

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, December 12, 2022
3:30 p.m. Oath of Office and Work Session
4:30 p.m. – Business meeting
Meeteetse School

Zoom: <https://nwc.zoom.us/j/98330495902?pwd=MGI3OWYwWTJiUmpSckhuSUIHL3kzUT09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 983 3049 5902; Password: 842552

AGENDA

- I. Call meeting to order**
- II. Oath of Office**
- A III. Approve the agenda**
- IV. Work Session: [The NWC Foundation](#)**
- A V. Consent agenda**
 - Minutes**
 - A. [Approve minutes of regular meeting of November 14, 2022](#)
 - B. [Approve minutes of Executive Session of November 14, 2022](#)
 - Reports**
 - A. Board President
 - B. [Board Committees](#)
 - C. [College President](#)
 - [Administrative Services and Finance](#)
 - [Academic Affairs](#)
 - [Student Services](#)
 - [Communications and Marketing](#)
 - [Constituent Group Reports](#)
 - [NWC Foundation](#)
 - [Student Center](#)
 - Financial reports**
 - A. [Check register](#)
 - B. [Other financial reports](#)
 - C. [Quarterly Budget Adjustments](#)
- VI. Discussion/informational items**
 - A. Board Priorities review
 - B. [Wyoming Postsecondary Education Options Report](#)

VII. 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 VIII. Unfinished business

A IX. New business

- A. [FY2023 Audit Approval](#)
- B. Project pay – VPASF duties

A X. Election of officers and committee appointments

XI. Annual signing of the Board Code of Ethics

Distribution of Disclosure of Interest forms *(to be completed by January meeting)*

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

- A. January 9, 2023, Upcoming
 - 1. Room and Board proposed rates
 - 2. Disclosure of Interest form completion
 - 3. Legislative session talking points/advocacy
 - 4. Other TBD
- B. Future and follow-up topics

XIII. Announcements

- A. Faculty Jazz Christmas Concert, Dec 12, 2022, 7:00 p.m., NPA
- B. Photo Exhibit, December 13, 2022, 7:00 p.m. Sinclair Gallery, ORB
- C. Stothart Reading, December 15, 2022, 12:00 p.m. Hinckley Library
- D. Women & Men Basketball, December 15, 2022, 5:30 p.m. Cabre Gym
- E. Nursing Pinning, December 16, 2022, 3:00 p.m. Yellowstone Building
- F. Next meeting, January 9, 2023, 4:00 p.m., Yellowstone Building, Powell

A XIV. 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



December 5, 2022

TO: President Lisa Watson

FROM: Shelby Wetzel, NWC Foundation Executive Director

RE: Information for Foundation Work Session with the Board of Trustees

It's time to review the Agreement for Exchange of Services between Northwest College and the NWC Foundation per the agreement to revisit the document minimally every five years. An extensive overhaul of this agreement was conducted collaboratively from representative of the two entities in 2016, based on updated guidelines from the Association of Governing Boards of Universities and Colleges.

The NWC Foundation Board reviewed the current contract earlier this year and did not identify necessary changes. We are now seeking input from the Board of Trustees' regarding the state of operations.

As part of that process, it also seems appropriate to share the current fundraising work and financial support the Foundation is providing for the College. I've provided a spreadsheet to summarize the growth in funding for NWC and key areas of support.

Foundation President Shawn Warner will join me at the meeting to discuss this information and share highlights of the Foundation's activity.

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Annual Foundation Support to NWC

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u> *
Scholarships	\$ 985,364	\$ 1,186,740	\$ 1,294,374	\$ 1,219,549	\$ 1,243,711	\$ 1,285,396	\$ 1,658,835
Scholarships and CTD Grants- Park County Relief Fund	\$ -	\$ -	\$ -	\$ -	\$ 34,857	\$ 244,816	\$ 5,184
Program Support (from endowments)	\$ 62,968	\$ 86,662	\$ 109,736	\$ 100,538	\$ 54,883	\$ 62,108	\$ 65,848
Program Support (annual gifts)	\$ 49,886	\$ 75,785	\$ 61,050	\$ 90,862	\$ 44,103	\$ 30,906	\$ 26,589
Athletics (non-scholarship support)	\$ 241	\$ 4,306	\$ 8,239	\$ 8,555	\$ 7,921	\$ 20,183	\$ 22,001
Price Economic Development Grants	\$ 43,636	\$ -	\$ 18,300	\$ 75,607	\$ 14,327	\$ 28,266	\$ 33,091
Paul Stock (student employment/support)	\$ 34,700	\$ 34,699	\$ 41,200	\$ 34,688	\$ 22,999	\$ 41,999	\$ 44,999
Instructional Technology Grants	\$ 56,761	\$ 42,484	\$ 90,309	\$ 50,485	\$ 21,191	\$ 82,864	\$ 22,777
Foundation General Grants	\$ 22,306	\$ 39,423	\$ 14,876	\$ 25,350	\$ 8,157	\$ 18,464	\$ 18,221
Student Center/Temp Dining Facility Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Farm Lease Income (for animal feed)	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
Academic Impressions Training	\$ -	\$ 3,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 1,000
WY Assoc. of Community College Trustees Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,500	\$ 20,500
NWC Presidents Discretionary Fund (\$3,000)	\$ 2,955	\$ 2,696	\$ 1,699	\$ 1,521	\$ 61	\$ 1,120	\$ 216
NWC Hospitality & Public Relations (\$5,000)	\$ 3,258	\$ 1,976	\$ 1,845	\$ 2,983	\$ 394	\$ 2,569	\$ 2,858
NWC Foundation Staff Salaries/Benefits	\$ 227,955	\$ 228,030	\$ 232,350	\$ 243,123	\$ 246,373	\$ 264,997	\$ 303,621 **
	\$ 1,491,232	\$ 1,707,501	\$ 1,877,178	\$ 1,856,462	\$ 1,702,179	\$ 2,104,187	\$ 2,726,940
Percent of total Foundation payroll paid for by the Foundation	58.83%	56.19%	56.81%	54.94%	54.32%	61.55%	72.39%
College Portion of Foundation Staff Salaries	159,504	177,820	176,631	199,368	207,225	165,575	115,808.00
Total	387,458	405,851	408,981	442,491	453,599	430,571	419,429

*Through November

**Estimated through end of year

Agreement for Exchange of Services Between Northwest College and Northwest College Foundation

Memorandum of Understanding

This Agreement was entered into as of this 5th day of December, 20 17, by and between Northwest College (the College), an institution of higher education in the State of Wyoming, and the Northwest College Foundation (the Foundation), a private nonprofit corporation organized under the provisions of the IRS and the State of Wyoming.

This Memorandum of Understanding, made by and between the boards of the College and the Foundation is intended to set forth terms that shall contribute to the coordination of their mutual activities.

College and Foundation officers or board representatives shall hold periodic meetings to ensure effective relationships and alignment of priorities. The College and Foundation shall review this agreement at least every five years.

RECITALS:

The College's Board of Trustees is responsible for overseeing the mission, leadership, and operations of the institution as well as determining strategic and funding priorities. The Board of Trustees is responsible for the performance and oversight of all aspects of College operations.

The Foundation was organized and incorporated in 1966 for the purpose of fundraising and managing private resources to support the mission and priorities of the College, to provide opportunities for students, and to contribute to institutional excellence.

The College authorizes the Foundation to be its official fundraising organization and repository of private gifts made in support of the College. The Foundation is dedicated to assisting the College by fostering a culture of philanthropy, growing an endowment, and providing financial and other support for long-term academic and other institutional priorities.

The Foundation is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors and other friends of the College; soliciting cash, securities, real and intellectual property, and other private resources for the support of the College; and acknowledging and stewarding gifts in accordance with donor intent and the Foundation's fiduciary responsibilities.

In connection with its fundraising and asset-management activities, the Foundation retains an Executive Director with expertise in advancement services, fundraising, gift planning, investment management, and other capacities necessary for the fulfillment of its mission. The Executive Director works with the College to assist and advise in such activities.

The Foundation is allowed to associate the name "Northwest College" in connection with its operations; and while the Foundation shall operate under its own seal and logotype, it shall be granted permission to use the College's identifying marks in the promotion of its business and activities.

In consideration of these mutual commitments, the parties agree as follows:

The Foundation:

- The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts, consistent with donor intent.
- The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the board's fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies. The Foundation shall apprise the College of significant changes made to the bylaws.
- The Foundation is responsible for the employment, compensation, supervision, and evaluation of the Foundation Executive Director. The College President shall be included as a participant in discussion regarding the hiring, assessment, and termination of the Foundation Executive Director.
- The Foundation may earmark a portion of its unrestricted funds to a discretionary fund for the College President and provide funds to support hospitality and public relations events in compliance with state law and College policies.

The College:

- The College recognizes that the Foundation is a separate, private corporation with the authority to keep all records and data confidential, consistent with the law.
- The College President is responsible for communicating on a regular basis the priorities and long-term plans of the College, as approved by the Board of Trustees, to the Foundation.
- The College President shall serve as an ex-officio, non-voting member of the Foundation Board and shall assume a prominent role in fundraising activities.
- The College shall include the Foundation as an active and prominent participant in strategic planning for the College.
- The Executive Director of the Foundation shall be included as a member of the College President's senior executive team.

NORTHWEST COLLEGE RESPONSIBILITIES

- Using priorities set by the College, the College President and other senior administrators shall work in conjunction with the Foundation to identify, cultivate, and solicit prospects for private gifts.

- The College shall store data and provide technical support related to the Foundation's financial management system. In accordance with FERPA regulations, the College will also provide student information to populate the Foundation's alumni records which are shared with the NWC Alumni Association.
- The College shall establish and enforce policies that support the Foundation's ability to respect the privacy and confidentiality of alumni and donor records.
- The College shall establish and enforce policies that ensure gift funds and other privately contributed resources are used in compliance with donor intent.
- The College reserves the right to reject any gift that is not deemed compatible with its mission and goals.
- The College is responsible for the employment, compensation, and evaluation of the NWC employees using standard college procedures, including Foundation staff other than the Executive Director.

FOUNDATION RESPONSIBILITIES

- The Foundation shall maintain its status as a separately incorporated 501(c)(3) nonprofit organization created to raise, manage, distribute, and steward private resources to support the various priorities of the College.
- The Foundation shall establish and enforce policies to identify and manage potential conflicts of interest and ensure that foundation assets do not directly or indirectly unduly benefit an individual or other person.
- The Foundation shall provide fundraising oversight to all affiliated organizations, such as the Trapper Booster Club and NWC Alumni Association, or college representatives. The Foundation will provide consultation, and coordination when appropriate, in developing and coordinating initiatives and activities seeking financial support.
- Major gift solicitations for the College must be conducted jointly with the Foundation.

Fundraising

- The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the College.
- The Foundation is responsible for planning and executing comprehensive fundraising and donor-acquisition programs in support of the strategic priorities identified by the College President and NWC Board of Trustees. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate.
- The Foundation shall establish, adhere to, and periodically assess its gift-management and acceptance policies, collaborating with the College regarding naming policies, and provisions for the establishment of scholarships, chairs, and other endowed purposes. It shall promptly acknowledge and issue receipts for all gifts and provide appropriate recognition and stewardship of such gifts.

- The Foundation shall provide leadership, oversight, and coordination to College employees and student groups regarding fundraising projects. Foundation shall also provide support regarding in-kind gifts for specific programs to ensure appropriate acknowledgment and reporting.
- With specific approval of the Foundation Board of Directors, the Foundation may accept gifts which benefit other organizations besides NWC, so long as these gifts are tied directly to and as part of a condition of a gift to the College or Foundation.
- The Foundation shall establish and enforce policies to protect donor confidentiality and rights based upon industry standards and the law.

Asset Management

- The Foundation shall receive, hold, manage, invest, and disburse contributions of cash, securities, real property, patents, copyrights, and other forms of property, including gifts that are contributed in the form of planned and deferred-gift instruments.
- The Foundation shall establish prudent asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform Prudent Management of Institutional Funds (UPMIFA).
- The Foundation shall engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and shall provide the College with a copy of the annual audited financial statements, including management letters.
- The Foundation shall establish internal controls and other enterprise risk management practices commensurate with its Board's fiduciary responsibility.

Entrepreneurial Activities

- The Foundation serves as an instrument for entrepreneurial activities for the College and engages in purchasing, developing, or managing real estate for campus expansion or other joint ventures.
- The Foundation may collaborate with the College in activities that advance the mission of the College by providing internal financing options, such as lending or making payments on debt, for major projects, including serving as a building authority to obtain loans.
- The Foundation may also hold licensing agreements and other forms of intellectual property, or engage in other activities to increase foundation revenue with no direct connection to an institutional purpose.

SHARED FINANCES AND ADMINISTRATION

Transfer of Funds

- The Foundation shall transfer funds to the designated entity within the College in compliance with applicable laws, College and Foundation policies, and gift agreements.
- The Foundation shall disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The College shall abide by such restrictions and provide appropriate documentation.
- The Foundation shall manage endowment funds received by the Foundation, pursuant W.S.21-16-1101 (Wyoming Community College Endowment Challenge Program), as well as any other endowment received by the Foundation, either directly or indirectly through the College, in the same manner as other permanent endowment funds are managed by the Foundation, including permanent investment of funds, maintenance of the fund corpus as inviolate and the expenditure of fund earnings endowment purposes only.
- The Foundation's disbursements on behalf of the College must be reasonable business expenses that support the College, are consistent with donor intent, and do not conflict with the law.
- All funding requests from the College for Foundation support, other than regular disbursement and expense reimbursements, must be authorized by the College President for submission to the Foundation.

Funding

- The Foundation, in collaboration with the College, is responsible for establishing a financial plan to fund the cost of Foundation programs, operations, and services.
- The College and Foundation shall share costs associated with Foundation employee compensation.
- The Foundation shall reimburse the College for expenses incurred for the Foundation's portion of compensation for the Executive Director and other employees. Percentages may shift over time to balance compensation adjustments.
- The College shall provide in-kind support including but not limited to: mutually agreed upon office space to support the mission of the Foundation, plus utilities, computer network access and some office furnishings as well as access to College services such as consumable office supplies, mail services, technology and computer services support, printing and public relations support, personnel and payroll services, scholarship coordination and other activities in accordance with College policy and procedures.
- The College shall extend insurance to the Foundation, providing professional liability insurance for employees, board liability coverage to members of the

Foundation Board of Directors, and property insurance and liability for the Foundation's Nelson House and other property holdings.

- The Foundation shall use annual unrestricted funds, as needed, to cover its operations and grants. The Foundation may also assess fees for services; or assess fees on gifts, endowed funds, and other investments.
- The Foundation, at its own expense, shall provide other services that may be necessary or required to fulfill its responsibilities and obligations.
- The Foundation shall maintain, at its own expense, copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.
- The Foundation shall provide access to data and records to the College in accordance with applicable laws, Foundation policies, and guidelines. The Foundation shall provide copies of its annual report and other information that may be publicly distributed. College will provide similar information for the Foundation.
- The Foundation shall provide some funding for collaborative events/activities with the NWC Alumni Association to engage alumni and develop potential Foundation donors.

Staffing

- The Foundation Board shall select an Executive Director who shall act as the chief administrative officer of the Foundation. The Executive Director's employment status shall be classified as an administrator and member of the president's staff of the College, subject to the terms and conditions set forth in the Employment Agreement between the Executive Director and College, and approved by the Foundation.
- The Foundation shall have the authority to set salary, benefits and other compensation of the Executive Director. The Foundation's Board President shall signify approval of the contract terms as a signatory of the written Employment Agreement between the Executive Director and College. The Foundation shall retain control over the Executive Director including work responsibilities, evaluation and termination.
- Other Foundation staff members shall be classified as NWC employees within the College's compensation model and be hired and managed using standard College procedures. The Foundation Executive Director shall have supervisory responsibility for Foundation staff.
- Foundation agrees to give not less than 30 days written notice in advance of its intent to terminate reimbursement for the Executive Director to allow the College to close out its Employment Agreement with the Executive Director.
- With regard to other shared employees, the Foundation shall provide written notice not less than 120 days in advance of its intent to terminate support, but agrees that it shall be responsible for paying its share of compensation costs through the end of the contract period in force at the time of termination.


TERMINATION OF THE MEMORANDUM OF UNDERSTANDING

Either party may, upon 90 days prior written notice to the chief executive and board president of the other party, terminate this agreement. The party initiating termination must provide an opportunity for a meeting among chief executive and board chairs (or designees) within 30 days of the written notification.


