

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, November 14, 2022
3 p.m. Work Session
4 p.m. – Business meeting
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/96186741121?pwd=TkZBRV FYVjQ4WjJnUngra3BWbktBUT09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 961 8674 1121; Password: 660878

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- III. Work Session: Retention Pond/Storm Drain tour**
- IV. Mission Moment – Student Recognition**
Brayden Lowry, Kendell Cummings, August Harrison, Orrin Jackson
- A IV. Consent agenda**
 - Minutes**
 - A. [Approve minutes of regular meeting of September 12, 2022](#)
 - B. [Approve minutes of special meeting of October 19, 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](#)
 - Financial reports**
 - A. [Check register](#)
 - B. [Other financial reports](#)
- V. Discussion/informational items**
 - A. [Student Center](#)
 - B. [Preliminary audit report](#)
 - C. ACCT conference report out
 - D. Review Board self-assessment
 - E. Nomination committee for Board Officers and Committees

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

Anyone wishing to address the Board must sign in with the recording secretary. Each speaker may speak no longer than six minutes. The Board will listen to comments but will not respond to individual citizens nor ask questions.

A VII. Unfinished business

A. [NWC 2030 Strategic Plan](#)

A VIII. New business

A. [Academic Calendars 2023/24, 2024/25, 2025/26](#)

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

A. December 12, 2022, Upcoming

1. Statewide legislative update
2. Concurrent and Dual Enrollment Summary
3. Quarterly budget adjustments
4. Oath of office for new Trustees
5. Election of officers
6. Annual signing of Ethics Policy
7. Disclosure of Interest forms distributed
8. Acceptance of audit
9. Other TBD

B. Future and follow-up topics

X. Announcements

- A. Brass Recital, November 14, 2022, 7:00 p.m. NPA
- B. Stothart Reading, November 17, 2022, 1:00 p.m. Hinckley Library
- C. 26th Annual Native Ways Buffalo Feast, November 17, 2022, 6 p.m. YB
- D. Small Ensembles Concert, November 21, 2022, 7 p.m. NPA
- E. Intercultural End of year Party, December 3, 2022, 4-6 p.m., ICH
- F. Vespers Choir Concert, December 7, 2022, 7:00 p.m., NPA
- G. Holiday Party, December 9, 2022, 5:30 p.m., The Commons
- H. Faculty Jazz Christmas Concert, Dec 12, 2022, 7:00 p.m., NPA
- I. Next meeting, December 12, 2022, 4:00 p.m., Meeteetse

XI. Executive Session – President Mid-year Evaluation

A XII. 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**

October 10, 2022

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

MEMBERS ABSENT: Vice President/Secretary DR. LARRY TODD

OTHERS PRESENT: MS. LISA WATSON, President; DR. GERRY GIRAUD, Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. AMANDA ENRIQUEZ; DR. TIM GLATZER; MR. WEST HERNANDEZ; MS. CAREY MILLER; MS. NANCY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. MARTIN STENSING; MR. ZACK THORINGTON; MR. OSCAR TREVIÑO; MR. ERIK WACHOB; MAYOR JOHN WETZEL; 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, October 10, 2022, at 4:01 p.m. in the Yellowstone Building Conference Center.

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

Trustee Danko requested that the agenda be amended to include a proposal to rename the Intercultural House under New Business.

President Wurzel requested that the agenda be amended to include a WACCT update under Discussion/informational items.

A CONSENT AGENDA: **The motion carried, and the agenda was approved as amended. A motion was made by Trustee Spomer and seconded by Trustee Newsome to approve the consent agenda.**

In response to a question from Trustee Housel, President Watson stated that the commitment to transferability from Northwest College to the University of Wyoming is strong. There has been a transition in the style in which articulation and transfer are addressed, but the commitment to transfer remains.

Vice President Giraud stated that the original two-plus-two program initiated by the University was a significant step in making transfer more definite for community college students. Unfortunately, the two-plus-two agreements were not sustainable as UW occasionally changed its programming or curriculum.

In response to legislation for a common transcript, Vice President Giraud stated there is now a transfer portal that students from community colleges can use to determine which courses will transfer. There is also block programming, or essentially, blocks of courses that will transfer into specific programs at the University. This information is also available on the transfer portal.

Additionally, there has been significant work completed on common course numbering. Community college courses with the same course content as UWs, now carry the same course designator and transfer. Vice President Giraud feels the transfer structure is sustainable and assures students of a smooth transfer.

President Wurzel pointed out that the President's postcard was mailed to 23,000 businesses and households in the Big Horn Basin. President Watson stated that the postcard will be sent each semester and is meant to share good news from Northwest College with the community.

The motion carried, and the consent agenda, including the minutes of the September 12, 2022, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

City of Powell Retention
Pond/Storm Drain request

President Watson introduced Mr. John Wetzel, Mayor, City of Powell; Mr. Zack Thorington, City Administrator; and Erik Wachob, PE and Powell Office Manager, Engineering Associates; and invited them to present their proposal.

Erik Wachob stated that Engineering Associates is working on behalf of the City of Powell to design a retention pond/storm drain project that would benefit the City's residents and the College.

Erik explained that stormwater flows north and east in Powell. The western portion of the city's stormwater flows to the collection point of the 7th St. and Division St. intersection. The proposed system is intended to convey flow around the College and reduce flooding on the west side of town.

Erik stated the plan would be to collect stormwater into a subsurface pipe that would discharge north around Northwest College along Division St. and then east along Tenth St. over to an existing stormwater pipe on Absaroka St. The most significant impact to the College from the project is a requested easement for a stormwater detention basin located on college property along Tenth St. The purpose of the detention basin is to ensure the stormwater draining from the new pipe does not overwhelm the existing pipe along Absaroka St., as it allows the water to be discharged at a slower rate.

Erik stated that the proposed retention pond provides future benefits to the College by allowing the College to make a direct connection to the storm drain. As the campus grows, redirecting storm run-off is important in preventing adverse effects to new or existing buildings.

Erik described the basin proposed to be on college property is designed to be approximately one acre in top area, with a gradual slope to the bottom. It is a twenty-five-year design, meaning it is large enough to hold water generated by a significant storm with a 0.4% chance (infrequent) of occurring in any given year. The pond would hold the water generated by this type of storm but would then be drained into the Absaroka St. drain and infiltrated through the bottom into groundwater. The design of the basin is meant to disperse the water within twenty-four to forty-eight hours. The basin will be dry under almost all circumstances except immediately following a large storm.

Erik explained that one safety measure designed into the project includes a four-to-one side slope that is easily traversable so as not to be an entrapment hazard, and it can be easily mowed. The depth will be determined based on site-specific observations. The bottom of the basin needs to remain above the groundwater levels. Recently, the water table was measured at twelve feet below ground on the northwest corner of campus.

Erik stated that the purpose of the design is to be advantageous to the City of Powell for their long-term stormwater disposal needs and beneficial to Northwest College. The city is open to working with the College to change the design if there are ways in which it can be adjusted to accommodate the College's interests.

President Watson informed the Trustees that the Board Facilities Committee has met to review the proposal and the decisions made in determining its location on college property.

Zack Thorington reiterated the benefit to the College to tie into the proposed retention pond as the campus grows and stormwater needs increase.

In response to a question from Trustee Kuipers, Zack stated that the timing could possibly align with the construction of the Student Center for its use, or the city is also willing to store the dirt until it is needed. He is hopeful that if approved, the project could begin in the spring/summer of 2023.

In response to a question from Trustee Danko related to safety concerns, Zack reiterated that the pond would only hold water in the event of a very large storm that would be dispersed within 24-48 hours. Erik added that the four-to-one slope is meant to provide an additional safety measure as a young child can easily walk up the side.

Zack stated there is an existing retention basin west of the High School near the Rainwater Subdivision that is sometimes used as a soccer field. He encouraged Trustees to visit the site for reference.

Trustee Newsome expressed concern related to the College being landlocked. The City's proposal would prevent the College from being able to use the land for future development. Mayor Wetzel stated that even in future growth, the College could maintain an acre of green space in that area. The city is asking to encumber an acre of greenspace that could still be utilized as recreational space. The city is proposing a partnership and has worked with college staff to determine the best solution.

In response to a question from Trustee Newsome, Erik stated that the city considered subsurface water storage, but it is costly to construct. The cost could run five to ten times more for the equivalent infiltration volume.

In response to a question from President Wurzel, Erik stated that the depth of the basin would be designed to be above the highest seasonal groundwater level. The design illustrates the maximum amount of excavation that would be likely. It could be shallower after studies are completed. The soil consistency at four to six feet turns from fine grain sand and clay to sandy gravel, which allows water to drain quickly. There is little possibility of standing water if the bottom of the basin is above groundwater levels.

In response to a question from President Wurzel, Zack stated he would visit with the City attorney to determine who holds the liability for the pond were there to be an accident with standing water. He assumes that the City would carry the liability insurance since they would hold the easement on the property.

In response to a safety concern by Trustee Danko, Mayor Wurzel stated there had been zero incidents at the Rainwater retention pond in the twenty years since it was built. The water that gathers on Division St. after a significant storm is also a safety concern since children like to play in the puddles. He feels the proposed project presents the safest alternative for all citizens of Powell.

In response to a question directed to the Facilities Committee by Trustee Kuipers, Trustee Spomer stated that the proposal does not conflict with the current master plan. Still, there is concern about potential growth that is not yet determined. The success of Trapper Village Main apartments raises the question of whether more apartment-style housing will be needed in the future. The proposed easement is in the general vicinity of a desirable location for more apartments with ADA accessibility.

In response to a question from Trustee Housel, Erik explained that the intensity of storms is often described by how rare they might be. A particularly large

storm may be referred to as “a 100-year flood,” meaning there is a very low probability of it occurring in any given year. He further explained that his reference to the design holding a twenty-five-year storm event means that statistics indicate it has a one in twenty-five percent chance of occurring in any given year.

In response to a question from Trustee Housel, Erik stated that the design ensures that water draining into the pond can flow out faster through a larger pipe with greater capacity that also runs at a steeper slope. As a result of this project, a portion of the City’s stormwater will be rerouted through the new pipe, eliminating a possible bottleneck of water draining into the existing Absaroka St. pipe.

In response to a question from Trustee Housel, Erik stated that the proposal involves removing several mature trees. An agreement should be reached between the city and the College as to where and what species should be replanted. The city has indicated it is willing to work with the College on desired landscaping.

Trustee Housel expressed concern about guaranteeing the exact groundwater level at its highest point in the season. If there ended up being standing water in the retention basin, it would provide a safety concern as well as a breeding ground for mosquitos. Erik stated he has professional experience working throughout the area and can make safe assumptions that the groundwater level does not extend beyond eight feet below grade or basement level. Further testing will be conducted as well.

In response to a question from Trustee Spomer, Erik stated that the project requires excavating the existing irrigation pipe canal that runs through the intersection of Seventh St. and Division St. to determine the lowest elevation of the pipe. The curb, gutter, and ADA ramps will need to be replaced. The project does not include those improvements along Tenth St.

In response to a question from Trustee Spomer, Erik stated that the tile drain in the area would be crossed in two separate locations. The project calls for repair to the tile drain if it is inadvertently damaged.

In response to a question from Trustee Spomer, a storm more significant than what the project is designed for would not generate additional flow into the retention basin. The pipe would not be able to accept more water and would instead cause water to back up in intersections, yards, and driveways.

In response to a question from Trustee Spomer, Erik stated that if the bottom of the infiltration basin needs to be raised due to the discovery of a higher-than-anticipated water table, his recommendation to the City would not include expanding the surface area, as there is still benefit to the City as the project provides massive improvement to the existing system.

Trustee Spomer clarified to the Board that every storm event will discharge water into the pond. Smaller storms will produce much less water with a faster disbursement rate.

In response to a question from President Watson, Erik stated that the pond is designed to have a layer of imported sand that would support grass growth but allow water to infiltrate very quickly. He would not expect standing water or even wet soil from miscellaneous water events such as someone over-watering their lawn.

Trustee Spomer stated that if the project were to move forward, he would like an agreement that the City would be willing to remedy issues such as water

table levels or other concerns in the future.

In response to a question from Trustee Danko, Erik stated that while the project does not tie into irrigation infrastructure, the Irrigation District will need to be notified since it crosses their drains.

President Watson stated that the Facilities Committee would revisit the proposal and seek answers to any additional questions or concerns. A recommendation will come from the Committee to the Board at a later date.

Longitudinal Enrollment Report

Lisa Smith stated that the Longitudinal Enrollment report helps to inform decisions based on how the student population changes over time.

Lisa stated that as of September 24, the preliminary fall 2022 report indicates there are 1,409 students enrolled, which is very similar to Fall 2021 numbers. The top five program areas of study are Health Sciences (non-nursing), General Studies, Agriculture, Business, and Nursing. There are multiple degrees and certificates offered in each of these areas.

President Watson stated that decisions are based on these data points when the College considers staffing, budgets, and serving students. She feels this information is helpful to Trustees as they approach budget approval.

Lisa stated that the historical fall enrollment report shows varying peaks and drops in enrollment since 1995. Based on information from the National Center for Education Statistics, enrollment for all public, two-year institutions follow a remarkably similar path to Northwest College's, except for the last few years when national enrollments dropped drastically more than Northwest College. Lisa noted that while previous recessions have positively affected the overall national enrollment, the most recent recession did not have the same effect.

Lisa stated that the following chart in the report, Fall and Spring Enrollment, indicates that fall to spring headcount typically remains about the same year to year. However, FTE is always lower in the spring as the same students tend to take fewer credits.

The Enrollment by First-Time and Degree-Seeking Status report indicates that fall 2020 is 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 the total student population. The next largest group making up 25% of the population, is full-time all other degree-seeking students, namely returning and transfer students. The third largest population group is first-time, full-time, degree-seeking students, accounting for 19% of the population.

Lisa stated that for many years, enrollment by full-time students has always been higher than by part-time students. In the fall of 2020, there was a shift in which part-time students outnumbered full-time student populations. It is an ongoing national trend in which students are taking smaller course loads. Northwest College has the highest percentage of full-time students of all the Wyoming community colleges.

Lisa referenced the Enrollment by Credit Hour Load and noted that the number of students who take fifteen credits and above has decreased, corresponding to when tuition flat rates were eliminated. The report also indicates an increase in students enrolled in six to eleven credits.

The Enrollment by Residence report shows that the largest population of students by far are from Northwest College's service area. The second largest group is from WUE states.

The largest group of students are eighteen to twenty-one; however, the gap has

been closing in recent years. There is also an increase in students under eighteen years, corresponding to the rise in dual and concurrent enrollment. The average age is twenty-three, and the median age is nineteen.

Lisa explained that face-to-face class enrollment has decreased over time; however, online enrollment has increased over the past ten years. That is in part due to the convenience for students and the College's attempt to offer more online courses because of the pandemic.

Lisa stated there are a few larger-than-normal high school classes in the service area that will graduate in the next few years. After this peak, class sizes tend to get smaller over the next ten to twelve years. Lisa shared the number of graduates from each area high school who typically enroll at Northwest College. The highest comes from Powell high school, while the lowest percentage comes from Worland high school.

Northwest College has increased its health care program offerings at the Cody Center. As a result, FTE at the Cody Center has been greater than the headcount, which indicates students are taking larger course loads.

Preliminary results show that sixty percent of the full-time, first-time, degree-seeking students in fall 2021 returned to NWC or graduated by fall 2022. This percentage is up slightly from the previous two years. Part-time student retention rates have increased as well. The fall-to-spring retention rate for both full-time and part-time students over the past year has been roughly eighty percent.

Lisa explained that graduation rates track full-time degree-seeking students who enter in one fall term and graduate with a degree or certificate within three years. Northwest College has seen record graduation rates for the previous three years, year after year. The last cohort year shows a slight decrease, but Lisa reminded Trustees that the College also experienced lower retention rates, and the pandemic occurred during that time. Also, while it decreased slightly, Northwest College's graduation rate is typically higher than the state average.

Marketing Update – FY22

Carey Miller shared an Enrollment Marketing Campaign update for FY22. She stated that the target audiences, key messages, target programs, and generations targeted had followed the five-year plan.

In addition to the typical media used, such as paid social media ads, social media posts, newspaper inserts, and billboards, the College entered a contract with Amplified Digital (Billings Gazette), which includes both print and digital deliverables. This contract included ten feature articles, targeted digital display, local display, sponsored Facebook posts, targeted emails, streaming video ads, etc.

Carey stated that some advertising budget is reserved yearly for new efforts. While she was pleased with Amplified Digital, she could not get real-time data, making it difficult to assess effectiveness.

Carey stated that FY23 marks the fifth and final year of the Plan. Most core elements will remain the same for the new plan, but there will also be some changes. There will be two additional target audiences: out-of-state students for the Welcome to Wyoming scholarship and prospective BAS students.

The new agency she has contracted with is Advance 360 Education, a full-service agency specializing in higher education. They will provide a dashboard for Carey to view next-day analytics and a dedicated analyst assigned to the College's campaign. The contract includes a pay-per-click campaign and a social lead generation campaign.

Other exciting developments include a website redesign project, a video integration project, and a partnership with niche.com. Carey noted the section of her report that includes an explanation of both CampusReel, a video recruitment strategy, as well as niche.com, which is a college search service.

Trustee Housel expressed his appreciation for the reports and the work that Carey does with the limited budget she receives. He is especially pleased about the website redesign project. He noted the drastic decrease in enrolling freshmen from area high schools as reported in the Longitudinal Enrollment report. Trustee Housel shared examples of mailings he has received recently from the University of Wyoming and noted that Northwest College's budget does not allow the same type of marketing due to fewer dollars from the legislature. He feels the disparity should be communicated with legislators to be remedied for the community colleges to be able to recruit students as aggressively as the University does.

Carey stated that the community colleges' marketing directors have been meeting regularly with Erin Taylor, Executive Director of WACCT and Linden marketing. Together, they are working on a joint digital marketing campaign. While it is not an extensive campaign, it aims to promote community colleges in Wyoming.

Board self-assessment

President Watson stated it is the time of year the Board self-assessment is distributed to Trustees and will be sent via email. Once completed, it will be sent to the Board.

Winter Board Retreat

President Watson stated that the fall Board Retreat is scheduled to take place on October 19, 2022, at Thomas the Apostle Center in Cody, at 8:30 a.m. She will be sending an agenda later in the week.

WACCT update

President Wurzel stated he attended the WACCT (Wyoming Association of Community College Trustees) meeting held in Gillette the previous week. He reminded Trustees that in the past, WACCT had an award program for trustee of the year, outstanding faculty, staff, and students. The award was presented each year at a reception during the legislative session. Going forward, each college will nominate a student for the award. The winner will be presented in conjunction with the Wyoming Business Alliance and will then be in the running for a national award with other students from each state. WACCT, WCCC, and the community colleges will all contribute toward a \$10k sponsorship.

President Wurzel stated that the Legislative session would begin in January. WACCT would like to have a uniform advocacy platform for community colleges. He distributed a listing of six main advocacy points for Trustees to use when advocating for the colleges to legislators.

