

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, October 10, 2022
4 p.m. – Business meeting
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/92282041285?pwd=S0l6QjkvWHZ3WlYyVVQvaUF6VTFJdz09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 922 8204 1285; Password: 225857

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- A III. Consent agenda**

Minutes

- A. [Approve minutes of regular meeting of September 12, 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](#)

Financial reports

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

IV. Discussion/informational items

- A. [City of Powell Retention Pond/Storm Drain request](#)
- B. [Longitudinal Enrollment Report](#)
- C. Marketing Update – FY22
- D. Distribute Board self-assessment
- E. Schedule Winter Board Retreat

V. 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 will not respond to individual citizens nor ask questions.

A VI. Unfinished business

A VII. New business

A. NWC 2030 Strategic Plan draft– 1st reading

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

A. November 14, 2022, Upcoming

1. Wyoming Postsecondary Education Options
2. Review Board self-assessment
3. Distribute President's evaluation
4. Academic calendars
5. Preliminary audit report
6. Statewide legislative update
7. Nomination committee for Board officers
8. Winter Board professional development/retreat reminder
9. Holiday party
10. Other TBD

B. Future and follow-up topics

IX. Announcements

- A. Taste of Nations: Celebrating a Legacy October 13, 2022, 6:00 p.m., YB
- B. ACCT Leadership Congress, October 26-29, 2022, New York, NY
- C. Concert Band, Collegiate Choir, and Percussion November 7, 2022, NPA
- D. Preview Day November 11, 2022, 8:30 a.m. Yellowstone Building
- E. Jazz Expo w/combos, November 12, 2022, NPA
- F. Next meeting, November 14, 2022, 4:00 p.m., Meeteetse

A X. Adjournment

A=Action item

MISSION:



Board Priorities FY 2023

- Develop a 2030 Strategic Vision for transformational change
- Support the construction of the new Student Center
- Advocate for Northwest College and the Community Colleges
- Support the President and Campus through Campus Engagement

President's Priorities FY 2023

- Develop a 2030 Strategic Vision for transformational change
- Lead the construction of the new Student Center
- Develop and implement a comprehensive marketing plan in support of the transformational effort
- Develop a Strategic Enrollment and Retention Plan in support of the transformational effort

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

September 12, 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

MEMBERS ABSENT: Trustee MR. DUSTY SPOMER

OTHERS PRESENT: MS. LISA WATSON, President; DR. GERRY GIRAUD, Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. KARLA DE LA ROCHA CARDOZA; MR. DUSTIN DICKS; MS. NANCY GILMORE; MR. JEREMY HERRERA; MS. SUSAN LARSEN; MS. CHERI MATEO; MS. CAREY MILLER; MS. NANCY MILLER; MS. NAOKO OHNO; MR. DENNIS QUILLEN; MS. CAMMY ROWLEY; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, 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, September 12, 2022, at 4:00 p.m. in the Yellowstone Building Conference Center.

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

MISSION MOMENT

President Watson thanked the Trustees for hosting the “Welcome Back” reception for employees that was held before the Board meeting.

President Watson invited Trustees to the President’s Barbecue and Club Fair that is being held the following day on the campus mall. She noted how great it is to have the students back and what energy they bring to campus.

President Watson introduced new employees who were present for the meeting: Jeremy Herrera, Computing Services Coordinator, and Network Administrator; Susan Larsen, Financial Aid and Scholarship Technician; Karla De La Rocha Cardoza, Visiting Fulbright Scholar for Spanish; Cheri Mateo, Interim Facilities Assistant; Naoko Ohno, Visiting Fulbright Scholar for Japanese; and Cammy Rowley, Fixed Term Assistant Professor of Education.

A CONSENT AGENDA: **A motion was made by Trustee Todd and seconded by Trustee Newsome to approve the consent agenda.**

In response to a question from Trustee Housel, President Watson stated that state agencies with capital construction projects estimate their cost overruns to be approximately \$50 million. In addition, the University of Wyoming estimates its cost overruns to be \$142 million. The State Building Commission has submitted a proposal to the Governor’s office for consideration in the supplemental budget requests for \$50 million. If the request is included in the budget, Legislators could draft a bill to provide more or less funds than are proposed and also determine how the money will be allocated.

President Watson stated that the bids on the Student Center will close in mid-October, and then the College will have a clearer picture of costs. She also reminded Trustees that an 18% contingency was built into the project to help alleviate potential cost overruns.

President Watson stated that if bids come in higher than the contingency built into the project will cover, the College has two options. Further value engineering to bring costs down or put the project on hold until after the Legislative session to see if the supplemental budget request is supported. President Watson stated that the Governor had noted Northwest College’s

project as the best in the state regarding efficiency, effort, teamwork, etc. The College has done everything to meet the needs of the State on the project, and therefore, she hopes the State will support any potential cost overruns that might occur outside the College's control.

In response to a question from Trustee Housel, President Watson stated the Soccer Team was in Great Falls when their bus broke down. Physical Plant staff delivered another bus to the team with minimal disruption and took the disabled bus to the repair shop, where it was fixed.

In response to a question from Trustee Housel, President Watson stated that Computing Services recently completed an audit concerning regulatory best practices. As a result of Eastern Wyoming College's data loss last year, the colleges hired a security consultant to evaluate each college's cyber security measures. The consultant stated that Northwest College received one of the highest initial assessment scores, which reflects the efforts staff have put into security. President Watson noted that an Executive Session should be held at some point about the College cybersecurity measures in place, as it would not be prudent to have that discussion in an open setting.

In response to a question from Trustee Housel, President Watson stated that the search for the Vice President of Administrative Services and Finance position and the Finance Director position search had failed three times. CFOs are currently at a premium, and salary requirements are out of the College's reach. These positions have been advertised on fourteen different sites over the summer and didn't receive a good response. She has decided to contract with Pauly Group, a community college recruiting company, to assist with the VP position and the Robert Half company, which specializes in accountants, for the Finance Director position. These positions must be filled to meet accreditation and audit requirements, and at least one must be a CPA.

President Watson stated that the position of Finance Coordinator, Jo Ann Heimer's position, will open the following day. Jo Ann has been with Northwest College for 47 years and has announced her pending retirement. She will be able to cross-train the new employee and has agreed to potentially stay with the College part-time to assist in cross-training the other two positions.

Trustee Housel stated that he was encouraged by the significant increase in international students, as referenced in the Academic Affairs report. President Watson said she feels the growth is a direct reflection of the success of the Welcome to Wyoming Scholarship. She credits the hard work of the Communications and Marketing department and the efforts of Intercultural Programs as well as the Athletic Department.

Trustee Kuipers stated she is pleased to see President Watson involved in the economic development agencies in the area, as referenced in her report.

Trustee Kuipers also stated she appreciates the incredible spirit of the Classified and Professional Staff for developing and welcoming relationships with the student-athletes through the meals they provided.

In response to a question from President Wurzel, President Watson stated that a formal agreement had not been reached regarding the College's use of the fairground's kitchen facility. The county attorneys are currently drafting the documents, and she has been told to expect them soon.

In response to a question from Trustee Housel, President Watson stated Northwest College has a room at the Cody High School that is available for usage on demand. The College held a class there last fall, but the class didn't

meet the minimum enrollment requirement in the spring. The College has placed signage up, and President Watson intends to follow up with the new Superintendent of Cody Schools, Vernon Orndorff.

Motion carried, and the consent agenda, including the minutes of the August 8, 2022, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

**Accreditation – Year 4 Assurance
Review**

President Watson shared with great enthusiasm a letter from the Higher Learning Commission (HLC) and their subsequent report advising Northwest College that it has successfully completed its Year 4 Assurance Review with no recommended monitoring.

President Watson referenced Vice President Giraud's report in the Consent Agenda that stated the College provided over 500 evidence documents in its submittal to HLC. Good work is happening at Northwest College every day, which was reflected in the outcome of the report.

President Wurzel noted that while the report indicates Northwest College met the required criteria, HLC also made suggestions in certain areas, such as adopting a master syllabus.

President Watson stated that HLC has hundreds of reviewers across the nation who come from different backgrounds with different opinions. The College must listen to what HLC the organization is saying first and foremost. It must also evaluate suggestions from individual reviewers and determine if they have merit. Next up in the cycle, the College will identify a quality improvement project but will continue its ongoing assessment and improvement through various committees such as Retention, Curriculum, Institutional Effectiveness, etc.

Trustee Housel echoed President Watson's enthusiasm for the results from the review and stated that in his memory, this is the first review in which there were no findings. He referenced the report stating that HLC expressed confidence in the operations of the Board of Trustees. Since Trustees themselves were not interviewed, HLC gathered its information from the agendas, minutes, policies, etc., it was reviewed, and he is pleased with their findings.

Vice President Giraud stated that regarding the master syllabus suggestion, the College utilizes what it calls a universal syllabus. In his conversations with Karen Solomon, the College's liaison at HLC, she reiterated that the College met all criteria and that the suggestions from the reviewers should be used as a resource for the future. Vice President Giraud stated he is very pleased with the outcome of the review and that the College does not have any additional reporting responsibilities.

PACE Survey results

Upon invitation from President Watson, Lisa Smith shared an overview of results from the PACE climate survey conducted every other year to evaluate employee satisfaction in various areas. Four campus climates are measured with questions: 1) institutional structure, 2) student focus, 3) supervisory relationships, and 4) teamwork. Of the 238 employees surveyed, 133 (56%) responded. She stated that overall, participants indicated

satisfaction with the College, and results were significantly higher than those

received from the 2020 survey; 89% of the survey items were higher.

Lisa indicated that in comparison with the PACE norm base, all institutions that took part in the survey, and all small two-year institutions, Northwest College scored much higher on many of the questions than the other comparison groups, especially in supervisory relationships and teamwork.

Questions are asked on a five-point scale, ranging from one, very dissatisfied, to five, very satisfied. The overall average of responses for all items measured was 3.932.

President Watson pointed out that the lowest scoring question is, "I am paid fairly for my work." She stated that advocacy for compensation is a priority and noted it is an item on the President's Office Operational Plan and the Strategic Plan.

Overall, President Watson is delighted with the outcome of the survey and feels the work that has been done through various feedback sessions and ongoing events to promote open communication has been valuable. It will be important for the College to keep communication open and take action, when possible, on the feedback received.

Draft Strategic Plan 2030 outline

President Watson presented the draft Strategic Plan 2030 outline for review and stated it is a result of campuswide workshops that identified strategies and tactical ideas to support the Vision: Distinction or Destination of Place. The first draft of the Strategic Plan will be presented during the October Board meeting.

President Watson stated that Vision 2025 work seamlessly integrated with the CampusWorks efforts and was leveraged in the selection of the four pillars as they relate to the vision of distinction or destination: 1) Innovative Academic Programming; 2) Attract New Students and Quality Employees; 3) Champion Student and Employee Retention and Success, and 4) Revitalize Campus. She stated that the wording was modified to include employees. She feels it is an excellent addition since employees are the heartbeat of the campus.

Strategies and tactics related to each of the pillars were then developed from feedback received during the campus workshops held in May and August. President Watson expressed her appreciation for employees' willingness to participate in the workshops and provide valuable feedback.

Once completed, the Strategic Plan is meant to be a steering document for the campus as we advance. Various committees, divisions, or departments will be tasked with developing and working the strategies and tactics further and operationalizing the goals.

Trustee Housel commended President Watson for completing the work in such a timely fashion. He appreciates that she met the request of the Board to develop the Strategic Plan and present it during the September meeting, in addition to her many other tasks.

In response to a question from Trustee Housel, President Watson stated that the purpose statement reads Distinction or Destination of Place vs. Distinction and Destination of Place is to prevent eliminating strategies or goals that would be unique to one or the other.

President Wurzel stated he feels it is a very comprehensive document and covers everything well. He expressed his appreciation of the amount of work

that went into the development.

Trustee Todd stated he feels it is a very well-designed and effective roadmap. He commented that he would like to see the tactics expanded under the strategy of “promoting and enhancing academic programming that aligns with the distinction or destination of place.”

President Watson stated it was the one strategy that was difficult to expand upon and develop during the summer months when faculty were not on campus. She looks forward to developing it further now that faculty have returned.

Big Horn Basin High School Report

Upon invitation from President Watson, Lisa Smith shared the annual Big Horn Basin (BHB) High School Report, which shows three-year averages of area high school students who enrolled at Northwest College following graduation.

For the past three years, 521 students graduated from BHB high schools, and 125 students (24%) enrolled at NWC. Of those, eighty-nine had been concurrent or dual enrolled. The schools that sent the largest percentages of their graduating classes to NWC were Powell, Rocky Mountain, Lovell, and Cody.

In Fall 2021, 17% of NWC first-time, full-time students were placed into developmental writing, compared to 16% of BHB graduates and 13% of BHB concurrent or dual enrolled graduates. Fifty-three percent of NWC first-time, full-time students placed into developmental math, compared to 46% of BHB graduates and 38% of BHB concurrent or dual enrolled graduates.

Of Fall 2020 students who started school that semester, 54% of all NWC first-time, full-time students, 47% of BHB graduates, and 53% of BHB concurrent or dual enrolled graduates returned to NWC in Fall 2021. While these are lower numbers than the College typically sees, preliminary numbers for students who began in Fall 2021 and returned in Fall 2022 are trending up.

Northwest College has a very high graduation rate as a college and former BHB students. For the cohort starting school in Fall 2018 and completed in three years, 46% graduated. Of the former BHB students, 33% graduated in two years, 46% graduated in three years, and 51% graduated in four years or more. BHB students who are concurrent or dual enrolled tend to retain and graduate at higher rates than the College’s average.

In response to a question from Trustee Housel regarding the lower number of Cody and Meeteetse high school students enrolling at Northwest College, President Watson stated she has had many conversations with Meeteetse Superintendent Shane Ogden. The school district is revisioning its academic design and plans to split students into a career and technical track or an academic track. Conversations continue regarding how the College can best serve the students.

President Watson stated she had met with the former Cody Superintendent several times, which was the genesis of the classroom in Cody High School. She will be meeting with the new Superintendent soon to continue discussions regarding additional ways the College can better serve Cody students.

President’s Operational Plan 2023

President Watson shared the President’s Operational Plan for the next fiscal year. She noted the duplicity is intentional, as there are several focus items this year, and they align with the Board’s and President’s goals and priorities that Trustees earlier set.

The first page of the plan focuses on the Strategic Plan from a project

management perspective. Four parts encompass plan development, review, approval, and operationalization of the plan.

The next page consists of advocating for compensation and benefits; updating and implementing the Marketing Plan and the Strategic Enrollment and Retention Plan; participating in the Wyoming Innovative Partnership (WIP); and finally, leading the construction of the new Student Center.

Trustee Kuipers noted the duplicity in the Operational Plan and the Strategic Plan and also the duplicity in some of the prior reports about some of the same issues, such as compensation and the Student Center. She feels the redundancy refines the focus of the Board on the areas of importance for the year. She appreciates the timeliness and organized way all of these items have been presented.

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 UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

A NEW BUSINESS:

Course/lab fee proposals

A motion was made by Trustee Danko and seconded by Trustee Housel to approve the course/lab fee proposals as presented. Motion carried.

FUTURE AGENDA ITEMS FEEDBACK TO CITIZENS' OPEN FORUM TOPICS:

October 10, 2022, upcoming:

- Longitudinal Enrollment report
- Marketing report
- Academic program development update
- Facilities Master Plan update
- Distribute Board self-assessment
- Schedule Winter Board Retreat
- Other TBD

ANNOUNCEMENTS:

Paint the Town Red September 16, 2022, 4:00 p.m., Downtown Powell
Vocal Jazz Academy, October 1, 2022, NPA
WCCC Commission mtg., October 5-6, 2022, 8:30 a.m., Gillette College
Next meeting, October 10, 2022, 4:00 p.m., Yellowstone Building
ACCT Leadership Congress, October 26-29, 2022, New York, NY

A ADJOURNMENT:

The meeting adjourned at 5:15 p.m.

LARRY TODD, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Carolyn Danko

No committee meeting was held in September.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in September.

Facilities Committee – Chairman Dusty Spomer

The Facilities Committee met September 26th to receive an update on the Student Center project and to review engineering reports associated with a request from the City of Powell to build a retention pond on the campus.

President's Report

September 30, 2022

State

Legislature

The Interim Joint Education Committee met on September 6th and 7th. The Commission presented before the Committee, and the discussion centered around funding for different levels of instruction, the need for an external cost adjustment mechanism, adjusting the capital construction project approval levels, and support for \$20M in general funds to support Wyoming's Tomorrow Endowed Scholarship for adult learners. The Interim Joint Appropriations met on September 12th and 13th. The committee reviewed a compensation report provided by the Dept of Administration & Information.

Trustee election

I met with two candidates as part of the upcoming Trustee election to discuss the trustee's responsibilities and answer any questions regarding the College.

Campus

The club fair and Presidents BBQ was held Tuesday, Sept 13th, on the campus mall. An excellent crowd of students, faculty, and staff attended to learn about campus clubs, participate in activities, and enjoy a good lunch. The fair and BBQ are a great way to visit students and clubs about what they are working on for the upcoming year.

Paint the town Red was held Friday, September 16th. What started as a busy but slightly rainy event turned out to be jam-packed with friends, families, and students enjoying activities, music, food, fun, and even some sunshine. Celebrating its 5th year, the event has truly evolved into a community and campus-based festival downtown.

On September 23rd, several faculty, administrators, and Presidents attended the UW Articulation Summit live or via Zoom. Several good roundtables were held discussing the work being done between UW and the Community Colleges, along with sessions on forward-thinking articulation needs and relating to new programs, streamlining, and the processes overall.

On September 27th, I attended the Forward Cody board meeting, where the focus was on the new 15-year marketing publication and membership outreach. James Klessens reported that the other projects were moving along.

Student Center

Construction of the temporary dining facility is on schedule, and bids are out for the student center building. Bids will close on October 11, with costs to be collated to determine project feasibility. If feasible, contracts will be awarded, and the project will move forward on schedule.

Foundation and Alumni Association.

On Saturday, September 17th, I attended the Alumni Association Board meeting, where a workshop was held to work on updating mission and vision statements that align with the mission and strategic vision of the College. Good ideas were generated, and the next steps will be refining the feedback into a model similar to the College. After the Alumni event, a retiree/long-term employee gathering was held in the Nelson house to gather and visit about what was happening at the College.

On September 27th, I attended the Coach's roundtable and Social hosted at Shawn and Chris Warner's home. The event was well attended, and supporters heard updates from each coach and an introduction from me on scholarships, commitment to athletics, upcoming changes, the loss of Coach Jay Collins, and the addition of Coach Andy Ward.

On September 29th, I attended a Wasden Family Dinner at the Nelson house with author Anne Hillerman as part of the 2022 Wasden reading. Carol and Fred Wasden were in attendance to celebrate their mother, emeritus faculty member Winifred Wasden whose dedication and devotion could be felt in the room by those in attendance.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

October 10, 2022

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

Finance & Budget

- The Business Office, in coordination with the Office of Financial Aid and Scholarships, has completed and released the initial round of student refunds, including Federal Pell Grants, Federal Student Loans including 30-day first-time borrower private loans, private scholarships, and institutional scholarships thru the Northwest College Foundation.
- The Business Office has completed the billing for dual and concurrent enrollment and third-party billing for 45 students with programs that pay all or a portion of their semester costs.
- The Business Office processed 7 existing grant opportunities for students and 6 new grants for FY 2023.
- The Business Office, in coordination with the Office of Intercultural Programs, set up a new online payment option for international students thru Western Union known as Globalpay.
- The Business Office, in coordination with the Residence Life Office, verified that all housing students had a plan to pay for the Fall 2022 semester.
- The Business Office and Payroll Office have been completed providing information to MHP for the annual audit. The college is awaiting a draft report from the auditors, which will be presented to the Board of Trustees at the November meeting.
- The payroll office and human resources have processed 130 student employment packets and 15 payroll paperwork for new adjunct faculty since the beginning of the semester.

Facilities Projects

- Rodeo insulation complete. Lighting replacements are in work. Heating upgrades are still on backorder.
- Ongoing TVW housing work.
- Boiler start-up work for all buildings on campus is complete.

Transportation Bus Miles

- 4,838 miles for September with trips for Soccer to Lamar CO, Cheyenne WY, and Scottsbluff, NE, taking International Students to Yellowstone Park, the Volleyball team to Salt Lake City UT, Scottsbluff NE, and Torrington WY.

Mickelson Field Station

- Closed

Completed Work Orders

- 425 orders complete

Information Technology

- Computing services staff have been developing a formal risk assessment system for IT. The system is expected to be complete within the next 2 months, providing reports and recommendations.
- Computing Services Staff are working with the Microsoft vendor to add multi-factor authentication service to our license as the first step to implementing MFA on campus.

Johnson Fitness Center

- JFC has seen an increase in usage, the month of September is over 1,200. It's the most utilization seen in 1 month over the last 3 years.

Human Resources

- Recruiting: Please see October Personnel Report.
- Staffing: Student employment is well underway, and positions are being filled for Fall 2022. The increase in international students has helped with staffing our custodial services area.

The HR Director has a recruitment accounting firm helping search for the Finance Director (roberthalf.com). The College contracted with the Pauly Group (paulygroup.com) to provide candidates for the VP for Administrative Services and Finance. A brochure can be seen at <https://paulygroup.com/api/position/files/vp-admin-services-and-finance-profile-v2-63177bf827525746447129.pdf>

- COVID-19 Activities: A few cases of COVID-positive individuals are still being reported, and associated leave is being managed through HR/Payroll.
- Training: The HR Director provided a New Employee Board Policy Orientation session on 9/29/2022.
- Compensation: The President and HR Director will work with Arthur Gallagher, our compensation consultant, to review and discuss recalibration recommendations for the staff salary structure. (Arthur Gallagher acquired Fox Lawson to enhance their compensation division and expand employer services.)

Personnel Status Report

October 2022 Trustees' Report

Search Activity to Date 9/26/2022

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Instructor/Assistant Professor of Anatomy & Physiology – Tenure Track			The committee will begin the review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by 11:59 P.M., 10/10/2022 receiving priority consideration.
Vice President for Administrative Services and Finance			The position has been re-opened until filled. Candidates are directed to apply at the Pauly Group https://paulygroup.com/
Foundation Accountant	9/26/2022	Dillon Jeffs	Dillon has a Master's in Accounting and a Bachelor's in Accounting from the University of Wyoming and is a Certified Public Accountant (CPA)
Finance Director			The position has been re-opened until filled.
Senior Office Assistant for Computing Services	9/26/2022	Kara Warren	Kara has an Associate's in English from Northwest College. She has recently been serving as the Interim Senior Office Assistant for Computing Services.
Finance Coordinator			Position closes on 10/12/2022

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of September 30 , 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												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
PENDING												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements		Pending Capital Renewal Approval Governor's Office		4/8/2019	Pending		\$ 4,000,000	
FY2022 See Masterplan Update												
Powell Library	1		MM	Heat Pump Replacement (3)		ongoing inhouse					\$ 29,732	
Powell/Sci & Math	1		MM	Chemistry Lab Hood Controls		Awaiting parts	12/13/2021				\$ 100,000	
Powell/Campus	1		MM	Various Parking Lot Repaires		Complete	12/13/2021				\$ 100,000	
Powell/Campus	1		MM	Campus Lighting		Bid Awarded	12/13/2021				\$ 171,000	
Trapper Arena	1		MM	Insulation/Mechanical Improvements		Inwork	12/13/2021				\$ 378,556	
FY2023 See Masterplan Update												
Powell/Campus	2		Fund 10	Ashley Hall Boiler Replacement		Boilers received pending Contract					\$45,000	
Powell/Campus	2		Fund 70	FAB Gas Line Replacement		Pending Start of new Student Union					\$30,000	
Powell/Sci & Math	2		MM	Chemistry Lab Hood Controls		Project on hold until May 23	12/13/2021				\$ 165,000	
Powell/AG	2		MM	Elect/HVAC/Refresh Design		pending engineering & bidding	12/13/2021				\$ 20,000	
Powell Campus	2		MM	Card Reader Access/Cameras		pending engineering & bidding	12/13/2021				\$ 700,000	
	2		MM	Asbestos Abatement for Demo								
Powell/DSU						Pending Advertisement and Bidding					\$ 200,000	
Powell/Campus	2		MM	Moyer Server Room Cooling replacement		RTUs On Order					\$ 250,000	
Powell/Campus	2		MM	Yellowstone MAU Replacement		Contract Awarded					\$ 125,000	
FY2024 See Masterplan Update												
Powell/S&M	3		MM	Chiller/MAU/Greenhouse Cooler Replacement		Design/Awaiting Funding					\$ 475,000	
Powell/Campus	3		MM	Various Parking Lot Replacement		Lewis & Clark/North Cabre/JFC					\$ 1,000,000	
Powell/Ag	3		MM	AG HVAC/Electrical/ADA Access		pending engineering & bidding					\$ 300,000	
Powell/Campus	3		MM	Natural Gas Infrastructure		JFC/FAB Annex/Oliver/Day Care					\$ 100,000	
Powell/AG	3		MM	Elect/HVAC/Refresh Design		Pending bidding	12/13/2021				\$ 20,000	
FY2025 and beyond See Masterplan Update												

NORTHWEST COLLEGE

FACILITIES PROJECT REPORT

Report Date : As of September 30 , 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												
TBD												
Budgetary Notes Cash Reserves												
Fund Balances			Estimated		2022							
Operating Fund (10)			@6/30/2022		\$ 4,234,625							
One Mill (11)			@6/30/2022		\$ 2,645,587							
Auxiliary(12)			@6/30/2022		\$ 494,228							
Plant Fund(70)Aux Depr			@6/30/2022		\$ 1,378,799							
Total Auxillary					\$ 1,873,027							
Plant Fund(70)Main			@6/30/2022		\$ 2,680,854							
Plant Fund(70)Major Maint			@6/30/2022		\$ 795,979							
Plant Fund(70)Emergency			@6/30/2022		\$ 953,301							
Completed SEE MM Report												
Powell/Library	1	MM	Elevator Upgrade				Complete	5/1/2020		8/31/2022	\$ 110,500	
Powell/Sci & Math	1	MM	Elevator Upgrade				Complete	5/1/2020		8/31/2022	\$ 110,500	
Powell/Campus	1	MM	Irrigation Change Order #8				Complete			8/31/2022	\$ 93,360	
Powell/Campus	2	MM	Various Parking Lot Repaires				Complete	12/13/2021		8/31/2022	\$ 385,313	

ACADEMIC AFFAIRS

September 2022



ACADEMIC DIVISIONS/DEPARTMENTS

Photography:

- The Photo Department took 20 students into the Yellowstone area for their annual Outdoor Photography Freshman Seminar trip the weekend of September 24-25. Each student was responsible for completing 5 photo assignments and producing one 5x7 print of their best shot to be auctioned off at a future date for charity.



- Anthony Polvere, Associate professor of Photography represented NWC (along with Milo Asay, Assistant Professor of ESL and Greg Smith, Associate Professor of Anthropology) at MSUB. He presented an overview of his research project for the International Studies and Foreign Language research grant to faculty and administrators at the University. His research will be incorporated into Photography's curriculum (two classes) once the research and travel is completed. After the presentation, Anthony accompanied some of the MSU professors to dinner where discussed future opportunities to address cross-cultural learning outcomes in our classrooms through projects and lecture visitations.
- The forensics team traveled to Twin Falls, Idaho, for the Fran Tanner Invitational at the College of Southern Idaho. Jose Atilano (Greybull) was the fourth speaker in NPDA debate and competed in the Novice Final round with his partner from the University of Utah.

STEM

- Twelve students and 5 faculty mentors travelled to the Wyoming INBRE Research Network Retreat in Casper. Students were superb with 3 posters presented and 1 oral presentation. Community college and UW faculty from across the state were impressed by NWC INBRE students, their work, their ability to field questions and think on their feet, and their great spirit!
 - **"Wasps, Bees, and Ants, Oh My!": Metabarcoding the Hymenoptera Microbiome of the Big Horn Basin.** Gomez, Isabella, Adam Cavagnetto, Allan Childs, Michael Cuddy, Elise Kimble, Uko Udodong, and Eric Atkinson, poster.
 - **Determination of Hg(II) in a Solution by Quenching of Carbon Quantum Dots Fluorescence.** Madina Tagirova¹, Evgeny Karpushkin², and Michael Cuddy¹ (1NWC; 2Lomonosow Moscow State University, Moscow, Russia), poster.
 - **Canine Detection of Chronic Wasting Disease in Ungulate Herds: Proof-of-Concept.** Sadie Tillotson¹, Smith Paige², Ott Amanda², Counter Renae², and Eric Atkinson¹ (1NWC; 2Working Dogs for Conservation, Missoula, MT) poster.

- **Surface-Enhanced Raman Spectroscopy of Peptide Neurotoxins.** Madina Tagirova¹, Denis Kudryavtsev², and Michael Cuddy¹ (1NWC; 2Lomonosov Moscow State University, Moscow, Russia).
- Wyoming Game and Fish Disease Biologist Eric Maichak and Wildlife Technician Ashley Umphlett demonstrated and tutored “Fish & Wildlife Management in the Anthropocene” ZOO 2450 students (totaling 18 students between class members, INBRE students, and interested General Biology students) in safe and efficient removal of retropharyngeal lymph nodes for chronic wasting disease (CWD) surveillance in the Big Horn Basin. Wildlife students will be serving hunters in the Powell area by sampling deer, elk, and moose for this disease sending the samples to Laramie for analysis. This will be our 4th year of active collaboration with WGF on this important project. Our drop hotline is: 307-754-6018 (Eric Atkinson’s office number) and messages left there will be coordinated with our students. We will also have a drop site near Science and Math Building.
- Dr. Allan Childs is working with NWC Foundation regarding the donation of a fluorescence microscope to the INBRE Program and NWC by Dr. John Sladek, Professor Emeritus of Neurology at the University of Colorado School of Medicine. Such a donation will allow for diverse uses from detection of microplastics in the environment to developmental and microbiology.
- The INBRE group is presently discussing the possible donation of a HP6890 Gas Chromatograph/FID from the Wyoming State Crime Lab. The Chemistry Department is determining the condition and suitability to long-term use.

CENTER FOR TRAINING AND DEVELOPMENT - Powell

- 32 students enrolled in the Electrical Apprenticeship course (ELAP-credit)
- Conferences/Meetings- Healthy Park County, Albertsons, Poverty Coalition, and ACT Training
- PHS/Shoshone Learning Center- students enrolled in HVAC, CDL, Video Game Design and Forklift

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- CPR/First Aid
- 3 new Ed2Go Students

CDL Program

- 47 students enrolled in program
- 3 PCSD#1 students
- 31 Working on their Theory
- 13 Skills and BW (Behind the Wheel Driving)
- 14 students attended orientation
- 6 Students passed and received their CDL’s

Testing

- NWC CTD, the Cody Center 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

- DELTA –offered 10 activities that served 363 students and community members. These events included activities for Buffalo High School, Worland High School, DELTA Outdoor Week and Outdoor Educational Courses.
- Log on to our Facebook page - <https://www.facebook.com/nwcctd> to see all the fun pictures

Powell Valley Community Education/Rec Co-Op

- We offered classes such as fitness, recreation, smartphone, and graphic design
- Working with different NWC Departments and local organizations to offer a wide variety of classes for the fall
- Finished up the summer session of driver education
- There are 12 students signed up for the fall drive session for driver education
- Co-Op had 31 check outs this month
- Participated in the NWC Club Fair

INTERCULTURAL PROGRAM

- Hosted the Fulbright Scholar Reception for the campus and community to meet our scholars Naoko Ohno, who is teaching Japanese, and Karla De La Roche, who is teaching Spanish; 43 people attended.
- Welcomed one of our Japanese agents, Ms. Keiko Ichiki from Global Education, September 12-16.
- Took 26 international students to Yellowstone National Park to experience our local area.
- Greg Smith, Associate Professor of Anthropology, Milo Asay, Assistant Professor of ESL and Anthony Polvere, Associate Professor of Photography traveled to MSU-Billings as part of the USFIL grant.

HINCKLEY LIBRARY

- Librarians taught 16 face-to-face sessions to 274 students (100 more students than 2021).
- 31 instruction guides were viewed 203 times. Top seven guides are:
 - Citing Sources with APA
 - Citing Sources with MLA
 - Citing Sources with Chicago
 - Nursing & Allied Health Information Resources
 - ENGL 1010
 - GEOG 1000
 - HIST 1221
- Library website pageviews are up 17.5%, and sessions per user are up 11.2%.
- Physical library visitation averages 190 visits per weekday (high 293, low 85), 14% increase.
- Late Night Study visitation averages 28.8 visits per weekday (high 40, low 8), approximate increase of 576%

PEER TUTORING SERVICE

- Provided 81 scheduled one-on-one tutoring sessions.
- Provided 55 drop-in tutoring sessions (including writing).
- Provided 15 first-year experience/class presentations (235 attendees).
- Provided 61 help desk assistance visits.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

September 2022



ATHLETICS:

- Women's Soccer is 1-10 and will have their last home game on October 15th vs Western Wyoming.
- Men's Soccer is 3-8-1 with only a few games left. They have their last home game October 14th vs Central Wyoming.
- Volleyball is 14-6 and 2-0 in conference. They have a great chance to win the Region 9 North.
- Rodeo finishes their Fall schedule October 1st. They are sitting in 3rd place and looking strong for the Spring.
- Esports, Women's Basketball, Wrestling and Men's Basketball kick off their season with practice on October 1st.

ENROLLMENT SERVICES

- Ongoing student enrollment processes including advising, adds, drops, and withdrawals.
- Completed the hire of Brook Merkel as an Admissions Representative. Brook will assist with ongoing student recruitment outreach efforts which include college fairs, high school visits, community outreach, and recruitment event development.
- Catalog revisions/work are underway for the 2023-24 NWC College Catalog.
- Implemented the online college withdrawal form within the MyNWC student portal.
- Ongoing campus tours for prospective students.
- Began planning for the fall Preview Day event. The event will provide prospective students with the opportunity to meet with faculty, tour NWC facilities, gather information from NWC service offices, and more.
- Attended Wyoming and Montana college fairs—These events expose NWC to high school students across each state. These events are each three weeks in length with the Admissions Representatives representing NWC.
- Scheduled service area recruitment /high school visits for Big Horn Basin High Schools. Additional visits will take place as the academic year progresses. These visits inform and prepare prospective students for their transition to NWC.
- Completed the hiring process for student ambassadors and work study for both Admissions and Registration and Record.
- Ongoing mailings to prospective students regarding information about NWC.

FINANCIAL AID

- By late September, the Office had released the majority of financial aid disbursements to eligible students. Late student applications are processed as received.
- The Office submitted the annual FISAP (Fiscal Operations Report and Application to Participate) report to Federal Student Aid on September 20th.
- The Office collaborated with the Foundation & Enrollment Services Offices on enhancements to various administrative aspects of the College's Trapper Scholarship program, as part of the College's strategic plan to bolster student recruitment.

GEAR UP

- NWC GEAR UP is currently serving 209 students.
- GEAR UP Individual student meetings will be held during October in all schools.

- GEAR UP will host FAFSA Frenzy events at NWC on October 4th and October 10th in Worland. FAFSA days are scheduled at all high schools in the Basin with GEAR UP and the Educational Opportunity Center aiding students and their families with completed the FAFSA.
- NWC GEAR UP received a very positive site audit report having achieved all the grant objectives. NWC College GEAR UP outperformed the grant, for all objectives.

RESIDENCE LIFE

Housing

- Moved in students
- Confirmation of receipt of all forms for each student
- Room moves
- All Hall Meetings
- Working on building student engagement

Security

- Hiring and training staff
- Project ID in each of the halls

Activities

- President's BB-Q and Club Fair
- Ultimate Frisbee
- Intramural Softball & Kickball
- Game Night – DSC Student Lounge
- Open Sport Court

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 30 visits in July
- 600 cumulative visits for calendar year 2022
- New Student Registration Events
- 18 Proctored Placement Tests
- Group Placement Testing for International Students
- Childcare Assistance Grant Facilitator

Counseling Services

- 28 Counseling sessions (includes face-to-face, Zoom and phone).
- 10 After hours contacts
- Tracking and follow up of Trapper Health Connection Cases
- Attended Residential Directors Meetings
- Behavioral Intervention Team Meetings
- Continuing Education Webinars
- Created and started to implement Childcare Emergency Assistance Grant
- RA Training for FA2022
- Presented to Academic Affairs
- Program on Homesickness at Simpson Hall
- 1st year Seminar presentations

Disability Services

- 25 Disabilities sessions (includes face-to-face, Zoom and phone).
- 109 Students registered with Disability Services for FA 22
- 346 Accommodation letters processed for FA 22
- 32 Tests proctored in testing center
- Process Coordinator for 5 service and emotional support assistance animal requests
- Meeting with future students
- IEP with Cody Student

- 1st Year Seminar presentations

TITLE IX

- Trained in 17 of 22 FYS classes reaching 303 students.
- Presented programming in Coulter, Simpson & Lewis/Clark reaching 32 students.
- Total students trained this month is 335 and this semester is 479.
- Performed four individual Title IX prevention and awareness functions with students, Title IX team and administration.
- Participated in Club Fair and Paint the Town Red.
- Attend one online seminar on Clery Compliance.
- Meet with Lee Blackmore to review ASR statistics.
- Reviewed all files and began process of scanning documents into Maxient.
- Send invitation to four approved faculty to join Title IX Team as Process Advisors.

TRIO STUDENT SUPPORT SERVICES

- Currently serving 153 students.
- Distributed food to at least 21 families/32 people.
- Currently have students participating in 25 tutor sessions through Tutor Services and 6 tutor sessions through TRIO.
- New Interim Academic Success Associate, Ashley O'Neil, began her role September 19.
- Have hired 6 student peer mentors and 5 student receptionists. Still looking for a few more of both. Continue to maintain International CRLA certification for peer mentors. We are working on a customer service certification for receptionists.
- We can use donations for the Clothing Exchange. Something students (especially international students) have been looking for that we don't have much of is pillows, blankets and bedding, water bottles. All NWC students can use the Food Pantry and Clothing Exchange. They do not have to be TRIO students. We have many intercultural students who utilize both.
- Participated in Club Fair, County Poverty Alleviation Coalition, UW Inclusion Committee, Transfer Fair, Paint the Town Red, Transfer Meeting w/UW.
- Main activities with students this month include semester goal settings; working out financial aid and how to pay their college bills; providing textbooks, school supplies, calculators and laptops for students who need them.

Monthly Report to President Watson*September 2022***HIGHLIGHTS**

- Paint the Town Red 2022 support and participation

STRATEGIES SERVED**PROMOTIONAL ACTIVITIES FOR:****Recruiting and Registration**

- FY23 Enrollment Campaign—contracted with Advance 360 Education for development, deployment, and monitoring of digital creatives, including paid search and paid social ads, utilizing re-targeting and geo-fencing. Real-time data and call tracking included.
- Trapper Bookstore (dissemination of FA22 collaterals)
- Other FY23 Enrollment Campaign initiatives (traditional marketing efforts like newspaper, radio, and billboards etc.)

Retention & Completion

- Trapper Athletics programs, locker nameplates etc.
- The September Stothart Reading
- The 2022 Wasden Reading (Anne Hillerman)
- Northwest Gallery: exhibit of artwork by Calli Nissen

Foundation & Alumni

- Friends of Music Brochure

Community

- First “From the President’s Desk” post card mailed to all Big Horn Basin postal customers.
- News releases for: the 2022 Wasden Reading; NWC Coca-Cola Leaders of Promise student awards; the recent HLC Year Four Assurance Review; the September Trapper Rendezvous forensics tournament; Taste the Nations; Vocal Jazz Academy; Artist Exhibit: NWC alum Calli Nissen; National GEAR UP week.

Other

- Communications for the 2022-23 Communicable Illness Guidelines, including the Trapper Health Connect form

PRINTING SERVICES

- 21 offices/programs/areas served
- 48 projects completed
- 43,757 pieces printed

CMO & PRINTING SERVICES STAFF**Carey Miller**

Communications & Marketing Director

Tim Carpenter

Communications / Web & Social Media Specialist

Jeremiah Howe

Marketing / Graphic Design Specialist

George Laughlin

Printing Services Supervisor

Kim Lawson

Printing Services Specialist

The
Mission
of **Northwest College** is to ...

Cultivate
community

Prepare
students
for transfer,
career and life

be **Student
centered**

Retain
and graduate
students

be Forward
thinking

ANALYTICS REPORT SUMMARY

SEPTEMBER 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 **flat or n/a**, with the exception of the website report (which is compared to previous year).

- Our various **Facebook/Instagram network ads** (paid posts) reached **9K** people, for a total of **38K** impressions, for a click-through rate of **3.89%**.
Note: the Facebook/Instagram network ads for the FY23 enrollment campaign are in transition—analytics for these ads will return in November 2022.
- Our **organic Facebook efforts** (non-paid posts) saw a total of **98K** impressions with **7K** engagements and **385** post link clicks. Engagement rate per impression is **7%**.
- Our **organic Instagram** account (non-paid posts) saw a total of **23K** impressions with **2,238** engagements and **11** profile actions (clicks). Engagement rate per impression is **9.7%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **1,963** impressions with **117** engagements, **3** post link clicks. Engagement rate per impression is **6%**.
- Our **organic TikTok** account (non-paid posts) saw **5** new posts this month, a total of **3,781** video views, and **161** engagements.

NOTE: we have only just started regularly producing and posting short videos to TikTok within the past nine months; posting on TikTok is likely to remain limited for the foreseeable future (due to staffing constraints).

- Our website at **nwc.edu** had **18K*** users for a total of **100K*** pageviews this month, with **45.5K*** user sessions broken out like this:
 - 23K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
 - 21K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
 - .25K** sessions coming from paid marketing
 - .5K** sessions coming from organic (unpaid) social posts
 - .75K** other (from other sites that link to nwc.edu)

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

ADVERTISING REPORT

SEPTEMBER 2022



COMMUNICATIONS & MARKETING

Facebook and Instagram | Paid advertising and post/event boosts

Social Advertising (non FY23 Enrollment Campaign ads)

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
Event: The 2022 Wasden Reading	5,555	21,289	98	3.58%
Event: 5th Annual Paint the Town Red	5,732	16,481	127	4.30%
Total results 2 / 2 rows displayed	8,928 People	37,770 Total	225 Total	3.89% Per Impressions

FY23 Enrollment Campaign

NOTE: The digital arm of the FY23 Enrollment Campaign is currently being developed by the higher education marketing agency Advance 360 Education in collaboration with the NWC Creative Team. These analytics will return to the report in November 2022 (reporting on October 2022).

SOCIAL MEDIA REPORT

SEPTEMBER 2022



**COMMUNICATIONS
& MARKETING**



Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

9/1/2022 – 9/30/2022 vs 8/1/2022 – 8/31/2022

Impressions

98,404 ↘44.7%

Engagements

6,902 ↘31.8%

Post Link Clicks

385 ↘63.4%

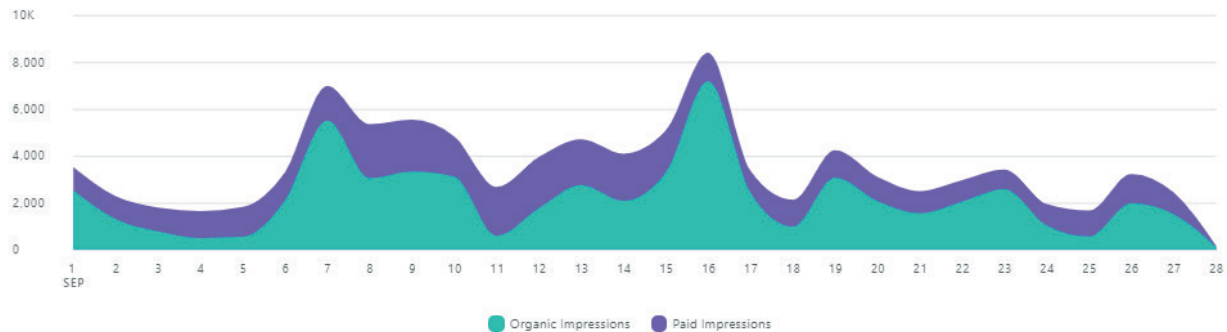
Engagement Rate (per Impression)

7% ↗23.4%

Impressions

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

Impressions Breakdown, by Day



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
Tue 9/6/2022 1:31 pm PDT

We have a new group of future nurses beginning their journey.



Northwest College
Fri 9/16/2022 5:20 pm PDT

There's still time to take part in #paintthetownredpowell and even better, the rain has moved on and we're having a great time. #NWCwyoming



Northwest College
Fri 9/16/2022 5:20 pm PDT



SOCIAL MEDIA REPORT

SEPTEMBER 2022



**COMMUNICATIONS
& MARKETING**

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

Performance Summary

View your key profile performance metrics from the reporting period.

9/1/2022 – 9/30/2022 vs 8/1/2022 – 8/31/2022

Impressions

23,152 ↘ 35.2%

Engagements

2,238 ↗ 83.1%

Profile Actions

11 ↘ 50%

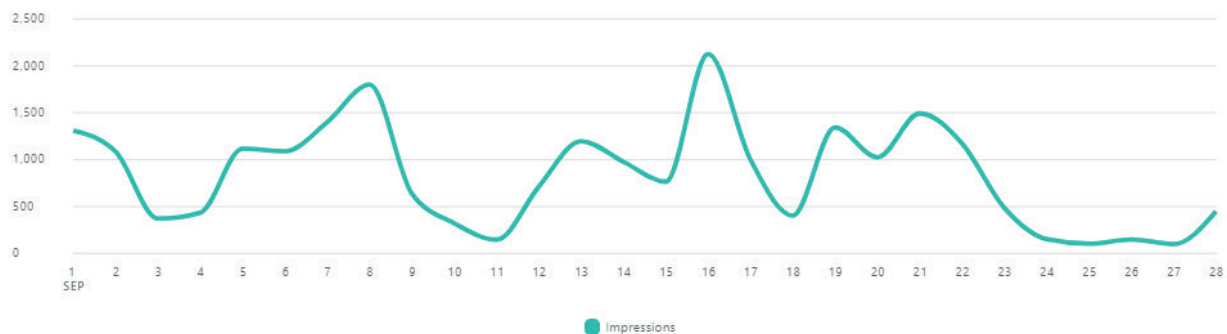
Engagement Rate (per Impression)

9.7% ↗ 182.6%

Impressions

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

Impressions, by Day



Top Posts

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

Descending ▼ by Lifetime Engagements



northwestcollege
Mon 9/19/2022 4:11 pm PDT

Another Paint the Town Red is in the books and we want to thank all of you who came out Friday night to celebrate Northwest College and our hometown of Powell. Yes, we had a little bit of rain early on, but i...



northwestcollege
Fri 9/16/2022 6:45 pm PDT

We leave you tonight with some Calvin and the Coal Cars.
#NWCwyoming #PaintTheTownRedPowell



northwestcollege
Tue 9/6/2022 2:06 pm PDT

We have a new group of future nurses beginning their journey.
#nwcwyoming



SOCIAL MEDIA REPORT

SEPTEMBER 2022



**COMMUNICATIONS
& MARKETING**



Twitter | twitter.com/NWCWyo

Performance Summary

View your key profile performance metrics from the reporting period.

9/1/2022 – 9/30/2022 vs 8/1/2022 – 8/31/2022

Impressions

1,963 ↗ 35.8%

Engagements

117 ↗ 5.4%

Post Link Clicks

3 ↘ 72.7%

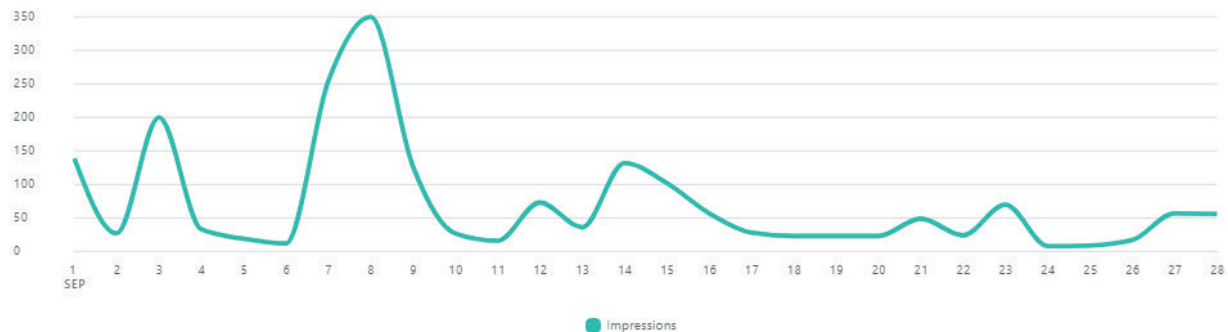
Engagement Rate (per Impression)

6% ↘ 22.4%

Impressions

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

Impressions, by Day



Top Posts

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

Descending by Lifetime Engagements

@NWCWyo
Sat 9/3/2022 12:00 am UTC

The Albertsons hiring event for their new store in Powell continues Sept. 6-8 from 10 a.m.-6 p.m. in the NWC Center for Training & Development classroom (1397 Fort Drum Drive). Hiring retail clerks, cake decorators, meat cutters, Starbucks baristas, department managers, and more.

@NWCWyo
Thu 9/8/2022 6:30 pm UTC

#NWCWyoming is proud to have two Coca-Cola Leaders of Promise Scholars this year. Only 207 Phi Theta Kappa members nationwide receive this award each year, which recognizes the academic...

@NWCWyo
Wed 9/7/2022 4:25 pm UTC

There's a lot happening on campus today for NWC today and a chance to learn more about our Outdoor Program. Open house in the Rec Cop-Op (10-12, Fab Annex), rappel down the Science & Math...

