	112	4.54%
Q4-FY22-EC - Nontrads	2,096	10,175	135	1.85%
Total results 4 / 4 rows displayed	61,269 People	253,805 Total	1,304 Total	0.93% Per Impressions

April breakdown of FY22-Q4 Enrollment Campaign ads

Campaign name	Ad Set Name	Ad Name	Reach	Impressions	Link clicks	CTR (all)
Q4-FY22-EC - Trads	All	All	9,860	21,140	514	2.73%
	Q4-FY22-EC - Trads	All	9,860	21,140	514	2.73%
		Q4-FY22-EC - Experience - T	416	505	15	3.37%
		Q4-FY22-EC - Quality - T	452	495	18	3.64%
		Q4-FY22-EC - Value/Affordability - T	441	556	22	4.14%
		Q4-FY22-EC - Location - T	9,116	19,584	459	2.66%
Q4-FY22-EC - Nontrads	All	All	2,096	10,175	135	1.85%
	Q4-FY22-EC - NonTrads	All	2,096	10,175	135	1.85%
		Q4-FY22-EC - Quality - NT	718	2,008	20	1.64%
		Q4-FY22-EC - Location - NT	1,438	4,556	72	2.19%
		Q4-FY22-EC - Experience - NT	947	2,661	33	1.58%
		Q4-FY22-EC - Value/Affordability - NT	447	950	10	1.37%
Total results 12 / 12 rows displayed			11,886 People	31,315 Total	649 Total	2.45% Per Impressions

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING



Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

4/1/2022 – 4/28/2022 vs 3/4/2022 – 3/31/2022

Impressions

324,230 ↗ 213.7%

Engagements

8,100 ↗ 61.2%

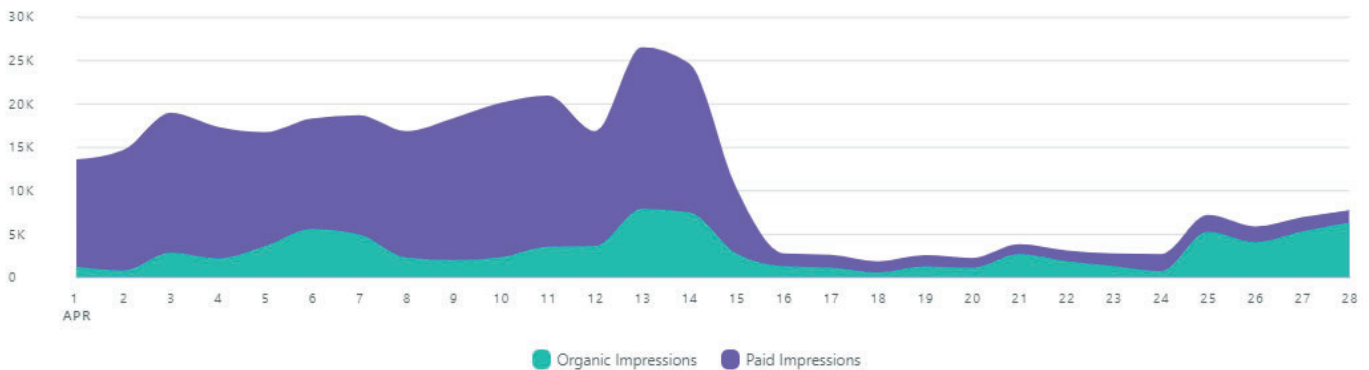
Post Link Clicks

1,419 ↗ 62.5%

Impressions

Review how your content was seen by the Facebook community during the reporting period.

Impressions Breakdown, by Day



Impression Metrics

Totals % Change

Total Impressions	324,230	↗ 213.7%
Organic Impressions	84,093	↗ 68.1%
Paid Impressions	239,142	↗ 355.6%
Average Daily Impressions per Page	11,579.64	↗ 213.7%
Average Daily Reach per Page	7,326.04	↗ 189.6%

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

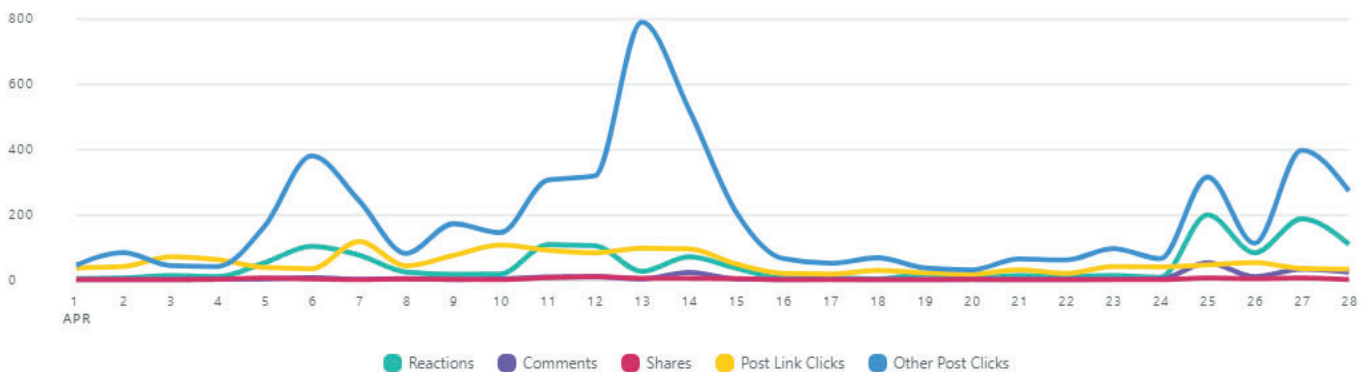


Facebook | facebook.com/NorthwestCollegeWyo

Engagement

See how people are engaging with your posts during the reporting period.

Engagements Comparison, by Day



Engagement Metrics

Totals % Change

Total Engagements	8,100	↗ 61.2%
Reactions	1,304	↗ 58.1%
Comments	178	↘ 23.3%
Shares	51	↗ 112.5%
Post Link Clicks	1,419	↗ 62.5%
Other Post Clicks	5,148	↗ 67.7%
Engagement Rate (per Impression)	2.5%	↘ 48.6%

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

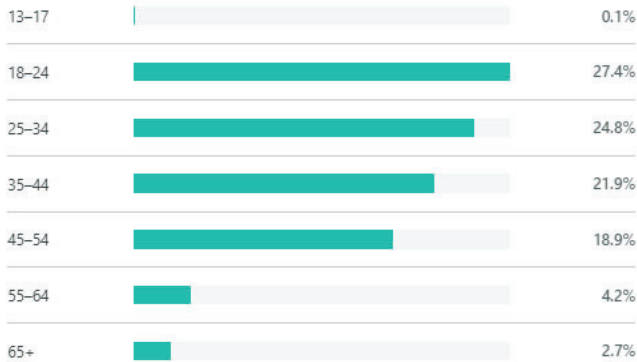


Facebook | facebook.com/NorthwestCollegeWyo

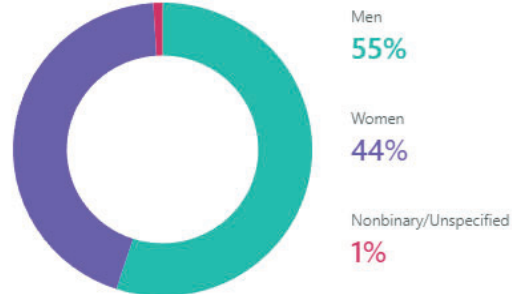
People Reached Demographics

Review the average daily user demographics of the people reached during the reporting period.

People Reached by Age



People Reached by Gender



Men between the ages of 18-24 have a higher potential to see your content and visit your Page.

People Reached Top Countries

	Daily Average
United States	7,411.73
Mexico	11.08
France	5.54
Canada	5.38
Japan	5.27

People Reached Top Cities

	Daily Average
Billings, MT	787.5
Powell, WY	424.23
Bozeman, MT	416.31
Cheyenne, WY	409.81
Casper, WY	405

Show All

SOCIAL MEDIA REPORT

APRIL 2022



**COMMUNICATIONS
& MARKETING**



Facebook | facebook.com/NorthwestCollegeWyo

Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Descending ▼ by Lifetime Engagements

Northwest College
Mon 4/11/2022 4:14 pm PDT

If you haven't met our favorite campus cat, Pus Pus, up close, here's your chance. #nwcwyoming

Total Engagements	608
Reactions	192
Comments	19
Shares	17
Post Link Clicks	1
Other Post Clicks	379

Northwest College
Wed 4/27/2022 4:46 pm PDT

There was a full house at the Northwest Gallery on Tuesday night for the opening reception for the Juried Student Art & Design Show. On display was the work of...

Total Engagements	514
Reactions	156
Comments	35
Shares	5
Post Link Clicks	—
Other Post Clicks	318

Northwest College
Mon 4/25/2022 8:00 am PDT

Total Engagements	345
Reactions	137
Comments	51
Shares	2
Post Link Clicks	—
Other Post Clicks	155

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING



Instagram | [instagram.com/northwestcollege](https://www.instagram.com/northwestcollege)

Performance Summary

View your key profile performance metrics from the reporting period.

4/1/2022 – 4/28/2022 vs 3/4/2022 – 3/31/2022

Impressions

28,825 ↗ 88.1%

Engagements

1,213 ↗ 64.4%

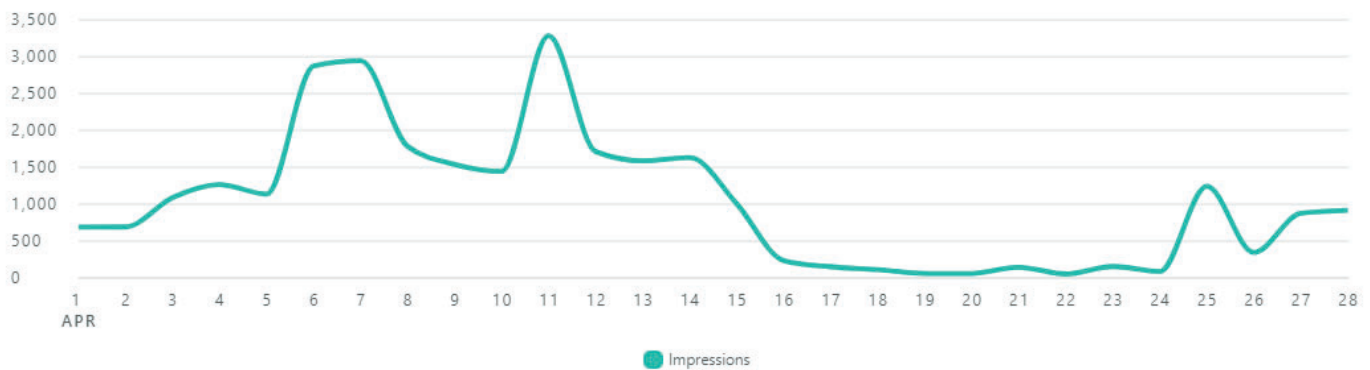
Profile Actions

10 ↘ 37.5%

Impressions

Review how your content was seen by the Instagram community during the reporting period.

Impressions, by Day



Impression Metrics

Impressions

Totals

% Change

Average Daily Impressions per Profile

1,029.46

↗ 88.1%

Average Daily Reach per Profile

485.39

↗ 42.7%

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS & MARKETING

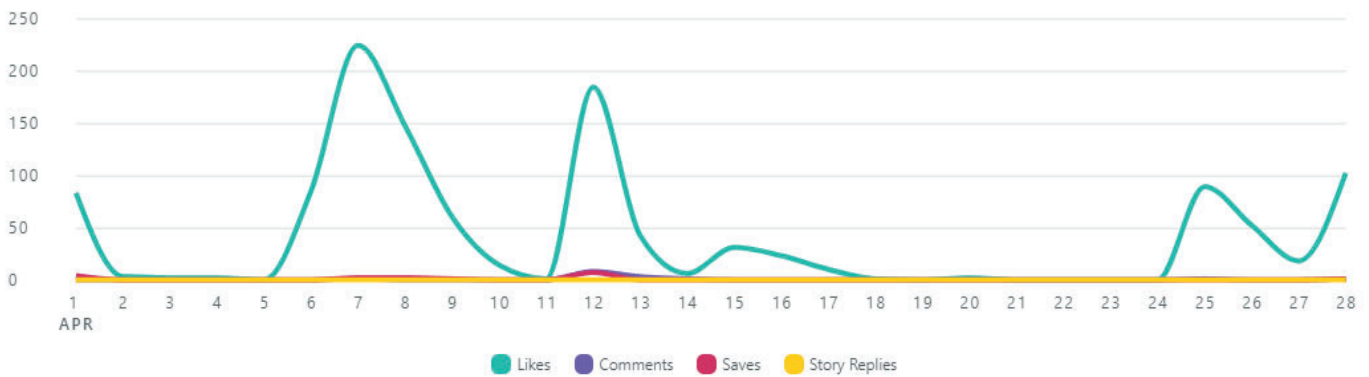


Instagram | [instagram.com/northwestcollege](https://www.instagram.com/northwestcollege)

Engagement

See how people are engaging with your posts and stories during the reporting period.

Engagements Comparison, by Day



Engagement Metrics

	Totals	% Change
Total Engagements	1,213	↗ 64.4%
Likes	1,181	↗ 62.7%
Comments	15	↗ 200%
Saves	17	↗ 142.9%
Story Replies	0	→ 0%
Engagement Rate (per Impression)	4.2%	↘ 12.6%

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

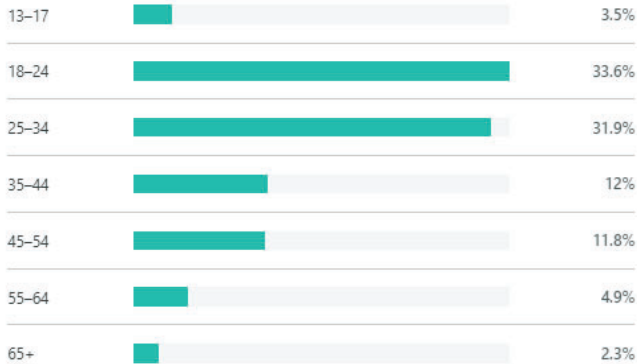


Instagram | [instagram.com/northwestcollege](https://www.instagram.com/northwestcollege)

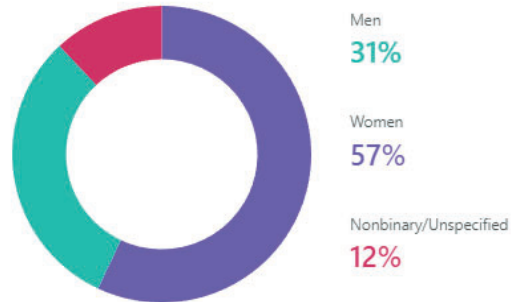
Audience Demographics

Review your audience demographics as of the last day of the reporting period.

Audience by Age



Audience by Gender



Women between the ages of **18-24** have a higher potential to see your content and visit your Page.

Audience Top Countries

United States	1,521
Brazil	36
Japan	29
Chile	22
United Kingdom	17

Audience Top Cities

Powell, Wyoming	330
Cody, Wyoming	134
Billings, Montana	73
Laramie, Wyoming	49
Lovell, Wyoming	38

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS & MARKETING

Instagram | [instagram.com/northwestcollege](https://www.instagram.com/northwestcollege)

Top Posts & Stories

Review your top posts and stories published during the selected time period, based on the post or story's lifetime performance.

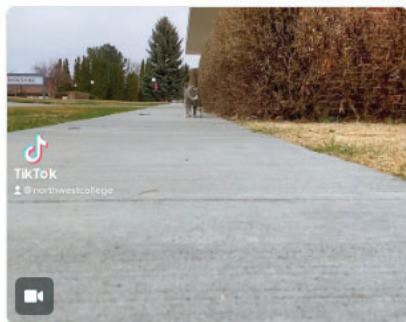
Descending ▾ by Lifetime Engagements



northwestcollege

Mon 4/11/2022 4:13 pm PDT

If you haven't met our favorite campus cat, Pus Pus, up close, here's your chance. #nwcwyoming



Total Engagements	208
Likes	189
Comments	12
Saves	7



northwestcollege

Wed 4/6/2022 4:42 pm PDT

Tuesday night's Juried Student Photo Show was a wonderful experience for all participants, along with their friends and families. Featuring the outstanding work by...



Total Engagements	170
Likes	168
Comments	1
Saves	1



northwestcollege

Wed 4/27/2022 5:04 pm PDT

There was a full house at the Northwest Gallery on Tuesday night for the opening reception for the Juried Student Art & Design Show. On display was the work of...



Total Engagements	128
Likes	126
Comments	1
Saves	1



SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS & MARKETING



Twitter | twitter.com/NWCWyo

Performance Summary

View your key profile performance metrics from the reporting period.

4/1/2022 – 4/28/2022 vs 3/4/2022 – 3/31/2022

Impressions

2,045 ↘ 1.1%

Engagements

28 ↗ 47.4%

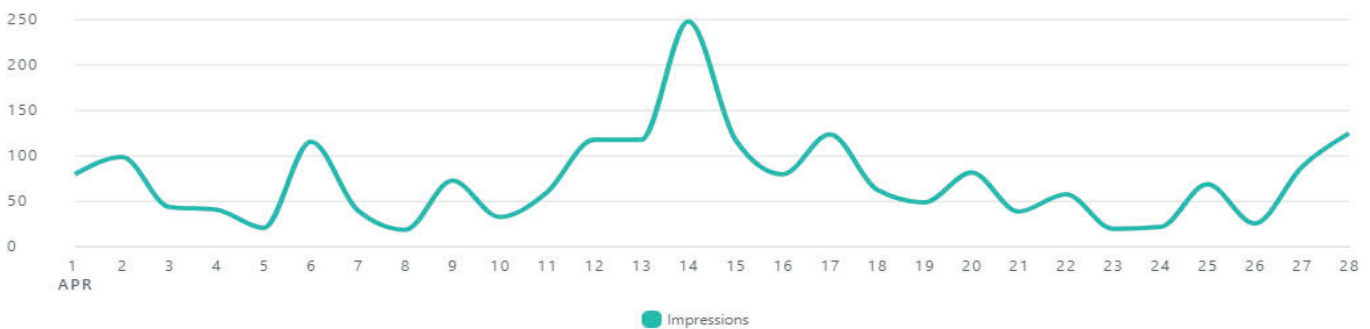
Post Link Clicks

11 ↗ —

Impressions

Review how your content was seen by the Twitter community during the reporting period.