In response to a question from Trustee Spomer, President Wurzel stated that each college provided input to develop the advocacy talking points. Erin Taylor, WACCT Director, will be holding a Zoom informational session to educate Trustees, and there is more information available on the website regarding the advocacy platform as well.

President Wurzel stated that the WCCC (Wyoming Community College Commission) also held a work session and meeting in Gillette. They discussed the funding and regulations regarding the Wyoming Tomorrow Scholarship for non-traditional-aged students.

The WCCC approved Northwest College's request to offer a BAS in Criminal Justice. In addition to President Wurzel, President Watson, Vice President

Giraud, Chairperson of Social Science and Education Division Dave Erickson, and Assistant Professor of Criminal Justice Dave Patterson presented the proposal. Commissioners gave a round of applause once the proposal was approved. President Wurzel expressed his appreciation to the team who presented and stated they were extraordinarily well-prepared. It will now go before HLC for final approval.

Trustee Spomer stated he would like to have Dave Erickson and Dave Patterson present at a meeting so the Trustees can congratulate and show appreciation for their work on the proposal.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 5:02 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:

NWC 2030 Strategic Plan draft –
1st reading

President Watson stated that the Strategic Plan outline was presented at the last meeting. The Plan as it is presented today has the complete narrative along with the strategies and tactics. She expressed her appreciation to President's Staff, academic leaders, staff, and everyone who worked to its completion. Once approved, the real work will begin.

In response to a question from President Wurzel, President Watson stated the Board could revisit the Mission statement or develop a Purpose statement as a separate work project if the Trustees feel it is necessary.

Trustee Kuipers questioned, once the tactics are placed into operationalized plans, how will oversight of that be connected to the Board's fiduciary duty. She hopes to ensure resources are aligned with the Strategic Plan. Trustee Spomer agreed with Trustee Kuipers and stated that it is difficult to tie the budget that Trustees receive back to the actual application of those funds.

In response to a question from Trustee Spomer, President Watson stated that the plan's operationalization would fall on varying departments and committees. The Vice Presidents and Directors will take on the lead of each.

In response to a question from Trustee Spomer, President Watson stated that work plans would be created with goals and outcomes. With the past strategic vision, the Institutional Effectiveness Committee developed key performance indicators to measure the goals and determine if the work had been successful. She stated that the work and results would be reported to the Board annually at a higher level.

Trustee Housel expressed his appreciation of the history of the process being included in the document. In reference to whether the Strategic Plan can be voted on during the current meeting, he feels that because the agenda states it is the first reading, the vote should be deferred until the next meeting.

President Wurzel stated that since it is an action item, he feels there needs to be a motion to table it until the next meeting. If there are suggested changes, they should be part of the motion.

In response to a question from Trustee Kuipers, President Watson stated that the Plan could be reviewed annually because things change over time. She is happy with the proposed Strategic Plan as presented. She said she would defer to the Board on whether to act.

Trustee Spomer questioned how the Board would be able to discern how the College is performing in terms of reaching the goals of the Strategic Plan at any given time. He feels it lacks the element of being measurable. He wonders what the role of the Board is in guiding the Institution.

In response to Trustee Danko's suggestion of timely progress reports, President Watson stated that some tactics have straightforward projects to accomplish, and some would be phased ongoing efforts with changes over the years. She feels people need to start working on the Plan to operationalize it. Trustee Spomer stated he would like it to be more quantifiable in a way that would indicate to college staff and Trustees when the goals were achieved.

Trustee Kuipers stated she wants to avoid micro-managing at the Trustee level. She has complete trust in the work that faculty and staff will be doing. She is more interested in the sum of the work, not the parts. As Trustees, she feels the oversight should be concentrated on ensuring the Pillars are being met, not the details of the work being done to achieve those things. She would like reports related to how the College is moving forward. She suggested assigning metrics to the pillars so that Trustees can monitor the appropriate components of the plan and not the operations.

Trustee Spomer suggested the Board set companion goals, such as reducing deferred maintenance by a certain amount in a given time. In response, President Watson stated that she has yet to see where Boards typically set companion goals to the Strategic Plan. If they were to set a big goal, such as reducing deferred maintenance, big decisions would be necessary to make that happen.

Trustee Kuipers stated she favors the Strategic Plan as written and would not hesitate to make a motion to pass it, as is. She feels the conversation could continue at the upcoming Board retreat regarding what reporting is necessary and corresponding metrics.

A motion was made by Trustee Kuipers and seconded by Trustee Danko to approve the Strategic Plan in its draft form with the expectation of continued development by President Watson, College staff, and Trustees.

Trustee Housel raised a point of order in that the item is listed as the first reading, and according to established protocols, it must come before the Board for a second reading before a motion can be brought forward. Since the agenda is publicized, there is an expectation that the Board will not be taking action on an item listed as the first reading.

Motion withdrawn.

A motion was made by Trustee Spomer and seconded by Trustee Kuipers to table the Strategic Plan until the next regular Board meeting. Motion carried.

Renaming of Intercultural House

Trustee Danko presented a proposal brought forth by the NWC Foundation to rename the Intercultural House in honor of Professor Emerita Harriet Bloom-Wilson. The proposed name would be The Bloom-Wilson Intercultural House, a.k.a. "Harriet's House."

The proposal states that Harriet Bloom-Wilson has made substantial professional and personal contributions to NWC and assisted the Foundation in securing significant financial resources that made the Intercultural House possible.

A motion was made by Trustee Danko and seconded by Trustee Spomer to approve the renaming of the Intercultural House to The Bloom-Wilson Intercultural House, a.k.a. “Harriet’s House.” Motion carried.

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

November 14, 2022, upcoming:

- Wyoming Postsecondary Education Options
- Review Board self-assessment
- Distribute President’s evaluation
- Academic calendars
- Preliminary audit report
- Statewide legislative update
- Nomination committee for Board officers
- Winter Board professional development/retreat reminder
- Holiday party
- Other TBD

Trustee Housel requested a site review of the proposed retention pond/storm drain and the existing retention pond on the east side of town. It was decided that the site visit would occur during the work session before the November regular Board meeting.

ANNOUNCEMENTS:

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

A ADJOURNMENT:

The meeting adjourned at 7:49 p.m.

LARRY TODD, Vice President/Secretary

Date

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING/RETREAT**

October 19, 2022

- MEMBERS PRESENT:** Vice President/Secretary DR. LARRY TODD; Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MR. BOB NEWSOME, and MR. DUSTY SPOMER
- MEMBERS ABSENT:** President DR. MARK WURZEL; Treasurer MS. CAROLYN DANKO
- OTHERS PRESENT:** MS. LISA WATSON, President; MS. KELI BORDERS, Interim Executive Secretary for the President and the Board of Trustees
- CALL TO ORDER:** The Northwest College Board of Trustees held a retreat on Wednesday, October 19, 2022, beginning at 8:30 a.m. at Thomas the Apostle Center in Cody, WY.
- DISCUSSION:** The Board met informally to discuss Board and campus operations and to receive updates. No action was taken.
The retreat ended at 4:00 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. An update on audit work was sent via email.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in September.

Facilities Committee – Chairman Dusty Spomer

The Facilities Committee met on October 24th 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

November 4, 2022

State

Legislature

The Interim Joint Education Committee and Joint Appropriations met on October 10th to discuss K12 block grant funding and cost adjustments. No Community College items were on the agenda.

Joint Appropriations met on October 26 and 27th to review the Consensus Revenue Estimating Group (CREG) report. The General Fund (GF) and Budget Reserve Account (BRA) increased from the March 2022 report by \$738.8 million. The LSRA is at \$1.99 billion, mission 2 billion by 162 million. The LSRA has never been above 2 billion. The School Foundation Program ended at \$978 million for 2023-2024, ending a shortfall scenario for several years. Overall, caution was issued as increases are misleading due to one-time savings from federal funds associated with the pandemic. At 1.1 billion in the GF and BRA, it will be up to the Governor and legislature to determine the next steps for budget exceptions during this policy session. The Governor will release budget exceptions on December 1.

Trustee election

I attended the candidate forum on October 20 in Fab 70. Student and Faculty Senate cohosted the event, and all candidates were in attendance.

WCCC and WACCT

October 5th and 6th. I traveled to Gillette with Board President Wurzel and Vice President Giraud for the Wyoming Community College Commission meeting (WCCC) and the Wyoming Association of Community College Trustees (WACCT) meeting. The WACCT meeting was held Wednesday before the Commission workshop, and the formal commission meeting was held Thursday. During the Commission meeting, Division Chair Dave Erickson and Assistant Professor Dave Patterson were on hand to present the request for approval for the Bachelor of Applied Science degree in Criminal Justice. During public comment, the Commissioners heard the Cody Police Chief and the Park County Sheriff-elect on the importance of the program to the State and our region. The formal presentation by Dave and Dave was excellent, and the proposal was approved unanimously to move forward to the Higher Learning Commission for accreditation program approval.

Wyoming Innovative Partnership (WIP)

The Governor announced the recent hire of Lauren Schoenfeld as the executive director for the WIP. On Thursday, November 3, Dr. Giraud and I hosted Lauren for a half-day event. We visited with James Klessens at Forward Cody and Rebekah Burns at Powell Economic Partnership to discuss economic development efforts in Park County and the efforts of WIP. We later met with Dean of Instruction Martin Stensing and Training and Development Associate Christi Greaham to discuss current WIP efforts and upcoming plans for future funding opportunities.

I continue to serve as the component lead on the phase one work surrounding Tourism and Hospitality. We meet every two weeks to discuss current project efforts associated with phase one. I also attend

the WIP SPG meeting, held monthly, to discuss the status of WIP projects. With the new executive director on board, phase two is expected to begin soon.

Campus

The Taste of the Nations dinner was held Thursday, October 13th. The sold-out event was a celebration of our international students and to learn about their countries. Additionally, we celebrated Harriet Bloom-Wilson and her lifelong contribution to Northwest College. Enjoying a French-themed meal, the College celebrated Harriett's contribution with a formal renaming of the Intercultural House to the Bloom-Wilson Intercultural House, or "Harriett's House." It was a splendid evening filled with laughter and friendship. We will miss Harriett and Richard as they move to Spokane to be closer to family.

On October 19th, I attend a retirement party for Sue Woods from the Foundation. Her long tenure at the Foundation was instrumental in keeping the accounting records in excellent standing for decades.

On October 25th the photography exhibition "Ant Lions, Tiger Beatles, & Woolly Bears, Oh My!" opened in the Sinclair Gallery. The Photographic Communications Department is pleased to host Alumna Kathy Lichtendahl of Clark, WY, and her exhibit into a world of macro photography.

On Tuesday, October 26th, I traveled with Trustee Tara Kuipers, Trustee Larry Todd, and Executive Secretary to the Board and President Keli Borders to the Association of Community College Trustees annual conference. The Conference offered four days of sessions covering trustee governance, advocacy, trends in higher education, and many other topics. The group reviewed schedules daily and made efforts to attend different sessions that might interest the College.

Student Center

Construction of the temporary dining facility continues to be on schedule. Interim Director Quillen and I visited the worksite Friday, November 4th to review the structure.

State Construction has reviewed the Student Center bids. They will be in attendance at the Board meeting to discuss the status of the project.

I met with Park County Commission Chairperson Dossie Overfield and respective lawyers to review the draft agreement for the fairgrounds lease. The discussion was productive, and a final draft agreement is expected to be completed in the next two weeks. The College is truly grateful for the support shown by the Commissioners for the use of the kitchen facilities during the construction of the Student Center.

Foundation and Alumni Association

On Wednesday, October 26th the Foundation Board met. I could not attend due to the ACCT conference, but the Board held a work session on Mission and Vision and discussed proposed new scholarship changes starting in fall 2023.

On Monday, November 7th I attended the Alumni Association meeting. Discussion of the upcoming Giving Day and the status of the Mission and Vision work were discussed.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

November 14, 2022

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

Finance & Budget

- The Business Office, in coordination with other campus offices, has been preparing for NWC Advising Day on November 8th. Preparation has included working with students to ensure account balances are under \$500 and holds been removed regarding signing the student responsibility statement.
- The Business Office and Payroll Office completed MHP's annual audit requests, and the draft audit will be presented at the November Board Meeting.
- Jo Ann Heimer, Business Office Manager, completed FY 2022 year-end closed, which includes finalizing all accounting balances and rolling the system forward for FY 2023.

Facilities Projects

- Rodeo lighting replacements and heating upgrades are done. The main electrical panels are still on order.
- Ongoing TVW housing work, another home repaired and ready to rent.
- Yellowstone Makeup Air Unit installed and functional.

Transportation Bus Miles

- Another busy travel month for our bus fleet with 9,619 miles. The volleyball team traveled to Casper, WY twice, Billings, MT, Rock Springs, Cheyenne, Burns, and Torrington, WY. Soccer to Riverton, Casper, WY twice, and La Junta, CO. Basketball to Windsor, CO twice, and Dillon, MT. Forensics traveled to Portland, OR.

Mickelson Field Station

- Closed

Completed Work Orders

- 150 for the last 30 days
- 1,803 total year to date

Information Technology

- Formal Risk Assessment Process was completed by computing services. Work is still being done to clean up some of the assessments and determine remediation for items not considered met.
- MFA configuration has started. Significant prep work is being done to rearrange processes currently to incorporate MFA into the campus.

Human Resources

- Recruiting: Please see November Personnel Report.
- Staffing: The HR Director has been meeting with the search committees to discuss candidate pools and to explain the ongoing challenges due to the tight labor market, supply and demand, and employer competition/competitive wages. There are 10.7 M open jobs in the US and only 5 M available employees. The Society for HR Management (SHRM) thought leader and President Johnny C Taylor

recommends that HR look to retirement homes for potential recruits and said the number of employees age 75 or older will double by 2030. SHRM is also advocating for legislation to change federal child labor laws - making them less restrictive, allowing age 14 and 15-year-olds to work more hours than currently allowed.

- HR Director Anderson and Dean of Student Learning, Martin Stensing, have been meeting with Kelly Education Services' representatives to discuss external hiring processes (payroll outsourcing) for out-of-state, fully remote adjuncts. Fully remote adjuncts may be considered employees of the state in which they reside, creating complex taxation and legal employment requirements that can be met by a national employment service more effectively than in-house. If implemented, the change will take place in January 2023. Contract details and administrative processes for the College's out-of-state fully remote adjuncts are being discussed regarding how they would transfer to Kelly Education Service as contract employees.
- Benefits: Employers Group Insurance (EGI) held virtual Annual Open Enrollment Benefits Meetings during October for employees. There was good news: there are no cost increases to the plans for 2023. For those participating in TIAA, the TIAA representative, Avril Howe, is scheduling individual virtual meetings with NWC employees on 11/2 for financial consultations.
- Compensation: On 10/14, the HR Director met with Mike Verdoorn, the Arthur Gallagher (AG) compensation consultant, to discuss the College's staff salary structure recalibration process and faculty salary market data and competitiveness. Since most salary survey data is gathered at year-end, the best time for the data to be analyzed will be in the first quarter of 2023.
- Training: The HR Director held New Employee Board Policy Orientation sessions on 10/10 and 10/19. On 10/2 -10/4, the HR Director attended the Society for HR Management (SHRM) Colorado conference. On 10/18, the HR Director attended a Rocky Mountain HR Association webinar, "Employment Law Updates." On 10/19, the HR Director attended the webinar "How to Benchmark External Competitiveness in Salaries" by Salary.com, and on 10/26, a webinar by Academic Impressions, "Rethinking Search and Hiring Practices."
- Shared Governance: The HR Director virtually attended the Board Meeting on 10/10 and the Faculty sponsored Board Candidate Forum on 10/20.
- COVID-19 Activities: HR/Payroll continues COVID-19 reporting and management activities as needed.

Personnel Status Report

November 2022 Trustees' Report

Search Activity to Date 10/26/2022

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Instructor/Assistant Professor of Anatomy & Physiology – Tenure Track			The position is open until filled.
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/
Finance Director			The position has been re-opened until filled.
Finance Coordinator			Candidates are currently being reviewed.
Athletic Trainer			Position closes internally on 10/27/2022
Administrative Secretary for VPAA			Position closes externally on 11/09/2022

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of October 31 , 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	Campus Lighting			Awaiting parts	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	
Powell/DSU	2		MM	Asbestos Abatement for Demo			Bid awarded pend Dec startup				\$ 200,000	
Powell/Campus	2		MM	Moyer Server Room Cooling replacement			RTUs On Order				\$ 250,000	
Powell/Campus	2		MM	Yellowstone MAU Replacement			MAU installed pending startup				\$ 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 October 31 , 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			<u>Estimated</u>			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

October 2022



Vice President Giraud submitted application and documents to the Higher Learning Commission seeking approval for the new BAS in Criminal Justice Studies. Proposed launch is Fall 2023. We await response from the Commission.

ADULT EDUCATION PROGRAM

- NWC was the top-performing Adult Education program in the State last year. That determination is based on Measurable Skills Gain percentages, which basically means the students you served achieved academic progress of some kind. For 2021-2022, 87.67% of the students we served had a Measurable Skills Gain.
- NWC also had the State's Top Scorer on the HiSET (high school equivalency) Exam last year. It was someone from Worland, and she'll be recognized by the Commission at a later date.

CENTER FOR TRAINING AND DEVELOPMENT - Powell

- Conferences/Meetings- Healthy Park County, Albertsons, Brighter Futures, and TCT Customer Service Training
- PHS/Shoshone Learning Center- students enrolled in HVAC, CDL, Video Game Design, Forklift and Workforce Effectiveness
- Classes include Safe Driver Day, Welding
- Red Lodge School CTD Tour
- Wyoming Department of Transportation Snowplow Training

Cody CTD

- Test proctoring - Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- CPR/First Aid
- 2 new Ed2Go Students
- ServSafe Training
- EMS Refresher Course

CDL Program

- 50 students enrolled program
- 38 Working on their Theory
- 12 Skills and BW (Behind the Wheel Driving)
- 11 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

- Offered 9 activities that 31 students and community members enrolled in. These events included hiking, Rockwall, rock climbing, and high ropes course.

Powell Valley Community Education/Rec Co-Op

- Offered classes such as fitness, recreation, self-defense, crafting and safety
- The fall session of Driver Education will start November 3rd and we have 16 students signed up.

- PVCE had 137 participants in the month of October.
- Co-Op has been busy transitioning from summer equipment to winter equipment.

INTERCULTURAL PROGRAM

- The 4th Annual Taste the Nations event was held on October 13. The event included international student display tables from 21 countries, a French inspired dinner, and announcement of the Intercultural House renaming to honor Harriet Bloom-Wilson. 176 attendees.
- International students traveled to Billings, Montana on October 21 for the fall recess shopping trip. 28 attendees.

HINCKLEY LIBRARY

The Fiscal Year 2022 annual library report is on file. Statistics support that library usage began to recover from the effects caused by the COVID-19 pandemic, despite student enrollment being flat.