Should the College choose to terminate this agreement, the Foundation may require the College to pay, with 120 days of written notice, all debt incurred by the Foundation on the College's behalf, including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should the Foundation choose to terminate this agreement, the College may require the Foundation to pay debt it holds on behalf of the Foundation in a like manner. In the event of termination, the entity initiating the terminations shall be responsible to pay to the other entity any salary and benefit costs being shared with the non-terminating entity until such time as the shared employee(s) can lawfully be terminated.

Consistent with provisions appearing in the Foundation's articles of incorporation, should the Foundation cease to exist, or cease to be an Internal Revenue Code 501(c)(3) nonprofit corporation, the Foundation shall transfer its assets and property to the College, or to a successor Foundation affiliated with the College.


IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date noted above.




President
NWC Board of Trustees
Date: 12/5/17



President
NWC Foundation Board of Directors
Date: 11.2.2017



President
Northwest College
Date: 11/14/17



Executive Director
Northwest College Foundation
Date: 11/2/17

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

November 14, 2022

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

MEMBERS ABSENT: Treasurer MS. CAROLYN DANKO

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; MS. HOLLY BERRYMAN; MR. FRED BRONNENBERG; MS. MARJORIE CORTEZ; MR. DUSTIN DICKS; MR. DAVE ERICKSON; MS. TRACY GASAWAY; MS. NANCY GILMORE; MS. MICHAELA JONES; MS. CAREY MILLER; MS. NANCY MILLER; MS. BOBBIE PATTERSON; MR. DENNIS QUILLEN; MR. RYAN ROBERTS; MR. JAKE SCHRICKLING; MS. LINDA SPOMER; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MS. BRITTANY WILSON; 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, November 14, 2022, at 3:04 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. Motion carried.**

WORK SESSION Trustees toured the site of the City of Powell’s proposed retention pond/storm drain system, which is on campus, north of Ashley Hall. They also visited the site of an existing City retention pond on the east side of town.

MISSION MOMENT President Watson welcomed Men’s Wrestling Coach Jim Zeigler and the Northwest College Wrestling team. She stated that the Trustees wanted to have an opportunity to meet the team and give blessings for healing following the grizzly bear incident and offer best wishes for a successful season.

Coach Zeigler introduced recruit Bridger Bennion from Vernal, UT, who arrived on campus moments before the Board meeting and therefore joined the team for the Mission Moment. Jim stated he is hopeful Bridger will be joining the team in January.

Wrestlers attending the meeting introduced themselves: Roberto Garcia, Victorville, CA; Avery McSpadden, Post Falls, ID; Jose Treyes, Jerome, ID; Boburjan Birdiyorov, Tashkent, UZB; Kendall Cummings, Evanston, WY; Jacob Olsen, Cedar City, UT; Brady Lowry, Cedar City, UT; Orrin Jackson, Kersey, CO; August Harrison, Vernal, UT; Aziz Fayzullaev, Tashkent, UZB; Cody Todd, Billings, MT; Ryker Blackburn, Duchesne, UT; Gavin Carter, Cedar City, UT; Josh Womack, Newcastle, WY; Leighton Jensen, Omak, WA; Codell McNiven, Laurel, MT; and Cody Pinkerton, Douglas, WY.

Interim Vice President Dee Havig extended his congratulations to the team as they defeated the number four team in the nation the weekend before.

President Wurzel thanked the Wrestling team for attending and especially for representing Northwest College well.

Coach Zeigler expressed his appreciation for the opportunity to coach and work with these young men. He stated that the team appreciates the overwhelming love and support they received following the recent tragedy.

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

In response to a question from Trustee Housel, President Watson stated that the payment to Christiansen Drilling was for replacing the pump located in the pump house that feeds the soccer field.

In response to a question from Trustee Housel, President Watson stated that HR Director Jill Anderson recently attended The Society for HR Management (SHRM) Conference in Colorado. The President of SHRM noted that the number of available people interested in working is shifting so much that the days of forced retirements may soon be gone. The days of only hiring young professionals are over, and companies will have a newly diversified workforce with people from all different ages and generations.

In response to a question from Trustee Housel, President Watson stated that the College uses Arthur Gallagher, a compensation consultant. They provide national reports and consider national, regional, and local data. They will review the staff banding structure and faculty lines and offer suggestions for compensation adjustments. The College will consider those suggestions if compensation funds are approved.

Trustee Housel stated he was pleased to see the addition of the Wyoming Department of Transportation Snowplow Training course offered through CTD. He noted there seems to be a shortage of qualified snowplow drivers in the State and appreciates that Northwest College is offering the training program.

President Watson stated that the flexibility of the CDL simulator allows the College to respond to the needs of various industries as they arise.

Trustee Housel stated he visited with a student who participated in Preview Day and felt it was a great experience. From his perspective, the event was comprehensive.

Trustee Kuipers made a note of the displaced offices in preparation for the construction of the new Student Center and the process of moving that will be undertaken by faculty and staff. She understands it will need to take place during the academic year and wishes to acknowledge the extra work and challenges involved with the project.

Motion carried, and the consent agenda, including the minutes of the October 10, 2022, regular meeting and the minutes of the October 19, 2022, special meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Student Center

President Watson announced there is cause for celebration as the College will be moving forward with the new Student Center construction. She distributed an overall budget worksheet for Trustees to understand what is being committed to and the resources needed for the project.

The spreadsheet indicates that the Student Center building is designed to be 33,380 square feet, costing \$521.76/SF. The total cost of the building, including contingency, is \$18,283,736. President Watson stated that because the building contains kitchen equipment needed to provide dining services to students, it is more expensive.

President Watson further explained that additional owner costs include the temporary dining/soccer facility, design fees, special inspections, furniture, state-required art allowance, owner contingency, and miscellaneous expenses. The additional owner costs a total of \$2,489,434.

President Watson listed the total project components, including the Student Center building (including contingency), the temporary dining facility, the Outdoor Rec Co-op addition (originally a project alternate), the CMAR (Construction Manager at Risk) preconstruction contract, and the additional owner costs, bring the total project cost to \$23,421,663. The Legislature approved the Student Center project in the amount of \$25,130,756. Therefore, the project came in well under budget.

President Watson explained that the College is responsible for \$11,710,831, which is 50% of the project cost. The Foundation will contribute \$3,500,000 from their fundraising campaign and has already provided additional support in the amount of \$1,350,000 from dining endowments and the temp dining grant. That leaves the College with a responsibility of \$6,860,831. Northwest College has already contributed \$2 million to the project in earlier match requirements. Student Fees from the Plant Fund will be utilized for \$241,078. The remaining amount of \$4,619,753 will be paid for from reserves. The College was able to save \$3 million for the project due to conservative spending the previous two years and lost revenue that was recaptured from the Federal pandemic funds. The remaining amount will come from Fund 11 reserves, resulting in the College taking on zero debt for the project.

Fred Bronnenberg from Groathouse Construction (Construction Manager At Risk) stated that the working relationship between all parties during the Level III design work was very positive. The bid opening was successful because bids came in slightly under what was estimated. The project will utilize twelve companies from the Big Horn Basin, resulting in revenues of 63% of the project cost, over \$12 million, which will stay within the Basin. Twenty-four companies within the State will provide goods and services to the project, resulting in 90% of the project, over \$17 million in revenue, staying within the State.

Fred stated that a great pool of subcontractors would be working on the project. He commends the design team, including Northwest College staff, for their efforts and many hours of work that will result in an excellent facility.

Trustee Spomer stated that the \$23 million project cost is an excellent indication of the efforts that took place by the design team. When the Student Center project was first discussed, the cost was estimated to be approximately \$38 million. The efforts of everyone involved resulted in an exceptional outcome for the community and the College.

Trustee Kuipers echoed Trustee Spomer's comments regarding the reduced project cost and expressed her appreciation to Fred for highlighting the revenue impact on the Big Horn Basin and the State of Wyoming.

Jake Schrickling from the State Construction Department stated that this project is an excellent indication of how a CMAR is supposed to work. The project came in under budget, even considering cost escalations and supply chain issues, and is a testament to the College staff, the architecture team, and the contractor working cohesively as one team. Another unique element is that the \$2.2 million appropriated to cover cost escalations was not touched on in the final numbers.

President Watson stated that the design team was very thoughtful throughout the process and that the building will serve the College well for years to come. It is designed to allow future expansion as needed. As part of the value engineering, some furniture and kitchen equipment are being repurposed to save money, and new furniture can be purchased over time.

In response to a question from Trustee Housel, President Watson stated that the most significant contingency factor is likely to be time. If supplies and equipment don't arrive as expected, then challenges will arise with timelines.

Fred stated there are contingencies built within the guaranteed maximum price, as well as contingencies on the state side, for challenges that may arise. Grothouse is now issuing the subcontracts and purchase orders to diminish the long lead times as much as possible. The procurement process is beginning three months in advance of construction starting.

President Wurzel stated that the Student Center project has been on the Board's plate for an extended period, and they highly appreciate the work done to ensure the space serves students in the best way possible.

Trustee Spomer extended his appreciation to the State of Wyoming for stepping up and committing roughly \$12 million to the Student Center. He especially wants to express his gratitude to the Foundation for bringing \$5 million to the project as well.

Preliminary Audit Report

President Watson invited Brittany Wilson, CPA, and partner at McGee, Hearne & Paiz, LLP (MHP), to present the preliminary audit report for the fiscal year ending June 30, 2022, for the Board's consideration. Brittany has twelve years of experience in higher education and has worked on Northwest College's audits for six years.

Brittany stated there are three parts to the audit. The first part is under generally accepted auditing standards, the second is reports under government auditing standards, and the third is Uniform Grant Guidance. She will review financial statement highlights, significant accounting estimates, and a new accounting standard adopted this year. She will also cover MHP's report to the Board of Trustees.

Brittany stated that the Independent Auditor's Report is under Generally Accepted Auditing Standards set by the AICPA. It applies to all audits and relates to the financial statements and notes. In this draft, MHP is issuing an unmodified (clean) opinion.

The Statement of Net Position shows the College's net position is -\$4.7 million. If the effect of pension and retiree health is backed out, the unrestricted equity is \$20.1 million. This is before funding the new Student Center. The Statement of Revenues, Expenses, and Changes shows an increase in that position to just under \$2.7 million overall. There was an expected decrease in federal grants from the previous year's COVID funds and increased state appropriations, tuition and fees, and auxiliary charges.

Brittany pointed out the four significant accounting estimates within the College's financial statements. The first is the net pension liability which relates to the College's portion of the funding deficit of Wyoming Retirement Systems' employee pension plan. The second is the total OPEB liability, which has to do with the College's participation in the State's health insurance plan.

President Watson stated that Colleges are not required to fund those deficits, but the accounting rules require them to be reflected in the financial statements. For many institutions, this causes their financial statements to look upside down which is challenging in higher education with Generally Accepted Auditing Standards.

Brittany reiterated that while they are liabilities on the books, they are unique liabilities that don't represent future cash outflow.

The third significant accounting estimate within the financial statement is the

scholarship allowance related to NACUBO guidelines and is a contra revenue related to institutional financial aid provided to students. The last one is unavailable property taxes. This refers to property taxes assessed in the county in January but won't be levied and received until the following fiscal year.

Brittany stated that a new GASB (Governmental Accounting Standard) was implemented this year and related to leases. While it adds another liability to the books, it also adds an offsetting asset. Any lessee arrangements previously accounted for as operating leases are now shown as a right-to-use intangible asset and a lease liability. Lessor arrangements now show a lease receivable and deferred inflow of resources related to the future lease revenue.

The next report is under Government Auditing Standards. The auditors are required to look at internal control over financial reporting and to also look at compliance with laws and regulations. Brittany reported that there were no findings on internal control deficiencies and no known instances of noncompliance.

The uniform grant guidance report is essentially the audit of the College's federal dollars. The College is considered a low-risk auditee; therefore, the auditors must audit at least 20% of the federal funds. This year's primary program audited was the Education Stabilization Fund (COVID), which accounted for approximately \$2.6 million. They must test all direct and material compliance requirements and related internal controls. They noted no non-compliance with directed material compliance requirements but reported one significant deficiency related to not documenting compliance with procurement and suspension and debarment requirements.

Brittany noted that the guidelines from the federal government regarding COVID programs were a moving target. They would issue little to no guidance or add additional guidance after the fact. The College was following guidance that had come out initially but missed updated guidance that came later. It was not a significant concern regarding a widespread deficiency related to all federal funds. President Watson stated she was disappointed in the finding related to procurement. The College was doing the required work but didn't have it documented how the federal government eventually wanted it reported.

Brittany added that when the money became available, the government did not care about procurement. They wanted the money spent as quickly as possible to lessen the effects of the pandemic. In changing the guidelines after the fact, there were conflicting guiding principles.

Brittany stated that in the report to the Board of Trustees, there were no changes in accounting policies besides adopting GASB 87. There were no disagreements with management or significant issues or difficulties overall. MHP feels the audit went very well and extends its appreciation to President Watson, Brad Bowen, and the whole team for all of their work to have everything ready and for always being available to answer questions or meet the needs of the auditors.

President Watson stated that it is a very comprehensive annual audit that includes the Business Office, Financial Aid, Computing Services, etc., and many staff members contribute information to ensure it goes well each year. Special recognition to Finance Director Brad Bowen.

President Watson stated that in October, she, Trustee Todd, Trustee Kuipers, and Keli Borders attended the ACCT Leadership Conference in New York. After gathering feedback from other Trustees, the attendees attended as many relevant sessions as possible. President Watson found the conference useful,

and there were some interesting sessions. She felt there was value in gathering with peers to gain a national perspective and learn from other Colleges.

Trustee Todd found value in the national perspective about what's going on, the stressors and issues, and how colleges are attempting to deal with them. He appreciated going with the group, who could share the tasks and discuss what each was learning in the sessions they attended. He feels all Board members should regularly attend as the most recent issues are discussed in the most current context.

Trustee Todd stated his biggest takeaway was the tension surrounding the unpredictability of the future in terms of online courses and what students and the job markets will want. It makes the planning process more difficult. He felt it was a good conference and was helpful because he learned a lot.

Trustee Kuipers stated it was a group project in that the four attendees were strategic in their choices and attended as many relevant sessions as possible since there were multiple options each hour. She noted that many topics revolved around the uncertainty of the future. She encouraged Trustees to read the Trustee quarterly magazine in which there is an article in the November edition written by one of the keynote speakers, Arthur Levine, regarding the four changing elements of higher education.

Trustee Kuipers noted the many things Northwest College is doing very well and sometimes better than other community colleges in the nation. She was excited and encouraged by how the College can grow and the areas where Northwest College is leading the pack in many ways.

Keli stated she was able to attend sessions that were specific to Board Professional Staff and found them to be very beneficial. She also attended various sessions of importance to Trustees based on feedback received regarding items of interest. She expressed her appreciation to the Trustees and President Watson for the opportunity to attend the conference.

President Watson stated she attended many sessions related to overcoming enrollment challenges. Colleges are leveraging and seeing gains in their dual and concurrent enrollments, but these do not provide financial sustainability. They are also leveraging and expanding non-credit and credit pathways, which Northwest College has done recently through CTD programs. The topics centered around streamlining resources and ensuring everything is being done within the College's capacity to increase enrollment. NWC work is on target.

Review Board self-assessment

President Watson stated that the self-evaluation document was sent electronically as an anonymous survey. The results have been compiled, and a report has been sent to the Trustees via email before the meeting.

President Wurzel noted the Board scored itself reasonably high, with a few exceptions: Trustees felt they were not partaking in Board education opportunities; they could do more to assist with developing partnerships with community agencies; they are lacking a compensation plan that serves and retains faculty and staff; and, they have fallen behind in policy work. President Wurzel feels that the pandemic, transformational work, the Presidential search, and the Student Center project have taken much of the Board's attention. Policy work became less of a priority.

President Watson stated that many items consuming the Board's and campus's attention have come to a resolution, and policy work can once again become more of a priority.

Trustee Kuipers stated that, as indicated in the self-assessment, Trustees

acknowledge it is their charge as part of the leadership of the College to continue to work hard for a solution to the compensation issues related to recruitment and retention of faculty and staff. She noted that it is an area of priority in the Strategic Plan.

Trustee Spomer stated he noted the same four areas the Board could do better. He feels Trustees should spend the next twelve to twenty-four months putting real effort into those areas.

President Wurzel reiterated that the four areas that needed improvement were affected by the significant issues and activities that consumed the campus in the previous months. Board development was not a priority, appropriately so, but the focus can now shift slightly.