SOCIAL MEDIA REPORT

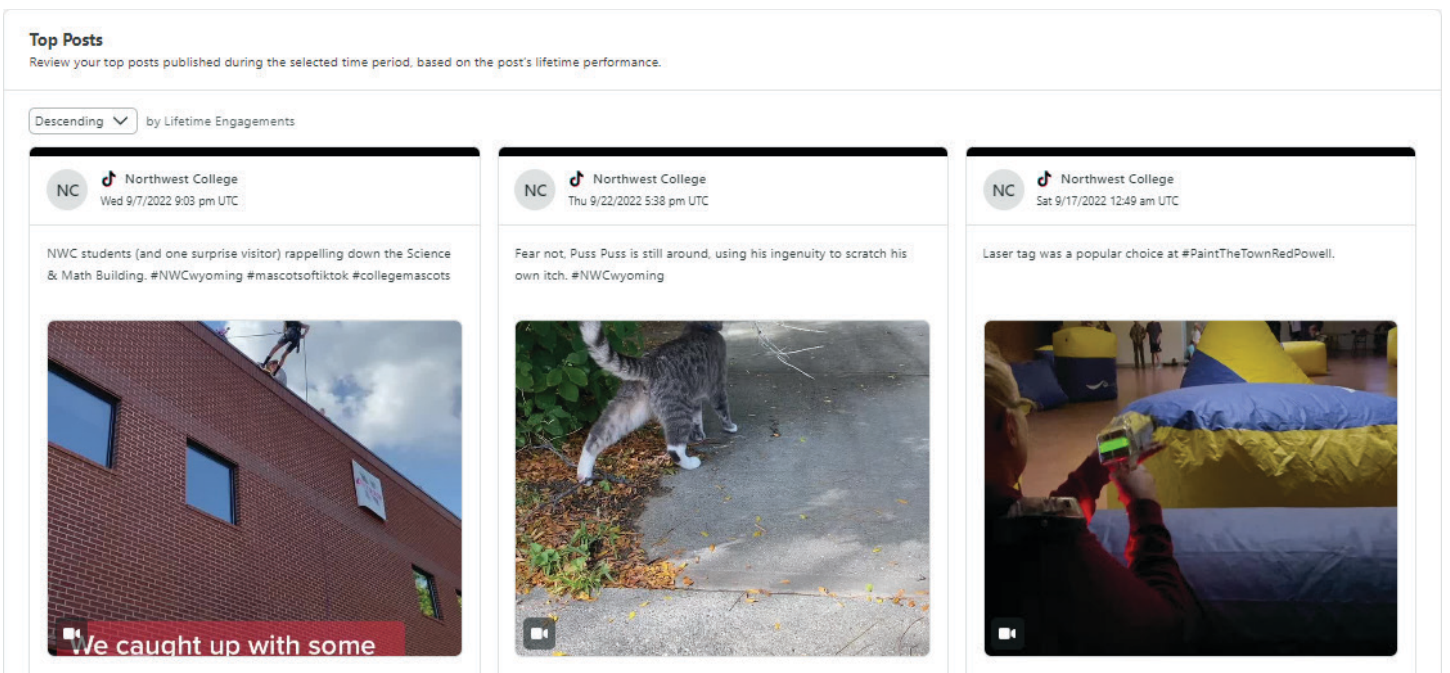
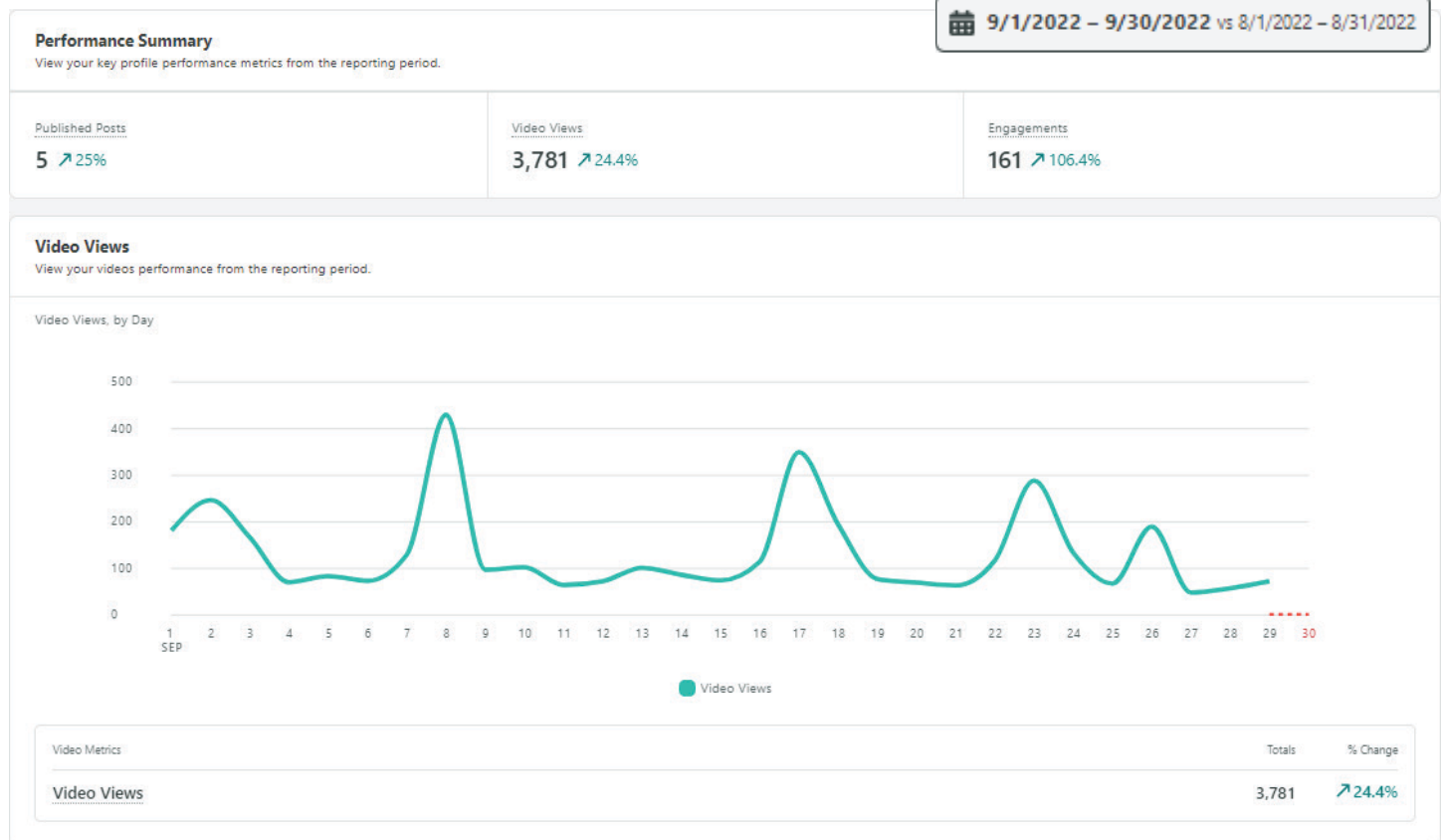
SEPTEMBER 2022



COMMUNICATIONS
& MARKETING

TikTok | tiktok.com/@northwestcollege

NOTE: we have only just started producing and posting short videos to TikTok within the past several months; posting here is likely to remain limited for the foreseeable future (due to staffing constraints).



Source: Sprout Social Analytics. (n.d.) Retrieved September 29, 2022, from <https://sproutsocial.com>

WEBSITE TRAFFIC REPORT

SEPTEMBER 2022



COMMUNICATIONS
& MARKETING

 Google Analytics: nwc.edu

Sep 1, 2022 - Sep 30, 2022

Users		
Users	New Users	Number of Sessions per User
18.2K	15.4K	2.5
↓ -9.1% from previous year	↓ -9.9% from previous year	↑ 2.6% from previous year
User Sessions		
Sessions	% New Sessions	
45.5K	33.9%	
↓ -6.8% from previous year	↓ -3.3% from previous year	
Total Pageviews		
Pageviews	Unique Pageviews	
100.2K	80.4K	
↓ -4.0% from previous year	↓ -4.8% from previous year	

Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	20,609	-8.3% ↓
(direct) / (none)	12,090	-25.4% ↓
login.microsoftonline.com / refer...	6,391	563.7% ↑
bing / organic	1,539	5.4% ↑
nwc.edu / referral	943	-63.5% ↓
experience.elluciancloud.com / r...	740	-
nwc.wufoo.com / referral	381	-
yahoo / organic	365	-37.2% ↓
duckduckgo / organic	202	88.8% ↑
eee-prod-web-content-public-blu...	146	-
1 - 10 / 194 < >		

Top Ten Most Visited Pages

Page Title	Pageviews	Avg. Session Duration
1. Home :: Northwest College :: Powell, Wyoming	36,362	00:02:15
2. Home :: Hinckley Library :: Northwest College	2,739	00:11:41
3. Results :: Search :: Northwest College	2,339	00:01:25
4. By Area :: Academics :: Northwest College	2,150	00:04:20
5. Home :: Academics :: Northwest College	1,929	00:02:37
6. Home :: Calendar of Events :: Northwest College	1,693	00:03:38
7. Search for Courses & Syllabi :: Class Schedule :: Acade...	1,422	00:01:32
8. Application for Admission	1,213	00:01:48
9. Class Schedule & Syllabi :: Academics :: Northwest Coll...	1,091	00:02:14
10. Home :: Athletics :: Northwest College	994	00:01:22
1 - 10 / 2221 < >		

Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... **LP Branded	cpc	53
2... A360 PPC - Agriculture	ppc	20
3... A360 PPC - Allied Health & Nu...	ppc	19
4... WyCCEnrollment	all	14
5... chatAnswers	trapperChatBot	11
6... MINN	(not set)	10
7... Targeted Display - New York-T...	Targeted Display	9
8... news	social	3
9... Targeted Display - MT/WY ne...	Targeted Display	1
1... feature	social	1
1 - 10 / 11 < >		

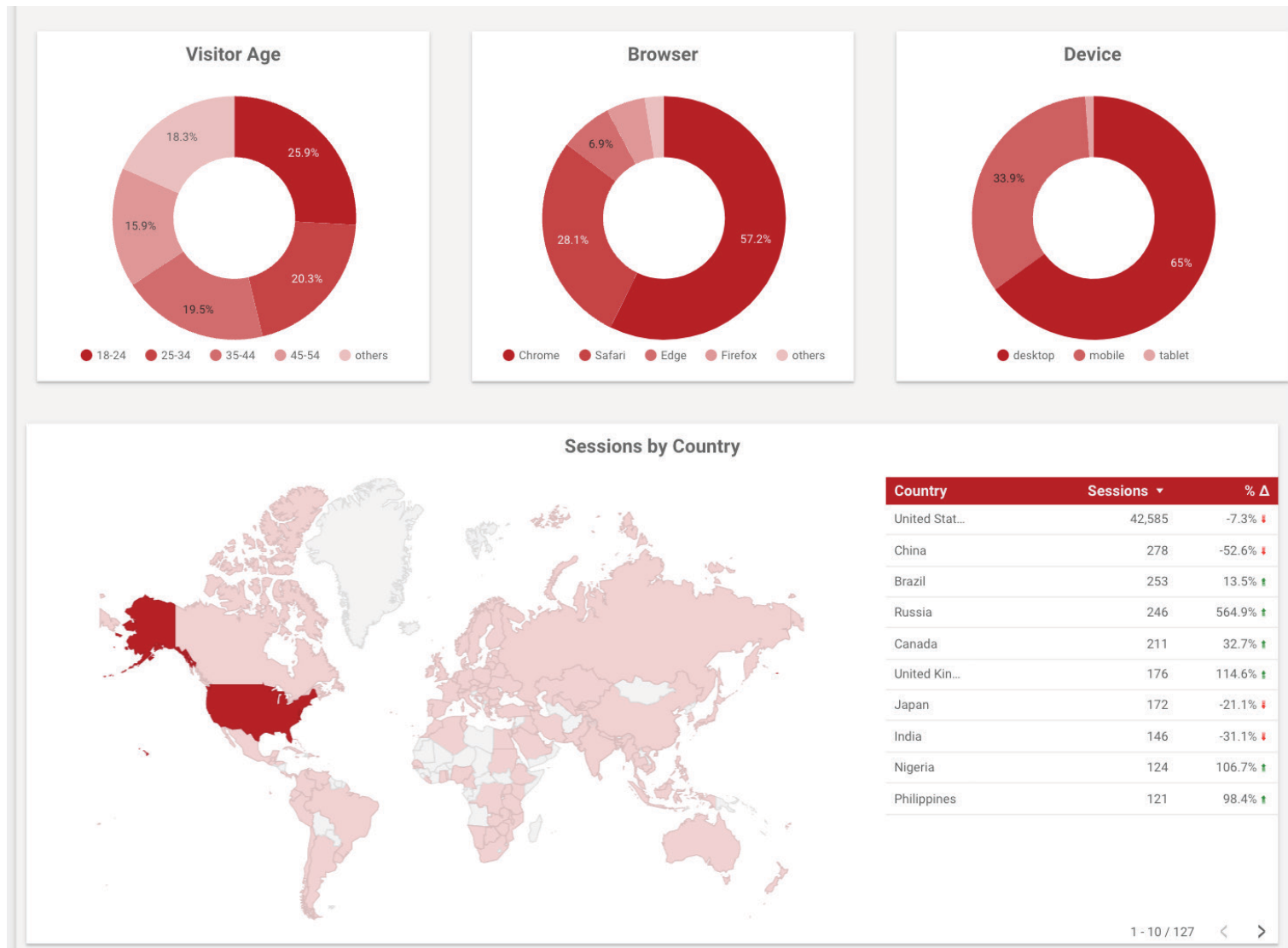
WEBSITE TRAFFIC REPORT

SEPTEMBER 2022



**COMMUNICATIONS
& MARKETING**

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



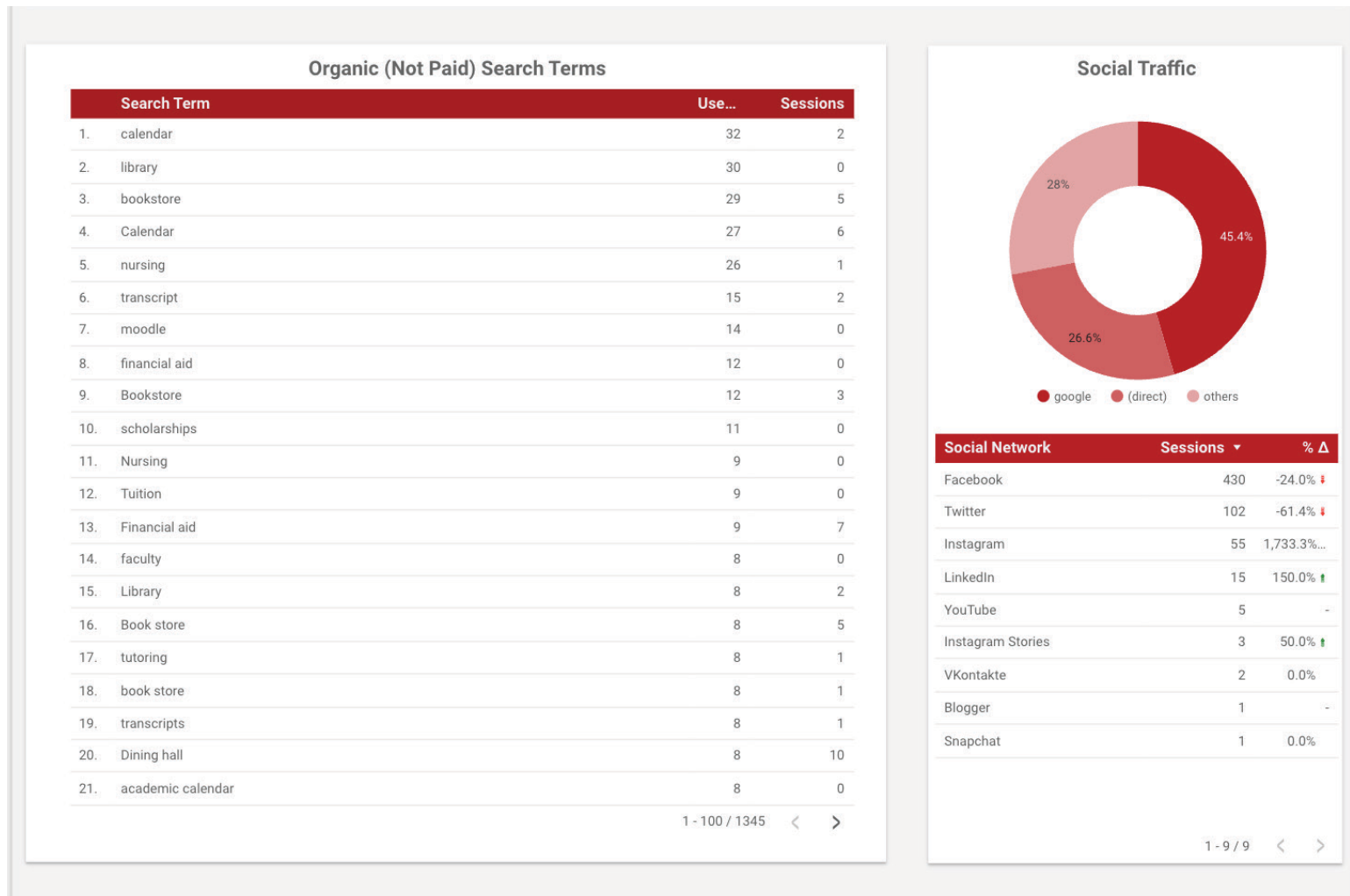
WEBSITE TRAFFIC REPORT

SEPTEMBER 2022



COMMUNICATIONS
& MARKETING

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





Board Report from the Faculty Senate

Prior to October meeting

The semester is off to a good start: the students have returned, classes have settled into a regular rhythm, and the faculty are busily developing meaningful experiences for our students, campus and community. Highlights of the faculty's recent activities this include the following:

- Our STEM students involved in INBRE (IDeA Networks of Biomedical Research Excellence) attended a conference in Casper where they met with other INBRE students throughout the state, presented research, took a seminar in the R statistical programming language, and learned a lot about research opportunities.
- Through the joint MSUB-NWC Undergraduate International Studies and Foreign Languages (UISFL) grant from the Department of Education, our Social Science and Education faculty member Greg Smith plans on visiting Pakistan for two weeks this coming January. While there he will participate in several scholarly activities related to anthropology, such as visiting the ruins of two 4,000 year old cities. Upon his return, he will be enriching his anthropology and geography classes by integrating this knowledge into the courses.
- The Multicultural Club will be putting forward their Taste the Nations reception on October 13.
- The faculty, in conjunction with the Student Senate, is working on resurrecting the practice of sponsoring a public talk from our Board of Trustees candidates prior to the election in order to strengthen relationships between the constituent groups of the college and the Board. This is scheduled for October 20, 2022 at 6:30 pm.

Respectfully submitted,
Timothy J. Glatzer

October 2022

Professional Staff Committee Representation 2022-23

Professional Staff (P-Staff) **Executive Committee** members represent P-Staff on College Council, communicate with and receive feedback from P-Staff members on campus-wide issues, and submit the board report each month. Executive Committee for 2022-23 consists of:

- Alejandra Gonzales, president, *Registrar & Registration Coordinator*
- Michaela Jones, *Alumni & Development Coordinator*
- Kelly McArdle, *Academic & Career Advising Coordinator*
- Lisa Smith, *Institutional Research Manager*
- Martin Stensing, *Interim Dean of Student Learning*
- Rebecca Voss, *Library Coordinator*

The Professional Staff **Care Committee** plans activities throughout the year to show appreciation for P-Staff and the wider campus community. Our first event was a Welcome Back Luncheon for P-Staff on October 3. Care Committee for 2022-23 consists of:

- Ty Barrus, *Student Success Programs Manager & Counselor*
- Alejandra Gonzales, *Registrar & Registration Coordinator*
- Christi Greaham, *Training & Development Program Associate*
- Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
- Jen Schneider, *Tutoring Coordinator*
- Lisa Smith, chair, *Institutional Research Manager*
- Jory Yates, *Computing Services Specialist*



Representatives on campus-wide committees:

- **Budget Committee** – Corey Ostermiller, *Development Manager – Foundation*
- **Employee Policy Review Committee** – Shaman Quinn, *Financial Aid & Scholarships Director*
- **Institutional Effectiveness Committee** – Lindsay Shaw, *TRIO Career & Transfer Associate*
- **Grievance Committee**
 - Ty Barrus, *Student Success Programs Manager & Counselor*
 - Casey Dearcorn, *Computing Services Director*
 - Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
 - Jo Anne Heimer, *Business Office Manager*
 - West Hernandez, *Enrollment Services Director*
 - Rob Hill, *Men's and Women's Soccer Coach*
 - Carey Miller, *Communications & Marketing Director*
 - Whitney Morgan, *Educational Support Coordinator for Paramedic & EMS Programs*
 - Colby Schaefer, *Facilities Supervisor – Grounds & Events*
 - Shelby Wetzel, *Executive Director of the NWC Foundation*

Comings and Goings

In the past month, we have welcomed these people to Professional Staff:

- **Dillon Jeffs**, *Foundation Accountant*
- **Ashley O'Neil**, *Interim Student Success Program Associate – TRIO*

In the past month, we've said goodbye to these Professional Staff:

- **Sue Woods**, *Foundation Analyst*
- **Leslie Kenney**, *Athletic Trainer*

We thank them for their work while at NWC and wish them the best in their future endeavors.





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

NWC Foundation Board/Operations:

- Conducting Foundation Strategic Plan development work.
- Continued accounting software conversion process with consultant.
- Completed annual Community College Endowment Challenge reporting for the WCCC/State Treasurer.
- Collaborating regarding Audit of the Foundation's 2022 Financial Statements.

Fundraising:

- Conducted major gift solicitation training with volunteers for Vibrancy Campaign/Student Center fundraising. Developing plans for Naming Opportunities for the new facility.
- Facilitating named Athletic Scholarship gifts with individual donors. Also collaborating with Trapper Booster Club board and coaches regarding membership drive. Coordinating banners for Cabre gym and at the soccer field with area businesses. Helped host an Athletics social event on September 27 to promote the upcoming athletic seasons.
- Distributed solicitation materials for the Friends of Northwest Music.
- Preparing materials for fall annual fund solicitation mailings to past alumni donors and community supporters.
- Continued cultivation and solicitation work with top-level donor prospects and performed follow-up regarding pledges and gift documents.

Marketing/Events:

- Distributed September TrapperLink email update. Also preparing content for fall Alumni and Friends publication.
- Conducted the NWC Alumni Association Board meeting on September 17 where we held Strategic Planning discussions to facilitate strategies and linkage with NWC's activities. Held joint reception for the Alumni Board and NWC Retirees+ group (including long-term employees).
- Helped coordinate the Wasden Reading on September 29 featuring mystery writer Anne Hillerman.
- Collaborating in planning for Taste the Nation Dinner on October 13 to wish Bon Voyage to Richard and Harriet Bloom-Wilson who are moving away from Powell.

- Launched planning for the Foundation's annual scholarship donor event. We are implementing a Scholarship Reception and High Tea rather than a luncheon to accommodate the growing number of donor and student participants.

Miscellaneous:

- Welcomed Dillon Jeffs as the new Foundation Accountant and initiated training.
- Continued collaborations with Financial Aid to award 2022-2023 scholarships. Also initiated planning regarding scholarship award revision to support NWC's strategic plan.
- Participated in planning and operations for Paint the Town Red activities.
- Participating on Art in Public Buildings committee for the new Student Center.

September 30, 2022

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

The Student Center project continues to move forward according to schedule.

Temporary Dining Facility

Construction on the temporary dining facility continues to move forward according to schedule. The contractor, architect, and College meet weekly to discuss progress. The guaranteed maximum price is \$1,482,155.

Student Center Building

The Student Center bid process is moving forward with a Pre-Bid RFI #4 released on September 29. The CMAR, NWC, and State Construction will review all proposals submitted by qualified contractors, with bids due October 11, 2022. Overall project costs will be collated for feasibility, and if feasible, selections and the final award process will occur with approval from State Construction and the College.

Temporary Kitchen Facilities

The draft of the fairgrounds lease was scheduled to be available for review Tuesday, October 4. The President and Director Quillen will attend the Commissioner meeting.

Projected Financing

No change to date.

Cost and Funding Overview	Level 2 Design	Level 3 before Value Engineering	L3 Value Engineer Student Center	Alternative 1- Temporary Dining Facility	Alternative 2- Outdoor Recreation	Total Project with Alternatives
Total Project Cost	\$ 21,147,758	\$ 26,198,815	\$ 20,614,560	\$ 1,482,155	\$ 1,865,001	\$ 23,961,716
Less: State of Wyoming Funding	\$ (10,573,879)	\$ (13,099,408)	\$ (10,307,280)	\$ (741,078)	\$ (932,500)	\$ (11,980,858)
Northwest College Portion	\$ 10,573,879	\$ 13,099,408	\$ 10,307,280	\$ 741,078	\$ 932,500	\$ 11,980,858
Northwest College Financing Costs	\$ 55,000	\$ 75,000		\$ -	\$ -	\$ -
Northwest College Estimated Project Total	\$ 10,628,879	\$ 13,174,408	\$ 10,307,280	\$ 741,078	\$ 932,500	\$ 11,980,858
NWC Foundation Capital Campaign	\$ (3,500,000)	\$ (3,500,000)	\$ (3,500,000)		\$ -	\$ (3,500,000)
Foundation Support - Other Endowments	\$ (850,000)	\$ (850,000)	\$ (850,000)	\$ (500,000)		\$ (1,350,000)
Other					\$ (150,000)	\$ (150,000)
NWC Reserves/ Fees/ Other	\$ (4,699,774)	\$ (4,699,774)	\$ (5,957,280)	\$ (241,078)	\$ (782,500)	\$ (6,980,858)
NWC Financing Needed	\$ 1,579,105	\$ 4,124,634	\$ -	\$ -	\$ 0	\$ 0
Final NWC Foundation Support	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000	\$ 500,000	\$ -	\$ 4,850,000
Other Funds					\$ 150,000	\$ 150,000
Final NWC Contribution	\$ 6,278,879	\$ 8,824,408	\$ 5,957,280	\$ 241,078	\$ 782,500	\$ 6,980,858

September 30, 2022

TO: Lisa M. Watson, 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	\$ 19,637.70	\$ 265,081.10	\$ 14,572.48	\$ 53,659.97	\$ 15,456.67	\$ -	\$ -	\$ 368,407.92
Fund 11	\$ 2,598.64	\$ 507.00	\$ 2,765.00	\$ -	\$ 1,422.16	\$ -	\$ -	\$ 7,292.80
Fund 12	\$ 2,887.10	\$ 6,201.92	\$ 1,124.00	\$ 25,262.51	\$ 73,986.09	\$ 329.65	\$ -	\$ 109,791.27
Fund 14	\$ 6,911.00	\$ -	\$ 200.00	\$ -	\$ 150.00	\$ -	\$ -	\$ 7,261.00
Fund 15	\$ 1,170.16	\$ 1,987.00	\$ -	\$ 481.56	\$ 2,119.30	\$ -	\$ -	\$ 5,758.02
Fund 22	\$ 616.59	\$ 183,267.00	\$ 285.00	\$ -	\$ 7,309.73	\$ 39,200.00	\$ -	\$ 230,678.32
Fund 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 71	\$ -	\$ 5,212.86	\$ -	\$ -	\$ -	\$ -	\$ 1,329,897.73	\$ 1,335,110.59
Fund 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 316,700.00	\$ 316,700.00
Total	\$ 33,821.19	\$462,256.88	\$ 18,946.48	\$ 79,404.04	\$ 100,443.95	\$ 39,529.65	\$ 1,646,597.73	\$ 2,380,999.92

Please find the attached October 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 - October 2022

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/8/2022	V0273882	Admin Serv	91 Supplies	Fedex	fed-ex postage	\$8.32
10	9/13/2022	V0273942	Athletic Dir	91 Supplies	Sodexo Operations LLC	Meeting catering	\$120.00
10	9/13/2022	V0273943	Athletic Dir	91 Supplies	Brian K. Erickson	Mileage reimbursement	\$180.00
10	9/22/2022	V0274256	Athletic Trainer	91 Supplies	Performance Health - Medco	Tooth savers, hydrogen	\$96.64
10	9/22/2022	V0274257	Athletic Trainer	91 Supplies	Collins Sports Medicine	Sam chest seal combo	\$148.47
10	9/22/2022	V0274298	Athletic Trainer	91 Supplies	Henry Schein	Gloves, tape, bandage	\$2,121.18
10	9/1/2022	V0273821	Biology	91 Supplies	Carolina Biological Sup	Lab suppllies Biology	\$304.52
10	9/22/2022	V0274238	Biology	91 Supplies	Eric C. Atkinson	3 soil test kits	\$92.70
10	9/27/2022	V0274401	Biology	91 Supplies	Carolina Biological Sup	Lab supplies	\$280.55
10	9/1/2022	V0273816	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$655.61
10	9/8/2022	V0273864	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding supplies	\$59.32
10	9/8/2022	V0273868	Bldg Maint	91 Supplies	Big Valley Bearing & Sup	shop: belt	\$6.60
10	9/8/2022	V0273870	Bldg Maint	91 Supplies	Napa Auto Parts	shop	\$36.49
10	9/8/2022	V0273878	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop/Physical Plant	\$37.42
10	9/8/2022	V0273918	Bldg Maint	91 Supplies	McIntosh Oil Inc	physical plant fuel	\$3,314.32
10	9/9/2022	V0273922	Bldg Maint	91 Supplies	Powell Welding & Industrial Sup	shop	\$24.95
10	9/22/2022	V0274244	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	shop: tape for signs	\$9.18
10	9/1/2022	V0273803	Business Mgmt	91 Supplies	Kevin W. Kuenn	Reimburse office furnitur	\$195.58
10	9/8/2022	V0273918	Campus Security	91 Supplies	McIntosh Oil Inc	Night Security Fuel	\$148.72
10	9/1/2022	V0273818	Computer Srv	91 Supplies	Powell Ace Hardware LLC	Blank wall plates	\$13.86
10	9/1/2022	V0273825	Computer Srv	91 Supplies	SHI International Corp	Tech Support	\$1,386.00
10	9/1/2022	V0273825	Computer Srv	91 Supplies	SHI International Corp	Tech Support	\$474.00
10	9/27/2022	V0274420	Computer Srv	91 Supplies	CDW Government Inc	Disk Imaging Software	\$37.29
10	9/27/2022	V0274420	Computer Srv	91 Supplies	CDW Government Inc	Disk Imaging Software	\$2,535.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/22/2022	V0274395	Criminal Justice	91 Supplies	Powell Welding & Industrial Sup	CO2 cylinders	\$115.65
10	9/8/2022	V0273863	Cust/Grounds	91 Supplies	KB Commercial Products	custodial	\$113.20
10	9/22/2022	V0274292	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Paper towels	\$89.20
10	9/8/2022	V0273862	Grounds	91 Supplies	Copper Mtn Irrigation LLC	grounds: pressure relief	\$105.00
10	9/8/2022	V0273878	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds	\$212.16
10	9/15/2022	V0273995	Grounds	91 Supplies	O'Reilly Auto Parts	Grounds	\$55.59
10	9/15/2022	V0273997	Grounds	91 Supplies	John Deere Financial	Grounds	\$228.89
10	9/22/2022	V0274243	Grounds	91 Supplies	Powell Welding & Industrial Sup	Grounds	\$30.00
10	9/8/2022	V0273920	Library	91 Supplies	Nancy Miller	light bulbs reimbursement	\$18.70
10	9/22/2022	V0274280	Music	91 Supplies	Dr. Robert C. Rumbolz	AA batteries	\$20.99
10	9/6/2022	V0273833	Nursing	91 Supplies	Sodexo Operations LLC	nursing student orient	\$900.00
10	9/14/2022	V0273993	Nursing	91 Supplies	Vision West Inc	Table cloths	\$60.00
10	9/13/2022	V0273972	Orientation	91 Supplies	Sodexo Operations LLC	Registration breakfast	\$97.84
10	9/8/2022	V0273918	Pres Office	91 Supplies	McIntosh Oil Inc	President Fuel	\$130.26
10	9/8/2022	V0273918	Rodeo Men	91 Supplies	McIntosh Oil Inc	rodeo fuel	\$80.78
10	9/6/2022	V0273834	Welding	91 Supplies	Norco	Supplies	\$19.22
10	9/6/2022	V0273835	Welding	91 Supplies	F-M Forklift Sales & Serv Inc	forklift battery & instal	\$501.66
10	9/27/2022	V0274402	Welding	91 Supplies	Norco	Rod, oxygen	\$305.27
10	9/27/2022	V0274408	Welding	91 Supplies	Norco	Headgear	\$167.25
10	9/27/2022	V0274409	Welding	91 Supplies	Norco	Jackson clear visor	\$174.44
10	9/27/2022	V0274410	Welding	91 Supplies	Norco	File, tip cleaners, rod,	\$3,061.75
10	9/27/2022	V0274413	Welding	91 Supplies	Norco	Welding gloves, Acetylene	\$671.34
10	9/27/2022	V0274414	Welding	91 Supplies	Norco	Headgear	\$191.79
			Sum:	91 Supplies			\$19,637.70
	10 Operating Fund						
10	9/22/2022	V0274289	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Greybull Recreation District	Greybull classrrom use	\$50.00
10	9/1/2022	V0273826	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Adobe Pro	\$3,154.14

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/1/2022	V0273826	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Adobe shared Dev HED LIC	\$23,760.00
10	9/1/2022	V0273826	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	ADO Sign Ent Edu DC	\$1,056.00
10	9/1/2022	V0273826	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	All Apps HED Faculty Staff Lic	\$9,504.00
10	9/22/2022	V0274393	Aviation	92 Servs/Fees/Repr/Maint	Choice Aviation	Contract/instruction	\$7,840.00
10	9/22/2022	V0274393	Aviation	92 Servs/Fees/Repr/Maint	Choice Aviation	Fees	\$151,624.00
10	9/1/2022	V0273789	Bldg Maint	92 Servs/Fees/Repr/Maint	Rimrock Tire	physical plant: vehicle	\$772.52
10	9/1/2022	V0273793	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Bldg repairs:boiler start	\$66.78
10	9/1/2022	V0273816	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$458.20
10	9/8/2022	V0273867	Bldg Maint	92 Servs/Fees/Repr/Maint	Sanders Plumbing Inc	bldg repair	\$510.33
10	9/8/2022	V0273871	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	bldg repair	\$88.00
10	9/8/2022	V0273872	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical	\$33.00
10	9/8/2022	V0273874	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical fiber	\$34.16
10	9/8/2022	V0273876	Bldg Maint	92 Servs/Fees/Repr/Maint	Anderson Forklift	service fork lift	\$459.35
10	9/8/2022	V0273878	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	bldg repair	\$815.44
10	9/9/2022	V0273921	Bldg Maint	92 Servs/Fees/Repr/Maint	JEAI-Group	bldg repair: npa blinds	\$648.00
10	9/9/2022	V0273923	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	bldg repair: fiber optic	\$110.92
10	9/13/2022	V0273954	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Sci/math equip repairs	\$895.28
10	9/15/2022	V0273999	Bldg Maint	92 Servs/Fees/Repr/Maint	Production Machine Co	bldg repair: bracket	\$100.00
10	9/22/2022	V0274293	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Building repairs	\$692.29
10	9/7/2022	V0273853	Computer Srv	92 Servs/Fees/Repr/Maint	Office Shop	copier maintenance	\$1,752.04
10	9/13/2022	V0273964	Computer Srv	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Gorilla mounting tape	\$19.18
10	9/22/2022	V0274241	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial equip repair	\$239.70
10	9/13/2022	V0273960	Fitness Center	92 Servs/Fees/Repr/Maint	Gem Fitness, Inc	Treadmill repairs	\$1,022.00
10	9/1/2022	V0273789	Grounds	92 Servs/Fees/Repr/Maint	Rimrock Tire	grounds: equip repair	\$22.59
10	9/13/2022	V0273967	Instr OneTime	92 Servs/Fees/Repr/Maint	Higher Learning Commission	Assurance review team	\$3,000.00
10	9/13/2022	V0273958	Internt'l Recruit	92 Servs/Fees/Repr/Maint	Keiko Ichiki	Agent commision payment	\$5,016.60
10	9/14/2022	V0273992	Internt'l Recruit	92 Servs/Fees/Repr/Maint	Necati A. Sozuoz	Consulting serv Turkey	\$1,672.20

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/22/2022	V0274396	Mens BB	92 Servs/Fees/Repr/Maint	Mitchell H. Bevans	MBBall officials 14	\$8,400.00
10	9/27/2022	V0274421	Mens BB	92 Servs/Fees/Repr/Maint	Austin Christensen	Mileage reimbursement	\$400.00
10	9/22/2022	V0274300	Mens Soccer	92 Servs/Fees/Repr/Maint	Eastern Montana NISOA	Aug-Sept Mens Soccer	\$2,592.00
10	9/8/2022	V0273856	Music	92 Servs/Fees/Repr/Maint	Natl Assoc Schools of Music	NASM Dues for 2022-23	\$1,152.00
10	9/27/2022	V0274418	Music	92 Servs/Fees/Repr/Maint	Craig Olson	August piano tuning	\$300.00
10	9/14/2022	V0273994	Nursing	92 Servs/Fees/Repr/Maint	ACEN	Annual Accreditation	\$2,875.00
10	9/1/2022	V0273809	Orientation	92 Servs/Fees/Repr/Maint	Baru Agency	KOW Tshirts 2022	\$2,831.70
10	9/22/2022	V0274255	Outdoor Ed	92 Servs/Fees/Repr/Maint	John Deere Financial	Water treatment,	\$35.96
10	9/13/2022	V0273970	Rodeo Arena	92 Servs/Fees/Repr/Maint	VF Livestock LLC	Manure clean up	\$7,690.00
10	9/14/2022	V0273985	Rodeo Arena	92 Servs/Fees/Repr/Maint	Big Horn Redi - Mix	Gravel	\$1,413.00
10	9/14/2022	V0273986	Rodeo Arena	92 Servs/Fees/Repr/Maint	Triple L Sales	Plumbing parts	\$83.52
10	9/7/2022	V0273851	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	cattle lease aug 2022	\$3,150.00
10	9/6/2022	V0273834	Welding	92 Servs/Fees/Repr/Maint	Norco	torch kits - students	\$6,141.00
10	9/22/2022	V0274397	Womens BB	92 Servs/Fees/Repr/Maint	Colorado Collegiate Officials LLC	WMbball officials 14	\$8,525.00
10	9/22/2022	V0274300	Womens Soccer	92 Servs/Fees/Repr/Maint	Eastern Montana NISOA	Aug-Sept 22 WM soccer	\$1,825.20
10	9/1/2022	V0273798	Womens VB	92 Servs/Fees/Repr/Maint	Kyle Crawford	Line judge 08-25-22	\$40.00
10	9/1/2022	V0273799	Womens VB	92 Servs/Fees/Repr/Maint	Sherry Wardell	08-25-22 Line judge	\$40.00
10	9/1/2022	V0273800	Womens VB	92 Servs/Fees/Repr/Maint	Carl J. Horrocks	08-25-22 line judge	\$20.00
10	9/1/2022	V0273801	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	08-26-22 Line judge	\$20.00
10	9/13/2022	V0273931	Womens VB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	VBall scorebook 09-07-22	\$40.00
10	9/13/2022	V0273932	Womens VB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	09-09-22 VBall scorebook	\$80.00
10	9/13/2022	V0273933	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	09-07-22 VBall official	\$205.00
10	9/13/2022	V0273934	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	09-09-22 VB official (2)	\$360.00
10	9/13/2022	V0273935	Womens VB	92 Servs/Fees/Repr/Maint	Sherry Wardell	09-07-22 VBall official	\$205.00
10	9/13/2022	V0273936	Womens VB	92 Servs/Fees/Repr/Maint	Sherry Wardell	09-09 VB official (2)	\$360.00
10	9/22/2022	V0274277	Womens VB	92 Servs/Fees/Repr/Maint	Alicia Keister	09-09-22 VB scorebook	\$80.00
10	9/22/2022	V0274295	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	VB official 09/23&24/22	\$360.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/22/2022	V0274296	Womens VB	92 Servs/Fees/Repr/Maint	Sherry Wardell	VB official 09/23&24/22	\$360.00
10	9/22/2022	V0274297	Womens VB	92 Servs/Fees/Repr/Maint	Alicia Keister	VB scorebook 09/23-24/22	\$80.00
			Sum:	92 Servs/Fees/Repr/Maint			\$265,081.10
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/14/2022	V0273980	Acad Affairs VP	93 Assoc/Travel/Misc	Amy L. McKinney	Conference per diem	\$132.50
10	9/22/2022	V0274284	Acad Affairs VP	93 Assoc/Travel/Misc	Bob Becker	Airfare reimbursement	\$688.20
10	9/27/2022	V0274411	Acad Affairs VP	93 Assoc/Travel/Misc	Gerald T. Giraud	WCCC meeting per diem	\$50.00
10	9/27/2022	V0274416	Acad Affairs VP	93 Assoc/Travel/Misc	David C Erickson	WCCC meeting per diem	\$50.00
10	9/27/2022	V0274417	Acad Affairs VP	93 Assoc/Travel/Misc	David W. Patterson	WCCC meeting diem	\$50.00
10	9/8/2022	V0273919	Asc Dean Intr	93 Assoc/Travel/Misc	Martin E. Stensing	State Articulation per diem	\$40.00
10	9/27/2022	V0274419	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Entry fees, per diem,	\$620.00
10	9/22/2022	V0274240	Internt'l Recruit	93 Assoc/Travel/Misc	Sodexo Operations LLC	Meals	\$74.97
10	9/22/2022	V0274242	Internt'l Recruit	93 Assoc/Travel/Misc	Beth Hronek	Mileage, meals reimburse	\$156.87
10	9/13/2022	V0273945	Library	93 Assoc/Travel/Misc	Kanopy	3 views monthly service	\$6.00
10	9/14/2022	V0273979	Mens BB	93 Assoc/Travel/Misc	NJCAA Region IX	22-23 Mens BBA dues	\$458.33
10	9/1/2022	V0273792	Mens Soccer	93 Assoc/Travel/Misc	Sodexo Operations LLC	Food for players	\$753.59
10	9/14/2022	V0273979	Mens Soccer	93 Assoc/Travel/Misc	NJCAA Region IX	22-23 Mens Soccer dues	\$308.33
10	9/7/2022	V0273840	Paint The Town Red	93 Assoc/Travel/Misc	Dynamic Sound & Lighting	PTTR Sound and Lights	\$1,450.00
10	9/6/2022	V0273837	Stu Serv VP	93 Assoc/Travel/Misc	Sodexo Operations LLC	rodeo team dinner tacos	\$84.00
10	9/1/2022	V0273813	Tutoring	93 Assoc/Travel/Misc	Redrock Software Corp	Annual tutor trac support	\$899.00
10	9/1/2022	V0273805	Womens BB	93 Assoc/Travel/Misc	NJCAA Region IX	WBB region dues	\$108.34
10	9/1/2022	V0273792	Womens Soccer	93 Assoc/Travel/Misc	Sodexo Operations LLC	Food for players	\$753.59
10	9/1/2022	V0273805	Womens Soccer	93 Assoc/Travel/Misc	NJCAA Region IX	WSC region dues	\$108.33
10	9/1/2022	V0273822	Womens Soccer	93 Assoc/Travel/Misc	BSN Sports	Uniforms	\$881.16
10	9/1/2022	V0273805	Womens VB	93 Assoc/Travel/Misc	NJCAA Region IX	VB region dues	\$108.33

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/13/2022	V0273944	Womens VB	93 Assoc/Travel/Misc	BSN Sports	VBall team gear	\$6,549.70
10	9/13/2022	V0273946	Womens VB	93 Assoc/Travel/Misc	Scott P. Keister	09-01-22 meal reimburse	\$132.90
10	9/14/2022	V0273979	Wrestling	93 Assoc/Travel/Misc	NJCAA Region IX	22-23 Mens wrestling dues	\$108.34
			Sum:	93 Assoc/Travel/Misc			\$14,572.48
	10 Operating Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/22/2022	V0274393	Aviation	94 Utilities/Ins/Support	Choice Aviation	Leased space	\$7,500.00
10	9/1/2022	V0273820	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$325.12
10	9/7/2022	V0273852	Computer Srv	94 Utilities/Ins/Support	Century Link	phone service	\$97.76
10	9/15/2022	V0274002	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$83.79
10	9/15/2022	V0274003	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,112.16
10	9/15/2022	V0274004	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$430.31
10	9/15/2022	V0274005	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer services interne	\$124.00
10	9/15/2022	V0274005	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$205.98
10	9/15/2022	V0274005	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,938.29
10	9/15/2022	V0274005	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$153.53
10	9/15/2022	V0274005	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP &	\$104.90
10	9/13/2022	V0273937	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Sept 22 cody center rent	\$5,335.52
10	9/8/2022	V0273861	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station electricity	\$207.23
10	9/15/2022	V0273996	Field Camp	94 Utilities/Ins/Support	Blakeman Propane	field station tank rental	\$99.00
10	9/1/2022	V0273788	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo aug 22 heat	\$85.28
10	9/8/2022	V0273860	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo aug22	\$438.22
10	9/14/2022	V0273983	Rodeo Arena	94 Utilities/Ins/Support	Park County Landfill	Wood pallets to dump	\$33.30
10	9/1/2022	V0273815	Utilities	94 Utilities/Ins/Support	Powell City of	July 22 electricity	\$19,980.98
10	9/1/2022	V0273815	Utilities	94 Utilities/Ins/Support	Powell City of	July 22 sanitation	\$2,468.80
10	9/1/2022	V0273815	Utilities	94 Utilities/Ins/Support	Powell City of	July 22 sewer	\$1,183.43

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/1/2022	V0273815	Utilities	94 Utilities/Ins/Support	Powell City of	July 22 water	\$3,299.85
10	9/8/2022	V0273860	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	electricity aug22	\$1,733.75
10	9/8/2022	V0273865	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumster fees & soccer	\$790.00
10	9/8/2022	V0273869	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	\$117.10
10	9/8/2022	V0273884	Utilities	94 Utilities/Ins/Support	TCT WEST INC	JFC&DSC Cable/Internet	\$834.03
10	9/15/2022	V0274006	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 22 Ag, I house heat	\$204.83
10	9/22/2022	V0274275	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 22 heat	\$137.60
10	9/22/2022	V0274294	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 2022 heat	\$635.21
			Sum:	94 Utilities/Ins/Support			\$53,659.97
	10 Operating Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/1/2022	V0273828	ABE,GED,ESL	97 Other Operating Exp	Transfer Print Shop	adult ed poster	\$6.50
10	9/1/2022	V0273828	ABE,GED,ESL	97 Other Operating Exp	Transfer Print Shop	mult pathways 4part form	\$56.00
10	9/1/2022	V0273828	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	update AA org chart	\$7.50
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	academic awards cert	\$9.28
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	coach nameplate	\$6.05
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	coach roundtable postcard	\$47.75
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	programs	\$50.00
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball insert 8/25	\$7.00
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball program 8/25	\$145.00
10	9/1/2022	V0273828	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball team poster	\$445.00
10	9/1/2022	V0273828	Biology	97 Other Operating Exp	Transfer Print Shop	biology 1010 lab manual	\$6.15
10	9/1/2022	V0273828	Biology	97 Other Operating Exp	Transfer Print Shop	microbiology lab manual	\$21.88
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	2022-23 viewbook, 1000	\$1,279.25
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	AA signage	\$53.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	ACA signage	\$53.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	admin signage	\$53.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	business office signage	\$53.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	dfs childcare grant flyer	\$131.25
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	dfs childcare grnt poster	\$135.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	FA22 newspaper insert	\$1,905.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	foundation signage	\$53.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	gear up signage	\$53.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	humanities signage	\$53.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	illness guidelines poster	\$71.25
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	PTR22 promo flyers, 2	\$251.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	PTR22 promo poster	\$407.50
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	PTR22 table tents	\$165.00
10	9/1/2022	V0273828	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	title IX signage	\$53.00
10	9/15/2022	V0274009	Comm & Mktg	97 Other Operating Exp	Cody Enterprise	August rustler	\$666.00
10	9/27/2022	V0274404	Comm & Mktg	97 Other Operating Exp	Lovell Chronicle	Inserts	\$110.00
10	9/27/2022	V0274405	Comm & Mktg	97 Other Operating Exp	Lamar Companies	Enrollment advertising	\$7,007.00
10	9/8/2022	V0273881	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip Shipping-postage	\$228.63
10	9/22/2022	V0274291	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$39.04
10	9/1/2022	V0273828	Extend Camp	97 Other Operating Exp	Transfer Print Shop	CHS study room signage	\$442.36
10	9/1/2022	V0273828	Human Anatomy	97 Other Operating Exp	Transfer Print Shop	human anatomy II notes	\$19.80
10	9/1/2022	V0273828	Human Anatomy	97 Other Operating Exp	Transfer Print Shop	ZOO 2010 lecture notes	\$54.90
10	9/22/2022	V0274285	Library	97 Other Operating Exp	Yankee Book Pedler	Books	\$43.75
10	9/1/2022	V0273828	Math	97 Other Operating Exp	Transfer Print Shop	math 1400-02 workbooks	\$35.40
10	9/1/2022	V0273828	Math	97 Other Operating Exp	Transfer Print Shop	math 1400-1N workbooks	\$30.18
10	9/1/2022	V0273828	Math	97 Other Operating Exp	Transfer Print Shop	math 1405 worksheets	\$19.60
10	9/1/2022	V0273828	Math	97 Other Operating Exp	Transfer Print Shop	math 2205 worksheets	\$15.30
10	9/1/2022	V0273828	Orientation	97 Other Operating Exp	Transfer Print Shop	KOW disc golf poster	\$11.60

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/1/2022	V0273828	Orientation	97 Other Operating Exp	Transfer Print Shop	KOW events QR poster	\$18.00
10	9/1/2022	V0273828	Orientation	97 Other Operating Exp	Transfer Print Shop	KOW QR code card	\$7.50
10	9/1/2022	V0273828	Orientation	97 Other Operating Exp	Transfer Print Shop	KOW shedule mailer	\$513.75
10	9/1/2022	V0273828	Stu Serv VP	97 Other Operating Exp	Transfer Print Shop	title IX resource guide	\$616.50
			Sum:	97 Other Operating Exp			\$15,456.67
			Sum:				\$368,407.92

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/1/2022	V0273812	Human Resource	91 Supplies	Backgrounds Online	Pre employment checks	\$2,398.64
11	9/15/2022	V0274008	Trustees Board	91 Supplies	Sodexo Operations LLC	Cookies, veggie tray,	\$200.00
			Sum:	91 Supplies			\$2,598.64

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/27/2022	V0274412	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Sept 2022 legal services	\$507.00
			Sum:	92 Servs/Fees/Repr/Maint			\$507.00

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/22/2022	V0274273	1M College Services	93 Assoc/Travel/Misc	Amer Assoc Comm Colleges	Annual membership	\$2,765.00
			Sum:	93 Assoc/Travel/Misc			\$2,765.00

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/13/2022	V0273955	Human Resource	97 Other Operating Exp	Danielle Jeffers	Airfare, car rental	\$814.92
11	9/15/2022	V0274009	Human Resource	97 Other Operating Exp	Cody Enterprise	Job ads-Bus driver, TRIO,	\$412.05
11	9/27/2022	V0274404	Human Resource	97 Other Operating Exp	Lovell Chronicle	Help wanted-Bus driver	\$190.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/1/2022	V0273828	Trustees Board	97 Other Operating Exp	Transfer Print Shop	august board book	\$5.19
			Sum:	97 Other Operating Exp			\$1,422.16
			Sum:				\$7,292.80

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/22/2022	V0274292	Food Service	91 Supplies	Sodexo Operations LLC	Paper towels	\$223.00
12	9/1/2022	V0273808	Print Srv	91 Supplies	AlSCO	Shop towels	\$26.40
12	9/6/2022	V0273836	Print Srv	91 Supplies	Veritiv	envelopes and paper	\$1,087.53
12	9/13/2022	V0273976	Print Srv	91 Supplies	Powell Ace Hardware LLC	Spray adhesive	\$47.97
12	9/1/2022	V0273811	Res Halls	91 Supplies	Vision West Inc	RA tshirts	\$1,231.50
12	9/1/2022	V0273819	Res Halls	91 Supplies	Powell Ace Hardware LLC	Mailbox keys	\$25.19
12	9/22/2022	V0274290	Res Halls	91 Supplies	Mountain West Computers	Colored paper	\$44.80
12	9/8/2022	V0273918	Stabling	91 Supplies	McIntosh Oil Inc	Equine Fuel	\$21.98
12	9/13/2022	V0273951	Stabling	91 Supplies	Big Horn Co-op Marketing	stabling brooms, forks	\$79.96
12	9/8/2022	V0273918	Trap Vil West	91 Supplies	McIntosh Oil Inc	TV West Fuel	\$98.77
			Sum:	91 Supplies			\$2,887.10

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/1/2022	V0273816	Food Service	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	DSC repairs	\$77.36
12	9/8/2022	V0273878	Food Service	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	DSC Repair	\$43.12
12	9/13/2022	V0273930	Food Service	92 Servs/Fees/Repr/Maint	Orkin Pest Control Inc	DSC monthly pest control	\$118.00
12	9/13/2022	V0273940	Print Srv	92 Servs/Fees/Repr/Maint	Clean Cut Sharpening Service	Sharpen blade(36")	\$36.00
12	9/1/2022	V0273793	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Simpson: ADA shower parts	\$250.82
12	9/1/2022	V0273816	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$124.32
12	9/8/2022	V0273878	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	resident hall repair	\$439.89

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/13/2022	V0273950	Res Halls	92 Servs/Fees/Repr/Maint	Altimus Distributing Inc	Res halls: L & C dryer	\$329.57
12	9/13/2022	V0273954	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Simpson shower assembly	\$243.90
12	9/22/2022	V0274293	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	TV West repairs	\$342.40
12	9/1/2022	V0273816	Trap Vil Main	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV Main repairs	\$42.71
12	9/8/2022	V0273878	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main Repairs	\$77.32
12	9/1/2022	V0273816	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV west repairs	\$3,151.65
12	9/8/2022	V0273878	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West Repairs	\$924.86
			Sum:	92 Servs/Fees/Repr/Maint			\$6,201.92
	12 Auxiliary Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/1/2022	V0273817	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$260.00
12	9/8/2022	V0273877	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$167.00
12	9/15/2022	V0274001	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver Per Diem	\$154.00
12	9/22/2022	V0274283	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$64.00
12	9/22/2022	V0274287	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$154.00
12	9/13/2022	V0273966	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	TV West BBQ	\$325.00
			Sum:	93 Assoc/Travel/Misc			\$1,124.00
	12 Auxiliary Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/1/2022	V0273815	Res Halls	94 Utilities/Ins/Support	Powell City of	July 22 Res Halls electri	\$6,845.96
12	9/1/2022	V0273815	Res Halls	94 Utilities/Ins/Support	Powell City of	July 22 Res halls sanita-	\$1,366.41
12	9/1/2022	V0273815	Res Halls	94 Utilities/Ins/Support	Powell City of	July 22 Res halls sewer	\$655.00
12	9/1/2022	V0273815	Res Halls	94 Utilities/Ins/Support	Powell City of	July 22 Res halls water	\$1,826.38
12	9/8/2022	V0273884	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res Hall Cable/Internet	\$642.31
12	9/15/2022	V0274005	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res hall internet	\$3,400.00
12	9/22/2022	V0274275	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 22 heat	\$57.74