- Library website users increased 34.8% (5,500)
- Number of website sessions increased 45.2% (11,800)
- Number of website sessions per user increased 7.8% (2.2)
- Number of website page views increased 32% (35,700)
- Interlibrary Loans sent to other institutions increased 166% (852)
- Interlibrary loans borrowed from other institutions increased 75% (117)
- Borrowing library items per student FTE increased 25.2% (12.27)
- Ebook use per student FTE increased 16.9% (10.21)
- Average database (e-resources) usage per student FTE increased 15.4% (1.5)
- Due to less course sections taught by faculty, the number of library sessions taught decreased, but the number of students in the sessions increased 4.5% (753 students in 41 sessions)
- Library instruction guide usage by students, faculty, and campus-at large increased 9.6% (3531)

We anticipate this growth in service and resource usage to continue into FY2023. Library visitation this fall is up more than 100 visits per weekday from last year.

PEER TUTORING SERVICE

- Provided 98 scheduled one-on-one tutoring sessions.
- Provided 63 drop-in tutoring sessions (including writing).
- Provided 3 first-year experience/class presentations (67 attendees).
- Provided 35 help desk assistance visits.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

October 2022



ATHLETICS:

- Women's Volleyball – Ended regular season at 20-10 and finished 3rd in the North. They compete in the Region 9 tournament November 2nd.
- Wrestling – The official season starts November 5th when we host the NWC Open.
- Men's and Women's Basketball – Both start their season November 1st. We will be hosting the 1st ever Coach Collins Memorial Classic on November 18-19.
- Esports – Finished their 4th week of competition.
- Men's/Women's Rodeo & Men's/Women's Soccer – The Fall season is over and offseason work has started.
- Johnson Fitness Center – We had another record high of 1,500 usages during the month of October.

ENROLLMENT SERVICES

- Preparation for upcoming (November 8th) Spring 2023 Advising Day.
- The mid-term grading process is ongoing with grades due on October 23rd.
- Ongoing Catalog revisions/work are underway for the 2023-24 NWC College Catalog.
- Ongoing campus tours for prospective students, families, and groups.
- Preparation for our Preview Day event and communications are ongoing – This event will be hosted on November 11th in a face-to-face format.
- Completed Wyoming, Montana, and Idaho College Fairs – These events expose NWC to high school students across each state.
- Ongoing NWC Application Days within service area recruitment events with Big Horn Basin High Schools.
- Ongoing NWC Scholarship Application communication and assistance for prospective students.

FINANCIAL AID

- The Office continues to package students for 2022-23 and 2023-24 awards in all pillars of financial aid (federal, state, institutional) as applications are received.
- The Office finalized & implemented its 2023-24 NWC scholarship administrative revisions, in partnership with the Foundation, Enrollment Services, and Communications & Marketing, as part of the College's Strategic Plan.
- The Office, in collaboration with CTD and Enrollment Services, revised its administrative processes surrounding non-credit student registration and application for Wyoming Works Student Grants in an effort to accelerate award eligibility determination and student outcome notification.

GEAR UP

- NWC GEAR UP is currently serving 204 students.
- GEAR UP participated in FAFSA events at all area high schools and held one FAFSA Frenzy event at NWC.
- October 2022 – monthly meeting statistics: - 92% student participation - \$2.22/student food costs and 210 hours of contact hours, 47 GEAR UP Seniors have completed the FAFSA, giving us an 84% completion rate.

RESIDENCE LIFE

Housing

- Preparing for moving offices as we vacate the DeWitt Student Center.
- Starting Intent Process for Spring 2023 semester.
- Housing applications for new students is open.

Security

- Facilitated Project ID programs in the halls.
- Finished up First Year Seminars.
- Facilitated a Healthy Relationships program at a Powell High School health class.

Activities

- Intramural Volleyball
- Humans Vs. Zombies Week
- OkSOBERfest events (10/10-10/17)
- Pumpkin Carving Contest
- Halloween Sip & Paint
- Scary Movie Night
- Halloween Dance Party
- Haunted House (10/28-10/31) – approximately 600 people participated.

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 175 visits in October
- 798 cumulative visits for calendar year 2022
- New Student Registration Events
- 9 Proctored Placement Tests (math and english).
- Childcare Assistance Grant Facilitator. **This grant has so far awarded \$152,250 to 61 students/98 children in childcare. Just over \$7,000 is left in the grant to be either awarded this semester or Spring 2023 until funds run out.**
- Two (2) Behavioral Intervention Team (BIT) meetings

Counseling Services

- 62 Counseling sessions (includes face-to-face, Zoom and phone)
- 20 After hours contacts
- Tracking and follow up of Trapper Health Connection Cases
- Seven (7) BASICS violation sessions
- Behavioral Intervention Team Meetings
- Presented to NWC Volleyball team on Thought Control.
- Met with Wrestling team/coaches to address the incident and offer services.

Disability Services

- 35 Disabilities sessions (includes face-to-face, Zoom and phone)
- 120 Students registered with Disability Services for FA 22
- 409 Accommodation letters processed for FA 22
- 30 Tests proctored in testing center
- Process Coordinator for 4 service and emotional support assistance animal requests
- Meeting with future students
- Eight (8) after hour contacts
- Completed 24 hours of continuing education for license renewal.
- Four (4) 1st Year Seminar presentations
- Networking with UW and other coordinators on DSS issues.
- Nursing staff planning for testing

TITLE IX

- Trained in 23 of 23 FYS classes reaching 90 students.
- Presented programming in Lewis/Clark Hall reaching 18 students.
- Facilitated Title IX training for men's/women's basketball, wrestling, men's/women's rodeo.
- Total students trained this month is 168 and this semester is 647.
- Facilitated five (5) individual Title IX prevention and awareness programs with students, Title IX team and administration.
- Facilitated a one-hour training for eleven (11) Title IX Process Advisors.
- Attend employee meeting, College Council, Care Committee and professional staff meeting.
- Attended one (1) online webinar on proposed new Title IX regulations.
- Reviewed all files and began process of scanning documents into Maxient.
- Submit Annual Security Report (ASR) to the Clery Center for annual review and compliance.

TRIO STUDENT SUPPORT SERVICES

- Currently serving 153 students.
- Distributed food to at least 11 families/22 people.
- Currently have students participating in 27 tutor sessions through Tutor Services and 6 tutor sessions through TRIO.
- All three professional staff attended the Regional TRIO Aspire Conference in Jackson. Presented a TRIO SSS collaboration workshop at the conference. Staff learned TRIO legislation and regulations, listened to speakers, met and collaborated with other regional TRIO personnel, attended state and regional meetings, and learned about new programs that may be incorporated into our program.
- Presented in three (3) First Year Seminar classes.
- Held a Meet 'n' Greet with new professional staff member, Ashley O'Neil. Held a FAFSA Completion Workshop with Morgan Patrick from UW TRIO EOC.
- Participated in a Poverty Simulation with the nursing program, County Poverty Alleviation Coalition, UW Inclusion Committee, collaboration meeting with Student Success Center.
- Main activities with students this month include semester goal settings; working out financial aid and how to pay their college bills; completing FAFSA and NWC scholarship applications for 2022-23 school year; assisting students to stay on track to be successful.

Monthly Report to President Watson*October 2022***PROMOTIONAL ACTIVITIES****Recruiting and Registration**

- Preview Day 2022
- Increased scholarship amounts for 2023-24
- WACCT state-wide community colleges campaign
- Standing FY22 Enrollment Campaign initiatives

Retention & Completion

- Hinckley Library Open House
- Trapper Bookstore (October collaterals)
- WACCT/WBA 2022-23 student award nominee

Foundation & Alumni

- Community letter and pledge card
- Vibrancy Campaign updates
- Global Passport Partners brochure
- Alumni & Friends mailer
- Scholarship Luncheon invitation and program

Community

- Fall music concert schedule
- Taste the Nations
- Stothart Readings
- News releases for: our upcoming Preview Day event, the Cody Writers Series, the panel talk for 2022 NWC BOT candidates, the increase in NWC Scholarship offerings for 2023-24, the upcoming Empty Bowls fundraiser, and the 26th Annual Buffalo Feast.

Other

- FY22 and FY23 Marketing Update to the NWC Board of Trustees at their October meeting.
- Content contributions for the WACCT community college booklet for upcoming session of the Wyoming Legislature

PRINTING SERVICES

- **27** offices/programs/areas served
- **55** projects completed
- **45,557** 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
communityPrepare
students
for transfer,
career and lifebe **Student
centered**Retain
and graduate
studentsbe Forward
thinking

→ Visit nwc.edu/brand for a list of services offered

ANALYTICS REPORT SUMMARY

OCTOBER 2022



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.

Paid Digital Advertising

- Our various **Facebook/Instagram network ads** (paid posts) had a total of **84K** impressions, with a click-through rate of **3%** overall and **1.31%** for our enrollment campaign ads. *Note, this is higher than the industry average of 0.73%*
- Our various **Google/Bing search ads** (paid search) had a total of **3,400** impressions, with a click-through rate of **7.34%** overall. *Note, this is 2x higher than the industry average of 3.78%*

Unpaid Digital Efforts

- Our **organic Facebook efforts** (non-paid posts) saw a total of **142K** impressions with **7,747** engagements and **871** post link clicks. Engagement rate per impression was **5.4%**.
- Our **organic Instagram** account (non-paid posts) saw a total of **21.6K** impressions with **1,455** engagements and **18** profile actions (clicks). Engagement rate per impression was **6.7%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **1,749** impressions with **74** engagements, **24** post link clicks. Engagement rate per impression was **4.2%**.
- Our organic TikTok account (non-paid posts) saw **1** new post this month, a total of **1,660** video views on all existing videos, reporting **54** engagements.

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

Our website at **nwc.edu** had **21K*** users for a total of **104K*** pageviews this month, with **46K*** user sessions broken out like this:

- **23K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
- **20.5K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
- **5K** sessions coming from paid marketing
- **1K** sessions coming from organic (unpaid) social posts
- **1K** other (from other sites that link to nwc.edu)

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

ADVERTISING REPORT

OCTOBER 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: Preview Day	5,430	12,781	66	4.23%
Event: Cody Writers Series	3,828	11,808	69	5.56%
Total results 2 / 2 rows displayed	8,044 People	24,589 Total	135 Total	4.87% Per Impressions

Source: Facebook Ads Manager. (n.d.). Retrieved November 2, 2022, from <https://business.facebook.com/adsmanger/>

Social Advertising FY23 Enrollment Campaign

The digital arm of the FY23 Enrollment Campaign is being run and monitored by the higher education marketing agency Advance 360 Education in collaboration with the NWC Creative Team. These analytics are reported through a proprietary dashboard, so these screenshots are different than what you're used to seeing:

Northwest College Oct 1, 2022 - Oct 31, 2022

Executive Summary PPC Social

Overview

59,480

Total Impressions

782

Clicks

1.31%

CTR

8

On FB Leads

Facebook Performance By Ad Set

Creative	Impressions	Clicks	CTR	On FB Leads
Total	59,480	782	1.31%	8
[traffic] students - ap	4,552	75	1.65%	0
[traffic] career change - ap	10,340	136	1.32%	0
[traffic] remessaging - ap	2,824	59	2.09%	0
[lead gen] remessaging - ap	2,508	53	2.11%	0
[lead gen] students - ap	6,821	52	0.76%	1

Items per page: 5 | 1 - 5 of 8

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved November 3, 2022, from <https://reporting.advanceanalytics.io/channel/social>

ADVERTISING REPORT

OCTOBER 2022



COMMUNICATIONS
& MARKETING

Paid Search Ads | *Google and Bing pay-per-click*

FY23 Enrollment Campaign ads

Northwest College

Oct 1, 2022 - Oct 31, 2022

Executive Summary PPC Social

Overview >>

3,407

Total Impressions

250

Clicks

7.34%

CTR

41

Goal Comps

NA

Google Ads Impression Share

Performance By Segment ^

Campaign	Impressions	Clicks	CTR	CPC	Goal Comps	Matched Calls
Total	3,407	250	7.34%	\$10.52	33	5.00
a360 ppc - agriculture	435	53	12.18%	\$11.91	10	NA
a360 ppc - criminal justice	61	7	11.48%	\$11.44	2	NA
a360 ppc - photographic communications	251	21	8.37%	\$11.64	1	NA
a360 ppc - allied health & nursing	2,660	169	6.35%	\$9.91	20	5.00

Items per page: 5 | 1 - 4 of 4 | < > >> <<

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved November 3, 2022, from <https://reporting.advanceanalytics.io/channel/sem>

SOCIAL MEDIA REPORT

OCTOBER 2022



COMMUNICATIONS
& MARKETING

f Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

📅 10/1/2022 – 10/31/2022 vs 9/1/2022 – 9/30/2022

Impressions

142,422 ↗ 39.1%

Engagements

7,747 ↗ 10.5%

Post Link Clicks

871 ↗ 117.8%

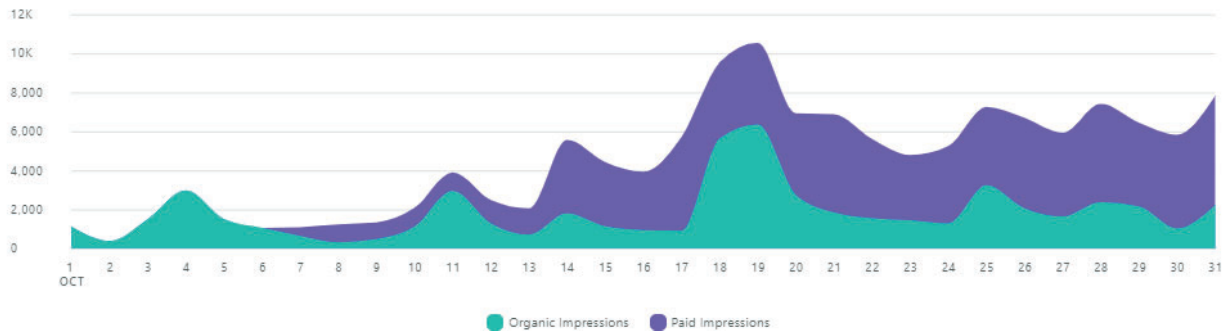
Engagement Rate (per Impression)

5.4% ↘ 20.5%

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 10/18/2022 4:49 pm PDT

Northwest College and the Northwest College Foundation are providing an opportunity for those who would like to assist our two students, Kendell Cummings and Brady Lowry, who were injured in a...

Northwest College
Tue 10/11/2022 2:10 pm PDT

When you're having a beautiful fall wedding, and Puss Puss wasn't invited, he invites himself. You better make sure he's on the list next time. Our favorite cat showed up just in time to guest star at this mo...

Northwest College
Tue 10/4/2022 4:56 pm PDT

The Trap is one of the most popular spots on campus. Snacks, hot and cold beverages, or a complete meal can be found here, and you never know who you'll run into trying to slip through an open door. Puss...

SOCIAL MEDIA REPORT

OCTOBER 2022



**COMMUNICATIONS
& MARKETING**

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

Performance Summary

View your key profile performance metrics from the reporting period.

📅 10/1/2022 – 10/31/2022 vs 9/1/2022 – 9/30/2022

Impressions

21,678 ↘ 7.5%

Engagements

1,455 ↘ 35.6%

Profile Actions

18 ↗ 63.6%

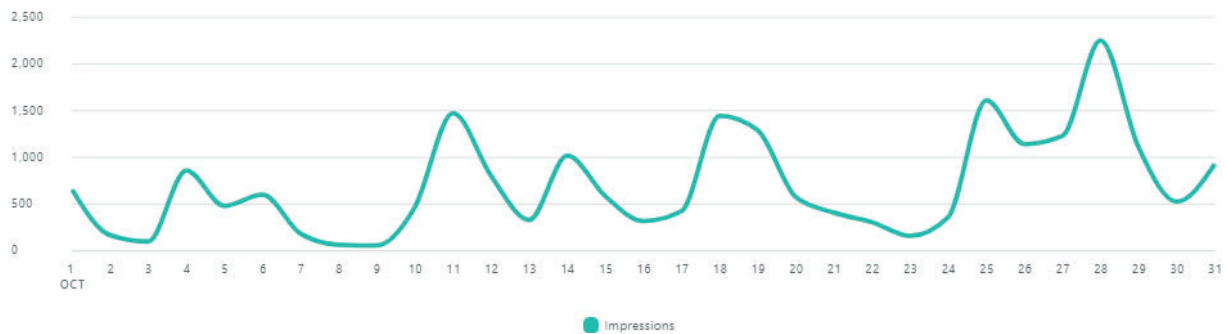
Engagement Rate (per Impression)

6.7% ↘ 30.3%

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
Tue 10/18/2022 4:49 pm PDT

Northwest College and the Northwest College Foundation are providing an opportunity for those who would like to assist our two students, Kendell Cummings and Brady Lowry, who were injured in a...

northwestcollege
Tue 10/11/2022 2:10 pm PDT

When you're having a beautiful fall wedding, and Puss Puss wasn't invited, he invites himself. You better make sure he's on the list next time. Our favorite cat showed up just in time to guest star at this mo...

northwestcollege
Tue 10/4/2022 4:56 pm PDT

The Trap is one of the most popular spots on campus. Snacks, hot and cold beverages, or a complete meal can be found here, and you never know who you'll run into trying to slip through an open door. Puss...

SOCIAL MEDIA REPORT

OCTOBER 2022



**COMMUNICATIONS
& MARKETING**



Twitter | twitter.com/NWCWyo

Performance Summary

View your key profile performance metrics from the reporting period.

📅 10/1/2022 – 10/31/2022 vs 9/1/2022 – 9/30/2022

Impressions

1,749 ↘ 7.8%

Engagements

74 ↘ 35.1%

Post Link Clicks

24 ↗ 1,100%

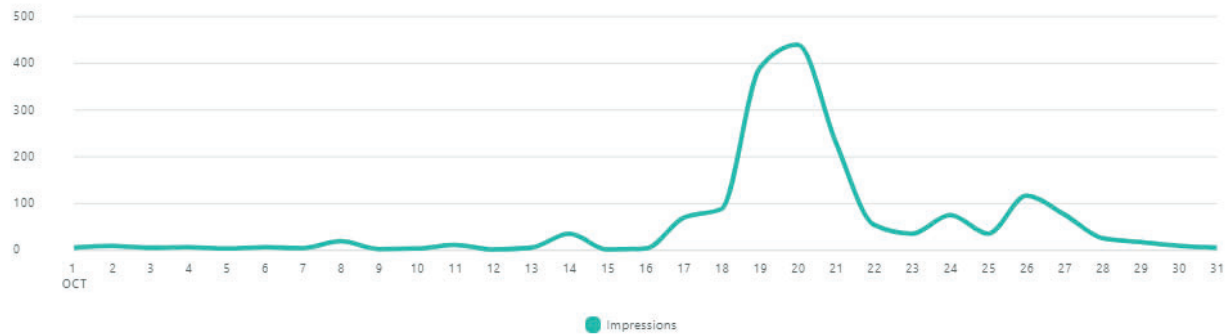
Engagement Rate (per Impression)

4.2% ↘ 29.6%

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
Wed 10/19/2022 12:03 am UTC

NWC and the NWC Foundation are providing an opportunity for those who'd like to assist our two students, Kendell Cummings & Brady Lowry, who were injured in an Oct. 15 grizzly attack near Cody...