Impressions, by Day



Impression Metrics

Totals % Change

Impressions

2,045 ↘ 1.1%

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

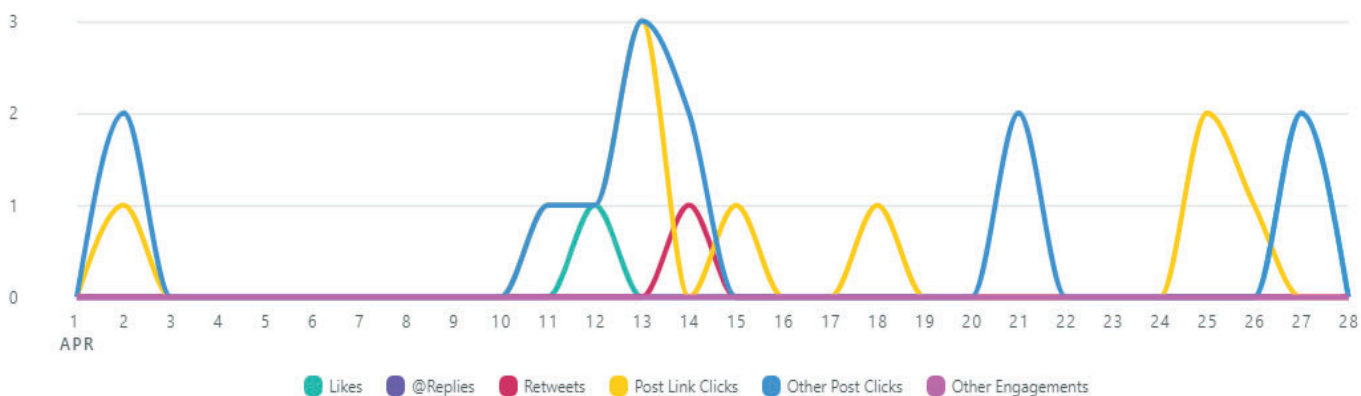


Twitter | twitter.com/NWCWyo

Engagement

See how people are engaging with your posts during the reporting period.

Engagements, by Day



Engagement Metrics

Totals % Change

Total Engagements

28 ↗ 47.4%

Likes

3 ↘ 40%

@Replies

0 → 0%

Retweets

1 ↗ —

Post Link Clicks

11 ↗ —

Other Post Clicks

13 ↘ 7.1%

Other Engagements

0 → 0%

Engagement Rate (per Impression)

1.4% ↗ 49%

SOCIAL MEDIA REPORT

APRIL 2022

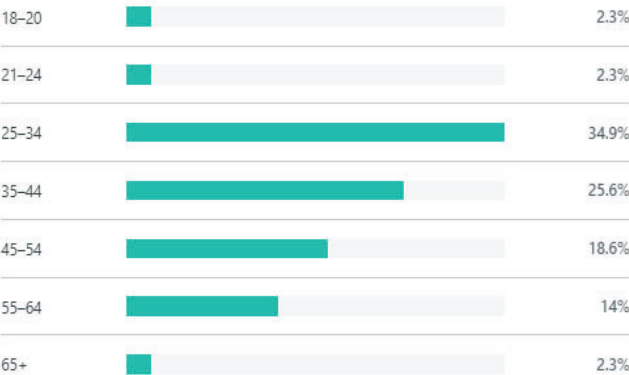


Twitter | twitter.com/NWCWyo

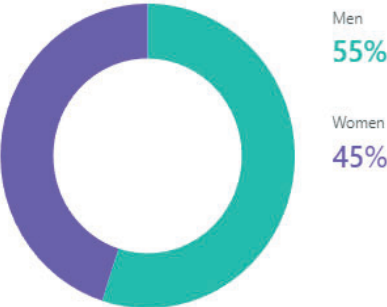
Audience Demographics

Review your audience demographics as of the last day of the reporting period.

Audience by Age



Audience by Gender



men between the ages of **25-34** have a higher potential to see your content and visit your Page.

SOCIAL MEDIA REPORT

APRIL 2022



COMMUNICATIONS & MARKETING



Twitter | twitter.com/NWCWyo

Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Descending ▼ by Lifetime Engagements



@NWCWyo

Thu 4/14/2022 3:27 pm UTC

Take part in the first-ever "Hop Until You Drop" Virtual 5K Fun Run, hosted by the NWC Student Nursing Association, April 17-24. Hundreds of \$\$\$ in raffle prizes are available,...



Total Engagements	8
Likes	0
Comments	0
Shares	1
Post Link Clicks	4
Other Post Clicks	3
Other Engagements	0



@NWCWyo

Tue 4/12/2022 3:25 pm UTC

Early registration for summer and fall 2022 classes is today, so if you're a currently enrolled student, take advantage. Before meeting with your advisor, be sure to view the academic map for your program and check the schedule of classes at <https://t.co/EbNPT9sLdF>.



Total Engagements	8
Likes	1
Comments	0
Shares	0
Post Link Clicks	4
Other Post Clicks	3
Other Engagements	0



@NWCWyo

Wed 4/27/2022 6:12 pm UTC

Graduation day is less than three weeks away, but the caps and gowns are already here. They're ready for pick up in ORB-100. <https://t.co/UBaB5kLUDH>



Total Engagements	5
Likes	2
Comments	0
Shares	0
Post Link Clicks	—
Other Post Clicks	3
Other Engagements	0

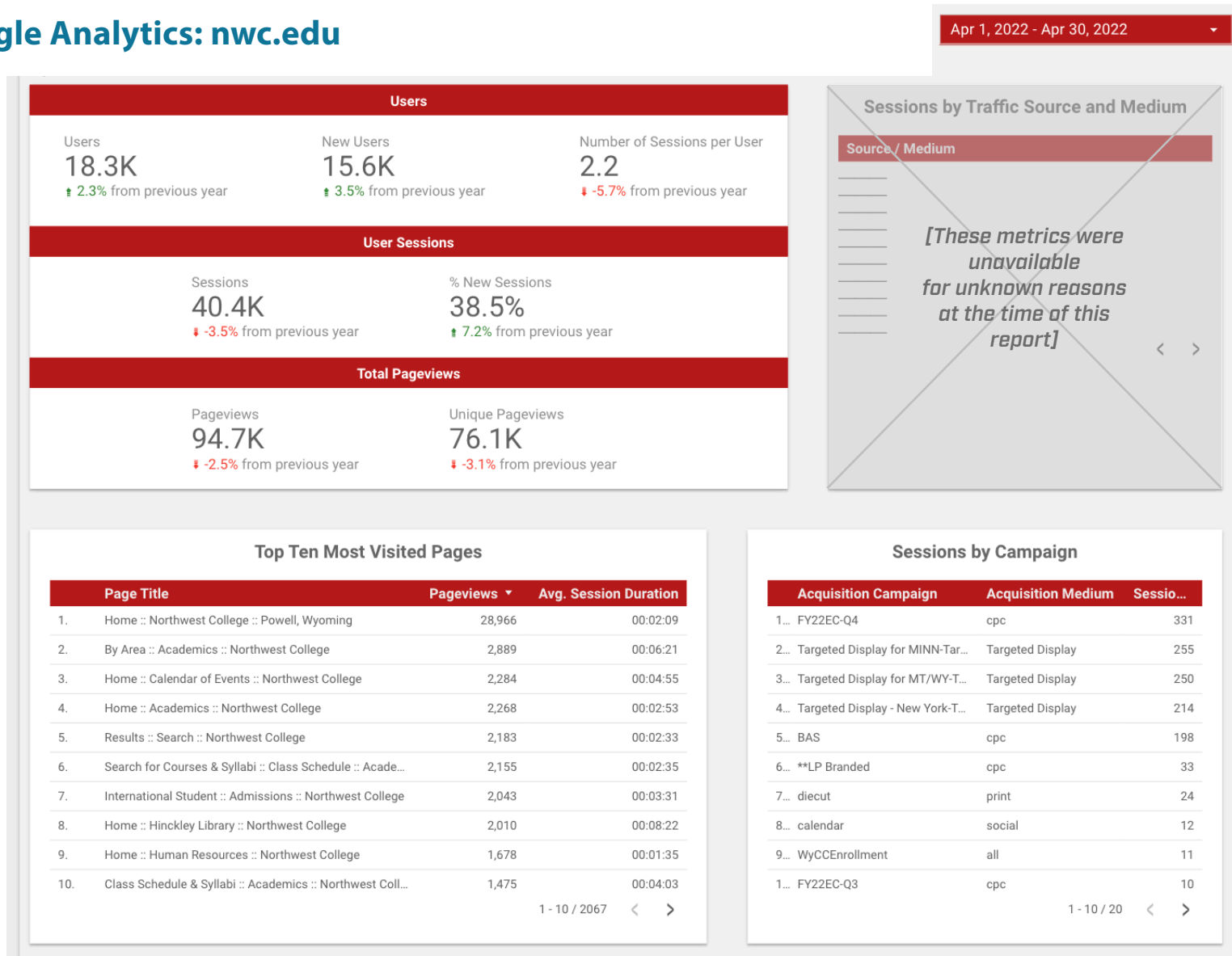
WEBSITE TRAFFIC REPORT

APRIL 2022



COMMUNICATIONS & MARKETING

 Google Analytics: nwc.edu



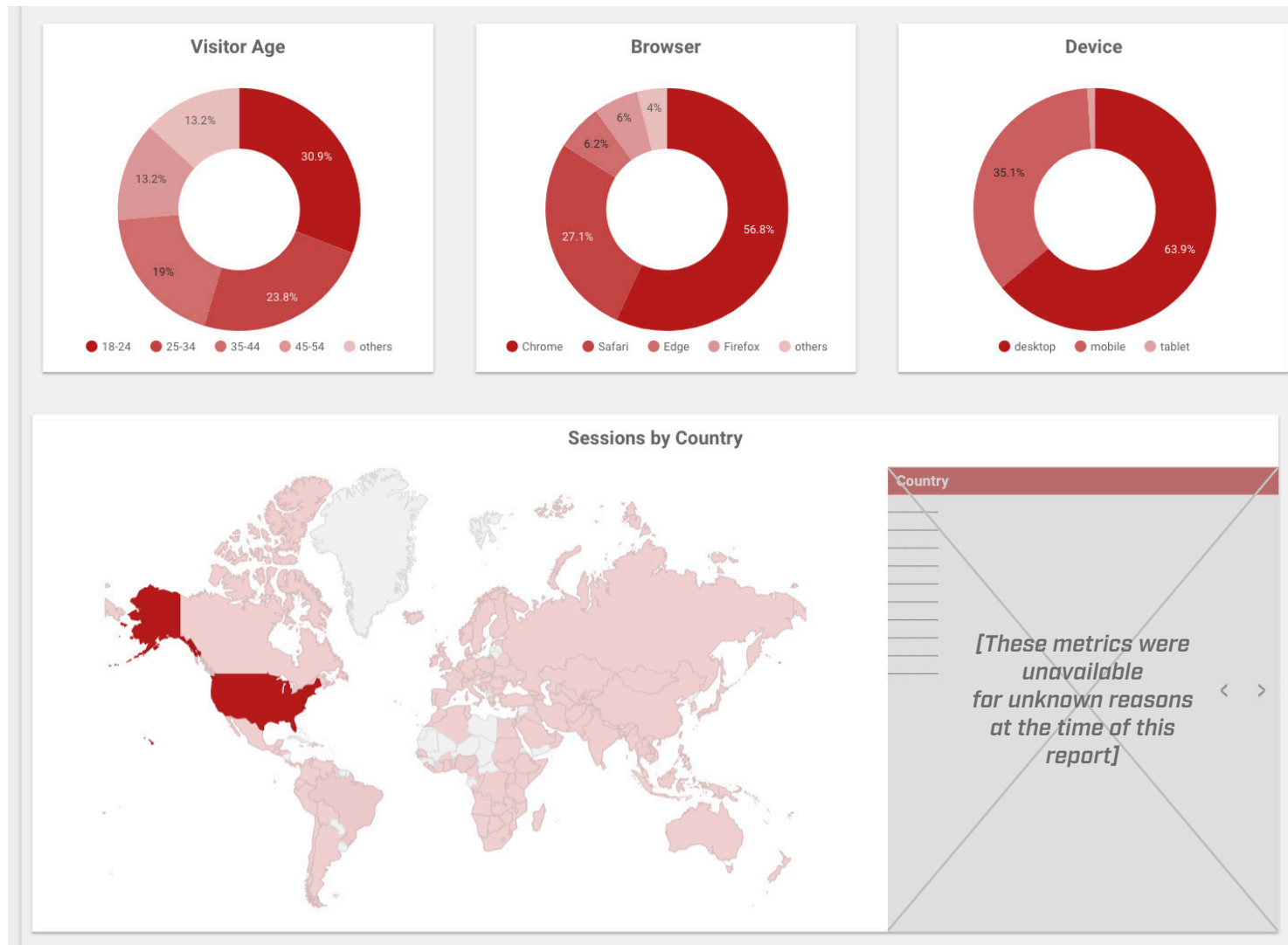
WEBSITE TRAFFIC REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

G Google Analytics: nwc.edu | Visitor Age | Browser | Device | Sessions by Country



WEBSITE TRAFFIC REPORT

APRIL 2022



COMMUNICATIONS
& MARKETING

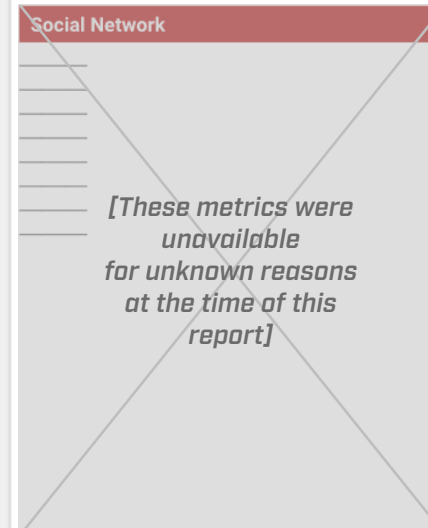
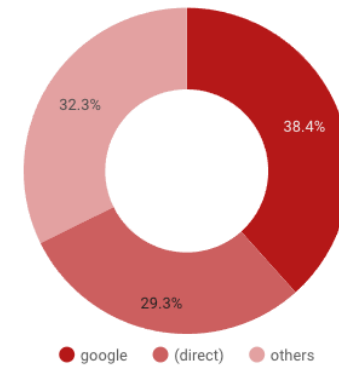
G Google Analytics: nwc.edu | Search Terms and Social Traffic

Organic (Not Paid) Search Terms

	Search Term	Use...	Sessions
1.	Calendar	43	10
2.	calendar	32	2
3.	nursing	23	1
4.	transcripts	17	1
5.	transcript	17	0
6.	1098T	16	15
7.	academic calendar	14	0
8.	Graduation	13	4
9.	scholarships	12	0
10.	graduation	11	2
11.	Academic calendar	11	0
12.	housing	11	1
13.	finals schedule	10	2
14.	Nursing	10	1
15.	music	8	0
16.	bookstore	8	2
17.	final exam schedule	8	0
18.	paramedic	7	1
19.	library	7	1
20.	tuition	7	1
21.	financial aid	7	5

1 - 100 / 1304 < >

Social Traffic



Memorandum

April 8, 2021

TO: Lisa Watson, President
FROM: Carey Miller, Communications & Marketing Director
SUBJECT: The NCMPR 2021 Paragon Awards

I'm proud to announce the Northwest College Communications & Marketing team recently won three National Council for Marketing & Public Relations (NCMPR) 2021 Paragon Awards. These awards are to recognize outstanding achievement in design and communication at community and technical colleges. It's the only national competition of its kind that honors excellence exclusively among marketing and public relations professionals at two-year colleges. NCMPR is an affiliate council of the American Association of Community Colleges.



NWC won two golds and one silver for the following entries (category listed in **bold**):

- **Campaigns > Fundraising Campaign:** Giving Day 2021
- **Print > Flyer-Single or Series:** Trapper Face/Head shaped card (with NWC Quick Facts on the back)
- **Social Media > NWC's Facebook page** at <https://www.facebook.com/NorthwestCollegeWyo>

See photos on the next page.

The Communications & Marketing team and the Printing Services team have worked exceptionally hard this past year in creating and producing these collaterals (and the myriad of other NWC marketing materials that were not submitted for these awards).

2021 Team members:

Jeremiah Howe, *Marketing / Graphic Design Specialist*

Michaela Jones, *Communication / Social Media Specialist* from August 2017 to July 2021

Kim Lawson, *Printing Services Specialist*

George Laughlin, *Printing Services Supervisor*

Carey Miller, *Communications & Marketing Director*

Trapper face/head shaped card:

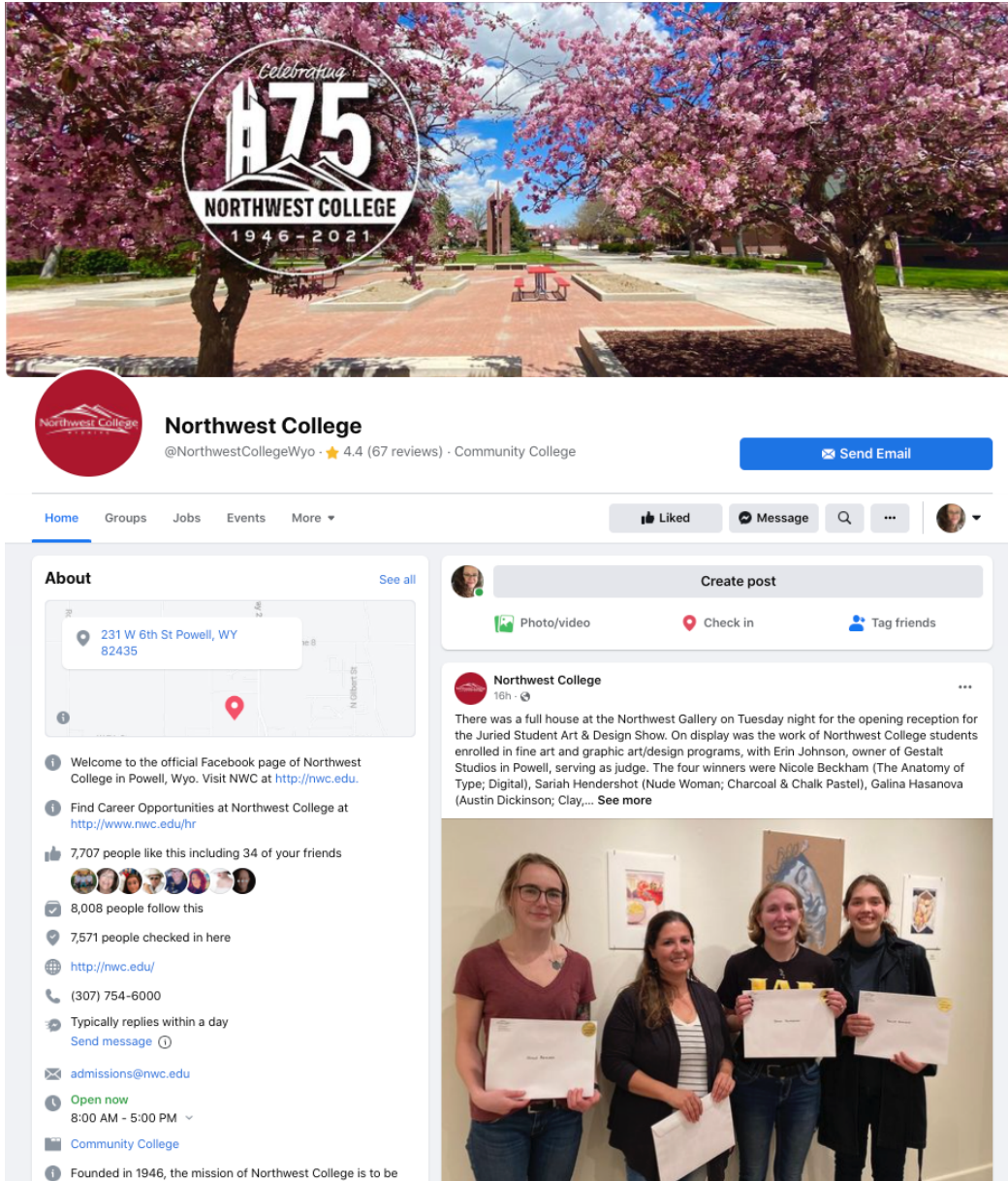


Giving Day 2021 campaign collaterals:



NWC Facebook page:

<https://www.facebook.com/NorthwestCollegeWyo>



The image shows a screenshot of the Northwest College Facebook page. At the top is a large banner image of a campus walkway lined with pink cherry blossom trees. Overlaid on the left side of the banner is a circular logo that reads "Celebrating 75 NORTHWEST COLLEGE 1946-2021". Below the banner is the college's profile picture, a red circle with the college logo, and the name "Northwest College" with the handle "@NorthwestCollegeWyo" and a 4.4 star rating from 67 reviews. A blue "Send Email" button is to the right. Below the header are navigation tabs: Home, Groups, Jobs, Events, and More. On the right are buttons for "Liked", "Message", and a search icon. The main content area is divided into two columns. The left column, under the "About" tab, includes a map of the college's location at 231 W 6th St, Powell, WY 82435, and a list of key information: a welcome message, a link to career opportunities, 7,707 likes, 8,008 followers, 7,571 check-ins, the website URL, phone number, response time, email address, and hours of operation. The right column features a "Create post" section and a recent post from 16 hours ago. The post is about an art gallery opening reception, mentioning a juried student art and design show, a judge, and four winners. Below the text is a photo of four students standing in a gallery, each holding a certificate of appreciation.