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/22/2022	V0274294	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 2022 heat	\$266.57
12	9/1/2022	V0273815	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 22 TMain electricity	\$616.77
12	9/1/2022	V0273815	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 22 TMain sanitation	\$153.37
12	9/1/2022	V0273815	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 22 TMain sewer	\$73.52
12	9/1/2022	V0273815	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 22 TMain water	\$204.99
12	9/8/2022	V0273884	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TVM Cable/Internet	\$469.03
12	9/22/2022	V0274275	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 22 heat	\$6.48
12	9/22/2022	V0274294	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 2022 heat	\$29.92
12	9/1/2022	V0273814	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 22 electricity	\$4,423.25
12	9/1/2022	V0273814	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 22 recycle	\$1.88
12	9/1/2022	V0273814	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 22 sanitation	\$1,032.57
12	9/1/2022	V0273814	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 22 sewer	\$260.67
12	9/1/2022	V0273814	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 22 water	\$1,134.68
12	9/8/2022	V0273884	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TVW Cable/Internet	\$1,240.61
12	9/8/2022	V0273885	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	Electric Bill TVW	\$7.52
12	9/15/2022	V0274006	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 22 TV west heat	\$546.88
			Sum:	94 Utilities/Ins/Support			\$25,262.51
	12 Auxiliary Fund						
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/1/2022	V0273823	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Operations Cost August	\$755.00
12	9/8/2022	V0273883	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Operations Cost August	\$61,699.58
12	9/1/2022	V0273790	Motor Pool	97 Other Operating Exp	Prevost	cc15 parts for repair	\$1,162.11
12	9/1/2022	V0273817	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$232.00
12	9/8/2022	V0273859	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	bus fuel - def	\$494.70
12	9/8/2022	V0273859	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	bus supplies	\$112.42
12	9/8/2022	V0273866	Motor Pool	97 Other Operating Exp	Insurance Info Exchange	motor vehicle reports	\$38.29

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/8/2022	V0273873	Motor Pool	97 Other Operating Exp	Prevost	cc15 parts	\$150.09
12	9/8/2022	V0273875	Motor Pool	97 Other Operating Exp	R & A Safety Training	dot drug screen	\$80.00
12	9/8/2022	V0273877	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$167.00
12	9/8/2022	V0273878	Motor Pool	97 Other Operating Exp	Powell Ace Hardware LLC	Fleet Supplies	\$79.96
12	9/8/2022	V0273918	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Bus Fuel	\$3,690.50
12	9/8/2022	V0273918	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Cars/Vans Fuel	\$888.51
12	9/15/2022	V0273998	Motor Pool	97 Other Operating Exp	Prevost	bus repair: parts cc15	\$382.67
12	9/15/2022	V0274001	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$154.00
12	9/22/2022	V0274245	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc19 rock chip repai	\$40.00
12	9/22/2022	V0274246	Motor Pool	97 Other Operating Exp	Prevost	cc15 pump unit w/core	\$2,496.40
12	9/22/2022	V0274247	Motor Pool	97 Other Operating Exp	Rimrock Tire	cc15 flat tire repair	\$49.95
12	9/22/2022	V0274261	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc19 full service	\$1,124.41
12	9/22/2022	V0274287	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$154.00
12	9/1/2022	V0273828	Res Halls	97 Other Operating Exp	Transfer Print Shop	RA training manual	\$27.30
12	9/1/2022	V0273828	Stabling	97 Other Operating Exp	Transfer Print Shop	stabling agreement form	\$7.20
			Sum:	97 Other Operating Exp			\$73,986.09

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/13/2022	V0273950	Trap Vil Main	98 Expend--Capital/Equip	Altimus Distributing Inc	TV main dryer repairs	\$329.65
			Sum:	98 Expend--Capital/Equip			\$329.65
			Sum:				\$109,791.27

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/14/2022	V0273989	Paint The Town Red	91 Supplies	Coal Cars LLC	09-16-22 Contract	\$2,500.00
14	9/14/2022	V0273990	Paint The Town Red	91 Supplies	Michael C. Ahlstrand	PTTR Dance DJ	\$300.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/22/2022	V0274248	Paint The Town Red	91 Supplies	Island in Paradise	PTTR refund deposit	\$25.00
14	9/22/2022	V0274249	Paint The Town Red	91 Supplies	Amy Wells	PTTR deposit refund	\$25.00
14	9/22/2022	V0274250	Paint The Town Red	91 Supplies	Reanne Faxon	PTTR deposit refund	\$25.00
14	9/22/2022	V0274251	Paint The Town Red	91 Supplies	Jill Carpenter	PTTR deposit refund	\$25.00
14	9/22/2022	V0274252	Paint The Town Red	91 Supplies	Gravy Wagon	PTTR deposit refund	\$25.00
14	9/22/2022	V0274253	Paint The Town Red	91 Supplies	Robert L. Acton	PTTR deposit refund	\$25.00
14	9/22/2022	V0274254	Paint The Town Red	91 Supplies	Andy's Donuts	PTTR deposit refund	\$25.00
14	9/22/2022	V0274258	Paint The Town Red	91 Supplies	Amanda Fries	PTTR meal voucher pay out	\$20.00
14	9/22/2022	V0274259	Paint The Town Red	91 Supplies	Andy's Donuts	PTTR meal voucher payout	\$94.00
14	9/22/2022	V0274260	Paint The Town Red	91 Supplies	Robert L. Acton	PTTR meal voucher payout	\$851.00
14	9/22/2022	V0274262	Paint The Town Red	91 Supplies	Crav	PTTR meal voucher payout	\$282.00
14	9/22/2022	V0274263	Paint The Town Red	91 Supplies	Haleys Concessions	PTTR meal voucher payout	\$92.00
14	9/22/2022	V0274264	Paint The Town Red	91 Supplies	Gravy Wagon	PTTR meal voucher payout	\$271.00
14	9/22/2022	V0274265	Paint The Town Red	91 Supplies	Island in Paradise	PTTR meal voucher payout	\$205.00
14	9/22/2022	V0274266	Paint The Town Red	91 Supplies	Munchies Lemonade	PTTR meal voucher payout	\$148.00
14	9/22/2022	V0274267	Paint The Town Red	91 Supplies	Olive Branch	PTTR meal voucher payout	\$102.00
14	9/22/2022	V0274268	Paint The Town Red	91 Supplies	MarDee E. Ferbrache	PTTR meal voucher payout	\$198.00
14	9/22/2022	V0274269	Paint The Town Red	91 Supplies	Rest A While Cafe	PTTR meal voucher payout	\$96.00
14	9/22/2022	V0274270	Paint The Town Red	91 Supplies	Sodexo Operations LLC	PTTR meal voucher payout	\$21.00
14	9/22/2022	V0274271	Paint The Town Red	91 Supplies	Vali Twin Cinema Inc	PTTR meal voucher payout	\$67.00
14	9/22/2022	V0274272	Paint The Town Red	91 Supplies	Wyold West Brewing Co	PTTR meal voucher payout	\$14.00
14	9/22/2022	V0274394	Paint The Town Red	91 Supplies	Linen & Decor Rentals	PTTR tent rentals	\$1,475.00
			Sum:	91 Supplies			\$6,911.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/16/2022	V0274119	Paint The Town Red	93 Assoc/Travel/Misc	Emma Robino	09-16-22 contract PTTR	\$200.00
			Sum:	93 Assoc/Travel/Misc			\$200.00
14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/13/2022	V0273956	Paint The Town Red	97 Other Operating Exp	Vali Twin Cinema Inc	Auditorium rental	\$150.00
			Sum:	97 Other Operating Exp			\$150.00
			Sum:				\$7,261.00
15 Continuing Educ Fund							
15	9/13/2022	V0273941	Workforce Dev	91 Supplies	Sodexo Operations LLC	Albertsons training food	\$235.91
15	9/13/2022	V0273968	Workforce Dev	91 Supplies	Sodexo Operations LLC	Meals	\$306.25
15	9/20/2022	V0274228	Workforce Dev	91 Supplies	Transfer Visa	Hesi testing	\$118.00
15	9/27/2022	V0274403	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug tests	\$510.00
			Sum:	91 Supplies			\$1,170.16
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/8/2022	V0273879	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	WorkKeys Test	\$72.00
15	9/8/2022	V0273880	Workforce Dev	92 Servs/Fees/Repr/Maint	Cengage Learning	Course Video Game Design	\$1,745.00
15	9/15/2022	V0274011	Workforce Dev	92 Servs/Fees/Repr/Maint	Cengage Learning	Class software/supplies	\$170.00
			Sum:	92 Servs/Fees/Repr/Maint			\$1,987.00
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/1/2022	V0273814	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 22 electricity	\$287.85

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/1/2022	V0273814	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 22 recycle	\$0.12
15	9/1/2022	V0273814	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 22 sanitation	\$67.20
15	9/1/2022	V0273814	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 22 sewer	\$16.96
15	9/1/2022	V0273814	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 22 water	\$73.84
15	9/15/2022	V0274006	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 22 CTD heat	\$35.59
			Sum:	94 Utilities/Ins/Support			\$481.56

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/1/2022	V0273797	Workforce Dev	97 Other Operating Exp	Big Horn Radio Network	Cody radio ads	\$550.00
15	9/20/2022	V0274228	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chgs	\$59.00
15	9/8/2022	V0273918	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	CDL Fuel	\$992.47
15	9/13/2022	V0273938	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Washer fluid, DEF 2.5 gal	\$15.68
15	9/13/2022	V0273939	Wyo Works CDL	97 Other Operating Exp	Big Valley Bearing & Sup	Airbag springs, hoses,	\$454.15
15	9/22/2022	V0274276	Wyo Works CDL	97 Other Operating Exp	Big Valley Bearing & Sup	CDL truck parts	\$48.00
			Sum:	97 Other Operating Exp			\$2,119.30
			Sum:				\$5,758.02

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/22/2022	V0274286	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Candy, popcorn	\$616.59
			Sum:	91 Supplies			\$616.59

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/7/2022	V0273839	WY Innovation Partner	92 Servs/Fees/Repr/Maint	State Construction Department	HCM Architect Outdoor Ed -StCtr	\$183,267.00
			Sum:	92 Servs/Fees/Repr/Maint			\$183,267.00

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	9/14/2022	V0273981	Athletic Concession	93 Assoc/Travel/Misc	Vision West Inc	30 tshirts	\$285.00
			Sum:	93 Assoc/Travel/Misc			\$285.00
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/14/2022	V0273984	WY Tourism Rodeo Team	96 Schlrs/Grants/Waivers	John Deere Financial	Timed roping chute	\$4,899.98
			Sum:	96 Schlrs/Grants/Waivers			\$4,899.98
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/1/2022	V0273828	Graduation	97 Other Operating Exp	Transfer Print Shop	diploma	\$0.40
22	9/1/2022	V0273828	Graduation	97 Other Operating Exp	Transfer Print Shop	diplomas, 2	\$0.80
22	9/1/2022	V0273828	Graduation	97 Other Operating Exp	Transfer Print Shop	diplomas, 3	\$1.20
22	9/1/2022	V0273828	Graduation	97 Other Operating Exp	Transfer Print Shop	SU22 diplomas, 9	\$7.35
22	9/1/2022	V0273795	Nelson Shoemaker Library	97 Other Operating Exp	Journal of Medical Insight	Periodicals	\$2,400.00
			Sum:	97 Other Operating Exp			\$2,409.75
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/12/2022	V0273927	Instruction Support	98 Expend--Capital/Equip	Las Vegas Bus Sales Inc	CDL School bus (1/2)	\$19,600.00
22	9/12/2022	V0273927	Motor Pool	98 Expend--Capital/Equip	Las Vegas Bus Sales Inc	CDL School bus (1/2)	\$19,600.00
			Sum:	98 Expend--Capital/Equip			\$39,200.00
			Sum:				\$230,678.32

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	9/13/2022	V0273948	Campus Landscaping	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Sprinkler relocation proj	\$1,362.86
71	9/8/2022	V0273855	Moyer CC AC	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Moyer Cooling & Electrica	\$1,575.00
71	9/8/2022	V0273855	Rodeo	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Trapper Arena Lights/heat	\$300.00
71	9/14/2022	V0273988	Rodeo	92 Servs/Fees/Repr/Maint	Point Architects	Rodeo remodel professiona	\$750.00
71	9/8/2022	V0273855	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sc/Math Lab Hoods	\$125.00
71	9/13/2022	V0273963	Student Center	92 Servs/Fees/Repr/Maint	Northern Indust Hygiene Inc	DSC asbestos demo	\$1,100.00
			Sum:	92 Servs/Fees/Repr/Maint			\$5,212.86

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/22/2022	V0274274	Campus Paving	99 Exp-New Constr/Cap Impr	Asphalt Preservation	Parking lot projects	\$39,172.67
71	9/1/2022	V0273793	Library	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Library heat pump project	\$84.48
71	9/13/2022	V0273949	Rodeo	99 Exp-New Constr/Cap Impr	Big Horn Insulation	Rodeo remodel-remove	\$77,846.82
71	9/13/2022	V0273954	Rodeo	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Rodeo remodel	\$424.17
71	9/14/2022	V0273987	Rodeo	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Rodeo remodel	\$669.59
71	9/6/2022	V0273838	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	sci/math retro fit	\$11,700.00
71	9/12/2022	V0273925	Soccer Field Hse	99 Exp-New Constr/Cap Impr	State Construction Department	Temp dining transfer to SCD	\$1,200,000.00
			Sum:	99 Exp-New Constr/Cap Impr			\$1,329,897.73
			Sum:				\$1,335,110.59

74 Retirement of Indebtness							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
74	9/12/2022	V0273926	Revenue Bonds	99 Exp-New Constr/Cap Impr	Wyoming Bank and Trust	Revenue bond payment	\$316,700.00
			Sum:	99 Exp-New Constr/Cap Impr			\$316,700.00
			Sum:				\$316,700.00

Operating Funds – As of August 31, 2022

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	1,834,214	-1,645,609	53%			
Fees	1,118,028	605,542	-512,486	54%			
State Appropriations	11,337,570	3,086,716	-8,250,854	27%			
Local Tax Levy	3,834,750	288,245	-3,546,505	8%			
Other Sources	310,680	15,243	-295,437	5%			
Reserve Utilization	0	0	0				
Total Revenue	20,080,851	5,829,960	-14,250,891				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,523,078	39,699	7,483,379	1%			
Public Service	96,256	0	96,256	0%			
Academic Support	1,696,010	222,155	1,473,855	13%			
Student Services	3,083,987	447,881	2,636,106	15%			
Institutional Support	4,478,049	682,002	3,796,047	15%			
Operations and Maint/Plant	2,466,469	329,230	2,137,239	13%			
Scholarships	737,002	19,702	717,300	3%			
Total Expenditures	20,080,851	1,740,669	18,340,182				

Comments

Tuition and Fees- FY 2023 budgets were built on estimated enrollment in a non-COVID year with historical spring attrition. Fall enrollment was budgeted at a headcount of 1,186 and enrolled credit hours of 12,728. As of September 15, 2022 (Drop Date/100% Refund Date), enrollment was 1,377 and enrolled credit hours of 13,328. At this point, Northwest College's fall revenue is slightly exceeding budgeted amounts. Northwest College will continue to monitor enrollment along with corresponding tuition and fee revenue.

State Appropriations- The Wyoming Community College Commission has completed the recapture redistribution calculation for FY 2023. Northwest College is required to redistribute \$589,328 thru the funding allocation formula. Northwest College is currently evaluating the impact on the FY 2023 budget.

Reserve Utilization- The Board of Trustees approved an FY 2023 budget with no reserve utilization. Northwest College will continue to monitor actual revenue in relation to expenditures and report accordingly.

Expenditures by Program- August is the second month of the new fiscal year. As of August 31, faculty and staff have just returned from summer, and as such, expenditures are primarily payroll-related and administrative in nature (contracts and insurance). Instructional expenditures are minimal due to pass thru student course fees post as a negative expense at this time. Expenses will offset these pass thru course fees once academic spending starts. Northwest College will continue to require VP approvals for expenditures over \$200 to support Mission needs and maximize resources for the student center. Northwest College will monitor FY 2023 expenditures to ensure they align with actualized revenue.

Auxiliary Fund – As of August 31, 2022

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	556,200	-305,675	65%			
Residence Halls	1,129,314	652,141	-477,173	58%			
Bookstore	20,000	1,007	-18,993	5%			
Copy Center	170,846	12,670	-158,176	7%			
Motor Pool	218,384	26,843	-191,541	12%			
Other	716,687	361,746	-354,941	50%			
Total Revenue	3,117,106	1,610,607	-1,506,499				
Expenditures by Service					On Budget	Monitor	Concern
Food Service	861,875	29,854	832,021	3%			
Residence Halls	1,129,314	129,229	1,000,085	11%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	24,476	146,370	14%			
Motor Pool	218,384	18,746	199,638	9%			
Other	716,687	124,807	591,880	17%			
Total Expenditures	3,117,106	327,112	2,789,994				

Comments

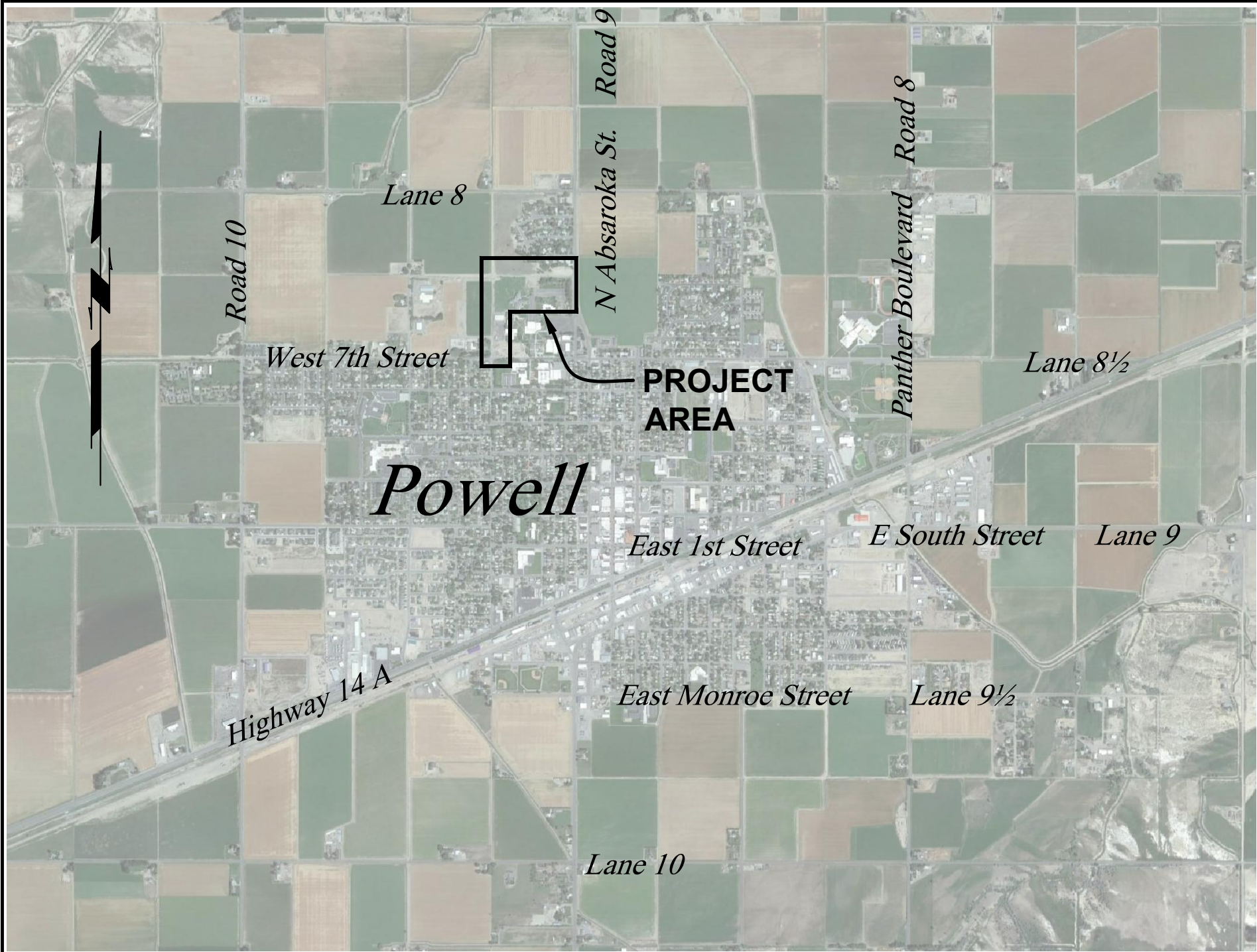
Food Service- Northwest College budgeted 260 meal plans for the Fall of 2022 and 225 meal plans for Spring 2023. As of September 16, 2022, Northwest College had sold 306 meal plans for Fall 2022. Food service continues to operate on a modified contract with Sodexo under a cost model with a capped management fee of \$10,000. Northwest College continues to work with Sodexo's management to provide the best food service product for our students at a cost within budget.

Residence Halls- Northwest College budgeted 260 students to live in the residence halls for Fall 2022 and 225 for Spring 2022. As of September 16, 2022, Northwest College's Fall 2022 actual occupancy was 300 students, with students divided between Simpson, Lewis and Clark, and Colter Halls. Northwest College will monitor FY 2023 expenditures to ensure they align with actualized revenue.

Memorandum

Date: September 30, 2022
To: Board of Trustees
From: Lisa M. Watson, President
Subject: City of Powell Storm Retention Pond discussion

The City of Powell will be in attendance to discuss a proposal to build a retention pond on campus. Engineering Associates will review the design, and the City Administrator, Zack Thorington will be available to answer questions.



LOCATION MAP

SCALE: 1" = 1000'



**CITY OF POWELL
DIVISION STREET
STORM DRAIN
NORTH OF 7TH STREET
POWELL, WYOMING
SEPTEMBER 2022**

PREPARED BY: ENGINEERING ASSOCIATES
130 NORTH BENT STREET
POWELL, WYOMING 82435
(307) 754-2738

DRAFT - NOT FOR CONSTRUCTION

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM		

DRAWN BY: _____	IKSM
JOB NO. _____	21307.00
FIELD BOOK NO. _____	589



ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	TITLE

T1.0

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INDEX	
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T1.0	TITLE
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C1.1	EXISTING SITE—STA 52+00 TO 58+00
C1.2	EXISTING SITE—STA 58+00 TO 64+00
C1.3	EXISTING SITE—STA 64+00 TO 70+00
C1.4	EXISTING SITE—STA 70+00 TO 76+00
C1.5	EXISTING SITE—STA 76+00 TO 78+79.70
C2.0	PROPOSED SITE OVERVIEW
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C2.2	PLAN & PROFILE—STA 58+00 TO 64+00
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D1.4	CONCRETE APPROACH DETAILS
D1.5	ADA RAMP DETAILS
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D1.7	DETAILS
D1.8	ROADWAY CROSS SECTION DETAILS
D1.9	ELECTRICAL DETAILS
D1.10	DETAIL NOTES

NOTES

1. VACUUM POTHOLING ON FIBER OPTIC SHALL BE PROVIDED EVERY 100 FT, PLUS OTHER LOCATIONS AS DIRECTED BY ENGINEER.

LEGEND

	RIGHT OF WAY/ PROPERTY LINES
	EXISTING EDGE OF ASPHALT
	IRRIGATION DRAIN LINE
	OVERHEAD POWER
	BURIED FIBER OPTIC LINE
	BURIED TELEPHONE
	EXISTING TREATED WATER
	GAS LINE
	EXISTING STORM WATER LINE
	PROPOSED STORM WATER LINE
	PROPOSED EDGE PAVEMENT

	FOUND BRASS CAP		TREES TO BE REMOVED/REPLACED
	EXISTING FIRE HYDRANT		SPRINKLER HEAD
	EXISTING TREATED WATER VALVE		AREAS OF POTENTIAL DISTURBANCE
	EXISTING POWER POLE		EXISTING STORM DRAIN MANHOLE
	EXISTING LIGHT POLE		EXISTING TW SERVICE/ CURB STOP
	FIBER OPTIC MANHOLE		PROPOSED STORM DRAIN MANHOLE
	POWER TRANSFORMER		

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM		

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



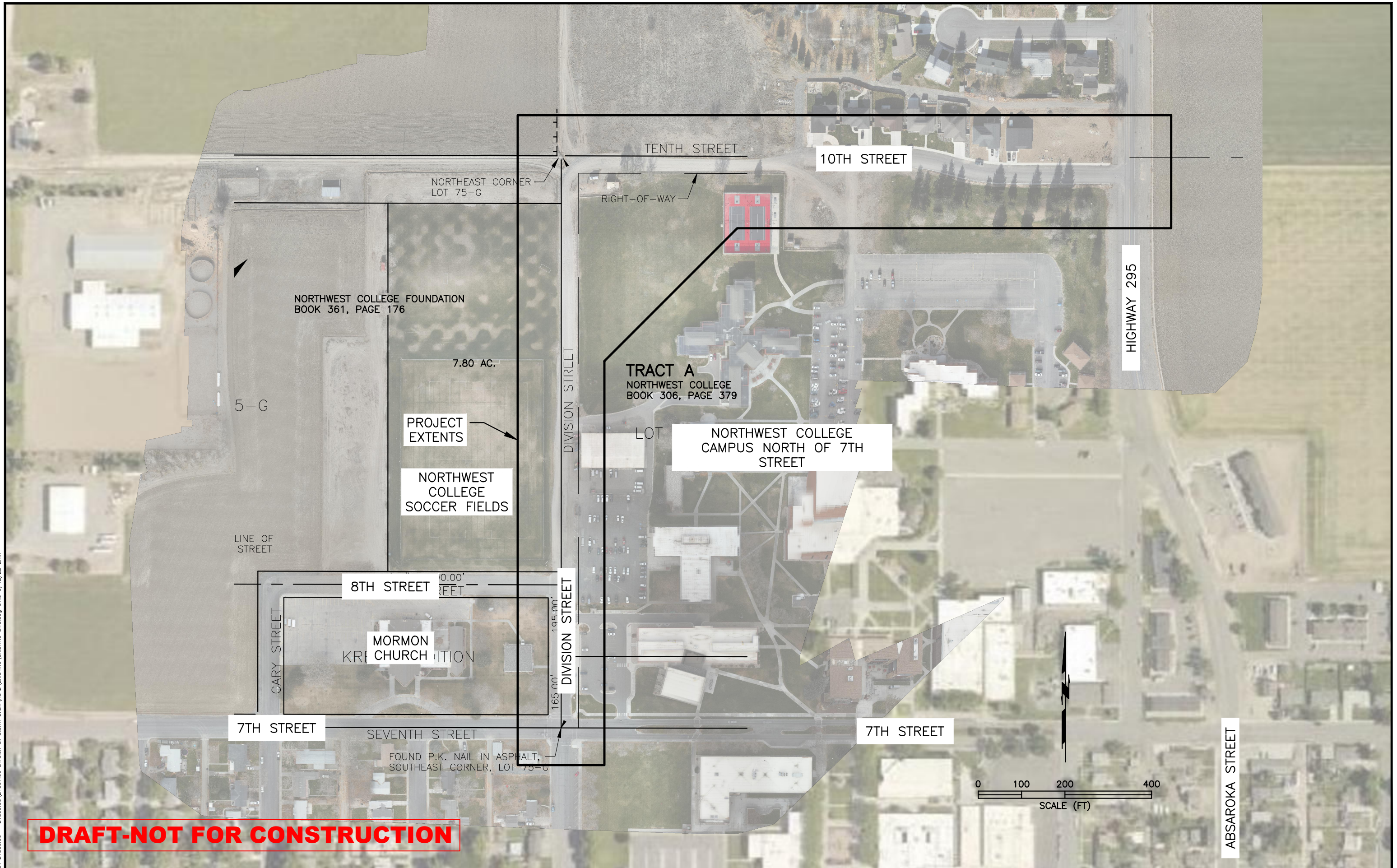
ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	NOTES & LEGEND

T1.1

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DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

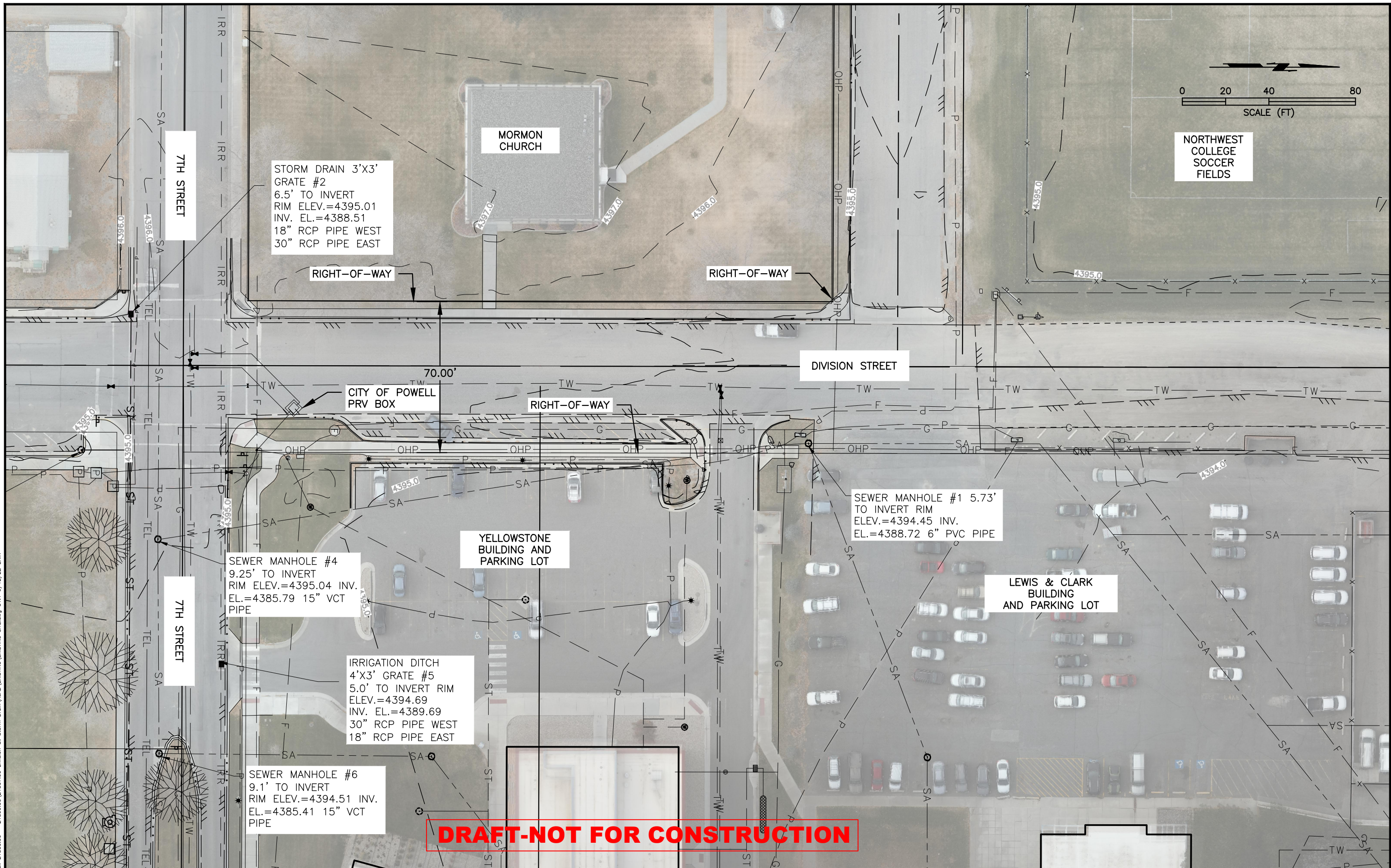
 **ENGINEERING ASSOCIATES — CODY, WYOMING**
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: **EXISTING SITE OVERVIEW**

C1.0
65

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DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY:	IKSM
JOB NO.	21307.00
FIELD BOOK NO.	589

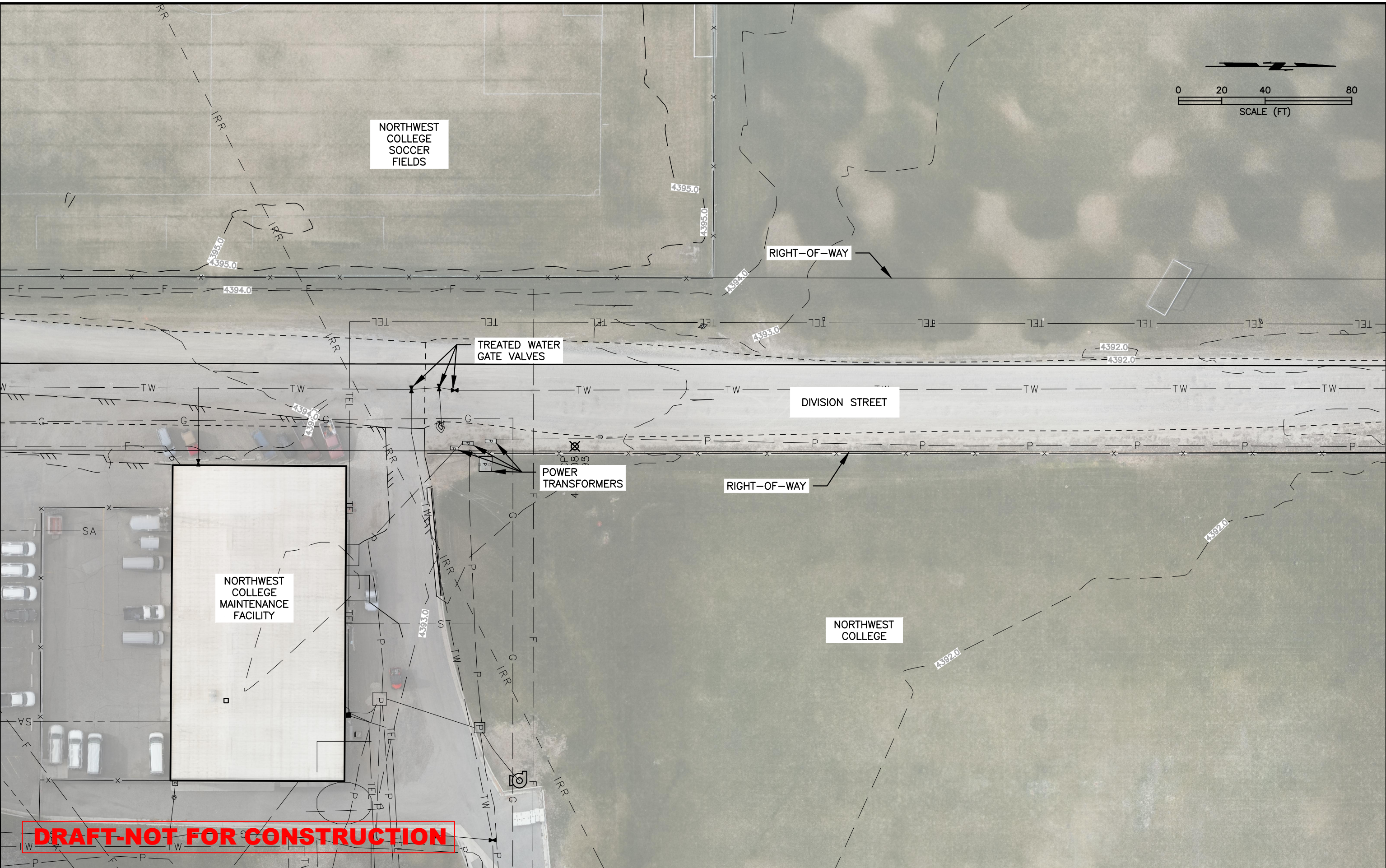
**ENGINEERING ASSOCIATES – CODY, WYOMING**
CONSULTING ENGINEERS & SURVEYORS

OWNER:	CITY OF POWELL, WYOMING
--------	-------------------------

PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	EXISTING SITE—STA 52+00 TO 58+00

C1.1
66

P:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\EXISTING\EXISTING SITE.dwg C1.2 9/12/22 ERIK



DRAFT-NOT FOR CONSTRUCTION

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

**ENGINEERING ASSOCIATES – CODY, WYOMING**
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

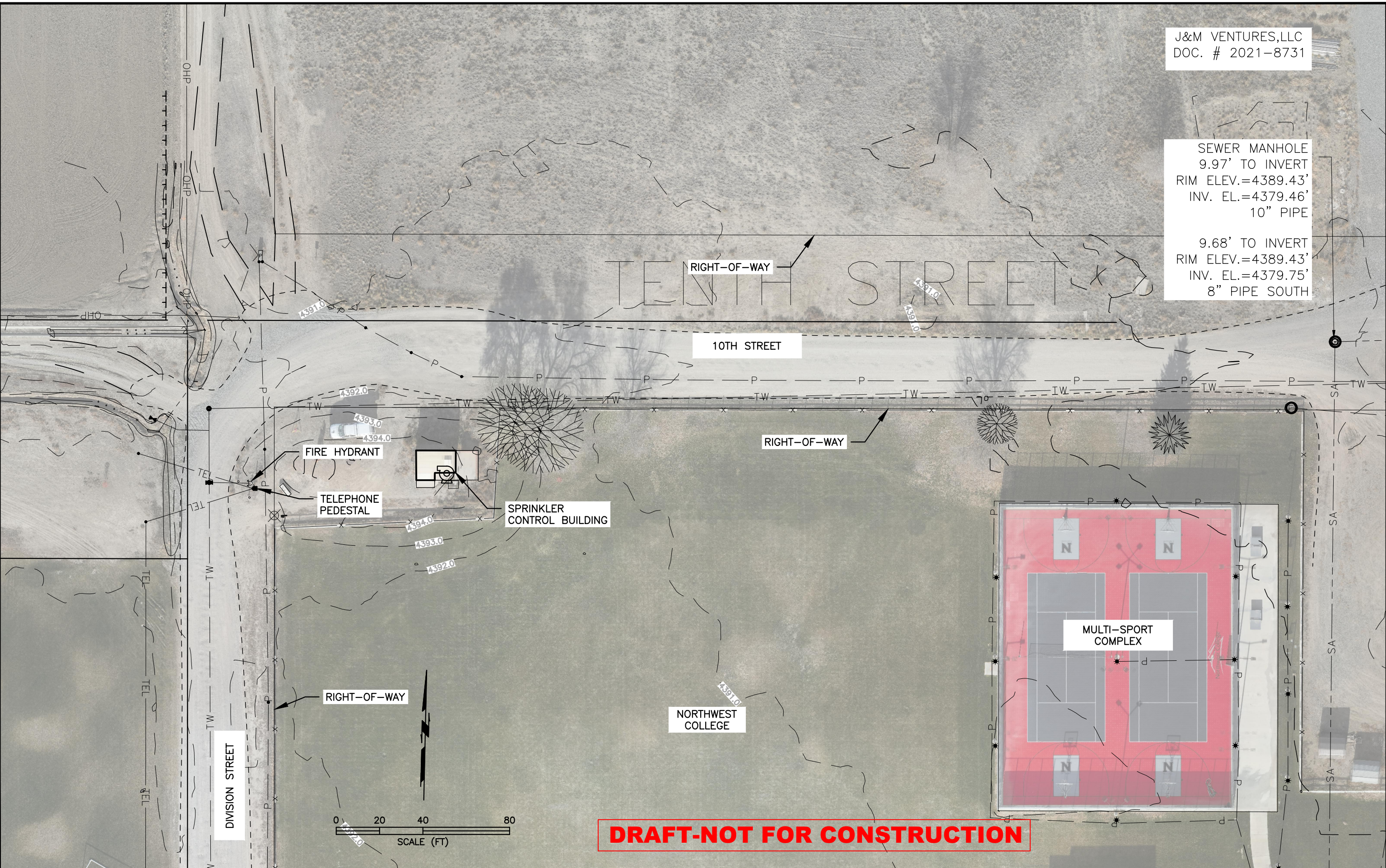
PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	EXISTING SITE—STA 58+00 TO 64+00

C1.2
67

J&M VENTURES,LLC
DOC. # 2021-8731

SEWER MANHOLE
9.97' TO INVERT
RIM ELEV.=4389.43'
INV. EL.=4379.46'
10" PIPE

9.68' TO INVERT
RIM ELEV.=4389.43'
INV. EL.=4379.75'
8" PIPE SOUTH



P:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\EXISTING\EXISTING SITE.dwg C1.3 9/12/22 ERK

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

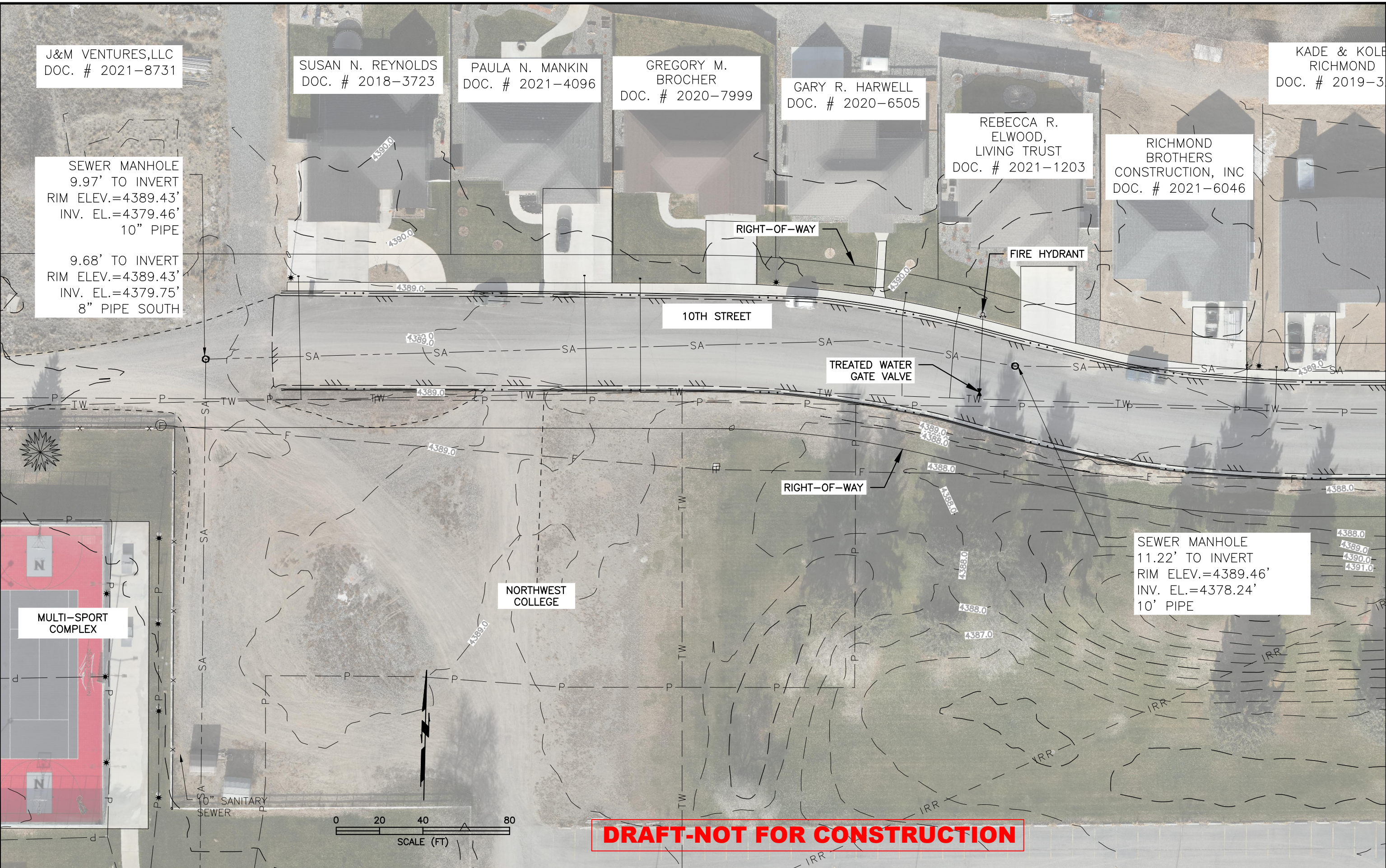
DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

**ENGINEERING ASSOCIATES – CODY, WYOMING**
CONSULTING ENGINEERS & SURVEYORS

OWNER:

PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: EXISTING SITE—STA 64+00 TO 70+00

P:\2021\Powell 21307.00 - 21399.00\21307.00 Division St Storm Drain\EXISTING SITE.dwg C1.4 9/12/22 ERIK



J&M VENTURES,LLC
DOC. # 2021-8731

SUSAN N. REYNOLDS
DOC. # 2018-3723

PAULA N. MANKIN
DOC. # 2021-4096

GREGORY M. BROCHER
DOC. # 2020-7999

GARY R. HARWELL
DOC. # 2020-6505

KADE & KOLE
RICHMOND
DOC. # 2019-3

REBECCA R. ELWOOD,
LIVING TRUST
DOC. # 2021-1203

RICHMOND BROTHERS
CONSTRUCTION, INC
DOC. # 2021-6046

SEWER MANHOLE
9.97' TO INVERT
RIM ELEV.=4389.43'
INV. EL.=4379.46'
10" PIPE

9.68' TO INVERT
RIM ELEV.=4389.43'
INV. EL.=4379.75'
8" PIPE SOUTH

10TH STREET

TREATED WATER
GATE VALVE

FIRE HYDRANT

RIGHT-OF-WAY

NORTHWEST
COLLEGE

SEWER MANHOLE
11.22' TO INVERT
RIM ELEV.=4389.46'
INV. EL.=4378.24'
10' PIPE

MULTI-SPORT
COMPLEX

10" SANITARY
SEWER

DRAFT-NOT FOR CONSTRUCTION

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



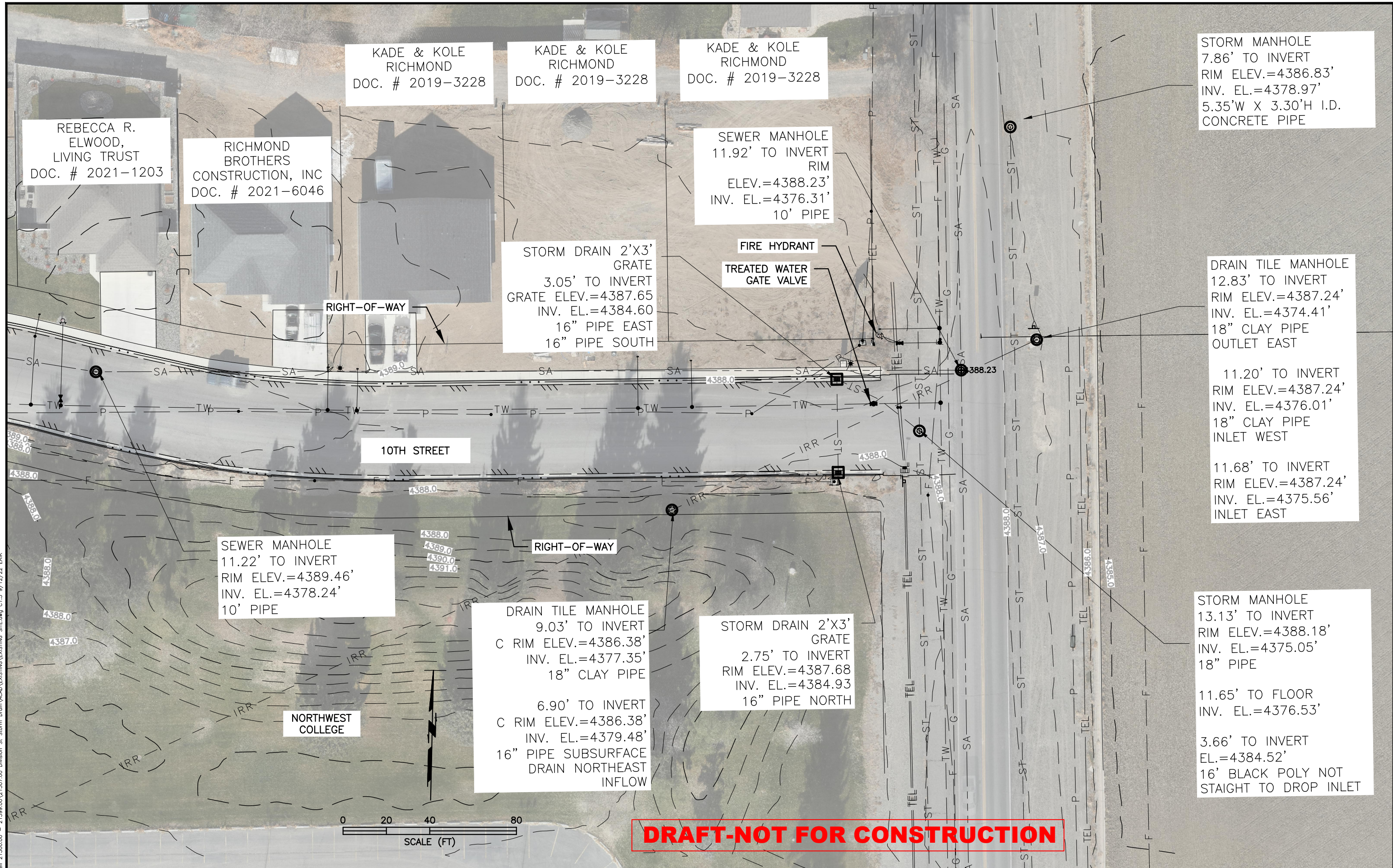
ENGINEERING ASSOCIATES - CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: DIVISION STREET STORM DRAIN
TITLE: EXISTING SITE-STA 70+00 TO 76+00

C1.4
69

P:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\EXISTING SITE.dwg C1.5 9/12/22 ERK



DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

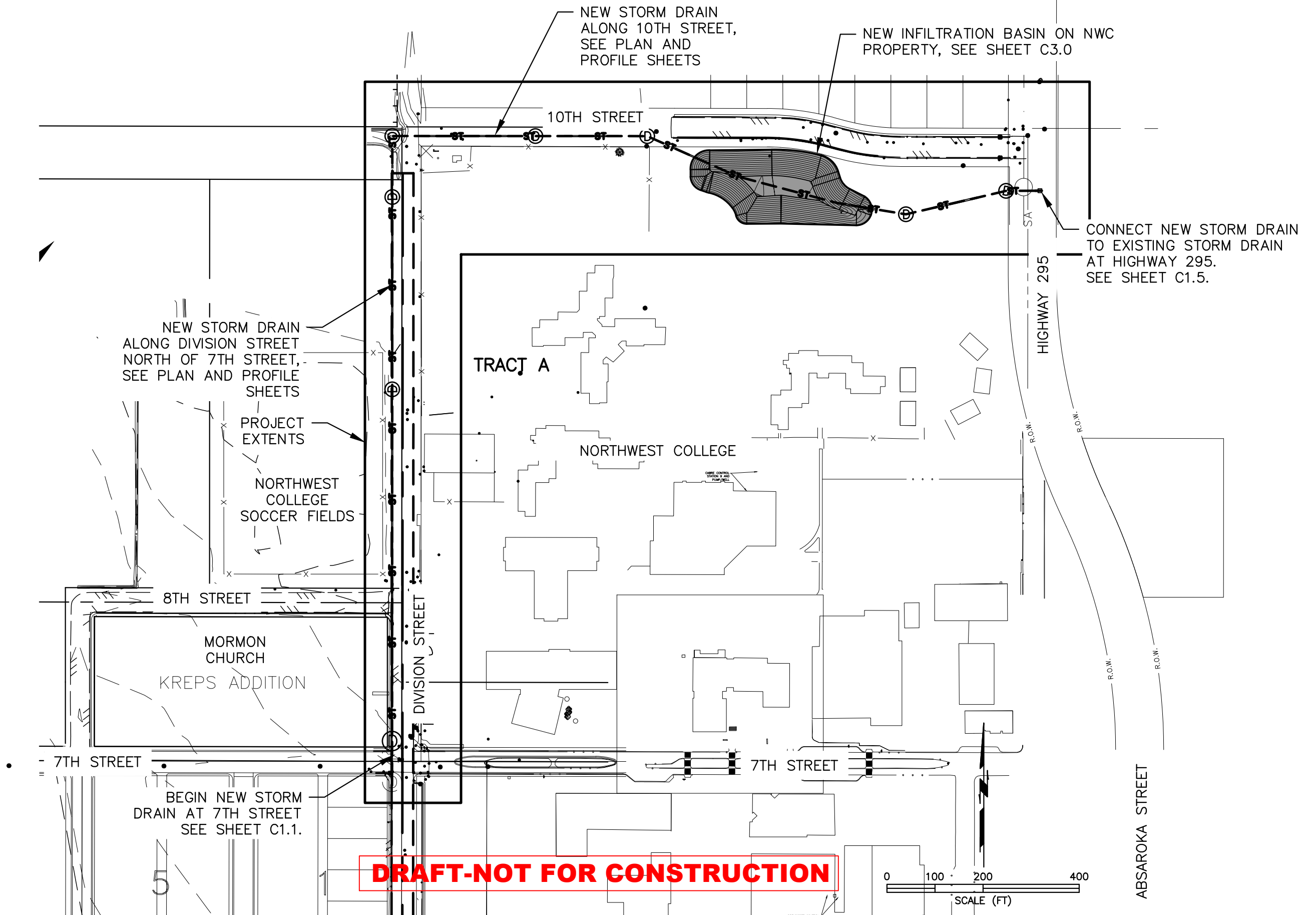
DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

**ENGINEERING ASSOCIATES – CODY, WYOMING**
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: **EXISTING SITE—STA 76+00 TO 78+79.70**

C1.5
70



P:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg PROPOSED SITE OVERVIEW 9/12/22 ERIK