@NWCWyo
Mon 10/17/2022 7:42 pm UTC

#NWCwyoming students, this week is OkSOBERfest! Student Activities, Res Life, and Healthy Park County will be downstairs in the dining hall during lunch each day with mini-games, prizes, giveaways, and info on ways to party responsibly. You could even win a free tablet!

@NWCWyo
Mon 10/24/2022 8:52 pm UTC

Second half-term classes begin this Wednesday at #NWCwyoming. See what's being offered at <https://t.co/8VvNLFrpDu>. The last day to add is this Friday (Oct. 28). <https://t.co/2SobEqAv59>

SOCIAL MEDIA REPORT

OCTOBER 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).

📅 10/1/2022 – 10/31/2022 vs 9/1/2022 – 9/30/2022

Performance Summary

View your key profile performance metrics from the reporting period.

Published Posts

1 ↘80%

Video Views

1,660 ↘56.8%

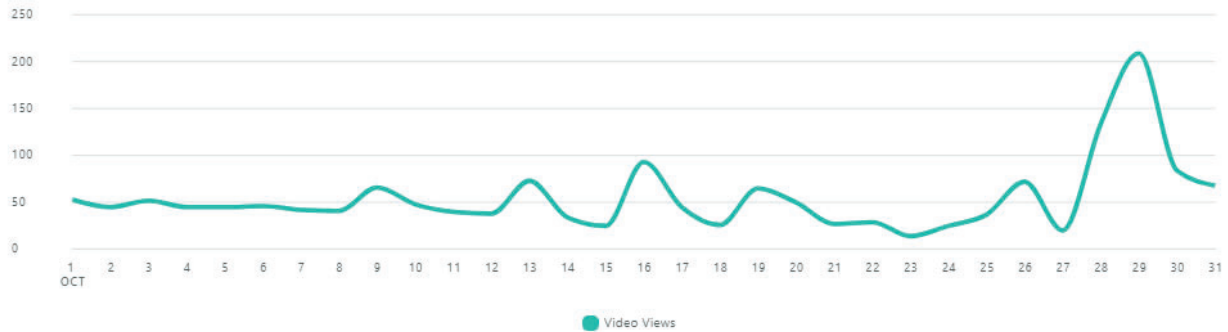
Engagements

54 ↘66.9%

Video Views

View your videos performance from the reporting period.

Video Views, by Day



Video Metrics

Totals

% Change

Video Views

1,660

↘56.8%

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
 Fri 10/28/2022 6:32 pm UTC

Trapper wanted to help with some fall cleanup on campus. This is not what we had in mind. #NWCwyoming

No More Posts

There are no additional posts containing Engagements within this Reporting Period.

WEBSITE TRAFFIC REPORT

OCTOBER 2022



COMMUNICATIONS
& MARKETING

Google Analytics: nwc.edu

Oct 1, 2022 - Oct 31, 2022

Users

Users 20.9K ↑ 2.3% from previous year	New Users 18.0K ↑ 2.5% from previous year	Number of Sessions per User 2.2 ↑ 2.5% from previous year
--	--	--

User Sessions

Sessions 45.8K ↑ 4.9% from previous year	% New Sessions 39.4% ↓ -2.3% from previous year
---	--

Total Pageviews

Pageviews 103.7K ↑ 10.3% from previous year	Unique Pageviews 83.3K ↑ 9.8% from previous year
--	---

Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	20,776	11.4% ↑
(direct) / (none)	10,873	-19.9% ↓
login.microsoftonline.com / refer...	6,760	405.2% ↑
bing / organic	1,497	23.3% ↑
experience.elluciancloud.com / r...	1,117	-
nwc.edu / referral	758	-70.9% ↓
nwc.wufoo.com / referral	454	-
yahoo / organic	386	3.5% ↑
google / ppc	312	-
m.facebook.com / referral	279	-29.4% ↓

1 - 10 / 213

Top Ten Most Visited Pages

Page Title	Pageviews	Avg. Session Duration
1. Home :: Northwest College :: Powell, Wyoming	36,198	00:02:04
2. By Area :: Academics :: Northwest College	2,872	00:03:31
3. Results :: Search :: Northwest College	2,302	00:03:08
4. Home :: Hinckley Library :: Northwest College	2,235	00:09:36
5. Home :: Academics :: Northwest College	2,126	00:04:44
6. Home :: Calendar of Events :: Northwest College	1,903	00:04:00
7. Home :: Athletics :: Northwest College	1,685	00:01:15
8. Application for Admission	1,617	00:01:20
9. Search for Courses & Syllabi :: Class Schedule :: Acade...	1,305	00:02:17
10. Home :: About Us :: Northwest College	1,141	00:03:53

1 - 10 / 2469

Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... facebook_traffic	social	161
2... A360 PPC - Allied Health & Nu...	ppc	137
3... **LP Branded	cpc	50
4... A360 PPC - Agriculture	ppc	46
5... A360 PPC - Photographic Com...	ppc	26
6... WyCCErollment	all	11
7... facebook	social	6
8... A360 PPC - Criminal Justice	ppc	5
9... MINN	(not set)	4
1... news	facebook	4

1 - 10 / 15

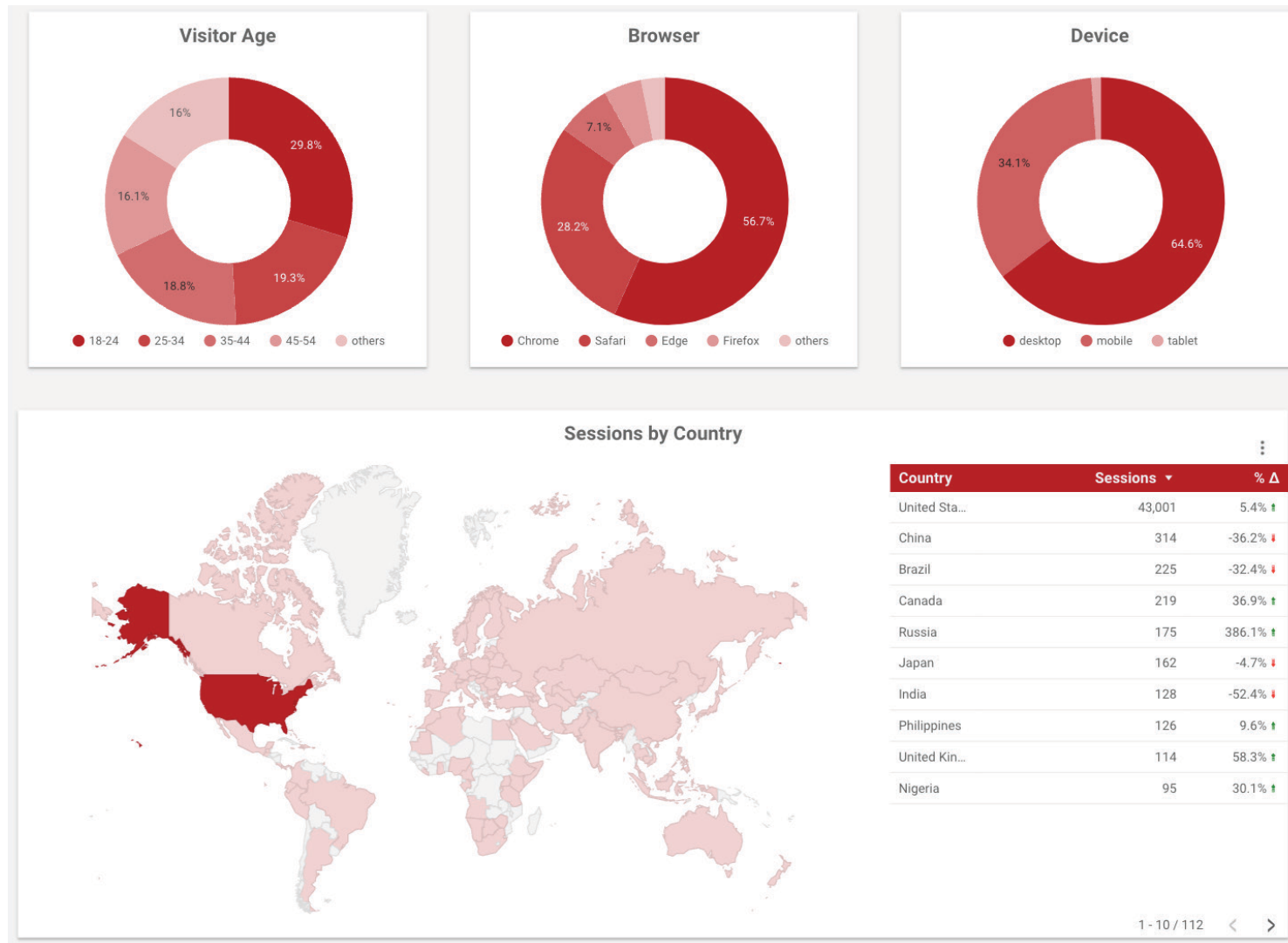
WEBSITE TRAFFIC REPORT

OCTOBER 2022



**COMMUNICATIONS
& MARKETING**

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



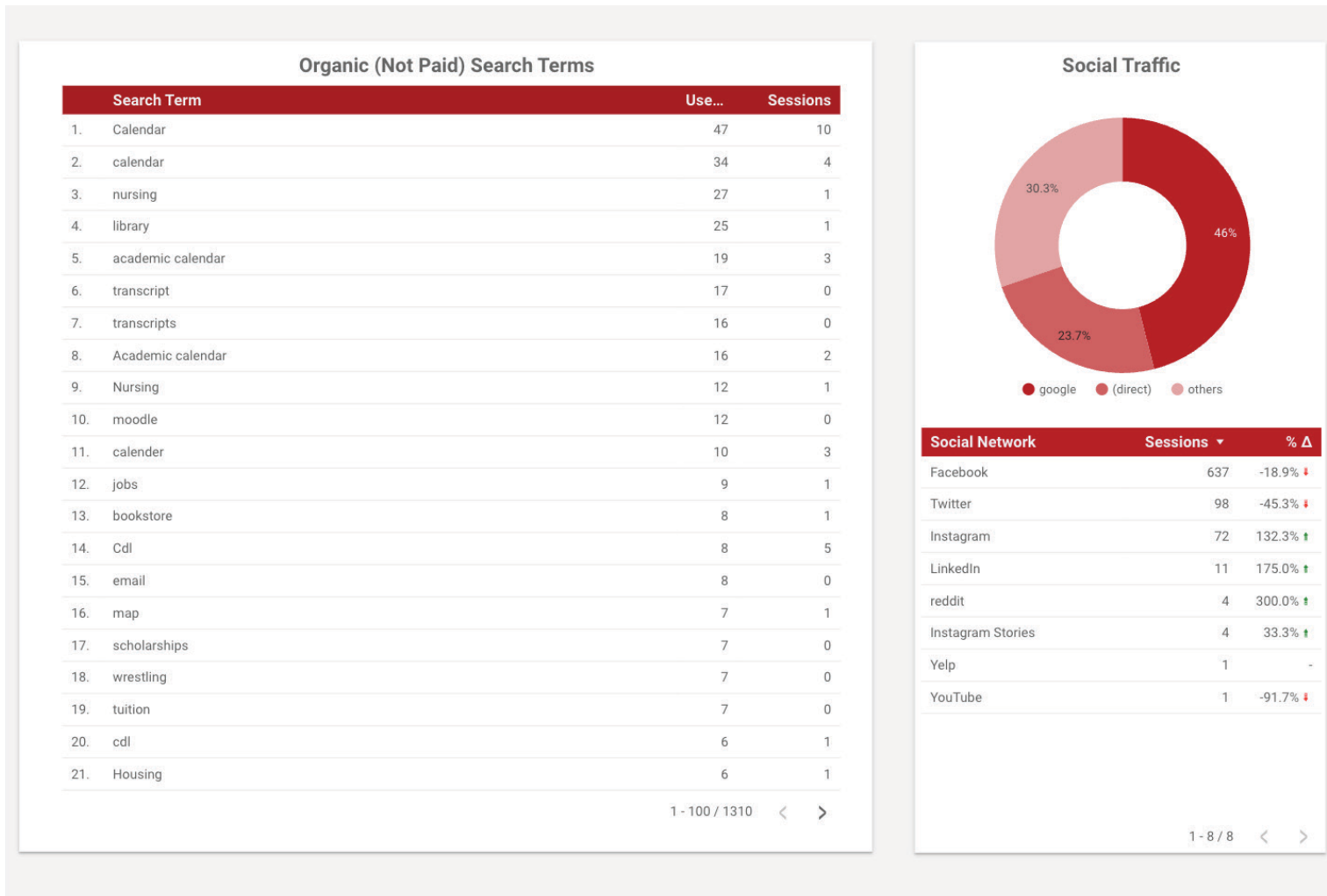
WEBSITE TRAFFIC REPORT

OCTOBER 2022



COMMUNICATIONS
& MARKETING

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





Classified Staff

November 2022

Classified Staff Fall Activities

October –

Classified Staff Executive Committee hosted the Classified Staff for a Halloween Luncheon. Costume winners are Best Overall - Rachel Booth, Cutest - Haley Harrison, Scariest – Kara Warren. The luncheon was attended by 21 members of the Classified Staff. We continue to look for projects to take on to help with campus beautification and moral.

Thank you,
Nancy

2022 – 2023 Classified Staff Executive Committee:

Nancy Gilmore – President

Holly Berryman – President Elect

Dezarae Sipe – Recording Secretary

Kara Warren, Denise Kobbe, Jennifer Cannizzaro, Joe Atkinson - members



Board Report from the Faculty Senate

Prior to November meeting

The semester is moving along, midterms have been posted, and classes are moving into the downhill stretch. This has been a busy semester for the faculty so far, and surely the remainder will be as well. Highlights of Faculty and Faculty Senate work so far include:

- With the coordination of the Student Senate and cooperation of all constituencies on campus, we have hosted a forum for the candidates seeking election for the Board of Trustees. The event took place on October 20. A lot of coordination and cooperation went into this event and we are grateful for the opportunity to open discussions with the candidates.
- Faculty and staff throughout the college are participating in a major collaborative grant. Below is the most recent update:

UW, together with 5 WY CCs constitute one of fifteen institutional teams that are part of an [Inclusive Excellence 3 Learning Community](#) supported by a grant from the Howard Hughes Medical Institute through the Science Education Program. The foundational aim of the IE3 is to facilitate more effective transfer, and completion rates of students going into Science, Technology, Engineering and Math (STEM).

At NWC, a special effort is being made to reach out to students who are minoritized and historically marginalized in these STEM fields. As students in our TRIO program tend to fall into these groups, several TRIO staff members have become involved with the IE3 activities.

The endeavor is seen within a broader cross-disciplinary context of STEAM - incorporating art and design, communication, writing, etc. Plans are afoot to paint murals depicting scientific themes e.g. geological layers.

- The INBRE program continues, spearheaded by Eric Atkinson, to serve our students, teaching them to perform research, extract meaning from data, and collaborate with others. This semester, they have attended a conference in Casper presenting three posters and one oral presentation as well as viewing presentations of other researchers from Wyoming and Colorado.
- Eric Atkinson's "Fish and Wildlife Management in the Anthropocene" class is assisting Wyoming Game and Fish with Chronic Wasting Disease sampling. Other research experiences include a trip to YNP where the class collaborated with the Yellowstone Center of Resources by counting migrating raptors.

Respectfully submitted,

Tim Glatzer

November 2022

Fall Events

Professional Staff were welcomed back to campus to kick off another fall semester with a luncheon in the Trapper Room, featuring soup, salad, and desserts. Approximately 35 staff members attended, and Christi Greaham brought leftover flowers from an event for staffers to take back to their offices after lunch. The Professional Staff Executive Committee will also be planning some professional development opportunities for the spring semester. The next P-Staff Meeting will take place Monday, November 7.

Campus Service

The Care Committee has planned their annual mini-massage event on Monday, November 21. The event promotes relaxation and employee appreciation by offering 10-minute massages offered by licensed massage therapist Bethany (Taylor) Winzenried from Carter Mountain Massage and Yoga and Meeteetse. Last year, the event was a big success, with 25 employees filling all offered timeslots.

Additionally, the Care Committee is sponsoring tours of the NWC firearms simulator for all employees on Nov. 16th and 18th. Each session will be 50 minutes with a maximum of 10 people in each session. One of the Criminal Justice instructors Justin Spaulding or Dave Patterson will provide a quick explanation of the gun and how it works, then facilitate a competition or scenario in the simulator for each group.

Comings and Goings

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

- **Sheila Collins**, *Finance Coordinator*

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

- **Quin Lafollette**, *Ag Pavilion and Judging Coordinator*

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 October 2022

NWC Foundation Board/Operations:

- Conducting Strategic Plan development work with both the Foundation and Alumni Association Boards.
- Continuing accounting software conversion process with consultant.
- Held Finance Committee meeting with investment review and the auditor's presentation regarding the Foundation's 2022 Financial Statements.
- Held Foundation Board meeting on October 26 with work session regarding the Foundation's mission and vision statements.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center.
- Facilitating named Athletic Scholarship gifts with individual donors. Also collaborating with Trapper Booster Club board regarding membership drive.
- Distributed annual fund solicitation to community supporters. Preparing fall solicitation to past alumni donors. Also working with on a small phonathong effort timed with Giving Tuesday to connect with alumni who appreciate speaking with current students.
- Launched planning for 2023 Giving Day. We hope to facilitate challenge gifts for academic departments and program areas across campus.
- Continued cultivation and solicitation work with top-level donor prospects and performed follow-up regarding pledges and gift documents.

Marketing/Events:

- Developed content for fall Presidential Partner newsletter as well as an issue of the NWC4Life (retiree/former employee) newsletter.
- Helped facilitate the Taste the Nation Dinner on October 13 to wish Bon Voyage to Richard and Harriet Bloom-Wilson.
- Continued planning for the Foundation's annual scholarship event, a Scholarship Tea on November 8.
- Initiated work on our 2023 Calendar as a holiday gift to Foundation donors.

Miscellaneous:

- Collaborated with Financial Aid to award 2022-2023 scholarships. Also developed plans regarding scholarship award revision to support NWC's strategic plan.
- Facilitated employee search for a new Finance Coordinator who will eventually replace Jo Ann Heimer when she retires.