Trustee Housel stated he feels the Board is doing very well. He said there were things of greater urgency other than policies and priorities had to be adjusted accordingly. He was on the Board Policy Committee for many years, and policies of a critical nature have been addressed.

In terms of Board education and development, Trustee Housel stated that due to the budget crises, the Board decided it was going to limit its spending. He reads the Trustee quarterly magazine and feels it's a good way to educate oneself without spending money attending national meetings. He also feels the twice-per-year retreats are more than meeting what is expected of a typical Board. He stated there are also opportunities for education during the Board Orientation that each new member receives.

Trustee Housel stated that the National Trustee Association developed the questions on the Board self-assessment, and several are very subjective. He feels the assessment serves as a checklist for Trustees to ensure they are doing a good job personally as a Board member.

Trustee Todd feels the intent of the self-assessment is to extract talking points from the compilation of results. He noted that Board members used the assessment as intended and identified ways to improve.

President Watson reminded Trustees that a complete policy manual was written and approved regarding the College's response to the pandemic. All operations were changed on campus to sustain instruction. She agrees with Trustee Housel regarding the need to manage travel to conferences considering budgetary challenges but stated that ACCT offers many individual online educational opportunities. She expressed her appreciation to the Trustees for their willingness to serve and their efforts to make the College a better place.

Nomination Committee for Board Officers and Committees

President Wurzel stated he had asked Trustees Spomer, Kuipers, and Todd to serve on the Nomination Committee. Before the December meeting, they will develop a list of candidates for Officers and Committee delegations. He asked the Trustees to notify the Committee of their areas of interest.

CITIZENS' OPEN FORUM

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

A UNFINISHED BUSINESS:

NWC 2030 Strategic Plan

A motion was made by Trustee Housel and seconded by Trustee Kuipers to approve the NWC 2030 Strategic Plan.

President Watson said the Strategic Plan was sent to the Wyoming Community College Commission for review. They were very much in favor of the Plan and suggested minor terminology changes. She stated they desire to see the

College's commitment to economic development and workforce needs at the local, regional, and state levels. A similar goal was in place, but she made a few adjustments to that goal to better align with this request.

Trustee Housel reminded Trustees that during the May retreat, the Board requested that President Watson develop the Strategic Plan by the September meeting. He stated it is a significant accomplishment for President Watson and the faculty and staff who worked hard to have it ready to present on time. He feels the result is a very comprehensive Strategic Plan that will guide and assist the Board for many years.

Trustee Kuipers agreed that what the College has created is exceptionally impressive. She feels that because the document is so well laid out and comprehensive, it enables the Trustees to focus on oversight and guidance.

Motion carried.

A NEW BUSINESS:

Academic Calendars 2023/24,
2024/25, 2025/26

A motion was made by Trustee Kuipers and seconded by Trustee Todd to approve the academic calendars for years 2023/24, 2024/25, and 2025/26 as presented. Motion carried.

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

December 12, 2022, upcoming:

- Statewide legislative update
- Concurrent and Dual Enrollment Summary
- Quarterly budget adjustments
- Oath of office for new Trustees
- Election of officers
- Annual signing of Ethics Policy
- Disclosure of Interest forms distributed
- Acceptance of audit
- Other TBD

ANNOUNCEMENTS:

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

A EXECUTIVE SESSION:

President Mid-Year Evaluation

A motion was made by Trustee Housel and seconded by Trustee Todd to move into executive session. Motion carried, and the executive session convened at 5:57 p.m.

The executive session adjourned at 6:58 p.m., and the regular session resumed.

A ADJOURNMENT:

The meeting adjourned at 6:58 p.m.

Board of Trustees Committee Reports

Board Finance Committee – Chairman Carolyn Danko

No committee meeting was held in November.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in November.

Facilities Committee – Chairman Dusty Spomer

No committee meeting was held in November.

President's Report

December 2, 2022

State

Legislature

The Interim Joint Education Committee met on November 15th. The legislators received an update and overview from the new executive Lauren Schoenfeld of the Wyoming Innovative Partnership. Joint education then reviewed and approved three draft bills related to Community Colleges. The first bill, the distance education credit differential bill, eliminated the 0.8 level of instruction weighting to online classes. The second bill, the community college funding budget procedure bill, allows for an ECA for inflationary adjustment during the biennial budget process. The final bill reviewed and approved was Wyoming's Tomorrow Appropriations Bill. The original bill was amended to provide \$105 million in appropriations to fund the endowment, with 15 million of the 105 million available for the expenditure account. These bills will be submitted for inclusion in the upcoming legislative session.

Governor

The Governor released his supplemental budget proposal on November 18th. Compensation has been included for the community colleges along with other agencies. The Governor also recommended 35 million for Wyoming's Tomorrow Endowment. The supplemental budget is very conservative and recommends that most funds be placed in savings for a rainy day.

Campus

On Tuesday, November 15th, I traveled to Laramie to attend the Governors Business Forum. Over 300 attendees participate in the three-day event. There were many sessions on business, government, economics, legislative work, wellness, and mental health. WCCC and WACCT were sponsors of the event, with all Colleges in attendance.

On Thursday, November 17th, I attended the Native Ways Buffalo feast. Over 100 attendees enjoyed the smoked buffalo brisket and musical entertainment from Christian Wallowing Bull.

The campus held its annual Christmas tree lighting and Parade of Trees at the Hinkley library. Over 200 people were in attendance to enjoy caroling, cocoa, smores, the Christmas tree contest, and general merriment.

Strategic Plan

The strategic plan has gone to the Presidents staff for discussion, and the Vice President's to create workgroups. Work plan development will begin after the new year.

Student Center

Construction of the temporary dining facility continues to be on schedule. The physical plant is working to move all departments out of the Student Center. There is much work being done to move equipment and operational supplies. The lease for the Park County Fairgrounds is still under review with legal.

Respectfully submitted,

Lisa M. Watson

Lisa M. Watson

President

Administrative Services & Finance

Northwest College

Board of Trustees Report

December 2, 2022

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

Finance & Budget

- The Business Office is contacting students with remaining balances from Fall 2022 before students leave campus for the semester. In addition, the Business Office continues to assist students with Fall 2022 student account questions and Spring 2023 student account questions.
- The Payroll Office and Human Resources completed the annual employee benefit open enrollment.
- The Business Office and Payroll Office are preparing for year-end by verifying that correct information has been received aid in completing Federal Reporting requirements in January.
- The Payroll Office is assisting Human Resources in completing the current year's salary surveys.

Facilities Projects

- The move-out project of the existing Student Union has started. Housing, Security, and Activities are in the new temporary offices at Yellowstone and FAB Annex. Multiple trips to Cody for furniture storage.
- The Trap dining area was moved to Yellowstone, with the small prep kitchen rewired and set up to accommodate Sodexo to prepare food and drinks for the campus.
- Retention Pond Proposal – Trustees toured the Rainwater retention pond in Powell. They traveled to the proposed retention pond site north of Ashley Hall and drove 10th and Division Streets to understand the proposed storm drain installation, the 7th street diversion of trickle water, and intake locations for the storm drain for the soccer field and Lewis and Clark parking lot. The City has requested Engineering Associates to evaluate the costs associated with modifying the plans for the intake locations on the storm drain. This is a possible proposed value exchange for the permanent placement of the retention pond on campus property.

Transportation Bus Miles

- Travel for the month, our bus fleet with 5,360 miles. Volleyball team traveling to Casper, WY; basketball to Billings and Miles City, MT, Williston, ND, Riverton, WY; and Salt Lake City, UT. Wrestling to Rock Springs, WY, Sterling, CO, and Kearne, NE.

Mickelson Field Station

- Closed

Completed Work Orders

- 159 last 30 days
- 1956 total year to date

Information Technology

- Computing Services Staff have been working, evaluating, and fixing several processes related to account creation.
- Computing Services Staff have been evaluating a Stronger MDM solution for our mobile devices.

Human Resources

- Recruiting: Please see December Personnel Report.
- Staffing: On 11/18/2022, a candidate interviewed on campus for the Vice President for Administrative Services and Finance position. Faculty and staff attended a campus presentation and were invited to a Meet and Greet session in the Hinckley Library. The Budget Managers and College Council participated in a morning Q and A meeting.
- The Kelly Education Services (KES) Remote Worker Payrolling Solution contract was signed by President Watson on 11/2 and is moving forward as a compliance solution for offering adjunct instruction by out-of-state fully remote adjuncts. The remote worker payrolling solution service will allow the College to comply with state laws and requirements for adjuncts who work remotely and have residency in states other than Wyoming.
- Benefits: Annual Open and Flexible Benefits Enrollment occurred in November and closed at 5:00 p.m. MST on 11/30.
- Training: The HR Director facilitated United Educators' safety training rollout on 11/17. The Facilities and Campus Security employees will take the online course, "Slips, Trips and Falls – Keeping Your Campus Safe," in December. Providing this course allows the College to take advantage of a premium discount from our risk management vendor. On 11/8, the HR Director attended a webinar by CUPA HR on "Modern Work Fueled by HR," which addressed current labor trends and challenges. On 11/10, the HR Director participated in a webinar, "Multi-State Workforce Challenges – Legal and Practical Implications for Higher Ed."
- COVID-19 Activities: A few cases of COVID-19 are being reported. HR/Payroll continues COVID-19 administration activities as needed.

Personnel Status Report

November 2022 Trustees' Report

Search Activity to Date 11/28/2022

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	11/28/2022	Sheila Collins	Sheila has a Master's in Business Administration and a Bachelor's in Finance, both from the University of Texas-Pan American
Athletic Trainer			Candidates are being reviewed.
Administrative Secretary for VPAA			Candidates are being reviewed.
Instructor/Assistant Professor for Business - Tenure Track			Position closes externally on 1/23/2023
Fixed Term Instructor of Nursing/WyIN Funded			Position closes externally on 1/23/2023
Campus Security Assistant/Nights and Weekends			Position closes externally on 11/29/2022
Men's Basketball Coach			Position closes internally on 12/2/2022

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of December 1st , 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)			Pending installation				\$ 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			Awaiting parts	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			Complete Pending final pay				\$ 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 December 1st , 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

November 2022



ACADEMIC DIVISIONS/DEPARTMENTS

Art:

- Elaine DeBuhr, Associate Professor of Art, and the Student Art Club hosted another successful Empty Bowls fundraiser at the Commons on November 15. **\$5,408** was raised for Powell Valley Loaves and Fishes after selling over 500 handmade bowls. Additional thanks goes to Sodexo for providing soup at cost, Student Senate for covering the cost of soup, and the Art department for providing clay and glaze materials for the event.

Agriculture:

- The Block and Bridle Club assisted with the annual Briess Growers Dinner November 3. This is always a fun collaboration between our students and large portion of local industry.
- Will Rose, Instructor of Agroecology and Range Management is currently the state president of the Wyoming Society for Range Management. He organized and hosted the state meeting in Cody. He took 4 students with him to the Wyoming Section SRM meeting in Cody. Three of them competed in student contests placing 1st and 2nd in the plant ID contest and 2nd in the Undergraduate Range Management Exam. One student competed with Mr. Rose, and they placed 1st in the "Pro-am" Plant ID contest with our combined scores. The meeting was very successful with professionals and students coming from around the state to participate and enjoy the presentations from speakers discussing pertinent topics in rangeland management of private and public lands. Including topics such as virtual fencing for livestock, Zeedyk structures for erosion control, and successes with new herbicides for cheatgrass management. The Range club met and they are planning to attend the international SRM meeting in Boise in February. They also planned an excursion to harvest an Ag Department Christmas tree this month. Mr. Rose's Rangeland Plant Taxonomy class had another successful annual ecosystem tour of the Bighorns early last month.
- Will also attended the Wyoming FFA Teachers Mid-Winter Conference in Casper. He gave an update on the NWC Ag department and led a workshop on Rangeland Management.

Business:

- The Business department continues to work with IMPACT 307 to launch our first Entrepreneur Bootcamp. Business faculty, IMPACT 307 representatives, and other subject matter experts will present a variety of topics to audience members interested in learning how to start up an entrepreneurial business venture (or grow an existing, early-stage business). Marketing efforts are ramping up for this event, and additional details will soon be shared with the college and community service areas.

Communication & Forensics:

- The Forensics team traveled to Portland, Oregon to compete at Lewis and Clark College in October. They placed second in community colleges in both individual events and debate, and were 6th overall out of 18 schools attending in Individual events. *Shahzad Rejepov (Turkmenistan) earned the top novice in Poetry Interpretation, and Seid Orazgulyyev (Turkmenistan) placed 5th in Novice Extemp. In Junior Drama, Kadriya Gaynutdinova (Turkmenistan), Samantha Perry (Miles City), Polina Chernova (Russia), and Bailee Foster (Greybull) place 5th, 4th, 3rd, and 1st, respectively, with Polina earning the top novice spot. Elizabeth Bleicher (Worland) and Jose Atilano (Greybull) advanced to finals in Junior Persuasive, placing 5th and 4th, respectively. In Communication Analysis, Jose Atilano earned the top Junior placing. In Junior Informative, Shahzad Rejepov placed 7th, and Madina Tagirova placed 4th. In junior prose, Polina placed 6th and Samantha placed 5th. On top of that, Jose Atilano and Seid Orazgulyyev advanced to quarterfinals in public debate, losing to teams from the College of Western Idaho.

- Forensics competed in a virtual tournament sponsored by Linfield College in McMinville, Oregon. Maks Myradov and Madi Tagirova advanced to elimination rounds in Novice Informative Speaking, and placed 5th and 6th, respectively. Jose Atilano was 10 speaking in Novice Public Debate out of 65 contestants.
- Bob Becker attended the National Communication Association convention. He was elected as the Association for Communication Administration's Vice President-Elect and will be part of the convention planning process during the coming year.

Equine:

- The horseman's club held a Halloween Horse Show Oct. 29 In conjunction with All Around Acres. It was a big show, bringing in 50 or more exhibitors. The public was very excited to be back at NWC showing horses. Students participated by either showing or providing arena help. It started at 7 am and ended around 7pm with the last class being a costume contest.

Music:

- We were excited to host the annual North Bighorn Basin District Clinic November 18-19. The top band and choir students from around the Bighorn Basin were selected to perform in the All-District Band, Choir, and Percussion Ensemble. The band was under the direction of Kendell Nielsen (retired music professor from BYU-Idaho), the choir was directed by Katrina Rooney (from Kelly Walsh High School), and the Percussion Ensemble was directed by NWC faculty member, Dr. Zach Paris, Assistant Professor of Music, Director of Bands/Instrumental Music. The students went through a long day and a half of rehearsals before concluding the experience with a concert for the families and community. This event was a great opportunity to have the region's top music students in our music building at the same time. We were able to put on a short recruiting presentation/concert for the students, which featured the NWC Jazz Choirs, top Jazz Combo, as well as the Faculty Jazz Quintet. The high school students loved seeing the top level performing of our various NWC groups. NWC remains the only college in the state that hosts a District Clinic event, as the rest of the districts rotate the host site between the various high schools. This is a huge networking and recruiting opportunity for us, and we plan to continue hosting this event annually.


Photography:

- Photo conducted annual "Flash Point Sale" of original prints from their First-Year Seminar class. The proceeds will be donated to Teala Wilson (Starr) and NWC Photo Alumnae.
- Two Photo alumni received grants from the state of Wyoming
- Photo will hold their first photo contest and exhibition for amateur and professional photographers in conjunction with their historically successful high school photo contest. The opening for the show will be January 31, 2023.

Photo Contest and Exhibition
 Sponsored by the NWC
 Photographic Communications Program
 and Roberts Camera
January 31st to March 27th, 2023,
 SinClair Gallery on NWC Campus

Catagories	Cash Prizes	
Amateur Professional Juried by Meg Sommer		
		

Your future, our focus




Framed entries accepted
 January 16 - 20th
 in Fagerberg room 42
 on NWC campus.