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

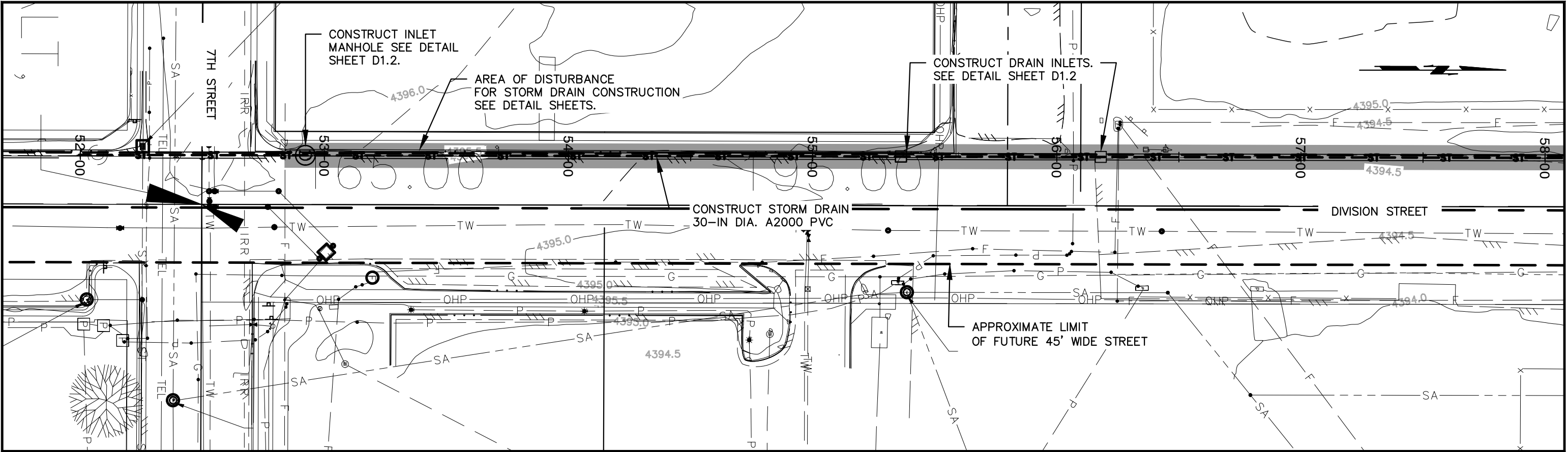
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JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

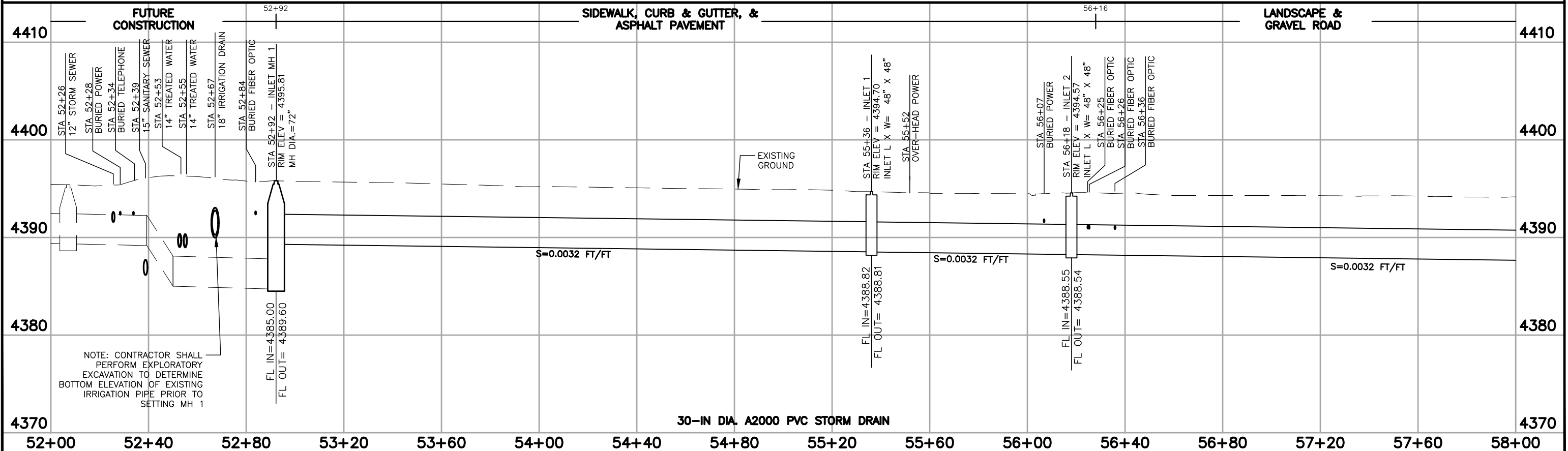
OWNER:
CITY OF POWELL, WYOMING

PROJECT:	DIVISION STREET STORM DRAIN	C2.0
TITLE:	PROPOSED SITE OVERVIEW	



SCALES:
1" = 40' HOR
1" = 10' VERT

DRAFT-NOT FOR CONSTRUCTION



DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

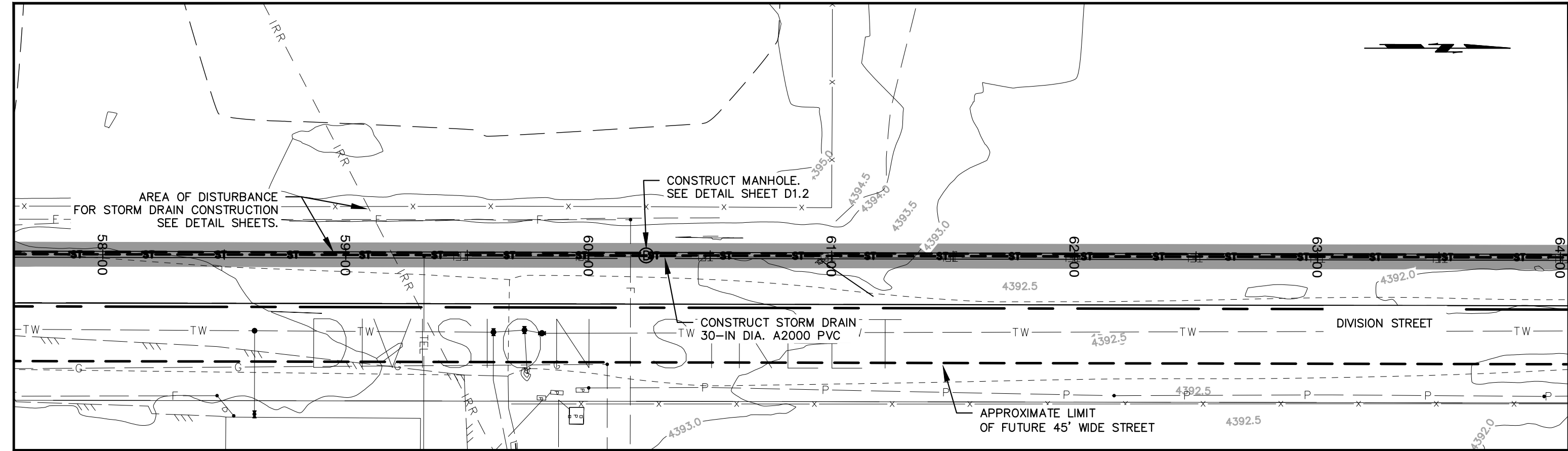
OWNER:
CITY OF POWELL, WYOMING

PROJECT:
DIVISION STREET STORM DRAIN

TITLE:
PLAN & PROFILE—STA 52+00 TO 58+00

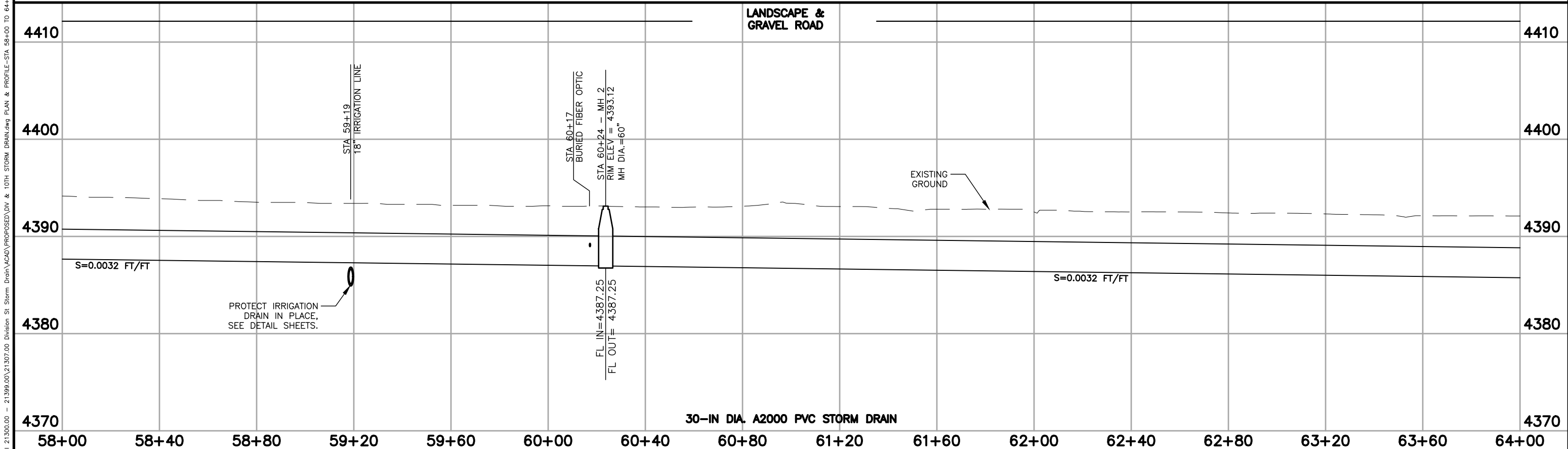
C2.1

P:\2021\Powell 21307.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg PLAN & PROFILE—STA 52+00 TO 58+00 9/12/22 ERIK



SCALES:
1" = 40' HOR
1" = 10' VERT

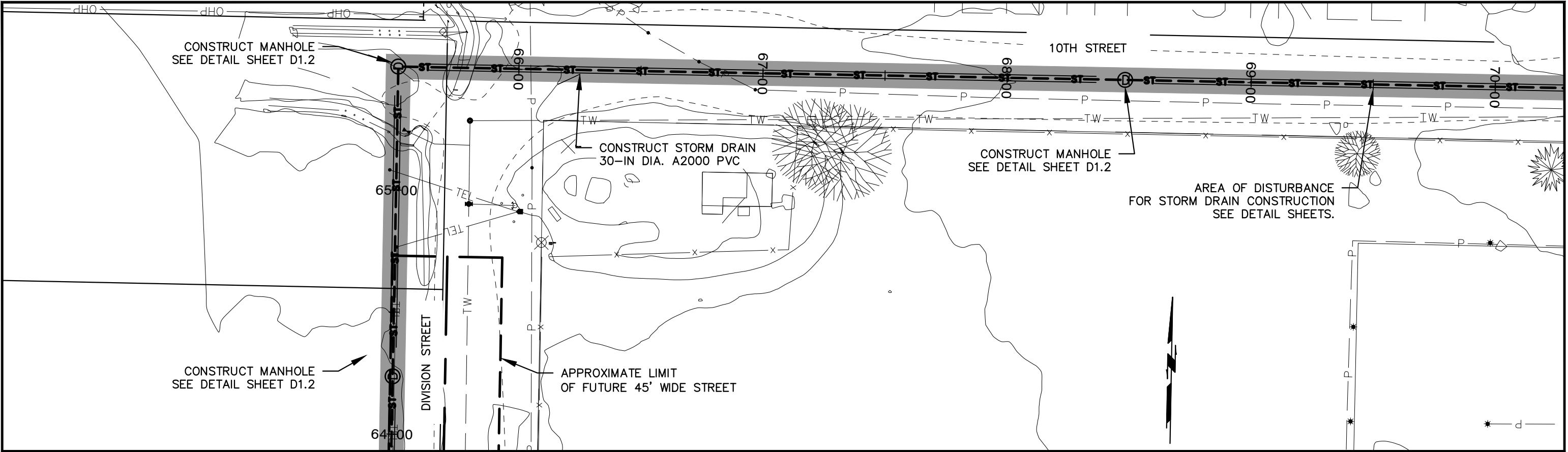
DRAFT-NOT FOR CONSTRUCTION



P:\2021\Power

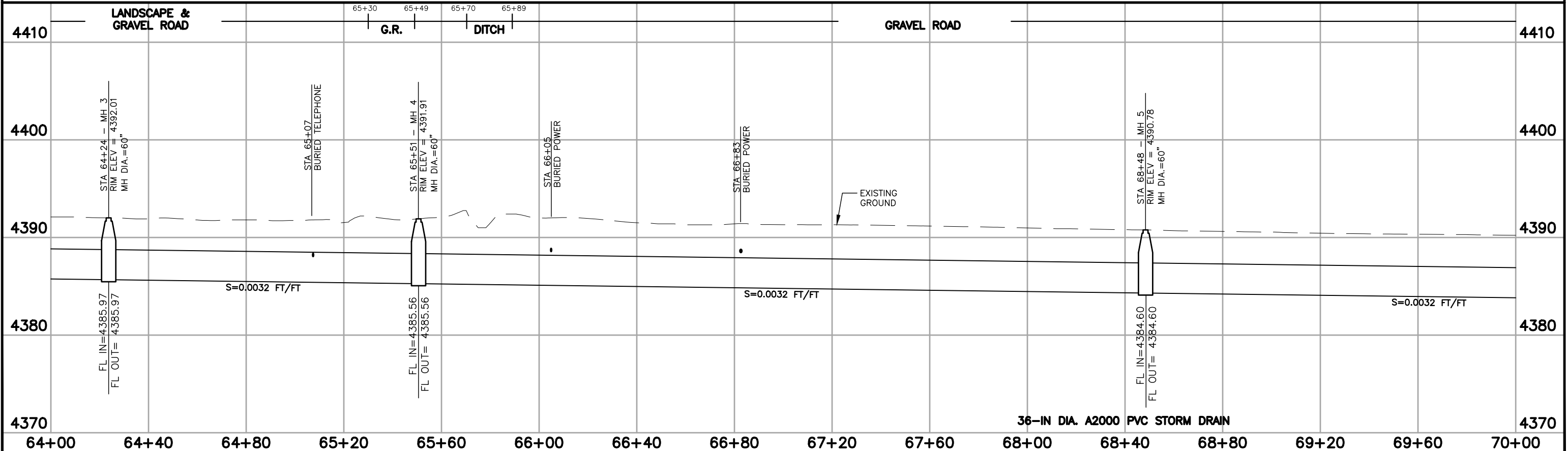
DATE	DRAWING LOG	BY	CHECKED	APPROVED	DRAWN BY: IKSM	 ENGINEERING ASSOCIATES – CODY, WYOMING CONSULTING ENGINEERS & SURVEYORS	OWNER: CITY OF POWELL, WYOMING	PROJECT:	DIVISION STREET STORM DRAIN	C2.2 73
					JOB NO. 21307.00			TITLE:	PLAN & PROFILE—STA 58+00 TO 64+00	
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC	FIELD BOOK NO. 589					

F:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg PLAN & PROFILE—STA 58+00 TO 64+00 9/12/22 ERIK



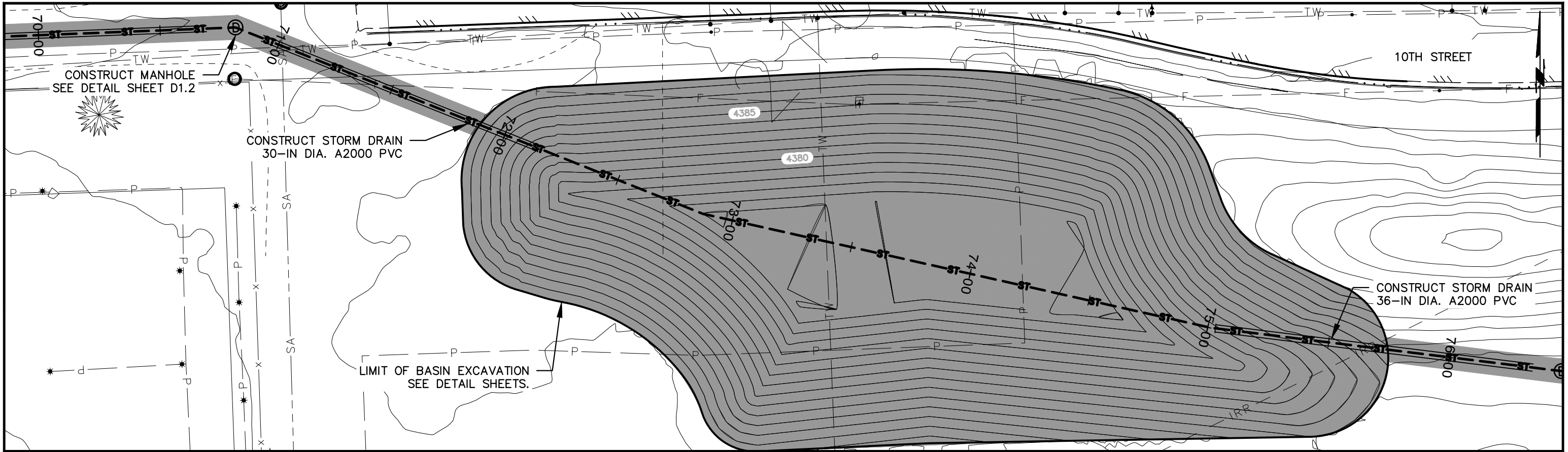
SCALES:
1" = 40' HOR
1" = 10' VERT

DRAFT-NOT FOR CONSTRUCTION



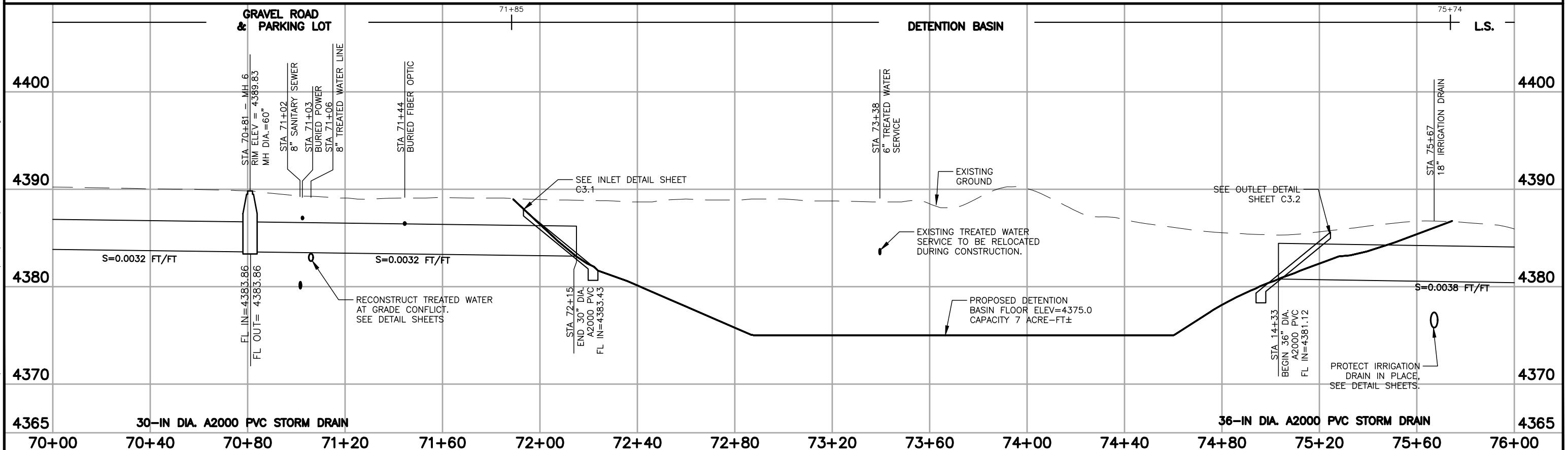
DATE	DRAWING LOG	BY	CHECKED	APPROVED	DRAWN BY: IKSM	OWNER: CITY OF POWELL, WYOMING	PROJECT: DIVISION STREET STORM DRAIN	C2.3
					JOB NO. 21307.00		TITLE: PLAN & PROFILE—STA 64+00 TO 70+00	
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC	FIELD BOOK NO. 589			

P:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg PLAN & PROFILE—STA 64+00 TO 70+00 9/12/22 ERIK



SCALES:
1" = 40' HOR
1" = 10' VERT

DRAFT-NOT FOR CONSTRUCTION



DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

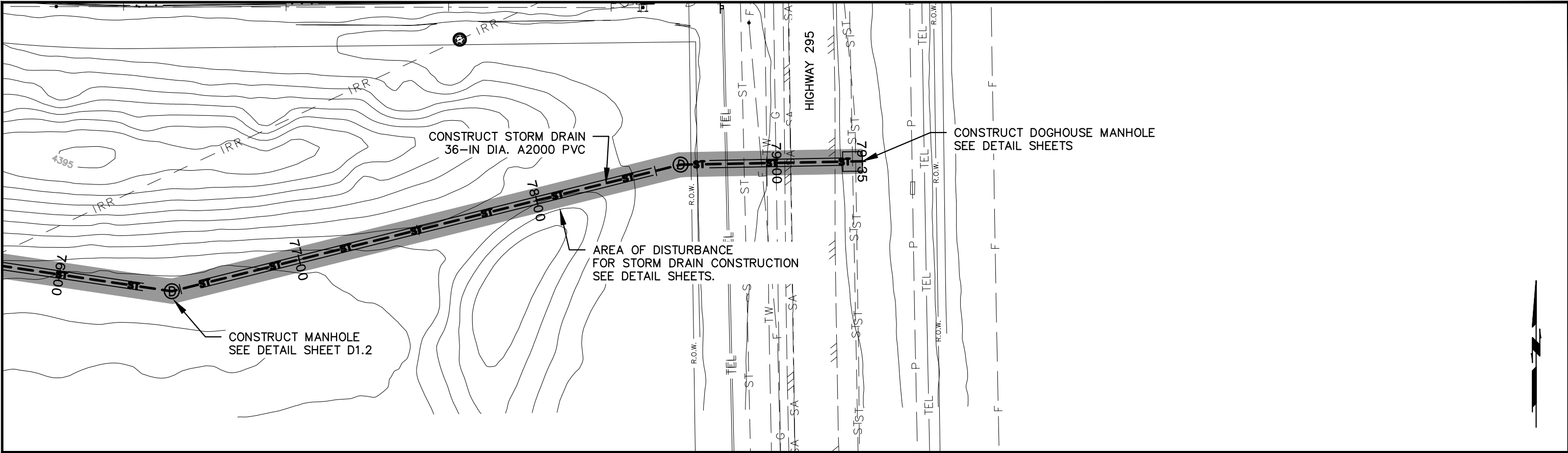


ENGINEERING ASSOCIATES - CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

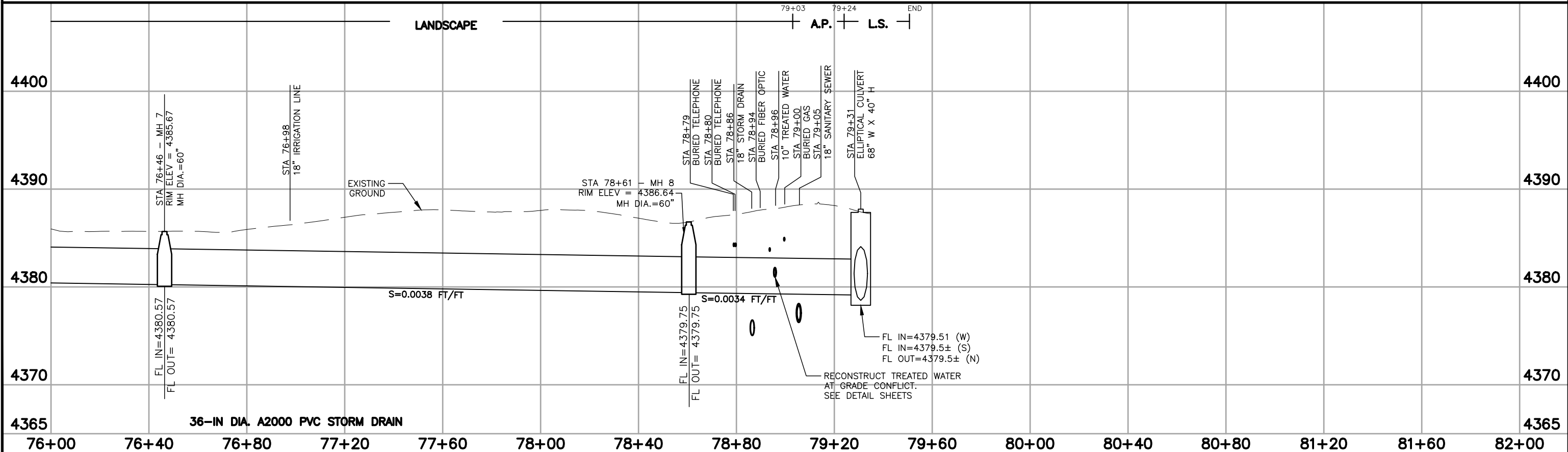
PROJECT:	DIVISION STREET STORM DRAIN	C2.4 75
TITLE:	PLAN & PROFILE-STA 70+00 TO 76+00	

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SCALES:
1" = 40' HOR
1" = 10' VERT

DRAFT-NOT FOR CONSTRUCTION



DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



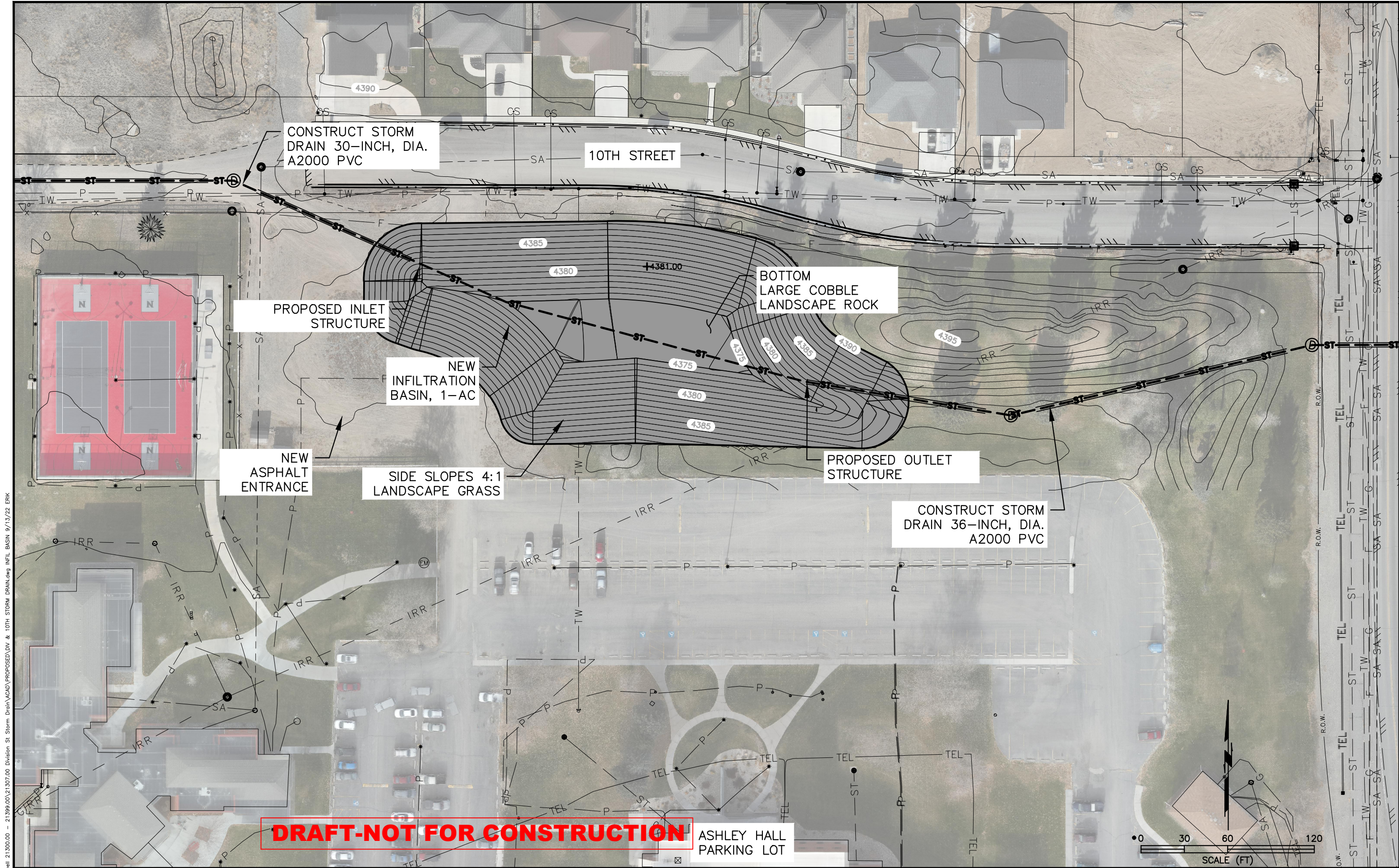
ENGINEERING ASSOCIATES - CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: DIVISION STREET STORM DRAIN
TITLE: PLAN & PROFILE-STA 76+00 TO 78+79.70

C2.5
76

F:\2021\Powell 21307.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg INFL BASIN 9/13/22 ERK



DRAFT-NOT FOR CONSTRUCTION

ASHLEY HALL
PARKING LOT

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

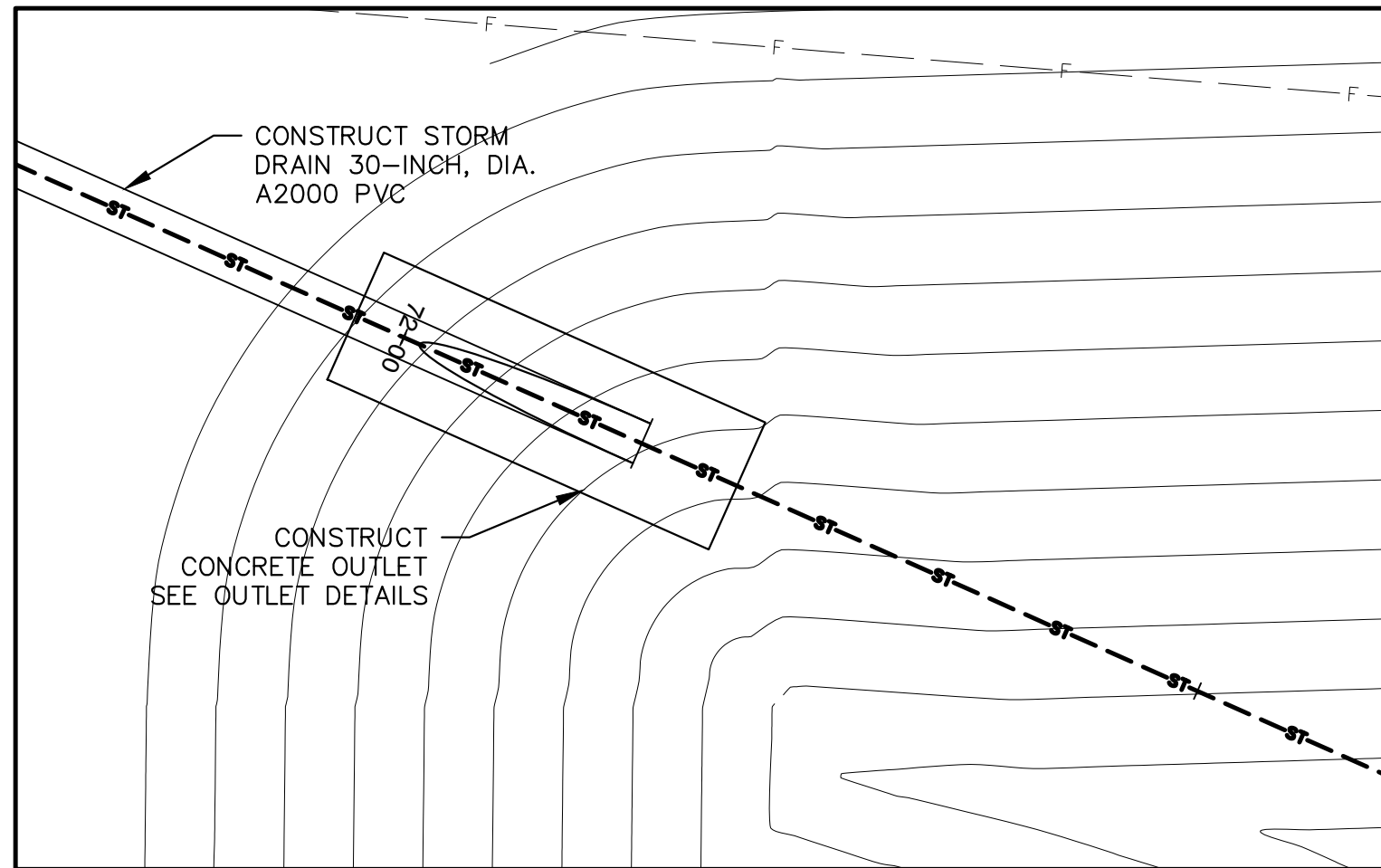
**ENGINEERING ASSOCIATES – CODY, WYOMING**
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

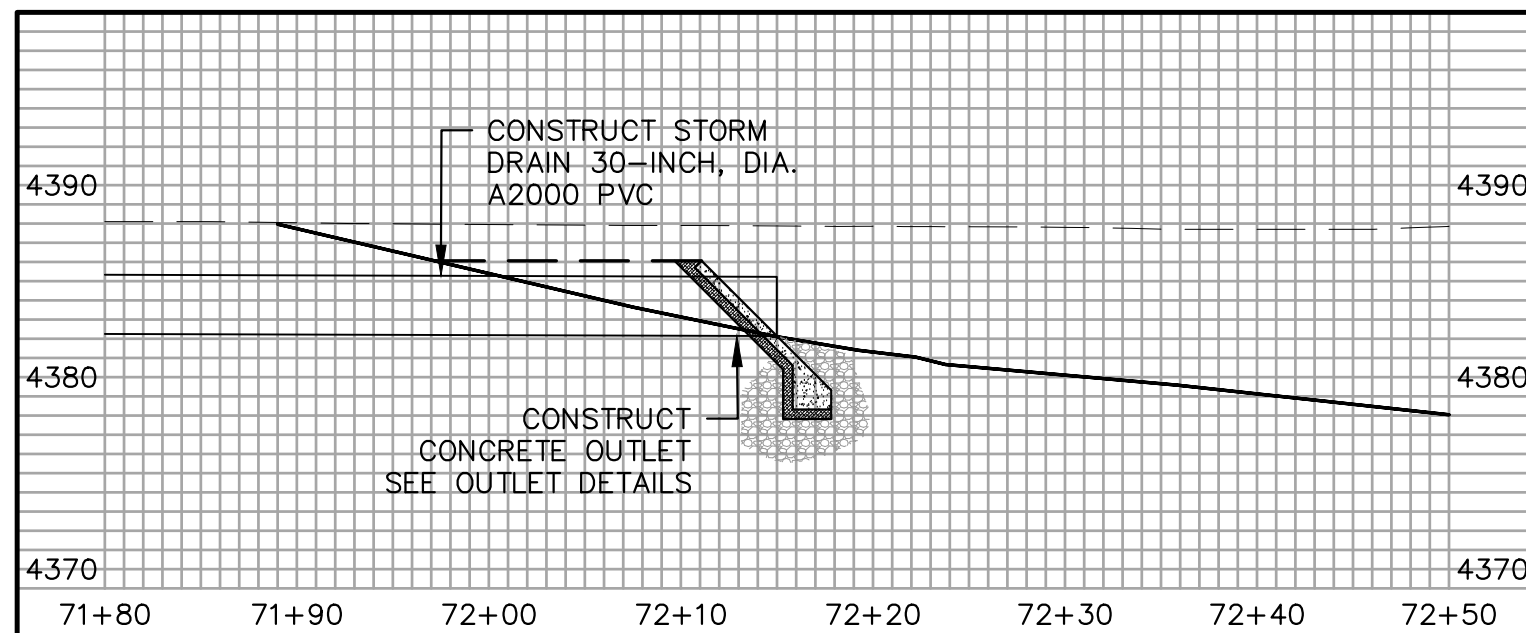
PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: **PROPOSED INFILTRATION BASIN**

C3.0
77

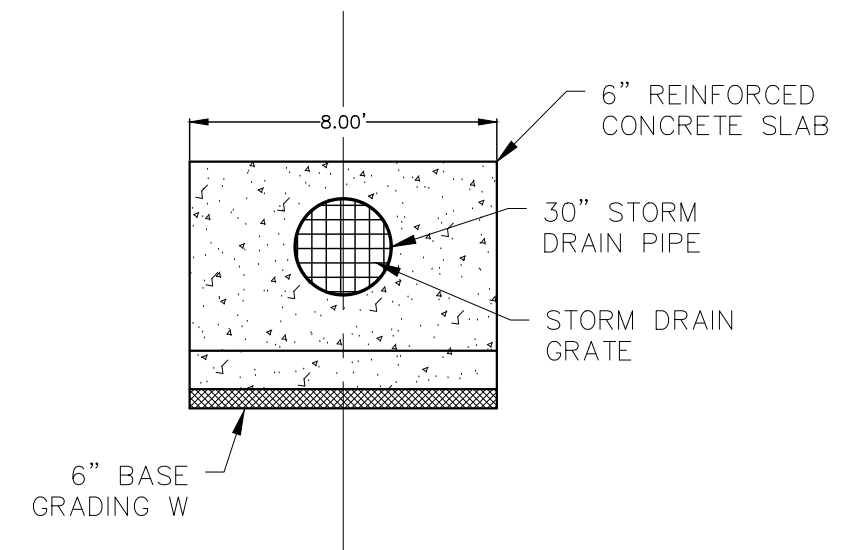
PLAN VIEW



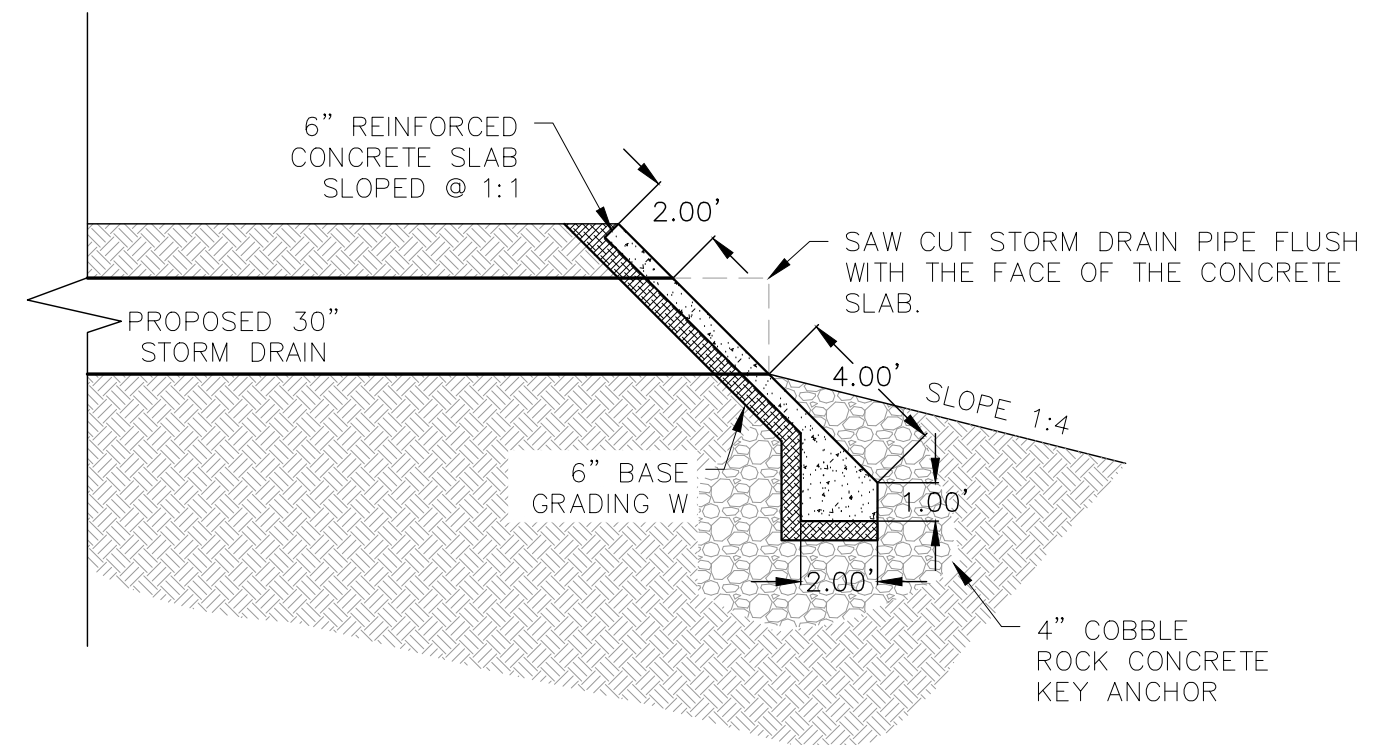
PROFILE VIEW



PIPE CROSS SECTION



INLET DETAIL



DRAFT-NOT FOR CONSTRUCTION

P:\2021\Powell 21307.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg INFLTRATION BASIN INLET 9/12/22 ERIK

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKRM	EDW	TLC

DRAWN BY: LPU
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

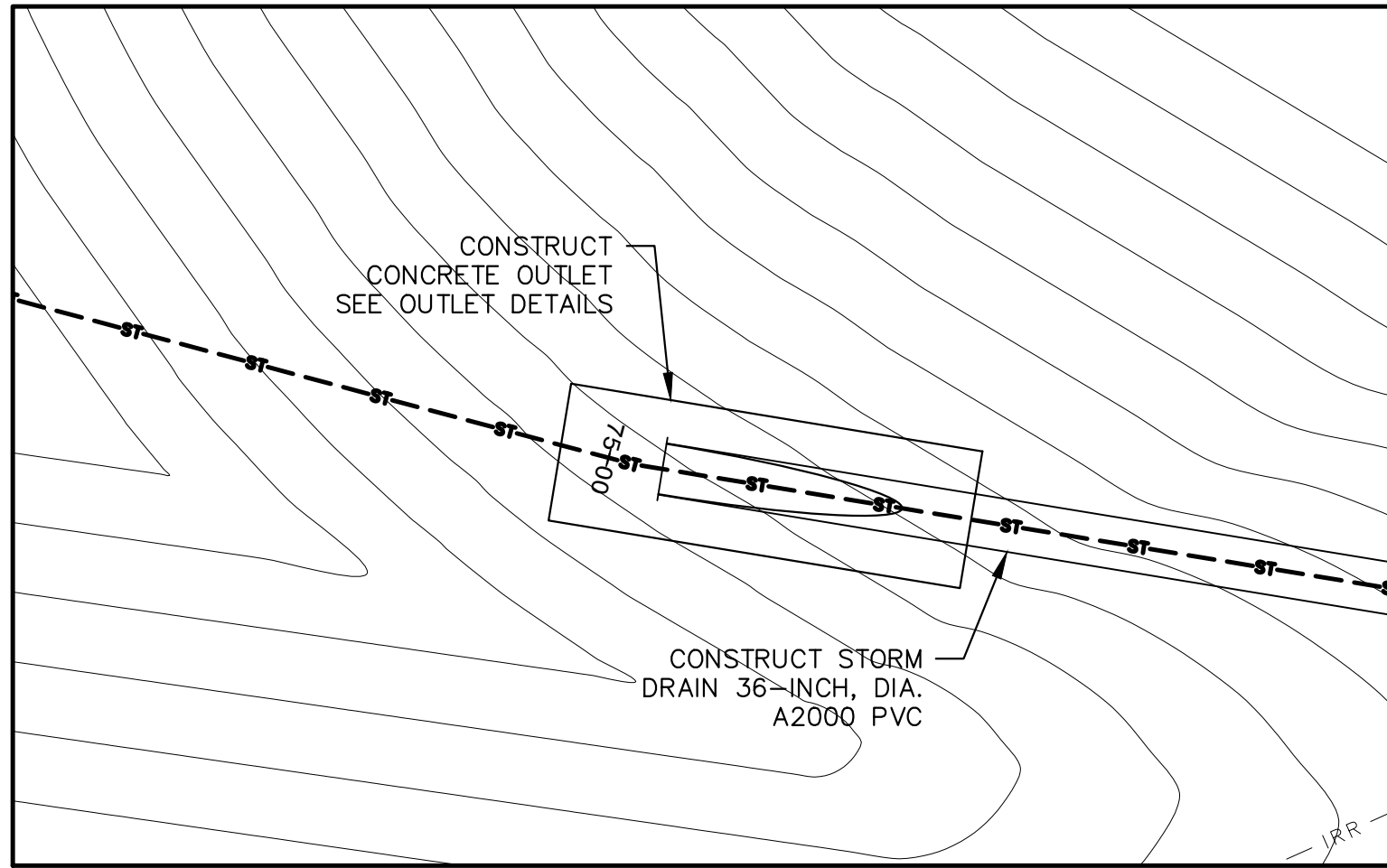
OWNER:
CITY OF POWELL, WYOMING

PROJECT: DIVISION STREET STORM DRAIN
TITLE: PROPOSED INLET DETAIL

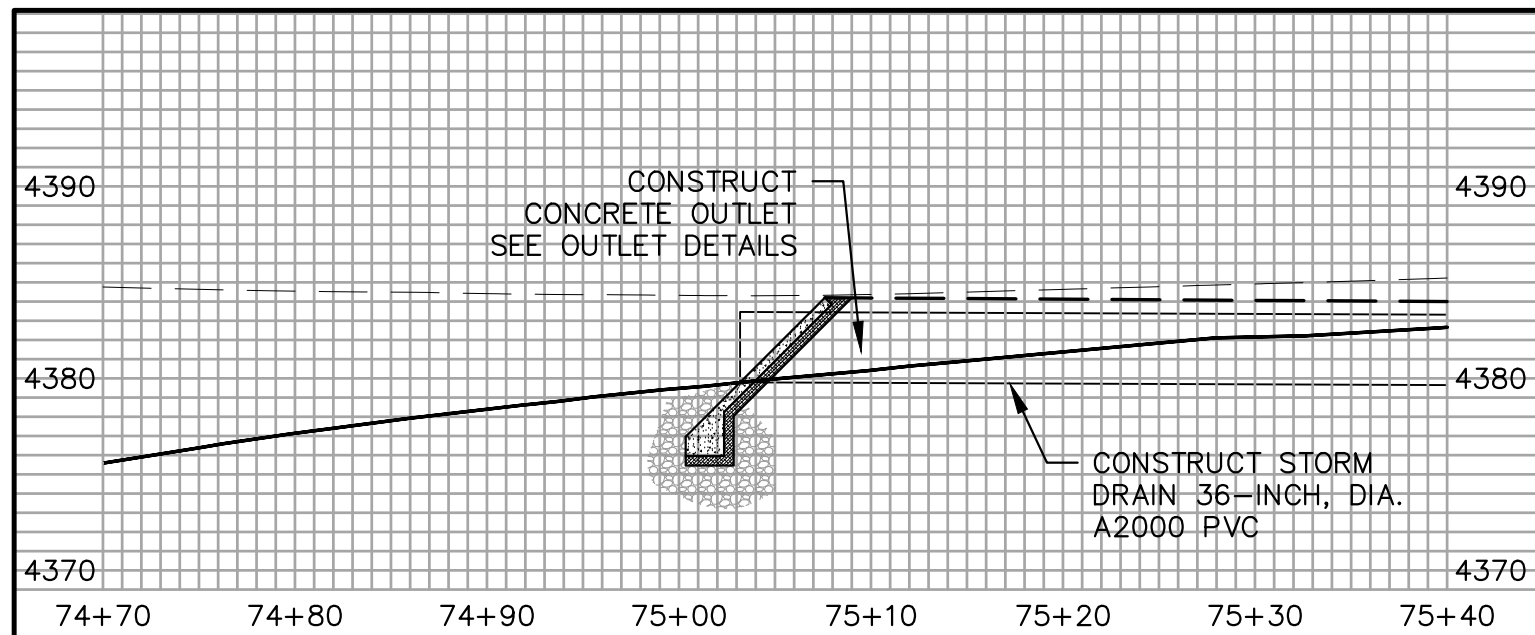
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P:\2021\Powell 21300.00 - 21399.00\21307.00 Division St Storm Drain\ACAD\PROPOSED\DIV & 10TH STORM DRAIN.dwg INFILTRATION BASIN OUTLET 9/12/22 ERIK