Classified Staff

April 2022

Classified Staff Introduction

In July we began introductions with the Classified Staff Executive Committee, this month we have randomly selected Linda Spomer and Ruth Peyton to introduce.

Mandy Joy, Facilities Assistant

Division/location: Physical Plant/Lewis & Clark

Years of Service: 8

Interests/hobbies: I like to craft, go 4 wheeling/ side by side with family and friends. I enjoy go camping in the summer. I have 3 teenagers so my hobbies are whatever sport or activities they are doing.

What about NWC do you appreciate the most: The thing I like most about NWC is the family atmosphere and the willingness to help each other.

Carri Dobbins, Senior Office Assistant for Training and Development

Division/location: Center for Training and Development/ Cody Office

Years of Service: 13

Interests/hobbies: Fishing, camping, wandering Yellowstone, reading, anything with my granddaughter!

What about NWC do you appreciate the most: I like the atmosphere - small town college. NWC can focus on each and every student to make sure they have what they need to succeed. I appreciate all the opportunities NWC has to offer its employees - like providing and encouraging continuing education. I also appreciate how family oriented NWC is - family always comes first!

Recognition Luncheon

Classified Staff held their annual recognition luncheon on Thursday, April 14, 2022. Staff enjoyed a wonderful lunch catered by Sodexo. We recognized the following employees for their years of service:

30 Years-	Deb Jacobs
20 Years-	Nancy Gilmore
	Bobbie Patterson
	Marianne Harrison
10 Years-	Colton Chenoweth
5 Years-	Erick Marquez

Executive Committee/College Council Elections

Classified Staff held their annual nominations and elections for the Executive Committee and College Council Representative. The 2022/23 Executive Committee will be Nancy Gilmore, President, Holly Berryman, President-Elect, Dezarae Sipe, Jennifer Cannizzaro, Kara Warren, Denise Kobbe and Joe Atkinson. Joe Atkinson will also represent C-Staff on College Council for a three-year term.

TO: President Lisa Watson

FROM: Michael F. Cuddy, Faculty Senate President

CC: NWC Faculty Senate; Keli Borders, Executive Secretary to the President & Board of Trustees

DATED: 29 April 2022

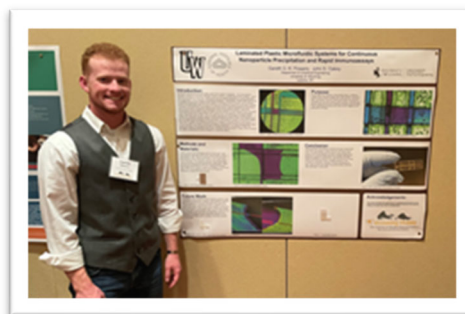
RE: Faculty Constituency Group Report for May 2022

As the Spring semester draws to a close, a flurry of events and year-end activities abound.

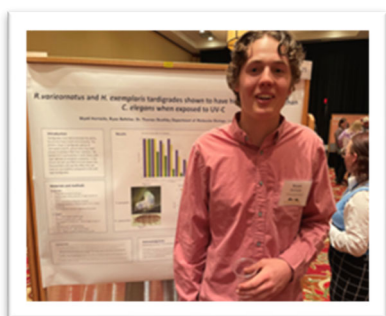
- NWC INBRE (IDeA Networks for Biomedical Research Excellence, a NIH-funded initiative) students and faculty mentors attended the annual Wyoming INBRE Spring Meeting and Undergraduate Research and Inquiry Days at the University of Wyoming April 21-23. Current students had the opportunity to showcase their research efforts and to network with UW faculty, graduate students, and undergraduates alike. The group also had the pleasure of reuniting with NWC alumni at the event.



NWC sophomore Animal Science major, Alyssa Thormahlen, presents her research on twin birth rates in Targhee sheep, work that she completed under the mentorship of Prof. Eric Atkinson. Alyssa recently learned that she is a 2022 recipient of the prestigious INBRE Transition Fellowship and will transfer to UW under the auspices of that award.



NWC alum Gareth Flowers displays the research he has completed as part of the INBRE Transition Fellowship. Gareth transferred to UW with the award in 2019 after studying water quality at NWC with Dr. Michael Cuddy. He will graduate this semester with a BS in Chemical Engineering.



UW junior biology major and NWC alum, Wyatt Horrocks, presents his research on UV-resistant tardigrades at the spring INBRE conference. Wyatt transferred to UW in 2020 through the INBRE Transition Fellowship after studying the lotic waters of the Shoshone River at NWC under mentorship of Michael Cuddy.



Former NWC student (AS, '20) and UW INBRE Transition Fellow, Mariah Saville, performed research with Prof. Eric Atkinson involving field and lab ecology during her time in Powell. She presented her current research, using mass spectrometry to characterize pathogenic bacteria, at last month's conference.

- In a follow-up on a program initially announced in the March Faculty Report, Prof. Jo-El Sauers' education students have spent the last two months supplementing art instruction at Cody elementary schools and will continue to do so through graduation. The NWC students spend time each week with their K-5 counterparts at each of the Cody schools. The program has been described as a "win-win" situation for both institutions: the Cody school district receives much-needed support for art programs following budget cuts and NWC students have the opportunity to develop teaching skills while also earning a modest income. The partnership was recently highlighted in a *Cody Enterprise* article: https://www.codyenterprise.com/news/local/article_49c3b7bc-c0d9-11ec-a112-a3ca6aff79b3.html
- Updating the Faculty Report supplied in October 2021, Prof. Greg Smith will finally travel – after two years of COVID delays – with some former NWC students to Egypt at the end of May as part of the Archaeology Tours course. Later this summer, Dr. Smith and one NWC anthropology major will travel to the Yucatan peninsula for a month where they will work on an archaeological project related to the Maya civilization.
- The Outdoor Education program's "big adventure" involved a class river trip along the Green River through Desolation Canyon, UT for 6 days, April 24th through 29th.
- Professional photographer, Lindsay Adler, will speak Saturday, May 7th on the topic "From Good to Great - What Separates Good Photographers from Great Photographers." The session is hosted by the Photographic Communications program and will be open to the public.
- The Juried Student Art & Design Exhibit will remain open at the Northwest Gallery in the Cabre Building through graduation.
- Graduating nurses will be honored at the Nurses' Pinning Ceremony at the Nelson Performing Arts Auditorium, Friday May 13, 2022, at 3:00 p.m. Those unable to attend in person can still watch online at <https://nwc.edu/commencement/2022/pinning>

Respectfully submitted by,



Michael F. Cuddy
Associate Professor of Chemistry
2021-22 Faculty Senate President

May 2022

In the Spotlight

As the end of the semester approaches, cross-constituency committees across campus are wrapping up semester plans and projects. Here are a few:

- **Graduation Committee**
 - o Graduation Committee has been busy this last month with preparations for this year's commencement ceremony. Many details go into the planning of the ceremony including student engagement, setup of the physical space, planning the virtual elements, and many, many more.
 - o The Graduation Committee consists of 16 members from all constituency groups with 10 Professional Staff members lending their expertise: **Lee Blackmore** (*Housing*), **Keli Borders** (*Executive Assistant*), **Dustin Dicks** (*IT*), **Alejandra Gonzales** (*Registration*), **West Hernandez** (*Admissions*), **Michaela Jones** (*Foundation*), **Carey Miller** (*Communications*), **Dennis Quillen** (*Facilities*), **Colby Schaefer** (*Facilities*), and **Oscar Trevino** (*IT*).
- **Institutional Effectiveness Committee (IEC) – Support Service Program Reports**
 - o Forty-one Support Service Programs (SSP) submitted an evaluation report of their program, which are currently being reviewed by members of IEC. SSPs span all offices/departments outside of academic programs, from athletic teams to the business office to custodial services to tutoring to fleet transportation, and many more. The Professional Staff member who heads up each SSP conducted the evaluation, so **P-Staff were heavily involved** in this endeavor.
 - o The Institutional Effectiveness Committee consists of 12 members from all employee constituency groups. Professional Staff members are: **Brad Bowen** (*Finance Director*), **Jo Ann Heimer** (*Business Office Manager*), **Carey Miller** (*Communications & Marketing Director*), **Nancy Miller** (*Library Director*), **Lisa Smith** (*Institutional Research Manager*), and **Martin Stensing** (*Interim Dean of Student Learning*).
- **Central Assessment Team (CAT) – Program Learning Assessment Reports**
 - o Every year, each academic program submits a Program Learning Assessment (PLA) report which assesses efforts and student performance on program learning outcomes. These reports are currently being reviewed by members of CAT.
 - o The Central Assessment Team consists of 13 members from faculty and Professional Staff. P-Staff members are: **Brad Bowen**, **Alejandra Gonzales**, **Nancy Miller**, **Lisa Smith**, and **Martin Stensing**.

Comings and Goings

In the past month, we welcomed these current Professional Staff into permanent or restructured roles. We are delighted to continue working with them:

- **Christi Greaham**, *Training and Development Program Associate* – at NWC since 2018
- **Laura Gwinn**, *Title IX and Clery Coordinator/Policy Specialist* – at NWC since 2017
- **Lauren Davis**, *Women's Basketball Coach* – at NWC since 2021



nwc.edu/mission



nwc.edu/vision



TO: Lisa Watson, NWC Interim President
FROM: Shelby Wetzel, NWC Foundation Executive Director
RE: NWC Foundation Activities for April 2022

NWC Foundation Board/Operations:

- Held Foundation Board meeting on April 27. Voted to sponsor a free 3-credit First Year Experience course at NWC this coming summer.
- Initiating conversion to new accounting software.
- Compiling preliminary information and sending confirmations for 2021 Audit.

Major Gift Fundraising:

- Updating Vibrancy Campaign collaterals materials for use in Student Center solicitations.
- See report shared with Park County Commissioners regarding use of Community Charitable Remainder funds.
- Also collaborating with other Wyoming community colleges to share statewide impact of John P. Ellbogen Foundation scholarships as model for Wyoming's Tomorrow Scholarship for adult students.
- Continued cultivation and solicitation work with top-level donor prospects and perform follow-up regarding pledges and gift documents.

Annual Giving/Marketing/Events:

- See detailed report for 2022 Giving Day.
- Partnered to organize a Career Fair at Northwest on April 6 and launch the Alumni Association's TrapperPath program. Welcomed 50 employers to campus.
- Distributed TrapperLink email newsletter. Developed content for spring issue of Alumni and Friends publication. Launching work on 2021 Foundation Annual Report.
- Developed Stethoscopes for Students solicitation to coincide with National Nurses Week in early May.
- Selected Sarah Anderson, '89, of Tensleep as 2022 Distinguished Alumna award recipient. A former teacher, Sarah developed SPED Advantage software to write special education programs for disabled students and track IEPs. It is used in most school districts throughout Wyoming and South Dakota. The Alumni Association will host a reception for Ms. Anderson the evening of May 13, prior to Commencement.
- Collaborating with Trapper Booster Club regarding planning for the Trapper Bonanza with Calcutta dinner on June 3 and golf tournament June 4.

Miscellaneous:

- Nearing completion of major renovation project at the Nelson House.



2022 Giving Day Review

The Foundation conducted its second annual *NWC Giving Day* on March 31, 2022. We **raised \$98,208** in 24 hours with contributions **from 355 donors**. The various activities continue to generate positive energy from alumni and community supporters.

- The breakdown of support to our major giving areas was as follows:
 - Student Center (63%) – \$61,766.50
 - Scholarships (19%) – \$18,905.50
 - Athletic Scholarships (11%) – \$10,510
 - Academic/Other Support (7%) – \$7,030
- We're especially grateful to our Challenge Donors. Some leadership gifts were used to unlock bonuses for every 75 donors; others provided matching gift funding for the Student Center during an incentive opportunity in the evening.
 - Clay and Lynne Cummins, \$10,000
 - Dr. Tom and Rita Anderson, \$5,000
 - Dave and Sue Bonner, \$5,000
 - Dick and Jeanne Nelson, \$5,000
 - Paul Stock Foundation, \$5,000
 - Richard Walsh and Jennifer DeWitt Walsh, \$5,000
 - Marge Wilder, \$5,000
 - Engineering Associates, \$2,000
 - President Lisa Watson and Tom Watson also provided matching contributions to spur participation from current students and recent alumni from 2011-2021 by matching contributions. \$7,340
- The Foundation Board also provided \$5,000 as incentive prizes for NWC departments/programs to partner in alumni outreach and secure funds supporting their areas. The top five based on donors were awarded \$1,000 each for the following results.
 - Equine, 3 donations – \$2,200
 - Music, 51 donations – \$1,795.50
 - Life and Health Sciences, 15 donations - \$1,190
 - Forensics, 6 donations – \$1,170
 - Intercultural Program, 20 donations – \$977.50
 - Also participating were Agriculture, Athletics, Business and Communications, and Art and Design.

- A breakdown of giving channels shows:

	<u>2022</u>	<u>2021</u>
○ Donors from the Givebutter web site	203	303
○ # using a digital wallet/PayPal/Venmo	85	117
○ # of phonathon gifts	13	23
○ # direct mail or walk-in gifts to the office	160	138

- Noteworthy aspects:

○ New donors	32	177
▪ Never Given	21	43
▪ Not given in more than 5 years	11	38
▪ <i>One-time donors to Berry Bryant fund</i>		78
○ Recaptured donors (from 19 months to 5 years)	31	74
○ Retained donors (donors within 18 months)	188	213
○ Alumni donors	58%	65%
○ Non-alumni donors	42%	35%
○ A total of 55 individuals responded to the President's Challenges, 22 recent graduates and 33 students.		
○ We celebrated NWC's 75 th Anniversary with a Gala dinner on Friday, April 1, with 162 guests.		
○ 16 gifts were made as Gala contributions.		

While we are still pleased with the results to Giving Day, we fell a bit short of last year's numbers, both in terms of donors and dollars. High inflation may be impacting lower-level donors, but we are seeing some donor churn in the numbers and would hope to stabilize our gift retention. Foundation staff will conduct additional evaluation to understand current industry trends and address individual giving patterns.

Every year, with contributions up or down, can serve as a learning experience for us to build on in the future!



April 19, 2022

Community Charitable Relief Program

The Northwest College Foundation is pleased to present a report regarding utilization of the Community Charitable Relief Program funding provided by the Park County Commissioners, and awarded to qualifying students financially impacted by Covid-19. The pandemic decreased work opportunities, making it an opportune time for potential students who were unemployed or underemployed to seek education and improve their ability for career advancement.

Northwest College Foundation			
	Award	Spent	Remaining
2020 Summer First Year Seminar	\$34,857	\$34,857	\$ -
2021 Summer First Year Seminar	\$35,000	\$27,741	\$ 7,259
Bachelor of Applied Science	\$75,000	\$75,000	\$ -
Workforce and CTD Program	\$140,00	\$147,259	\$ (7,259)
Total Award from Foundation	\$284,857	\$284,857	\$ -

Reimbursement of Covid-related Expenditures:

- Free First Year Seminar 3-credit course in summer 2020, allowing students to experience online instruction and become familiar with remote learning, so they might feel comfortable pursuing additional educational opportunities with NWC in the fall semester.

\$34,857 for 76 students

Support following Revenue Loss/Covid-related Expenditures:

- Free First Year Seminar 3-credit course in summer 2021 – Repeat the First Year Seminar 3-credit course to continue helping people obtain skills to be successful in a remote learning environment.

\$27,741 for 63 students

- Free tuition and fees for NWC's new Bachelor of Applied Science degree in Professional Studies – The BAS provides students with the skills necessary to enhance their personal

and career potential in their selected area of technical specialization. It includes training in communication, management, marketing, and organizational leadership and is intended for students who have already earned an associates' degree or who have successfully completed a commensurate level of aggregate academic credits.

\$75,000 for 18 students

- Career and Technical Education Scholarships – The College is working to bring more focus on CTE and Workforce Development options for students who are seeking trades education, or opportunities to improve their career potential. Career and Technical Education is also key to supporting local business and industry, directly impacting the economic health of our specific region and the workforce. Students in various training programs have benefited from support ranging between \$500 and \$4,000.

<i>Park County Charitable Relief – Workforce Support</i>

<u>Program</u>	<u># or Students</u>
Phlebotomy Tech Certificate	2
CDL	30
Plumbing	2
Advanced Wilderness Life Support	1
Surgical Tech	2
Medical Billing and Coding	1
HVAC/Interplay Learning	2
ELAP (Electrical)	6
Heavy Equipment Certificate	<u>1</u>
	47

\$142,975 for 47 students

(The remaining \$4,284 will be spent this spring, so student impact will increase slightly.)

Northwest College and the NWC Foundation appreciate your work to support Park County's charitable community. Thank you for investing in education for our local citizens!

Shelby Wetzel
Executive Director
shelby.wetzel@nwc.edu
307.272.9139

April 29, 2022

TO: Lisa M. Watson, President

FROM: Brad Bowen, Finance Director

RE: Student Center Project Update

The Northwest College Board of Trustees held a study session as part of the April 11, 2022 Board Meeting to discuss the progress of the new student center project. During this meeting, the Trustees reviewed the status of the student center building itself and the two alternate projects. The alternate projects are alternative 1- Temporary Dining Facility and alternative 2- Outdoor Recreation. During the Board Meeting, the Trustees voted for Northwest College to continue its progress in designing a new student center and developing alternative projects.

The Student Center Steering Committee focused its efforts in April on the temporary Dining Facility. The committee finalized the footprint of the building, the interior floorplan, mechanical and building specifications, and equipment requirements. A 100% Design development meeting was held on April 27, 2022, and was deemed complete, pending a few civil adjustments. The architects and CMAR are focused on creating construction documents and final cost estimates over the next two weeks. The trustees will be requested to approve moving forward with construction of the temp dining facility at the next Board meeting.

While the above steering committee work is occurring, President Watson and Foundation Director Wetzal also met with the Park County Commissioners on April 19 to provide them with an update on the Student Center Project. Included in the update was a request for the college to use the Park County Fairgrounds Kitchen during the construction of the Student Center. The fairgrounds kitchen would provide Northwest College and its dining service provider Sodexo with the use of a large commercial kitchen to prepare meals for students. If an agreement can be reached, this would significantly reduce sunk costs associated with modular kitchens and keep any rental expenses within Park County.