 For more information
christine.garceau@nwc.edu

CENTER FOR TRAINING AND DEVELOPMENT - Powell

- Conferences/Meetings- Wyoming Realtors, Healthy Park County, Dispatcher Training, and Crisis Intervention Training
- PHS/Shoshone Learning Center- students enrolled in HVAC, CDL, Video Game Design and Forklift
- CTD Trainings- CPR/First Aid, Dispatcher Training, Crisis Intervention Training, Suicide Awareness Training, Brighter Futures Training, and Welding
- Simulators for the Heavy Equipment Construction course has been ordered and will be arriving after the first of the year

Cody CTD

- Test proctoring - Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- CPR/First Aid and MSHA Training
- Conference/Meetings- Wyoming Realtors

CDL Program

- 43 students enrolled program
 - 24 Working on their Theory
 - 19 Skills and BTW (Behind the Wheel Driving)
- 10 students attended orientation
- 4 Students passed and received their CDL's
- School Bus/Passenger Bus Training 5
 - 3 students working on their theory
 - 3 skills and BTW

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 4 activities that served 47 students and community members. These events included High Ropes Course, Ski Tuning Clinic and Bear Awareness.
- Log on to our Facebook page - <https://www.facebook.com/nwcctd> to see all the fun pictures

Powell Valley Community Education/Rec Co-Op

- Fall/Winter Driver Education started, and we currently have 13 driving.
- BOCES held their quarterly meeting on November 2nd
- BOCES voted to distribute special project funds in the following way for FY2023
 - \$10,000 to CTD for PCSD#1 High School students taking CTD Classes
 - \$10,000 to NWC to help offset the cost of Dual Enrollment
 - \$5,000 to PVCE to help make Driver Education more affordable for PCSD#1 student
- Fitness and crafting classes have been very successful this month
- Co-Op has started gearing up for winter checkouts
- All skis and snowboards have been freshly waxed and ready for the winter season

INTERCULTURAL PROGRAM

- Celebrating International Student Athletes event at Women's & Men's home basketball games on Nov. 4 (international flag display, Men's basketball players had display tables from their countries, Men's soccer cooked traditional Brazilian dessert and played futsal at half-time)
- Celebrated International Education Week with the Meet the Nations Event which included student display tables from 23 countries and an international themed lunch in the cafeteria; Stothart Readings with international students speaking about writers/poets from their countries
- Hosted traditional Thanksgiving dinner at the Intercultural House; 40 people attended
- International student trip to Cody for dinner, Yellowstone Quake game, and holiday stroll/parade.

HINCKLEY LIBRARY

- The librarians finished up the semester's information literacy instruction. As finals approach Becky Voss, Library Coordinator taught four "Lunch & Learn" sessions to help students find information for their research assignments.
- Amanda Hall, Interim Librarian implemented "Aspen" the new statewide library catalog discovery system and prepared government microfiche for official storage at the state library-both large projects.
- Nancy Miller, Library Director attended the statewide Wyoming library director's retreat and meetings sponsored by the Wyoming State Library.
- The library was the venue for the Dia De Los Muertos celebration and program organized by Visiting Exchange Professor of Spanish Karla De La Rocha Cardoza.
- The Stothart Readings open mic program continues each month, organized by Associate Professor of English, Jennifer Dare.

ACADEMIC AND CAREER ADVISING CENTER (ACAC)

- The weather was cold and snowy on Advising Day so in-person traffic was light. Approximately 12 students dropped the center and the Admissions Office saw five or six. However, individual appointments for general studies students before and after Advising Day has been brisk with conducting 80 advising sessions.
- Participated in Preview Day, offering information on NWC, transferring to other colleges and best practices and what to expect as an online student.
- The University of Wyoming visited on November 14 for three hours. The UW rep reported that she met with a good number of students and had a "very productive day."

PEER TUTORING SERVICE

- Provided 93 scheduled one-on-one tutoring sessions.
- Provided 54 drop-in tutoring sessions (including writing).
- Provided 1 first-year experience/class presentations (22 attendees).
- Provided 41 help desk assistance visits.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

November 2022



ATHLETICS:

- Wrestling is 2-1 in duals and defeated the #4 team in the country. Multiple individuals have had success and won in their weight classes in two (2) Open Tournaments
- Women's and Men's Basketball have both started their seasons at 8 wins, 2 losses. They had a successful 1st ever Coach Collins Heart of a Trapper Memorial Classic
- Esports – has seven (7) teams that made the playoffs that begin 11/28/22
- Women's and Men's Rodeo team are practicing for the Spring 2023 season
- Volleyball, Women's & Men's Soccer are all recruiting for next season
- Johnson Fitness Center continues to increase usage each month

ENROLLMENT SERVICES

- Hosted Preview Day on Friday, November 11th with a total of 88 prospective students attending the event. Preview Day offers students the opportunity to meet faculty and attend academic open houses, visit the residence halls, tour the entire campus, and join us for lunch in the Dining Hall
- Planning and preparation ongoing for 2023 recruitment events. Some adjustments are being considered for these events due to Student Center construction
- Ongoing catalog revisions/work are underway for the 2022-23 NWC College Catalog
- Ongoing work with CRM (Element 451) software relating to prospective student communications and workflows
- Preparation for end of semester grading and graduation processes are underway. Final grades for the Fall 2022 semester are due on Wednesday, December 21st at 5:00 p.m.
- Preparation underway for our Spring semester Career Fair, which will take place in early April
- Ongoing campus tours for prospective students
- Ongoing NWC Application Days within service area recruitment events within Big Horn Basin High Schools
- Completed Wyoming, Montana, South Dakota and Idaho virtual college fairs – these events expose NWC to high school students across each state
- Ongoing communication (text messages, email, direct mail, phone calls) to prospective students

FINANCIAL AID

- The Office continued to package late applicants for the 2022-23 award year
- The Office began preparing for changes to Cost of Attendance calculation that go into effect for the 2023-24 award year in relation to the *FAFSA Simplification Act* of 2020
- The Office's School Certified Official (SCO) attended virtual VA training on 11.15.22
- The Office's Federal Student Aid staff began attending applicable virtual training sessions during the annual Federal Student Aid Conference, 11.29.22 – 12.2.22
- The Office presented revisions to NWC student scholarship eligibility and administrative criteria for the 2023-24 award year in select First Year Seminar courses
- The Office collaborated with the Nursing Department to identify two (2) WYIN (Wyoming Investment in Nursing) loan recipients from the January 2023 ADN (Associate Degree Nursing) cohort. As of 11.29.22, currently in process to identify three (3) additional recipients to expend a supplemental allocation of \$21,600 received from the WCCC on 11.28.22. Total 2022-23 WYIN loan allocation from WCCC = \$64,800 for nine (9) students.
- The office counseled attendees/families during NWC's Preview Day event on 11.11.22

GEAR UP

- NWC GEAR UP is currently serving 216 active participants
- Facilitated College Freshmen Pre-Finals Huddle held at the “TRAP.” Students discussed how they are doing in their classes and were given study hints (70% attendance)
- October 2022 – monthly meeting statistics: - 82% student participation - \$6.35/student food costs and 109 hours of contact hours, 55 GEAR UP Seniors have completed the FAFSA, giving us an 96% completion rate.
- 55 GEAR UP Seniors have completed the FAFSA giving us a 96% completion rate

RESIDENCE LIFE

Housing

- Finishing up Residence Hall intent process for SP/2023
- Starting Trapper Village West intent process for SP/2023
- Completing office moves to the Yellowstone Building
- Started planning for FA/23 staff selection process

Security

- Completed Security Office move to Yellowstone Building
- Currently completing the hiring process for security staff
- Facilitated a program for a Powell High School health class

Activities

- Summoning Spirits Magic Show
- Intramural Volleyball
- Student Activities Pool League
- Student Activities Board Game Night

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 166 visits in November
- 964 cumulative visits for calendar year 2022
- 58 Proctored Placement Tests (math and english).
- Childcare Assistance Grant Facilitator

Counseling Services

- 50 Counseling sessions (includes face-to-face, Zoom and phone)
- 8 After hours contacts
- Tracking and follow up of Trapper Health Connection Cases
- Attend Residence Life Team meetings/ Retention Committee meetings
- Behavioral Intervention Team (BIT) Meetings
- Staff completed Continuing Education Webinars
- Staff facilitated evening programs in Simpson and L&C Hall (s)

Disability Services

- 8 Disabilities sessions (includes face-to-face, Zoom and phone)
- 112 Students registered with Disability Services for FA 22
- 409 Accommodation letters processed for FA 22
- 39 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Eight (8) after hour contacts
- Completed an IEP with student(s)

TITLE IX

- Total trained this semester: forty-one (41) different groups on campus, reaching 659 students
- Trained twelve (12) TRIO mentors on Bystander Intervention techniques
- Performed one (1) individual Title IX prevention and awareness function with student
- Participated in a webinar on liability for off-campus trips/travel
- Participate in Wyoming Title IX Coordinator meetings
- Completed Case Review Forms for all cases in Maxient
- Completed annual Performance Review with the Interim V.P.S.S.

TRIO STUDENT SUPPORT SERVICES

- Currently serving 153 students.
- Distributed food to 11 families/22 people. Also distributed 12 food care packages to students who were staying on campus during Thanksgiving Break
- Currently have students participating in 30 tutor sessions through Tutor Services and 6 tutor sessions through TRIO
- Took twelve students and two staff w/ spouses to Native Ways Buffalo Feast
- Spoke to Powell High School health classes about financial success and the benefits of an education beyond high school
- Staff participated in the candidate for VP for Administrative Services and Finance campus presentation
- Met with College Foundation about Giving Day
- Met with Success Center staff about ways of best helping mutual students
- Main activities with students this month included completing FAFSA and NWC scholarship applications for 2022-23 school year, helping students who are not on track to be successful, assisting with transfer, resumes and cover letters

Monthly Report to President Watson

November 2022

PROMOTIONAL ACTIVITIES

Recruiting and Registration

- Music Department Audition Days and other music events
- Two academic program mini features on social: Adventure Learning/Outdoor Education and Aviation
- Two faculty mini features on social: Deepthi Amarasuriya and Adriana Arismendi
- NWC profiles on ihire.com and niche.com
- Standing FY23 Enrollment Campaign initiatives

Retention & Completion

- Trapper Bookstore (November collaterals)
- Criminal Justice fundraiser
- Meet the Nations event
- Trio Career Guide

Foundation & Alumni

- 2023 Calendar
- Partner’s Press mailing

Community

- The 26th annual Buffalo Feast
- Business Bootcamp: Entrepreneur 101 (in partnership with Impact 307)
- Second *From the President* postcard mailed to all Big Horn Basin postal patrons
- Empty Bowls
- News releases for: the new student center, the upcoming 4x4 art show and sale, and the annual Vespers concert.
- Standing monthly *Upcoming Events* ad, Powell Tribune

Other

- Christmas Tree Lighting Ceremony
- Men’s & Women’s basketball program inserts
- NWC holiday party

PRINTING SERVICES

- 20 offices/programs/areas served
- 35 projects completed
- 9,400 pieces printed

CMO & PRINTING SERVICES STAFF

Carey Miller

Communications & Marketing Director

Tim Carpenter

Communications / Web & Social Media Specialist

Jeremiah Howe

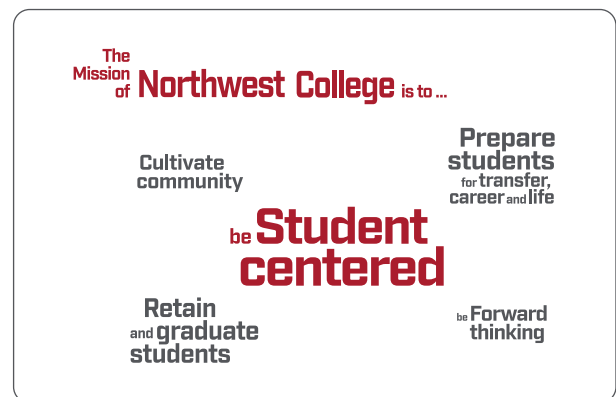
Marketing / Graphic Design Specialist

George Laughlin

Printing Services Supervisor

Kim Lawson

Printing Services Specialist



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

ANALYTICS REPORT SUMMARY

NOVEMBER 2022



COMMUNICATIONS & MARKETING

Report Summary and Highlights

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

Paid Digital Advertising

- Our various **Facebook/Instagram network ads** (paid posts) reached **35K** people, for a total of **88K** impressions, for a click-through rate of **1.37%**. *Note, this is still higher than the industry average of 0.73%*
- Our various **Google/Bing search ads** (paid search) had a total of **3,782** impressions, with a click-through rate of **8.06%** 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 **164K** impressions with **12.5K** engagements and **915** post link clicks. Engagement rate per impression was **7.6%**.
- Our **organic Instagram efforts** (non-paid posts) saw a total of **27K** impressions with **2K** engagements and **19** post link clicks. Engagement rate per impression was **7.6%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **684** impressions with **32** engagements, **3** post link clicks. Engagement rate per impression was **4.7%**.
- Our **organic TikTok** account (non-paid posts) saw **1** new posts this month, a total of **1,511** video views, and **44** 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 **18K*** users for a total of **94.2K*** pageviews this month, with **42.5K*** user sessions broken out like this:
 - **19K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
 - **20K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
 - **1K** sessions coming from paid marketing
 - **.5K** sessions coming from organic (unpaid) social posts
 - **2K** other (from other sites that link to nwc.edu)

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

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

ADVERTISING REPORT

NOVEMBER 2022



f Facebook and i 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	2,588	4,736	32	4.62%
Event: Cody Writers Series	1,229	1,602	9	3.50%
Total results 2 / 2 rows displayed	3,531 People	6,338 Total	41 Total	4.34% Per Impressions

Source: Facebook Ads Manager. (n.d.). Retrieved December 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

Nov 1, 2022 - Nov 30, 2022

Executive Summary | PPC | **Social**

Overview >>

- 87,545 Total Impressions
- 1,200 Clicks
- 1.37% CTR
- 5 On FB Leads

Facebook Performance By Ad Set

Creative	Impressions	Clicks	CTR	On FB Leads
Total	87,545	1,200	1.37%	5
[traffic] students - ap	7,804	122	1.56%	0
[traffic] career change - ap	9,268	114	1.23%	0
[traffic] remessaging - ap	4,707	95	2.02%	0
[lead gen] remessaging - ap	4,204	54	1.28%	2
[lead gen] career change - ap	6,288	56	0.89%	1

Items per page: 5 | 1 - 5 of 8

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved December 5, 2022, from <https://reporting.advanceanalytics.io/channel/social>

ADVERTISING REPORT

NOVEMBER 2022



**COMMUNICATIONS
& MARKETING**

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

FY23 Enrollment Campaign ads

Northwest College

Nov 1, 2022 - Nov 30, 2022

Executive Summary PPC Social

Overview >>

3,782

Total Impressions

305

Clicks

8.06%

CTR

4

Goal Comps

NA

Google Ads Impression Share

Performance By Segment ^

Campaign	Impressions	Clicks	CTR	CPC	Goal Comps	Matched Calls
Total	3,782	305	8.06%	\$8.20	2	1.00
a360 ppc - agriculture	634	79	12.46%	\$8.82	NA	1.00
a360 ppc - photographic communications	360	27	7.50%	\$8.39	NA	NA
a360 ppc - allied health & nursing	2,515	180	7.16%	\$7.64	2	NA
a360 ppc - criminal justice	273	19	6.96%	\$10.68	NA	NA

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

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved December 5, 2022, from <https://reporting.advanceanalytics.io/channel/sem>

SOCIAL MEDIA REPORT

NOVEMBER 2022



COMMUNICATIONS & MARKETING

Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

11/1/2022 – 11/30/2022 vs 10/1/2022 – 10/31/2022

Impressions

163,931 ↗15.1%

Engagements

12,455 ↗60.8%

Post Link Clicks

915 ↗5.1%

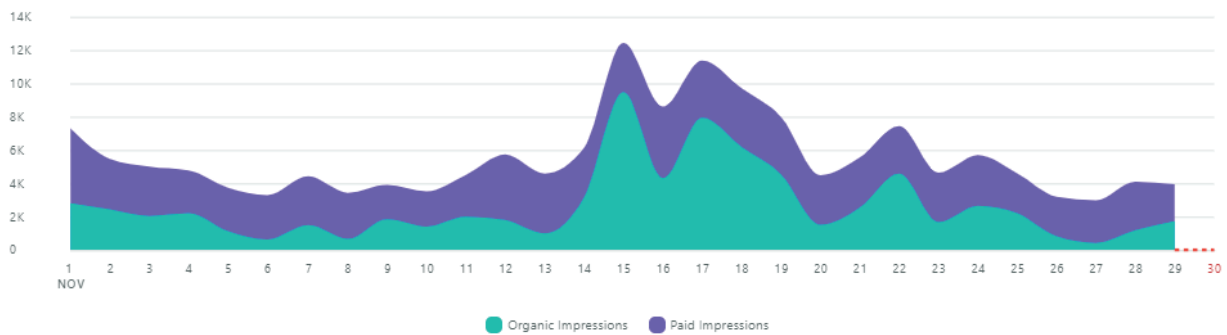
Engagement Rate (per Impression)

7.6% ↗39.7%

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 11/15/2022 8:01 am PST

Our new student center will be coming to life soon. Monday evening, the announcement was made that Grothouse Construction, Inc. has been awarded the bid for construction on the 35,220-square-foot...