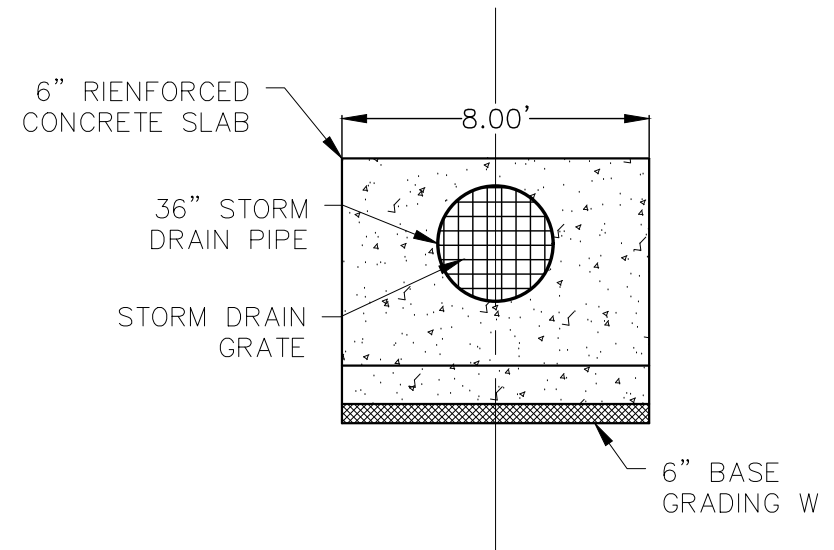
PLAN VIEW



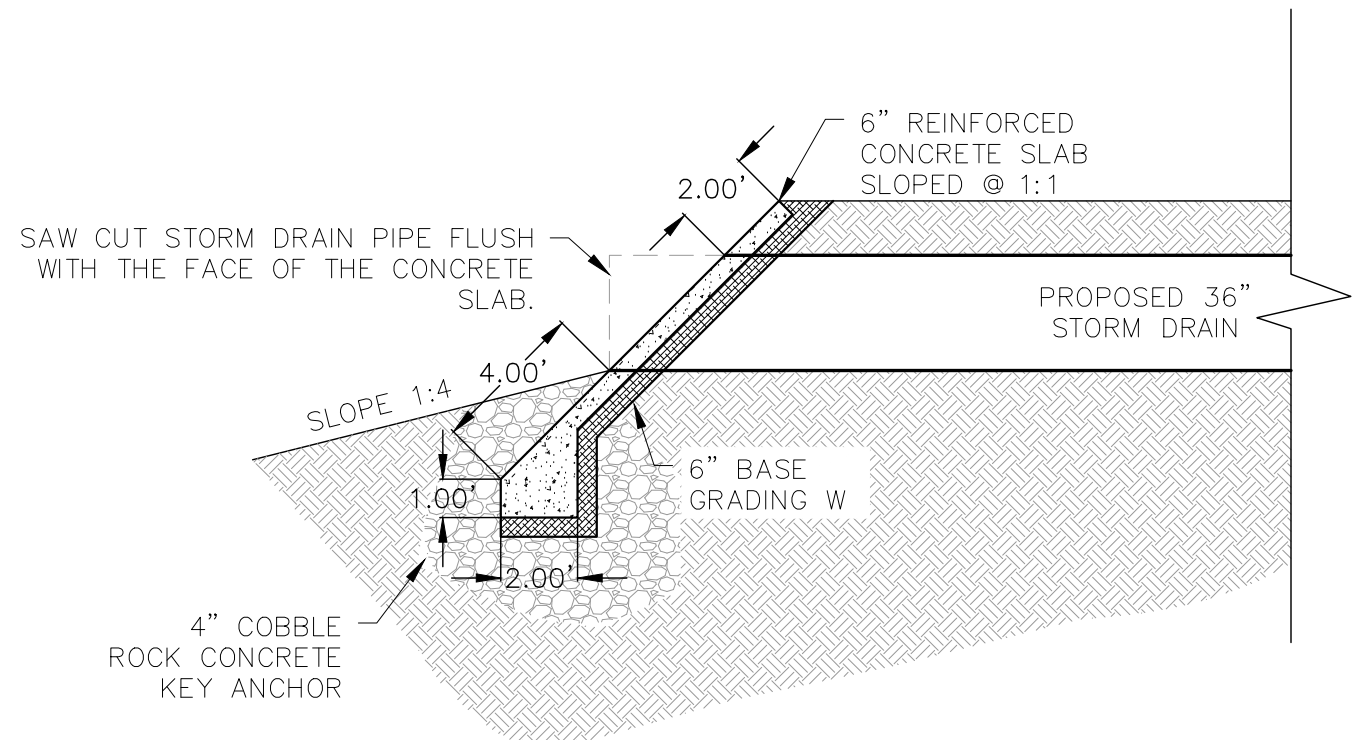
PROFILE VIEW



PIPE CROSS SECTION



OUTLET DETAIL



DRAFT-NOT FOR CONSTRUCTION

DATE	DRAWING LOG	BY	CHECKED	APPROVED
9/12/22	80% PROGRESS SET	IKRM	EDW	TLC

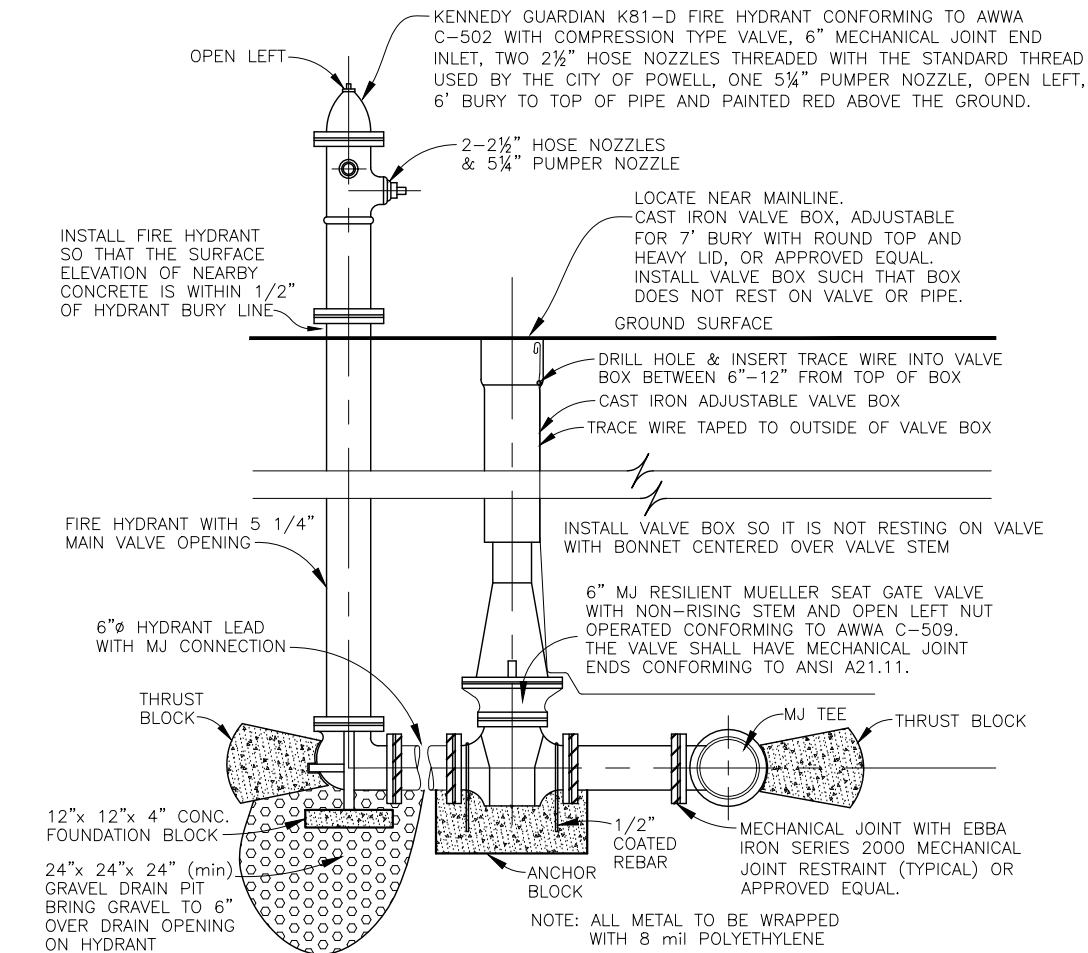
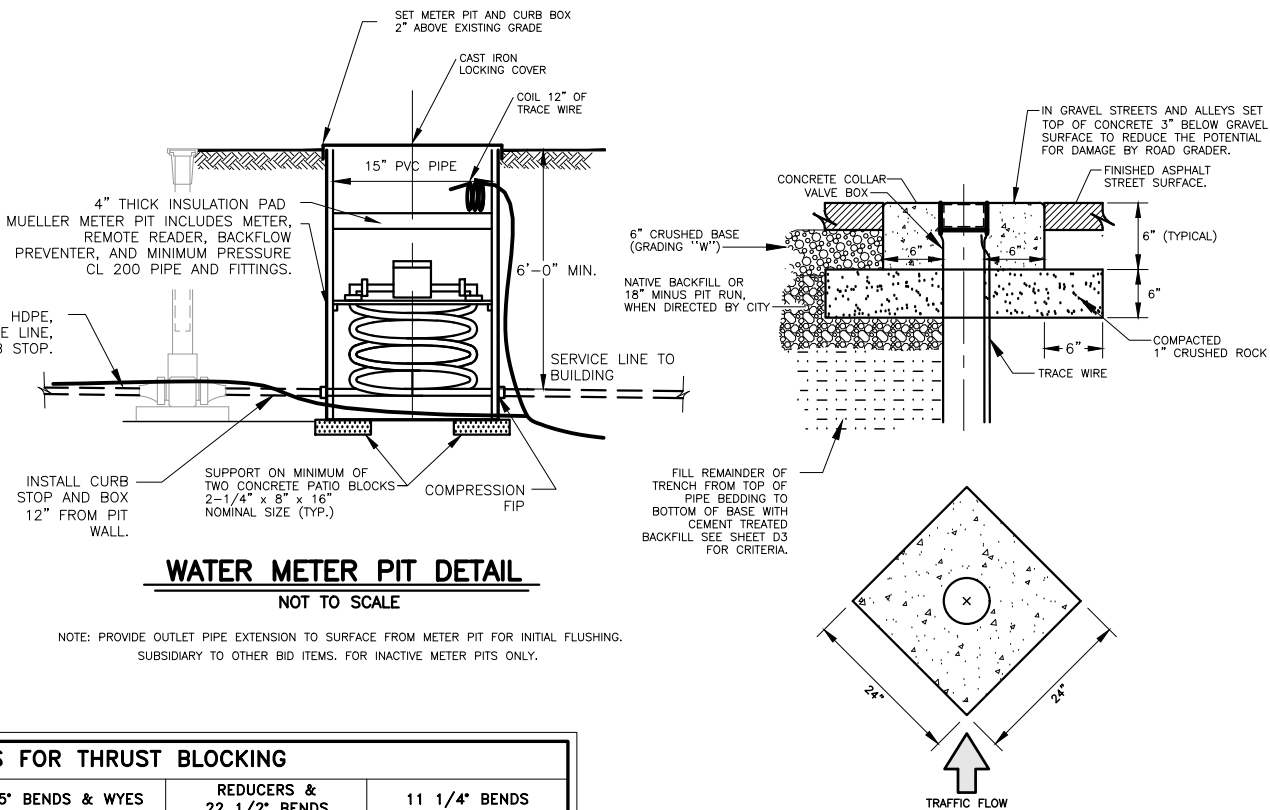
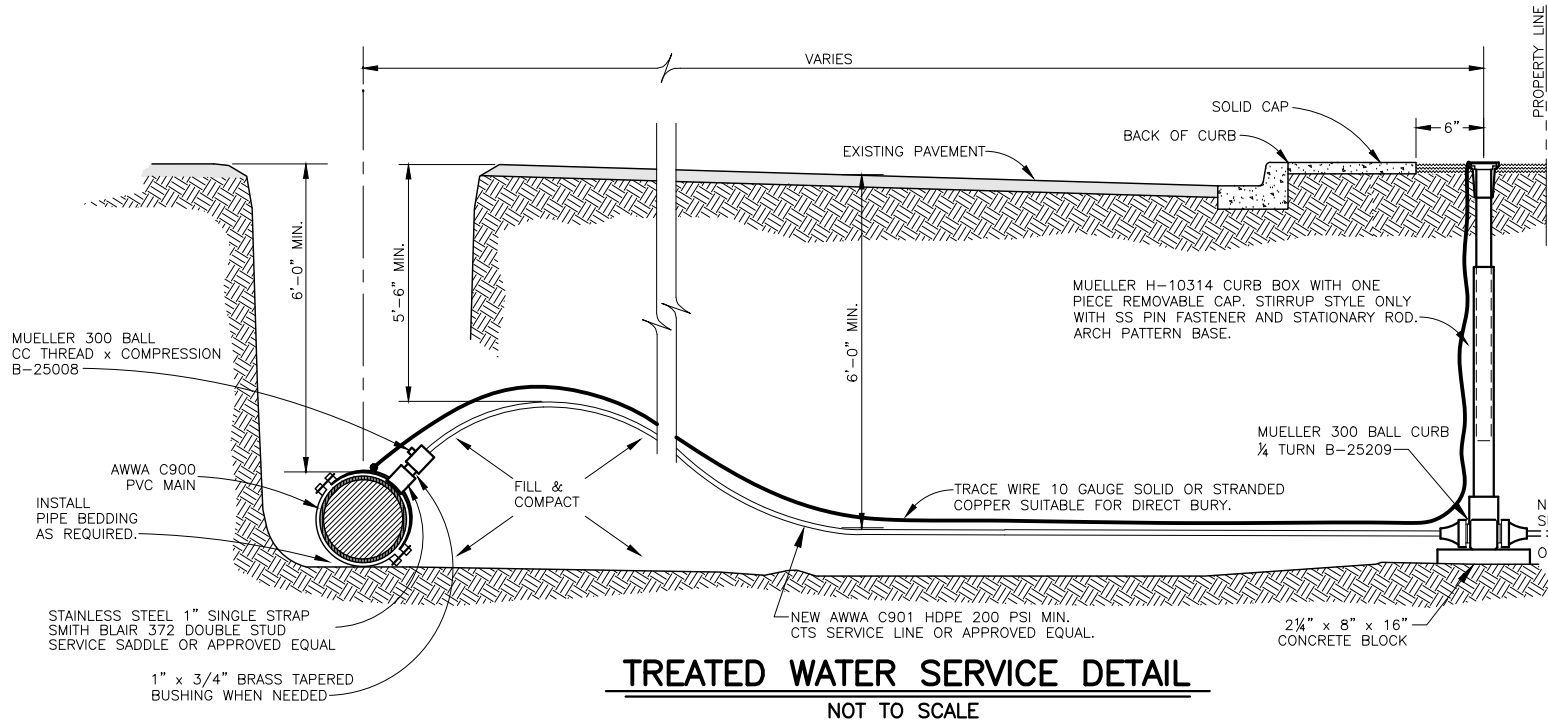
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JOB NO. 21307.00
FIELD BOOK NO. 589



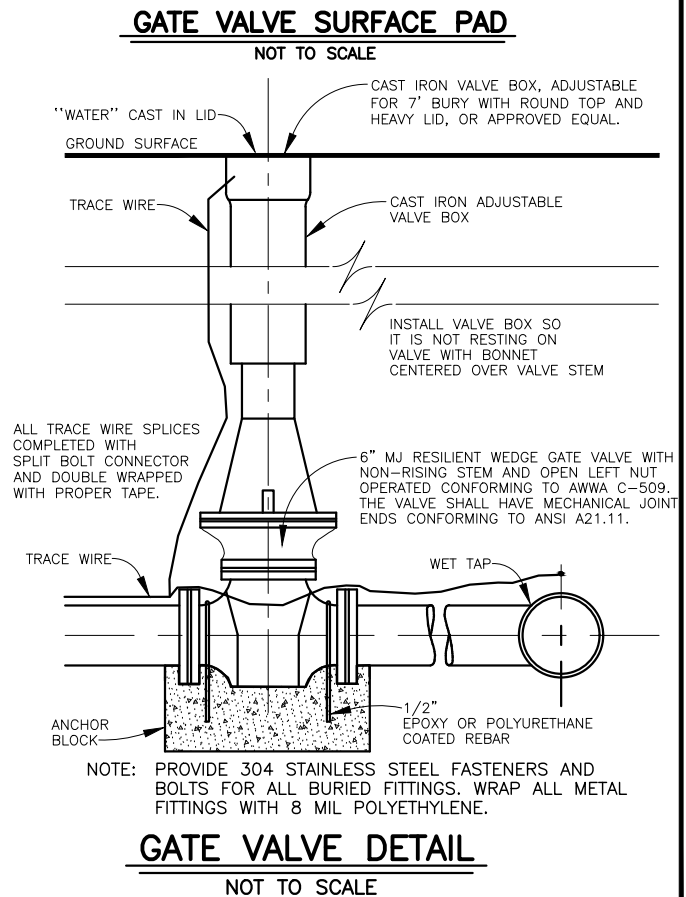
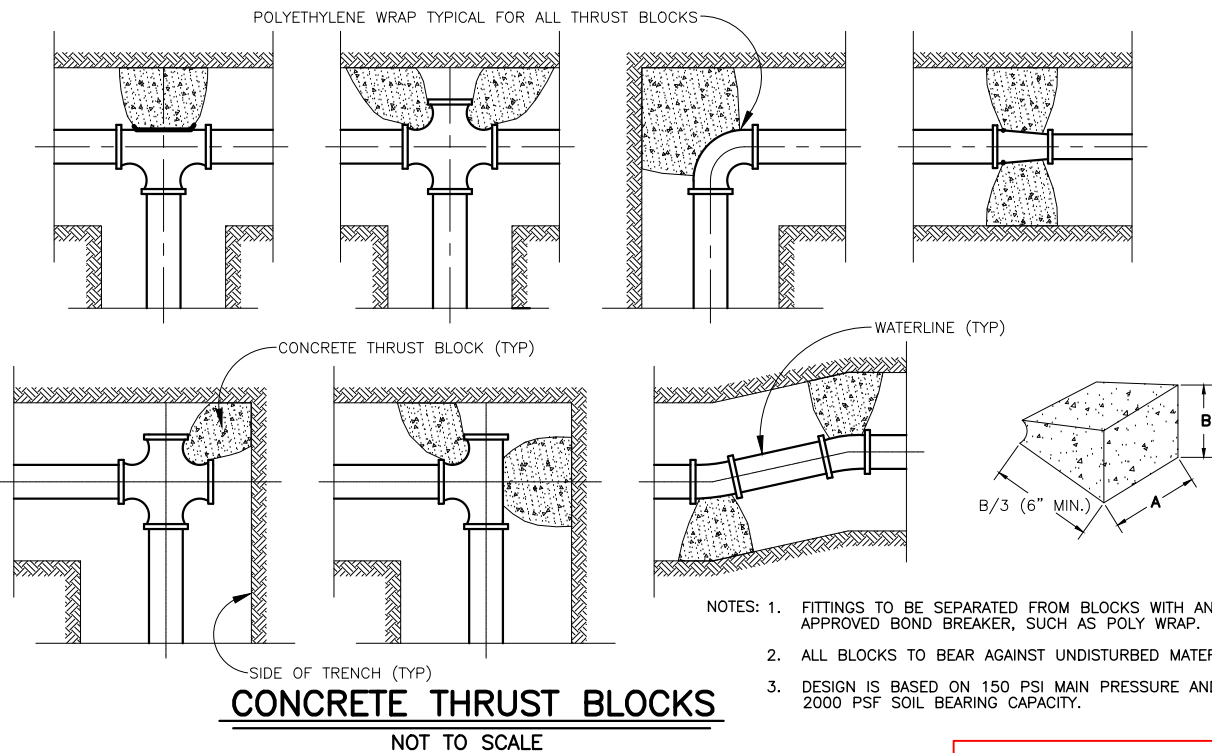
ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: DIVISION STREET STORM DRAIN
TITLE: PROPOSED OUTLET DETAIL



MINIMUM DIMENSIONS FOR THRUST BLOCKING										
FITTING SIZE	TEES, PLUGS, & HYDRANTS		90° BENDS		45° BENDS & WYES		REDUCERS & 22 1/2° BENDS		11 1/4° BENDS	
	A	B	A	B	A	B	A	B	A	B
4"	1'-7"	1'-2"	1'-9"	1'-6"	1'-8"	0'-10"	1'-7"	0'-6"	0'-6"	0'-6"
6"	2'-0"	1'-11"	2'-5"	2'-2"	1'-10"	1'-7"	1'-9"	0'-10"	1'-0"	0'-6"
8"	2'-8"	2'-6"	3'-2"	3'-0"	2'-5"	2'-1"	1'-9"	1'-0"	1'-0"	1'-0"
10"	3'-4"	3'-3"	4'-0"	3'-10"	3'-0"	2'-9"	2'-2"	1'-11"	1'-6"	1'-0"
12"	4'-0"	3'-10"	4'-8"	4'-8"	3'-8"	3'-3"	2'-7"	2'-3"	2'-0"	1'-0"
14"	5'-5"	3'-10"	6'-6"	4'-11"	4'-9"	3'-5"	3'-5"	2'-5"	2'-0"	1'-6"
20"	5'-0"	5'-0"	6'-0"	6'-0"	5'-0"	4'-0"	3'-6"	3'-0"	3'-0"	2'-0"
24"	6'-0"	6'-0"	7'-0"	7'-0"	5'-0"	5'-0"	4'-6"	3'-0"	3'-0"	3'-0"
30"	7'-6"	7'-6"	8'-0"	8'-0"	6'-3"	6'-3"	4'-9"	4'-6"	3'-3"	3'-3"



DRAFT-NOT FOR CONSTRUCTION

P:\2021\Powell 21307.00 - 21399.00\21307.00_Division St Storm Drain\ACAD\DETAIL SHEETS.dwg, TW-D1, 8/26/22, USA

DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY:	IKSM
JOB NO.	21307.00
FIELD BOOK NO.	589



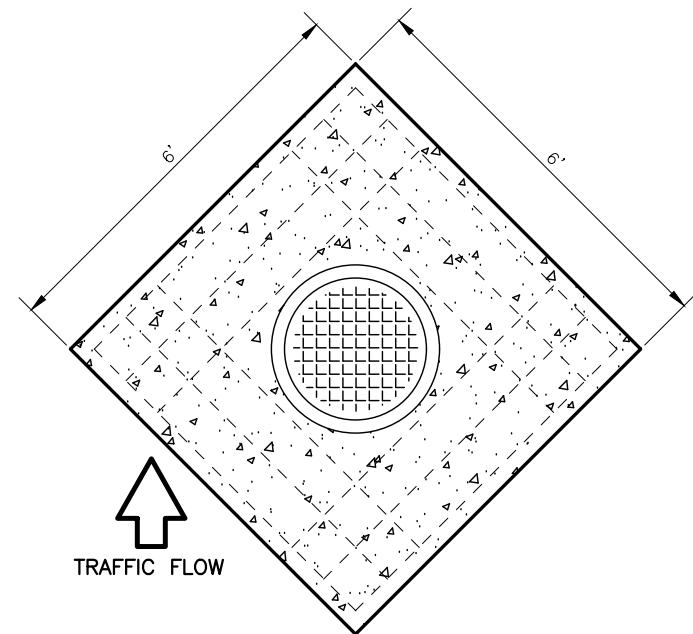
ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

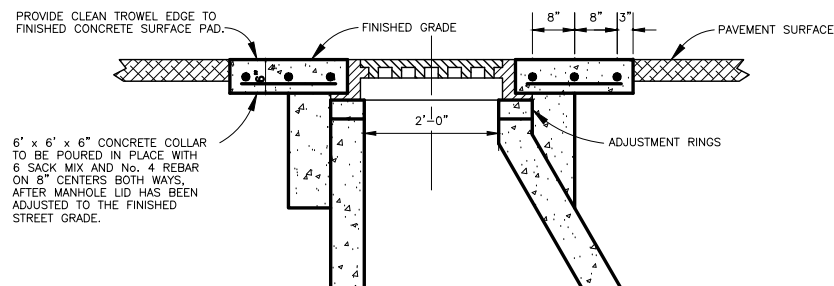
PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	TREATED WATER DETAILS

D1.0
80

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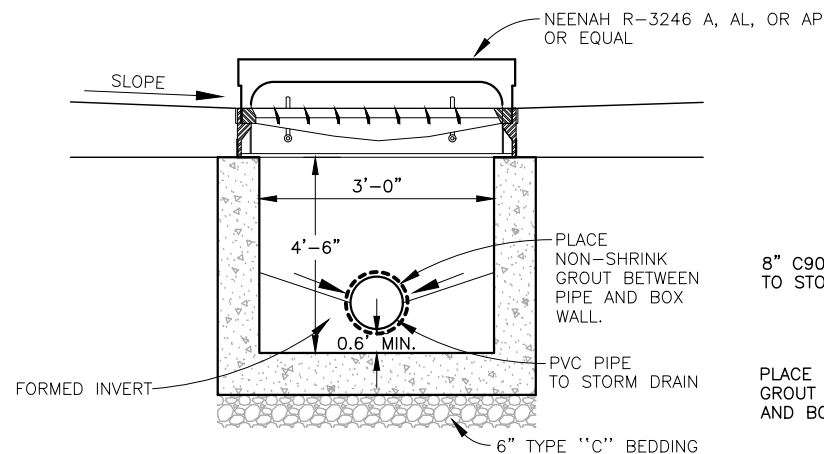
TRAFFIC FLOW



MANHOLE SURFACE PAD FOR MANHOLES IN PAVED ROADWAYS

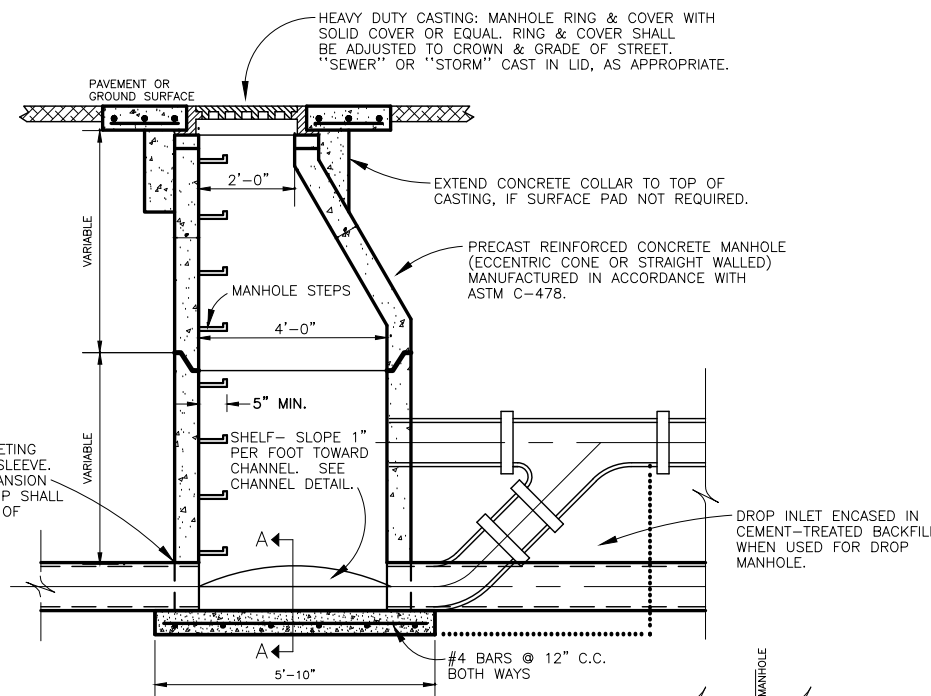
NOT TO SCALE
NOTES:

1. ALL JOINTS BETWEEN MANHOLE SECTIONS, MANHOLE RING & TOP SECTIONS, AND AROUND SEWER PIPE INTO MANHOLE SHALL BE WATERTIGHT. JOINTING MATERIAL SHALL BE "RAM-NEK" OR APPROVED EQUAL.
2. ALL STEPS SHALL HAVE A MINIMUM OF 12" TO A MAXIMUM OF 16" SPACING, AND SHALL EXTEND OUT A MINIMUM OF 5" FROM THE MANHOLE WALL. STEPS SHALL BE A MINIMUM OF 10" WIDE. THESE REQUIREMENTS ARE IN COMPLIANCE WITH OSHA DIRECTIVE 29 CFR 1910.27.
3. STEPS SHALL BE CAST IRON OR STEEL REINFORCED POLYURETHANE STEPS.
4. A MINIMUM OF 2" AND A MAXIMUM OF 12" OF ADJUSTING RINGS SHALL BE USED TO MATCH GRADE.



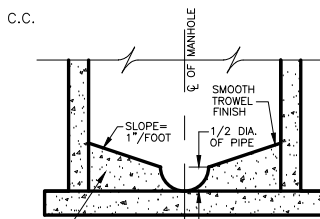
DROP INLET DETAIL

NOT TO SCALE



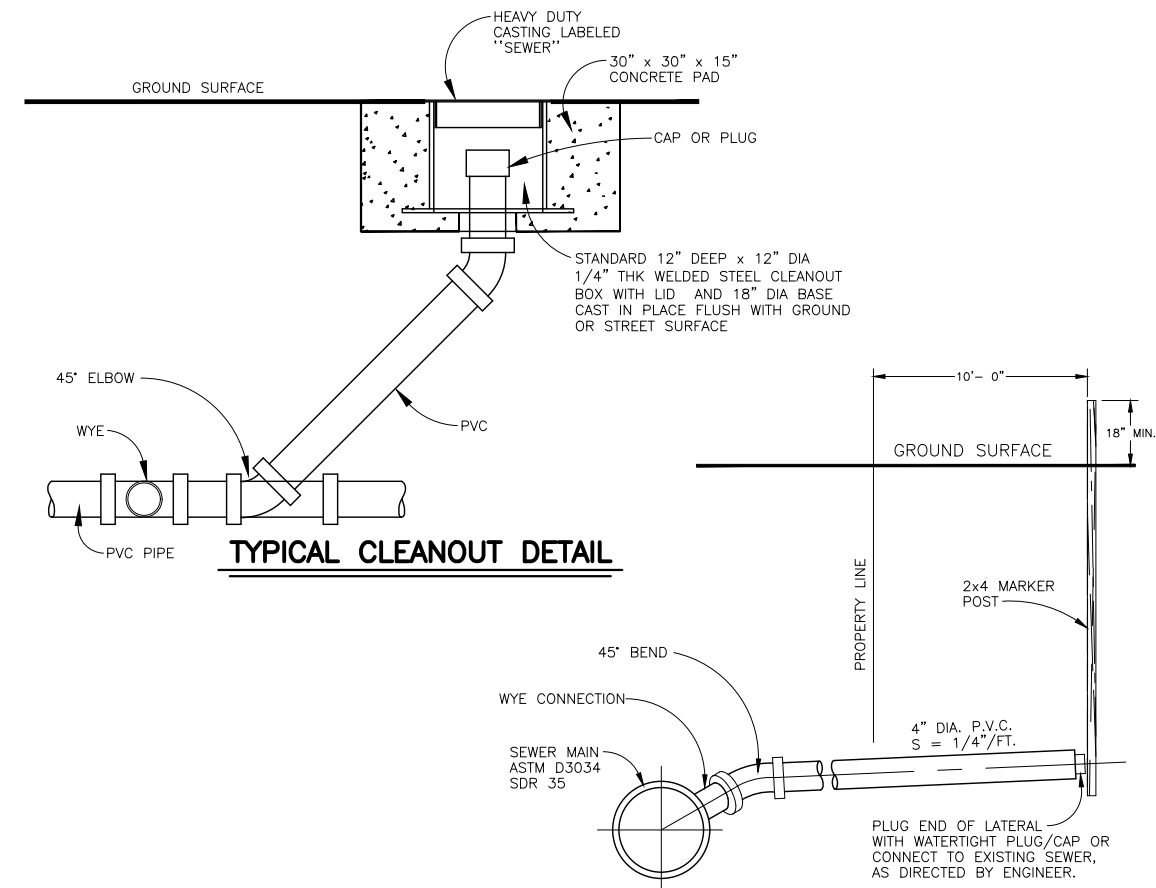
NOTES:

1. MANHOLE BASE MAY BE PRECAST REINFORCED BASE SET ON 6" OF COMPACTED SAND. A POURED IN PLACE BASE OF 6 SACK MIX CONCRETE WITH NO. 4 REBAR ON 12" CENTERS IN BOTH DIRECTIONS, OR A PRECAST BASE AND BOTTOM SECTION POURED AS A SINGLE UNIT.
2. MANHOLES LESS THAN 5' IN TOTAL HEIGHT SHALL BE CYLINDRICAL, WITH A 4' INTERIOR DIAMETER AND A FLAT CONCRETE LID. MANHOLE AND LID SHALL CONFORM TO WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS.

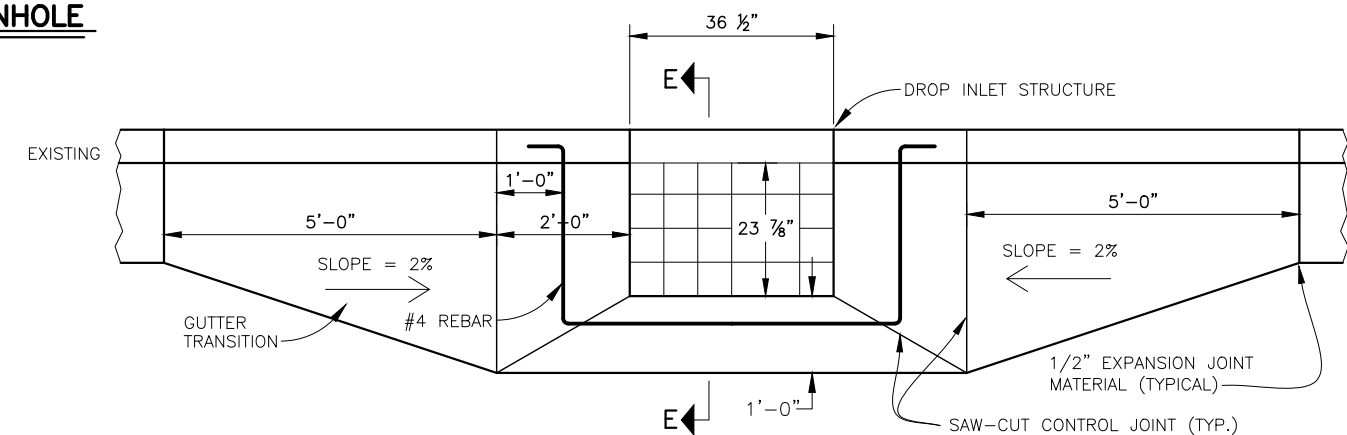


SECTION A-A

SANITARY SEWER & STORM DRAIN MANHOLE



SEWER LATERAL DETAIL



LOCAL DEPRESSION DETAIL

NOT TO SCALE

LOCAL DEPRESSION NOTES:

1. TRANSITION BACK OF NEW CURBS INTO EXISTING CURB AND GUTTER OVER A DISTANCE OF 5 FEET.
2. ALL NEW CURB AND GUTTER SHALL MATCH CURB AND GUTTER DETAIL EXCEPT IN TRANSITION AREAS.
3. REMOVE EXISTING CURB/GUTTER SIDEWALK AS REQUIRED.
4. INSTALL NEW CONCRETE INLET BOX WITH NEENAH R-3246 CURB INLET OR EQUAL.
5. SIDEWALK AND CURB/GUTTER WILL BE 4,000 PSI CONCRETE. FINISH TO MATCH EXISTING.
6. LOCAL DEPRESSION AND GUTTER TRANSITION REQUIRED AT ALL INLETS.
7. DESIGN GRADE FLOWLINE IS 0.1' BELOW GUTTER DESIGN GRADE.
8. PROVIDE NEENAH FOUNDRY CASTINGS OR APPROVED EQUAL.

GRATE	LENGTH	WIDTH
R-3246-XX	36-1/2"	23-7/8"

SEE SHEET D1.10 FOR ADDITIONAL SPECIFICATIONS AND CONSTRUCTION REQUIREMENTS

DRAFT-NOT FOR CONSTRUCTION

DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

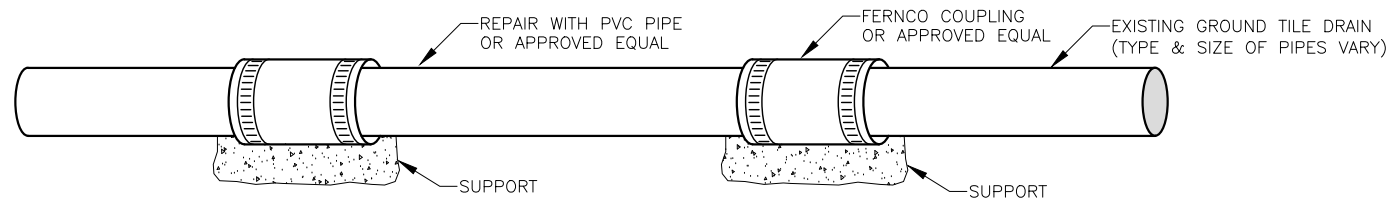


ENGINEERING ASSOCIATES - CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: DIVISION STREET STORM DRAIN
TITLE: SANITARY SEWER DETAILS

D1.1



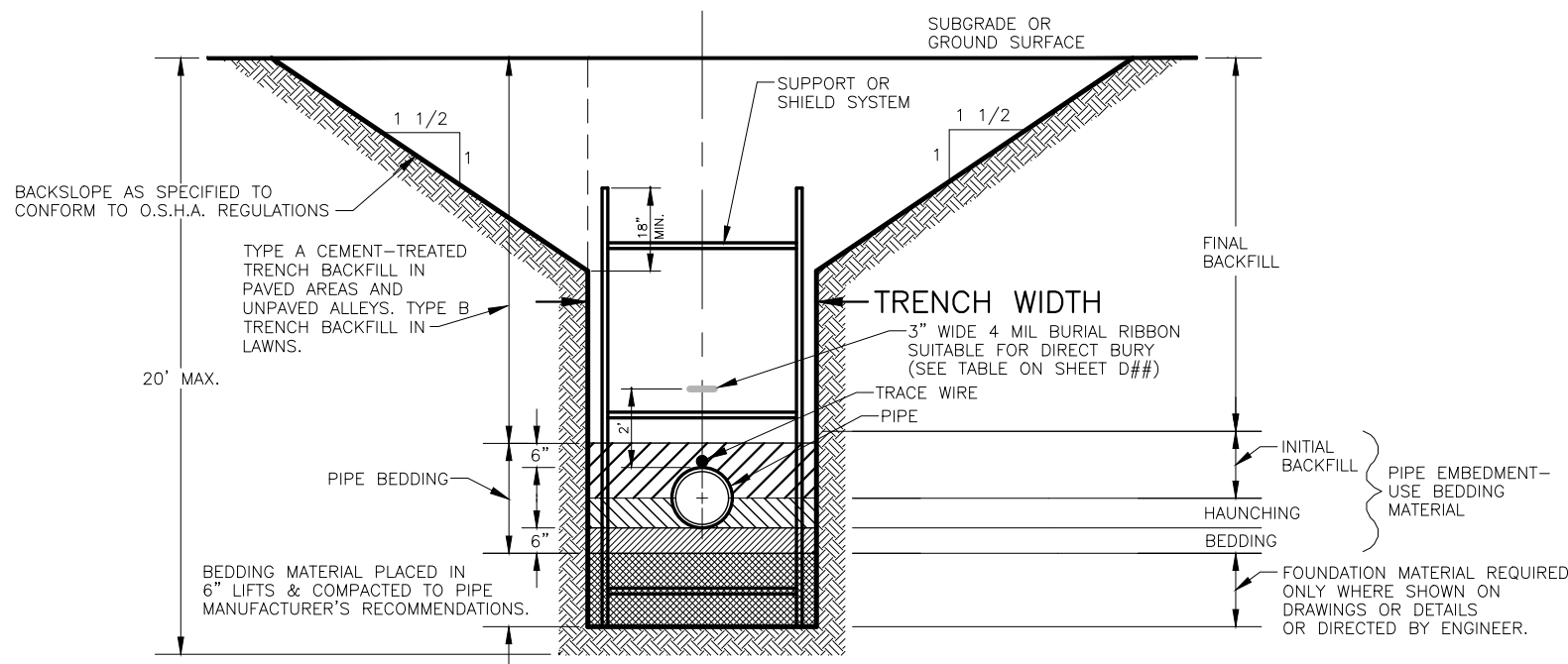
GROUND TILE DRAIN REPAIR
NOT TO SCALE

SEE SHEET D12 FOR PAVEMENT
SECTION DETAILS.

NOTES:

1. ANY EDGES OF BROKEN GROUND TILE DRAIN COMING IN CONTACT WITH PVC PIPE SHALL BE SMOOTH AND FREE OF BURRS.
2. MATERIALS USED FOR REPAIR SHALL BE AS SHOWN OR APPROVED EQUAL.
3. FERNCO COUPLINGS MUST BE SUPPORTED BELOW COUPLING WITH CINDER BLOCK OR SACKCRETE.
4. WHEN EXISTING GROUND TILE DRAIN IS NOT PVC OR POLY, REPAIR CAN BE COMPLETED BY INSERTING TWO PIECES OF LARGEST DIAMETER POSSIBLE POLY OR PVC INTO EXISTING GROUND TILE DRAIN. USE FERNCO COUPLING OR APPROVED EQUAL TO JOIN REPAIR PIECES. USE OAKUM OR APPROVED EQUAL TO SEAL JOINTS BETWEEN PIPES.

DRAFT-NOT FOR CONSTRUCTION



TYPICAL TRENCH DETAIL
NOT TO SCALE

PIPE BEDDING

TYPE A BEDDING—WELL GRADED MATERIAL WITH A MAXIMUM SIZE OF 3/4-INCH; MAXIMUM PLASTICITY INDEX OF 6; AS DETERMINED BY AASHTO DESIGNATIONS T-89 AND T-90.
TYPE B BEDDING—NON-PLASTIC; GRADING B DRAIN GRAVEL.
TYPE C BEDDING—NON-PLASTIC; MAXIMUM SIZE 1 INCH; 0-5% PASSING NO. 4 SIEVE.

FOR POLY PIPE — TYPE A, B, OR C
FOR PVC PIPE — TYPE C ONLY

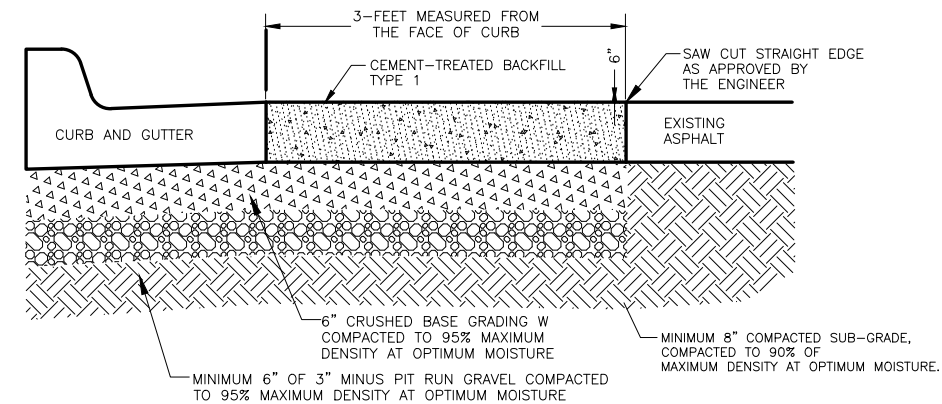
SAND BEDDING MAP BE USED FOR ELECTRICAL CONDUIT

IF SUPPORT OR SHIELD SYSTEM IS NOT USED, MAXIMUM ALLOWABLE SLOPE FOR ALL TRENCHES LESS THAN 20 FT. DEEP WILL BE 1.5H : 1V. COMPLY WITH ALL APPLICABLE SAFETY REQUIREMENTS

TRENCH BACKFILL

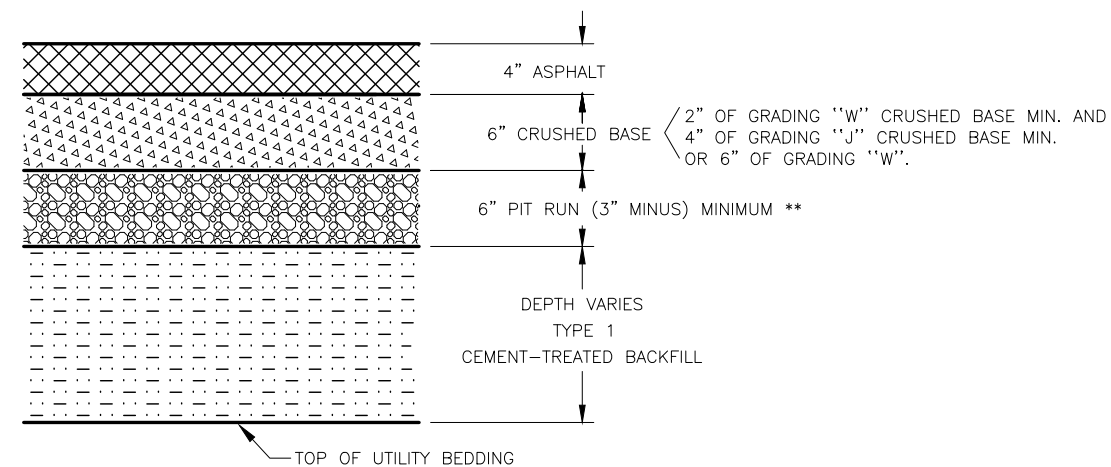
TYPE A TRENCH BACKFILL— WHERE STREET RECONSTRUCTION IS NOT BEING COMPLETED ALL TRENCHES IN STREETS AND ALLEYS SHALL BE BACKFILLED USING HALF-SACK SAND SLURRY USING CLEAN WASHED SAND. TYPE A MATERIALS MAY BE USED FOR BEDDING AND BACKFILL IN TRENCHES LARGER THAN 14 FEET IN WIDTH, PROVIDED THE ENGINEER HAS GIVEN PERMISSION. APPROVED MATERIAL SHALL BE CAREFULLY DEPOSITED IN LAYERS SUITABLE TO THE EQUIPMENT USED FOR COMPACTION, WETTED TO WITHIN ± 2% OF OPTIMUM MOISTURE CONTENT AND COMPACTED TO AT LEAST 95 PERCENT OF MAXIMUM DENSITY . THE LAYERS ARE NOT TO EXCEED 12 INCHES IN DEPTH.

TYPE B TRENCH BACKFILL—NATIVE MATERIALS; 8-INCH LIFTS 95 PERCENT OF MAXIMUM DENSITY.



TEMPORARY RESURFACING OF CITY STREETS
NOT TO SCALE

NOTE: PLACE TEMPORARY RESURFACING OVER PREPARED SUB-GRADE, SUB-BASE, AND BASE MATERIALS.



** INSTALL ADDITIONAL PIT RUN WHEN WARRANTED.

CITY STREET PATCHING
NOT TO SCALE

SEE SHEET D1.10 FOR ADDITIONAL
SPECIFICATIONS AND CONSTRUCTION
REQUIREMENTS

DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:

CITY OF POWELL, WYOMING

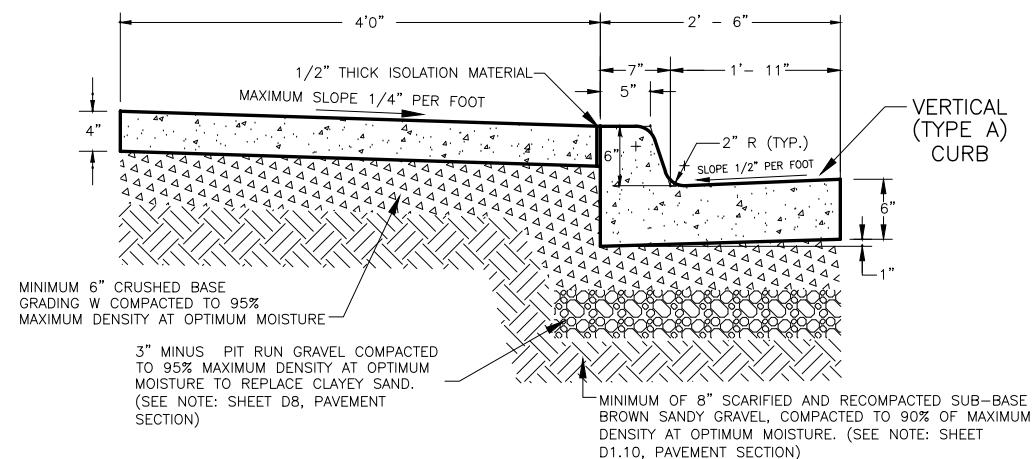
PROJECT:

DIVISION STREET STORM DRAIN

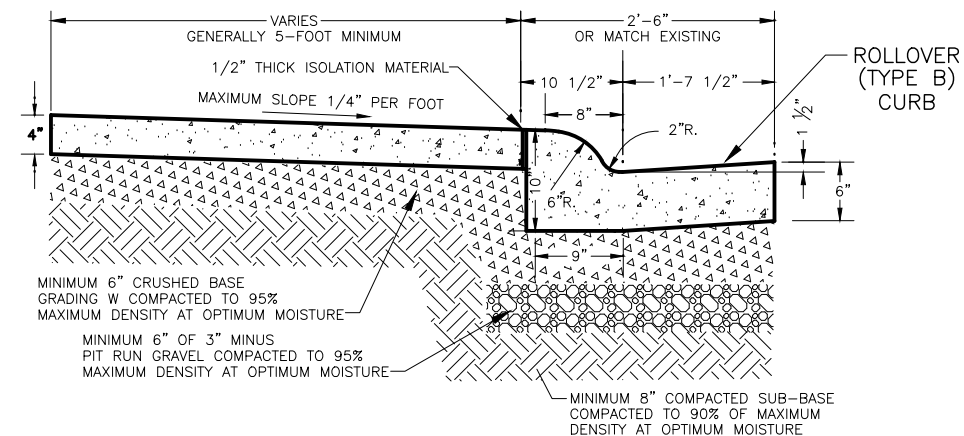
TITLE:

TRENCH DETAILS

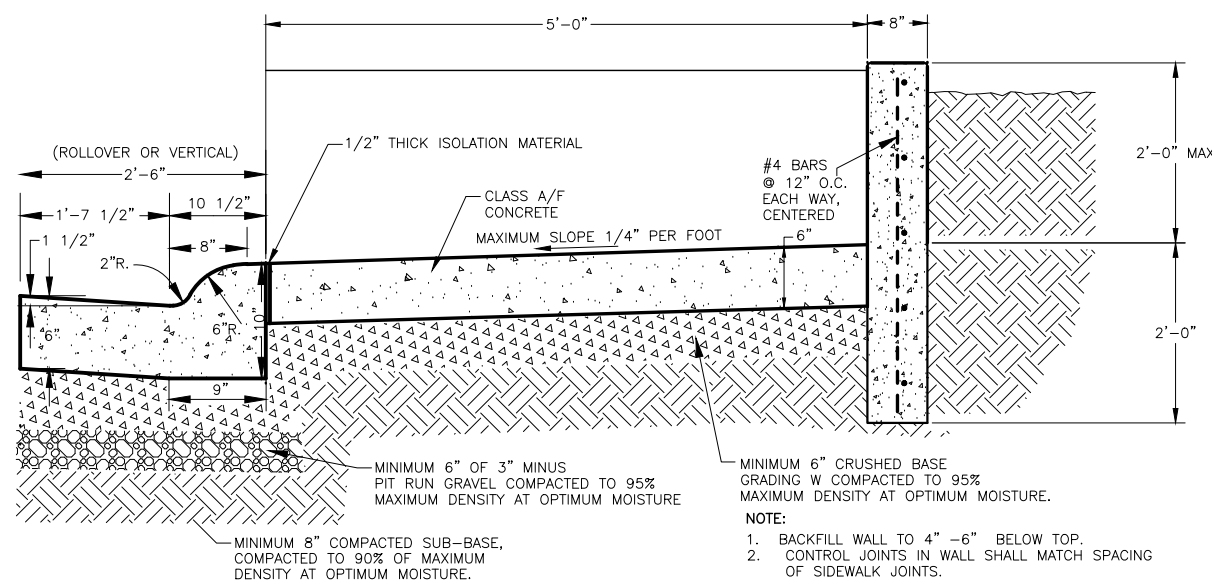
D1.2



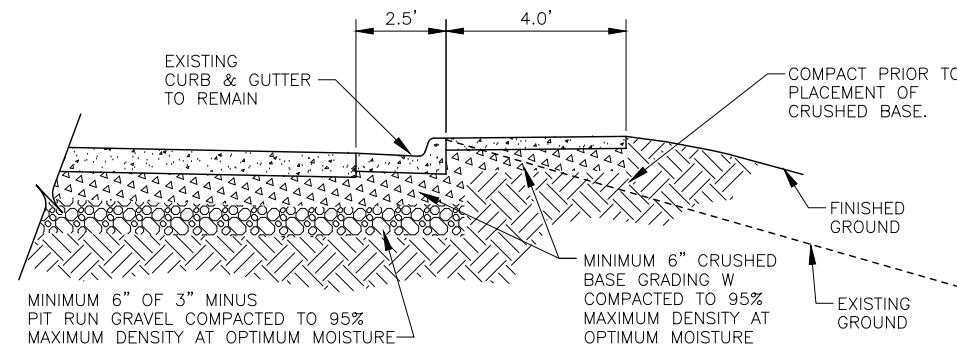
VERTICAL CURB, GUTTER, & SIDEWALK SECTION
NOT TO SCALE



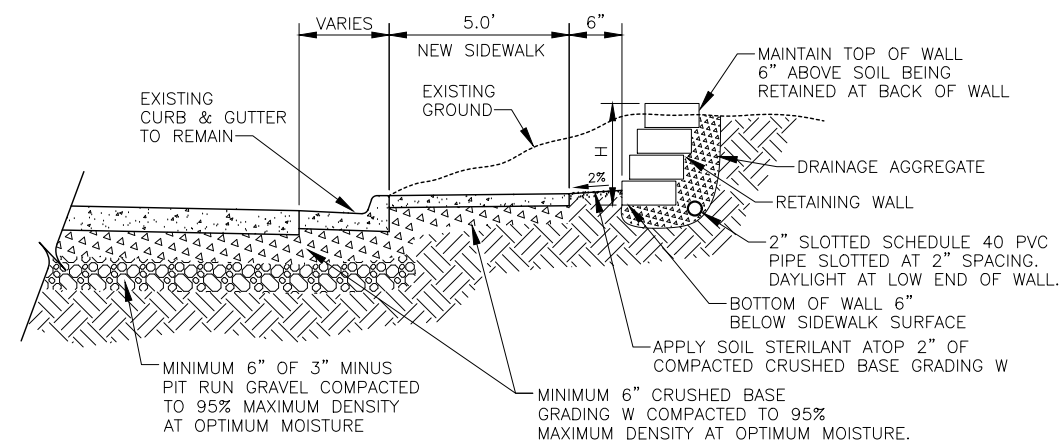
ROLLOVER CURB, GUTTER, & SIDEWALK SECTION
NOT TO SCALE



CURB, GUTTER & SIDEWALK SECTION WITH RETAINING WALL
NOT TO SCALE
NOTE: MATCH EXISTING CURB AND GUTTER DIMENSIONS



TYPICAL SECTION FOR NEW SIDEWALK
NOT TO SCALE



NOTE: NOTIFY ENGINEER OF ANY AREAS WHERE DIMENSION "H" ON THE RETAINING WALL WILL BE OVER 42".