November 3, 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	\$ 65,470.46	\$ 98,767.49	\$ 65,704.59	\$ 54,023.02	\$ 42,275.40	\$ -	\$ -	\$ 326,240.96
Fund 11	\$ 2,204.50	\$ 878.50	\$ 4,112.56	\$ -	\$ 200.51	\$ -	\$ -	\$ 7,396.07
Fund 12	\$ 8,468.66	\$ 6,515.69	\$ 4,553.13	\$ 30,591.38	\$ 144,659.80	\$ -	\$ 7,876.85	\$ 202,665.51
Fund 14	\$ 949.99	\$ 3,270.00	\$ 198.00	\$ -	\$ 1,301.92	\$ -	\$ -	\$ 5,719.91
Fund 15	\$ 3,171.46	\$ 37.50	\$ 151.20	\$ 525.38	\$ 10,676.89	\$ -	\$ -	\$ 14,562.43
Fund 22	\$ 6,059.59	\$ 67.93	\$ 1,452.50	\$ -	\$ 2,589.27	\$ 38,995.00	\$ -	\$ 49,164.29
Fund 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 71	\$ -	\$ 15,877.98	\$ -	\$ -	\$ -	\$ -	\$ 108,585.00	\$ 124,462.98
Fund 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 86,324.66	\$125,415.09	\$ 76,171.98	\$ 85,139.78	\$ 201,703.79	\$ 38,995.00	\$ 116,461.85	\$ 730,212.15

Please find the attached November 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 - November 2022

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/4/2022	V0274564	ADA Compliance	91 Supplies	Transfer Visa	Page overlays, livescribe	\$341.95
10	10/24/2022	V0274968	Anthropology	91 Supplies	Transfer Visa	Meta Quest VR app	\$83.92
10	10/4/2022	V0274574	Art	91 Supplies	Powell City of	Deposit for Commons	\$150.00
10	10/5/2022	V0274599	Art	91 Supplies	Calli J. Nissen	Visiting artist	\$500.00
10	10/10/2022	V0274725	Art	91 Supplies	Powell City of	Rental - Commons	\$95.00
10	10/12/2022	V0274782	Art	91 Supplies	Gestalt Studios	Art supplies	\$70.66
10	10/19/2022	V0274877	Art	91 Supplies	Rebecca G. Weed	Visiting artist Oct 11 &	\$250.00
10	10/24/2022	V0274967	Art	91 Supplies	Transfer Visa	Templates	\$72.45
10	10/27/2022	V0275018	Art	91 Supplies	Red Lodge Clay Center	Clay, materials	\$1,696.15
10	10/27/2022	V0275019	Art	91 Supplies	Gestalt Studios	Drawing class supplies	\$130.35
10	11/1/2022	V0275059	Art	91 Supplies	Powell Ace Hardware LLC	Buckets, supplies	\$125.96
10	11/1/2022	V0275059	Art	91 Supplies	Powell Ace Hardware LLC	Wire, charcoal	\$43.14
10	11/1/2022	V0275060	Art	91 Supplies	Powell Ace Hardware LLC	Lightbulbs	\$6.99
10	10/4/2022	V0274584	Athletic Dir	91 Supplies	Transfer Visa	Pizza	\$115.91
10	10/5/2022	V0274596	Athletic Dir	91 Supplies	Sodexo Operations LLC	Coaches roundtable food	\$410.00
10	10/12/2022	V0274781	Athletic Dir	91 Supplies	Fedex Freight West Inc	Fedex Freight	\$77.00
10	10/21/2022	V0274958	Athletic Dir	91 Supplies	Transfer Visa	Meals	\$23.48
10	10/3/2022	V0274535	Biology	91 Supplies	Powell Ace Hardware LLC	Wheel for dolly	\$24.99
10	9/30/2022	V0274528	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$23.46
10	10/4/2022	V0274575	Bldg Maint	91 Supplies	Transfer Visa	Filters	\$323.48
10	10/5/2022	V0274600	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$244.24
10	10/6/2022	V0274615	Bldg Maint	91 Supplies	Fastenal Company	shop: filters	\$98.13
10	10/6/2022	V0274624	Bldg Maint	91 Supplies	T & R Electric Supply Co Inc	shop: transformer replacmnt	\$12,444.99
10	10/6/2022	V0274707	Bldg Maint	91 Supplies	American Welding & Gas Inc	cylinder rental	\$57.93

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/6/2022	V0274709	Bldg Maint	91 Supplies	Carquest Auto Parts	shop	\$3.79
10	10/7/2022	V0274720	Bldg Maint	91 Supplies	McIntosh Oil Inc	Sept 2022 fuel	\$2,366.12
10	10/13/2022	V0274793	Bldg Maint	91 Supplies	John Deere Financial	shop	\$282.19
10	10/13/2022	V0274800	Bldg Maint	91 Supplies	Grainger	shop: filters	\$57.94
10	10/19/2022	V0274862	Bldg Maint	91 Supplies	Fastenal Company	shop: filters	\$44.94
10	10/27/2022	V0275004	Bldg Maint	91 Supplies	Earl W. McKinney	field station water test	\$1,539.00
10	10/7/2022	V0274720	Campus Security	91 Supplies	McIntosh Oil Inc	Sept 2022 fuel	\$156.71
10	10/19/2022	V0274893	Chemistry	91 Supplies	Transfer Visa	Chemistry books	\$151.98
10	10/12/2022	V0274776	Comm & Mktg	91 Supplies	Transfer Visa	Zapier.com annual fee	\$588.00
10	10/20/2022	V0274921	Comm & Mktg	91 Supplies	Transfer Visa	Deposit photos	\$78.62
10	10/20/2022	V0274921	Comm & Mktg	91 Supplies	Transfer Visa	Pre-inked stamp	\$173.78
10	10/4/2022	V0274569	Computer Srv	91 Supplies	Office Shop	Shredder repairs	\$150.00
10	11/1/2022	V0275053	Computer Srv	91 Supplies	Aldrich's Lumber	West Trapper mailbox key	\$2.99
10	10/4/2022	V0274566	Cust/Grounds	91 Supplies	Transfer Visa	Custodial supplies	\$205.41
10	10/6/2022	V0274626	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$80.10
10	10/6/2022	V0274705	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Custodial paper products	\$192.36
10	10/12/2022	V0274789	Cust/Grounds	91 Supplies	Transfer Visa	Laundry soap	\$13.29
10	10/27/2022	V0275011	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Paper towels, toilet paper	\$480.90
10	11/1/2022	V0275063	Drafting	91 Supplies	Robert A. Townsend	Magazine	\$14.99
10	10/21/2022	V0274949	EMS Prog	91 Supplies	Billings Clinic	EMT fees-BLS eCards	\$66.00
10	10/24/2022	V0274967	English	91 Supplies	Transfer Visa	Books	\$373.38
10	10/24/2022	V0274967	English	91 Supplies	Transfer Visa	ESL Books	\$93.50
10	10/24/2022	V0274967	Graphic Arts	91 Supplies	Transfer Visa	Snacks, cider	\$24.57
10	9/29/2022	V0274449	Grounds	91 Supplies	Bradford Sup Co	grounds	\$41.28
10	10/5/2022	V0274600	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$9.18
10	10/6/2022	V0274618	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$28.99
10	10/6/2022	V0274708	Grounds	91 Supplies	Big Horn Redi - Mix	grounds: rock	\$222.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/27/2022	V0274998	Grounds	91 Supplies	Christensen Drilling	grounds: pump for soccer	\$10,314.99
10	10/27/2022	V0274999	Grounds	91 Supplies	Bradford Sup Co	grounds	\$103.82
10	10/27/2022	V0275002	Grounds	91 Supplies	J & S Greenhouse	grounds: flowers for 2023	\$1,253.00
10	10/19/2022	V0274893	Human Anatomy	91 Supplies	Transfer Visa	Human anatomy lab sup	\$2,639.08
10	10/5/2022	V0274589	Internt'l Recruit	91 Supplies	Transfer Visa	Coffee, tea, batteries,	\$58.25
10	10/6/2022	V0274719	Internt'l Recruit	91 Supplies	Transfer Visa	Costco membership renewal	\$60.00
10	10/6/2022	V0274719	Internt'l Recruit	91 Supplies	Transfer Visa	French fabric	\$154.42
10	10/24/2022	V0274967	Language	91 Supplies	Transfer Visa	Bagels, coffee, drinks	\$19.80
10	10/4/2022	V0274564	Library	91 Supplies	Transfer Visa	Batteries	\$12.57
10	10/10/2022	V0274755	Mens BB	91 Supplies	Sew Much More LLC	Tshirts	\$620.38
10	10/27/2022	V0275016	Music	91 Supplies	Sodexo Operations LLC	Coffee	\$30.78
10	10/21/2022	V0274950	Nursing	91 Supplies	Mountain Measurement Inc	Testing supplies	\$350.00
10	10/11/2022	V0274759	Orientation	91 Supplies	Sodexo Operations LLC	KOW BBQ meal	\$725.00
10	10/21/2022	V0274964	Orientation	91 Supplies	Transfer Visa	KOW supplies	\$500.00
10	10/4/2022	V0274564	Outdoor Ed	91 Supplies	Transfer Visa	Safety sling, parts	\$65.83
10	10/5/2022	V0274594	Outdoor Ed	91 Supplies	Powell Ace Hardware LLC	Bear spray refill devices	\$53.47
10	10/20/2022	V0274897	Outdoor Ed	91 Supplies	Transfer Visa	Memberships for classes	\$175.00
10	10/25/2022	V0274980	Outdoor Ed	91 Supplies	Transfer Visa	Ropes	\$104.92
10	11/1/2022	V0275051	Outdoor Ed	91 Supplies	Keith B. McCallister	Mileage reimbursement	\$46.80
10	10/6/2022	V0274609	Photography	91 Supplies	Sodexo Operations LLC	Outdoor trip food	\$601.37
10	10/10/2022	V0274741	Photography	91 Supplies	Transfer Visa	Food for class	\$207.45
10	10/10/2022	V0274748	Photography	91 Supplies	Transfer Visa	Mat boards, backing	\$1,163.92
10	10/25/2022	V0274990	Photography	91 Supplies	NWC Foundation	Lodging Julian Bell	\$300.00
10	10/7/2022	V0274720	Pres Office	91 Supplies	McIntosh Oil Inc	Sept 2022 fuel	\$31.60
10	9/30/2022	V0274526	Rodeo Men	91 Supplies	DB Farms	Hay	\$5,499.30
10	10/7/2022	V0274720	Rodeo Men	91 Supplies	McIntosh Oil Inc	Sept 2022 fuel	\$2,868.70
10	9/30/2022	V0274526	Rodeo Women	91 Supplies	DB Farms	Hay	\$12,000.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/3/2022	V0274560	Social Sci Div	91 Supplies	Sodexo Operations LLC	Meeting lunches	\$32.00
10	10/10/2022	V0274748	Speech	91 Supplies	Transfer Visa	NCA membership	\$185.00
10	10/4/2022	V0274564	Tutoring	91 Supplies	Transfer Visa	Towels, tissues, bowls,	\$73.50
10	10/24/2022	V0274967	Visual/Perf Art Div	91 Supplies	Transfer Visa	Postage	\$27.90
10	10/4/2022	V0274579	Welding	91 Supplies	Powell Ace Hardware LLC	Pipe joint compound	\$7.59
10	10/19/2022	V0274874	Welding	91 Supplies	Norco	Jewelry rouge, die	\$308.92
10	10/19/2022	V0274889	Welding	91 Supplies	Norco	Wonder bar	\$22.91
			Sum:	91 Supplies			\$65,470.46

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/19/2022	V0274880	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Sandy Myers	Hiset test, cell phone	\$158.79
10	10/4/2022	V0274573	Art	92 Servs/Fees/Repr/Maint	Morgan D Tyree	Art website subscription	\$35.88
10	9/29/2022	V0274441	Bldg Maint	92 Servs/Fees/Repr/Maint	Automatic Doors of Montana	YB repair ADA door	\$1,411.00
10	9/29/2022	V0274443	Bldg Maint	92 Servs/Fees/Repr/Maint	DH Pace Company	bldg repair: fab annex	\$539.40
10	9/29/2022	V0274446	Bldg Maint	92 Servs/Fees/Repr/Maint	Rimrock Tire	tire repair trlr cc15	\$169.67
10	9/29/2022	V0274448	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	bldg repair	\$124.22
10	10/4/2022	V0274566	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Bldg repairs	\$133.15
10	10/4/2022	V0274576	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Bldg repairs	\$262.24
10	10/4/2022	V0274578	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Bldg repairs	\$510.42
10	10/5/2022	V0274600	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Bldg repairs	\$508.52
10	10/6/2022	V0274617	Bldg Maint	92 Servs/Fees/Repr/Maint	Grainger	eq repair: sci math chill	\$147.94
10	10/6/2022	V0274621	Bldg Maint	92 Servs/Fees/Repr/Maint	Batteries Plus #253	bldg repair: yb	\$127.00
10	10/6/2022	V0274623	Bldg Maint	92 Servs/Fees/Repr/Maint	One Stop Motorsports Inc	equip repair 2017 polaris	\$377.89
10	10/6/2022	V0274625	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical	\$2.44
10	10/6/2022	V0274709	Bldg Maint	92 Servs/Fees/Repr/Maint	Carquest Auto Parts	cc23 repair	\$25.99
10	10/12/2022	V0274789	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$386.07

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/13/2022	V0274791	Bldg Maint	92 Servs/Fees/Repr/Maint	Rimrock Tire	vehicle repair	\$28.36
10	10/13/2022	V0274803	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	equip repair: yb	\$7,546.71
10	10/13/2022	V0274804	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc23 maint van oil change	\$56.45
10	10/19/2022	V0274858	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	equip repair: yb	\$936.74
10	10/19/2022	V0274861	Bldg Maint	92 Servs/Fees/Repr/Maint	Rimrock Tire	cc29 tire sensor replacem	\$281.80
10	10/20/2022	V0274900	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	Electrical repair	\$4.98
10	10/27/2022	V0275001	Bldg Maint	92 Servs/Fees/Repr/Maint	One Stop Motorsports Inc	polaris side by side repa	\$135.96
10	10/27/2022	V0275006	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	equip repair: npa boiler	\$642.95
10	10/5/2022	V0274603	Campus Security	92 Servs/Fees/Repr/Maint	M C Peterson & Associates LLC	Consultant Campus Security	\$4,672.98
10	10/19/2022	V0274873	College Serv	92 Servs/Fees/Repr/Maint	Baypath University	Prof dev Coursework	\$4,980.00
10	9/29/2022	V0274455	Comm & Mktg	92 Servs/Fees/Repr/Maint	Ronnie L. Wolfe	Kickoff weekend photo	\$450.00
10	10/19/2022	V0274863	Computer Srv	92 Servs/Fees/Repr/Maint	Dell Marketing Lp	VMware Horizon 8 10 conc	\$16,195.62
10	10/20/2022	V0274904	Computer Srv	92 Servs/Fees/Repr/Maint	KnowBe4 Inc	Software fees -Cyber	\$673.02
10	10/25/2022	V0274992	Computer Srv	92 Servs/Fees/Repr/Maint	ConvergeOne Inc	Smartnet Renewal	\$5,785.50
10	10/25/2022	V0274993	Computer Srv	92 Servs/Fees/Repr/Maint	ConvergeOne Inc	NWC-FLEX Lic network org	\$25,934.40
10	10/27/2022	V0274997	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	Backup Battery Replacement	\$193.18
10	10/27/2022	V0274997	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	Backup Battery Replacement	\$426.82
10	9/29/2022	V0274454	EMS Prog	92 Servs/Fees/Repr/Maint	FISDAP	EMT program pkgs	\$3,423.00
10	10/20/2022	V0274906	Extend Camp	92 Servs/Fees/Repr/Maint	Nwc Bookstore	ELAP books	\$4,078.50
10	10/20/2022	V0274907	Extend Camp	92 Servs/Fees/Repr/Maint	Interplay Learning Inc	10-19-22 to 10-18-23	\$1,375.00
10	10/21/2022	V0274955	Extend Camp	92 Servs/Fees/Repr/Maint	Transfer Visa	ELAP Book/Access Code	\$133.32
10	10/21/2022	V0274955	Extend Camp	92 Servs/Fees/Repr/Maint	Transfer Visa	Elap code	\$67.00
10	10/13/2022	V0274793	Grounds	92 Servs/Fees/Repr/Maint	John Deere Financial	grounds: equipment	\$269.97
10	11/1/2022	V0275054	Library	92 Servs/Fees/Repr/Maint	Sodexo Operations LLC	Beverage services-open	\$30.00
10	10/25/2022	V0274984	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	MBB scrimmage official	\$50.00
10	10/27/2022	V0275007	Mens BB	92 Servs/Fees/Repr/Maint	Mitchell H. Bevans	MBB Officials assigner	\$400.00
10	10/25/2022	V0274996	Mens Soccer	92 Servs/Fees/Repr/Maint	Eastern Montana NISOA	Mens Soccer officials	\$911.20

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/24/2022	V0274967	Music	92 Servs/Fees/Repr/Maint	Transfer Visa	NASM conference fee	\$210.00
10	10/27/2022	V0275013	Music	92 Servs/Fees/Repr/Maint	Dr. Robert C. Rumbolz	Wire fasteners	\$5.00
10	10/27/2022	V0275017	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Sept piano tuning	\$300.00
10	10/28/2022	V0275023	Music	92 Servs/Fees/Repr/Maint	WYOMusic	Heliccon Cleaning/repairs	\$2,695.00
10	10/19/2022	V0274871	Nursing	92 Servs/Fees/Repr/Maint	Dacia L. DeBock	skill checkoff	\$30.00
10	10/19/2022	V0274870	Outdoor Ed	92 Servs/Fees/Repr/Maint	John Deere Financial	Course supplies	\$31.95
10	10/6/2022	V0274619	Plant Admin	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	contractual boundry line	\$3,000.00
10	10/13/2022	V0274797	Plant Admin	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	fire alarm service call	\$1,765.00
10	10/5/2022	V0274585	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Oct 2022 cattle lease	\$3,150.00
10	10/12/2022	V0274770	Womens Soccer	92 Servs/Fees/Repr/Maint	NWC Foundation	10/1-2/22 recruit lodging	\$150.00
10	10/19/2022	V0274868	Womens Soccer	92 Servs/Fees/Repr/Maint	Pressly Taylor	Reimburse fuel exp	\$243.14
10	10/25/2022	V0274996	Womens Soccer	92 Servs/Fees/Repr/Maint	Eastern Montana NISOA	Womens Soccer officials	\$911.20
10	10/4/2022	V0274584	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Recruiting fuel	\$77.00
10	10/10/2022	V0274756	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging, meals	\$194.35
10	10/10/2022	V0274756	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Meal	\$12.77
10	10/19/2022	V0274891	Womens VB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	VB scorebook 10-19-22	\$40.00
10	10/19/2022	V0274892	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	10-19-22 VB official	\$205.00
10	10/25/2022	V0274987	Womens VB	92 Servs/Fees/Repr/Maint	Marti Edgmond	10-19-22 VB official	\$205.00
10	10/25/2022	V0274994	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	10/28&29/22 officiate VB	\$360.00
10	10/25/2022	V0274995	Womens VB	92 Servs/Fees/Repr/Maint	Sherry Wardell	10/28&29/22 officiate VB	\$360.00
10	10/27/2022	V0275008	Womens VB	92 Servs/Fees/Repr/Maint	Lamplighter Inn	08-26-22 official lodging	\$178.00
10	10/28/2022	V0275024	Womens VB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	VB scorebook 10-28-22	\$40.00
			Sum:	92 Servs/Fees/Repr/Maint			\$98,767.49
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/10/2022	V0274754	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Conf lodging	\$372.30