Northwest College
Tue 11/15/2022 8:01 am PST

Northwest College
Mon 11/14/2022 4:01 pm PST

Members of the #NWCwyoming wrestling team were recognized and honored today at the College Board of Trustees Meeting.

SOCIAL MEDIA REPORT

NOVEMBER 2022



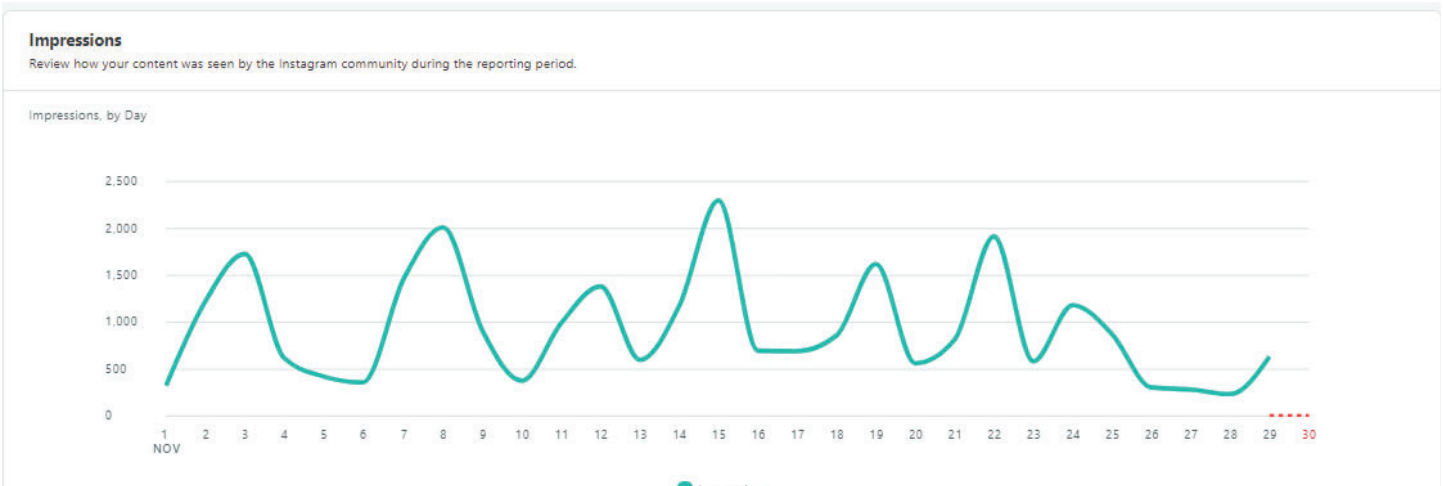
**COMMUNICATIONS
& MARKETING**

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

Performance Summary
View your key profile performance metrics from the reporting period.

11/1/2022 – 11/30/2022 vs 10/1/2022 – 10/31/2022

<p><u>Impressions</u></p> <p>26,928 ↗24.2%</p>	<p><u>Engagements</u></p> <p>2,094 ↗43.9%</p>	<p><u>Profile Actions</u></p> <p>19 ↗5.6%</p>
<p><u>Engagement Rate (per Impression)</u></p> <p>7.8% ↗15.9%</p>		



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 11/15/2022 8:47 am PST

Our new student center will be coming to life soon. Monday evening, the announcement was made that Grothouse Construction, Inc. has been awarded the bid for construction on the 35,220-square-foot...

northwestcollege
Sat 11/19/2022 9:00 am PST

Over the last several days, #NWCwyoming celebrated International Education Week by recognizing the many nationalities that make up our student body. We currently have 73 international students from ...

northwestcollege
Mon 11/14/2022 4:01 pm PST

Members of the #NWCwyoming wrestling team were recognized and honored today at the College Board of Trustees Meeting.

SOCIAL MEDIA REPORT

NOVEMBER 2022



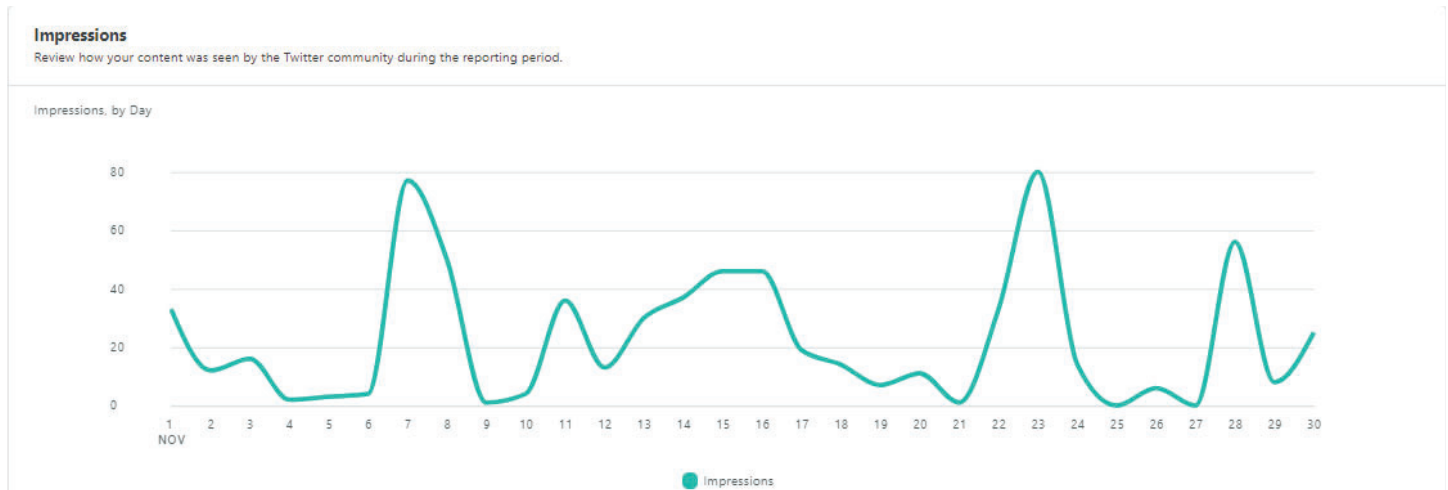
**COMMUNICATIONS
& MARKETING**



Performance Summary
View your key profile performance metrics from the reporting period.

11/1/2022 – 11/30/2022 vs 10/1/2022 – 10/31/2022

<u>Impressions</u> 684 ↘ 58.1%	<u>Engagements</u> 32 ↘ 54.3%	<u>Post Link Clicks</u> 3 ↘ 86.4%
<u>Engagement Rate (per Impression)</u> 4.7% ↗ 9.2%		



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

Descending ▾ by Lifetime Engagements

@NWCWyo
Mon 11/7/2022 7:32 pm UTC

Early registration for spring '23 is Tuesday for students who have met with their advisors. If you haven't already, please make arrangements to do so and check your portal for any holds. General Studies studen...

@NWCWyo
Mon 11/7/2022 6:15 pm UTC

Secure your spot for the 2023 spring break trip to Iceland (3/11-3/17) THIS WEEK to get the lowest price & payments possible. See more details and enroll at <https://t.co/dxCWi3g2fr>. Questions? Contact...

@NWCWyo
Tue 11/22/2022 6:38 pm UTC

The Holiday Season is upon us, and we're inviting all #NWCwyoming students, faculty, staff, friends, family and alumni to walk with us in the Cody Christmas parade on Sat., Nov. 26 and/or the Powell Christmas...

SOCIAL MEDIA REPORT

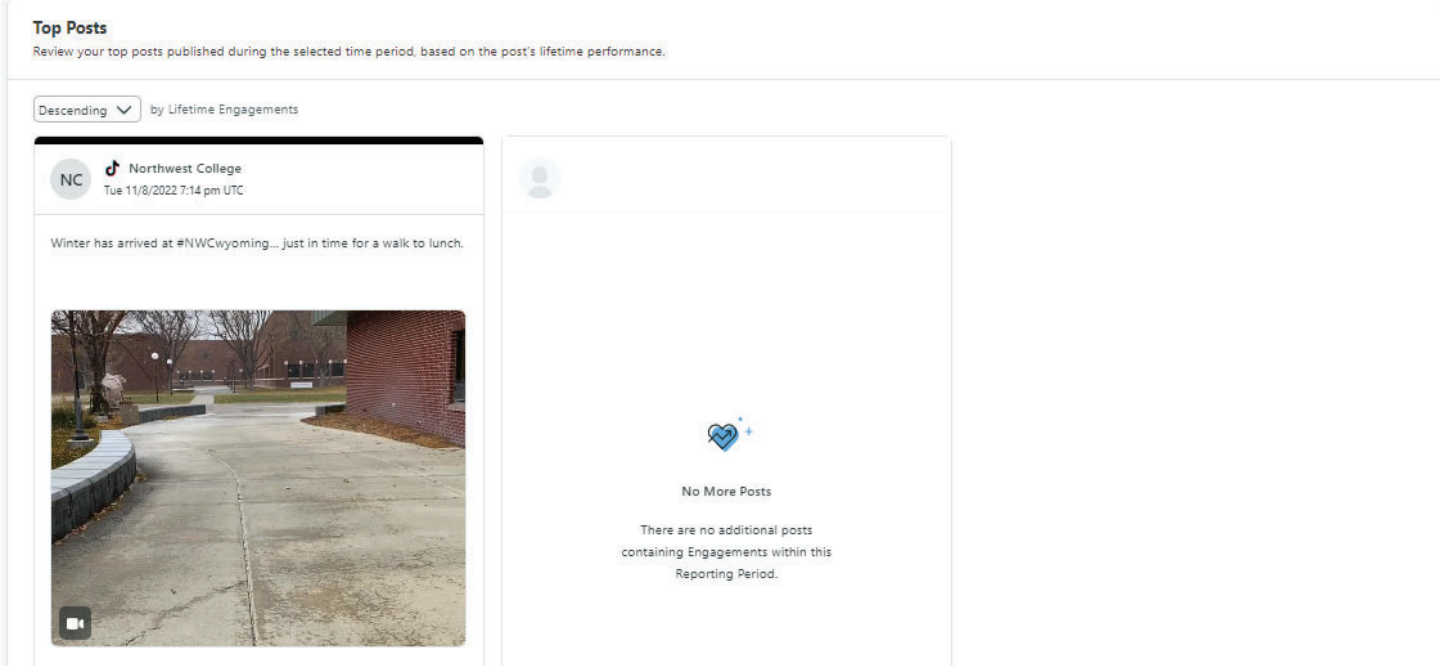
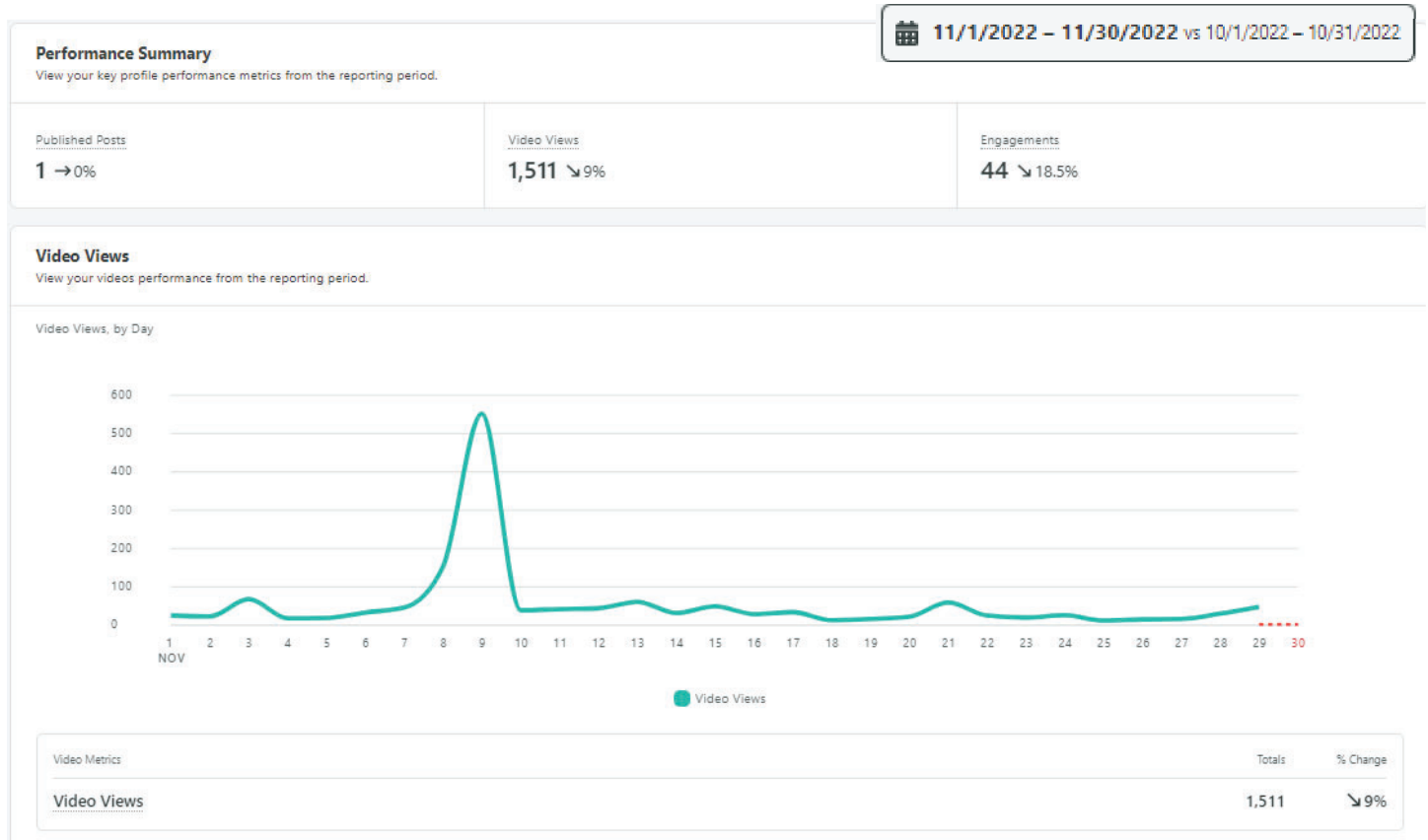
NOVEMBER 2022



**COMMUNICATIONS
& MARKETING**

TikTok | tiktok.com/@northwestcollege

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



Source: Sprout Social Analytics. (n.d.) Retrieved December 1, 2022, from <https://sproutsocial.com>

WEBSITE TRAFFIC REPORT

NOVEMBER 2022



COMMUNICATIONS
& MARKETING

Google Analytics: nwc.edu

Nov 1, 2022 - Nov

Users

Users: **18.0K** (-6.4% from previous year)

New Users: **15.1K** (-7.9% from previous year)

Number of Sessions per User: **2.3** (3.9% from previous year)

User Sessions

Sessions: **42.0K** (-2.8% from previous year)

% New Sessions: **36.0%** (-5.3% from previous year)

Total Pageviews

Pageviews: **94.2K** (-10.3% from previous year)

Unique Pageviews: **77.0K** (-7.1% from previous year)

Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	17,466	-7.1% ↓
(direct) / (none)	10,056	-19.4% ↓
login.microsoftonline.com / refer...	6,273	376.3% ↑
experience.elluciancloud.com / r...	2,642	-
bing / organic	1,240	-8.8% ↓
nwc.edu / referral	761	-79.5% ↓
nwc.wufoo.com / referral	477	-
google / ppc	325	-
yahoo / organic	320	-14.9% ↓
a360 / social	259	-

1 - 10 / 206

Top Ten Most Visited Pages

Page Title	Pageviews	Avg. Session Duration
1. Home :: Northwest College :: Powell, Wyoming	31,534	00:02:16
2. Programs by Academic Area :: Academics :: Northwest ...	2,451	00:03:29
3. Home :: Academics :: Northwest College	2,336	00:03:25
4. Results :: Search :: Northwest College	2,234	00:02:19
5. Search for Courses & Syllabi :: Class Schedule :: Acade...	2,128	00:01:54
6. Home :: Calendar of Events :: Northwest College	1,992	00:04:19
7. Home :: Hinckley Library :: Northwest College	1,827	00:05:23
8. Class Schedule & Syllabi :: Academics :: Northwest Coll...	1,640	00:04:10
9. Application for Admission	1,411	00:01:38
10. Home :: Athletics :: Northwest College	1,292	00:01:20