TYPICAL SECTION FOR NEW SIDEWALK & NEW BLOCK RETAINING WALL
NOT TO SCALE

SEE SHEET D1.10 FOR ADDITIONAL SPECIFICATIONS AND CONSTRUCTION REQUIREMENTS

DRAFT-NOT FOR CONSTRUCTION

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DATE	DRAWING LOG	BY	CHECKED	APPROVED
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DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

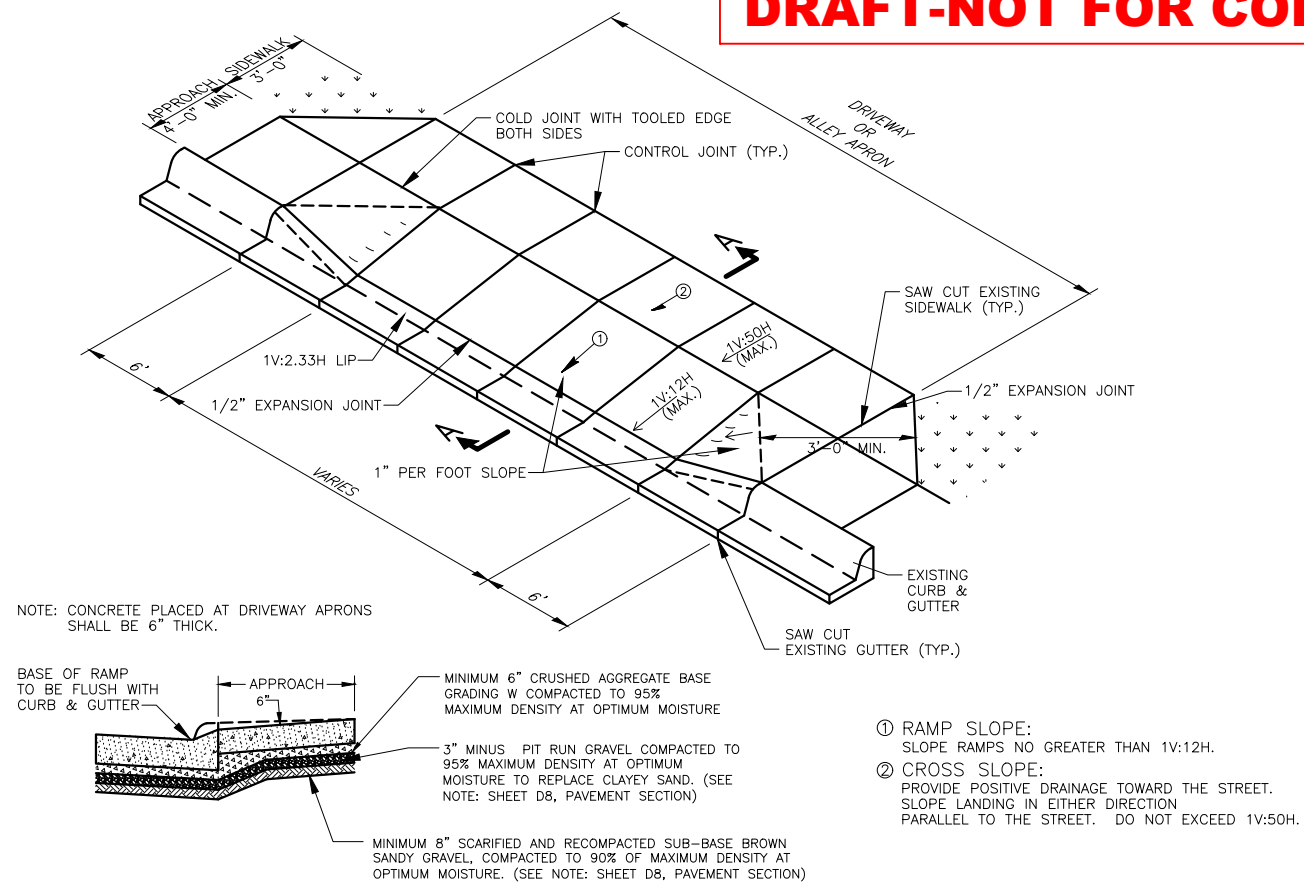
OWNER:
CITY OF POWELL, WYOMING

PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: **CURB & GUTTER DETAILS**

D1.3

83

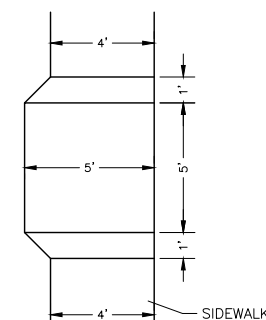
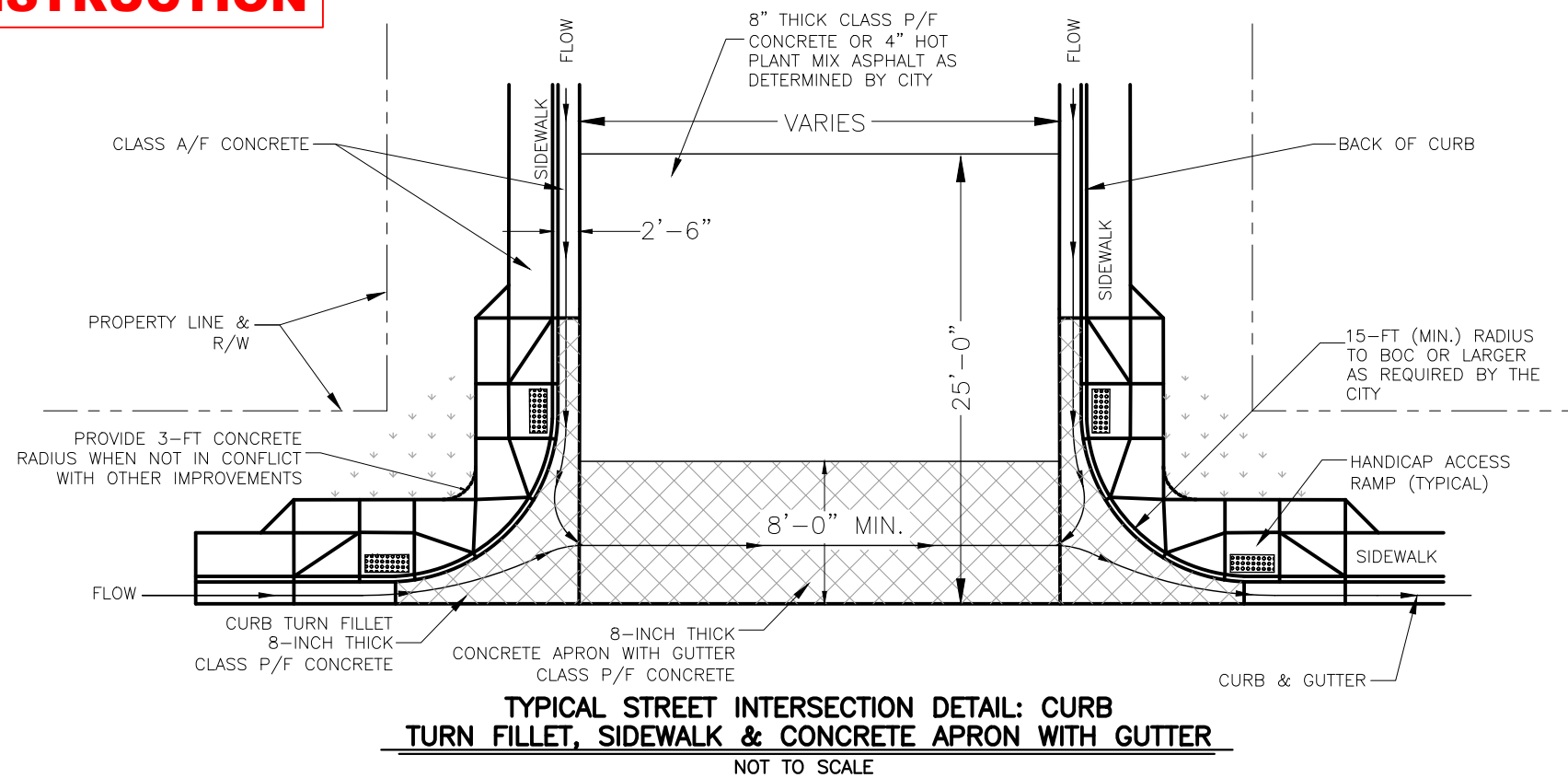
DRAFT-NOT FOR CONSTRUCTION



SECTION A-A

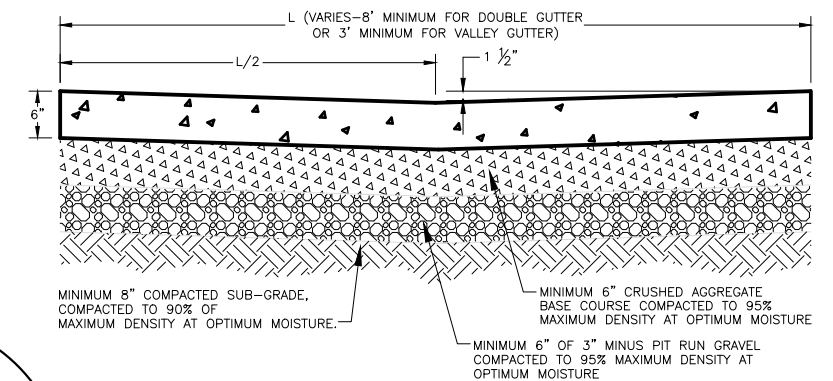
TYPE 1 DRIVEWAY AND ALLEY APRON

NOT TO SCALE



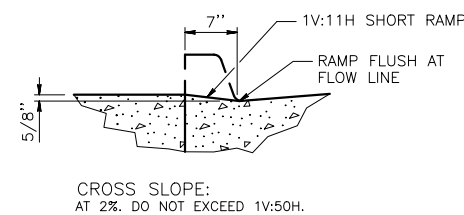
HANDICAP PASSING DETAIL

NOT TO SCALE



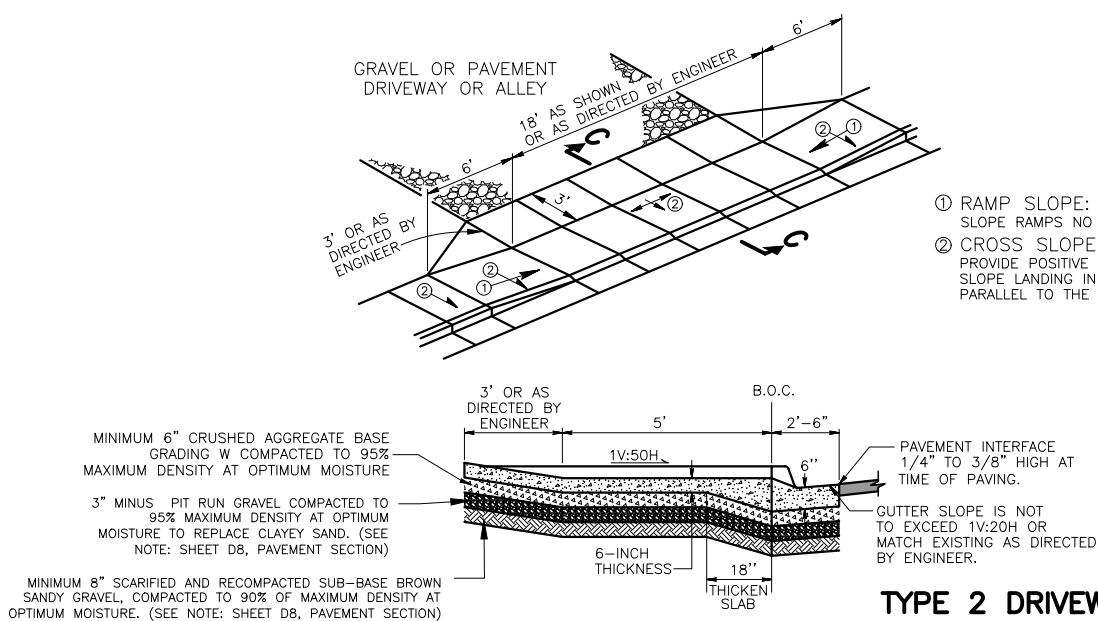
TYPICAL VALLEY GUTTER AND DOUBLE GUTTER SECTION

NOT TO SCALE

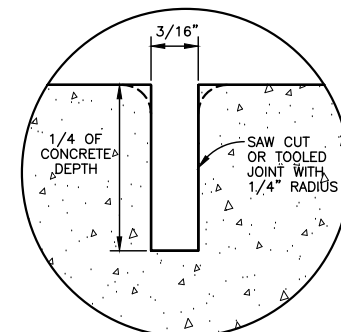


TYPE 2 DRIVEWAY AND ALLEY APRON
PARTIALLY DEPRESSED

NOT TO SCALE



SECTION C-C



CONTROL JOINT DETAIL

NOT TO SCALE

SEE SHEET D1.10 FOR ADDITIONAL
SPECIFICATIONS AND CONSTRUCTION
REQUIREMENTS

DATE	DRAWING LOG	BY	CHECKED	APPROVED	
					DRAWN BY: <u>IKSM</u>
					JOB NO. <u>21307.00</u>
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC	FIELD BOOK NO. <u>589</u>

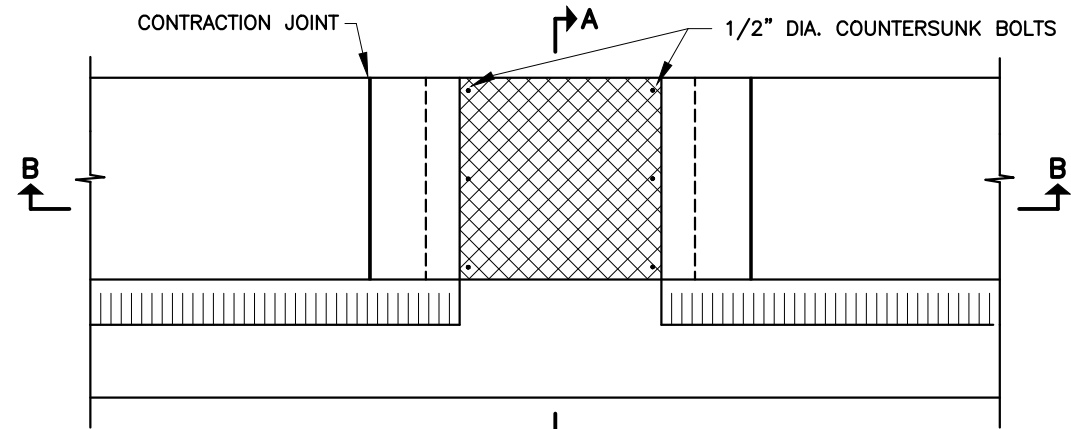


ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

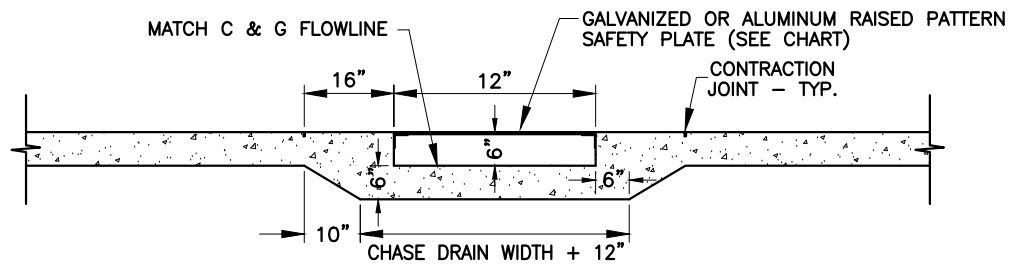
PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	CONCRETE APPROACH DETAILS

01.4



PLAN VIEW
NOT TO SCALE

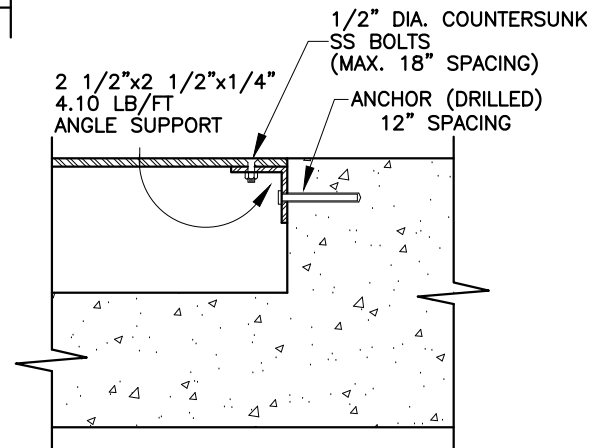
PLATE THICKNESS	CHASE DRAIN WIDTH
1/4"	UP TO 24"
5/16"	24" TO 30"
3/8"	30" TO 36"



TIP SIDEWALK AND CHASE DRAIN 1/4" PER FOOT TOWARD GUTTER FLOWLINE.

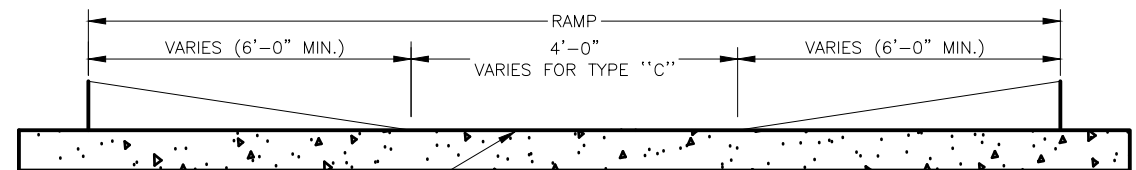
SECTION B-B
NOT TO SCALE

CHASE DRAIN DETAIL



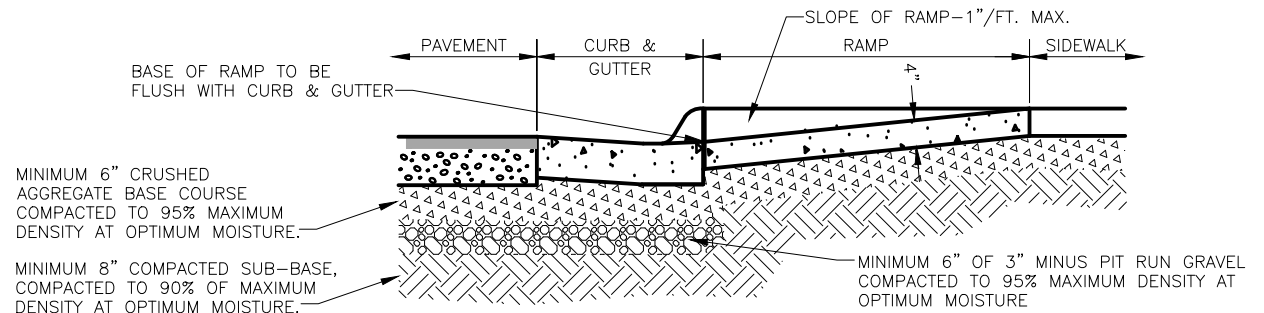
ANCHOR DETAIL
NOT TO SCALE

DRAFT-NOT FOR CONSTRUCTION

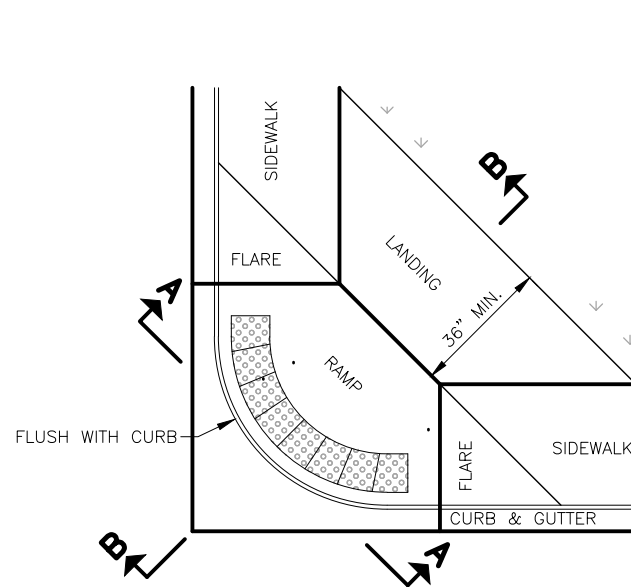


SECTION A-A

SEE SECTION B-B FOR BASE, SUB-BASE, AND SUBGRADE REQUIREMENTS.

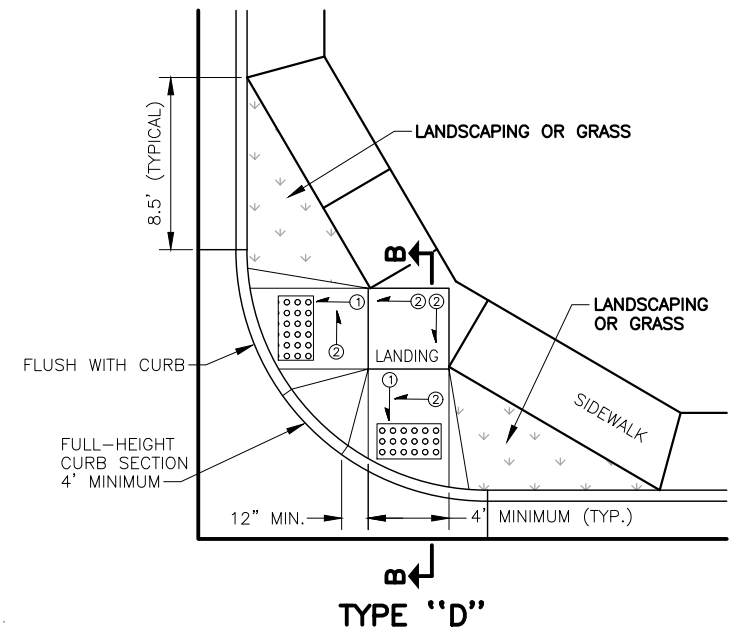


SECTION B-B

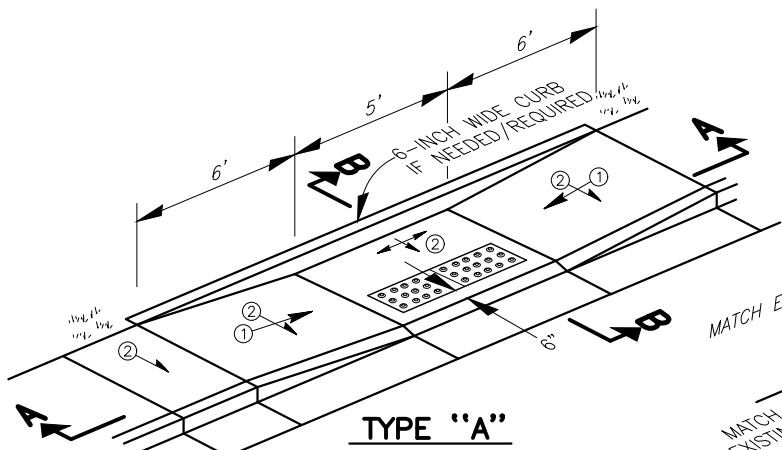


WHEELCHAIR RAMP DETAILS

- RAMP SLOPE:
SLOPE RAMPS NO GREATER THAN 1V:12H.
- CROSS SLOPE:
PROVIDE POSITIVE DRAINAGE TOWARD THE STREET.
SLOPE LANDING IN EITHER DIRECTION
PARALLEL TO THE STREET. DO NOT EXCEED 1V:50H.

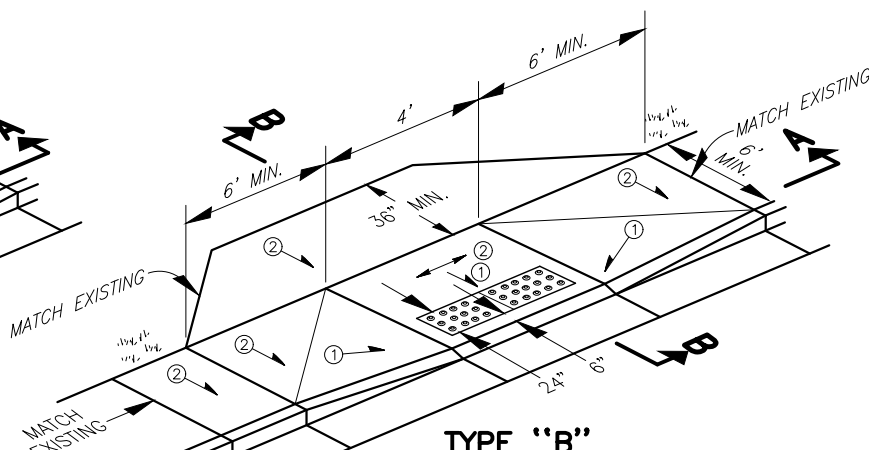


TYPE "D"



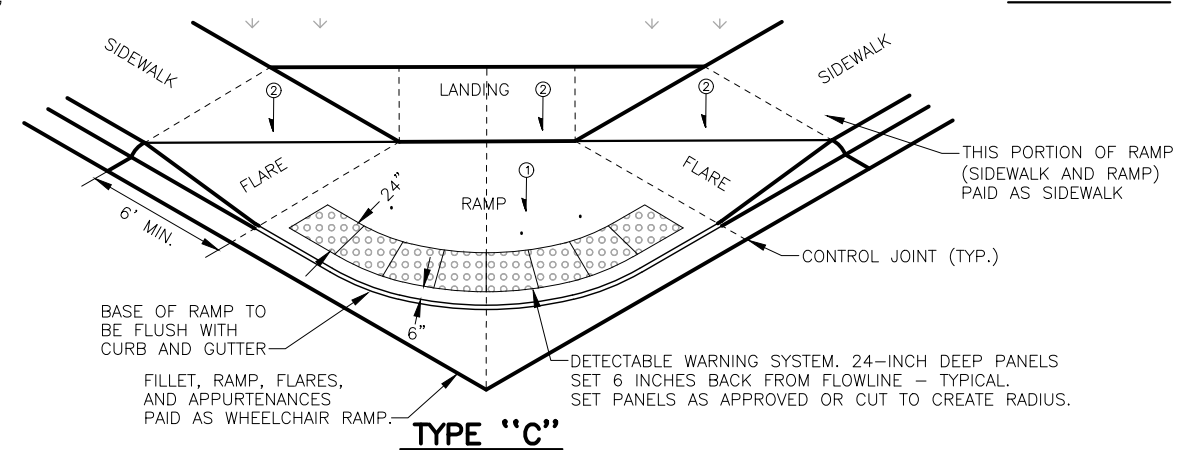
TYPE "A"
HANDICAP ACCESS RAMPS

- RAMP SLOPE:
SLOPE RAMPS NO GREATER THAN 1V:12H.
- CROSS SLOPE:
PROVIDE POSITIVE DRAINAGE TOWARD THE STREET.
SLOPE LANDING IN EITHER DIRECTION
PARALLEL TO THE STREET. DO NOT EXCEED 1V:50H.



TYPE "B"
HANDICAP ACCESS RAMPS

- RAMP SLOPE:
SLOPE RAMPS NO GREATER THAN 1V:12H.
- CROSS SLOPE:
PROVIDE POSITIVE DRAINAGE TOWARD THE STREET.
SLOPE LANDING IN EITHER DIRECTION
PARALLEL TO THE STREET. DO NOT EXCEED 1V:50H.



TYPE "C"

SEE SHEET D1.10 FOR ADDITIONAL
SPECIFICATIONS AND CONSTRUCTION
REQUIREMENTS

DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

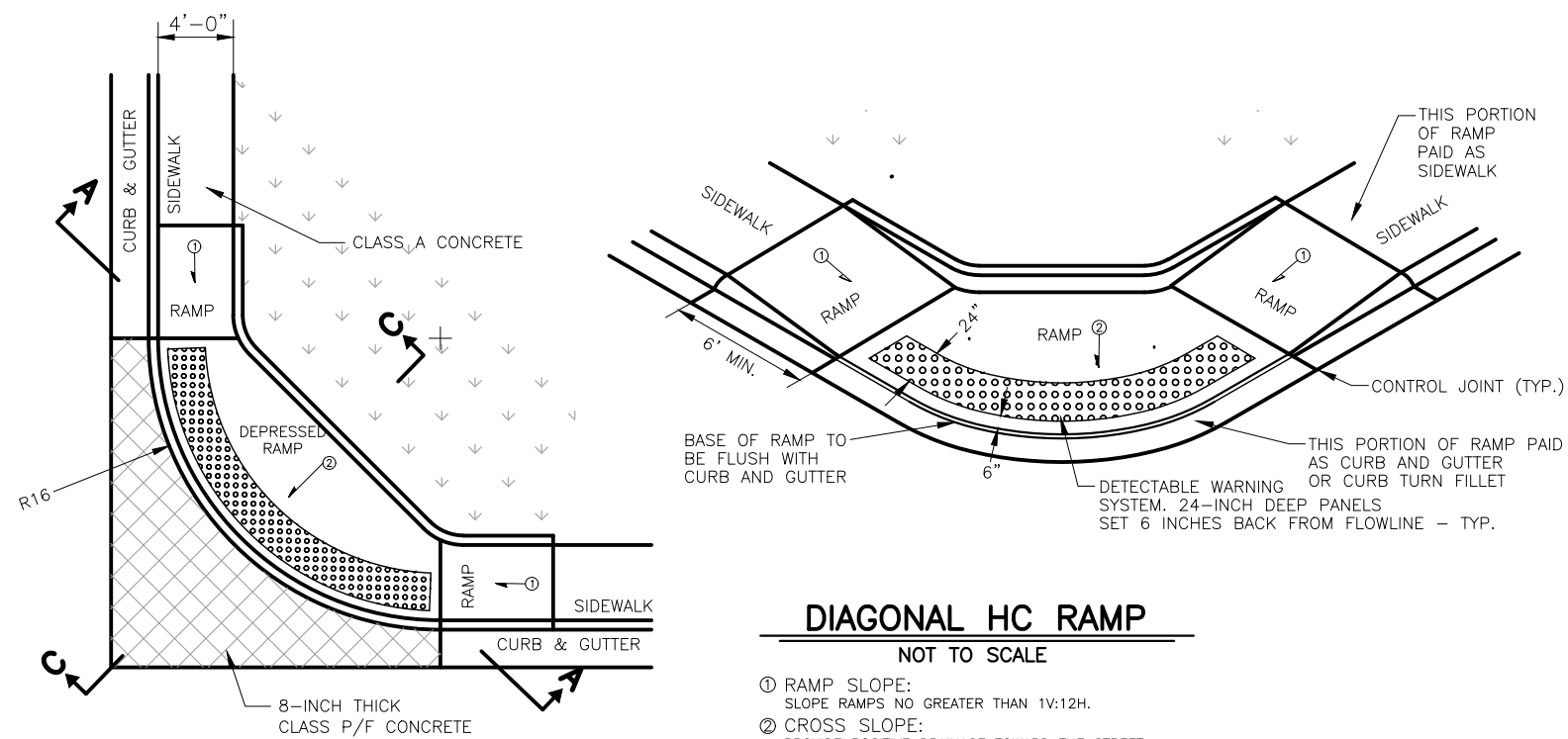
DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES — CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

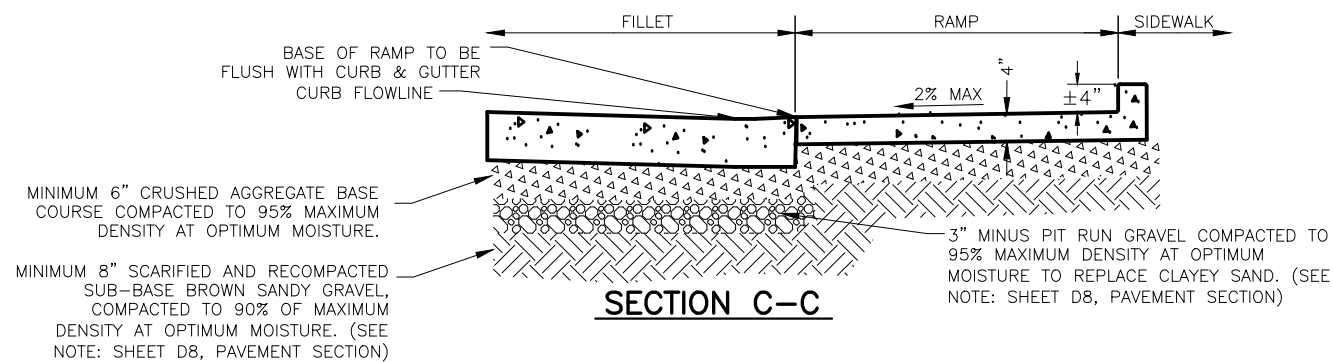
PROJECT:
DIVISION STREET STORM DRAIN
TITLE:
ADA RAMP DETAILS



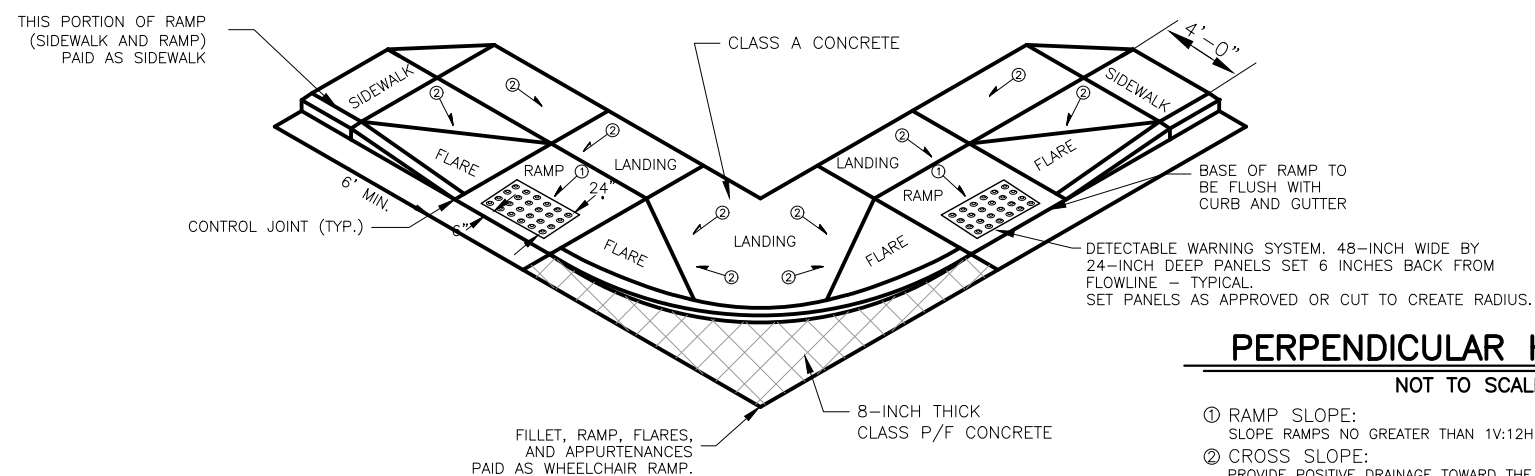
DIAGONAL HC RAMP

NOT TO SCALE

- ① RAMP SLOPE:
SLOPE RAMPS NO GREATER THAN 1V:12H.
- ② CROSS SLOPE:
PROVIDE POSITIVE DRAINAGE TOWARD THE STREET.
SLOPE LANDING IN EITHER DIRECTION
PARALLEL TO THE STREET. DO NOT EXCEED 1V:50H.



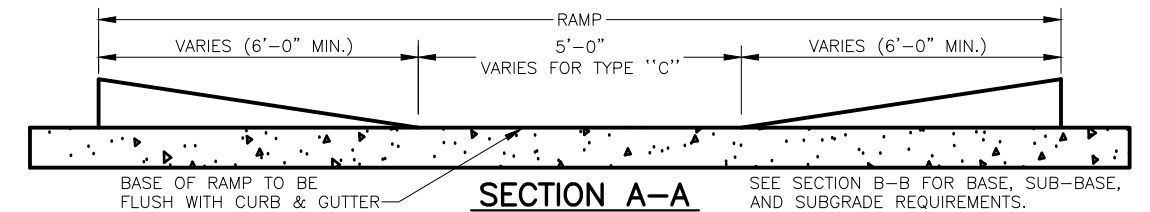
SECTION C-C



PERPENDICULAR HC RAMP

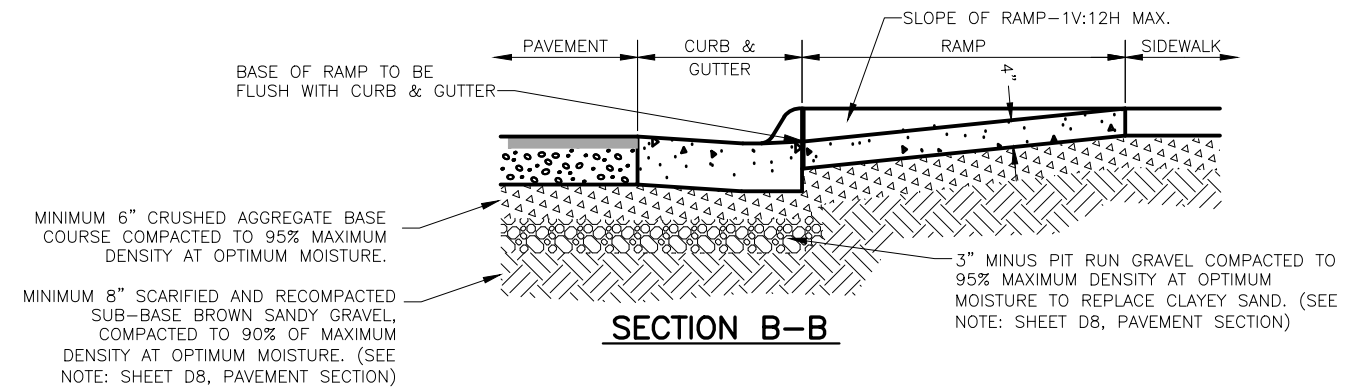
NOT TO SCALE

- ① RAMP SLOPE:
SLOPE RAMPS NO GREATER THAN 1V:12H.
- ② CROSS SLOPE:
PROVIDE POSITIVE DRAINAGE TOWARD THE STREET.
SLOPE LANDING IN EITHER DIRECTION
PARALLEL TO THE STREET. DO NOT EXCEED 1V:50H.

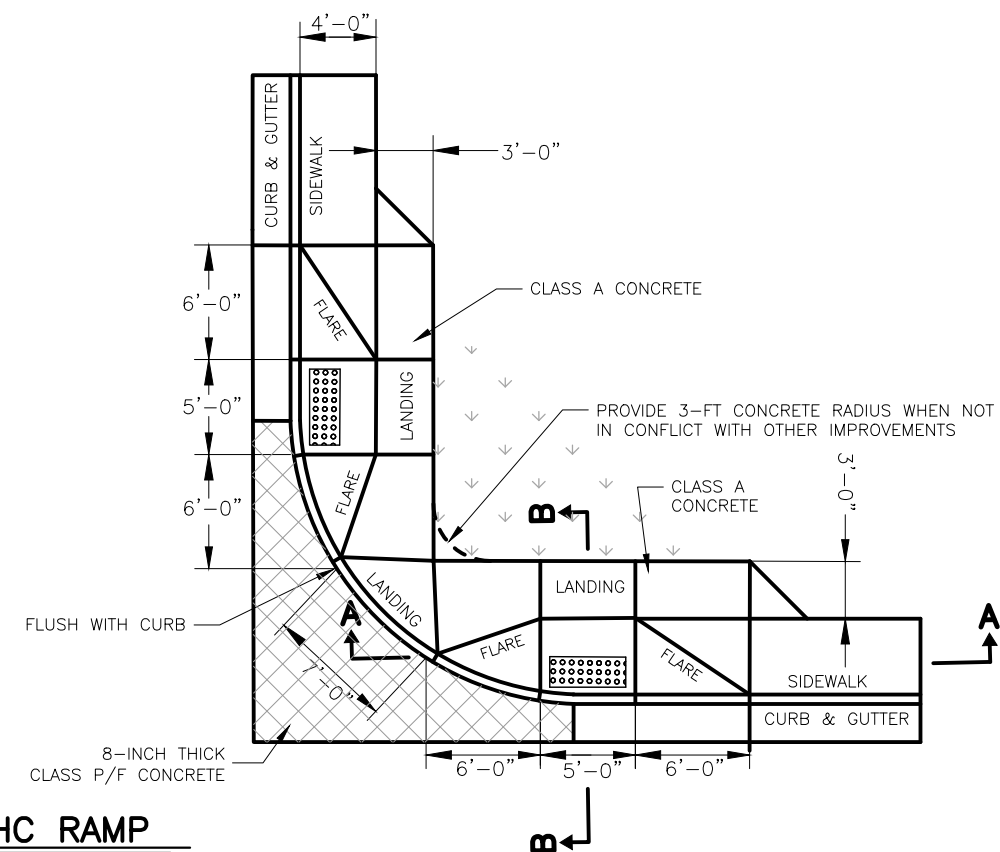


SECTION A-A

SEE SECTION B-B FOR BASE, SUB-BASE,
AND SUBGRADE REQUIREMENTS.



SECTION B-B



SEE SHEET D1.10 FOR ADDITIONAL
SPECIFICATIONS AND CONSTRUCTION
REQUIREMENTS

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DATE	DRAWING LOG	BY	CHECKED	APPROVED	DRAWN BY: _____ IKSM JOB NO. _____ 21307.00 FIELD BOOK NO. _____ 589
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC	



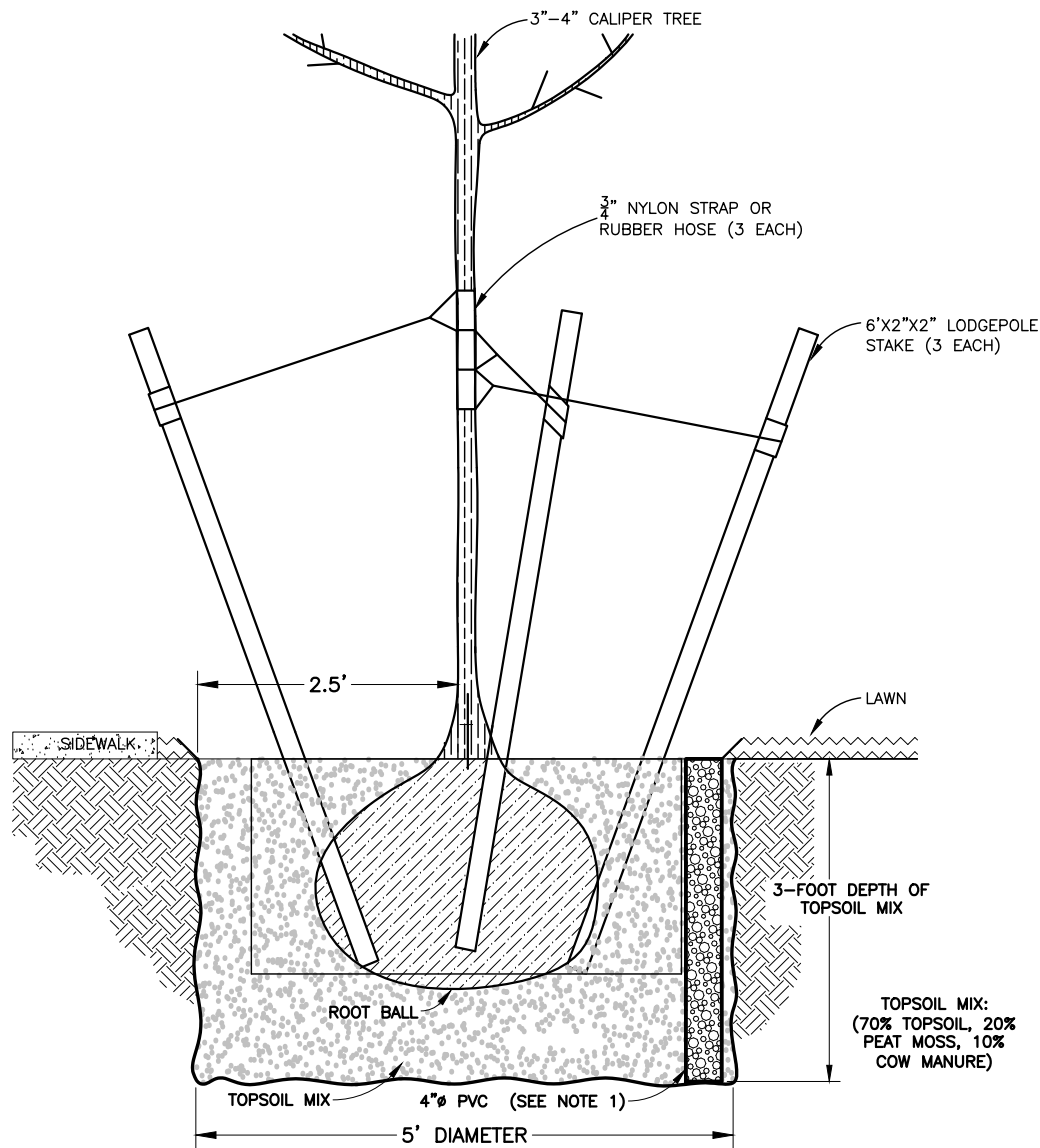
**ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS**

OWNER:
CITY OF POWELL, WYOMING

PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	ADA RAMP DETAILS 2

D1.6

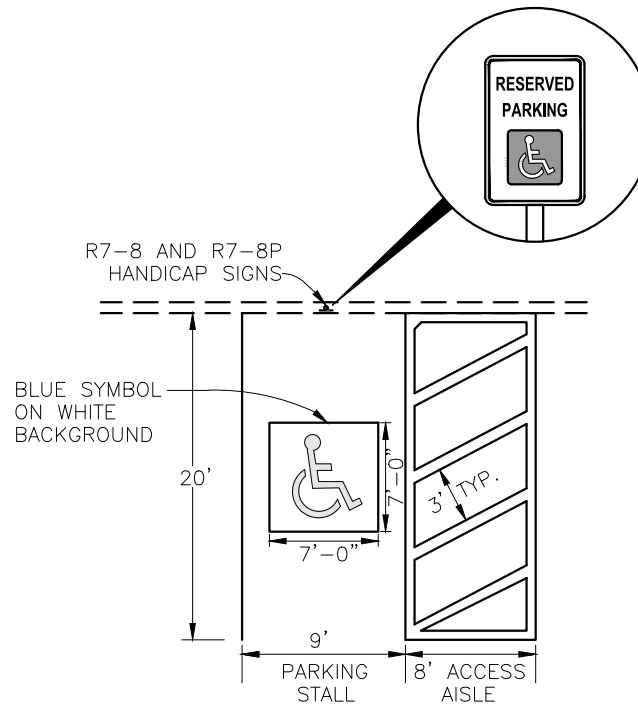
6



TREE WELL DETAIL

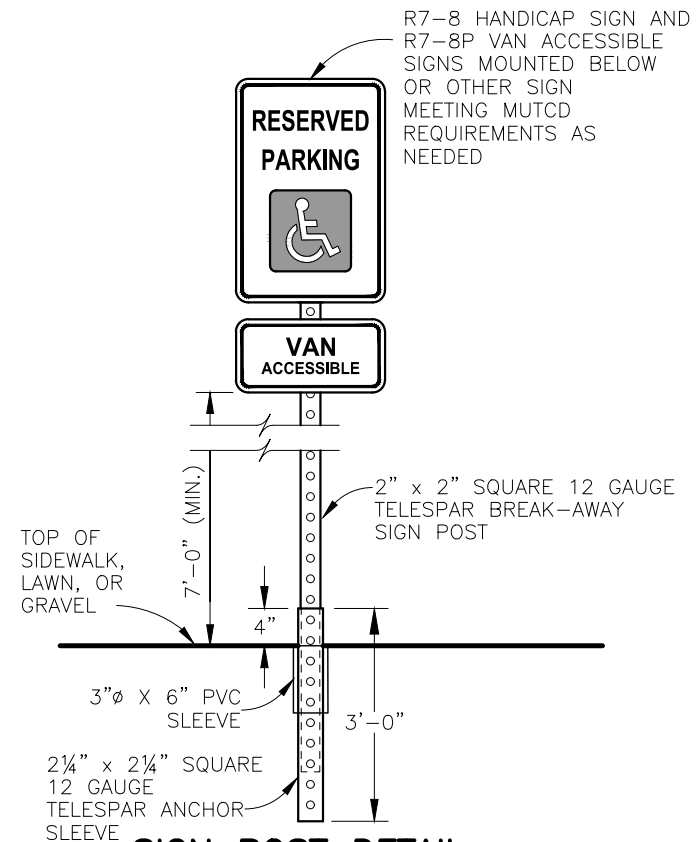
NOTES:

1. INSTALL TWO 3-FOOT LONG 4-INCH DIAMETER OPEN ENDED PIPES FILLED WITH No. 57 CONCRETE AGGREGATE IN A VERTICAL POSITION. INSTALL IN OPPOSING CORNERS OF THE TREE WELL WITH THE TOPS COVERED WITH A 3-INCH LAYER OF SIZE No. 57 AGGREGATE.
2. AFTER ALL OTHER WORK PERTINENT TO PLANTING HAS BEEN COMPLETED; EACH TREE SHALL BE WATERED IMMEDIATELY WITH A MINIMUM OF 20 GALLONS OF WATER AND REPEATED EACH DAY FOR THREE DAYS. AFTER THE WATER HAS SETTLED AND THE SOIL IS SUFFICIENTLY DRY, THE SOIL SHALL BE GRADED AND TAMPED AND THE THREE-INCH LAYER OF CONCRETE AGGREGATE PLACED AND GRADED.
3. STAKE EACH TREE WITH THREE WOODEN STAKES, WIRE, AND 3/4" NYLON STRAPS OR 3/4" RUBBER HOSE.



HANDICAP PARKING STALL

NOT TO SCALE



SIGN POST DETAIL

NOT TO SCALE

NOTE: USE SAME SIGN POST DETAIL FOR ALL SIGNS. BOTTOM OF SIGNS SHALL BE 7 FEET ABOVE GROUND. TELESPAR SIGN POST WILL NEED TO BE AT LEAST 12 FEET LONG

MINIMUM SIGN SIZE

NOT TO SCALE

STOP SIGN; R1-1; 30" x 30";
RED/WHITE 4-WAY STOP; R1-3; 12" x 6";
RED/WHITE SPEED SIGN; R2-1; 24" x 30";
BLK/WHITE NO "U" TURN; R3-4P; 24" x 18";
BLUE/WHITE HANDICAP; R7-8, R7-8P; 12" x 18"

SEE SHEET D1.10 FOR ADDITIONAL SPECIFICATIONS AND CONSTRUCTION REQUIREMENTS

DRAFT-NOT FOR CONSTRUCTION

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DATE	DRAWING LOG	BY	CHECKED	APPROVED	DRAWN BY: IKSM
					JOB NO. 21307.00
					FIELD BOOK NO. 589
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC	



ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

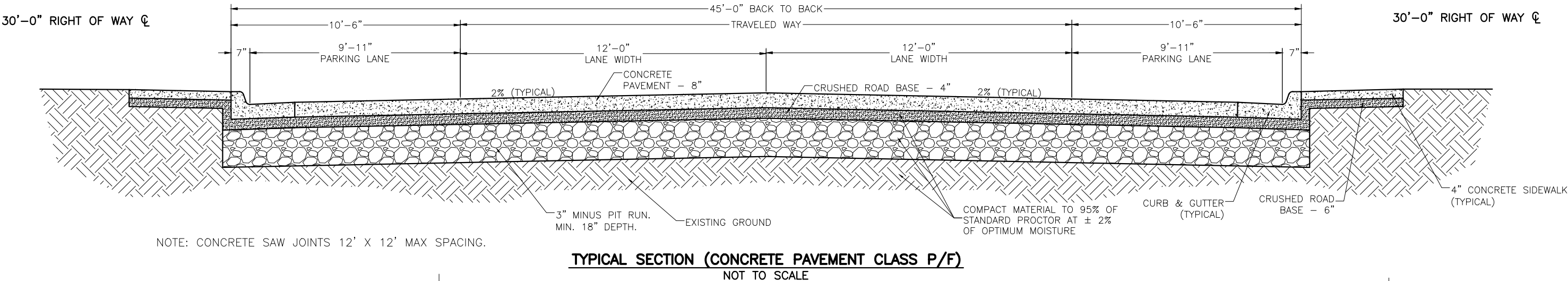
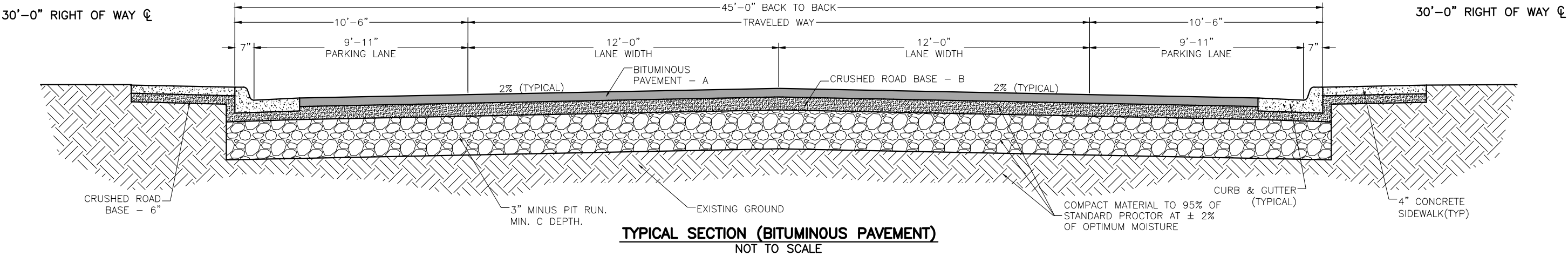
OWNER:
CITY OF POWELL, WYOMING

PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: **DETAILS**

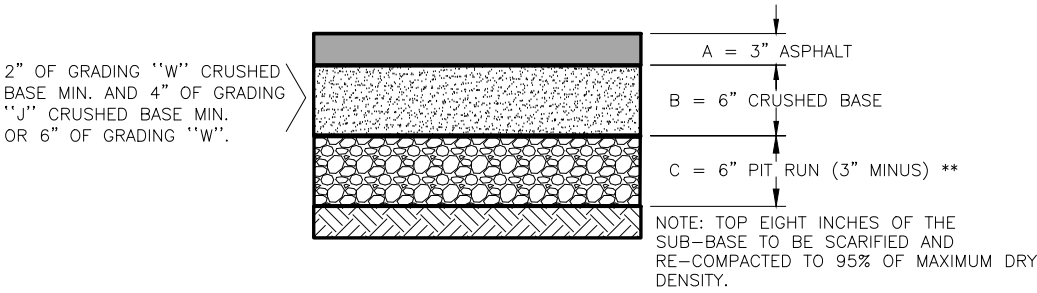
D1.7

DRAFT-NOT FOR CONSTRUCTION

SEE SHEET D1.10 FOR ADDITIONAL SPECIFICATIONS AND CONSTRUCTION REQUIREMENTS



NOTE: CONCRETE SAW JOINTS 12' X 12' MAX SPACING.