Once construction and cost documents are complete, the steering committee will resume work on the student center design development efforts, which are close to 70% complete. Design work on the outdoor recreation space will be next.

April 29, 2022

TO: Lisa M. Watson, Interim President

FROM: Brad Bowen, Finance Director

RE: Check Register

The following is a summary of the checks processed during the month

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel / Misc	Utilites/Ins/ Support	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 32,138.55	\$ 56,244.29	\$ 23,237.00	\$ 68,199.68	\$ 207,816.24	\$ -	\$ -	\$ 387,635.76
Fund 11	\$ 2,221.00	\$ -	\$ 1,425.00	\$ -	\$ 1,047.72	\$ -	\$ -	\$ 4,693.72
Fund 12	\$ 7,283.32	\$ 4,999.82	\$ 546.00	\$ 34,390.78	\$ 106,464.94	\$ -	\$ 9,950.15	\$ 163,635.01
Fund 14	\$ -	\$ 3,098.03	\$ 662.00	\$ -	\$ -	\$ -	\$ -	\$ 3,760.03
Fund 15	\$ 625.95	\$ 2,725.60	\$ 582.80	\$ 711.28	\$ 6,329.34	\$ -	\$ -	\$ 10,974.97
Fund 22	\$ 73.32	\$ -	\$ 1,821.17	\$ -	\$ 10,025.70	\$ -	\$ -	\$ 11,920.19
Fund 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 71	\$ -	\$ 1,875.00	\$ -	\$ -	\$ -	\$ -	\$ 41,588.98	\$ 43,463.98
Fund 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 42,342.14	\$ 68,942.74	\$ 28,273.97	\$ 103,301.74	\$ 331,683.94	\$ -	\$ 51,539.13	\$ 626,083.66

Please find the attached May check register for your review.

FUNDS

10 CURRENT FUND - UNRESTRICTED

- 10 OPERATING FUND
- 11 ONE MILL FUND
- 12 AUXILIARY FUND
- 13 BOCES
- 14 COMMUNITY EDUC/NON-CREDIT
- 15 CONTINUING EDUCATION/CONTRACT TRAINING

20 CURRENT FUND - RESTRICTED

- 22 GENERAL RESTRICTED - (new 1997)
- 24 FEDERAL PELL/SEOG/WORKSTUDY
- 25 FEDERAL FUNDS
- 26 RESTRICTED SCHOLARSHIPS - (new 2000)
- 27 WORKFORCE RESTRICTED – (new 2009)

30 LOAN FUNDS

- 30 WILMA LATIMER LOAN FUND

40 ENDOWMENT AND SIMILAR FUNDS

- 41 NWC QUASI ENDOWMENT FUNDS

60 AGENCY FUNDS

- 60 AGENCY FUND
- 61 AGENCY-FOUNDATION PASS THRU - (new 2006)

70 PLANT FUNDS

- 70 PLANT RENEWAL & REPLACEMENT FUND
- 71 PLANT CONSTRUCTION
- 72 FIXED ASSETS
- 74 RETIREMENT OF INDEBTEDNESS

91 Current Funds Fee Revenue Distribution Clearing

Boces removed from funds January 1999 – re-opened July 2017

NORTHWEST COLLEGE CHECK REGISTER - May 2022

	10 Operating Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/4/2022	V0271969	Aca Computing	91 Supplies	RefurbUPS.com	Power Module	\$1,399.98
10	4/4/2022	V0271969	Aca Computing	91 Supplies	RefurbUPS.com	Shipping	\$90.00
10	4/21/2022	V0272217	Acad Affairs VP	91 Supplies	Mountain West Computers	Notary stamp	\$29.95
10	4/20/2022	V0272185	Allied Health	91 Supplies	Billings Clinic	CPR Cards	\$551.00
10	4/20/2022	V0272168	Art	91 Supplies	Carlie K. Edelman	04-05-22 visiting artist	\$400.00
10	4/20/2022	V0272169	Art	91 Supplies	Erin N. Johnson	Jurist stipend	\$200.00
10	4/21/2022	V0272216	Art	91 Supplies	Sodexo Operations LLC	Edelman artist reception	\$94.78
10	4/25/2022	V0272257	Art	91 Supplies	Quality Propane Service Inc	Propane	\$33.22
10	4/25/2022	V0272258	Art	91 Supplies	Gestalt Studios	Foam core board (12)	\$69.00
10	4/6/2022	V0272002	Asc Dean Intr	91 Supplies	Sodexo Operations LLC	Continental breakfast	\$164.85
10	4/1/2022	V0271964	Biology	91 Supplies	Synchrony Bank/Amazon	Light bulbs, cellophane	\$127.49
10	4/1/2022	V0271965	Biology	91 Supplies	Synchrony Bank/Amazon	Biology lab supplies	\$10.98
10	4/1/2022	V0271965	Biology	91 Supplies	Synchrony Bank/Amazon	Lab supplies	\$942.90
10	4/11/2022	V0272050	Biology	91 Supplies	Synchrony Bank/Amazon	Biology lab supplies	\$984.07
10	4/11/2022	V0272050	Biology	91 Supplies	Synchrony Bank/Amazon	Supplies	\$110.98
10	4/12/2022	V0272064	Biology	91 Supplies	Powell Ace Hardware LLC	Wet/Dry vacuum for labs	\$41.99
10	4/1/2022	V0271965	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Plotter printer paper	\$110.94
10	4/1/2022	V0271965	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Tool bucket	\$64.90
10	4/1/2022	V0271965	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Water proof metal detector	\$146.99
10	4/7/2022	V0272017	Bldg Maint	91 Supplies	Fastenal Company	shop: batteries	\$10.42
10	4/7/2022	V0272039	Bldg Maint	91 Supplies	McIntosh Oil Inc	March 2022 fuel	\$1,444.19
10	4/11/2022	V0272050	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Metal detector	\$146.99
10	4/11/2022	V0272050	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Plotter printer paper	\$110.94
10	4/11/2022	V0272050	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Tool bucket	\$64.90
10	4/13/2022	V0272088	Bldg Maint	91 Supplies	Johnstone Supply	shop	\$692.05
10	4/13/2022	V0272094	Bldg Maint	91 Supplies	John Deere Financial	shop - tools	\$159.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/13/2022	V0272100	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$156.73
10	4/13/2022	V0272107	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$925.25
10	4/7/2022	V0272039	Campus Security	91 Supplies	McIntosh Oil Inc	March 2022 fuel	\$183.47
10	4/1/2022	V0271964	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Fuser kit - toner	\$119.95
10	4/1/2022	V0271965	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Barcode scanner,	\$281.19
10	4/1/2022	V0271965	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Tablet	\$139.25
10	4/11/2022	V0272050	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Bar code scanner,	\$281.19
10	4/11/2022	V0272050	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Samsung tablet-gray	\$139.25
10	4/20/2022	V0272176	Computer Srv	91 Supplies	ITD Print Solutions	Toner	\$505.00
10	4/20/2022	V0272197	Computer Srv	91 Supplies	Transfer Visa	Software	\$155.90
10	4/6/2022	V0272010	Criminal Justice	91 Supplies	Powell Welding & Industrial Sup	C02 cylinders	\$111.15
10	4/13/2022	V0272117	Criminal Justice	91 Supplies	Transfer Print Shop	business card 250	\$46.00
10	4/6/2022	V0271980	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$165.81
10	4/13/2022	V0272100	Cust/Grounds	91 Supplies	Powell Ace Hardware LLC	Custodial supplies	\$6.99
10	4/13/2022	V0272107	Cust/Grounds	91 Supplies	Transfer Visa	Cleaning supplies	\$25.56
10	4/26/2022	V0272268	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$397.94
10	4/26/2022	V0272273	Engineering	91 Supplies	Synchrony Bank/Amazon	Micro bits & starter kit	\$548.75
10	4/1/2022	V0271965	Enroll Serv	91 Supplies	Synchrony Bank/Amazon	desk mount stand	\$39.59
10	4/11/2022	V0272050	Enroll Serv	91 Supplies	Synchrony Bank/Amazon	Monitor stand	\$39.59
10	4/5/2022	V0271974	Grounds	91 Supplies	Heart Mtn Farm Sup Inc	Kubota parts	\$56.30
10	4/6/2022	V0271981	Grounds	91 Supplies	Big Valley Bearing & Sup	grounds	\$17.37
10	4/6/2022	V0271987	Grounds	91 Supplies	Park Cty Weed & Pest	grounds: herbicide	\$61.11
10	4/6/2022	V0271989	Grounds	91 Supplies	Big Horn Redi - Mix	grounds: rock	\$108.00
10	4/6/2022	V0271995	Grounds	91 Supplies	Aldrich's Lumber	Grounds supplies	\$14.98
10	4/7/2022	V0272015	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$20.34
10	4/13/2022	V0272094	Grounds	91 Supplies	John Deere Financial	grounds	\$48.65
10	4/13/2022	V0272100	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$0.75
10	4/13/2022	V0272107	Grounds	91 Supplies	Transfer Visa	Grounds sup-salt	\$196.00
10	4/20/2022	V0272201	Internt'l Recruit	91 Supplies	Transfer Visa	Beverages	\$14.35

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/1/2022	V0271965	Library	91 Supplies	Synchrony Bank/Amazon	3 pkg PTFE Teflon sheet	\$6.99
10	4/11/2022	V0272050	Library	91 Supplies	Synchrony Bank/Amazon	Teflon sheet for heat	\$6.99
10	4/26/2022	V0272273	Library	91 Supplies	Synchrony Bank/Amazon	Picture frames	\$87.89
10	4/12/2022	V0272063	Music	91 Supplies	Powell Ace Hardware LLC	Tape, cable ties, straps,	\$68.73
10	4/6/2022	V0271999	Nursing	91 Supplies	Sodexo Operations LLC	Boxed lunches	\$131.88
10	4/6/2022	V0272000	Nursing	91 Supplies	Coursey Enterprises	CNA kits (25)	\$931.25
10	4/1/2022	V0271965	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Emergency stove,	\$191.21
10	4/11/2022	V0272050	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Emergency stove, blist-	\$191.21
10	4/12/2022	V0272085	Outdoor Ed	91 Supplies	Vision West Inc	Tshirt hoodies	\$448.00
10	4/26/2022	V0272265	Outdoor Ed	91 Supplies	Transfer Visa	BLM permit	\$526.00
10	4/1/2022	V0271964	Photography	91 Supplies	Synchrony Bank/Amazon	Cases, filters, batteries	\$1,722.98
10	4/1/2022	V0271965	Photography	91 Supplies	Synchrony Bank/Amazon	Dyes, developing chemical	\$184.09
10	4/1/2022	V0271965	Photography	91 Supplies	Synchrony Bank/Amazon	Lens hoods	\$189.88
10	4/7/2022	V0272038	Photography	91 Supplies	Denise Kelsay	Gallery consultant	\$1,000.00
10	4/11/2022	V0272050	Photography	91 Supplies	Synchrony Bank/Amazon	Dyes, developing chemical	\$184.09
10	4/11/2022	V0272050	Photography	91 Supplies	Synchrony Bank/Amazon	Lens hoods	\$189.88
10	4/14/2022	V0272156	Photography	91 Supplies	Sodexo Operations LLC	Cookies, brownies	\$46.95
10	4/20/2022	V0272206	Photography	91 Supplies	Transfer Visa	Meals	\$206.94
10	4/20/2022	V0272206	Photography	91 Supplies	Transfer Visa	Photo chemicals	\$194.96
10	4/25/2022	V0272238	Photography	91 Supplies	Crum Electric	Bulbs	\$528.30
10	4/25/2022	V0272239	Photography	91 Supplies	Sodexo Operations LLC	Brownies, cookies	\$46.95
10	4/25/2022	V0272241	Photography	91 Supplies	Dave J Huber	Portfolio reviewer	\$100.00
10	4/25/2022	V0272251	Photography	91 Supplies	Alsa Photography	Portfolio reviewer 04-29-	\$100.00
10	4/25/2022	V0272252	Photography	91 Supplies	Light in the Valley LLC	04-29-22 Portfolio	\$100.00
10	4/1/2022	V0271964	Physical Sci Div	91 Supplies	Synchrony Bank/Amazon	Color toner cartridges	\$227.89
10	4/1/2022	V0271965	Physical Sci Div	91 Supplies	Synchrony Bank/Amazon	Rulers, p-touch refills,	\$33.26
10	4/11/2022	V0272050	Physical Sci Div	91 Supplies	Synchrony Bank/Amazon	Rulers, p-touch refills,	\$33.26
10	4/13/2022	V0272096	Print Srv	91 Supplies	Powell Ace Hardware LLC	Snap knife, flex tape,	\$38.57
10	4/26/2022	V0272273	Recreation Co-Op	91 Supplies	Synchrony Bank/Amazon	First aid sup, organizers	\$131.64

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/7/2022	V0272039	Rodeo Men	91 Supplies	McIntosh Oil Inc	March 2022 fuel	\$359.68
10	4/25/2022	V0272245	Rodeo Men	91 Supplies	Bennett Creek Cattle Co	Hay	\$2,355.00
10	4/7/2022	V0272035	Rodeo Women	91 Supplies	Bennett Creek Cattle Co	Hay	\$3,710.25
10	4/1/2022	V0271964	Stu Success Prog	91 Supplies	Synchrony Bank/Amazon	Camera for testing	\$36.00
10	4/26/2022	V0272265	Tutoring	91 Supplies	Transfer Visa	Cutlery, towels, kleenex	\$25.17
10	4/26/2022	V0272273	Tutoring	91 Supplies	Synchrony Bank/Amazon	Acrylic sign holders	\$33.39
10	4/6/2022	V0272001	Welding	91 Supplies	Lincoln Electric Co	Welding rod	\$2,676.07
10	4/7/2022	V0272039	Welding	91 Supplies	McIntosh Oil Inc	March 2022 fuel	\$88.04
10	4/12/2022	V0272086	Welding	91 Supplies	Norco	Punch, die, band saw	\$170.30
10	4/13/2022	V0272095	Welding	91 Supplies	Norco	Round punch & die, oxygen	\$253.38
10	4/20/2022	V0272182	Welding	91 Supplies	Norco	Metal shelf, drill bits	\$198.84
10	4/26/2022	V0272276	Welding	91 Supplies	Norco	Repair welder, saw fluid,	\$1,372.73
			Sum:	91 Supplies			\$32,138.55

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/25/2022	V0272230	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Sandy Myers	HiSet testing fees	\$120.00
10	4/6/2022	V0271981	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Valley Bearing & Sup	bldg repair	\$13.20
10	4/6/2022	V0271988	Bldg Maint	92 Servs/Fees/Repr/Maint	Louis Truck Repair	service generators:	\$2,067.35
10	4/6/2022	V0272008	Bldg Maint	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Ashley hall bldg repairs	\$750.00
10	4/7/2022	V0272014	Bldg Maint	92 Servs/Fees/Repr/Maint	Fremont Motor Powell Inc	cc29 transmission/oil	\$659.60
10	4/7/2022	V0272030	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnstone Supply	Shop supplies	\$36.28
10	4/13/2022	V0272089	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	equip repair: welding	\$113.69
10	4/13/2022	V0272090	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	bldg repair: cabre jfc	\$421.16
10	4/13/2022	V0272093	Bldg Maint	92 Servs/Fees/Repr/Maint	Sanders Plumbing Inc	bldg repair: equine	\$599.45
10	4/13/2022	V0272100	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$360.47
10	4/13/2022	V0272100	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Electrical repairs	\$15.99
10	4/13/2022	V0272107	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$997.03
10	4/20/2022	V0272193	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$108.40

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/20/2022	V0272193	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equipment repairs	\$1,181.07
10	4/20/2022	V0272195	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Filters	\$309.75
10	4/21/2022	V0272222	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	bldg repair: welding	\$264.21
10	4/13/2022	V0272097	Campus Security	92 Servs/Fees/Repr/Maint	Yellowstone Motors	Security truck oil change	\$91.00
10	4/12/2022	V0272079	Comm & Mktg	92 Servs/Fees/Repr/Maint	Greg D Wise	Photo contractual	\$1,500.00
10	3/31/2022	V0271958	Computer Srv	92 Servs/Fees/Repr/Maint	Softdocs	Software fees	\$3,618.00
10	4/7/2022	V0272021	Computer Srv	92 Servs/Fees/Repr/Maint	Systrap, LLC	Consultant fees	\$200.00
10	4/7/2022	V0272022	Computer Srv	92 Servs/Fees/Repr/Maint	Word Sprouts LLC	Dec-March consultant fees	\$1,700.00
10	4/12/2022	V0272057	Computer Srv	92 Servs/Fees/Repr/Maint	Hyland LLC	Software fees	\$13,477.28
10	4/26/2022	V0272273	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	monitor stand	\$25.23
10	4/26/2022	V0272273	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	USB to USB-C hub (2)	\$28.99
10	4/6/2022	V0271980	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial repairs	\$329.22
10	4/21/2022	V0272213	Extend Camp	92 Servs/Fees/Repr/Maint	Sodexo Operations LLC	Career fair food	\$2,167.20
10	4/13/2022	V0272092	Grounds	92 Servs/Fees/Repr/Maint	Production Machine Co	grounds: equip repair	\$663.26
10	4/13/2022	V0272094	Grounds	92 Servs/Fees/Repr/Maint	John Deere Financial	equip repair - grounds	\$302.90
10	4/26/2022	V0272270	Instr OneTime	92 Servs/Fees/Repr/Maint	Natl Assoc Schools of Music	NASM evaluator costs	\$1,219.73
10	4/26/2022	V0272271	Instr OneTime	92 Servs/Fees/Repr/Maint	Natl Assoc Schools of Music	NASM evaluator costs	\$1,266.95
10	4/26/2022	V0272267	Internt'l Recruit	92 Servs/Fees/Repr/Maint	Necati A. Sozuoz	Agent fee	\$1,672.20
10	4/4/2022	V0271967	Music	92 Servs/Fees/Repr/Maint	Craig Olson	March 22 piano tuning	\$300.00
10	4/12/2022	V0272062	Outdoor Ed	92 Servs/Fees/Repr/Maint	Cody Parks Recreation & Public Faci	Pool usage	\$136.00
10	3/31/2022	V0271956	Plant Admin	92 Servs/Fees/Repr/Maint	Rapid Fire Protection Inc	Contractual: Annual Fire	\$12,400.00
10	4/21/2022	V0272224	Plant Admin	92 Servs/Fees/Repr/Maint	Otis Elevator	contractual: elevator	\$2,509.00
10	4/5/2022	V0271974	Rodeo Arena	92 Servs/Fees/Repr/Maint	Heart Mtn Farm Sup Inc	Rodeo tractor repairs	\$1,383.72
10	4/7/2022	V0272036	Rodeo Women	92 Servs/Fees/Repr/Maint	Del Nose	April 2022 cattle lease	\$3,150.00
10	4/25/2022	V0272247	Womens BB	92 Servs/Fees/Repr/Maint	Lauren K. Davis	recruiting	\$85.96
			Sum:	92 Servs/Fees/Repr/Maint			\$56,244.29