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/10/2022	V0274731	Agriculture	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$67.50
10	10/10/2022	V0274731	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$117.00
10	10/19/2022	V0274886	Art	93 Assoc/Travel/Misc	Anne C. Toner	Lodging reimbursement	\$802.48
10	10/24/2022	V0274967	Art	93 Assoc/Travel/Misc	Transfer Visa	Airfares	\$869.50
10	10/24/2022	V0274967	Art	93 Assoc/Travel/Misc	Transfer Visa	NASAD Conf Reg fees	\$375.00
10	10/10/2022	V0274731	Asc Dean Intr	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$373.05
10	10/10/2022	V0274731	EMS Prog	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$107.55
10	10/10/2022	V0274731	Enroll Serv	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$2,262.15
10	10/20/2022	V0274909	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Food supplies	\$32.61
10	10/20/2022	V0274909	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$1,032.48
10	10/20/2022	V0274909	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$154.71
10	10/25/2022	V0274970	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$1,590.69
10	10/25/2022	V0274970	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$186.14
10	10/10/2022	V0274731	Forensic	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$490.95
10	10/10/2022	V0274751	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$1,087.71
10	10/12/2022	V0274786	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem meals, entry	\$1,470.00
10	10/20/2022	V0274896	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$2,684.45
10	10/10/2022	V0274731	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$257.40
10	10/5/2022	V0274593	Institutional Research	93 Assoc/Travel/Misc	Lisa D. Smith	Mileage reimbursement	\$153.00
10	10/10/2022	V0274749	Institutional Research	93 Assoc/Travel/Misc	Transfer Visa	Webinar	\$59.00
10	10/6/2022	V0274719	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$242.42
10	10/10/2022	V0274731	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$1,788.60
10	10/11/2022	V0274757	Internt'l Recruit	93 Assoc/Travel/Misc	NWC Foundation	Lodging	\$300.00
10	10/3/2022	V0274533	Library	93 Assoc/Travel/Misc	Kanopy	66 views, monthly service	\$132.00
10	10/21/2022	V0274960	Mens BB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$1,722.22
10	10/4/2022	V0274565	Mens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Lodging mens soccer	\$483.00
10	10/4/2022	V0274565	Mens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Mens Soccer lodging	\$1,005.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/4/2022	V0274565	Mens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Mens Soccer meals	\$215.39
10	10/4/2022	V0274576	Mens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Mens soccer meals	\$153.75
10	10/10/2022	V0274731	Mens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$4,931.58
10	10/12/2022	V0274771	Mens Soccer	93 Assoc/Travel/Misc	BSN Sports	equipment and team gear	\$1,283.00
10	10/24/2022	V0274967	Music	93 Assoc/Travel/Misc	Transfer Visa	Airfare	\$242.38
10	10/21/2022	V0274964	Orientation	93 Assoc/Travel/Misc	Transfer Visa	KOW supplies	\$2,500.00
10	10/10/2022	V0274731	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$175.50
10	10/10/2022	V0274731	Photography	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$750.75
10	10/4/2022	V0274576	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Donuts	\$25.92
10	10/4/2022	V0274577	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Airfare	\$642.95
10	10/19/2022	V0274872	Plant Admin	93 Assoc/Travel/Misc	NWC Accounts Receivable	Drivers per diem	\$350.00
10	10/28/2022	V0275021	Plant Admin	93 Assoc/Travel/Misc	Dennis R. Quillen	Travel Reimbursement	\$166.54
10	9/29/2022	V0274453	Rodeo Men	93 Assoc/Travel/Misc	NWC Accounts Receivable	Havre Mt per diem	\$660.00
10	10/3/2022	V0274561	Rodeo Men	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem Dillon MT	\$660.00
10	10/12/2022	V0274772	Rodeo Men	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem Glendive MT	\$660.00
10	10/21/2022	V0274946	Rodeo Men	93 Assoc/Travel/Misc	John Deere Financial	Livestock supplies	\$148.93
10	10/10/2022	V0274748	Theatre	93 Assoc/Travel/Misc	Transfer Visa	NCA Registration	\$185.00
10	10/4/2022	V0274564	Tutoring	93 Assoc/Travel/Misc	Transfer Visa	Conf reg fees	\$105.00
10	10/4/2022	V0274564	Tutoring	93 Assoc/Travel/Misc	Transfer Visa	Fruit, veggies, cookies,	\$40.30
10	10/10/2022	V0274731	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$197.10
10	10/10/2022	V0274731	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$98.10
10	10/25/2022	V0274983	Womens BB	93 Assoc/Travel/Misc	Aspen Willems	Team picture & poster	\$800.00
10	10/4/2022	V0274565	Womens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Lodging womens soccer	\$483.00
10	10/4/2022	V0274565	Womens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Womens soccer lodging	\$1,005.00
10	10/4/2022	V0274565	Womens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Womens Soccer meals	\$215.39
10	10/4/2022	V0274576	Womens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Womerns soccer meals	\$153.75
10	10/10/2022	V0274731	Womens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$4,931.57

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/12/2022	V0274771	Womens Soccer	93 Assoc/Travel/Misc	BSN Sports	equipment and team gear	\$1,283.00
10	10/19/2022	V0274875	Womens Soccer	93 Assoc/Travel/Misc	Audette Grace Rodolph	gloves	\$91.93
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Donuts, juice	\$4.67
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Embroidery on backpacks	\$209.00
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Food supplies	\$48.72
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$4,149.01
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$2,099.06
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Meal	\$8.83
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$42.30
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Meals, snacks	\$143.74
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Movie passes	\$116.00
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Photos	\$4.15
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Snacks	\$115.13
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Subscription renewals	\$2,469.99
10	10/4/2022	V0274584	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Team meals	\$275.00
10	10/10/2022	V0274731	Womens VB	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$9,088.95
10	10/10/2022	V0274756	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$82.00
10	10/10/2022	V0274756	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Pizza	\$60.10
10	10/12/2022	V0274768	Womens VB	93 Assoc/Travel/Misc	Salt Lake Community College	SLC tournament reg fee	\$450.00
10	10/12/2022	V0274769	Womens VB	93 Assoc/Travel/Misc	Western Nebraska Comm College	Sept Wyobraska tournament	\$425.00
10	10/7/2022	V0274722	Wrestling	93 Assoc/Travel/Misc	BSN Sports	Wrestling shoes	\$1,324.60
10	10/25/2022	V0274986	Wrestling	93 Assoc/Travel/Misc	BSN Sports	Travel gear	\$1,213.60
			Sum:	93 Assoc/Travel/Misc			\$65,704.59
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/4/2022	V0274568	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$325.12

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/4/2022	V0274570	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Comp services internet	\$124.00
10	10/4/2022	V0274570	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$205.98
10	10/4/2022	V0274570	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,994.82
10	10/4/2022	V0274570	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$153.53
10	10/4/2022	V0274570	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$104.90
10	10/12/2022	V0274765	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$4,663.24
10	10/12/2022	V0274766	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$97.76
10	10/12/2022	V0274767	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$427.05
10	10/19/2022	V0274885	Computer Srv	94 Utilities/Ins/Support	NICE	Telephone service	\$34.88
10	10/20/2022	V0274905	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$9.19
10	10/10/2022	V0274737	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Oct 2022 Cody Center rent	\$5,335.52
10	10/13/2022	V0274799	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station elec sept22	\$364.66
10	10/6/2022	V0274616	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo sept 22	\$85.28
10	10/13/2022	V0274792	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	Rodeo Sept 22	\$306.81
10	10/21/2022	V0274947	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Garbage	\$354.24
10	9/29/2022	V0274442	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	sept22 ag rodeo water	\$391.00
10	10/3/2022	V0274558	Utilities	94 Utilities/Ins/Support	TCT WEST INC	JFC & DSC cable/internet	\$428.69
10	10/5/2022	V0274602	Utilities	94 Utilities/Ins/Support	Powell City of	Aug 2022 electricity	\$23,780.13
10	10/5/2022	V0274602	Utilities	94 Utilities/Ins/Support	Powell City of	Aug 2022 sanitation	\$2,468.80
10	10/5/2022	V0274602	Utilities	94 Utilities/Ins/Support	Powell City of	Aug 2022 sewer	\$1,433.27
10	10/5/2022	V0274602	Utilities	94 Utilities/Ins/Support	Powell City of	Aug 2022 water	\$3,711.63
10	10/6/2022	V0274614	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	ag eq dumpster service	\$320.00
10	10/12/2022	V0274788	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Sept 22:house, PP,EQ	\$283.66
10	10/13/2022	V0274792	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	eq shop ob ag resid 9/22	\$1,574.34
10	10/13/2022	V0274795	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	portable restrms soccer	\$470.00
10	10/13/2022	V0274796	Utilities	94 Utilities/Ins/Support	Heart Mtn Irrigation District	2023 water tax levy	\$658.46
10	10/13/2022	V0274798	Utilities	94 Utilities/Ins/Support	Park County Landfill	landfill runs	\$63.40

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/20/2022	V0274902	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Sept 22 heat	\$2,796.79
10	10/20/2022	V0274903	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Sept 22 heat	\$266.87
10	10/27/2022	V0275003	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water sept22	\$789.00
			Sum:	94 Utilities/Ins/Support			\$54,023.02

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/6/2022	V0274718	Gear Up 16	95 Pass Thru Gifts	Transfer Visa	Sales tax	\$0.55
10	10/19/2022	V0274881	Gear Up 16	95 Pass Thru Gifts	Danielle M. Weber	Sales tax	\$1.30
10	10/20/2022	V0274911	Gear Up 16	95 Pass Thru Gifts	Transfer Visa	Sales tax	\$3.30
			Sum:	95 Pass Thru Gifts			\$5.15

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/31/2022	V0275029	Admin Serv	97 Other Operating Exp	Transfer Print Shop	11x17 paper, 2 reams	\$28.00
10	10/31/2022	V0275029	Admin Serv	97 Other Operating Exp	Transfer Print Shop	2022-23 personnel direct	\$55.50
10	10/31/2022	V0275029	Agriculture	97 Other Operating Exp	Transfer Print Shop	kennel maint handouts	\$2.56
10	10/31/2022	V0275029	Agriculture	97 Other Operating Exp	Transfer Print Shop	pharmacy handouts	\$1.92
10	10/31/2022	V0275029	Agriculture	97 Other Operating Exp	Transfer Print Shop	vet assist handouts	\$2.20
10	10/27/2022	V0275018	Art	97 Other Operating Exp	Red Lodge Clay Center	Shipping	\$75.00
10	10/19/2022	V0274856	Athletic Dir	97 Other Operating Exp	Wyoming Dept of Revenue	Jul-Sept 22 sales tax	\$12.67
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	mbball year end book	\$1.47
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	msoccer prog insert, 9/13	\$19.50
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	msoccer prog insert, 9/16	\$26.00
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	msoccer prog insert, 9/17	\$26.00
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	soccer insert, 9/3	\$3.75
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	soccer program, 9/3	\$39.00
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	trapper esports flyer	\$15.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball insert, 9/7	\$3.75
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball prog insert, 9/23	\$32.50
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball prog insert, 9/24	\$26.00
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball program, 9/7	\$42.75
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball program insert, 9/9	\$46.50
10	10/31/2022	V0275029	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	wrestle locker nameplates	\$23.00
10	10/4/2022	V0274567	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Upcoming events ads	\$262.00
10	10/10/2022	V0274732	Comm & Mktg	97 Other Operating Exp	Cody Enterprise	Sept Rustler ads	\$250.00
10	10/12/2022	V0274776	Comm & Mktg	97 Other Operating Exp	Transfer Visa	Facebook ads	\$655.45
10	10/19/2022	V0274864	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital ads	\$2,920.00
10	10/20/2022	V0274921	Comm & Mktg	97 Other Operating Exp	Transfer Visa	Digital periodicals	\$49.00
10	10/20/2022	V0274921	Comm & Mktg	97 Other Operating Exp	Transfer Visa	Facebook ads	\$12.26
10	10/31/2022	V0275029	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	PTR food vouchers	\$40.90
10	10/31/2022	V0275029	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	PTR newspaper insert	\$907.50
10	10/31/2022	V0275029	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	PTR signs, 9	\$128.00
10	9/29/2022	V0274452	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$97.12
10	10/3/2022	V0274540	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$95.94
10	10/12/2022	V0274773	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$8.44
10	10/12/2022	V0274774	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Neoship shipping	\$297.88
10	10/12/2022	V0274775	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	\$461.60
10	10/13/2022	V0274840	Computer Srv	97 Other Operating Exp	US Postmaster	Postage Machine Credits	\$10,000.00
10	10/12/2022	V0274776	Enroll Serv	97 Other Operating Exp	Transfer Visa	Facebook ads	\$19.49
10	10/31/2022	V0275029	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	business cards, 1000	\$54.00
10	10/31/2022	V0275029	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	business cards, 500	\$49.00
10	10/31/2022	V0275029	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	preview day mailer	\$1,724.00
10	10/31/2022	V0275029	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	program brochures	\$3,878.00
10	10/12/2022	V0274764	Inst Support OneTime	97 Other Operating Exp	Vision Inc	Advertising	\$16,499.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/31/2022	V0275029	Intern'l Recruit	97 Other Operating Exp	Transfer Print Shop	world map poster	\$15.00
10	10/31/2022	V0275029	Language	97 Other Operating Exp	Transfer Print Shop	club fair posters	\$3.00
10	10/6/2022	V0274608	Library	97 Other Operating Exp	Yankee Book Pedler	Book	\$22.00
10	10/27/2022	V0275014	Music	97 Other Operating Exp	Vision West Inc	Music website	\$595.00
10	10/12/2022	V0274776	Orientation	97 Other Operating Exp	Transfer Visa	Facebook ads	\$150.00
10	10/31/2022	V0275029	Outdoor Ed	97 Other Operating Exp	Transfer Print Shop	color copies	\$3.60
10	10/31/2022	V0275029	Photography	97 Other Operating Exp	Transfer Print Shop	lamine posters, 8	\$18.00
10	10/31/2022	V0275029	Photography	97 Other Operating Exp	Transfer Print Shop	photography handouts, 3	\$105.00
10	10/31/2022	V0275029	Pres Office	97 Other Operating Exp	Transfer Print Shop	SU22 from pres postcard	\$2,374.00
10	10/31/2022	V0275029	Stu Success Prog	97 Other Operating Exp	Transfer Print Shop	business cards (2), 250ea	\$92.00
			Sum:	97 Other Operating Exp			\$42,270.25
			Sum:				\$326,240.96

11 One Mill Fund

11	11/1/2022	V0275058	1M College Services	91 Supplies	Christian Chaves	Buffalo Feast performer	\$800.00
11	10/3/2022	V0274534	Human Resource	91 Supplies	Backgrounds Online	Pre-employment checks	\$843.00
11	10/7/2022	V0274723	Prof Staff Dev	91 Supplies	Sodexo Operations LLC	P-staff meals	\$440.00
11	10/12/2022	V0274777	Trustees Board	91 Supplies	Thomas Apostle Center	Board retreat food	\$121.50
			Sum:	91 Supplies			\$2,204.50

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	10/20/2022	V0274910	1M College Services	92 Servs/Fees/Repr/Maint	Crowley Fleck PLLP	Sept 2022 legal services	\$142.50
11	11/1/2022	V0275050	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Oct 2022 legal services	\$736.00
			Sum:	92 Servs/Fees/Repr/Maint			\$878.50

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	10/3/2022	V0274555	1M College Services	93 Assoc/Travel/Misc	Broadcast Music Company	22-23 license renewal fee	\$398.26
11	10/3/2022	V0274556	1M College Services	93 Assoc/Travel/Misc	ASCAP	22-23 license renewal fee	\$462.09
11	10/6/2022	V0274719	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Candy, water	\$75.52
11	10/10/2022	V0274727	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Book	\$49.00
11	10/10/2022	V0274731	1M College Services	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$130.80
11	10/12/2022	V0274784	1M College Services	93 Assoc/Travel/Misc	Wyo Comm Coll Commission	CCBA annual membership	\$600.00
11	10/19/2022	V0274883	1M College Services	93 Assoc/Travel/Misc	Wyo Comm Coll Commission	Business forum sponsorshp	\$312.50
11	10/4/2022	V0274564	Human Resource	93 Assoc/Travel/Misc	Transfer Visa	Webinar recording	\$197.00
11	10/19/2022	V0274876	Human Resource	93 Assoc/Travel/Misc	Jill M. Anderson	HR conf-lodging, meals,	\$1,518.39
11	10/20/2022	V0274897	Human Resource	93 Assoc/Travel/Misc	Transfer Visa	Webinar	\$219.00
11	10/12/2022	V0274777	Trustees Board	93 Assoc/Travel/Misc	Thomas Apostle Center	Board retreat space rent	\$150.00
			Sum:	93 Assoc/Travel/Misc			\$4,112.56
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	10/4/2022	V0274562	Human Resource	97 Other Operating Exp	Powell Tribune	Help wanted ads	\$72.25
11	10/4/2022	V0274564	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$46.20
11	10/10/2022	V0274733	Human Resource	97 Other Operating Exp	Cody Enterprise	Job ads-Inst for A & P,	\$76.45
11	10/31/2022	V0275029	Trustees Board	97 Other Operating Exp	Transfer Print Shop	sept board book	\$5.61
			Sum:	97 Other Operating Exp			\$200.51
			Sum:				\$7,396.07
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/12/2022	V0274762	Print Srv	91 Supplies	Yellowstone Paper Co	Paper	\$172.46

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/5/2022	V0274590	Res Halls	91 Supplies	Transfer Visa	Mailbox keys	\$4.58
12	10/5/2022	V0274590	Res Halls	91 Supplies	Transfer Visa	RA training supplies	\$7.42
12	10/6/2022	V0274705	Res Halls	91 Supplies	Sodexo Operations LLC	Res halls paper products	\$295.52
12	10/27/2022	V0275011	Res Halls	91 Supplies	Sodexo Operations LLC	Paper towels, toilet paper	\$694.20
12	10/3/2022	V0274554	Stabling	91 Supplies	Big Horn Animal Care Center	Vet supplies	\$6,948.07
12	10/7/2022	V0274720	Stabling	91 Supplies	McIntosh Oil Inc	Sept 2022 fuel	\$56.44
12	10/19/2022	V0274869	Stabling	91 Supplies	Production Machine Co	PTO shaft repair	\$50.00
12	10/7/2022	V0274720	Trap Vil West	91 Supplies	McIntosh Oil Inc	Sept 2022 fuel	\$239.97
			Sum:	91 Supplies			\$8,468.66