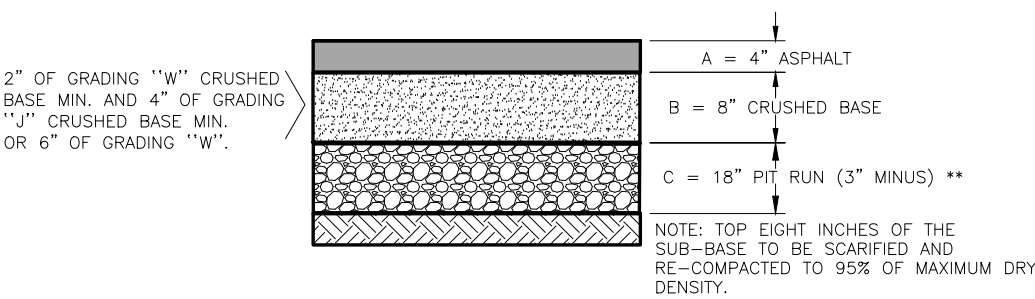
** INSTALL ADDITIONAL PIT RUN WHEN DIRECTED/APPROVED BY CITY, OR INDICATED AS NECESSARY BY STRUCTURAL CALCULATIONS FOR THE LOCATION.

NOTE: FOR SIDE STREET INTERSECTIONS, USE CONCRETE AND BITUMINOUS PAVEMENT SECTIONS AS APPROVED BY CITY - WIDTHS VARY.

PAINT STRIPING

AS REQUIRED BY CITY OF POWELL

NOTE: TYPICAL PARKING LANES SHALL BE A MINIMUM OF 9'-5" WIDE
MINIMUM LANE WIDTHS AND SIDEWALK WIDTHS SHALL BE APPROVED BY THE CITY.



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DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589

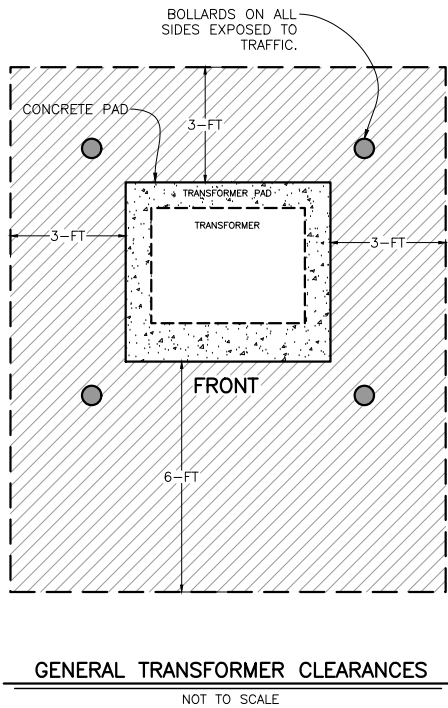
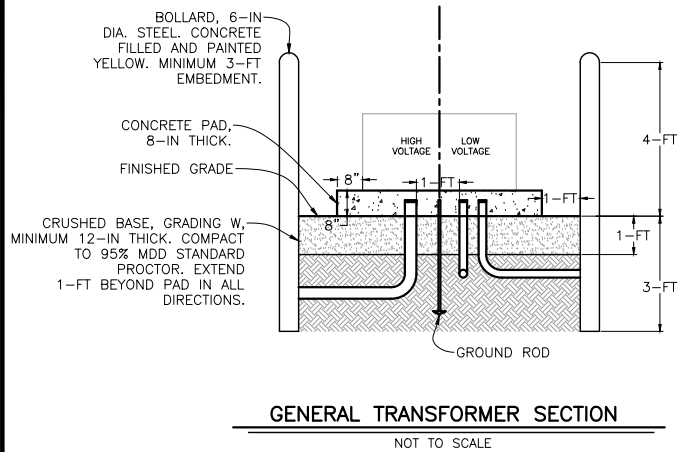
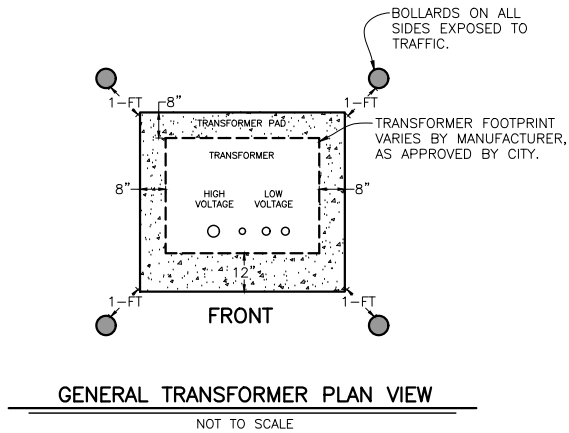


ENGINEERING ASSOCIATES - CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT:
DIVISION STREET STORM DRAIN
TITLE:
ROADWAY CROSS SECTION DETAILS

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1. **CONSTRUCTION:** THE PAD SHALL BE CONSTRUCTED ACCORDING TO ALL CITY OF POWELL STANDARD SPECIFICATIONS AND REQUIREMENTS, AND TO WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS.
2. **SITE PREPARATION:** FOLLOWING EXCAVATION, ALL EXCAVATED AREA 1-FT PAST PAD SHALL BE BACKFILLED WITH CRUSHED GRAVEL ROAD BASE. COMPACT TO 95% MDD STD PROCTOR. GRADE AWAY FROM SLAB AT MAX 2% SLOPE FOR 6-FT BEYOND THE EDGE OF SLAB ON ALL SIDES, THEN TAPER TO EXISTING GRADE AT MAX 3H:1V.
3. **CONCRETE:** CONCRETE FOR SLAB SHALL BE 4,000 PSI AT 28 DAYS. STEEL REINFORCEMENT SHALL BE #4 BARS PLACED AT 12" CENTERS BOTH WAYS THROUGHOUT THE PAD, MIN 3" CLEAR. PAD SHALL BE POURED AT LEAST SEVEN FULL DAYS PRIOR TO SETTING THE TRANSFORMER. THE FINISHED SURFACE MUST BE COMPLETELY FLAT AND LEVEL.
4. **BASEMENTS:** TRANSFORMERS 150KVA AND BELOW MAY USE FIBERGLASS BASEMENTS IN LIEU OF SLABS. BASEMENT SHALL BE PLACED ABOVE CRUSHED GRAVEL ROAD BASE AS ABOVE.
5. **CEMENT-TREATED BACKFILL:** ON A CASE-BY-CASE BASIS, THE CITY MAY APPROVE THE USE OF CEMENT-TREATED BACKFILL BENEATH FIBERGLASS BASEMENTS. CEMENT-TREATED BACKFILL SHALL BE CITY OF POWELL STANDARD TYPE 1 (ASTM C33 FINE AGGREGATE), MAX 130 PSI STRENGTH. MIN CURE 24-HRS BEFORE PLACING BASEMENT. BACKFILL WITH SUITABLE TOPSOIL.
6. **CONDUIT WINDOW LAYOUT:** MAINTAIN MINIMUM 12" SEPARATION BETWEEN LV AND HV CONDUITS. DO NOT PUT ANY CONCRETE IN OR UNDER THE CONDUIT WINDOW. USE SOIL TO SEPARATE CONDUITS. ALL CONDUITS ENTERING THE PAD SHALL BE SCHEDULE 40 PVC.
7. **LAYOUT & STRUCTURE CLEARANCES:** FRONT OF TRANSFORMER & PAD SHALL FACE AWAY FROM ADJACENT STRUCTURES AND BE FREE OF OBSTRUCTIONS. MINIMUM 3-FT CLEAR SPACE FROM EDGE OF PAD TO ANY ADJACENT STRUCTURE, AND MINIMUM 10-FT FROM EDGE OF PAD TO ANY COMBUSTIBLE STRUCTURE. OTHER CLEARANCES SHALL CONFORM WITH NEC & IBC CODES.
8. **ACCESS CLEARANCE:** NO WALLS, FENCES, TREES, OR ANY OTHER OBSTRUCTIONS SHALL BE PLACED WITHIN 3-FT OF SIDES OR BACK OF THE PAD, OR WITHIN 6-FT OF THE FRONT OF THE PAD. THE AREA SURROUNDING THE PAD SHALL HAVE 6-FT OF CLEAR, LEVEL WORKING AREA FOR MAINTENANCE OF THE TRANSFORMER.
9. **BARRIERS:** INSTALL BOLLARDS ON ALL SIDES FACING TRAFFIC, IF THE TRANSFORMER PAD IS LOCATED IN AREA SUBJECT TO VEHICULAR TRAFFIC (PARKING LOTS, DRIVEWAYS, ETC.). BOLLARDS SHALL BE 6-IN DIA STEEL, FILLED WITH CONCRETE, PAINTED YELLOW, PLACED 12" FROM THE EDGE OF SLAB, WITH MINIMUM 3-FT EMBEDMENT, AND 4-FT EXPOSED. CONTACT THE CITY OF POWELL ELECTRICAL DEPT FOR COORDINATION.
10. **GROUNDING:** A MIN $\frac{5}{8}$ " X 8' GROUND ROD SHALL BE USED FOR TRANSFORMERS LESS THAN 150-KVA. FOR TRANSFORMERS EQUAL TO OR GREATER THAN 150-KVA, A $\frac{3}{4}$ " X 10' ROD SHALL BE USED. THE GROUND ROD SHALL BE INSTALLED ON THE PRIMARY SIDE OF THE TRANSFORMER.
11. **CONNECTIONS:** CONTRACTOR SHALL FURNISH AND INSTALL ALL PRIMARY CONDUIT AND WIRE, ALONG WITH ALL SECONDARY (LOW VOLTAGE) CONDUIT, CABLES, & SECONDARY TERMINATIONS. THE CITY OF POWELL ELECTRICAL DEPARTMENT WILL TERMINATE THE PRIMARY WIRE ONLY.
12. **METERING:** METERING SHALL BE PLACED ON BUILDINGS OR STRUCTURES.
13. **PROCUREMENT:** TRANSFORMERS AND BASEMENTS SHALL BE PURCHASED FROM THE CITY OF POWELL.

DRAFT-NOT FOR CONSTRUCTION

DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES – CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT: **DIVISION STREET STORM DRAIN**
TITLE: ELECTRICAL DETAILS

D1.9

P:\2021\Powell 21300.00 - 21399.00\21307.00_Division St Storm Drain\ACAD\DETAIL SHEETS.dwg NOTES-D12 8/26/22 USA

WATER MAIN AND WATER SERVICE SPECIFICATIONS AND REQUIREMENTS

- EXISTING WATER MAINS ARE PVC, CAST IRON, DUCTILE IRON, OR A.C.
- NEW WATER MAINS SHALL BE AWWA C900 PVC CL 235 8-INCH MIN. DIA.; NEW WATER MAIN FITTINGS SHALL BE DIP WITH EPOXY COATING INSIDE & OUTSIDE, RATED TO MATCH MAIN.
- DRY TAPS SHALL ONLY BE MADE WITH APPROVAL OF THE CITY OF POWELL. WHEN APPROVED, COORDINATE INSTALLATION OF DRY TAPS WITH CITY OF POWELL WATER DEPARTMENT. DO NOT TAKE ANY EXISTING WATER LINE OUT OF SERVICE FOR LONGER THAN FOUR HOURS WITHOUT PRIOR APPROVAL BY CITY.
- CONTRACTOR SHALL COMPLETE ALL TAPS ON WATER MAINS.
- ALL CURB STOPS AND BOXES SHALL BE PLACED IN THE STREET R.O.W. AND BEHIND THE CURB AND SIDEWALK UNLESS OTHERWISE DIRECTED BY CITY.
- CURB BOX SHALL BE SUPPLIED WITH A CURB BOX SLEEVE AND SHALL EXTEND FROM 66" TO 78" TO ALLOW REQUIRED ADJUSTMENTS.
- PROVIDE TRACE WIRE CONNECTION TERMINALS AT ALL VALVE BOXES.
- PROVIDE STAINLESS STEEL BOLTS AND FASTENERS AND 8 MIL POLYETHYLENE WRAP FOR ALL DUCTILE IRON FITTINGS AND METAL PARTS.
- REPLACE ALL EXISTING LEAD SERVICE LINES WITH SIMILARLY SIZED HDPE CLASS 200 CTS SERVICE LINE OR APPROVED EQUAL FROM MAIN TO CURB STOP.
- SERVICE LINES SHALL CROSS BELOW EXISTING MAIN TO NEW CORPORATION STOP.
- CONTRACTOR TO INSTALL SERVICE SADDLES & CORPORATION VALVES AS NEEDED FOR PRESSURE TESTING OF WATER LINE SYSTEM. THIS WILL BE A PART OF THE TESTING FOR APPROVAL.
- PRESSURE TESTING OF TREATED WATER LINES WILL EXTEND TO THE CURB STOP OF SERVICE LINES. TESTING PRESSURE IS 1.5 TIMES WORKING PRESSURE AT CONNECTION OR 125 PSI, WHICHEVER IS GREATER.
- SERVICE LINES AND FITTINGS SHALL BE DISINFECTED AS EACH CONNECTION IS MADE. CLOROX DILUTED TO 100 PPM IN A SPRAY BOTTLE OR SWABBED ON IS ACCEPTABLE.
- A FLUSHING & PRESSURE TESTING PLAN SHALL BE SUBMITTED TO THE CITY FOR APPROVAL PRIOR TO BEGINNING EXCAVATION.
- ALL FIRE HYDRANTS, GATE VALVES, CURB STOP VALVES AND CURB BOXES THAT ARE ABANDONED SHALL BE REMOVED AND DELIVERED TO THE CITY SHOP.
- REMOVE EXISTING CURB STOP OR METER PIT DURING INSTALLATION OF NEW METER PIT. CURB STOP TOP SECTIONS MAY BE REMOVED AND FILLED WITH SAND ON EXISTING CURB STOPS INSIDE PRIVATE PROPERTY, AS APPROVED BY CITY.
- THE TOP OF EXISTING VALVE BOXES ON WATERLINES BEING ABANDONED SHALL BE REMOVED AND FILLED WITH SAND AFTER LINE IS ABANDONED.
- INSTALL BOTH THRUST BLOCKS (AFTER POLYETHYLENE WRAP) AND MECHANICAL JOINT RESTRAINTS ON ALL FITTINGS.
- SERVICES MAY BE INSTALLED BY BORING OR OTHER TRENCHLESS TECHNIQUE, OR CONVENTIONAL TRENCH EXCAVATION AND BACKFILL TECHNIQUES.
- USE MUELLER R110 COMPRESSION COUPLING (H-15403) WHERE TIE-IN TO EXISTING SERVICE LINE IS REQUIRED WITHOUT INSTALLING A NEW CURB STOP.
- INSTALL TRACE WIRE WITH ALL SERVICE LINES. CONNECT THE SERVICE TRACE WIRE TO THE TRACE WIRE ALONG THE TW MAIN AND TERMINATE AT THE GROUND SURFACE, ON THE OUTSIDE OF THE CURB STOP BOX.
- REPLACE ANY SIDEWALK OR CURB AND GUTTER DAMAGED. MATCH EXISTING SIDEWALK AND CURB AND GUTTER.
- REPAIR AND/OR REPLACE SPRINKLER LINES AND FITTINGS BROKEN WHILE PERFORMING WORK.
- REPLACE DAMAGED LAWN AREAS WITH SOD, AS DIRECTED BY CITY.

CEMENT-TREATED BACKFILL MATERIAL SUMMARY TABLES

TYPE 1 CEMENT-TREATED BACKFILL (FOR TRENCH BACKFILL):	
CRITERIA:	LBS/CY
PORTLAND CEMENT TYPE II OR TYPE V (ASTM C150)	130
WATER (75 GALLONS)	600 (OR AS NEEDED)
CONCRETE FINE AGGREGATE (ASTM C33)	2600

* TYPE 1 CEMENT NORMALLY USED FOR TRENCH BACKFILL

TYPE 3 CEMENT-TREATED BACKFILL:	
CRITERIA:	LBS/CY
PORTLAND CEMENT TYPE II OR TYPE V (ASTM C150)	42
WATER (75 GALLONS)	600 (OR AS NEEDED)
FINE AGGREGATE OR REJECT SAND (100% PASSING 3/8" SIEVE, PI<6)	2600

- * TYPE 3, GENERALLY USED AS A SEPARATION AND STABILIZATION MATERIAL ON BURIED UTILITIES.
- * PER DEQ, THE DESIRED 28 DAY STRENGTH IS 30 PSI MINIMUM AND 60 PSI MAXIMUM. (NOT A SPECIFICATION REQUIREMENT).

DRAFT-NOT FOR CONSTRUCTION

SUBGRADE, PITRUN, AND BASE SPECIFICATIONS AND REQUIREMENTS

- THESE REQUIREMENTS SHALL APPLY TO MATERIALS USED IN CONJUNCTION WITH RESTORATION OR CONSTRUCTION WORK WITHIN EXISTING OR PROPOSED CITY OF POWELL RIGHT-OF-WAY AND EASEMENTS.
- SUBGRADE SHALL BE CLEARED, GRUBBED, AND STERILIZED PRIOR TO BEGINNING COMPACTION OR CONSTRUCTION OF ANY PERMANENT SURFACE FEATURES.
- SUBGRADE UNDER CONCRETE MATERIALS AND PAVING SHALL BE COMPACTED TO A MINIMUM 90% OF MAXIMUM DENSITY ACCORDING TO ASTM D-698 AND SHALL BE WITHIN PLUS OR MINUS 2% OF OPTIMUM MOISTURE CONTENT.
- PITRUN AND CRUSHED BASE SHALL BE COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DENSITY ACCORDING TO ASTM D-698.
- CRUSHED BASE GRADATIONS AND PROPERTIES SHALL MEET WYDOT REQUIREMENTS FOR THE REFERENCED GRADING. AT LEAST 50% OF THE MATERIAL RETAINED ON THE #4 SIEVE AND LARGER SHALL HAVE AT LEAST 1 FRACTURED FACE. ALL MATERIAL RETAINED ON THE #4 SIEVE AND LARGER SHALL BE RUN THROUGH A CRUSHER.
- PIT RUN SHALL BE A WELL GRADED GRAVEL, OR FINE COBBLE WITH DURABLE PARTICLES OR GRAVEL FRAGMENTS.

ASPHALT PATCHING / PAVING SPECIFICATIONS AND REQUIREMENTS

- ASPHALT PATCHING SHALL EXTEND A MINIMUM OF 2 FEET BEYOND EACH SIDE OF UTILITY TRENCH DISTURBANCE.
- ASPHALT TO BE SAW CUT AND REMOVED WIDER THAN THE ROLLER EQUIPMENT BEING USED TO REPLACE AND COMPACT - NO VIBRATORY PLATES OR JACKS ALLOWED FOR ASPHALT REPAIRS.
- ASPHALT PATCHING SHALL BE FINISHED ¼" TO ⅜" ABOVE ALL SURROUNDING ASPHALT OR CONCRETE.
- ASPHALT PATCHES SHALL BE CUT WITH A SAW. (NO WHEEL CUTS)
- ASPHALT MIX SHALL MEET WYDOT ¾" MAXIMUM AGGREGAE TYPE II PG58-28 REQUIREMENTS. COMPACT TO A MINIMUM OF 92% OF A THEORETICAL MAXIMUM DENSITY (AASHTO T209). TWO (2) LIFTS.
- IN ALLEYS, USE SAME PERMANENT RESURFACING SECTION OF CITY STREETS SHOWN on Sheet D3, 3" OF ASPHALT MAY BE ELIMINATED WITH CITY APPROVAL.

IRRIGATION PIPE MATERIAL SUMMARY TABLE

PIPE SIZE	PIPE MATERIAL	COVER DEPTH
4" - 10"	AASHTO M252, ASTM F2648 CORRUGATED HDPE PIPE	1' - 20'
12" - 60"	AASHTO M294, ASTM F2648/F2306 CORRUGATED HDPE PIPE	2' - 20'

WATER AND SANITARY SEWER MATERIAL SUMMARY TABLE

UTILITY TYPE	PIPE MATERIAL	BURIAL RIBBON	TRACE WIRE
WATERLINE	AWWA 235 PSI C900 PVC	BLUE WITH "WATER" PRINTED IN BLACK	10 GAUGE SOLID OR STRANDED COPPER WITH SPLIT BOLT CONNECTOR AND DOUBLE-WRAP TAPE ON ALL NON-METALLIC WATER PIPE
SEWER LINE	ASTM D3034 SDR 35	GREEN WITH "SEWER" PRINTED IN BLACK	NONE

STORM DRAIN PIPE MATERIAL SUMMARY TABLE

PIPE SIZE	PIPE MATERIAL	COVER DEPTH
8" - 15"	AWWA DR 18 C900 PVC	1' - 3'
	ASTM D3034 SDR 35	3' - 8'
12" - 36"	ASTM F949 CORRUGATED PVC PIPE	0' - 20'

CONCRETE SPECIFICATIONS AND REQUIREMENTS

- 1/2" EXPANSION (ISOLATION) JOINT MATERIAL SHALL BE PLACED AT P.C., P.T., CURB TURNS, AND AT 100' MAXIMUM SPACING, UNLESS OTHERWISE APPROVED BY CITY.
- PLACE EXPANSION (ISOLATION) JOINT MATERIAL BETWEEN THE BACK OF CURB AND SIDEWALK.
- CONTROL JOINTS SHALL COMPLY WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS SECTION 02520.
- CONTROL JOINTS SHALL BE ALIGNED WITHIN THE CURB AND GUTTER, SIDEWALK, AND RETAINING WALLS. ALL COMPONENTS SHALL BE SIMILARLY JOINTED. SPACING SHALL BE NO LONGER THAN THE WIDTH OF NEW, ADJOINING SIDEWALK, OR A MAXIMUM SPACING OF 8 FEET, WHICHEVER IS LESS.
- CONTROL JOINTS SHALL BE CONSTRUCTED AT ALL RE-ENTRANT LOCATIONS SUCH AS BUILDING CORNERS, LIGHT POLE BASES, DROP INLET GRATES, SIGNS AND OTHER FIXTURES AS DIRECTED BY THE ENGINEER.
- CONCRETE SURFACE OF SIDEWALK AND HANDICAP RAMP SHALL HAVE A BROOM FINISH TO PROVIDE A SKID RESISTANT SURFACE.
- ALL NEW AND REPLACEMENT SIDEWALK IN COMMERCIAL AND INDUSTRIAL AREAS SHALL BE 5 FEET WIDE UNLESS OTHERWISE APPROVED. RESIDENTIAL SIDEWALK SHALL BE A MINIMUM OF 4 FEET WIDE OR WIDER AS NEEDED TO MATCH ADJACENT.
- PROVIDE 5-FOOT WIDE PASSING AREAS AT LEAST EVERY 200 FEET ALONG SIDEWALK TO ENSURE ADA COMPLIANCE.
- THE CONTRACTOR SHALL REMOVE EXISTING CONCRETE DESIGNATED TO BE REPLACED AND PROVIDE PIT RUN AND CRUSHED AGGREGATE BASE LEVELED TO FINAL GRADE IN THE WORK AREA.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPACTING THE SUBGRADE PRIOR TO PLACING PIT RUN AND CRUSHED BASE AND FOR PLACING AND COMPACTING CRUSHED BASE.
- CONCRETE SHALL MEET THE FOLLOWING CRITERIA:

UNIT	CLASS A	CLASS A/F	CLASS B/F	CLASS C/F	CLASS P/F
COMPRESSIVE STRENGTH (MIN. 7-DAY - PSI)	2800	2800	2450	2100	3500
COMPRESSIVE STRENGTH (MIN. 28-DAY - PSI)	4000	4000	3500	3000	5000
MODULUS OF RUPTURE (MIN. 28-DAY - PSI)	---	---	---	---	600
SACKS-CEMENT PER CY (MIN.)	6	6	5.5	5	7
WATER/CEMENT RATIO (MAX. BY WT)	0.45	0.45	0.5	0.55	0.45
SLUMP (INCHES)	3-4	3-4	3.5-4.5	4-5	3-5
ENTRAINED AIR CONTENT (%)	4-7	4-7	4-7	4-7	5-7
FIBROUS CONCRETE REINFORCEMENT PER CY (LBS)	1.5	1.5	1.5	1.5	2.0

- HANDICAP ACCESS RAMP REQUIREMENTS:

- DETECTABLE WARNING PLATES SHALL BE BLACK CAST-IN-PLACE TILES MANUFACTURED BY ARMOR-TILE, OR APPROVED EQUAL.
- CONCRETE FOR HANDICAP ACCESS RAMPS WILL BE COLORED TERRA COTTA TO MATCH THE DOWNTOWN AREA RAMPS.
- MODULAR DETECTABLE WARNING PLATES WITH ADA COMPLIANT TRUNCATED DOMES SHALL BE SET INTO THE CONCRETE ACCORDING TO MANUFACTURER'S RECOMMENDATIONS AND ADA REQUIREMENTS TO PROVIDE DETECTABLE WARNINGS.
- DETECTABLE WARNINGS SHALL BEGIN 6" UPSLOPE FROM THE BASE OF THE RAMP OR THE BACK OF CURB AND GUTTER, AND SHALL EXTEND FOR A DISTANCE OF 24" UP THE FACE OF THE RAMP.
- RAMPS SHALL BE SLOPED AT 1V:12H MAXIMUM WITH SIDE FLARES ALLOWED AT 1:12 MAXIMUM SLOPE.
- SIDE FLARES OR HANDICAP ACCESS RAMPS IN CONCRETE AREAS SHALL BE A MAXIMUM OF 1V:12H IN ALL TYPES OF RAMPS.
- TRANSITIONS FROM RAMPS TO WALKS, GUTTERS, OR STREETS SHALL BE FLUSH AND FREE OF ABRUPT CHANGES. MAXIMUM SLOPES OF ADJOINING GUTTERS, ROAD SURFACE IMMEDIATELY ADJACENT TO THE CURB RAMP, OR ACCESSIBLE ROUTE SHALL NOT EXCEED 1V:20H MAXIMUM SLOPE.

CONCRETE SCHEDULE

SIDEWALKS HANDICAP RAMPS SURFACE PADS STORM BOX INVERTS	CLASS A CLASS A CLASS A CLASS A
DRIVEWAYS ALLEY APRONS LOCAL DEPRESSIONS CURB & GUTTER	CLASS A/F CLASS A/F CLASS A/F CLASS A/F
ROAD PAVEMENT ROAD APRONS FILLETS	CLASS P/F CLASS P/F CLASS P/F

NOTE:
CONTRACTOR SHALL PLACE VERTICAL REBAR ON GRADE AT A MINIMUM 5-FIT SPACING FOR SCREEDING DRIVEWAYS, ALLEY APRONS, AND INTERSECTIONS.

GENERAL NOTE:
PERFORM ALL WORK IN ACCORDANCE WITH LATEST REVISION OF WYOMING PUBLIC WORKS STANDARDS AND CITY OF POWELL REQUIREMENTS.

DATE	DRAWING LOG	BY	CHECKED	APPROVED
3/17/22	60% PROGRESS SET	IKSM	EDW	TLC

DRAWN BY: IKSM
JOB NO. 21307.00
FIELD BOOK NO. 589



ENGINEERING ASSOCIATES - CODY, WYOMING
CONSULTING ENGINEERS & SURVEYORS

OWNER:
CITY OF POWELL, WYOMING

PROJECT:	DIVISION STREET STORM DRAIN
TITLE:	DETAIL NOTES

D1.10



To: Lisa Watson, President
From: Lisa Smith, Institutional Research Manager
RE: Longitudinal Enrollment Report – October 2022
Date: September 30, 2022

Each year, we examine enrollment trends to identify how NWC's enrollment is changing. Looking at enrollment over a 10-year cycle and with various breakdowns provides better understanding of how populations are changing, which can inform future decisions.

Please see the attached *Longitudinal Enrollment Report – October 2022* to view the variety of enrollment and student success breakdowns.



Longitudinal Enrollment Report
October 2022

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Preliminary Fall 2022 Enrollment*

Headcount	1409
FTE	1133

Enrollment Status	Headcount	% of Total
Full-Time	645	46%
Part-Time	764	54%
<i>Total</i>	<i>1409</i>	<i>100%</i>

First-Time and Degree-Seeking Status	Headcount	% of Total
First-Time Degree-Seeking	294	21%
All Other Degree-Seeking	589	42%
Non-Degree-Seeking	526	37%
<i>Total</i>	<i>1409</i>	<i>100%</i>

Residency	Headcount	% of Total
Wyoming Service Area	970	69%
Wyoming Out-of-Service Area	134	10%
WUE State	196	14%
Other Out-of-State	109	8%
<i>Total</i>	<i>1409</i>	<i>100%</i>

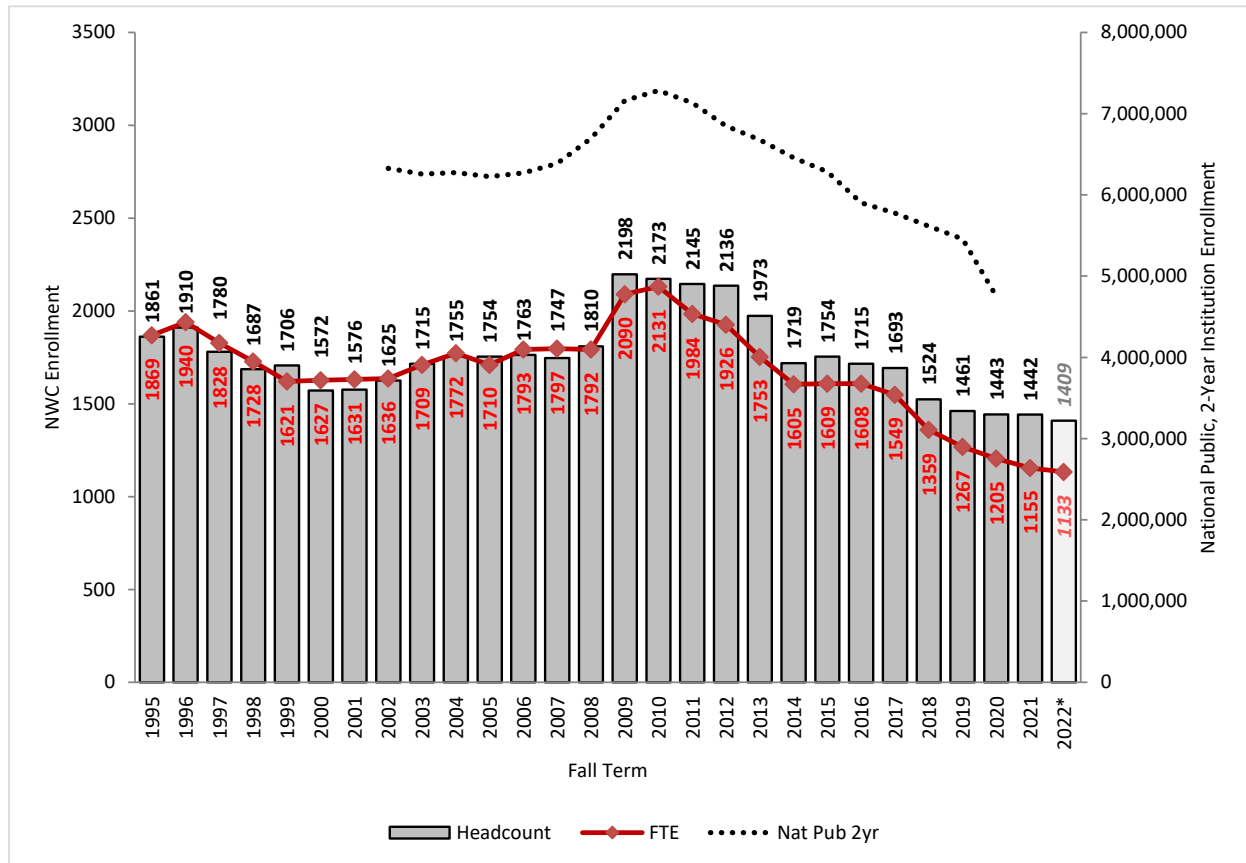
Age	Headcount	% of Total
<18	403	29%
18-21	583	41%
22-29	187	13%
>=30	236	17%
<i>Total</i>	<i>1409</i>	<i>100%</i>

Concurrent/Dual Enrolled	Headcount	% of Total
Concurrent/Dual	379	27%
Non-Concurrent/Dual	1030	73%
<i>Total</i>	<i>1409</i>	<i>100%</i>

Program Areas with 10 Highest Numbers of Degree-Certificate Majors	Majors
Health Science (non-Nursing)	148
General Studies	121
Agriculture	80
Business	79
Nursing	70
Education	64
Biology (including Pre-Professional Sciences)	49
Criminal Justice	41
Psychology	35
Welding Technology	35

*Fall 2022 enrollment is preliminary, as of 9/24/2022.
Official fall enrollment will be available in February 2023.

Historical Fall Enrollment



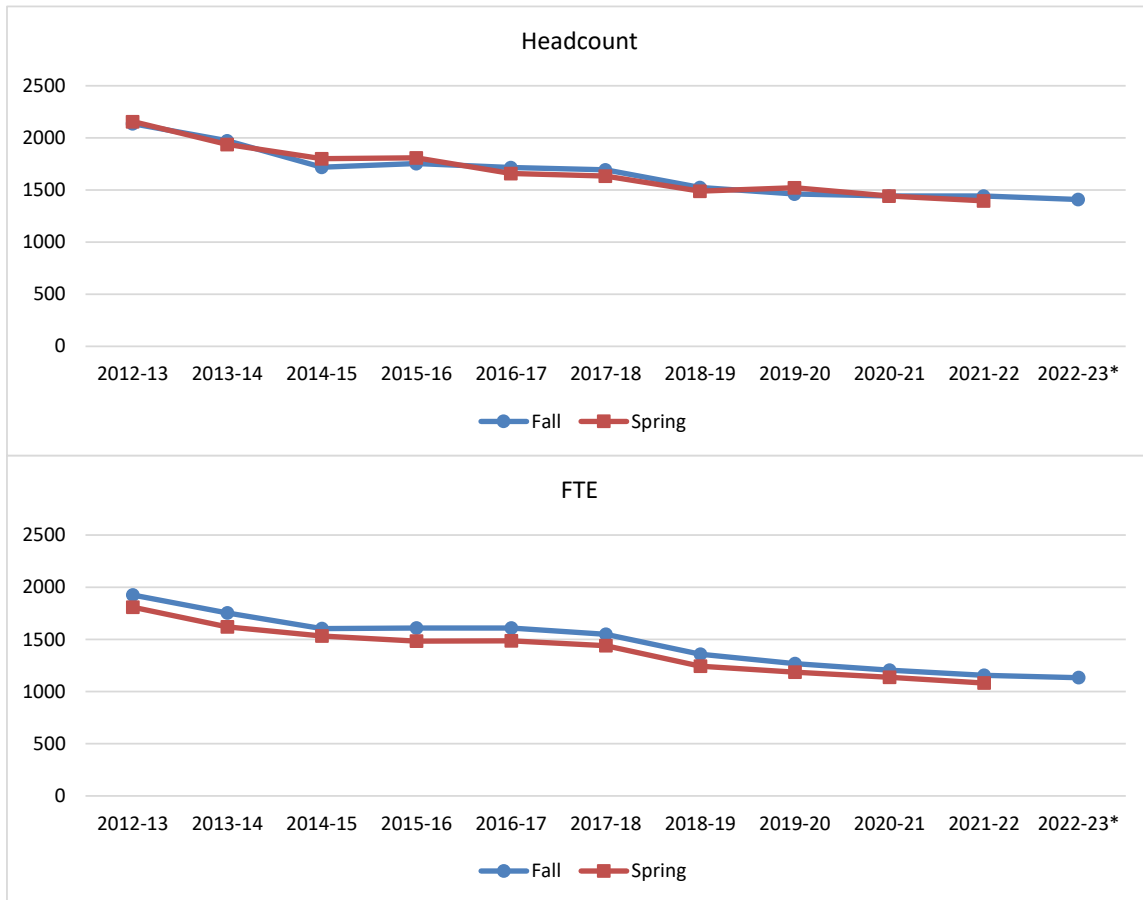
*2022 enrollment is preliminary, as of 9/24/2022, and will increase before the end of term.
Enrollment for all previous terms is final.

Definition: **Headcount** is the unduplicated number of students who were enrolled (a student is counted once, no matter how many credits the student is taking).
Full-time equivalent (FTE) enrollment is the number of credits in which all students are enrolled divided by 12 (the number that represents a full-time load for one term).

Summary: Prior to NWC's enrollment peak in Fall 2009 and Fall 2010, FTE followed the unduplicated headcount closely. Since then, FTE has been notably lower than the headcount. This is due to the increasing percentage of students taking part-time loads, in particular high school concurrent and dual students.

Enrollment numbers reported by the National Center for Education Statistics (U.S. Department of Education) show that enrollment for all public, two-year institutions follows a similar path to NWC's for most years with a more dramatic decrease in Fall 2020. (Only Fall 2002 through Fall 2020 is available at this point nationally.) Reasons public, 2-year institutions have experienced decreasing enrollment in the past decade could include students choosing options after high school other than college, rising graduation rates (therefore, students are spending less time in college), low unemployment rates compared to the recession years, and the recent coronavirus pandemic.

Fall and Spring Enrollment



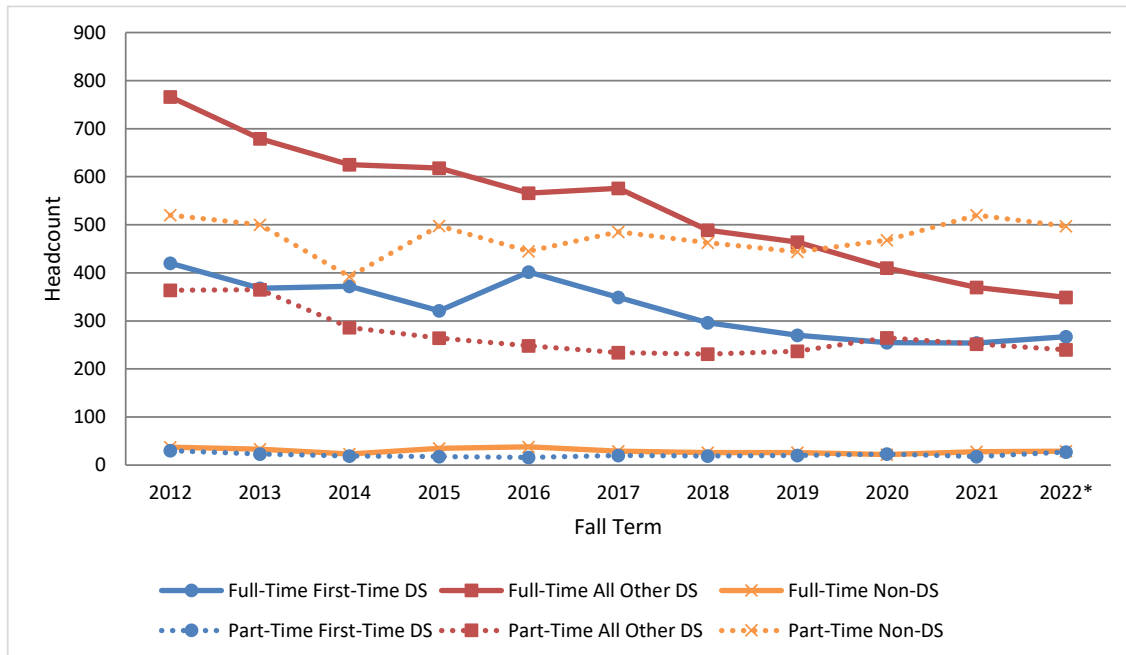
**2022 enrollment is preliminary, as of 9/24/2022.*

Summary: Over the past decade, headcount has been close from the fall to the spring of an academic year.

Full-time equivalent (FTE) has consistently been lower in the spring than the fall. On average, spring FTE has been 7% lower than the fall.

Therefore, though a similar number of students enroll in both terms of an academic year, students tend to take fewer credits in the spring than in the fall.

Enrollment by First-Time and Degree-Seeking Status



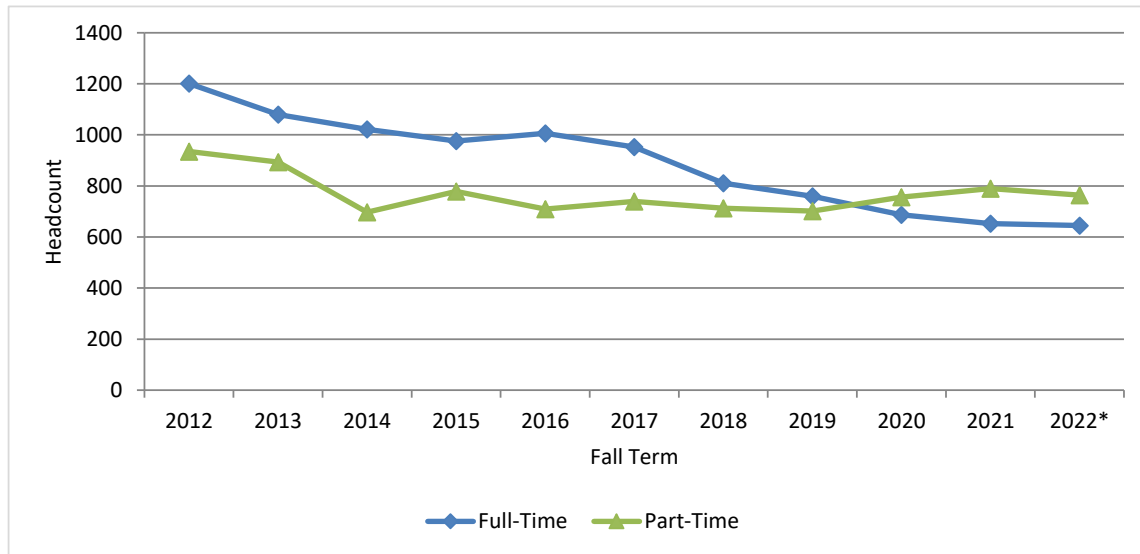
*2022 enrollment is preliminary, as of 9/24/2022.

Definition: **Degree-seeking (DS) students** are those majoring in either a degree and/or a certificate program. **First-time students** are students who have not enrolled in college since graduating from high school (they may have taken concurrent/dual courses in high school). **All other degree-seeking students** include returning and transfer students. **Non-degree-seeking students** are not pursuing a degree or certificate (includes concurrent/dual enrolled high school students).

Summary: Historically, full-time "all other degree-seeking students" was the largest group of students. Fall 2020 marked the first year where part-time enrollment was larger than full-time enrollment. In Fall 2022, the largest group is **part-time non-degree-seeking students** (primarily concurrent and dual students), making up 35% of total population, followed by full-time "all other degree-seeking students" (returning and transfer students), making up 25% of total population. Full-time, first-time degree-seeking students account for 19% of total enrollment, the third largest group.

<i>Percent of Total Enrollment - Fall 2022</i>	
Full-Time	
First-Time Degree-Seeking	19%
All Other Degree-Seeking	25%
Non-Degree-Seeking	2%
Part-Time	
First-Time Degree-Seeking	2%
All Other Degree-Seeking	17%
Non-Degree-Seeking	35%

Enrollment by Full-Time and Part-Time Status



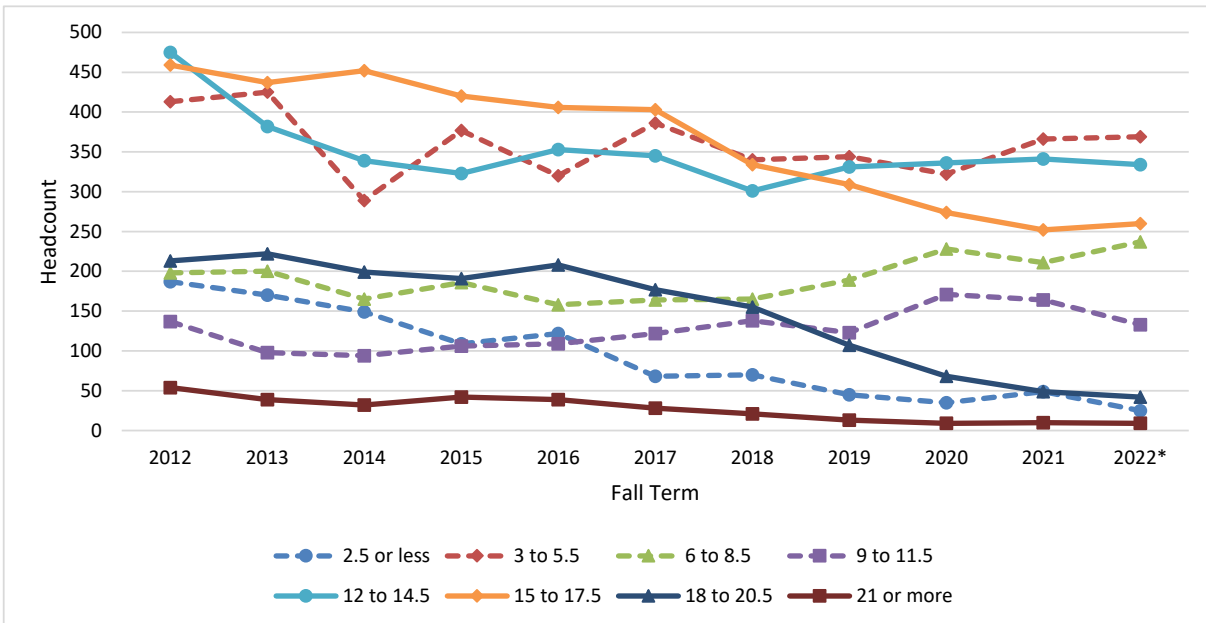
**2022 enrollment is preliminary, as of 9/24/2022.*

Definition: A **full-time student** is enrolled in 12 credits or more during an enrollment term. A **part-time student** is enrolled in 0.5 to 11.5 credits. Both degree-seeking and non-degree-seeking students are included in this measure.

Summary: In Fall 2012, full-time students accounted for 56% of total headcount. Part-time students became the majority population starting in Fall 2020. In Fall 2022, full-time make up 46% of enrollment.

Students are enrolling in fewer credits than they did ten years ago. Some of the increase in part-time enrollment is due to an increase in concurrent and dual enrollment over this time.

Enrollment by Credit Hour Load



*2022 enrollment is preliminary, as of 9/24/2022.

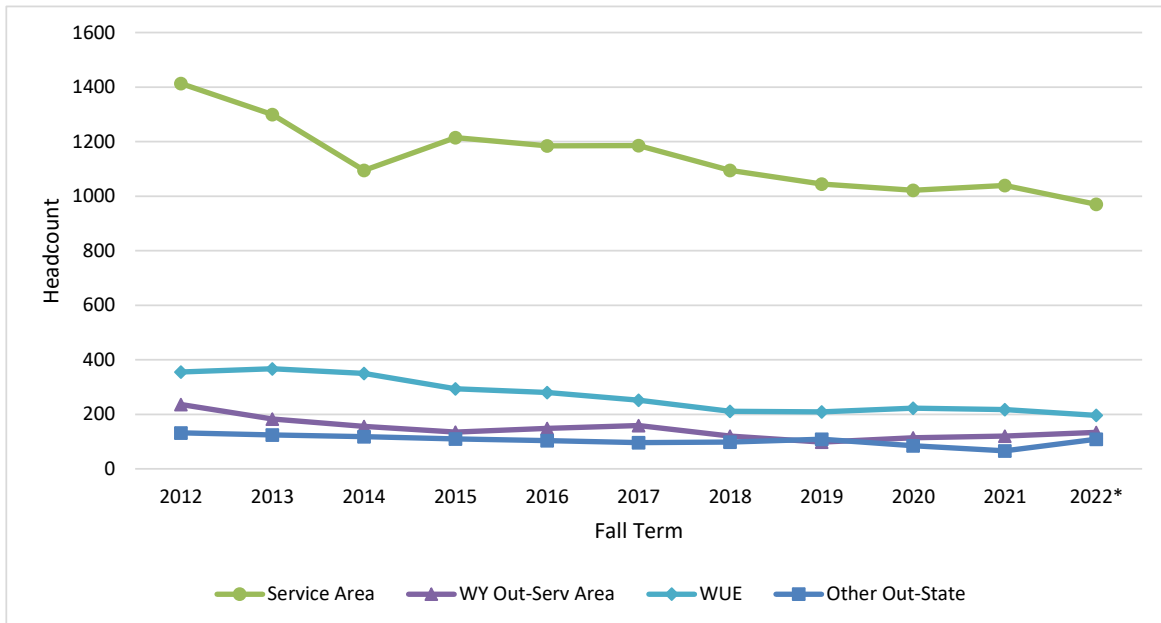
Definition: This measure shows how many students (unduplicated headcount) are enrolled in each **credit hour range**.

Full-time loads - solid lines on graph; part-time loads - dashed lines.

Summary: Over the past decade, the largest numbers of students enrolled in 3 to 5.5 credits, 12 to 14.5 credits, and 15 to 17.5 credits.

In Fall 2019, Wyoming community colleges changed the tuition flat rate, which previously allowed students to pay the same tuition amount for any credit load between 12-20 credits. This flat spot is now for 15-20 credits. This change may have impacted the number of credits in which students enroll. The number of students enrolled in 15 or more credits has decreased over the past few years.

Enrollment by Residence

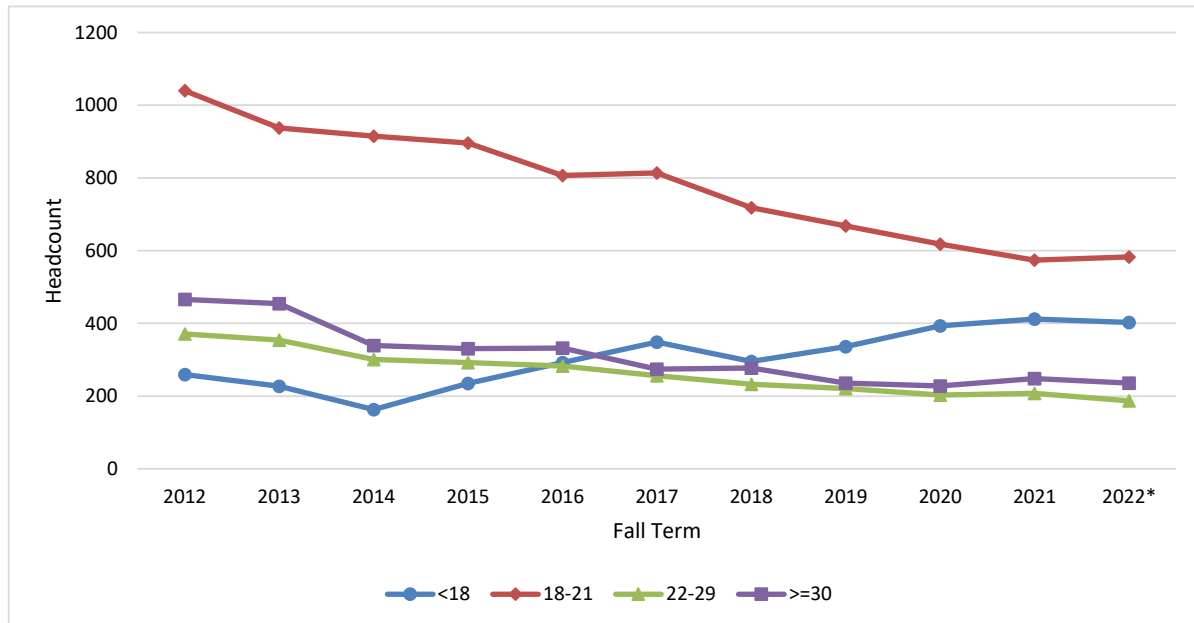


*2022 enrollment is preliminary, as of 9/24/2022.

Definition: Residence location is determined by a student's **residence county and state**. **Service area** consists of Park, Big Horn, and Washakie counties in Wyoming. **Western Undergraduate Exchange (WUE)** states consist of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and the US Pacific Territories and Freely Associated States (Nebraska residents are also given the WUE rate at NWC). Students from other countries and US states outside Wyoming and WUE states are included in **Other Out-of-State**.

Summary: In Fall 2022, 69% of students came from NWC's service area, 14% came from WUE states, 10% came from Wyoming counties outside NWC's service area, and 8% came from out-of-state or international (non-WUE).

Enrollment by Age



**2022 enrollment is preliminary, as of 9/24/2022.*

Definition: This measure shows unduplicated headcount enrollment by **age**.