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
	10 Operating Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/25/2022	V0272230	ABE,GED,ESL	93 Assoc/Travel/Misc	Sandy Myers	Lodging, mileage, meals	\$438.83
10	4/5/2022	V0271975	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$297.20
10	4/26/2022	V0272261	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Workshop fees	\$330.00
10	4/5/2022	V0271975	Agriculture	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$25.50
10	4/5/2022	V0271975	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$199.20
10	4/20/2022	V0272170	Animal Judge	93 Assoc/Travel/Misc	Greater Sioux Fall Chamber	Entry fees	\$290.00
10	4/25/2022	V0272249	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$6,389.25
10	4/25/2022	V0272249	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Meals, Stock show fees	\$546.36
10	4/20/2022	V0272207	Athletic Dir	93 Assoc/Travel/Misc	BSN Sports	Volleyball uniforms	\$623.60
10	4/5/2022	V0271975	Biology	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$72.80
10	4/6/2022	V0272003	Campus Security	93 Assoc/Travel/Misc	Sodexo Operations LLC	Lunch	\$8.00
10	4/25/2022	V0272248	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$239.44
10	4/21/2022	V0272223	Field Camp	93 Assoc/Travel/Misc	Wyoming Dept of Agriculture	field station food license	\$100.00
10	4/20/2022	V0272172	Forensic	93 Assoc/Travel/Misc	Jeannie S Hunt	Airline ticket	\$454.00
10	4/25/2022	V0272240	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Forensics per diem	\$900.00
10	4/5/2022	V0271975	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$68.40
10	4/5/2022	V0271975	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$36.00
10	4/6/2022	V0271977	Library	93 Assoc/Travel/Misc	Kanopy	21 view monthly service	\$42.00
10	4/5/2022	V0271975	Mens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$351.75
10	4/5/2022	V0271975	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$63.20
10	4/6/2022	V0271998	Physical Sci Div	93 Assoc/Travel/Misc	Eric C. Atkinson	Mileage reimbursement	\$32.80
10	4/20/2022	V0272183	Physical Sci Div	93 Assoc/Travel/Misc	Eric C. Atkinson	Recruiting mileage	\$148.80
10	4/11/2022	V0272052	Rodeo Men	93 Assoc/Travel/Misc	Becky Nose	Assist coach stipend	\$5,000.00
10	4/13/2022	V0272118	Rodeo Men	93 Assoc/Travel/Misc	John Deere Financial	Brooms, shovels, rakes	\$232.92
10	4/14/2022	V0272159	Rodeo Men	93 Assoc/Travel/Misc	NWC Accounts Receivable	Rodeo meals per diem	\$880.00
10	4/20/2022	V0272171	Theatre	93 Assoc/Travel/Misc	Robert G Hunt	Script royalties	\$110.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/5/2022	V0271975	TRIO 16	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$3,048.10
10	4/5/2022	V0271975	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$1,935.50
10	4/5/2022	V0271975	Womens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$351.75
10	4/5/2022	V0271975	Wrestling	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$21.60
			Sum:	93 Assoc/Travel/Misc			\$23,237.00
	10 Operating Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/31/2022	V0271959	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$124.00
10	3/31/2022	V0271959	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$205.98
10	3/31/2022	V0271959	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk phone	\$1,712.37
10	3/31/2022	V0271959	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$153.53
10	3/31/2022	V0271959	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP &	\$104.90
10	4/7/2022	V0272018	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$292.83
10	4/7/2022	V0272019	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$87.58
10	4/7/2022	V0272020	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,853.60
10	4/12/2022	V0272058	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$392.69
10	4/20/2022	V0272174	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$80.99
10	4/20/2022	V0272175	Computer Srv	94 Utilities/Ins/Support	NICE	Telephone service	\$15.02
10	4/11/2022	V0272053	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	April 2022 Cody Center	\$5,211.83
10	4/6/2022	V0271990	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	march22 field station elec	\$773.25
10	4/5/2022	V0271973	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Garbage Rodeo	\$354.24
10	4/6/2022	V0271984	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	mar22 rodeo electricity	\$716.10
10	4/6/2022	V0271991	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	mar22 heat rodeo	\$2,479.31
10	3/31/2022	V0271957	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag & rodeo water	\$324.00
10	4/6/2022	V0271979	Utilities	94 Utilities/Ins/Support	Powell City of	Feb 2022 electricity	\$27,198.08
10	4/6/2022	V0271979	Utilities	94 Utilities/Ins/Support	Powell City of	Feb 2022 sanitation	\$2,032.80
10	4/6/2022	V0271979	Utilities	94 Utilities/Ins/Support	Powell City of	Feb 2022 sewer	\$697.21
10	4/6/2022	V0271979	Utilities	94 Utilities/Ins/Support	Powell City of	Feb 2022 water	\$2,502.01

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/6/2022	V0271983	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster fees: ag, equine	\$320.00
10	4/6/2022	V0271984	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	mar22 electricity main	\$2,577.30
10	4/7/2022	V0272024	Utilities	94 Utilities/Ins/Support	TCT WEST INC	Other campus tv's	\$428.69
10	4/13/2022	V0272087	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	\$572.99
10	4/13/2022	V0272098	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 2022 heat	\$318.81
10	4/13/2022	V0272099	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 22:I house, Ag, EQ,	\$2,044.83
10	4/21/2022	V0272220	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	March 2022 heat	\$10,624.74
			Sum:	94 Utilities/Ins/Support			\$68,199.68
	10 Operating Fund						
10	4/25/2022	V0272242	NWC	96 Schlrs/Grants/Waivers	NWC Accounts Receivable	21/FA and 22/SP dual	\$195,501.00
			Sum:	96 Schlrs/Grants/Waivers			\$195,501.00
	10 Operating Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/13/2022	V0272117	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	fact sheets	\$15.00
10	4/13/2022	V0272117	Admin Serv	97 Other Operating Exp	Transfer Print Shop	#9 reply envelopes	\$57.00
10	4/13/2022	V0272117	Admin Serv	97 Other Operating Exp	Transfer Print Shop	blank green paper	\$7.75
10	4/13/2022	V0272117	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	hole sponsor postcard	\$4.50
10	4/20/2022	V0272184	Athletic Dir	97 Other Operating Exp	Wyoming Dept of Revenue	March sales tax	\$5.08
10	3/31/2022	V0271954	Comm & Mktg	97 Other Operating Exp	Lee Enterprises of Montana	Enrollment campaign 2022	\$3,000.00
10	4/7/2022	V0272026	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Upcoming events	\$262.00
10	4/12/2022	V0272065	Comm & Mktg	97 Other Operating Exp	Cody Enterprise	Enrollment Campaign	\$250.00
10	4/13/2022	V0272104	Comm & Mktg	97 Other Operating Exp	Powell Amer Legion Baseball	Field banner renewal	\$250.00
10	4/13/2022	V0272117	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	cody center & HS signage	\$37.50
10	4/13/2022	V0272117	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	fact sheets	\$15.00
10	4/20/2022	V0272198	Comm & Mktg	97 Other Operating Exp	Transfer Visa	Facebook ads	\$580.67
10	3/31/2022	V0271952	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$12.41
10	3/31/2022	V0271953	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$14.61
10	4/6/2022	V0271994	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$45.14

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/20/2022	V0272178	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$8.37
10	4/20/2022	V0272179	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$46.74
10	4/21/2022	V0272210	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	\$461.55
10	4/21/2022	V0272211	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Neo-Shipping postage	\$567.24
10	4/21/2022	V0272212	Computer Srv	97 Other Operating Exp	Canon Financial Services Inc	Copier lease	\$1,490.87
10	4/13/2022	V0272105	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Recruiting meals	\$136.00
10	4/14/2022	V0272158	Enroll Serv	97 Other Operating Exp	Covideo LLC	Recruitment videos	\$2,550.00
10	4/21/2022	V0272213	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Career fair food	\$1,000.00
10	4/26/2022	V0272275	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Athlete recruit lunch	\$8.00
10	4/13/2022	V0272117	Forensic	97 Other Operating Exp	Transfer Print Shop	visual aids, 4	\$46.00
10	4/13/2022	V0272117	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	pakistani event poster	\$23.30
10	4/25/2022	V0272254	Library	97 Other Operating Exp	Amer Medical Assoc	Periodicals	\$1,326.00
10	4/26/2022	V0272273	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Shipping	\$3.51
10	4/13/2022	V0272117	Music	97 Other Operating Exp	Transfer Print Shop	spring concert poster	\$12.00
10	4/13/2022	V0272117	Photography	97 Other Operating Exp	Transfer Print Shop	student show postcard	\$34.00
10	4/13/2022	V0272117	Theatre	97 Other Operating Exp	Transfer Print Shop	almost maine poster	\$45.00
			Sum:	97 Other Operating Exp			\$12,315.24
			Sum:				\$387,635.76

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/12/2022	V0272068	1M College Services	91 Supplies	Jasmine Bell	Performer buffalo feast	\$1,250.00
11	4/21/2022	V0272215	Class Staf Dev	91 Supplies	Sodexo Operations LLC	Staff recognition	\$30.00
11	4/25/2022	V0272244	Class Staf Dev	91 Supplies	Sodexo Operations LLC	C-Staff luncheon	\$408.00
11	4/26/2022	V0272265	Class Staf Dev	91 Supplies	Transfer Visa	employee recognition	\$15.00
11	4/26/2022	V0272265	Class Staf Dev	91 Supplies	Transfer Visa	employee recognition	\$40.00
11	4/26/2022	V0272265	Class Staf Dev	91 Supplies	Transfer Visa	employee recognition	\$170.00
11	4/4/2022	V0271970	Human Resource	91 Supplies	Backgrounds Online	Pre-employment checks	\$308.00
			Sum:	91 Supplies			\$2,221.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11 One Mill Fund							
11	4/25/2022	V0272231	1M College Services	93 Assoc/Travel/Misc	Alejandra A. Gonzales	2022 employee recognition	\$100.00
11	4/25/2022	V0272232	1M College Services	93 Assoc/Travel/Misc	Dr. Robert C. Rumbolz	2022 Employee recognition	\$100.00
11	4/25/2022	V0272233	1M College Services	93 Assoc/Travel/Misc	Marsha J. Wilson	2022 employee recognition	\$100.00
11	4/25/2022	V0272234	1M College Services	93 Assoc/Travel/Misc	J & S Greenhouse	2022 Faculty & Staff	\$300.00
11	4/12/2022	V0272080	Human Resource	93 Assoc/Travel/Misc	Jill M. Anderson	HR training	\$325.00
11	4/6/2022	V0272004	Trustees Board	93 Assoc/Travel/Misc	Michelle J. Falkenstine	Board Purchase award	\$125.00
11	4/6/2022	V0272005	Trustees Board	93 Assoc/Travel/Misc	Emily S. Tomac	Board purchase award	\$125.00
11	4/6/2022	V0272006	Trustees Board	93 Assoc/Travel/Misc	Marissa L. Rosenbaum	Board purchase award	\$125.00
11	4/6/2022	V0272007	Trustees Board	93 Assoc/Travel/Misc	Erin E. Jenkins	Board purchase award	\$125.00
			Sum:	93 Assoc/Travel/Misc			\$1,425.00
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/7/2022	V0272026	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad - asphalt	\$386.62
11	4/7/2022	V0272026	Human Resource	97 Other Operating Exp	Powell Tribune	Vac:Temp bus driver,	\$191.75
11	4/12/2022	V0272065	Human Resource	97 Other Operating Exp	Cody Enterprise	Job Ads:Title IX, Women's	\$194.00
11	4/12/2022	V0272066	Human Resource	97 Other Operating Exp	Marsha J. Wilson	Candy for Career/Job fair	\$72.30
11	4/20/2022	V0272196	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$48.60
11	4/26/2022	V0272261	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$50.85
11	4/26/2022	V0272274	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$46.50
11	4/7/2022	V0272026	Trustees Board	97 Other Operating Exp	Powell Tribune	Legal ad - Budget	\$51.55
11	4/13/2022	V0272117	Trustees Board	97 Other Operating Exp	Transfer Print Shop	march board book	\$5.55
			Sum:	97 Other Operating Exp			\$1,047.72
			Sum:				\$4,693.72
12 Auxiliary Fund							
12	4/26/2022	V0272269	Food Service	91 Supplies	Quality Propane Service Inc	DSC propane for food serv	\$32.30
12	4/13/2022	V0272116	Livestock	91 Supplies	Big Horn Co-op Marketing	Battery	\$335.90

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/13/2022	V0272116	Livestock	91 Supplies	Big Horn Co-op Marketing	Fuel	\$173.55
12	4/13/2022	V0272103	Print Srv	91 Supplies	Veritiv	Paper	\$79.76
12	4/14/2022	V0272160	Print Srv	91 Supplies	Veritiv	Paper	\$1,036.15
12	4/20/2022	V0272173	Print Srv	91 Supplies	Veritiv	Paper	\$1,709.38
12	4/1/2022	V0271965	Res Halls	91 Supplies	Synchrony Bank/Amazon	Shower curtains	\$61.88
12	4/11/2022	V0272050	Res Halls	91 Supplies	Synchrony Bank/Amazon	Shower curtains	\$61.88
12	4/13/2022	V0272107	Res Halls	91 Supplies	Transfer Visa	Cleaning supplies	\$6.39
12	4/21/2022	V0272221	Res Halls	91 Supplies	KB Commercial Products	Housing summer cleaning	\$1,172.52
12	4/26/2022	V0272268	Res Halls	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$325.06
12	3/31/2022	V0271951	Stabling	91 Supplies	Rocky Mountain Compost Inc	Horse bedding	\$2,156.80
12	4/7/2022	V0272039	Stabling	91 Supplies	McIntosh Oil Inc	March 2022 fuel	\$37.12
12	4/7/2022	V0272039	Trap Vil West	91 Supplies	McIntosh Oil Inc	March 2022 fuel	\$94.63
			Sum:	91 Supplies			\$7,283.32

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/6/2022	V0271993	Food Service	92 Servs/Fees/Repr/Maint	Orkin Pest Control Inc	DSC monthly pest control	\$118.00
12	4/20/2022	V0272192	Motor Pool	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging	\$265.44
12	4/20/2022	V0272194	Motor Pool	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging	\$529.96
12	4/6/2022	V0271995	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$3.56
12	4/13/2022	V0272100	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$83.13
12	4/26/2022	V0272273	Res Halls	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Simplex wall mount	\$48.99
12	4/11/2022	V0272051	Stabling	92 Servs/Fees/Repr/Maint	Big Horn Animal Care Center	Vet consultant	\$600.00
12	4/7/2022	V0272030	Trap Vil West	92 Servs/Fees/Repr/Maint	Johnstone Supply	TV West pressure valve	\$55.48
12	4/13/2022	V0272100	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$1,320.26
12	4/13/2022	V0272101	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Garage Door	TVW 1413 Bismark garage	\$1,975.00
			Sum:	92 Servs/Fees/Repr/Maint			\$4,999.82

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/6/2022	V0272009	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$139.00
12	4/13/2022	V0272102	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$26.00
12	4/20/2022	V0272195	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$96.00
12	4/25/2022	V0272237	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$226.00
12	4/25/2022	V0272250	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Extra day driver per diem	\$59.00
			Sum:	93 Assoc/Travel/Misc			\$546.00
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/31/2022	V0271959	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	4/6/2022	V0271979	Res Halls	94 Utilities/Ins/Support	Powell City of	Feb 2022 electricity	\$8,908.14
12	4/6/2022	V0271979	Res Halls	94 Utilities/Ins/Support	Powell City of	Feb 2022 sanitation	\$1,125.12
12	4/6/2022	V0271979	Res Halls	94 Utilities/Ins/Support	Powell City of	Feb 2022 sewer	\$385.89
12	4/6/2022	V0271979	Res Halls	94 Utilities/Ins/Support	Powell City of	Feb 2022 water	\$1,384.80
12	4/7/2022	V0272024	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls TV's	\$598.12
12	4/13/2022	V0272098	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 2022 heat	\$133.79
12	4/21/2022	V0272220	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	March 2022 heat	\$4,458.81
12	4/6/2022	V0271979	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Feb 2022 electricity	\$508.45
12	4/6/2022	V0271979	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Feb 2022 sanitation	\$126.28
12	4/6/2022	V0271979	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Feb 2022 sewer	\$43.31
12	4/6/2022	V0271979	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Feb 2022 water	\$155.43
12	4/7/2022	V0272024	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV main cable/internet	\$469.03
12	4/13/2022	V0272098	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 2022 heat	\$15.02
12	4/21/2022	V0272220	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	March 2022 heat	\$500.46
12	4/6/2022	V0271978	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Feb 2022 recycle	\$1.88
12	4/6/2022	V0271978	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Feb 2022 sanitation	\$845.66
12	4/6/2022	V0271978	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Feb 2022 sewer	\$855.46

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/6/2022	V0271978	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Feb 2022 water	\$2,110.67
12	4/6/2022	V0271978	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Feb 22 electricity	\$4,211.25
12	4/7/2022	V0272024	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$1,240.61
12	4/7/2022	V0272025	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	Power for TV West light	\$7.39
12	4/13/2022	V0272099	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 2022 heat	\$2,905.21
			Sum:	94 Utilities/Ins/Support			\$34,390.78
	12 Auxiliary Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/13/2022	V0272115	Food Service	97 Other Operating Exp	Sodexo Operations LLC	March dining statement	\$103,068.09
12	3/31/2022	V0271955	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc32 paint mirror	\$100.00
12	4/6/2022	V0271980	Motor Pool	97 Other Operating Exp	KB Commercial Products	fleet supplies	\$25.77
12	4/6/2022	V0271982	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	cc32 mirror	\$8.98
12	4/6/2022	V0271982	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	fleet supplies	\$21.45
12	4/6/2022	V0271985	Motor Pool	97 Other Operating Exp	Insurance Info Exchange	driving background checks	\$27.07
12	4/6/2022	V0271986	Motor Pool	97 Other Operating Exp	Colby J. Schaefer	reimbursement for DOT	\$26.00
12	4/7/2022	V0272016	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc16 rock chip repair	\$60.00
12	4/7/2022	V0272039	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	March 2022 fuel	\$1,019.61
12	4/13/2022	V0272091	Motor Pool	97 Other Operating Exp	WY-Test	random dot drug screening	\$185.00
12	4/13/2022	V0272097	Motor Pool	97 Other Operating Exp	Yellowstone Motors	CC305 oil change	\$91.12
12	4/13/2022	V0272107	Motor Pool	97 Other Operating Exp	Transfer Visa	Cleaning supplies	\$6.39
12	4/20/2022	V0272192	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$157.03
12	4/20/2022	V0272194	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$100.00
12	4/20/2022	V0272194	Motor Pool	97 Other Operating Exp	Transfer Visa	Paper towels	\$32.43
12	4/25/2022	V0272248	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$43.71
12	4/25/2022	V0272249	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$1,031.04
12	4/13/2022	V0272117	Res Halls	97 Other Operating Exp	Transfer Print Shop	housing cards	\$457.50
12	4/13/2022	V0272117	Res Halls	97 Other Operating Exp	Transfer Print Shop	housing cost sheet update	\$3.75
			Sum:	97 Other Operating Exp			\$106,464.94