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/4/2022	V0274566	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	DSC repairs	\$127.71
12	10/6/2022	V0274704	Food Service	92 Servs/Fees/Repr/Maint	Orkin Pest Control Inc	DSC monthly pest control	\$118.00
12	9/30/2022	V0274528	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$12.68
12	10/5/2022	V0274600	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$237.05
12	10/3/2022	V0274554	Stabling	92 Servs/Fees/Repr/Maint	Big Horn Animal Care Center	Vet Contract	\$600.00
12	9/30/2022	V0274528	Trap Vil Main	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV Main repairs	\$494.54
12	9/30/2022	V0274528	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV West repairs	\$3,801.14
12	10/4/2022	V0274575	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV West repairs	\$868.77
12	10/5/2022	V0274600	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$217.80
12	10/12/2022	V0274787	Trap Vil West	92 Servs/Fees/Repr/Maint	Absaroka Door	TVW:Garage door repair	\$38.00
			Sum:	92 Servs/Fees/Repr/Maint			\$6,515.69

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/30/2022	V0274529	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Drivers per diem	\$95.00
12	10/4/2022	V0274565	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging bus driver	\$78.66

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/4/2022	V0274566	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging-drivers	\$346.66
12	10/4/2022	V0274576	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging drivers	\$385.66
12	10/4/2022	V0274577	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging drivers	\$292.10
12	10/4/2022	V0274578	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Driver meals	\$63.48
12	10/4/2022	V0274578	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging drivers	\$215.84
12	10/7/2022	V0274724	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$283.00
12	10/10/2022	V0274730	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$118.62
12	10/12/2022	V0274789	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$682.92
12	10/13/2022	V0274807	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem drivers	\$352.00
12	10/21/2022	V0274960	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$206.94
12	10/27/2022	V0275009	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$95.00
12	10/27/2022	V0275010	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$223.00
12	10/3/2022	V0274536	Res Halls	93 Assoc/Travel/Misc	Powell Ace Hardware LLC	Colter hall mailbox keys	\$5.38
12	10/3/2022	V0274559	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	Meals	\$34.00
12	10/5/2022	V0274590	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Mailbox keys	\$6.87
12	10/5/2022	V0274590	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	RA meals Check in day	\$142.10
12	10/5/2022	V0274590	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Smoking receptical	\$613.83
12	10/21/2022	V0274961	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Mailbox keys	\$5.60
12	10/21/2022	V0274964	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$238.47
12	10/21/2022	V0274964	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Mini golf	\$68.00
			Sum:	93 Assoc/Travel/Misc			\$4,553.13

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/19/2022	V0274860	College Farm	94 Utilities/Ins/Support	Shoshone Irrigation Dist	2023 tax levy water	\$1,674.36
12	10/3/2022	V0274558	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable/internet	\$448.59
12	10/4/2022	V0274570	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/5/2022	V0274602	Res Halls	94 Utilities/Ins/Support	Powell City of	Aug 22 res halls electric	\$8,546.63
12	10/5/2022	V0274602	Res Halls	94 Utilities/Ins/Support	Powell City of	Aug 22 res halls sanitati	\$1,366.41
12	10/5/2022	V0274602	Res Halls	94 Utilities/Ins/Support	Powell City of	Aug 22 res halls sewer	\$793.28
12	10/5/2022	V0274602	Res Halls	94 Utilities/Ins/Support	Powell City of	Aug 22 Res halls water	\$2,054.29
12	10/20/2022	V0274902	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Sept 22 heat	\$1,173.71
12	10/20/2022	V0274903	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Sept 22 heat	\$112.00
12	10/3/2022	V0274558	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable/internet	\$469.03
12	10/5/2022	V0274602	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Aug 22 TM electricity	\$614.42
12	10/5/2022	V0274602	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Aug 22 TM sanitation	\$153.37
12	10/5/2022	V0274602	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Aug 22 TM sewer	\$89.04
12	10/5/2022	V0274602	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Aug 22 TM water	\$230.58
12	10/20/2022	V0274902	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Sept 22 heat	\$131.74
12	10/20/2022	V0274903	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Sept 22 heat	\$12.57
12	10/3/2022	V0274557	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light pole electr	\$7.52
12	10/3/2022	V0274558	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$1,240.61
12	10/5/2022	V0274601	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West electricity Aug	\$4,421.81
12	10/5/2022	V0274601	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West recycle Aug	\$1.88
12	10/5/2022	V0274601	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West sanitation Aug	\$1,032.57
12	10/5/2022	V0274601	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West sewer Aug	\$277.66
12	10/5/2022	V0274601	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West water Aug	\$1,162.56
12	10/12/2022	V0274788	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Sept 22 TV West heat	\$1,176.75
			Sum:	94 Utilities/Ins/Support			\$30,591.38

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/5/2022	V0274598	Food Service	97 Other Operating Exp	Sodexo Operations LLC	October Rent	\$755.00
12	10/11/2022	V0274758	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Sept 2022 operating	\$124,536.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/29/2022	V0274444	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc15 full service	\$1,234.93
12	9/29/2022	V0274445	Motor Pool	97 Other Operating Exp	R & A Safety LLC	cdl random drug test	\$160.00
12	9/29/2022	V0274447	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 parts	\$29.99
12	9/29/2022	V0274450	Motor Pool	97 Other Operating Exp	Prevost	cc19parts	\$257.59
12	9/29/2022	V0274451	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	Vin Inspection fee	\$10.00
12	10/4/2022	V0274566	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$878.44
12	10/4/2022	V0274566	Motor Pool	97 Other Operating Exp	Transfer Visa	CC15 bus repairs	\$50.29
12	10/4/2022	V0274575	Motor Pool	97 Other Operating Exp	Transfer Visa	SPOT renewal- bus tracking	\$524.94
12	10/4/2022	V0274576	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$672.76
12	10/4/2022	V0274576	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus repairs	\$2.76
12	10/4/2022	V0274577	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$609.33
12	10/4/2022	V0274577	Motor Pool	97 Other Operating Exp	Transfer Visa	CDL License fees	\$47.25
12	10/4/2022	V0274577	Motor Pool	97 Other Operating Exp	Transfer Visa	Driver physical	\$201.00
12	10/4/2022	V0274578	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$180.85
12	10/4/2022	V0274584	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$188.08
12	10/5/2022	V0274589	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$94.92
12	10/6/2022	V0274611	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc39 school bus serviced	\$2,388.49
12	10/6/2022	V0274612	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 parts	\$89.97
12	10/6/2022	V0274613	Motor Pool	97 Other Operating Exp	Prevost	cc15 parts	\$129.81
12	10/6/2022	V0274622	Motor Pool	97 Other Operating Exp	Insurance Info Exchange	motor vehicle reports	\$43.77
12	10/6/2022	V0274702	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	License plate transfer	\$2.00
12	10/6/2022	V0274709	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	bus repair cc39	\$43.98
12	10/6/2022	V0274709	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	van repair cc46	\$66.38
12	10/7/2022	V0274720	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Sept 2022 fuel	\$2,816.12
12	10/7/2022	V0274724	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$41.00
12	10/10/2022	V0274741	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$91.67
12	10/10/2022	V0274743	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$76.82

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/10/2022	V0274746	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$81.15
12	10/10/2022	V0274749	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$75.10
12	10/10/2022	V0274751	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$110.38
12	10/10/2022	V0274756	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$48.45
12	10/12/2022	V0274789	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$705.00
12	10/12/2022	V0274789	Motor Pool	97 Other Operating Exp	Transfer Visa	Tissues, paper towels	\$48.33
12	10/13/2022	V0274791	Motor Pool	97 Other Operating Exp	Rimrock Tire	cc39 tires	\$1,540.51
12	10/13/2022	V0274794	Motor Pool	97 Other Operating Exp	Production Machine Co	cc19 repair door	\$25.00
12	10/13/2022	V0274802	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 bus parts	\$28.73
12	10/19/2022	V0274857	Motor Pool	97 Other Operating Exp	Prevost	cc19 repair parts	\$1,247.76
12	10/19/2022	V0274859	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 repair parts	\$347.34
12	10/19/2022	V0274861	Motor Pool	97 Other Operating Exp	Rimrock Tire	cc15 tire repair	\$35.00
12	10/20/2022	V0274896	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$682.65
12	10/20/2022	V0274909	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$383.27
12	10/24/2022	V0274968	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$56.42
12	10/25/2022	V0274970	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$295.06
12	10/25/2022	V0274979	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$50.11
12	10/27/2022	V0275000	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc32 service & repairs	\$1,736.00
12	10/27/2022	V0275005	Motor Pool	97 Other Operating Exp	Prevost	bus parts: cc19 & 15	\$824.11
12	10/27/2022	V0275010	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$80.00
12	10/31/2022	V0275029	Res Halls	97 Other Operating Exp	Transfer Print Shop	laundry signage	\$32.50
12	10/31/2022	V0275029	Res Halls	97 Other Operating Exp	Transfer Print Shop	meal plan reactivate slip	\$1.80
			Sum:	97 Other Operating Exp			\$144,659.80

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	10/5/2022	V0274597	Trap Vil West	99 Exp-New Constr/Cap Impr	Sanders Plumbing Inc	TV West:1404 Bismarck	\$1,817.67
12	10/12/2022	V0274789	Trap Vil West	99 Exp-New Constr/Cap Impr	Transfer Visa	TV West blinds	\$454.60
12	10/20/2022	V0274900	Trap Vil West	99 Exp-New Constr/Cap Impr	CED	TV West light bulbs	\$763.93
12	10/20/2022	V0274901	Trap Vil West	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	TV West:1404 Bismark	\$4,840.65
			Sum:	99 Exp-New Constr/Cap Impr			\$7,876.85
			Sum:				\$202,665.51

14 Comm Serv/Non-Credit Fund							
14	10/12/2022	V0274783	Art Gallery	91 Supplies	Sodexo Operations LLC	10-03-22 gallery opening	\$214.98
14	10/24/2022	V0274967	Jazz Festival	91 Supplies	Transfer Visa	Jazz academy snacks	\$28.26
14	10/10/2022	V0274750	Paint The Town Red	91 Supplies	Powell Ace Hardware LLC	Cable ties, gorilla tape	\$29.17
14	10/20/2022	V0274897	Paint The Town Red	91 Supplies	Transfer Visa	Lodging	\$163.00
14	10/20/2022	V0274897	Paint The Town Red	91 Supplies	Transfer Visa	PTTR food	\$355.00
14	10/20/2022	V0274897	Paint The Town Red	91 Supplies	Transfer Visa	PTTR food vendor	\$118.00
14	10/20/2022	V0274897	Paint The Town Red	91 Supplies	Transfer Visa	PTTR supplies	\$41.58
			Sum:	91 Supplies			\$949.99

14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	10/3/2022	V0274537	Art Gallery	92 Servs/Fees/Repr/Maint	Annie Custard	2022 JSAD exhibit sale	\$20.00
14	10/27/2022	V0275015	Music Festival	92 Servs/Fees/Repr/Maint	Anchor Music Publications	Vocal Jazz	\$3,250.00
			Sum:	92 Servs/Fees/Repr/Maint			\$3,270.00

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	9/30/2022	V0274527	Paint The Town Red	93 Assoc/Travel/Misc	Powell Welding & Industrial Sup	Helium tank for PTTR	\$198.00
			Sum:	93 Assoc/Travel/Misc			\$198.00

14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	10/31/2022	V0275029	Art Gallery	97 Other Operating Exp	Transfer Print Shop	calli nissen show, 150	\$15.00
14	10/4/2022	V0274567	Paint The Town Red	97 Other Operating Exp	Powell Tribune	PTTR ads	\$924.00
14	10/12/2022	V0274776	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Facebook ads	\$96.17
14	10/20/2022	V0274921	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Facebook ads	\$55.75
14	10/20/2022	V0274921	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Stickers PTTR	\$211.00
			Sum:	97 Other Operating Exp			\$1,301.92
			Sum:				\$5,719.91

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/10/2022	V0274753	Workforce Dev	91 Supplies	Transfer Visa	Hesi testing	\$62.00
15	10/12/2022	V0274790	Workforce Dev	91 Supplies	Transfer Visa	Hesi testing	\$177.00
15	10/13/2022	V0274806	Workforce Dev	91 Supplies	Sodexo Operations LLC	Food Red Lodge High	\$107.25
15	10/21/2022	V0274955	Workforce Dev	91 Supplies	Transfer Visa	Cengage book	\$135.15
15	10/21/2022	V0274955	Workforce Dev	91 Supplies	Transfer Visa	Fuel for camp stoves	\$43.61
15	10/21/2022	V0274955	Workforce Dev	91 Supplies	Transfer Visa	Pizza	\$99.67
15	10/21/2022	V0274955	Workforce Dev	91 Supplies	Transfer Visa	Tents	\$242.32
15	10/21/2022	V0274955	Workforce Dev	91 Supplies	Transfer Visa	Water	\$7.58
15	10/20/2022	V0274907	Workforce HS NC	91 Supplies	Interplay Learning Inc	VR Skill Software	\$1,375.00
15	10/5/2022	V0274607	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug test	\$85.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/21/2022	V0274955	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$262.50
15	10/21/2022	V0274955	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$262.50
15	10/21/2022	V0274955	Wyo Works CDL	91 Supplies	Transfer Visa	Meals	\$49.38
15	10/21/2022	V0274956	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$262.50
			Sum:	91 Supplies			\$3,171.46

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/5/2022	V0274592	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	Workkeys	\$37.50
			Sum:	92 Servs/Fees/Repr/Maint			\$37.50

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/10/2022	V0274731	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	Sept 2022 mileage	\$151.20
			Sum:	93 Assoc/Travel/Misc			\$151.20

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/5/2022	V0274601	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Aug 2022 electricity	\$287.75
15	10/5/2022	V0274601	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Aug 2022 recycle	\$0.12
15	10/5/2022	V0274601	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Aug 2022 Sanitation	\$67.20
15	10/5/2022	V0274601	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Aug 2022 sewer	\$18.07
15	10/5/2022	V0274601	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Aug 2022 water	\$75.66
15	10/12/2022	V0274788	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Sept 22 CTD heat	\$76.58
			Sum:	94 Utilities/Ins/Support			\$525.38

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/5/2022	V0274606	Workforce Dev	96 Schlrs/Grants/Waivers	NWC Accounts Receivable	CDL tuition	\$615.00
			Sum:	96 Schlrs/Grants/Waivers			\$615.00
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	10/5/2022	V0274604	Workforce Dev	97 Other Operating Exp	Big Horn Radio Network	Sept 2022 radio ads	\$521.00
15	10/10/2022	V0274753	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$59.00
15	10/12/2022	V0274790	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly charge	\$29.50
15	10/12/2022	V0274790	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$29.50
15	10/31/2022	V0275029	Workforce Dev	97 Other Operating Exp	Transfer Print Shop	cdl pretrip book, 50	\$160.50
15	10/6/2022	V0274706	Wyo Works CDL	97 Other Operating Exp	O'Reilly Auto Parts	Mini bulbs	\$6.60
15	10/6/2022	V0274706	Wyo Works CDL	97 Other Operating Exp	O'Reilly Auto Parts	Wiper fluid	\$16.98
15	10/6/2022	V0274710	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	DEF	\$54.96
15	10/7/2022	V0274720	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Sept 2022 fuel	\$2,026.15
15	10/19/2022	V0274865	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Def, Washer fluid, grease	\$65.32
15	10/25/2022	V0274989	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	CDL truck repairs	\$7,065.40
15	11/1/2022	V0275057	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Fuses	\$26.98
			Sum:	97 Other Operating Exp			\$10,061.89
			Sum:				\$14,562.43

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	10/6/2022	V0274714	Ashley Council	91 Supplies	Transfer Visa	hall supplies	\$12.50
22	9/30/2022	V0274532	Athletic Concession	91 Supplies	Tweeds Wholesale Co	concession supplies	\$135.19
22	10/5/2022	V0274586	Athletic Concession	91 Supplies	Transfer Visa	concession supplies	\$53.56

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	10/7/2022	V0274721	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	\$1,295.85
22	10/10/2022	V0274734	Athletic Concession	91 Supplies	Transfer Visa	concession supplies	\$25.71
22	10/21/2022	V0274958	Athletic Concession	91 Supplies	Transfer Visa	concession supplies	\$20.40
22	10/25/2022	V0274972	Athletic Concession	91 Supplies	Transfer Visa	concession supplies	\$29.13
22	10/12/2022	V0274763	Library One Time	91 Supplies	Human Relations Area Files	Consortium dues/fees	\$4,380.00
22	10/3/2022	V0274539	SAAE (Financial Aid)	91 Supplies	Fedex	Postage	\$11.26
22	10/6/2022	V0274714	Simpson Council	91 Supplies	Transfer Visa	hall supplies	\$14.69
22	10/6/2022	V0274714	Simpson Council	91 Supplies	Transfer Visa	hall supplies	\$21.36
22	10/6/2022	V0274714	Simpson Council	91 Supplies	Transfer Visa	hall supplies	\$16.62
22	10/21/2022	V0274961	Simpson Council	91 Supplies	Transfer Visa	hall supplies	\$43.32
			Sum:	91 Supplies			\$6,059.59

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	10/21/2022	V0274955	Rec Co-Op Donation	92 Servs/Fees/Repr/Maint	Transfer Visa	Locks, totes	\$67.93
			Sum:	92 Servs/Fees/Repr/Maint			\$67.93

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	10/20/2022	V0274929	Ag Dept Donations	93 Assoc/Travel/Misc	Sodexo Operations LLC	Pizza for students	\$60.00
22	10/13/2022	V0274810	Foundation Concess	93 Assoc/Travel/Misc	Powell City of	Holiday party Deposit	\$175.00
22	10/20/2022	V0274899	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Water Delivery	\$17.50
22	10/25/2022	V0274985	Writers Series	93 Assoc/Travel/Misc	Bernard Quetchenbach	Reading in Cody	\$1,200.00
			Sum:	93 Assoc/Travel/Misc			\$1,452.50

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	10/21/2022	V0274948	Wolsborn Environ	95 Pass Thru Gifts	NWC Foundation	Return unused funds	\$2,145.29
			Sum:	95 Pass Thru Gifts			\$2,145.29
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	10/31/2022	V0275029	Graduation	97 Other Operating Exp	Transfer Print Shop	sep diplomas, 2	\$1.60
22	10/31/2022	V0275029	Graduation	97 Other Operating Exp	Transfer Print Shop	sept diplomas, 3	\$1.20
22	10/19/2022	V0274856	Lewis/Clark Counc	97 Other Operating Exp	Wyoming Dept of Revenue	Jul-Sept 22 sales tax	\$3.39
22	10/25/2022	V0274991	Nelson Shoemaker Library	97 Other Operating Exp	Annual Reviews Inc	Nelson periodicals	\$405.60
22	11/1/2022	V0275055	Nelson Shoemaker Library	97 Other Operating Exp	Amer Indian Higher Ed Consortium	Subscription renewal	\$27.00
22	10/19/2022	V0274856	Simpson Council	97 Other Operating Exp	Wyoming Dept of Revenue	Jul-Sept 22 sales tax	\$5.19
			Sum:	97 Other Operating Exp			\$443.98
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	10/4/2022	V0274575	Instruction Support	98 Expend--Capital/Equip	Transfer Visa	CDL Bus down pmt	\$500.00
22	10/4/2022	V0274575	Motor Pool	98 Expend--Capital/Equip	Transfer Visa	CDL Bus down pmt	\$500.00
22	10/13/2022	V0274809	Motor Pool	98 Expend--Capital/Equip	Small Refrigerated Trailer Sales LL	Refrigerated food trailer	\$37,995.00
			Sum:	98 Expend--Capital/Equip			\$38,995.00
			Sum:				\$49,164.29
71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	10/4/2022	V0274571	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Pavement assessment	\$3,048.14
71	10/4/2022	V0274572	Campus PLANNING	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Campus lighting prof fees	\$1,339.84

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/30/2022	V0274530	Moyer CC AC	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Moyer cooling prof fees	\$5,325.00
71	9/30/2022	V0274530	Rodeo	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Rodeo arena remodel	\$1,700.00
71	10/11/2022	V0274761	Rodeo	92 Servs/Fees/Repr/Maint	Point Architects	Rodeo project: Prof fees	\$625.00
71	9/30/2022	V0274530	Yellwstn Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	YB Air Makeup	\$3,840.00
			Sum:	92 Servs/Fees/Repr/Maint			\$15,877.98

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/30/2022	V0274531	Rodeo	99 Exp-New Constr/Cap Impr	McGs Roofing LLC	Repair metal roof	\$1,700.00
71	10/25/2022	V0274988	Rodeo	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	Rodeo project-Install	\$80,000.00
71	10/10/2022	V0274726	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	Sci/Math retrofit	\$23,000.00
71	11/1/2022	V0275062	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	Sci/Math retrofit project	\$3,885.00
			Sum:	99 Exp-New Constr/Cap Impr			\$108,585.00
			Sum:				\$124,462.98

Operating Funds – As of September 30, 2022

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	1,899,753	-1,580,070	55%			
Fees	1,118,028	625,145	-492,883	56%			
State Appropriations	11,337,570	6,176,248	-5,161,322	54%			
Local Tax Levy	3,834,750	479,129	-3,355,621	12%			
Other Sources	310,680	21,272	-289,408	7%			
Reserve Utilization	0	0	0				
Total Revenue	20,080,851	9,201,547	-10,879,304				
Expenditures by Program							
Instruction	7,523,078	781,446	6,741,632	10%			
Public Service	96,256	0	96,256	0%			
Academic Support	1,696,010	324,367	1,371,643	19%			
Student Services	3,083,987	733,210	2,350,777	24%			
Institutional Support	4,478,049	1,016,469	3,461,580	23%			
Operations and Maint/Plant	2,466,469	509,926	1,956,543	21%			
Scholarships	737,002	206,323	530,679	28%			
Total Expenditures	20,080,851	3,571,741	16,509,110				

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 was required to redistribute \$589,328 thru the funding allocation formula. Northwest College is monitoring the FY 2023 Budget compared to actual.