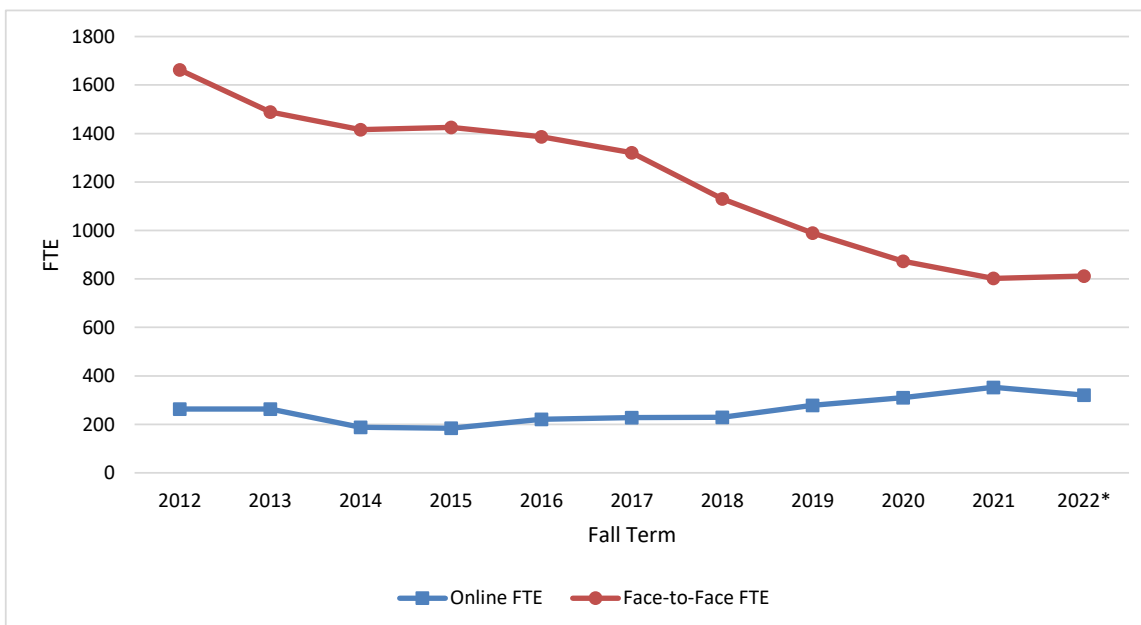
Summary: In Fall 2022, the median age is 19 years, and the average (mean) age is 23.

The number of students under 18 has increased since 2012, which corresponds to the increase of concurrent and dual enrollment.

Percent of total population:

- 18-21 years: 41%
- Less than 18 years: 29%
- Greater than or equal to 30 years: 17%
- 22-29 years: 13%

Enrollment by Online and Face-to-Face



*2022 enrollment is preliminary, as of 9/24/2022.

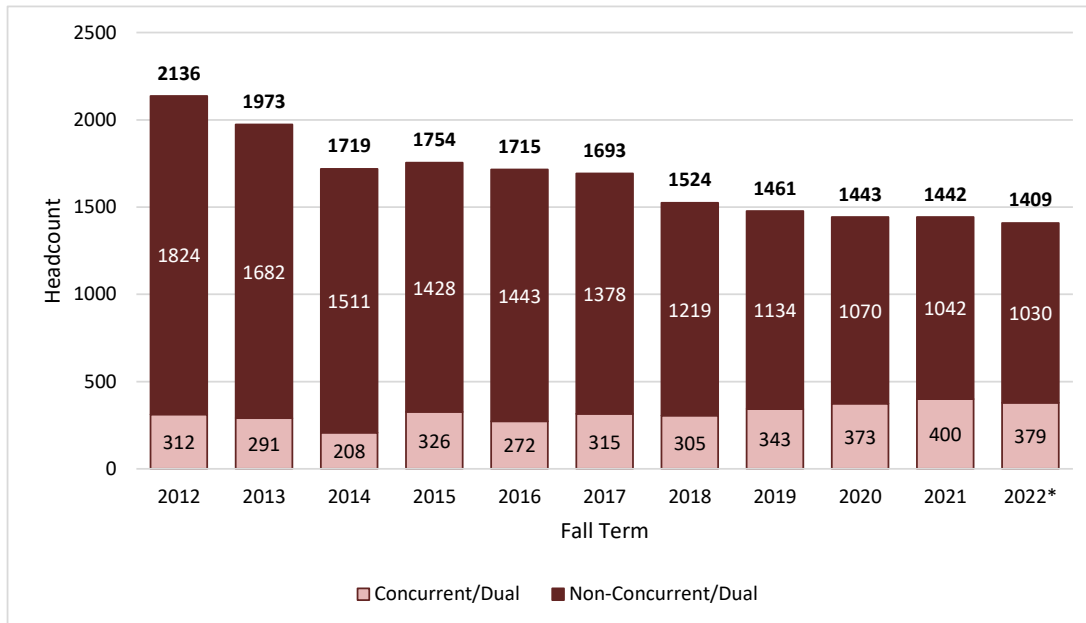
Definition: **Online** courses are taken completely through distance methods. **Face-to-face** courses are partially or fully taught in person.

Summary: *Disclaimer: Due to the coronavirus pandemic, some Fall 2020 classes originally scheduled to be face-to-face had to use alternative delivery methods to accommodate social distancing. They are still considered to be face-to-face for this chart. This chart represents enrollment by how classes were originally scheduled.*

Enrollment in courses scheduled to be delivered online has increased 22% over the past ten years.

In Fall 2022, FTE (credits/12) for online courses made up 28% of total FTE, compared to 14% in Fall 2012.

Enrollment by Concurrent and Dual - Fall



*2022 enrollment is preliminary, as of 9/24/2022.

Definition: **Concurrent** students are enrolled in credit courses taught in high schools by college-approved high school teachers. **Dual** students are enrolled in credit courses taught by NWC faculty.

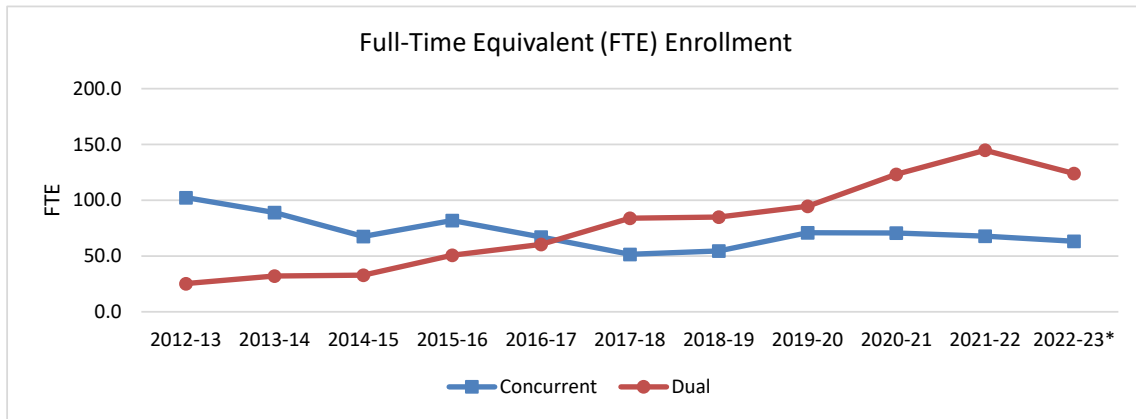
Summary: Concurrent enrollment began with a pilot program in Spring 2009 and was fully implemented at all Big Horn Basin (BHB) high schools in Fall 2009. Dual enrollment has been available prior to 2009.

All service area high schools participate in dual enrollment and all except Ten Sleep participate in concurrent enrollment. Homeschooled students began participating in dual and concurrent enrollment in 2014-15.

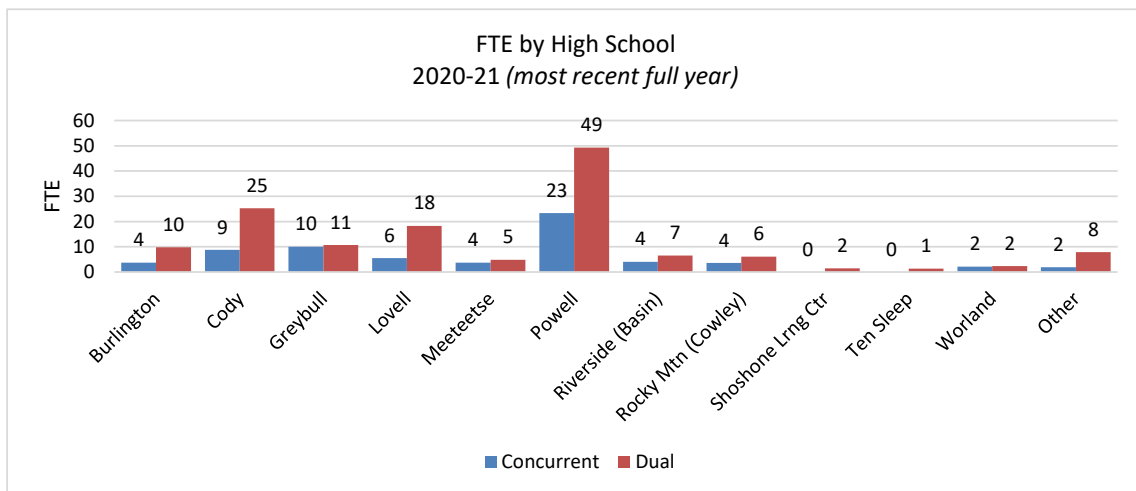
In Fall 2022, concurrent and dual enrollment headcount makes up 27% of total headcount, compared to 15% in Fall 2012.

Concurrent and dual credits make up 15% of Fall 2022 credits, compared to 6% in Fall 2012.

Concurrent and Dual Enrollment Breakdown - Annual



*2022-23 concurrent FTE is preliminary and only represents Fall 2022.



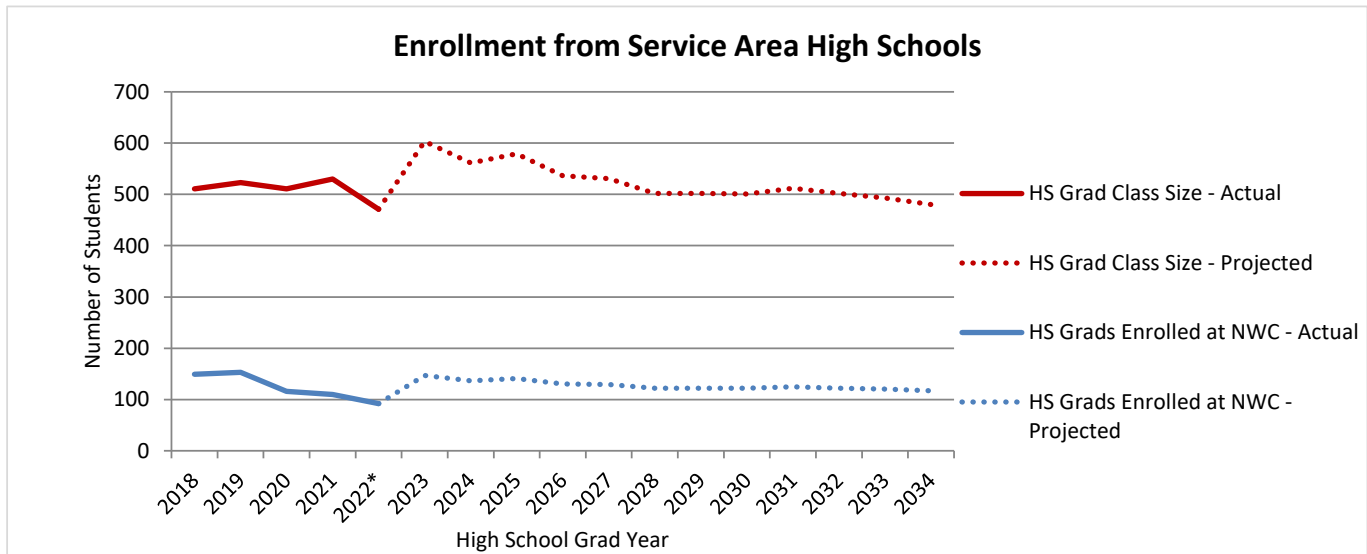
Definition: **Concurrent** students are enrolled in credit courses taught in high schools by college-approved high school teachers. **Dual** students are enrolled in credit courses taught by NWC faculty. **Annual full-time equivalent (FTE)** is the sum of enrolled credits divided by 24.

Summary: Dual enrollment FTE has more than quadrupled since 2011-12.

Concurrent enrollment began with a pilot program in Spring 2009 and was fully implemented at all Big Horn Basin (BHB) high schools in Fall 2009. Concurrent enrollment declined for a few years, primarily due to changes in high school faculty, though the previous two completed years saw increases in concurrent enrollment.

Preliminary 2021-22 concurrent enrollment only includes Fall 2021 and is expected to increase when the completed year is reported since spring concurrent enrollment is typically larger than fall's.

Service Area High School Graduates - Projected



*2022 enrollment is preliminary since the 2022-23 academic year is still in progress.

Past 5-Year Ave (% of HS Grads Enrolled at NWC):	24%
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Definition: This measure shows actual and projected numbers of:

- **service area high school graduating class sizes**
- **students from the high schools who attended (or are projected to attend) NWC** within a year following high school graduation.

Actual graduating class sizes were obtained from final high school transcripts. Projected class sizes are from the Wyoming Department of Education's current reported class sizes adjusted for average retention and graduation rates over the most recent three years available. The projected number of graduates who will enroll at NWC was calculated by taking the average enrollment yield over the past five years and multiplying by the projected class sizes.

Service area high schools are the public high schools within Park, Big Horn, and Washakie counties, including Shoshone Learning Center (Powell) and Heart Mountain Academy (Cody).

Summary: Over the past five years, 24% of service area high school graduates have enrolled at NWC within a year of graduation. Assuming this enrollment yield will continue, NWC may see an increase in enrollment from service area high schools through 2025 and then a gradual decrease through 2034. This corresponds with the projected nationwide decline of high school graduates, sometimes referred to as the "enrollment cliff".

This year, service area schools have fairly large classes in the 10th through 12th grades (graduating classes of 2023 through 2025), with smaller classes in the younger grades.

Service Area High School Graduates - By High School

Percent of High School Graduates Enrolled at NWC

School	2018	2019	2020	2021	2022*	5-Yr Ave
Burlington	32%	35%	10%	21%	26%	26%
Cody	33%	34%	25%	14%	12%	24%
Greybull	17%	15%	24%	22%	14%	18%
Lovell	39%	28%	31%	23%	41%	32%
Meeteetse	0%	13%	0%	0%	0%	2%
Powell	44%	46%	36%	34%	27%	37%
Riverside (Basin)	29%	16%	17%	16%	9%	17%
Rocky Mtn (Cowley)	26%	43%	20%	30%	26%	29%
Shoshone Learning Center	56%	46%	0%	8%	100%	31%
Ten Sleep	0%	0%	0%	0%	50%	6%
Worland	6%	10%	9%	11%	6%	9%
Average	29%	29%	23%	21%	19%	24%

*2022 information is preliminary since the 2022-23 academic year is still in progress.

Blue - percent of graduates enrolled at NWC was **HIGHER** than service area average for year.

Orange - percent of graduates enrolled at NWC was **LOWER** than service area average for year.

High School Graduating Class Sizes

School	2018	2019	2020	2021	2022
Burlington	19	17	10	19	19
Cody	136	122	126	109	132
Greybull	42	47	34	27	29
Lovell	51	47	32	52	41
Meeteetse	8	8	9	8	9
Powell	107	114	128	137	110
Riverside (Basin)	21	19	24	19	22
Rocky Mtn (Cowley)	31	30	30	30	23
Shoshone Learning Center	9	13	13	13	4
Ten Sleep	9	10	7	6	4
Worland	78	96	98	91	78
Average	511	523	511	511	471

Source: NWC Admissions Office (High School Transcripts)

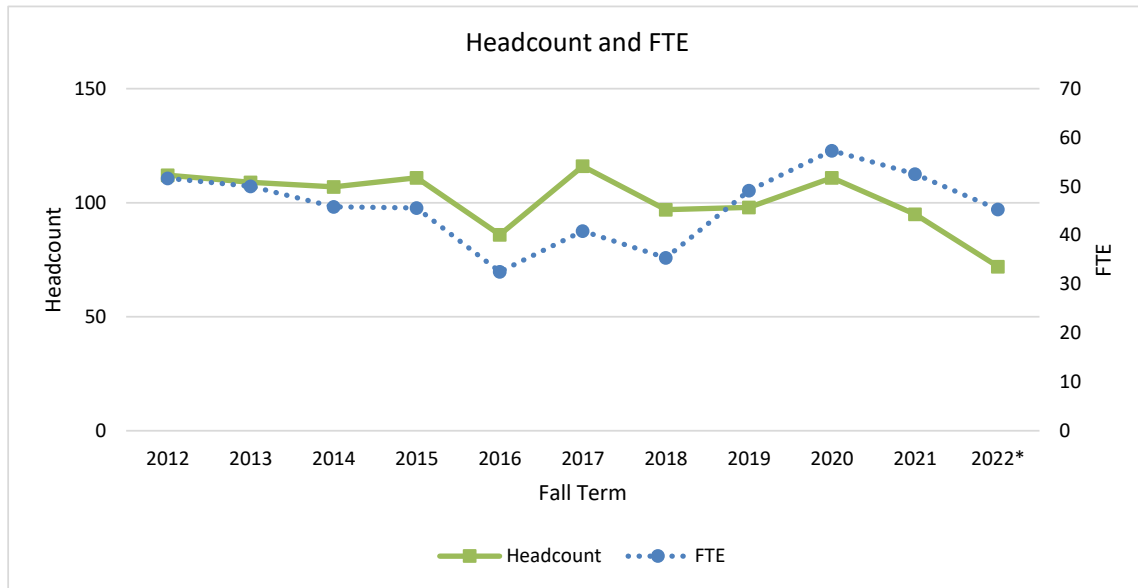
Definition: This measure shows the percentage of **high school graduates who enrolled at NWC** in the academic year following high school graduation. Service area includes Big Horn, Park, and Washakie counties.

Summary: Over the past five years, 24% of service area high school graduates have enrolled at NWC within a year of graduation.

- **Highest:** Powell (37% of grads), Lovell (32%), Shoshone Learning Center (31%)

- **Lowest:** Worland (9%), Ten Sleep (6%), Meeteetse (2%)

Enrollment at Cody Center

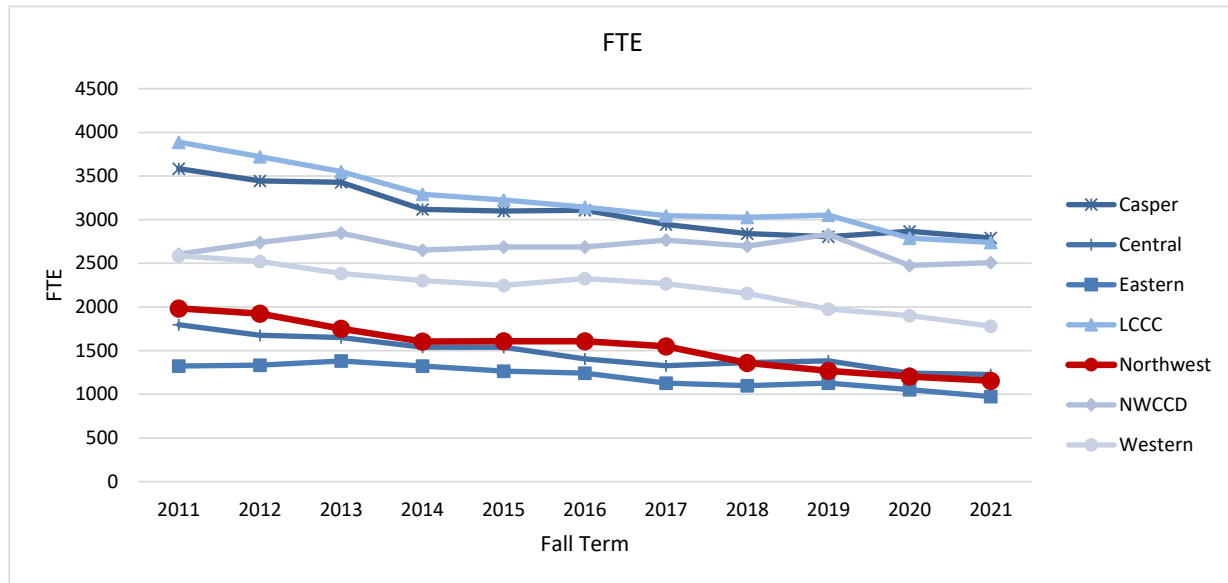


**2022 enrollment is preliminary, as of 9/26/2022.*

Definition: This measure counts headcount and FTE for **students enrolled in credit classes at the Cody Center**. Concurrent enrollment (taken by high school students in the high schools) and non-credit enrollment are not included.

Summary: Since 2019, Cody Center FTE has been greater than the headcount, indicating students are taking larger credit loads, due to their participation in academic programs based out of the Cody Center. NWC has been developing non-credit programs in Cody and transitioning them to credit programs, particularly in allied health areas.

Wyoming Community College FTE Enrollment - Fall



Fall 2022 statewide results not available until February 2023.

Source: Wyoming Community College Commission Enrollment Reports

Definition: This measure shows a comparison of **fall student full-time equivalent (FTE)** enrollment for NWC and the other six Wyoming community colleges.

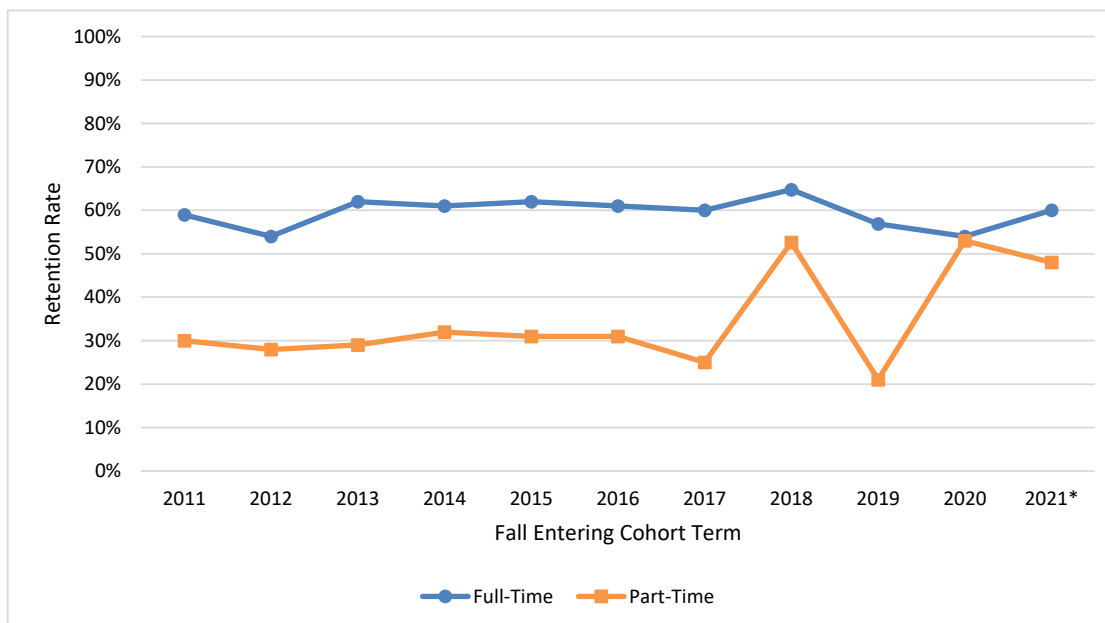
Summary: In Fall 2021, NWC's FTE accounted for 9% of statewide FTE and NWC's headcount accounted for 8% of statewide headcount.

Though NWC's enrollment is among the lowest in Wyoming, students tend to take larger credit loads at NWC than at the other colleges, which boosts NWC's FTE.

**Note percent changes are based on Fall 2021 as most recent official enrollment. Fall 2022 results are not available until February 2023.*

Headcount	NWC	All Colleges	FTE	NWC	All Colleges
1-year	0%	-2%	1-year	-4%	-3%
5-year	-16%	-12%	5-year	-28%	-15%
10-year	-33%	-25%	10-year	-42%	-26%

Fall-to-Fall Retention Rate



*Fall 2021 retention rate is preliminary, as of 9/27/2022.

Source: WCCC Performance Indicators Report (2016 forward; statewide changed method of identifying first-time cohort with 2020 cohort); IPEDS Fall Enrollment Survey (2015 and prior)

Definition: **Fall-to-fall retention rate** is the percentage of students who enrolled in college for the first time in one fall term (cohort fall) and either are still enrolled in or completed their program of study by the following fall term at NWC. This measure is only calculated for **first-time, degree-seeking students**.

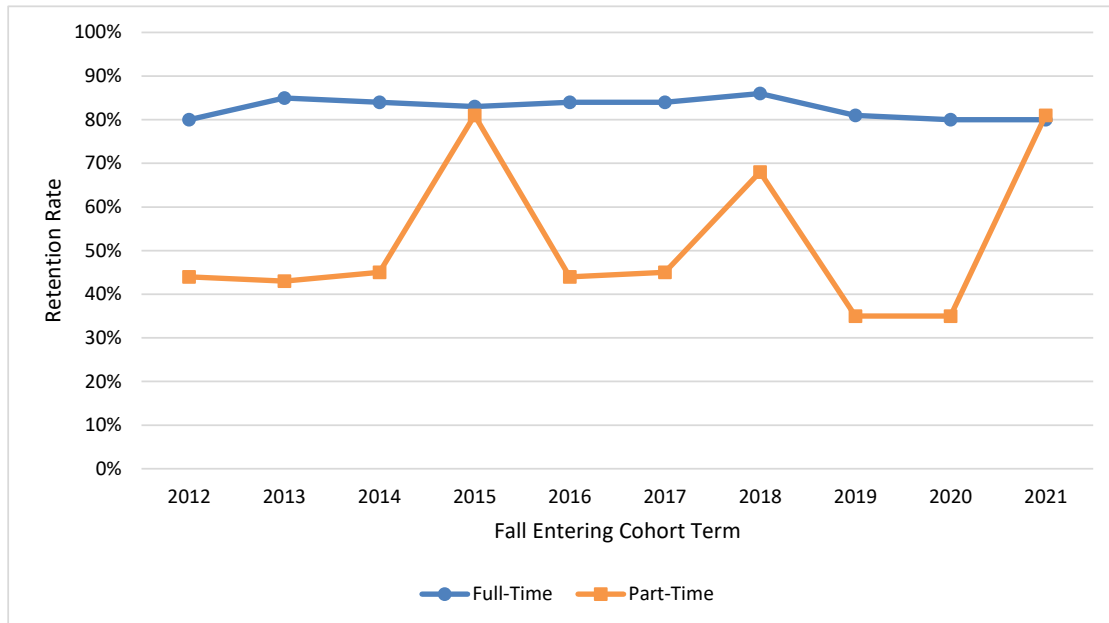
Summary: Preliminary results show that 60% of the 257 full-time, first-time, degree-seeking students in Fall 2021 returned to NWC or graduated by Fall 2022. Statewide and national Fall 2021 retention rates are not yet available for comparison.

NWC has commonly ranked among the highest for full-time retention rate of the Wyoming colleges. NWC's retention rate has been typically been comparable to national rates, which have ranged from 58-63% during the past decade.

NWC's preliminary part-time retention rate for the Fall 2021 cohort is 48%. The part-time, first-time, degree-seeking cohort is small, most recently 27 students, so the difference of a few students makes a large change in the retention rate. Part-time retention rates tend to be lower than full-time nationwide.

During the past decade, NWC has implemented or expanded multiple efforts to increase retention and graduation of students.

Fall-to-Spring Retention Rate

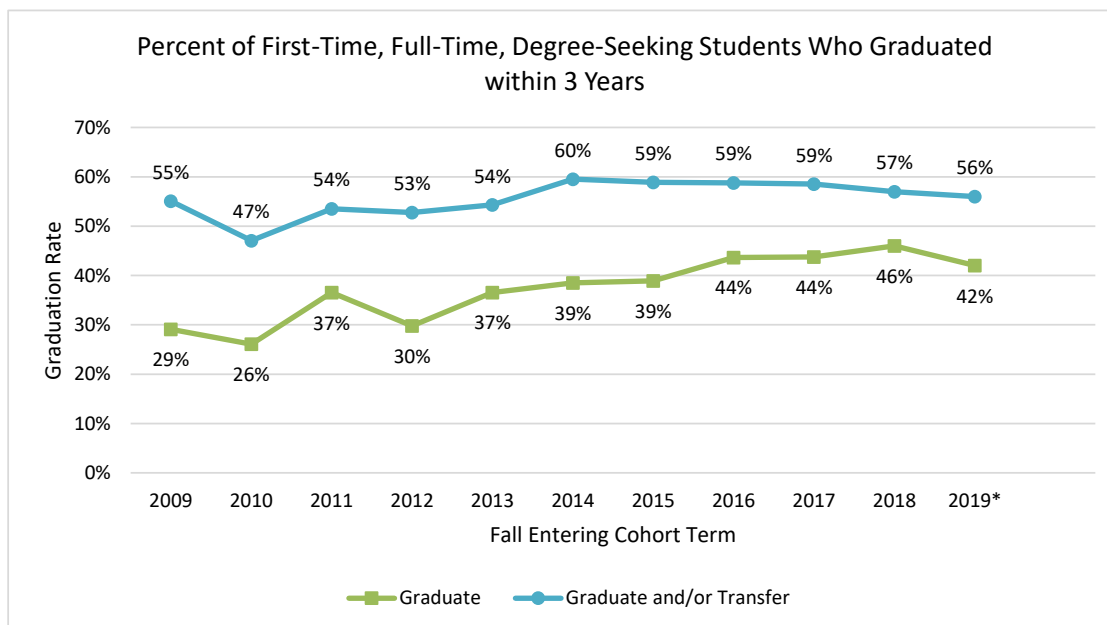


Definition: **Fall-to-spring retention rate** is the percentage of students who enrolled in college for the first time in one fall term (cohort fall) and either are still enrolled in or completed their program of study by the following spring term at NWC. This measure is only calculated for **first-time, degree-seeking students**.

Summary: Of Fall 2021 full-time, first-time, degree-seeking students, 80% returned in Spring 2022. The full-time fall-to-spring retention rate has been in the low to mid-80% range since NWC has been tracking it.

Part-time fall-to-spring retention has typically been in the mid-40% range, with three spikes in the past ten years. The part-time, first-time, degree-seeking cohort is small, most recently 27 students, so the difference of a few students makes a large change in the retention rate.

Graduation Rates



Source: IPEDS Graduation Rates Survey (2017 cohorts and before); 2018 cohorts and after, National Community College Benchmark Project (IPEDS no longer requests, calculated using similar method to IPEDS with statewide change to method of identifying first-time cohort)

Definition: **Graduation rate** (a.k.a. "**completion rate**") is the percentage of **first-time, full-time, degree-seeking students** who enter in one fall term (cohort fall) and graduate in a degree or certificate program within 150% of normal time to completion (3 years for an associate degree).

Summary: NWC's graduation rate has climbed over the past decade, reaching the highest on record several times. Preliminary results show that the Fall 2019 cohort graduated by Summer 2022 at a still high rate (42%), though lower than the previous three cohorts. It is likely that the COVID-19 pandemic impacted this rate.

During the past decade, NWC incorporated retention and completion initiatives, such as 15-to-Finish, first-year seminars, the Advising Center, the HERO grant, co-requisite math and English courses, and Help Alerts.

NWC's graduation rates are typically higher than or equal to the state average.

National graduation rates for the most recent ten years at public, two-year institutions increased from 21% to 31%, as institutions across the country engage in completion initiatives. NWC has been well above the national average every year.

Some students' primary goal is to transfer from NWC rather than complete a degree, so by combining the completion and transfer rates, we see that 56% of Fall 2019 entering students either completed their program of study or transferred to another institution by the end of Summer 2022.

Memorandum

Date: October 4, 2022
To: Board of Trustees
From: Lisa M. Watson, President
Subject: Strategic Plan 2030

Attached please find the Strategic Plan 2030 document for review.

Northwest College

Strategic Plan 2030



Fall 2022

Why a Strategic Plan

In 2021-22 Northwest College celebrated its 75th anniversary. What began as a partnership between the University of Wyoming and the Park County School District #1 has flourished into a high-quality, comprehensive community college of tremendous accomplishment.

The landscape of higher education is changing. National undergraduate enrollment has decreased over the past decade, particularly at community colleges. Future enrollment is uncertain as institutions are increasingly competing for students. Budgets are shrinking. Students desire more flexibility than in the past.

Throughout its history, NWC has been no stranger to change. The budget and enrollment challenges we have faced are no exception. History has taught us that times of uncertainty can also be incubators for unprecedented creativity, innovation, and change. We are committed to a future where NWC will celebrate its 150th anniversary and many more milestone anniversaries.

To do that, we must think big. We must be bold and stretch the College to new possibilities for the future of the College.

Over the past three years, Northwest College has worked to re-envision and position itself for the future. The College spent time discussing what is unique to NWC and how we can use those strengths moving forward. Through challenges, the College has proven itself to be flexible, resilient, and resourceful.

We have re-envisioned and reinvigorated what started as a Vision 2025 plan to become a robust Strategic Plan 2030, which incorporates the transformational work completed over the past three years and provides clear direction for the College's future efforts.

Our Mission

In The Context of Our Global Society, The Mission of Northwest College Is To:

BE STUDENT-CENTERED

At NWC, being student-centered means:

- Instruction focused on student learning
- Student-centered course offerings
- Flexible programs and offices that:
 - Anticipate student needs with predictive and proactive planning, and
 - Respond to emerging needs in a timely fashion
- High-quality academic advising
- User-friendly, easy-to-find resources for students
- Accessible and innovative learning spaces
- Vibrant student life opportunities

BE FORWARD-THINKING

At NWC, being forward-thinking means:

- Anticipating change through proactive innovation
- Fostering flexibility
- Investing in continuous learning for faculty and staff

CULTIVATE COMMUNITY

At NWC, cultivating community means:

- Inspiring school spirit and connection
- Upholding a culture of accountability, integrity, and respect
- Promoting meaningful collaboration across divisions, programs, offices, and with alumni.

PREPARE STUDENTS FOR TRANSFER, CAREER, AND LIFE

At NWC, preparing students for transfer means:

- Enhancing students' ability to apply sophomore-level concepts and skills to advanced academic contexts
- Ensuring easily articulable classes and seamless transfer

At NWC, preparing students for career means:

- Developing students' ability to apply principles and skills to workplace problems and situations
- Enhancing students' skills in management, leadership, and collaboration

- Increasing students' technological fluency
- Cultivating students' commitment to accurate work and personal achievement

At NWC, preparing students for life means:

- Developing students' openness to new ideas, capacity to make wise decisions, and sense of responsibility for their actions
- Improving students' time management skills
- Leading students to treat others generously and with respect

RETAIN AND GRADUATE STUDENTS

At NWC, retaining and graduating students means:

- Providing support and opportunities to motivate students to persist from one semester to the next
- Providing support and opportunities to motivate students to complete their degrees



nwc.edu/mission

Perspective

Northwest College has been serving Wyoming citizens for over seventy-five years. Higher education attainment provides higher lifetime earning opportunities and improved quality of life. But costs to obtain educational degrees have continued to grow, placing burdens on States, communities, and students to support degree attainment. The following constraints and advantages were considered while developing the strategic plan.

Constraints

In the past 10 years, state support for community colleges has been reduced 5 times, resulting in staffing and operational reductions across the college. The variables included in the State funding model, governor and legislative agendas, and shifting economic revenue have produced unpredictable year-by-year state support for the community colleges.

State policymakers have launched initiatives that influence or mandate decisions on programming, most recently shaping community college focus to job readiness to foster economic development. Available expedient funding is distributed according to the potential for job creation, an outcome that is challenging to achieve in rural Wyoming.

A societal shift in attitudes toward college enrollment has resulted in a significant decline in undergraduate enrollment. Depending on the source, enrollment in public two-year colleges has declined 9-15% since 2012.

Advantages

Staff and faculty demonstrate the willingness and ability to confront and overcome challenges that arise from circumstances beyond their control.

A strong and successful NWC Foundation provides financial support for students and program initiatives.

A solid physical infrastructure supports programming and student experience.

A participatory governance process provides an opportunity for all College employees to contribute.

Geographical location is a draw for students according to their interests.

NWC serves the community with a range of learning opportunities, including community education (Powell Valley Community Education), job skills, technical education, and academic transfer programs.

The Process

November 2019

- Hosted 7 strategic visioning sessions for employees, students, business leaders, and community members in Powell, Cody, and Meeteetse.
- Surveyed employees, students, local business owners, and community members to get feedback on what topics should be the top five priorities for Northwest College over the next five years.

February 2020

- The Institutional Effectiveness Committee (IEC) used 743 qualitative data points from the listening sessions and surveys in an Interactive Qualitative Analysis method to analyze the raw data and group them into clusters of common themes or affinity groups. IEC then completed an analysis to finalize affinity groups and subcategories to be used in the next steps of the institutional visioning.

The four categories that emerged from this work were:

- INNOVATE Academic Programming
- ATTRACT New Students and Quality Employees
- CHAMPION Student and Employee Retention and Success
- REVITALIZE Campus

March 2020

- *COVID pandemic begins, stifling strategic efforts in the rollout of the visioning and transformational work.*

May 2020

- Representatives from a cross-section of campus constituencies who participated in the *NWC Summer Leadership Institute 2019* class refined these four categories into a meaningful theme that the college community could identify with and rally behind a new strategic vision. The Vision 2025 compass theme was developed for a visual.

June 2020 – October 2021

- Engaged CampusWorks to assist with an institutional transformation effort:
 - Phase 1: Collective Visioning, July - October 2020
 - Phase 2: External and Internal Scanning, December 2020 - May 2021
 - Phase 3: Transformation Plan, August 2021 – October 2021

March 2022

- President Watson presented the *Northwest College Transformational Change* memo to the NWC Board of Trustees. The Board voted to support a transformational vision emphasizing Distinction and Destination of Place, and to support the development of a sustainable strategic plan, including consolidating the Vision 2025 efforts into the Vision 2030 plan.

May 2022

- President Watson led a campus-wide Strategic Planning workshop to discuss the four pillars (Innovate, Attract, Champion, and Revitalize), supporting the vision and developing strategies specific to each pillar.

August 2022

- President's Staff utilized the feedback from the May 2022 workshop to hone a set of strategies for use during the second campus-wide Strategic Planning workshop at the opening day session for the Fall 2022 semester.
- President Watson led the second workshop for campus members to develop and identify tactics needed to support previously identified strategies.

September 2022

- President's Staff utilized the feedback from the August 2022 workshop to hone the tactics under each pillar; a draft of the strategic plan outline for Vision 2030 was presented to the NWC Board of Trustees for discussion and feedback. President's Staff further developed ancillary narrative information to complete a draft plan to be presented to the Board in October 2022.
- President's Staff:
 - Lisa Watson, President
 - Gerry Giraud, Vice President for Academic Affairs
 - Dee Havig, Interim Vice President for Student Services
 - Shelby Wetzell, Executive Director of the NWC Foundation & Alumni
 - Carey Miller, Communications & Marketing Director
 - Lisa Smith, Institutional Research Manager

October 2022 and November 2022

- The NWC Board of Trustees holds first and second readings, then votes to adopt the Strategic Plan Vision 2030.

The Structure

The Strategic Plan consists of six elements that support and are guided by the College's **Mission**:

- **Vision** statement that reflects what a successful future looks like
- **Pillars** that define the kind of college we want to be
- **Strategies** (goals) that identify the achievements to accomplish under the Pillars
- **Tactics** (actions) required to fulfill the Strategies
- **Operations** of each department/program/service/office to actualize the Tactics
- **Evaluation** to track progress towards the Plan; adjustments may be made as necessary.

The **Mission** is concrete, immovable, and enduring. It is the essence of what we do.

The two-part **Vision** (Distinction and Destination of place) is the overarching statement that guides where we are headed. It provides direction and a lens for the following elements.

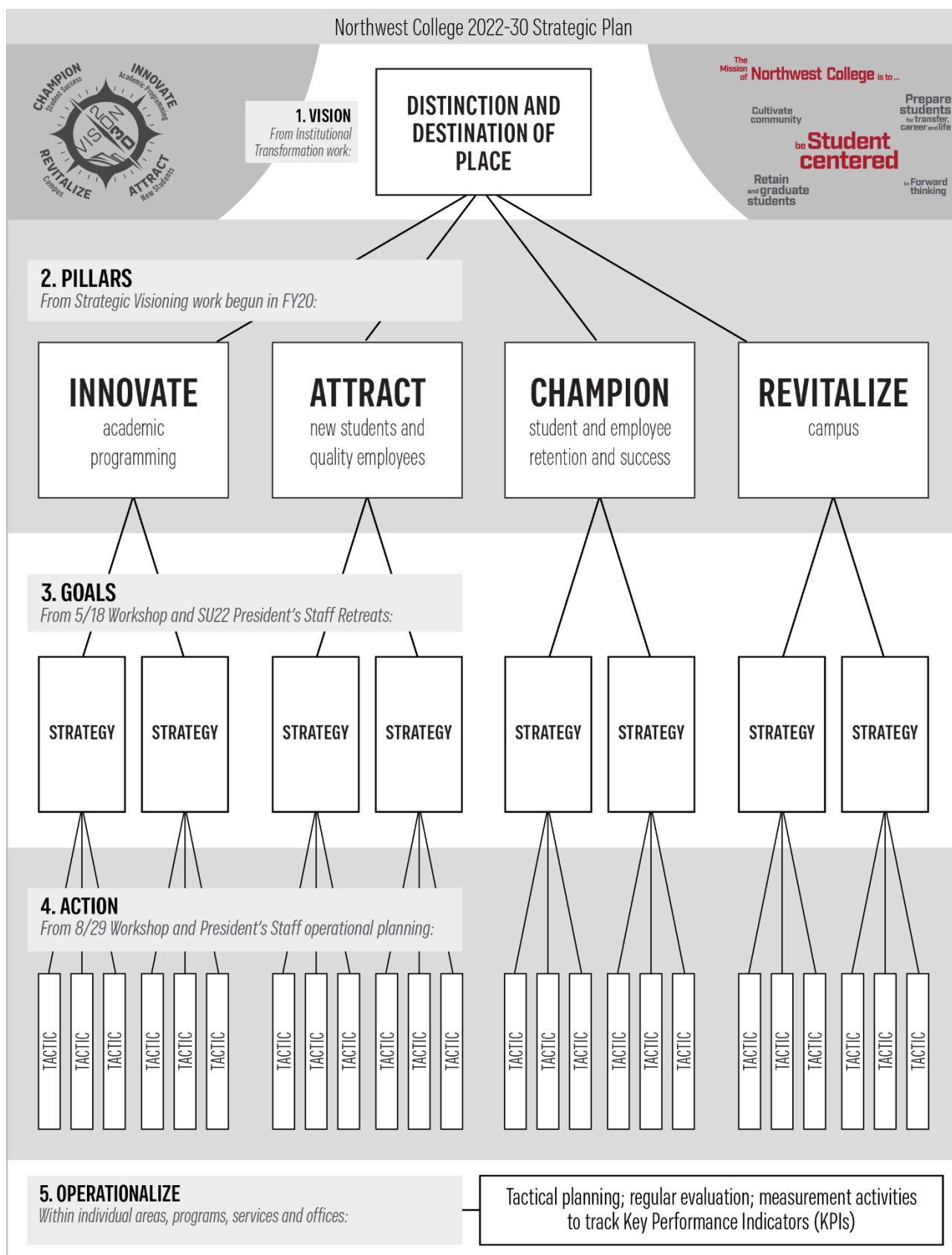
The four **Pillars** define the pathways for fulfilling the Vision and Mission. They reach the core of what is most important for the College.

Strategies are high-level goals that direct where NWC will focus energy and resources so underlying tactics can be identified, planned, executed, and assessed with clarity and efficiency.

Tactics are actions taken to accomplish the Strategies. They corresponded to the needs of the College when the Plan was developed while remaining fluid to address changing conditions yet are still consistent with the respective Strategies. Tactics are developed by department, committee, or task force.

Operationalizing work is the process of moving the plan forward. Tactics are developed into project plans with measurable results. Regular assessment is used to measure progress and track Key Performance Indicators. Adjustments are made as conditions change to keep the plan relevant.

The Strategic Plan is not static. It is a dynamic roadmap to the future and guide decision-making for Northwest College.



The Vision

The world is changing rapidly, and so is the higher education landscape. Changing demographics, industry growth, regulation, cost escalation, and student needs require a responsiveness not seen previously in higher education. As traditional enrollments drop and funding sources remain unstable, the College seeks to retain its focus of preparing students to succeed in transfer, career, and life.

When setting out to develop its new strategic plan, the College desired to implement initiatives to minimize future reductions to programming and operations. Strategic visioning sessions suggested the time was right to move forward with more than a new five-year strategic plan but rather an initiative focused on transformational change. Incredibly, more than 400 voices contributed to the visioning and transformational effort.

Throughout the process, impressive work was noted in transfer articulation, expanded career and technical programming, the newly instituted bachelor's program, enrollment processes, shared governance, budgeting, policy, scheduling, and campus physical improvements. The College provided overwhelming support to continue efforts around expanded enrollment, marketing, and branding efforts to ensure sustainability.

Ideas began to develop around the concept of destination, pathways, workforce, and distinctive programming. Upon further analysis, discussion, and alignment of opportunities and offerings, a vision statement was created to guide the future direction of the College.

Our Vision:

DISTINCTION AND DESTINATION OF PLACE

Pillars

The Strategic Plan is made up of four pillars that define how the College will fulfill its Vision. The process of identifying the pillars came out of the work completed in 2019 and 2020-2021 as part of the Vision 2025 and transformational work. The pillars clearly define areas of focus, with all pillars retaining equal importance for success.

- 1. Innovate Academic Programming**
- 2. Attract New Students and Quality Employees**
- 3. Champion Student and Employee Retention and Success**
- 4. Revitalize Campus**

Pillar 1:

Innovate Academic Programming

Strategy 1	Identify and implement CTE programs that align with the workforce and workplace.
Tactic 1	Monitor job trends for region, state, and nation.
Tactic 2	Identify needed CTE programs by collaborating with HS, Skills USA, and industry.
Tactic 3	Implement selected CTE programs through partnerships. <i>(provide/share equipment, space, funding, expertise, and instruction)</i>
Tactic 4	Seek and apply for CTE grant opportunities.
Tactic 5	Move workforce training from non-credit to credit programming as viable.
Strategy 2	Expand BAS offerings or pathways as feasible.
Tactic 1	Expand the existing BAS program to offer additional pathways. <i>(healthcare administration, criminal justice administration, investigative analytics, conservation law)</i>
Tactic 2	Partner with other colleges to advocate for a rule change regarding the number of BAS programs.
Tactic 3	Place all BAS classes on WYCLASS to expand enrollment opportunities.
Tactic 4	Investigate possible viable BAS programs. <i>(psychology, political science, math)</i>
Strategy 3	Research and expand experiential learning options (e.g., internships/apprenticeships).
Tactic 1	Establish a student showcase. <i>(internships, research, capstone)</i>
Tactic 2	Increase resources and opportunities for internships.

Pillar 1: Innovate Academic Programming (cont.)

Strategy 4	Innovate course delivery.
Tactic 1	Determine the feasibility of block programming by 2025. <i>(program-specific, CTE-fit, AAS possibility)</i>
Tactic 2	Offer short courses that increase community engagement.
Tactic 3	Increase opportunities for micro-credentialing. <i>(success builds success, skill set increased, more attractive to employers)</i>
Tactic 4	Identify and recruit guest lecturers. <i>(class-specific and general interest events)</i>
Tactic 5	Expand hybrid/high flex delivery.
Tactic 6	Expand Universal Design for course accessibility.
Tactic 7	Add all Zoom/synchronous classes on WYCLASS.
Strategy 5	Promote and enhance programming that aligns with distinction and/or destination of place.
Tactic 1	Commit funds to expand or refine programs to align with the vision.

Pillar 2:

Attract New Students and Quality Employees

Strategy 1	Enhance the NWC brand through new investment in marketing and communications to improve recruitment, institutional reputation, and alumni engagement across the state and region.
Tactic 1	Develop and implement a more robust annual marketing plan that aligns closely with strategic enrollment goals and adheres to higher education best practices.
Tactic 2	Continue to monitor higher education communications and marketing trends; adhere to industry best practice guidelines while making room for innovation; pivot tactics as needed to aim for high performance.
Tactic 3	Expand video offerings across various platforms. <i>(program, facility, student/employee/alum profiles, drone videography)</i>
Tactic 4	Continue enhancements to all marketing content with clear messaging and dynamic visuals. Eliminate inconsistent, confusing, and poorly constructed branding.
Tactic 5	Ensure the website serves the needs of its target audience(s), supports enrollment initiatives, and adheres to regulatory requirements.
Tactic 6	Explore and develop a significant college rebranding effort to better communicate the college's story in a fresh, compelling, and modern way; use the lens of Distinction or Destination to inform and clarify brand initiatives.
Tactic 7	Explore the feasibility of renaming the college as part of the rebranding effort; build a case documenting who/what/why/when/how and cost; present findings to the NWC Board of Trustees, as requested, for their consideration.

Pillar 2: Attract New Students and Quality Employees (cont.)

Strategy 2	Elevate Strategic Enrollment efforts.
Tactic 1	Develop and implement a more robust Strategic Enrollment Plan that supports the Vision and follows higher education best practices.
Tactic 2	Develop and target enrollment goals (1-2% increments) emphasizing student groups with the highest potential for growth potential (<i>traditional, non-traditional, in-state, WUE, out-of-state</i>)
Tactic 3	Embrace diversity in ideas, experiences, and identity in recruiting students.
Tactic 4	Integrate a comprehensive communications plan in enrollment initiatives.
Tactic 5	Ensure enrollment and admissions process is efficient and student-centered.
Tactic 6	Streamline scholarship award process.
Strategy 3	Attract and hire highly qualified faculty and staff.
Tactic 1	Enhance messaging about the benefits of NWC and the community.
Tactic 2	Streamline hiring processes.
Tactic 3	Embrace diversity in ideas, experiences, and identity in faculty and staff recruitment.

Pillar 3:

Champion Student and Employee Retention and Success

Strategy 1	Sustain high levels of degree or certificate attainment.
Tactic 1	Maintain retention at or above the state average.
Tactic 2	Maintain completion at or above the state average.
Tactic 3	Increase awareness of programming and access to student support services.
Tactic 4	Build on NWC's successful history of student retention and completion initiatives. (e.g., Pathways, 15-to-Finish, First Year Seminar, Hero grant, Help Alert)
Strategy 2	Enhance extracurricular activities to extend learning experiences beyond the classroom.
Tactic 1	Design and implement extracurricular and co-curricular opportunities that provide intellectual, social, and emotional growth.
Tactic 2	Provide individual and group awards/recognition for student extracurricular and co-curricular engagement.
Tactic 3	Ensure student housing experience enriches students' social, intellectual, and emotional growth.
Tactic 4	Embrace global engagement to support diversity, equity, and inclusion as a part of the NWC experience.
Tactic 5	Expand awareness of and engagement of student activities, athletics, and campus events.
Strategy 3	Develop and retain a highly qualified faculty and staff.
Tactic 1	Design and fund the Teaching and Learning Center to serve all employees.
Tactic 2	Fund a Professional Development Endowment.
Tactic 3	Develop an onboarding system for all employees to connect them to the College.

Pillar 3: Champion Student and Employee Retention and Success (cont.)

Strategy 3	Develop and retain a highly qualified faculty and staff (cont.).
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Tactic 4	Advocate for compensation and benefits.
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Tactic 5	Incentivize employee service in college-sponsored events.
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Strategy 4	Enhance employee benefits.
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Tactic 1	Increase awareness of current benefits. <i>(comprehensive list, ease of access)</i>
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Tactic 2	Identify opportunities to enhance benefits for employees.
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Tactic 3	Design Flexible Work Arrangement model.
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Pillar 4:

Revitalize Campus

Strategy 1	Build, enhance, and support campus infrastructure to compete with regional institutions.
Tactic 1	Complete and implement Facilities Master Plan.
Tactic 2	Lead Construction of Student Center.
Tactic 3	Advocate for Master plan funding.
Strategy 2	Grow revenue to improve affordability and accessibility.
Tactic 1	Expand and strengthen community engagement throughout the Big Horn Basin.
Tactic 2	Advocate for legislative support.
Tactic 3	Investigate and expand sanctioned/recognized student activity expansion opportunities if viable.
Tactic 4	Investigate and expand athletic team expansion opportunities if viable.
Strategy 3	Retain the focus on operational efficiencies.
Tactic 1	Create a culture that understands and is supportive of the Strategic Plan and is committed to its fulfillment.
Tactic 2	Set standards for academic and support program effectiveness and efficiency that align with higher education best practices.
Tactic 3	Complete policy manual and focus on separation of procedures.

Pillar 4: Revitalize Campus (cont.)

Strategy 4 Partner with Foundation to align fundraising initiatives to support College strategic goals.

Tactic 1 Structure scholarship awards to be competitive and support enrollment.

Tactic 2 Identify opportunities to establish additional Endowed Chairs.

Tactic 3 Expand partnerships with program-related industries for scholarships and program support.

Tactic 4 Collaborate with academic departments and programs to identify successful alumni and to engage them in campus initiatives.

Conclusion

The execution of the Strategic Plan will be instrumental in furthering the vision of distinction and destination of place. By promoting innovative academic programming, revitalizing campus, and attracting, retaining, and promoting student and employee success, these efforts will sustain the mission of Northwest College and focus on transformational change.