1 - 10 / 2378

Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... facebook_traffic	social	258
2... A360 PPC - Allied Health & Nu...	ppc	178
3... A360 PPC - Agriculture	ppc	74
4... **LP Branded	cpc	46
5... A360 PPC - Photographic Com...	ppc	28
6... A360 PPC - Criminal Justice	ppc	19
7... WyCCEnrollment	all	11
8... chatAnswers	trapperChatBot	8
9... facebook	social	3
1... FY22EC-Q4	cpc	1

1 - 10 / 13

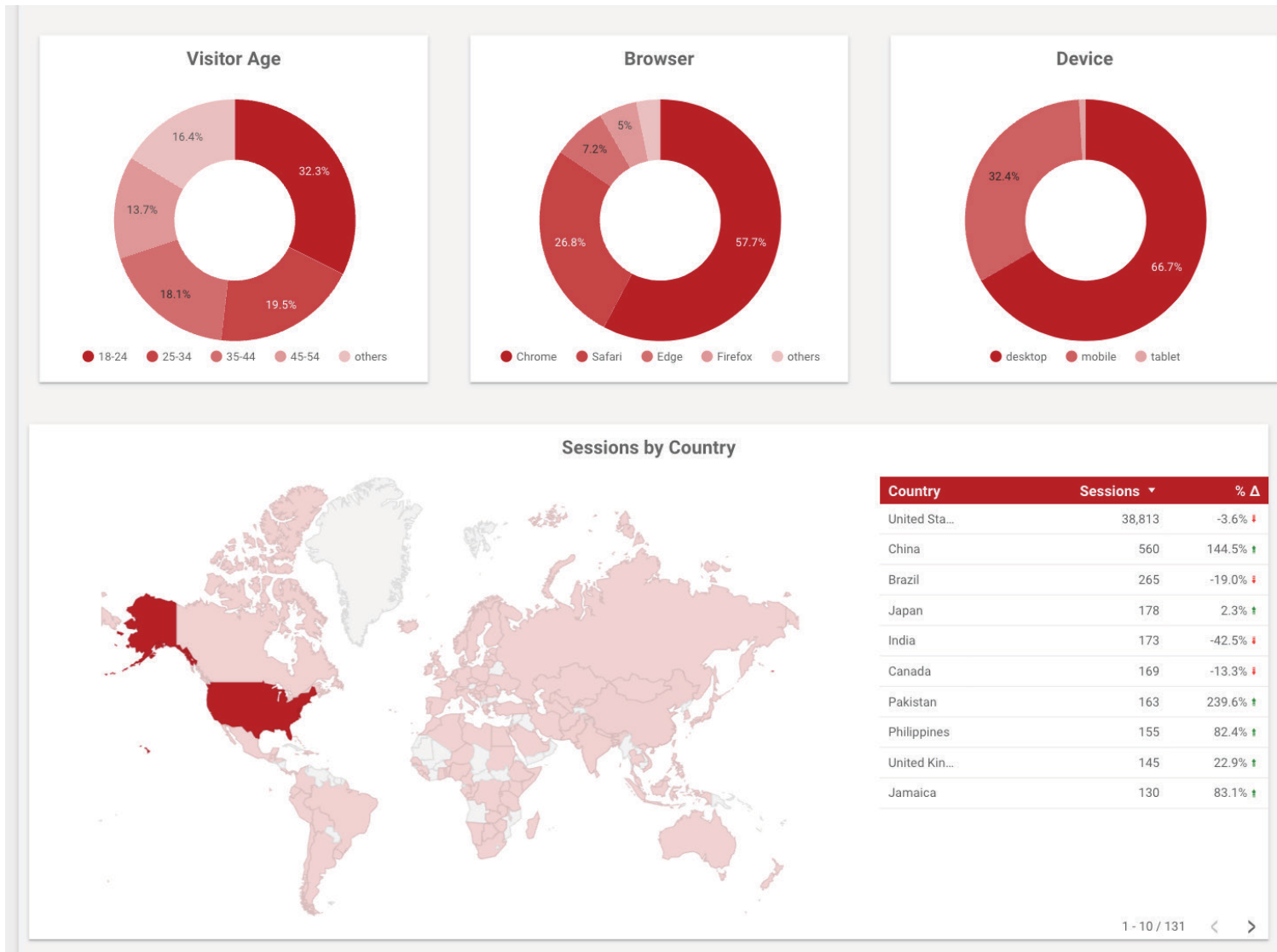
WEBSITE TRAFFIC REPORT

NOVEMBER 2022



**COMMUNICATIONS
& MARKETING**

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



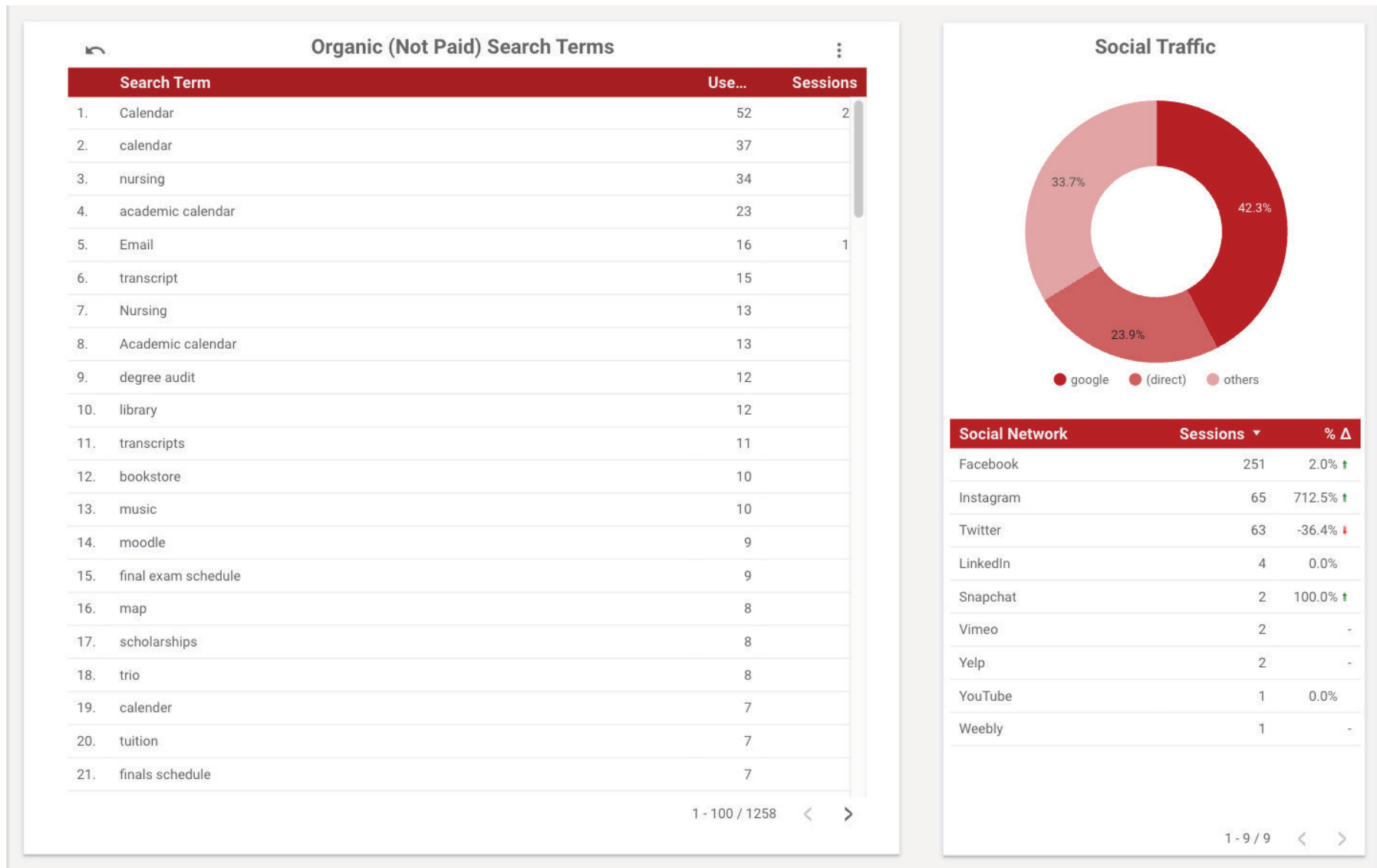
WEBSITE TRAFFIC REPORT

NOVEMBER 2022



**COMMUNICATIONS
& MARKETING**

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





Board Report from the Faculty Senate

Dated: 12/2/2022

For the December Board Meeting

The semester is rapidly approaching its end – the busy weeks between Thanksgiving break and the finals are here. While this is not a particularly sedate period, it has not been one which has produced many reports. The primary focus of the Faculty senate currently is twofold. First, we are realizing that recent organizational changes have not been reflected in the Faculty Organization constitution: namely we still have guidelines stating that our Faculty Welfare committee fills places on the now defunct FEPRC as well as references to the faculty salary box. Second, the Faculty Senate was asked last year to provide feedback to the idea that our load accrual might be calculated differently. Considering the soon-coming institutional transformations, this discussion was ultimately postponed until these transformation discussions could be held. We are therefore revisiting this question with a view toward creating a document reflecting current best practices and research as well as faculty concerns and hopes.

However, not everything is just business. The faculty have continued to be actively engaged in scholarly and community-oriented pursuits. Our art department has recently presented a new photography exhibit of Macro Bug photography entitled “Antlions, Tiger Beetles, and Woolly Bears! Oh My!” complete with cricket-flour cookies as refreshment and our Native Ways club has held their annual Buffalo Feast. These activities not only allow new avenues for teaching and learning at Northwest College, but strengthen our ties to the community.

Respectfully submitted,
Timothy J. Glatzer

December 2022

Fall Events

The P-Staff Care Committee sponsored tours of the NWC firearms simulator in November for all employees. Each session was 50 minutes with a maximum of 10 people in each session. Criminal Justice instructors Justin Spaulding and Dave Patterson provided an explanation of the gun and how it works and facilitated a scenario in the simulator for each group. The P-Staff Care Committee includes Ty Barrus, Alejandra Gonzales, Christi Greaham, Laura Gwinn, Jen Schneider, Lisa Smith, Kristie Sullivan, and Jory Yates.



Campus Service

The Care Committee held their second 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. The event was a big success, with 25 employees filling all offered timeslots.

Additionally, Professional Staff also decorated a Christmas tree in the Hinckley Library for the annual Parade of Trees event. Attendees can view all trees on display and vote for their favorite; the winning group receives a “People’s Choice” trophy to display in their office or academic area.



Comings and Goings

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

- **Bronson Smith**, *Interim Educational Support Coordinator*

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

- **Lindsay Shaw**, *TRiO Career & Transfer Associate*

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 November 2022

NWC Foundation Board/Operations:

- Conducting Strategic Plan development work with both the Foundation and Alumni Association Boards. Facilitating work groups with each entity to update/refine the respective Mission and Vision statements.
- Initiated nomination process for new Foundation directors.
- Continuing accounting software conversion process with consultant. Assessing/updating financial processes with new Foundation accountant.
- Conducting training to build better back-up systems throughout functional areas of the Foundation operation.
- Engaged in 2023 operations/program planning for Foundation staff.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center.
- Facilitating named Athletic Scholarship gifts with individual donors. Collaborating with Trapper Booster Club on promotions. Supported first annual Jay Collins Classic Basketball Tournament.
- Distributed fall solicitation to past alumni donors. Conducted a small phonathon effort timed with Giving Tuesday to connect with alumni who appreciate speaking to students.
- Launched planning for 2023 Giving Day. Conducting meetings with academic departments and program areas across campus regarding projects around which we can facilitate alumni engagement.
- Continued cultivation and solicitation work with top-level donor prospects and performed follow-up regarding pledges and gift documents.

Marketing/Events:

- Distributed for fall Presidential Partner newsletter and an issue of the NWC4Life (retiree/former employee) newsletter. Coordinating mail processing for Alumni and Friends publication.
- Hosted the Foundation's annual scholarship event, a Scholarship Tea on November 8.
- Worked on our 2023 Calendar as a holiday gift to Foundation donors.
- Preparing Holiday issue of TrapperLink email newsletter.

Miscellaneous:

- Continued adjustments with Financial Aid to award 2022-2023 scholarships.

December 2, 2022

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Student Senate Meeting

I attended the Student Senate meeting on November 7 as an update session regarding the Student Center project. We discussed the building design, the temporary dining building, and the temporary operations for dining in the Trapper gym at JFC. They fully support the project building and realize the changes to the campus will be inconvenient, but they are excited for future students and the College.

Temporary Dining Facility

Construction on the temporary dining facility continues to move forward according to schedule. The exterior roofing is complete, awnings are constructed, domestic water is now available at the building, the transformer was installed, and power is available for the site. For the interior, plumbing and wiring are being installed, along with the ducting for the rooftop mechanical units. The rooftop units are here and are waiting for scheduled installation. The guaranteed maximum price is \$1,482,155.

Student Center Building

Physical Plant is busy working with departments on the office moves, packing, and moving all items out of the DeWitt Student Center. The Trap coffee shop was relocated to the Yellowstone conference center. Electrical and plumbing changes were made to support operations in that location. Sodexo opened the “new” Trap on Monday, December 5.

Temporary Kitchen Facilities

Park County Commissioner and Chair Dossie Overfield continue to work with legal on the agreement.

Projected Financing

No change to date.

December 1, 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	\$ 34,302.84	\$ 56,185.58	\$ 45,571.16	\$ 27,424.14	\$ 37,039.86	\$ -	\$ -	\$ 200,523.58
Fund 11	\$ -	\$ 36,256.00	\$ 2,332.00	\$ 4,013.00	\$ 1,045.51	\$ -	\$ -	\$ 43,646.51
Fund 12	\$ 7,497.80	\$ 2,011.30	\$ 1,874.70	\$ 11,992.12	\$ 134,975.10	\$ -	\$ 6,325.00	\$ 164,676.02
Fund 14	\$ 949.99	\$ 3,270.00	\$ 198.00	\$ -	\$ 1,301.92	\$ -	\$ -	\$ 5,719.91
Fund 15	\$ 1,862.22	\$ 1,400.00	\$ 209.45	\$ 155.35	\$ 1,168.19	\$ -	\$ -	\$ 4,795.21
Fund 22	\$ 1,531.27	\$ 675.00	\$ 3,933.97	\$ -	\$ 12,720.56	\$ 101,220.00	\$ -	\$ 120,080.80
Fund 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 71	\$ -	\$ 2,810.88	\$ -	\$ -	\$ -	\$ -	\$ 144.62	\$ 2,955.50
Fund 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 46,144.12	\$102,608.76	\$ 54,119.28	\$ 43,584.61	\$ 188,251.14	\$101,220.00	\$ 6,469.62	\$ 542,397.53

Please find the attached December 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 - December 2022