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/20/2022	V0272192	Res Halls	99 Exp-New Constr/Cap Impr	Transfer Visa	Res hall fan	\$685.93
12	4/6/2022	V0271995	Trap Vil West	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	TV West repairs	\$3,368.81
12	4/6/2022	V0272013	Trap Vil West	99 Exp-New Constr/Cap Impr	Bloedorn Lumber	TV west 1309 Bayshore	\$616.48
12	4/6/2022	V0272013	Trap Vil West	99 Exp-New Constr/Cap Impr	Bloedorn Lumber	TV West barracks	\$82.99
12	4/7/2022	V0272031	Trap Vil West	99 Exp-New Constr/Cap Impr	Sanders Plumbing Inc	TV West various plumbing	\$3,956.28
12	4/20/2022	V0272192	Trap Vil West	99 Exp-New Constr/Cap Impr	Transfer Visa	TV West barracks fan	\$560.74
12	4/20/2022	V0272193	Trap Vil West	99 Exp-New Constr/Cap Impr	Transfer Visa	TV West appliances	\$678.92
			Sum:	99 Exp-New Constr/Cap Impr			\$9,950.15
			Sum:				\$163,635.01

14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	4/6/2022	V0271992	Jazz Festival	92 Servs/Fees/Repr/Maint	Jennifer Grimm	Jazz festival contractual	\$2,000.00
14	4/6/2022	V0271992	Jazz Festival	92 Servs/Fees/Repr/Maint	Jennifer Grimm	Jazz festival travel exp	\$1,098.03
			Sum:	92 Servs/Fees/Repr/Maint			\$3,098.03

14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	4/25/2022	V0272255	NW Studios	93 Assoc/Travel/Misc	Vision West Inc	Singers jackets	\$662.00
			Sum:	93 Assoc/Travel/Misc			\$662.00
			Sum:				\$3,760.03

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/11/2022	V0272054	Workforce Dev	91 Supplies	Sodexo Operations LLC	Lunches	\$190.45
15	4/11/2022	V0272055	Workforce Dev	91 Supplies	Sodexo Operations LLC	Training coffee/tea serv	\$68.70

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/13/2022	V0272112	Workforce Dev	91 Supplies	Transfer Visa	Ski rentals	\$31.50
15	4/21/2022	V0272213	Workforce Dev	91 Supplies	Sodexo Operations LLC	Career fair food	\$284.33
15	4/26/2022	V0272273	Workforce Dev	91 Supplies	Synchrony Bank/Amazon	food supplies	\$50.97
			Sum:	91 Supplies			\$625.95
	15 Continuing Educ Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/6/2022	V0271997	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	MSHA training	\$1,300.00
15	4/21/2022	V0272209	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	Workkeys	\$30.60
15	4/6/2022	V0272011	Workforce HS NC	92 Servs/Fees/Repr/Maint	Ashley E. Smallwood	HS grant class training	\$300.00
15	4/6/2022	V0272012	Workforce HS NC	92 Servs/Fees/Repr/Maint	Michelle Leichner	HS grant class training	\$500.00
15	4/21/2022	V0272208	Wyo Works CDL	92 Servs/Fees/Repr/Maint	R & A Safety Training	CDL drug tests	\$595.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,725.60
	15 Continuing Educ Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/5/2022	V0271975	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2022 mileage	\$220.50
15	4/20/2022	V0272203	Workforce Dev	93 Assoc/Travel/Misc	Transfer Visa	Fuel	\$97.62
15	4/20/2022	V0272203	Workforce Dev	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$264.68
			Sum:	93 Assoc/Travel/Misc			\$582.80
	15 Continuing Educ Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/6/2022	V0271978	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Feb 2022 electricity	\$274.05
15	4/6/2022	V0271978	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Feb 2022 recycle	\$0.12
15	4/6/2022	V0271978	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Feb 2022 sanitation	\$55.03
15	4/6/2022	V0271978	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Feb 2022 sewer	\$55.67
15	4/6/2022	V0271978	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Feb 2022 water	\$137.35
15	4/13/2022	V0272099	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 2022 heat	\$189.06
			Sum:	94 Utilities/Ins/Support			\$711.28

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/12/2022	V0272059	Workforce Dev	97 Other Operating Exp	Big Horn Radio Network	CTD radio ads	\$504.00
15	4/13/2022	V0272117	Workforce Dev	97 Other Operating Exp	Transfer Print Shop	AAO flyer	\$150.00
15	4/13/2022	V0272117	Workforce Dev	97 Other Operating Exp	Transfer Print Shop	photos, 7	\$10.85
15	4/20/2022	V0272198	Workforce Dev	97 Other Operating Exp	Transfer Visa	Facebook ads	\$263.49
15	4/4/2022	V0271968	Wyo Works CDL	97 Other Operating Exp	Bench Diesel Research LLC	CDL truck repairs	\$4,565.67
15	4/7/2022	V0272039	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	March 2022 fuel	\$835.33
			Sum:	97 Other Operating Exp			\$6,329.34
			Sum:				\$10,974.97

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/20/2022	V0272200	Simpson Council	91 Supplies	Transfer Visa	Food program supplies	\$28.67
22	4/20/2022	V0272200	Simpson Council	91 Supplies	Transfer Visa	Office supplies	\$7.19
22	4/20/2022	V0272200	Simpson Council	91 Supplies	Transfer Visa	Program food supplies	\$37.46
			Sum:	91 Supplies			\$73.32

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/20/2022	V0272204	Lewis/Clark Counc	93 Assoc/Travel/Misc	Transfer Visa	supplies	\$6.78
22	4/20/2022	V0272204	Lewis/Clark Counc	93 Assoc/Travel/Misc	Transfer Visa	RA program supplies	\$33.66
22	4/26/2022	V0272259	SAAE (Financial Aid)	93 Assoc/Travel/Misc	Deborah J. Karst	Mileage reimbursement	\$192.00
22	4/14/2022	V0272157	Wolsborn Environ	93 Assoc/Travel/Misc	Greg Smith	Airfare reimbursement	\$1,231.16
22	4/13/2022	V0272108	Wolsborn Math Contest	93 Assoc/Travel/Misc	Transfer Corrections	Wy math competition sup	\$115.27
22	4/12/2022	V0272060	WY Innovation Partner	93 Assoc/Travel/Misc	Keith B. McCallister	conference travel	\$242.30
			Sum:	93 Assoc/Travel/Misc			\$1,821.17

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/25/2022	V0272253	Multicultrl-Diversity	96 Schlrs/Grants/Waivers	Transfer	diversity support	\$1,000.00
22	4/26/2022	V0272273	Multicultrl-Diversity	96 Schlrs/Grants/Waivers	Synchrony Bank/Amazon	Films	\$250.00
22	4/13/2022	V0272119	WY Tourism Rodeo Team	96 Schlrs/Grants/Waivers	Bennett Creek Cattle Co	Livestock feed	\$3,950.00
			Sum:	96 Schlrs/Grants/Waivers			\$5,200.00
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/20/2022	V0272184	Athletic Concession	97 Other Operating Exp	Wyoming Dept of Revenue	March sales tax	\$41.66
22	4/11/2022	V0272050	Brodrick Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$309.35
22	4/26/2022	V0272273	Brodrick Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$264.50
22	4/13/2022	V0272117	Graduation	97 Other Operating Exp	Transfer Print Shop	diploma	\$0.40
22	4/13/2022	V0272117	Graduation	97 Other Operating Exp	Transfer Print Shop	duplicate diploma	\$0.40
22	4/1/2022	V0271964	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$184.40
22	4/1/2022	V0271964	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$1,079.26
22	4/1/2022	V0271965	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$41.73
22	4/1/2022	V0271965	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$1,292.95
22	4/7/2022	V0272027	Nelson Shoemaker Library	97 Other Operating Exp	Yankee Book Pedler	Book	\$30.40
22	4/7/2022	V0272028	Nelson Shoemaker Library	97 Other Operating Exp	Sky & Telescope	1 yr subscription	\$56.05
22	4/11/2022	V0272050	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$41.73
22	4/11/2022	V0272050	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$1,267.96
22	4/26/2022	V0272273	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$212.65
22	4/20/2022	V0272184	Simpson Council	97 Other Operating Exp	Wyoming Dept of Revenue	March sales tax	\$2.26
			Sum:	97 Other Operating Exp			\$4,825.70
			Sum:				\$11,920.19

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	4/12/2022	V0272084	Rodeo	92 Servs/Fees/Repr/Maint	Point Architects	Rodeo project	\$1,875.00
			Sum:	92 Servs/Fees/Repr/Maint			\$1,875.00
71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	4/7/2022	V0272033	Campus PLANNING	99 Exp-New Constr/Cap Impr	Crum Electric	Exterior lighting project	\$3,119.22
71	4/25/2022	V0272256	Campus PLANNING	99 Exp-New Constr/Cap Impr	Crum Electric	Campus lighting	\$346.58
71	4/4/2022	V0271971	Library	99 Exp-New Constr/Cap Impr	CED	Library heat pump project	\$498.18
71	4/4/2022	V0271972	Library	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	Library heat pump project	\$1,000.00
71	4/6/2022	V0272008	Rodeo	99 Exp-New Constr/Cap Impr	EDA Consulting Engineers	Rodeo major maint remodel	\$8,625.00
71	4/7/2022	V0272037	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	Science/Math exhaust	\$28,000.00
			Sum:	99 Exp-New Constr/Cap Impr			\$41,588.98
			Sum:				\$43,463.98

Operating Funds – As of March 31, 2022

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,338,879	3,528,307	189,428	106%			
Fees	1,192,469	1,183,894	-8,575	99%			
State Appropriations	11,015,379	8,914,392	-2,100,987	81%			
Local Tax Levy	2,977,160	2,394,735	-582,425	80%			
Other Sources	221,805	79,126	-142,679	36%			
Reserve Utilization	0	0	0				
Total Revenue	18,745,692	16,100,454	-2,645,238				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,110,129	4,069,712	3,040,417	57%			
Public Service	96,256	12,652	83,604	13%			
Academic Support	1,645,098	864,574	780,524	53%			
Student Services	3,060,302	2,149,391	910,911	70%			
Institutional Support	4,171,521	2,815,626	1,355,895	67%			
Operations and Maint/Plant	2,346,859	1,505,509	841,350	64%			
Scholarships	315,527	209,689	105,838	66%			
Total Expenditures	18,745,692	11,627,153	7,118,539				

Comments

Tuition and Fees- FY 2022 budgets were built on estimated enrollment on a non-COVID year with historical spring attrition. Fall enrollment is budgeted at a headcount of 1,186 and enrolled credit hours of 12,728. As of November 9, 2021, enrollment was 1,414, and enrolled credit hours of 13,534. Spring enrollment is budgeted at a head count of 983 and enrolled credit hours of 10,617. As of February 3, 2022, enrollment was 1,328 and enrolled credit hours of 12,437. Northwest College will continue to monitor enrollment along with the corresponding tuition and fee revenue.

Reserve Utilization- The Board of Trustees approved a FY 2022 budget with no reserve utilization. Northwest College will monitor actual revenue, and if actual expenditures are unable to align with revenue, the College will communicate with the Board of Trustees.

Expenditures by Program- Northwest College continues to monitor expenditures for FY 2022. At this time, current expenditures are below FY 2021 expenditures. Northwest College will monitor FY 2022 expenditures to ensure they align with actualized revenue.

Auxiliary Fund – As of March 31, 2022

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	787,227	858,946	71,719	109%			
Residence Halls	1,165,423	1,103,997	-61,426	95%			
Bookstore	6,500	25,958	19,458	399%			
Copy Center	173,366	83,397	-89,969	48%			
Motor Pool	218,384	84,107	-134,277	39%			
Other	780,353	715,406	-64,947	92%			
Total Revenue	3,131,253	2,871,811	-259,442				
Expenditures by Service					On Budget	Monitor	Concern
Food Service	787,227	529,932	257,295	67%			
Residence Halls	1,165,423	869,401	296,022	75%			
Bookstore	6,500	0	6,500	0%			
Copy Center	173,366	98,317	75,049	57%			
Motor Pool	218,384	93,233	125,151	43%			
Other	780,353	378,001	402,352	48%			
Total Expenditures	3,131,253	1,968,884	1,162,369				

Comments

Food Service- NWC budgeted 260 meal plans for Fall of 2021 and 225 meal plans for spring 2022. As of February 1, 2022, NWC has sold 266 meal plans for fall 2021 and 236 for spring 2022. Sodexo modified its contract to a cost model with a capped management fee of \$10,000 for FY2022. This modification eliminated having a required number of meal plans and reduced the management fee from the original contract. Dining expenditures are tracking at greater than 75% (9 months of year) and as such Northwest College is working with Sodexo to monitor costs thru June 30, 2022. In addition, Northwest College is collaborating with Sodexo on ways to reduce costs in FY 23. Northwest College will continue to monitor dining services expenditures.

Residence Halls- NWC budgeted 260 students to live in the residence halls for Fall 2021 and 225 for spring 2022. As of February 1, 2022, NWC Fall 2021 actual occupancy was 256 students and spring 2022 actual occupancy was 229 divided between Simpson, Lewis and Clark, and Colter Halls. Northwest College will monitor will continue to monitor housing expenditures for cost savings.

Copy Center- The Copy Center's expenses are exceeding its revenue. NWC is continuing its research of copy center operations to determine if internal rate increases are needed for FY 23.

Motor Pool- Motor Pool expenditures are exceeding operational costs. This is due to less car/van miles in FY 22 compared to prior years and increased fuel and maintenance prices. NWC is analyzing motor pool rates to determine if modifications to FY 23 bus rates are needed.

COVID-19 Expenditures- As of April 24, 2022

Northwest College has received three grants from the United States Department of Education under the Higher Education Emergency Relief Fund. These grant awards have a student portion and an institutional portion. The College must distribute the student portion to the students to receive the institutional portion. The institutional portion is then available for the College to spend per the terms of the grant.

United States Department of Education					
		Grant End Date	Award	Spent	Remaining
Student Grant Awards					
	Higher Education Emergency Relief Fund Part 1	4/24/2021	\$ 366,334	\$ 366,334	\$ -
	Higher Education Emergency Relief Fund Part 2	1/18/2022	\$ 366,334	\$ 366,334	\$ -
	Higher Education Emergency Relief Fund Part 3	5/12/2022	\$ 1,169,786	\$ 1,169,786	\$ -
Total Student Grant Awards			\$ 1,902,454	\$ 1,902,454	\$ -
Institutional Grant Awards					
	Higher Education Emergency Relief Fund Part 1	4/24/2021	\$ 366,334	\$ 366,334	\$ -
	Higher Education Emergency Relief Fund Part 2	1/18/2022	\$ 945,555	\$ 945,555	\$ -
	Higher Education Emergency Relief Fund Part 3	6/30/2023	\$ 1,119,554	\$ 1,018,046	\$ 101,508
Total Institutional Grant Awards			\$ 2,431,443	\$ 2,329,935	\$ 101,508
Total Higher Education Emergency Relief Fund Grants			\$ 4,333,897	\$ 4,232,389	\$ 101,508

The College finalized student grants under the Higher Education Emergency Relief Fund Part 2 and 3 during the month of September. Procedures for awarding these students followed procedures in place for Spring 2021 with modifications made to follow the latest grant award requirements. The College has finalized recapturing lost revenue under the institutional portion for Spring 2022 and will begin finalizing a spending plan for remaining funds.

Northwest College Foundation				
		Award	Spent	Remaining
Summer Session First Year Seminar- 2020 Scholarships		\$ 34,857	\$ 34,857	\$ -
Summer Session First Year Seminar- 2021 Scholarships		\$ 35,000	\$ 26,901	\$ 8,099
Bachelor of Applied Science Program - Scholarships		\$ 75,000	\$ 75,000	\$ -
Workforce and CTD Program Scholarships		\$ 140,000	\$ 148,099	\$ (8,099)
Total award from Foundation		\$ 284,857	\$ 284,857	\$ -

In January 2021, the Northwest College Foundation applied for and was awarded CARES ACT grant funding from the Park County Commissioners under the Community Charitable Relief Program. This program allowed the foundation to provide scholarships to qualifying students financially impacted by Covid-19 who enrolled in a summer session first-year seminar course or was accepted to the inaugural class for the bachelor of applied science program this fall. In addition, funding was available for individuals participating in the College's workforce development and career and technical education programs.

April 29, 2022

TO: Lisa M. Watson, Interim President

FROM: Brad Bowen, Finance Director

RE: Board of Trustees and President's Office Budgets

The Northwest College trustees requested copies of the Board of Trustees and President's Office budgets annually. Attached are 5-year budget to actual reports for each budget by department.

**Northwest College
Board of Trustees
Budget to Actual 2018-2023**

Dept Name	Expense Code	Description	2018		2019		2020		2021		2022		2023
			Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual 3/31/22	Budget
Trustees Board	9120	Supplies-Office	50	-	50	48	50	81	50	61	50	-	
Trustees Board	9150	Supplies-Food	500	254	500	494	500	153	500	454	500	394	
Trustees Board	9211	Election Services	4,000	-	4,000	1,934	2,000	-	2,000	1,888	2,000	-	
Trustees Board	9219	Facilitator	3,000	3,531	3,000	3,869	3,000	-	3,000	1,000	3,000	-	
Trustees Board	9310	Dues/Reg/Membership	18,180	14,800	18,180	18,287	24,300	21,155	24,300	27,477	3,300	-	
Trustees Board	9320	In-State Travel Emp	2,500	1,845	2,500	886	2,000	579	2,000	1,382	200	20	
Trustees Board	9329	Motor Pool	298	40	298	45	50	113	50	-	50	-	
Trustees Board	9330	Out-State Travel Em	6,000	-	6,000	1,650	6,000	5,046	6,000	-	6,000	-	
Trustees Board	9360	Misc Expense	-	475	-	-	-	-	-	149	-	198	
Trustees Board	9365	Gifts/Awards	1,200	500	1,200	1,100	1,100	164	1,100	1,925	1,100	-	
Trustees Board	9720	College Printing	400	27	400	130	-	49	-	75	-	58	
Trustees Board	9750	Advertising	150	-	150	-	-	155	-	1,564	-	-	
Trustees Board	9751	Legal Advertising	600	44	600	1,050	600	1,739	600	1,024	600	1,252	
Total Expenses			36,878	21,516	36,878	29,493	39,600	29,234	39,600	36,999	16,800	1,922	-

2022 Dues Memberships and Registrations

ACCT	\$3,540
Total Paid to Date	\$3,540

**Northwest College
President's Office
Budget to Actual 2018-2023**

Dept Name	Expense Code	Description	2018		2019		2020		2021		2022		2023
			Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual 3/31/22	Budget
Pres Office	9120	Supplies-Office	800	127	800	578	800	174	800	408	800	10	
Pres Office	9140	Supplies-Other	250	92	250	-	250	71	250	241	250	118	
Pres Office	9310	Dues/Reg/Membership	2,500	850	2,500	1,395	2,500	540	2,500	1,050	2,500	1,175	
Pres Office	9320	In-State Travel Emp	4,630	1,971	4,630	2,882	-	-	-	-	-	-	
Pres Office	9329	Motor Pool	6,037	3,523	5,500	5,252	6,400	5,794	6,400	2,573	6,400	340	
Pres Office	9330	Out-State Travel Em	4,000	601	4,000	2,124	-	156	-	-	-	-	
Pres Office	9333	Travel	-	-	-	-	14,000	8,733	14,000	493	14,000	2,302	
Pres Office	9361	Discretionary Fund	16,500	7,006	16,500	8,935	10,000	1,978	10,000	571	10,000	8,135	
Pres Office	9383	Prof Dev	4,000	-	4,000	2,223	1,000	1,377	1,000	289	1,000	599	
Pres Office	9384	Strategic Init	25,000	7,449	25,000	10,370	20,000	26,644	20,000	65,296	-	17,000	
Pres Office	9720	College Printing	1,000	603	1,000	417	900	1,117	900	419	900	8	
Total Expenses			64,717	22,223	64,180	34,176	55,850	46,584	55,850	71,340	35,850	29,687	-

May 6, 2022

TO: Lisa M. Watson, President

FROM: Brad Bowen, Finance Director

RE: FY2023 Budget Review (REVISED 5-6-22)

Northwest College FY2023 Budget Overview

FY2023 Budget Message

Northwest College remains committed to providing high-quality educational programs, even as budgetary reductions have affected our revenue sources in prior fiscal years. Over the past five years, cuts to State appropriations, reduced local levy revenue, and enrollment declines have forced the College to eliminate or restructure several positions, programs, and services. These cuts have left College's academic departments, services, and operations very lean. However, student enrollment has remained stable despite the long-term impacts caused by the global pandemic.