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- September 30 is the end of the first quarter of the fiscal year. At this time of the fiscal year, the majority of purchases required to start a new academic year have occurred. Northwest College will monitor FY 2023 expenditures to ensure they align with actualized revenue.

Auxiliary Fund – As of September 30, 2022

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	547,280	-314,595	63%			
Residence Halls	1,129,314	651,718	-477,596	58%			
Bookstore	20,000	10,838	-9,162	54%			
Copy Center	170,846	28,015	-142,831	16%			
Motor Pool	218,384	26,843	-191,541	12%			
Other	716,687	376,971	-339,716	53%			
Total Revenue	3,117,106	1,641,665	-1,475,441				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	861,875	92,770	769,105	11%			
Residence Halls	1,129,314	490,349	638,965	43%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	36,318	134,528	21%			
Motor Pool	218,384	44,553	173,831	20%			
Other	716,687	171,327	545,360	24%			
Total Expenditures	3,117,106	835,317	2,281,789				

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.

November 14, 2022

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Temporary Dining Facility

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

Student Center Building

The Student Center bid process was completed, and project options will be discussed.

Temporary Kitchen Facilities

Park County Commissioner and Chair Dossie Overfield and I met with legal to review the proposed lease for the fairgrounds kitchen. Changes are being made by legal and final lease is expected to be completed over the next couple of weeks.

Projected Financing

No change to date.

**Northwest College Student Center Project
Overall Budget Worksheet**

November 14, 2022

Description	Square Footage/Notes	Cost/SF	Total Student Center Project	Notes
NWC Student Center Building	33,380	\$ 521.76	\$ 17,416,228	
	construction contingency		\$ 867,508	
	Student Center	\$ 547.75	\$ 18,283,736	
Additional Owner Costs	Material testing/Special Inspections		\$ 47,500	
	Geotechnical Report		\$ 13,205	
	Student Center Level III Design Fees		\$ 1,295,696	includes soccer facility Temp Dining / Student center
	Rec Coop Addition Design Fees		\$ -	Paid for by NWC Outdoor Rec WIP Grant - \$183,267.00
	Level II Design Fees and Additional Scope		\$ -	Paid for with Level II funding \$294,470.00
	Owner FF&E		\$ 441,000	Furniture
	Art Allowance		\$ 100,000	State requirement
	Owner Contingency (5% of Construction Costs)		\$ 560,955	
	Miscellaneous Expenses		\$ 31,078	Advertising / Travel / Reimbursables
	Additional Owner Costs Total		\$ 2,489,434	
Total Project Components			\$ 24,800	Pre Construction Service Original Contract CMAR
	33,380	\$ 547.75	\$ 18,283,736	Student Center Building+ Conting. - Change Order #2
	5,364	\$ 276.32	\$ 1,482,155	Temporary Dining Facility - Change Order #1
	3,900	\$ 292.70	\$ 1,141,538	Outdoor Rec Co-op Addition Alternate - Change Order #2
	Project Totals plus CMAR		\$ 20,932,229	Groathouse Contract Price after CO #2 - Student Ctr GMP
	Owner Additional Costs		\$ 2,489,434	
	TOTAL PROJECT COST		\$ 23,421,663	
Total Project Budget - State & NWC	Budget 2021 001 WC22		\$ 2,000,000	Previous Appropriation/match to L3 design
	Budget 2023 001 WC22		\$ 22,438,176	Not Including Admin / State Contingency
	Total Project Budget		\$ 24,438,176	
	Owner Additional Costs		\$ (2,489,434)	
	Remaining Funds for Student Center		\$ 21,948,742	
	Total Student Center GMP		\$ 20,932,229	Project totals before owner add'l costs
	Over/(Under) Budget before State Contingency		\$ (1,016,513)	
Student Center Appropriations	Budget 2023 001 WC22		\$ 25,130,756	
	NWC share		\$ 11,219,088	45%
	State of Wyoming share		\$ 13,911,668	55%
	admin fee		\$ 448,764	
	contingency		\$ 2,243,816	
	NWC + State Match		\$ 22,438,176	Excludes admin and State contingency
	Budget 2021 001 WC22		\$ 2,000,000	Includes NWC match
Northwest College Project Funding			\$ 11,710,831	50% of Total Project Cost
	Northwest College Foundation			
	Foundation Campaign		(3,500,000)	
	Foundation Support -other Endowments		(1,350,000)	\$850,000 dining endowments, \$500,000 temp dining grant
			\$ 6,860,831	
	NWC Contribution		(1,000,000)	match 2021 001 WC22 FY22 Fund 11 reserves
			(1,000,000)	match 2023 001 WC22 FY23 Fund 70 reserves
			(241,078)	Student Fees for Temp dining Fund 70
			(4,619,753)	Fund 11 reserves, Fund 70 reserves
			\$ 0	Balance due



NORTHWEST COLLEGE

FINANCIAL AND COMPLIANCE REPORT

JUNE 30, 2022

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PRESENTED BY

**BRITTANY M. WILSON, CPA, PARTNER
MCGEE, HEARNE & PAIZ, LLP (MHP)**



WE KNOW THE TERRITORY

PERSONAL INTRODUCTION

- UW Graduate
- 12 years of experience in higher education and single audits
 - 6TH YEAR WORKING ON NWC AUDIT



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OVERVIEW

- 3 parts of our audit
 - GENERALLY ACCEPTED AUDITING STANDARDS
 - GOVERNMENT AUDITING STANDARDS
 - UNIFORM GRANT GUIDANCE
- Financial statement highlights & significant accounting estimates & new accounting standard
- Report to the Board of Trustees



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GENERALLY ACCEPTED AUDITING STANDARDS

- Set by the AICPA
- Applies to all audits
- Relates to the financials statements and notes
- Unmodified (clean) opinion on pages 1-3



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FINANCIAL STATEMENT HIGHLIGHTS

- MD&A pages 4-14 provide more information
- Financial unrestricted equity is a negative \$4,760,815
 - IF EFFECT OF PENSION AND RETIREE HEALTH PROGRAM ARE BACKED OUT, UNRESTRICTED EQUITY IS A POSITIVE \$20,182,617
- PRIOR TO FUNDING THE NEW STUDENT CENTER
- Increase in net position of \$2.7M
 - DECREASE IN FEDERAL GRANTS
 - INCREASE IN STATE APPROPRIATIONS & TUITION & FEES & AUXILIARY CHARGES



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SIGNIFICANT ACCOUNTING ESTIMATES

- Net pension liability (Note 6)
 - ALLOCATION OF NWC'S PORTION OF THE FUNDING DEFICIT IN THE WRS PUBLIC EMPLOYEE PENSION PLAN
- Total OPEB liability (Note 7)
 - ALLOCATION OF NWC'S PORTION OF THE LIABILITY FOR RETIREE'S PARTICIPATION IN THE STATE'S EGI HEALTH PLAN



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SIGNIFICANT ACCOUNTING ESTIMATES

- Scholarship allowance
 - CALCULATION DONE UNDER NACUBO GUIDELINES
 - CONTRA REVENUE RELATED TO INSTITUTIONAL FINANCIAL AID PROVIDED TO STUDENTS
- Unavailable property taxes
 - TAXES ASSESSED IN JANUARY 2022 THAT WILL BE LEVIED IN FISCAL YEAR 20023



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NEW GASB STATEMENT

- GASB Statement No. 87, *Leases*
 - LESSEE ARRANGEMENTS PREVIOUSLY ACCOUNTED FOR AS OPERATING LEASES NOW SHOWN AS A RIGHT-TO-USE INTANGIBLE ASSET AND LEASE LIABILITY
 - LESSOR ARRANGEMENTS NOW SHOW A LEASE RECEIVABLE AND DEFERRED INFLOW OF RESOURCES RELATED TO THE FUTURE LEASE REVENUE
 - DISCLOSED IN NOTE 8 WITH IMPACT OF ADOPTION DISCLOSED IN NOTE 1



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GOVERNMENT AUDITING STANDARDS

- Report on pages 59-60
- Addresses internal control over financial reporting
- Also addresses compliance with laws & regulations that impact financial information
- No internal control deficiencies or noncompliance



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UNIFORM GRANT GUIDANCE

- Audit of Federal dollars
- Report on pages 61-63
- Low risk auditee → required to audit at least 20% of federal funds
- Major fund: Education Stabilization Fund (COVID -19)
- Test all direct and material compliance requirements and related internal controls
- One significant deficiency related to not documenting compliance with procurement and suspension and debarment requirements



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REPORT TO THE BOARD OF TRUSTEES

- Required communications to those charged with government under our professional standards
- No changes to significant accounting policies, except for those required by adoption of GASB 87
- No significant unusual transactions, disagreements with management, significant issues or difficulties



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**THANK YOU FOR ALLOWING MHP
TO SERVE
NORTHWEST COLLEGE**



WE KNOW THE TERRITORY

QUESTIONS AND DISCUSSION



WE KNOW THE TERRITORY

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 sustainability of the College and the citizens that we serve.

Over the past three years, Northwest College has worked to re-envision and position itself for the future. We have spent time discussing what is unique to NWC and how to use those strengths. 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 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), workforce training, technical education, job skills, 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 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 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 Wetzels, 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 departments, through committees, or via 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 on preparing students to succeed in transfer, career, and life.

When developing 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 concepts 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 pillars were identified out of work completed in 2019 and 2020-2021 as part of Vision 2025 and the transformational work. The pillars clearly define focus areas, 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 academic programs that support economic development and workforce needs at state, regional, and local levels.
Tactic 1	Monitor job trends for the nation, state, and region. Monitor state priorities for economic and workforce development.
Tactic 2	Identify needed workforce training, CTE, and academic programs by collaborating with high Schools, Skills USA, the State, Universities, and industry.
Tactic 3	Implement selected workforce training, CTE, and academic programs through partnerships with industry, other CC's, the University, State, and local agencies.
Tactic 4	Participate in programs and seek grant opportunities for programmatic expansion that is sustainable and supports economic development and workforce needs. (<i>Wyoming Works, Wyoming's Tomorrow</i>)
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.
Tactic 8	Evaluate options to expand open educational resource utilization and reduce cost of attendance.
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

<p>Strategy 1</p>	<p>Enhance the NWC brand through new investment in marketing and communications to improve recruitment, institutional reputation, and alumni engagement across the state and region.</p>
<p>Tactic 1</p>	<p>Develop and implement a more robust annual marketing plan that aligns closely with strategic enrollment goals and adheres to higher education best practices.</p>
<p>Tactic 2</p>	<p>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.</p>
<p>Tactic 3</p>	<p>Expand video offerings across various platforms. <i>(program, facility, student/employee/alum profiles, drone videography)</i></p>
<p>Tactic 4</p>	<p>Continue enhancements to all marketing content with clear messaging and dynamic visuals. Eliminate inconsistent, confusing, and poorly constructed branding.</p>
<p>Tactic 5</p>	<p>Ensure the website serves the needs of its target audience(s), supports enrollment initiatives, and adheres to regulatory requirements.</p>
<p>Tactic 6</p>	<p>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.</p>
<p>Tactic 7</p>	<p>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.</p>

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 the 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. <i>(e.g., Pathways, 15-to-Finish, First Year Seminar, Hero grant, Help Alert)</i>
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 in 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.

Tactic 5 Incentivize employee service in college-sponsored events.

Strategy 4	Enhance employee benefits.
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Tactic 1 Increase awareness of current benefits.
(comprehensive list, ease of access)

Tactic 2 Identify opportunities to enhance benefits for employees.

Tactic 3 Design a Flexible Work Arrangement model.

Pillar 4: Revitalize Campus

Strategy 1	Build, enhance, and support campus infrastructure to compete with regional institutions.
Tactic 1	Complete and implement a new 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 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 the campus, and attracting, retaining, and promoting student and employee success, these efforts will sustain the mission of Northwest College and focus on transformational change.

2023-2024 NWC Academic Calendar

July '23						
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January '24						
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Fall 2023

- Aug. 23: First day of classes
- Sept. 4: Labor Day (College Closed)

- Oct. 12: Last day of 1st half-term classes
- Oct. 13-16: Fall Recess (no classes)
- Oct. 17: First day of 2nd half-term classes
- Nov. 7: Advising Day (only evening classes meet)
- Nov. 22-26: Thanksgiving Break (College closed)
- Dec. 15: Last day of classes (finals exams 13th-15th)
- Dec. 22-Jan. 1: Winter Holiday (College closed)

- 73 Instructional days (75 w/finals)
- 43 MWF classes (45 w/finals)
- 30 TTh classes (31.5 w/finals)
- 36 1st-half term instructional days
- 37 2nd-half term instructional days

Spring 2024

- Jan. 16: First day of classes
- March 8: Last day of 1st half-term classes
- March 9-17: Spring Break (no classes)
- March 18: First day of 2nd half-term classes
- Mar. 29-Apr. 1: Spring Recess (College closed)

- April 16: Advising Day (only evening classes meet)
- May 10: Last day of classes (final exams 8th-10th)
- May 27: Memorial Day (College closed)

- 73 Instructional days (75 w/finals)
- 44 MWF classes (46 w/finals)
- 30 TTh classes (31.5 w/finals)
- 39 1st-half term instructional days
- 34 2nd-half term instructional days (36 w/finals)

Summer 2024

- June 3: First day of Summer semester
- July 4: Independence Day (College closed)
- July 24: Last day of Summer Classes

2024-2025 NWC Academic Calendar

July '24						
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January '25						
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June						
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September						
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Fall 2024		
Aug. 21:	First day of classes	
Sept. 2:	Labor Day (College closed)	
Oct. 10:	Last day of 1st half-term classes	
Oct. 11-14:	Fall Recess (no classes)	73 Instructional days (75 w/finals)
Oct. 15:	First day of 2nd half-term classes	43 MWF classes (45 w/finals)
Nov. 5:	Advising Day (only evening classes meet)	30 TTh classes (31.5 w/finals)
Nov. 27-Dec.1:	Thanksgiving Break (College closed)	36 1st-half term instructional days
Dec. 13:	Last day of classes (final exams 11th-13th)	37 2nd-half term instructional days
Dec. 24-Jan.1:	Winter Holiday (College closed)	

Spring 2025		
Jan. 14:	First day of classes	
March 7:	Last day of 1st half-term classes	
March 8-16:	Spring Break (no classes)	
March 17:	First day of 2nd half-term classes	
April 8:	Advising Day (only evning classes meet)	73 Instructional days (75 w/finals)
Apr. 18-21:	Spring Recess (College closed)	44 MWF classes (46 w/finals)
May 9:	Last day of classes (final exams 7th-9th)	30 TTh classes (31.5 w/finals)
May 26:	Memorial Day (College closed)	39 1st-half term instructional days
June 2:	First day of Summer semester	34 2nd-half term instructional days (36 w/finals)

Summer 2025		
July 4:	Independence Day (College closed)	
July 23:	Last day of Summer Classes	

2025-2026 NWC Academic Calendar

July '25						
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October						
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January '26						
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August						
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November						
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February						
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Fall 2025

- Aug. 20: First day of classes
- Sept. 1: Labor Day (College closed)
- Oct. 9: Last day of 1st half-term classes
- Oct. 10-13: Fall Recess (no classes) 73 Instructional days (75 w/finals)
- Oct. 14: First day of 2nd half-term classes 43 MWF classes (45 w/finals)
- Nov. 4: Advising Day (only evening classes meet) 30 TTh classes (31.5 w/finals)
- Nov. 26-30: Thanksgiving Break (College closed) 36 1st-half term instructional days
- Dec. 12: Last day of classes (final exams 10th-12th) 37 2nd-half term instructional days
- Dec. 24-Jan. 1: Winter Holiday (College closed)

Spring 2026

- Jan. 13: First day of classes
- March 6: Last day of 1st half-term classes
- March 7-15: Spring Break (no classes)
- March 16: First day of 2nd half-term classes
- Apr. 3-6: Spring Recess (College closed) 73 Instructional days (75 w/finals)
- April 7: Advising Day (only evening classes meet) 44 MWF classes (46 w/finals)
- May 8: Last day of classes (final exams 6th-8th) 30 TTh classes (31.5 w/finals)
- May 25: Memorial Day (College closed) 39 1st-half term instructional days
- 34 2nd-half term instructional days (36 w/finals)

Summer 2026

- June 1: First day of Summer semester
- July 3: College Closed in observance of Independence Day
- July 23: Last day of Summer Classes

Suggestion: Shift back 1 week in 2026/27 to account for Calendar Drift. This would mean starting the 2026/27 year on Aug. 26 and ending on Dec. 18.