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/16/2022	V0275289	ADA Compliance	91 Supplies	Synchrony Bank/Amazon	Hearing amplifier	\$138.90
10	11/16/2022	V0275274	Admin Serv	91 Supplies	Mountain West Computers	Calculator ribbon	\$5.79
10	11/21/2022	V0275340	Admin Serv	91 Supplies	Jo Ann Heimer	Banking stamp, batteries	\$43.73
10	11/16/2022	V0275289	Ag Tech Bus Div	91 Supplies	Synchrony Bank/Amazon	Privacy screens	\$146.97
10	11/15/2022	V0275254	Art	91 Supplies	Red Lodge Clay Center	Clay	\$270.00
10	11/16/2022	V0275285	Art	91 Supplies	Mountain West Computers	Raffle tickets	\$20.99
10	11/16/2022	V0275289	Art	91 Supplies	Synchrony Bank/Amazon	Chaulk, flash drives,	\$102.64
10	11/15/2022	V0275259	Athletic Dir	91 Supplies	Sodexo Operations LLC	Hospitality room food NWC	\$180.50
10	11/16/2022	V0275289	Biology	91 Supplies	Synchrony Bank/Amazon	Lab supplies, scapel,	\$282.89
10	11/28/2022	V0275346	Biology	91 Supplies	Eric C. Atkinson	Lab supplies	\$3.35
10	11/3/2022	V0275119	Bldg Maint	91 Supplies	Fastenal Company	shop: filters	\$175.54
10	11/3/2022	V0275132	Bldg Maint	91 Supplies	NWC Accounts Receivable	New plates refrigerated	\$5.00
10	11/3/2022	V0275153	Bldg Maint	91 Supplies	American Welding & Gas Inc	cylinder rental monthly	\$59.32
10	11/10/2022	V0275159	Bldg Maint	91 Supplies	Napa Auto Parts	shop	\$10.99
10	11/10/2022	V0275168	Bldg Maint	91 Supplies	McIntosh Oil Inc	Fuel	\$2,922.07
10	11/16/2022	V0275286	Bldg Maint	91 Supplies	Transfer Visa	Shop-filters	\$2,211.17
10	11/17/2022	V0275294	Bldg Maint	91 Supplies	Fastenal Company	shop: filters	\$32.90
10	11/17/2022	V0275308	Bldg Maint	91 Supplies	TCT WEST INC	Phys plant cable	\$780.00
10	11/17/2022	V0275320	Bldg Maint	91 Supplies	Sweet Automotive Inc	shop: gauge	\$38.99
10	11/10/2022	V0275168	Campus Security	91 Supplies	McIntosh Oil Inc	Fuel	\$165.64
10	11/3/2022	V0275128	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$181.68
10	11/16/2022	V0275286	Cust/Grounds	91 Supplies	Transfer Visa	Soap	\$26.58
10	11/17/2022	V0275305	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$587.58
10	11/10/2022	V0275206	Enroll Serv	91 Supplies	McGraw Hill	Placement testing	\$4,095.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/16/2022	V0275289	Fin Aids	91 Supplies	Synchrony Bank/Amazon	Batteries, wireless mouse	\$55.97
10	11/15/2022	V0275243	Fitness Center	91 Supplies	Vision West Inc	JFC gear	\$660.00
10	11/10/2022	V0275162	Grounds	91 Supplies	John Deere Financial	grounds	\$40.97
10	11/10/2022	V0275166	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$78.12
10	11/28/2022	V0275347	Human Anatomy	91 Supplies	Sodexo Operations LLC	Field trip lunches	\$93.00
10	11/16/2022	V0275289	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	Security camera, sandisk	\$213.17
10	11/16/2022	V0275289	Internt'l Recruit	91 Supplies	Synchrony Bank/Amazon	office sup, mini flag	\$13.97
10	11/16/2022	V0275289	Internt'l Recruit	91 Supplies	Synchrony Bank/Amazon	Taste the nations sup,	\$594.17
10	11/16/2022	V0275289	Library	91 Supplies	Synchrony Bank/Amazon	Supplies	\$77.83
10	11/16/2022	V0275289	Microbiology	91 Supplies	Synchrony Bank/Amazon	Giant microbes	\$18.45
10	11/10/2022	V0275211	Music	91 Supplies	Powell Ace Hardware LLC	Velcro	\$9.98
10	11/16/2022	V0275289	Music	91 Supplies	Synchrony Bank/Amazon	Audio interface, data	\$288.89
10	11/16/2022	V0275289	Music	91 Supplies	Synchrony Bank/Amazon	Gaff tape for NPA	\$199.10
10	11/15/2022	V0275245	Nursing	91 Supplies	Cody Regional Health	medical bill	\$438.00
10	11/16/2022	V0275289	Nursing	91 Supplies	Synchrony Bank/Amazon	Wireless mouses, address	\$190.82
10	11/29/2022	V0275375	Nursing	91 Supplies	Coursey Enterprises	Foley cath kits	\$105.09
10	11/10/2022	V0275187	Outdoor Ed	91 Supplies	Powell Ace Hardware LLC	Brushes	\$7.98
10	11/10/2022	V0275209	Photography	91 Supplies	Yelvington Studio Inc	Preview day workshop	\$850.00
10	11/10/2022	V0275219	Photography	91 Supplies	Fedex	Postage	\$33.10
10	11/16/2022	V0275289	Photography	91 Supplies	Synchrony Bank/Amazon	First aid, diffusers,	\$467.40
10	11/16/2022	V0275289	Photography	91 Supplies	Synchrony Bank/Amazon	Paper backdrop	\$99.99
10	11/29/2022	V0275378	Photography	91 Supplies	Fedex	Postage	\$15.44
10	11/10/2022	V0275168	Pres Office	91 Supplies	McIntosh Oil Inc	Fuel	\$161.59
10	11/15/2022	V0275246	Pres Office	91 Supplies	Sodexo Operations LLC	Meals	\$16.50
10	11/21/2022	V0275343	Pres Office	91 Supplies	Lisa M. Watson	Subscription Inc.	\$9.99
10	11/29/2022	V0275378	Pres Office	91 Supplies	Fedex	Postage	\$12.20
10	11/10/2022	V0275168	Rodeo Men	91 Supplies	McIntosh Oil Inc	Fuel	\$78.51

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/10/2022	V0275170	Rodeo Men	91 Supplies	DB Farms	Hay	\$13,496.70
10	11/10/2022	V0275168	Welding	91 Supplies	McIntosh Oil Inc	Fuel	\$44.58
10	11/16/2022	V0275287	Welding	91 Supplies	Norco	Gases, WC-24, spool gun	\$3,443.11
			Sum:	91 Supplies			\$34,302.84

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/3/2022	V0275121	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Horn Roofing	bldg repair: orb	\$100.00
10	11/10/2022	V0275158	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical: ag	\$37.15
10	11/16/2022	V0275286	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equip repair-Ag freezer	\$5,189.79
10	11/17/2022	V0275322	Bldg Maint	92 Servs/Fees/Repr/Maint	Altimus Distributing Inc	eq repair: washer/dryer	\$2,509.00
22	11/21/2022	V0275342	Plant Admin	92 Servs/Fees/Repr/Maint	Texas Built Food Trailers Inc	Appliances -stove,frig/freezer	\$9,050.00
10	11/28/2022	V0275370	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Library , FAB equipment	\$2,655.97
10	11/29/2022	V0275380	Bldg Maint	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Bldg repairs: Cabre	\$1,457.50
10	11/21/2022	V0275341	College Serv	92 Servs/Fees/Repr/Maint	McGee Hearne & Paiz	Audit 2022 pmt building	\$6,000.00
10	11/10/2022	V0275185	Computer Srv	92 Servs/Fees/Repr/Maint	Midwest Connect	Software and fees	\$2,220.00
10	11/15/2022	V0275252	Computer Srv	92 Servs/Fees/Repr/Maint	Midwest Connect	Maint agreement address	\$1,605.00
10	11/16/2022	V0275261	Computer Srv	92 Servs/Fees/Repr/Maint	EMC Corporation	Cloudlink KEY MGMT	\$1,994.62
10	11/16/2022	V0275261	Computer Srv	92 Servs/Fees/Repr/Maint	EMC Corporation	Cloudlink KMIP KMS	\$2,854.84
10	11/3/2022	V0275128	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	equip repair	\$260.63
10	11/17/2022	V0275293	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial equip repair	\$166.20
10	11/29/2022	V0275373	Extend Camp	92 Servs/Fees/Repr/Maint	R & A Safety Training	ELAP CPR/First aid	\$600.00
10	11/21/2022	V0275333	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	11-04-22 MBB scorebook	\$40.00
10	11/21/2022	V0275334	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	11-14-22 MBB scorebook	\$40.00
10	11/21/2022	V0275335	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	11-19-22 MBB scorebook	\$40.00
10	11/21/2022	V0275339	Mens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	11/18&19/22 MBB	\$120.00
10	11/4/2022	V0275156	Mens Soccer	92 Servs/Fees/Repr/Maint	Eastern Montana NISOA	Sept-Oct soccer official	\$911.20
10	11/16/2022	V0275272	Mens Soccer	92 Servs/Fees/Repr/Maint	David Gilliatt	Aug 1 to Nov 1 Honorarium	\$5,000.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/3/2022	V0275120	Music	92 Servs/Fees/Repr/Maint	Dr. Robert C. Rumbolz	Loopback-audio equip	\$102.96
10	11/3/2022	V0275123	Music	92 Servs/Fees/Repr/Maint	Dr. Robert C. Rumbolz	Batteries	\$37.98
10	11/10/2022	V0275212	Music	92 Servs/Fees/Repr/Maint	WYOMusic	Helicon cleaning & repair	\$2,695.00
10	11/16/2022	V0275269	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Oct 22 piano tuning	\$300.00
10	11/16/2022	V0275289	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	First aid bags, battery	\$197.44
10	11/16/2022	V0275289	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Helmet brim, battery	\$130.61
10	11/16/2022	V0275289	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Wire rope	\$169.99
10	11/10/2022	V0275161	Plant Admin	92 Servs/Fees/Repr/Maint	Otis Elevator	contractual: elevators	\$625.00
10	11/17/2022	V0275321	Plant Admin	92 Servs/Fees/Repr/Maint	HTO Chemical Co LLC	contractul: boilers	\$392.50
10	11/10/2022	V0275169	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Nov 2022 livestock lease	\$3,150.00
10	11/29/2022	V0275379	Stu Serv OneTime	92 Servs/Fees/Repr/Maint	Niche.Com Inc	Recruiter software	\$12,501.00
10	11/21/2022	V0275333	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	11-04-22 WBB scorebook	\$40.00
10	11/21/2022	V0275334	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	11-14-22 WBB scorebook	\$40.00
10	11/21/2022	V0275335	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	11-19-22 WBB scorebook	\$40.00
10	11/21/2022	V0275339	Womens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	11/18&19/22 WBB	\$120.00
10	11/4/2022	V0275156	Womens Soccer	92 Servs/Fees/Repr/Maint	Eastern Montana NISOA	Sept-Oct Soccer officials	\$911.20
10	11/21/2022	V0275326	Womens VB	92 Servs/Fees/Repr/Maint	Jacquelyn K. Casey	10-13-22 Officiate VB	\$280.00
10	11/10/2022	V0275202	Wrestling	92 Servs/Fees/Repr/Maint	Nevin Jacobs	11-5-22 Pairing Official	\$150.00
10	11/10/2022	V0275203	Wrestling	92 Servs/Fees/Repr/Maint	Kelly J Laughlin	11-5-22 Pairing Official	\$250.00
10	11/10/2022	V0275204	Wrestling	92 Servs/Fees/Repr/Maint	Jessica A. Laughlin	11-5-22 Pairing official	\$250.00
			Sum:	92 Servs/Fees/Repr/Maint			\$56,185.58
10 Operating Fund							
10	11/10/2022	V0275214	Acad Affairs VP	93 Assoc/Travel/Misc	Mrs. Marnee L. Crawford	Per diem Nursing Conf	\$225.00
10	11/15/2022	V0275253	Acad Affairs VP	93 Assoc/Travel/Misc	Kelly E. McArdle Klepzig	Per diem for conference	\$43.00
10	11/16/2022	V0275260	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$207.00
10	11/16/2022	V0275278	Acad Affairs VP	93 Assoc/Travel/Misc	Bob Becker	Per diem	\$250.00
10	11/28/2022	V0275372	Acad Affairs VP	93 Assoc/Travel/Misc	Bob Becker	NCA Travel Costs	\$47.98

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/16/2022	V0275260	Agriculture	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$42.75
10	11/28/2022	V0275372	Ag Tech Bus Div	93 Assoc/Travel/Misc	Bob Becker	NCA Travel Costs	\$122.80
10	11/16/2022	V0275260	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$2,919.60
10	11/16/2022	V0275260	Biology	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$105.75
10	11/16/2022	V0275260	EMS Prog	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$26.55
10	11/16/2022	V0275260	Enroll Serv	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$193.95
10	11/16/2022	V0275260	Forensic	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$3,256.50
10	11/16/2022	V0275288	Forensic	93 Assoc/Travel/Misc	Linfield University	Tournament fees	\$629.00
10	11/28/2022	V0275372	Forensic	93 Assoc/Travel/Misc	Bob Becker	NCA Travel Costs	\$198.02
10	11/16/2022	V0275260	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$921.40
10	11/16/2022	V0275289	Internt'l Recruit	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Flags, hangers	\$29.78
10	11/16/2022	V0275260	Mens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$4,044.80
10	11/16/2022	V0275290	Mens BB	93 Assoc/Travel/Misc	Tyler C. Scoresby	11/18-19/22 game guarante	\$500.00
10	11/17/2022	V0275304	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Meals-Williston	\$125.96
10	11/28/2022	V0275359	Mens BB	93 Assoc/Travel/Misc	Sew Much More LLC	Embroider on jackets	\$201.95
10	11/16/2022	V0275260	Mens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$3,477.98
10	11/16/2022	V0275271	Mens Soccer	93 Assoc/Travel/Misc	BSN Sports	Soccer equipment	\$1,375.00
10	11/28/2022	V0275353	Music	93 Assoc/Travel/Misc	Zachary B. Paris	Meals	\$55.50
10	11/16/2022	V0275260	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$83.25
10	11/17/2022	V0275295	Plant Admin	93 Assoc/Travel/Misc	Dennis R. Quillen	rental car reimbursement	\$145.41
10	11/10/2022	V0275181	Pres Office	93 Assoc/Travel/Misc	Sodexo Operations LLC	Lunch meeting w/WIP	\$55.50
10	11/10/2022	V0275198	Pres Office	93 Assoc/Travel/Misc	Lisa M. Watson	Airfare ACCT	\$811.20
10	11/16/2022	V0275260	Pres Office	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$222.75
10	11/21/2022	V0275343	Pres Office	93 Assoc/Travel/Misc	Lisa M. Watson	Per Diem Laramie	\$162.00
10	11/16/2022	V0275260	STEM - Physical Sci Div	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$56.65
10	11/16/2022	V0275260	TRIO 16	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$208.80
10	11/16/2022	V0275260	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$570.35

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/16/2022	V0275260	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$7,145.55
10	11/16/2022	V0275260	Womens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$7,266.03
10	11/16/2022	V0275271	Womens Soccer	93 Assoc/Travel/Misc	BSN Sports	Soccer equipment	\$1,375.00
10	11/16/2022	V0275260	Womens VB	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$8,468.40
			Sum:	93 Assoc/Travel/Misc			\$45,571.16

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/3/2022	V0275130	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone services	\$322.06
10	11/10/2022	V0275218	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$96.76
10	11/15/2022	V0275251	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$426.62
10	11/16/2022	V0275273	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$4,538.59
10	11/17/2022	V0275308	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$124.00
10	11/17/2022	V0275308	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$205.98
10	11/17/2022	V0275308	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,715.22
10	11/17/2022	V0275308	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veteran's lounge internet	\$153.53
10	11/17/2022	V0275308	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$104.90
10	11/16/2022	V0275276	Ext Camp W	94 Utilities/Ins/Support	Worland Community Center	July-Oct 2022 Worland	\$520.00
10	11/10/2022	V0275197	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Nov 2022 Cody Center rent	\$5,335.52
10	11/3/2022	V0275125	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station electric	\$472.44
10	11/3/2022	V0275122	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo oct22	\$210.36
10	11/10/2022	V0275160	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo oct22	\$401.11
10	11/3/2022	V0275124	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	soccer rest rms cleaned	\$1,025.00
10	11/10/2022	V0275160	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	electricity oct22	\$1,507.57
10	11/10/2022	V0275163	Utilities	94 Utilities/Ins/Support	Park County Landfill	landfill charges oct22	\$85.50
10	11/10/2022	V0275215	Utilities	94 Utilities/Ins/Support	TCT WEST INC	JFC & DSC cable/internet	\$428.69
10	11/10/2022	V0275217	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	AG /house heat IOct 22	\$845.57
10	11/17/2022	V0275297	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	soccer restroom clean &	\$235.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/17/2022	V0275306	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2022 heat	\$929.40
10	11/21/2022	V0275330	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Oct 2022 heat	\$7,740.32
			Sum:	94 Utilities/Ins/Support			\$27,424.14

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/10/2022	V0275191	Comm & Mktg	97 Other Operating Exp	Lee Enterprises of Montana	Enrollment Campaign	\$1,999.00
10	11/10/2022	V0275201	Comm & Mktg	97 Other Operating Exp	Cody Enterprise	October rustler-enrollment	\$250.00
10	11/10/2022	V0275171	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Postage	\$230.53
10	11/10/2022	V0275220	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$9.21
10	11/17/2022	V0275301	Computer Srv	97 Other Operating Exp	US Postmaster	Bulk mail postage	\$15,000.00
10	11/29/2022	V0275376	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage fees	\$1.76
10	11/29/2022	V0275377	Computer Srv	97 Other Operating Exp	US Postmaster	Postal permits 2023	\$1,100.00
10	11/28/2022	V0275358	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Student recruitment meals	\$728.00
10	11/28/2022	V0275363	Enroll Serv	97 Other Operating Exp	Encoura LLC	Student recruitment	\$2,340.00
10	11/10/2022	V0275176	Library	97 Other Operating Exp	Ebsco Information Services	Periodicals	\$13,881.00
10	11/16/2022	V0275289	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$289.11
10	11/10/2022	V0275213	Music	97 Other Operating Exp	Vision West Inc	Music website build	\$1,211.25
			Sum:	97 Other Operating Exp			\$37,039.86
			Sum:				\$200,523.58