The 2022 Wyoming Legislative Session saw support for the Wyoming Community Colleges. The legislature appropriated an additional \$7,500,000 to the Wyoming Community Colleges base funding. In addition, they appropriated \$8,452,482 for compensation, including taxes and benefits. Northwest College is grateful for this much-needed support for the Wyoming Community Colleges.

FY 2023 is the first year of the new biennium for the state appropriations, so performance metrics were updated within the state allocation model. The current allocation model was built using weighted credit hours from FY 2020 and FY 2021, completed weighted credit hours from FY 2021 and weighted degrees and certificates from FY 2021. Northwest College saw its allocation of the pool increase from 11.04% to 11.53%.

The 2021 Wyoming Legislature modified how oil and gas companies pay mineral taxes. This legislation removed the 18-month delayed payment for oil and gas companies between production and when taxes are due. This change will allow mineral revenue to increase in years of high production, but it will also remove the delay in years of reduced production. Current mineral revenue is projected to be favorable for Northwest College for FY 2023.

High School enrollment has remained steady over the last few years, along with unemployment rates, and thus Northwest College is expecting enrollment to remain consistent with prior years. In addition, the Wyoming Community College Commission did not raise tuition rates for FY 2023.

As of April 29, the College is projecting the following FY 2023 Operating Fund (Funds 10, 14, 15) and One Mill Fund (Fund 11) budgets. This budget includes annual compensation funding from the State of Wyoming of \$517,057, of which \$48,669 is one-time-only funding for FY 2023 and 2024. In FY 2025, Northwest College is currently projected to see a reduction in compensation funding through the allocation model. Local appropriation increases assume other service district levies will also increase.

	Approved	Projected		
	FY 22 Budget	FY 23 Budget	Difference	% Change
Operating Fund				
State Appropriations	\$ 11,015,379	\$ 10,624,616	\$ (390,763)	-4%
Local Appropriations	2,977,160	3,629,508	652,348	22%
Tuition	3,338,879	3,338,879	-	0%
Fees	1,192,469	1,192,469	-	0%
Other Sources	221,805	152,030	(69,775)	-31%
Reserve Utilization	-	-	-	0%
	\$ 18,745,692	\$ 18,937,502	\$ 191,810	1%
State Appropriations - Wages	-	468,388	468,388	
State Appropriations- Wages one time only		48,669	48,669	
Total	\$ 18,745,692	\$ 19,405,890	\$ 708,867	4%
Other Funds				
One Mill Fund	\$ 788,106	\$ 951,192	\$ 163,086	21%
Total	\$ 19,533,798	\$ 20,357,082	\$ 871,953	4%

Revenue sources

State Appropriation: Northwest College receives approximately 55% of its operating revenue from the State of Wyoming general fund appropriations. As noted above, Northwest College's percentage of the funding allocation decreased by ~4% due to lost enrollment relative to the other Colleges. As reflected above, that equates to an approximate overall decrease in funding of ~\$400,000. The below table provides an overview of funding allocation components.

Weighted Credit Hours Produced									
		Casper	CWC	EWC	LCCC	Northwest	Northern	Western	Total
FY 2018		77,989.20	33,380.76	29,826.48	82,856.40	40,195.38	70,480.56	58,792.62	393,521.40
% of System		19.82%	8.48%	7.58%	21.06%	10.21%	17.91%	14.94%	
FY 2019		76,928.70	32,845.44	30,540.00	81,912.54	34,817.82	67,575.42	54,092.70	378,712.62
% of System		20.31%	8.67%	8.06%	21.63%	9.19%	17.84%	14.28%	
FY 2020		74,232.20	32,357.50	30,153.10	81,038.80	32,876.80	69,599.20	50,105.30	370,362.90
% of System		20.04%	8.74%	8.14%	21.88%	8.88%	18.79%	13.53%	
FY 2021		75,219.10	29,704.80	26,906.30	67,098.10	31,867.70	59,230.30	47,475.60	337,501.90
% of System		22.29%	8.80%	7.97%	19.88%	9.44%	17.55%	14.07%	
4-year Average		20.62%	8.67%	7.94%	21.11%	9.43%	18.02%	14.20%	
Successfully Completed Weighted Credit Hours									
		Casper	CWC	EWC	LCCC	Northwest	Northern	Western	Total
FY 2019		59,763.34	26,530.05	26,022.50	65,038.35	29,180.45	55,841.33	42,435.98	304,812.00
% of System		19.61%	8.70%	8.54%	21.34%	9.57%	18.32%	13.92%	
FY 2020		58,348.12	26,398.10	26,173.95	65,014.90	27,381.38	56,393.90	38,601.30	298,311.65
% of System		19.56%	8.85%	8.77%	21.79%	9.18%	18.90%	12.94%	
FY 2021		58,901.32	24,663.13	23,029.55	54,445.23	25,815.95	47,875.18	37,193.35	271,923.71
% of System		21.66%	9.07%	8.47%	20.02%	9.49%	17.61%	13.68%	
3-year Average		20.28%	8.87%	8.59%	21.05%	9.42%	18.28%	13.51%	
Weighted Degrees and Certificates									
		Casper	CWC	EWC	LCCC	Northwest	Northern	Western	Total
FY 2019		1,243.25	530.00	374.00	1,307.75	628.75	1,304.75	706.00	6,094.50
% of System		20.40%	8.70%	6.14%	21.46%	10.32%	21.41%	11.58%	
FY 2020		1,242.00	570.75	459.75	1,431.75	545.75	1,120.00	593.50	5,963.50
% of System		20.83%	9.57%	7.71%	24.01%	9.15%	18.78%	9.95%	
FY 2021		1,254.25	583.75	416.00	1,418.50	547.00	1,368.00	571.50	6,159.00
% of System		20.36%	9.48%	6.75%	23.03%	8.88%	22.21%	9.28%	
3-Year Average		20.53%	9.25%	6.87%	22.83%	9.45%	20.80%	10.27%	

Northwest College remains consistent with the Wyoming Community College System regarding Weighted Credit Hours Produced and Successfully Completed Weighted Credit Hours. An error was discovered in the April data relating to weighted degrees and certificates which was just corrected. Original data showed large decreases in degrees and certificates for all Colleges which was incorrect.

Additionally, Northwest College continues to budget conservatively regarding local appropriations in the state allocation model by excluding estimates from recapture/redistribution. Northwest College performed an inquiry of other the other Wyoming Colleges, and at this time, the impact of FY 2023 valuations is unknown.

Local Appropriations: Northwest College works directly with the Park County Assessor's Office in estimating county valuation and local tax levy revenue. Local valuations are not final until June 2022, but mineral valuations in Park County are projected to increase due to current production prices and the shift to real-time payment vs. an 18-month delay. Mineral revenue is based on 100% of the assessed production valuation, while residential property values are based on 9.5% of the assessed value. Residential and commercial property valuations continue to increase, but these revenues will never offset a decrease in mineral revenue based on the assessed percentage. Park County expects the valuation split between mineral revenue and property valuation to remain at 35%/65% compared to the 65%/35% funding ratio prior to 2017. The increased mineral valuation is projected to increase the overall valuation from ~\$600,000,000 to \$750,000,000, or approximately 21%. The local appropriation increase will not be final until June 2023, when the oil and gas companies pay the mineral revenue based on production. This change in payments will require close monitoring of oil and gas prices and increase budget risk.

Enrollment/Tuition: National experts and the College continue to monitor enrollments for FY2023. Due to the global pandemic and its potential effect on enrollments, many uncertainties still exist. Even though restrictions have eased in most places, there is still a concern for the long-term impact on international and domestic students electing to travel longer distances for College. Longitudinal enrollment data suggest traditional-age enrollments will be flat, and longer-term projections reflect sharp enrollment declines nationwide. Early registration began April 12, but it is too early to estimate Fall 2022 enrollment. Because of this, the College will utilize FY2020 budgeted enrollment when calculating estimated tuition and fees for FY 2023.

In September 2020, the Wyoming Community College Commission approved increases to Fall 2021 tuition rates and removed the tuition cap. In-state tuition will increase to \$105, WUE to \$158, and out-of-state to \$315 per credit hour. In September 2021, the Wyoming Community College Commission voted to keep tuition rates flat for FY 2023.

Fees: Fees for Northwest College include two categories. Student mandatory fees and student course fees. Mandatory fees are attached to all credit hours at Northwest College, and student course fees apply to specific courses. The below describes Northwest College's Board of Trustee approved FY2023 plan associated with these fees.

Student Mandatory Fees: Student mandatory fees were \$51 per credit hour with no cap on fees for FY 2022. The Board of Trustees voted to maintain mandatory student fees for FY 2023 due to inflationary pressures on students and the College's ability to maintain its level of service to its students without an increase.

Student Course Fees: Student course fees were increased across the Board in December 2020. Student course fees for FY 2023 will only be increased if a program determines that increased costs are needed to maintain or enhance a student's experience.

Other Sources- Northwest College is expecting to see a reduction in FY 2023. There are three primary causes for this decrease. The first relates to an approximate \$10,000 decrease in the interest revenue associated with the College's deposited funds. Monthly interest income decreased from approximately \$1,500 a month to approximately \$500 during FY 2022 and is expected to continue in FY 2023. The second reduction relates to the FY 2022 budget, which includes \$20,000 of carryover of funds for the 75th Anniversary Celebration. The final reduction is approximately \$40,000 reduction in carryover Wyoming Works grant funds spent during FY 2022. Carryover amounts have not been identified at this point.

Campus Efforts Associated with Budget Stabilization

Northwest College continued its process of shared governance during FY 2022. Institutional efforts have focused on institutional stabilization and campus growth. The following activities have occurred during FY 2022 to advance the College.

Bachelors of Applied Science- The first Bachelor's of Applied Science in Professional Studies cohort kicked off in fall 2021. The cohort had a high retention rate between the fall 2021 and spring 2022 semesters. The publicity associated with this program has remained high, and the Academic Advisory Council (AAC), in connection with the curriculum committee, is discussing the development of a second BAS program.

Associate of Applied Science- The Wyoming Community College Commission approved Northwest College's new Associate in Applied Science in Digital Communication and Media/Multimedia at its April Commission Meeting. The degree was created using existing faculty and courses, thus adding a highly sought-after degree without additional college resources.

Academic Advisory Council (AAC)- This committee continues to review and determine acceptable criteria for evaluating academic programs. This committee outlined the following criteria as part of FY 2022 budget reductions and continues to follow these when evaluating existing and new educational programs:

1. Cost vs. tuition and fee revenue
2. Credit hour production per full-time faculty
3. Number of declared majors vs. the number of faculty
4. Number of degree completers vs. the number of majors
5. Program content in the context of the overall curriculum – is content essential to support other programs
6. Essentiality of content to general education requirements
7. Job market or demand for program graduates
8. Qualitative considerations – importance to the community etc.

Institutional Effectiveness Committee (IEC)- This campus committee continues to be charged with reviewing support service programs and advising on budgetary ideas (reductions or increases). IEC met in Spring 2022 to organize and establish a review process for the support service programs on campus. All service programs completed and submitted program reviews on April 1, 2022. The committee is currently evaluating all program reviews.

Budget Managers- Budget managers continue to play a role in the sustainability of the College's budget. Budget managers have been asked to operate conservatively in FY 2022. The request has been for budget managers to purchase and travel as needed for their programs but not to purchase excess inventory items or items that might be considered unnecessary at this time. This request will remain in place for FY 2023.

Interim President/Vice Presidents- Northwest College's Interim President and Vice Presidents met regularly to discuss the College's operations and begin steps for transformational change. Any ideas generated in this group were discussed and analyzed to determine feasibility. In addition, FY 2022 expenditures were approved by Vice President's to increase knowledge regarding mandatory spending by area.

Transformation- The Board of Trustees approved the first step of transformational work at the March 2022 meeting thru approval of the transformational memo. This memo provides the College with guiding principles regarding transformational work. In addition, this memo provides the Foundation for transformational goals to be set during FY 2023.

Welcome to Wyoming Scholarship- The Welcome to Wyoming Scholarship was a charge from President Watson and a combined effort between the intercultural program, athletics, financial aid, enrollment services, business office, President's office, and the Foundation. This Scholarship seeks to enhance Northwest College's financial affordability for national and international students and improve Northwest College's ability to recruit students from the highest-cost tuition category, the out-of-state rate. Besides increasing enrollment, the idea is to increase Northwest College's campus diversity with students driven to complete their degree or certificate at Northwest College. Finally, the goal is to increase the number of students living on campus, using housing and meal plans. The estimated cost of this soft dollar scholarship for FY 2023 is \$250,000 to \$300,000, which will be offset by out-of-state tuition revenue. Scholarship requirements are as follows:

- 1) Students are only eligible for this Scholarship if they do not qualify for in-state or WUE tuition rates.
- 2) The student must maintain a cumulative GPA of 2.0 or greater.
- 3) Max credit hour of 150 for Associate Degrees and 200 for Bachelors of Applied Science and Associates of Nursing.
- 4) Allow for the Scholarship to exceed the cost of attendance except where financial aid comes into play.
- 5) Scholarships will be awarded on the census date (drop date) like all other NWC scholarships.
- 6) The Scholarship is awarded in fixed amounts. The proposed levels will provide tuition rates at approximately WUE tuition levels. Scholarships will be awarded at the following levels:

- a. 15 credits and greater \$2,300 per semester
- b. Full-time (12 credits) \$2,000 per semester
- c. $\frac{3}{4}$ Time \$1,500 per semester
- d. $\frac{1}{2}$ Time \$1,000 per semester
- e. $\frac{1}{4}$ Time \$500 per semester

The soft dollar scholarship will be reviewed after the Spring 2023 drop date, and modifications will be made annually.

Budgetary Work to Occur in May

- 1) Compensation- Salary studies are underway for the distribution of state-provided compensation funding. Funding will be distributed to adjust all wages with possible adjustments made to positions significantly below the market.
- 2) Review of Open and Interim Positions- The President and Vice Presidents must review open positions and interim positions. Decisions will be made and corresponding budget adjustments will occur.
- 3) Expenditure Lines Reviewed- A thorough review of expenditure lines will occur. Lines will be adjusted based on contractual or inflationary adjustments and reductions may be made if operational changes warrant reducing the budget.

Remaining Shortfall

If a budget shortfall remains after the budgetary work occurring in May is performed, the College may request the Board to approve the use of reserves or one-time-only funds for fiscal 2023. This utilization will allow the College to continue to monitor legislative funding, Statewide local levy valuations, enrollment trends, and perform additional assessments of service and academic programs. No changes will be made without detailed analysis and communication as required in College Policies.

Other Operating Funds

One Mill Fund (11)

One Mill fund budget work has occurred in tandem with Fund 10 due to both areas' interrelated expenditures and department lines. As noted above, one Mill revenue is projected to increase by 21% and is not subject to recapture/redistribution.

Auxiliary Fund (12)

The Trustees approved housing and meal plans at the February Board Meeting. Rates were approved based on the ability to operate programs with 260 students in the fall and 225 students in the spring. All other auxiliary departments are being reviewed and budgeted to ensure they operate at break-even levels.

Restricted/Grant Funds

Budgets related to restricted or grant funds are currently under development by the grant administrators and the business office. Budgets are expected to be similar to FY2022 except for the reduction/removal of COVID-19 related grants.

Plant Fund

Primary revenue sources are from the State of Wyoming for major maintenance, mandatory student fees, and student usage fees from residence life. Budgets for major maintenance are expected to be consistent with FY 2022 receipts of ~\$1.6M.

Summary

In consultation with the Board Finance Committee, the President will monitor Federal and State legislation, local mill levy valuations, and enrollment trends, and will work with the Vice Presidents, budget managers, and college employees to finalize Campus budget over the next two months.



To: Lisa Watson, President
 From: Lisa Smith, Institutional Research Manager
 RE: Official WCCC Enrollment Report – Fall 2021
 Date: April 29, 2022

Below is a summary of the statewide enrollment report (ER), which includes various breakdown categories. The full report is available on the Wyoming Community College Commission website and linked [here](#).

NORTHWEST COLLEGE FALL 2021 ENROLLMENT (ER Tables 1, 9, and 10)

Unduplicated headcount – 1442

Headcount	NWC	All Colleges
1-year change	-0%	-2%
5-year change	-16%	-12%
10-year change	-33%	-25%

Full-Time Equivalent (FTE) – 1155.2

FTE	NWC	All Colleges
1-year change	-4%	-3%
5-year change	-28%	-15%
10-year change	-42%	-26%

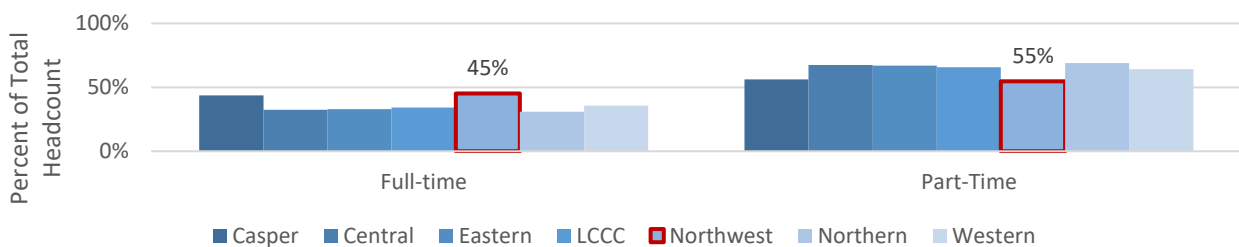
FTE is total credits enrolled by all students divided by 12, the number of credits representing a full-time semester load.

Overall Enrollment

- NWC is 6th for headcount and 6th for FTE out of the seven Wyoming community colleges.

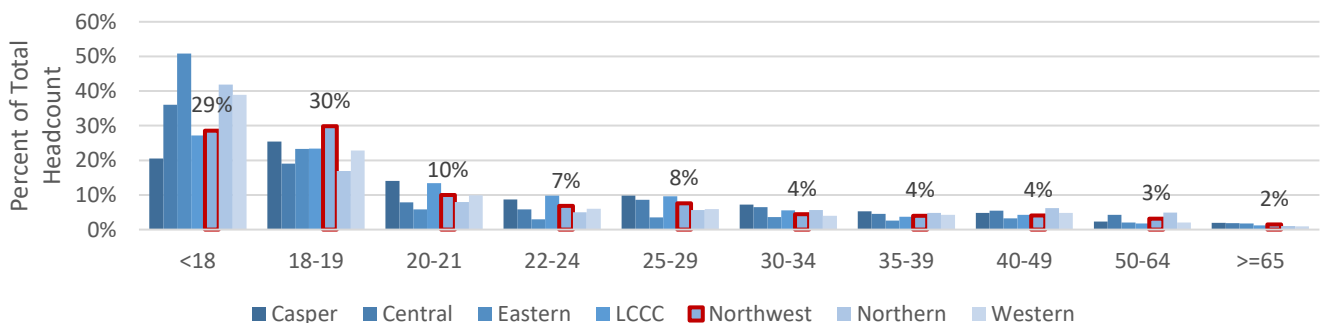
Enrollment Intensity (ER Table 1)

- NWC has the **largest percentage of full-time enrollment**, as we have since at least 2000, though our part-time percentage has been growing in recent years.



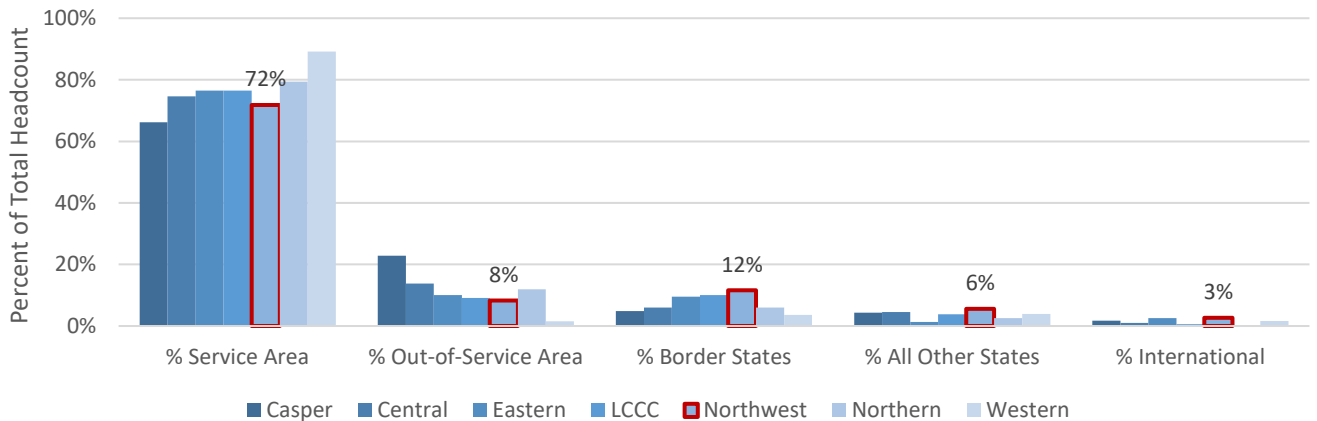
Age (ER Table 2)

- Students **ages 18-19** account for 30% of NWC's population, making this age group the **most predominant on campus** and the **highest percentage in the state** for these ages.



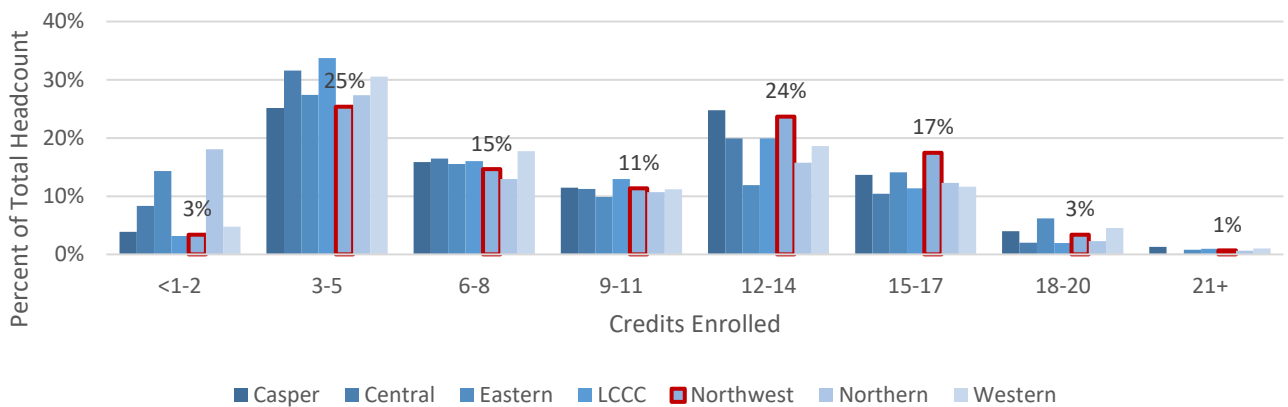
Residency (ER Table 4)

- NWC has the highest percentage of enrollment from **states bordering Wyoming (12%)**, **other non-Wyoming states (6%)** and **international countries (3%, tied with EWC)** of all the colleges.



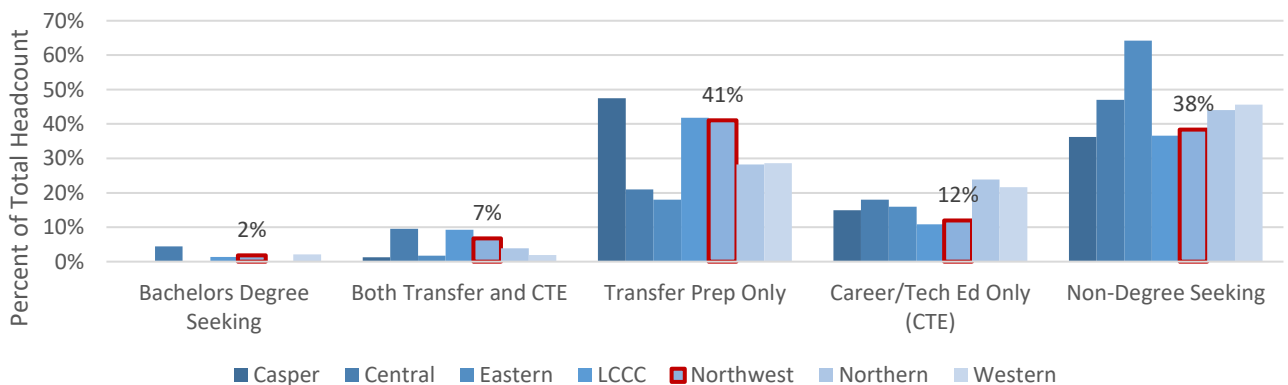
Credits Enrolled (ER Tables 6A and 6B)

- Of the colleges, NWC has the **smallest percentage of students taking 5 or fewer credits (29%)** and the **largest percentage taking 12 or more credits (45%)**.



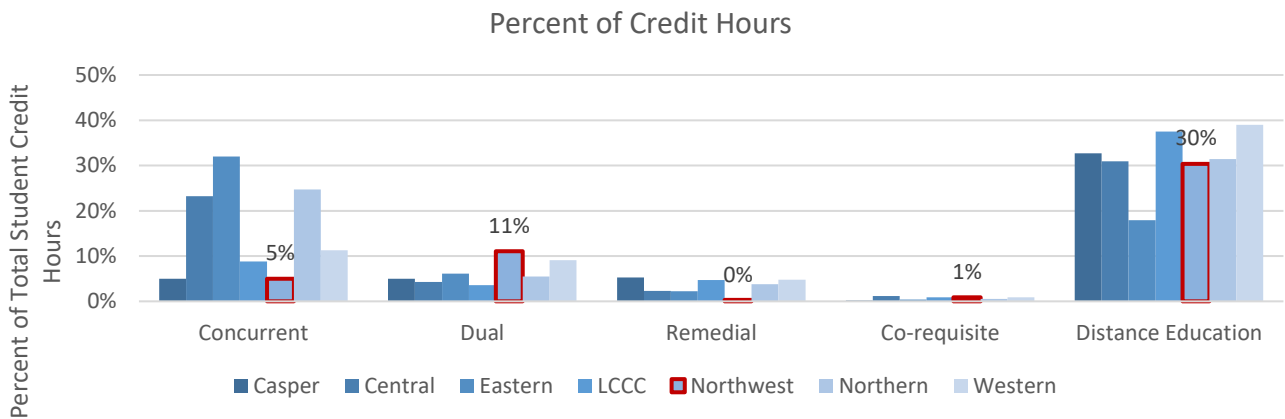
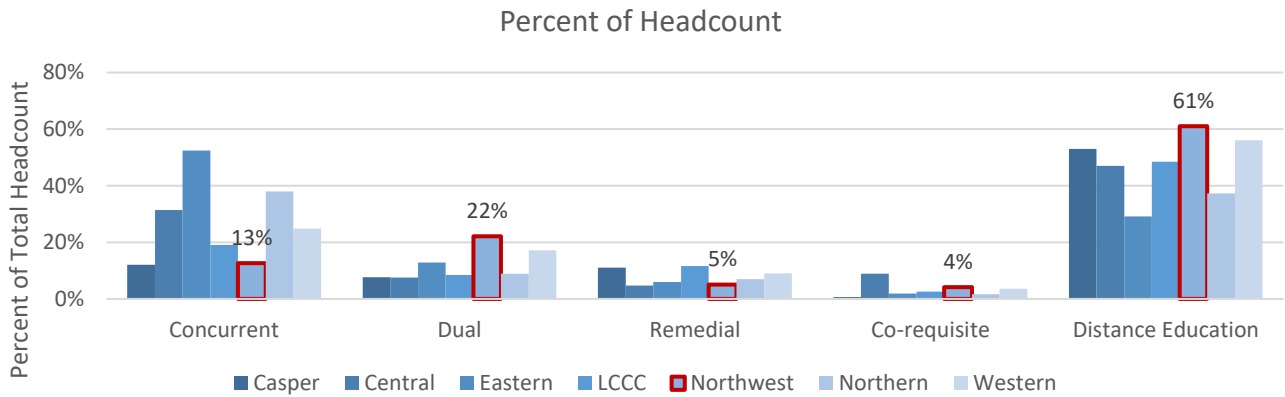
Program of Study (ER Table 7a)

- NWC has the **among the highest percentage of students majoring in transfer preparation programs only (41%)** and students majoring in **both transfer prep and career/technical education programs (7%)**. NWC has among the **smallest percentages of students majoring in career/technical education programs (12%)** and **not seeking any degree or certificate (38%)**.



Concurrent, Dual, Remedial, Co-requisite, and Distance Education (ER Tables 13 and 14)

- NWC has among the **smallest percentages of concurrent enrollment** (13% of total students, 5% of total credits enrolled), the **largest percentage of dual enrollment** (22% of total students, 11% of total credits enrolled), and the **largest percentage of students enrolled in distance education** (61%).





To: Lisa Watson, President
 From: Lisa Smith, Institutional Research Manager
 RE: 2020-21 Concurrent and Dual Enrollment Summary
 Date: April 29, 2022

Wyoming community colleges and the University of Wyoming annually submit concurrent enrollment (CE) and dual (DE) enrollment information to the Wyoming Community College Commission. The charts in this summary come from the most recent [2020-21 WCCC Postsecondary Education Options Programs \(PEOP\) Report](#).

Dual and concurrent enrollment courses are offered through all seven community colleges; they count for both high school and college credit.

- **Concurrent enrollment** courses are taught by college-approved high school teachers at the high school.
- **Dual enrollment** courses are college courses taught by college instructors; these courses are taught on campus, through an outreach center or through distance learning technology (on-line, video conferencing, etc.). (Wyoming Dual and Concurrent Enrollment Student Handbook, n.d., p. 2)

University of Wyoming offers limited dual enrollment opportunities.

ENROLLMENT

College and UW Unduplicated Headcounts and Credit Hour Enrollment Concurrent (CE) and Dual (DE) Enrollment							
Academic Year	College	Headcount Number		Credit Hours			
		CE Headcount	DE Headcount	CE Credit Hour Enrolled	CE Credit Hours Completed*	DE Credit Hour Enrolled	DE Credit Hours Completed*
2020-2021	CC	733	494	3417	3133	3828	3064
2020-2021	CWC	588	172	4072	3840	1161	995
2020-2021	EWC	915	259	6726	6334	1493	1296
2020-2021	LCCC	1224	416	6519	6034	2063	1814
2020-2021	NWC	310	411	1694	1660	2957	2709
2020-2021	NWCCD	1251	363	8788.5	7956.5	2523.5	2167.5
2020-2021	WWCC	887	723	5061	4939	4898	4218
2020-2021	UW		28			280	274
State Totals		5,908	2,866	36,277.5	33,896.5	19,203.5	16,537.5

*Credit hours completed are those completed with a grade of A, B, C, S or P

In 2020-21, Northwest College enrolled **310 students in 1694 credit hours of concurrent coursework** (about the same as previous year) and **411 students in 2957 credit hours of dual coursework** (24% more students and 30% more credits than previous year).

- NWC enrolled students in the smallest number of concurrent enrollment credits of Wyoming colleges.
- NWC enrolled students in the third largest number of dual enrollment credits of colleges (only Western and Casper had more).
- NWC students completed 98% of concurrent enrolled credits with a grade of C- or higher (compared to 93% for all community colleges).
- NWC students completed 92% of dual enrolled credits with a grade of C- or higher (compared to 86% for all community colleges and UW).

COLLEGE REVENUE

Academic Year	College	Revenue					
		CE School District	CE BOCES/BOCHES	CE Total (All Revenue Sources)	DE School District	DE BOCES/BOCHES	DE Total (All Revenue Sources)
2020-2021	CC		\$460,370	\$ 460,370		\$ 508,157	\$ 525,488
2020-2021	CWC	\$ 9,900	\$397,584	\$ 407,484		\$ 179,035	\$ 179,035
2020-2021	EWC	\$ 818,727		\$ 818,727	\$190,234		\$ 190,234
2020-2021	LCCC	\$ 636,372		\$ 636,372	\$ 94,807		\$ 94,807
2020-2021	NWC	\$ 242,508		\$ 242,508	\$149,473	\$ 3,458	\$ 152,931
2020-2021	NWCCD	\$1,135,754		\$1,135,754		\$ 207,452	\$ 207,452
2020-2021	WWCC	\$ 694,276	\$ 40,095	\$ 734,371	\$ 14,885	\$ 718,728	\$ 757,106
2020-2021	UW				\$ 29,406		\$ 32,957
System Totals		\$3,537,537	\$898,049	\$4,435,586	\$478,805	\$1,616,830	\$ 2,140,010

NWC received the smallest amount of revenue for concurrent enrollment and the second smallest revenue for dual enrollment, out of the Wyoming community colleges. NWC's concurrent enrollment revenue was similar to the previous year (concurrent credits enrolled was similar for the two years), while dual enrollment revenue increased 52% over the previous year (dual credits enrolled increased by 30%).

For reference, colleges receive \$129 for every one credit hour enrolled in the FY23 funding model.

COLLEGE EXPENDITURES

Academic Year	College	Expenditures			
		Total CE Payment to School District	CE Expenditures Total*	Total DE Payment to School District	DE Expenditures Total*
2020-2021	CC		\$ 193,754		\$ 1,302,839
2020-2021	CWC	\$ 161,568	\$ 779,681		\$ 482,030
2020-2021	EWC		\$ 1,441,943		\$ 605,844
2020-2021	LCCC	\$ 636,372	\$ 1,189,204		\$ 865,825
2020-2021	NWC	\$ 242,508	\$ 403,926		\$ 1,393,422
2020-2021	NWCCD	\$ 1,135,754	\$ 1,524,768		\$ 943,532
2020-2021	WWCC		\$ 1,188,443		\$ 2,282,309
2020-2021	UW				
System Totals		\$ 2,176,202	\$ 6,721,719	\$ -	\$ 7,875,801

*UW does not track expenditures by course

**Community college concurrent expenditures include student services expenses prorated by credit hours taken by concurrent enrollment students. Community college dual enrollment expenditures include student services and instructional expenses prorated by credit hours taken by dual enrollment students.

NWC had the second lowest concurrent enrollment expenditures and the second highest dual enrollment expenditures of the Wyoming community colleges. NWC's concurrent enrollment expenditures increased 2% from the previous year (concurrent credits enrolled was similar for the two years), while dual enrollment expenditures increased 39% over the previous year (dual credits enrolled increased by 30%).

CONTRACT FOR SERVICES

THIS AGREEMENT is made and entered into by and between PARK COUNTY SCHOOL DISTRICT NO. 1 BOARD OF COOPERATIVE EDUCATIONAL SERVICES, (hereinafter "BOCES"), and NORTHWEST COMMUNITY COLLEGE DISTRICT, d/b/a NORTHWEST COLLEGE (hereinafter "NWC").

In consideration of the services to be provided by NWC as set forth below, BOCES agrees to pay to NWC \$100,000.00. BOCES agrees to pay NWC funds at least twice a year- with half paid by January 30th and half paid by June 30th. The NWC management fee shall not exceed 8%.

For and in consideration of the payment by BOCES to NWC as referenced above, NWC agrees to provide the following services and/or facilities and equipment to facilitate providing community educational services through BOCES:

1. Provide personnel, such as a Workforce Coordinator and/or a Community Education Specialist to operate the community education program. NWC personnel shall assist in coordinating meetings of BOCES, sending out notices, taking minutes, and otherwise assist in operating the day-to-day activities of the BOCES. NWC shall be solely responsible for employing these individuals and for all payroll costs, expenses and/or benefits associated with individuals employed by Northwest College to assist BOCES.
2. Manage the funds paid to NWC from BOCES as reasonably appropriate so as to utilize as much of the funds as possible for programming (materials, books, instructors, advertising, etc.). These funds shall be utilized to operate the community education programs, including the costs of instructors, travel, supplies, as well as direct and any indirect costs or expenses.
3. The receipt and expenditure of funds paid by BOCES to NWC shall be accounted for and managed by the NWC Business Office. NWC shall annually provide an accounting to BOCES of the expenditures of the contracted amount paid to NWC and shall also provide such other information relative to that funding as may be requested by BOCES.
4. Assist the BOCES Board in creating an annual budget.
5. Provide facilities, together with all infrastructure (furniture, phone, technology, etc.) to house the BOCES program and personnel provided by NWC to operate the program and to pay all overhead, costs and expenses associated with such facility/office.

6. Develop partnerships with other community education providers in the Park County School District #1 service area.
7. Facilitate an annual planning process with the BOCES Board to develop strategic initiatives with programming goals and parameters.
8. Contract with facilitators/instructors as necessary for the community education programs.
9. Prepare specialized advertising for community education classes.
10. Recruit students.
11. Reserve and/or schedule, as necessary, facilities and/or rooms in which to conduct the community education classes.
12. Manage registrations and determine fees for such classes.
13. Evaluate community education programs and provide information regarding the community education offerings to the BOCES Board quarterly.
14. Continually strive to improve and increase program offerings based on the anticipated needs of the community. Increase in programming will be evaluated by the BOCES Board and supported by an operational funds increase if necessary.

BOCES and NWC agree to annually review with each other the services requested by BOCES and those being provided by NWC. It is anticipated that this review should occur at or about the time the BOCES budget is being developed.

This agreement may be terminated by either party giving to the other party not less than ninety (90) days written notice of the intent to terminate this Contract. Unless terminated, this Contract shall be renewed annually beginning July 1st of each fiscal year, subject to the terms and conditions set forth herein.

This Contract may be amended by a written amendment approved by both parties to the Contract.

Date: _____, 20201

Board of Cooperative Educational Services

By: _____
_____ Chairman

Date: _____, 2020

Northwest College

By: _____
President