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/21/2022	V0275338	1M College Services	92 Servs/Fees/Repr/Maint	McGee Hearne & Paiz	2022 Audit	\$35,000.00
11	11/21/2022	V0275344	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Oct-Nov 2022 legal service	\$1,256.00
			Sum:	92 Servs/Fees/Repr/Maint			\$36,256.00

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	11/10/2022	V0275198	1M College Services	93 Assoc/Travel/Misc	Lisa M. Watson	Airport transportation	\$100.00
11	11/16/2022	V0275277	1M College Services	93 Assoc/Travel/Misc	Powell Economic Partnership, Inc	Membership	\$1,250.00
11	11/17/2022	V0275309	1M College Services	93 Assoc/Travel/Misc	Marquis Awards	2022 Retiree plaque	\$91.20
11	11/15/2022	V0275244	Faculty Dev	93 Assoc/Travel/Misc	Sodexo Operations LLC	Cinnamon rolls, coffee	\$40.00
11	11/10/2022	V0275189	Trustees Board	93 Assoc/Travel/Misc	Keli Borders	Mileage reimbursement	\$39.60
11	11/10/2022	V0275198	Trustees Board	93 Assoc/Travel/Misc	Lisa M. Watson	Airfare Keli Borders ACCT	\$811.20
			Sum:	93 Assoc/Travel/Misc			\$2,332.00

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/10/2022	V0275167	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	add peterbilt, blue bird,	\$4,013.00
			Sum:	94 Utilities/Ins/Support			\$4,013.00

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/3/2022	V0275131	Human Resource	97 Other Operating Exp	Lee Enterprises of Montana	Job ads	\$870.60
11	11/10/2022	V0275207	Human Resource	97 Other Operating Exp	Cody Enterprise	Job ads:Inst for A&P,	\$41.95
11	11/28/2022	V0275345	Human Resource	97 Other Operating Exp	Jill M. Anderson	VP candidate luncheon	\$87.96
11	11/28/2022	V0275350	Human Resource	97 Other Operating Exp	Sodexo Operations LLC	VP cand, Snacks-on campus	\$45.00
			Sum:	97 Other Operating Exp			\$1,045.51
			Sum:				\$43,646.51

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275172	Print Srv	91 Supplies	Veritiv	Covers	\$1,052.24
12	11/17/2022	V0275302	Print Srv	91 Supplies	Yellowstone Paper Co	Paper	\$128.96
12	11/17/2022	V0275303	Print Srv	91 Supplies	Custom Delivery Service Inc	Delivery of paper	\$48.84

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/17/2022	V0275305	Res Halls	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$745.14
12	11/16/2022	V0275283	Stabling	91 Supplies	Big Horn Animal Care Center	Vet supplies	\$578.15
12	11/16/2022	V0275284	Stabling	91 Supplies	Double Stitched Enterprises Inc	Hay	\$4,650.00
12	11/10/2022	V0275168	Trap Vil West	91 Supplies	McIntosh Oil Inc	Fuel	\$294.47
			Sum:	91 Supplies			\$7,497.80

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275193	Food Service	92 Servs/Fees/Repr/Maint	Orkin Pest Control Inc	DSC monthly pest control	\$118.00
12	11/28/2022	V0275370	Food Service	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	DSC: sink repairs	\$107.87
12	11/3/2022	V0275127	Motor Pool	92 Servs/Fees/Repr/Maint	Express Toll	toll charges cc17 denver	\$26.90
12	11/16/2022	V0275283	Stabling	92 Servs/Fees/Repr/Maint	Big Horn Animal Care Center	Vet contractual	\$600.00
12	11/10/2022	V0275216	Trap Vil West	92 Servs/Fees/Repr/Maint	CED	TV West electrical	\$305.83
12	11/15/2022	V0275248	Trap Vil West	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	TV West:1406 bismark	\$427.70
12	11/17/2022	V0275307	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Garage Door	TVW: 1406B Hawthorne	\$425.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,011.30

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275195	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem	\$221.00
12	11/10/2022	V0275208	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Bus drivers per diem	\$277.00
12	11/15/2022	V0275249	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$231.00
12	11/16/2022	V0275260	Motor Pool	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$605.25
12	11/16/2022	V0275286	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$269.70
12	11/28/2022	V0275366	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$108.00
12	11/10/2022	V0275179	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	Manager lunch meeting	\$33.00
12	11/15/2022	V0275250	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	4 meals	\$33.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/16/2022	V0275260	Res Halls	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$96.75
			Sum:	93 Assoc/Travel/Misc			\$1,874.70

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275215	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable/internet	\$448.59
12	11/17/2022	V0275306	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2022 heat	\$390.04
12	11/17/2022	V0275308	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	11/21/2022	V0275330	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Oct 2022 heat	\$3,248.33
12	11/10/2022	V0275215	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable/internet	\$469.03
12	11/17/2022	V0275306	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2022 heat	\$43.78
12	11/21/2022	V0275330	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Oct 2022 heat	\$364.60
12	11/10/2022	V0275215	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TVW cable/internet	\$1,240.61
12	11/10/2022	V0275217	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 22 TVWest heat	\$2,387.14
			Sum:	94 Utilities/Ins/Support			\$11,992.12

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275180	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Rental exp - Chef	\$755.00
12	11/10/2022	V0275182	Food Service	97 Other Operating Exp	Sodexo Operations LLC	October invoice meals	\$126,435.72
12	11/3/2022	V0275126	Motor Pool	97 Other Operating Exp	Insurance Info Exchange	motor vehicle reports	\$38.29
12	11/3/2022	V0275129	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc45 lube oil service	\$277.89
12	11/3/2022	V0275154	Motor Pool	97 Other Operating Exp	Coulter Car Care	cc33 oil change	\$66.32
12	11/10/2022	V0275159	Motor Pool	97 Other Operating Exp	Napa Auto Parts	diesel additives	\$102.71
12	11/10/2022	V0275159	Motor Pool	97 Other Operating Exp	Napa Auto Parts	fleet supplies	\$109.31
12	11/10/2022	V0275164	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc19 8 shocks replaced	\$715.00
12	11/10/2022	V0275165	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	fleet supplies	\$32.46
12	11/10/2022	V0275168	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Fuel buses	\$4,602.41

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275168	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Fuel cars/vans	\$1,233.38
12	11/16/2022	V0275286	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$175.00
12	11/16/2022	V0275286	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies	\$59.43
12	11/16/2022	V0275286	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus Title	\$16.50
12	11/16/2022	V0275289	Motor Pool	97 Other Operating Exp	Synchrony Bank/Amazon	Replacement GPS	\$170.00
12	11/17/2022	V0275296	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 front light	\$78.68
12	11/17/2022	V0275298	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	rock chip repair CC32	\$40.00
12	11/17/2022	V0275298	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	rock chip repair cc33	\$40.00
12	11/28/2022	V0275368	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	Vin Inspection, license	\$27.00
			Sum:	97 Other Operating Exp			\$134,975.10

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/10/2022	V0275194	Trap Vil West	99 Exp-New Constr/Cap Impr	Powell Garage Door	TV west:garage door work	\$6,325.00
			Sum:	99 Exp-New Constr/Cap Impr			\$6,325.00
			Sum:				\$164,676.02

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/10/2022	V0275178	Workforce Dev	91 Supplies	Sodexo Operations LLC	Class catering	\$129.98
15	11/15/2022	V0275230	Workforce Dev	91 Supplies	Transfer Visa	Casters	\$78.72
15	11/28/2022	V0275362	Workforce Dev	91 Supplies	Sodexo Operations LLC	CIT training food supplie	\$591.02
15	11/10/2022	V0275186	Workforce HS NC	91 Supplies	Michelle Leichner	HS HealthCare class	\$500.00
15	11/15/2022	V0275230	Workforce HS NC	91 Supplies	Transfer Visa	E learning library	\$50.00
15	11/15/2022	V0275230	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$87.50
15	11/28/2022	V0275361	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug tests	\$425.00
			Sum:	91 Supplies			\$1,862.22

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	11/16/2022	V0275264	Workforce Dev	92 Servs/Fees/Repr/Maint	Black Fox Rescue Institute	Swift water and rope	\$1,400.00
			Sum:	92 Servs/Fees/Repr/Maint			\$1,400.00
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/16/2022	V0275260	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	Oct 22 mileage	\$209.45
			Sum:	93 Assoc/Travel/Misc			\$209.45
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/10/2022	V0275217	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 22 CTD heat	\$155.35
			Sum:	94 Utilities/Ins/Support			\$155.35
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/10/2022	V0275168	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Fuel	\$753.98
15	11/10/2022	V0275177	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	CDL truck oil change	\$414.21
			Sum:	97 Other Operating Exp			\$1,168.19
			Sum:				\$4,795.21
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/10/2022	V0275184	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Hot dogs, popcorn, candy	\$190.28
22	11/10/2022	V0275205	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	\$685.55
22	11/21/2022	V0275327	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Hot dogs, candy, popcorn	\$424.85
22	11/16/2022	V0275270	NCOC	91 Supplies	Sodexo Operations LLC	Lemonade, cookies	\$150.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/28/2022	V0275352	NCOC	91 Supplies	Maurine Akin	NCOC music reimbursement	\$80.59
			Sum:	91 Supplies			\$1,531.27

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/16/2022	V0275263	NCOC	92 Servs/Fees/Repr/Maint	Sam F. Woodis	Nov 5 NCOC contact	\$135.00
22	11/16/2022	V0275265	NCOC	92 Servs/Fees/Repr/Maint	Tim Schoessler	Nov 5 2022 NCOC contract	\$135.00
22	11/16/2022	V0275266	NCOC	92 Servs/Fees/Repr/Maint	Barbara Kirk	Nov 5 22 NCOC contract	\$135.00
22	11/16/2022	V0275267	NCOC	92 Servs/Fees/Repr/Maint	Elizabeth Johnson	Nov 5, 22 NCOC contract	\$135.00
22	11/28/2022	V0275351	NCOC	92 Servs/Fees/Repr/Maint	Joseph E. Jewett	NCOC accompanist	\$135.00
			Sum:	92 Servs/Fees/Repr/Maint			\$675.00

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/16/2022	V0275289	Ashley Council	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	supplies	\$85.99
22	11/16/2022	V0275289	Lewis/Clark Counc	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	supplies	\$233.61
22	11/28/2022	V0275354	NCOC	93 Assoc/Travel/Misc	Barbara Kirk	Mileage reibimbursement	\$90.00
22	11/28/2022	V0275355	NCOC	93 Assoc/Travel/Misc	Elizabeth Johnson	NCOC mileage	\$90.00
22	11/28/2022	V0275357	NCOC	93 Assoc/Travel/Misc	Sam F. Woodis	NCOC mileage	\$90.00
22	11/9/2022	V0275157	Rodeo Program	93 Assoc/Travel/Misc	NWC Accounts Receivable	L Bolar scholarship	\$2,800.00
22	11/16/2022	V0275289	Simpson Council	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	supplies	\$187.62
22	11/10/2022	V0275196	Writers Series	93 Assoc/Travel/Misc	Milo Asay	Meals	\$116.75
22	11/10/2022	V0275201	Writers Series	93 Assoc/Travel/Misc	Cody Enterprise	Cody writers series ad	\$240.00
			Sum:	93 Assoc/Travel/Misc			\$3,933.97

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/21/2022	V0275336	WY Tourism Rodeo Team	96 Schlrs/Grants/Waivers	NWC Accounts Receivable	Tuition	\$1,392.75

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/21/2022	V0275337	WY Tourism Rodeo Team	96 Schlrs/Grants/Waivers	NWC Accounts Receivable	Tuition	\$1,392.75
			Sum:	96 Schlrs/Grants/Waivers			\$2,785.50

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/16/2022	V0275289	Brodrick Library	97 Other Operating Exp	Synchrony Bank/Amazon	Brodrick books	\$3,001.57
22	11/16/2022	V0275268	NCOC	97 Other Operating Exp	Maurine Akin	NCOC FB ad boosts	\$50.00
22	11/10/2022	V0275176	Nelson Shoemaker Library	97 Other Operating Exp	Ebsco Information Services	Nelson periodicals	\$6,235.49
22	11/28/2022	V0275360	Nelson Shoemaker Library	97 Other Operating Exp	ITHAKA	Jan 23 to Dec 23 periodic	\$600.00
22	11/28/2022	V0275369	Nelson Shoemaker Library	97 Other Operating Exp	Northern Wyoming News	Subscription renewal	\$48.00
			Sum:	97 Other Operating Exp			\$9,935.06

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/10/2022	V0275210	Motor Pool	98 Expend--Capital/Equip	Texas Built Food Trailers Inc	Concession/food trailer	\$47,175.00
22	11/14/2022	V0275221	Motor Pool	98 Expend--Capital/Equip	P & R Auto Sales Inc	24 passenger people mover/gas	\$44,995.00
			Sum:	98 Expend--Capital/Equip			\$101,220.00
			Sum:				\$120,080.80

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	11/29/2022	V0275380	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Parking lots	\$1,431.00
71	11/29/2022	V0275380	Campus PLANNING	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Campus lighting	\$1,004.88
71	11/16/2022	V0275275	Rodeo	92 Servs/Fees/Repr/Maint	Point Architects	Rodeo project prof fees	\$375.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,810.88

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	11/10/2022	V0275190	Yellwstn Bldg	99 Exp-New Constr/Cap Impr	CED	YB air make up project	\$144.62
			Sum:	99 Exp-New Constr/Cap Impr			\$144.62
			Sum:				\$2,955.50

Operating Funds – As of October 31, 2022

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	1,921,945	-1,557,878	55%			
Fees	1,118,028	627,036	-490,992	56%			
State Appropriations	11,337,570	5,589,616	-5,747,954	49%			
Local Tax Levy	3,834,750	945,526	-2,889,224	25%			
Other Sources	310,680	46,510	-264,170	15%			
Reserve Utilization	0	0	0	#DIV/0!			
Total Revenue	20,080,851	9,130,633	-10,950,218				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,546,534	1,360,167	6,186,367	18%			
Public Service	96,256	3,528	92,728	4%			
Academic Support	1,696,650	393,728	1,302,922	23%			
Student Services	3,088,427	1,020,142	2,068,285	33%			
Institutional Support	4,458,998	1,349,121	3,109,877	30%			
Operations and Maint/Plant	2,456,984	722,108	1,734,876	29%			
Scholarships	737,002	206,638	530,364	28%			
Total Expenditures	20,080,851	5,055,432	15,025,419				

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- Northwest College will monitor FY 2023 expenditures to ensure they align with actualized revenue.

Auxiliary Fund – As of October 31, 2022

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	548,339	-313,536	64%			
Residence Halls	1,129,314	658,935	-470,379	58%			
Bookstore	20,000	10,838	-9,162	54%			
Copy Center	170,846	41,173	-129,673	24%			
Motor Pool	218,384	54,245	-164,139	25%			
Other	716,687	386,434	-330,253	54%			
Total Revenue	3,117,106	1,699,964	-1,417,142				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	861,875	218,308	643,567	25%			
Residence Halls	1,129,314	531,902	597,412	47%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	47,133	123,713	28%			
Motor Pool	218,384	73,933	144,451	34%			
Other	716,687	228,388	488,299	32%			
Total Expenditures	3,117,106	1,099,664	2,017,442				

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 30, 2022

TO: Lisa M. Watson, President

RE: Second Quarter Budget Adjustments

Presented for your review are the second quarter budget adjustments for fiscal year 2023.

We have recorded revenue and expense budgets for the grant funds beginning later in the 2023 fiscal year.

Recommended Action: Approval of the second quarter budget adjustments for the 2023 fiscal year.

FIRST QUARTER BUDGET ADJUSTMENTS FOR FISCAL 2023

UNRESTRICTED CURRENT FUNDS

OPERATING FUND		
Revenue		
Expense		
Decrease in Revenue	-	
Increase in Expense	-	

RESTRICTED CURRENT FUNDS

* TANF Workforce Grant Park County 2023		
Revenue	12,787	Record New Grant Year
Expense	(12,787)	
* Higher Ed Encowment 2023		
Revenue	284,300	Record New Grant Year
Expense	(284,300)	
* TRIO 2023		
Revenue	403,903	Record New Grant Year
Expense	(403,903)	
* Impact 307 Statewide Program		
Revenue	25,000	Cultivate Entrepreneurship
Expense	(25,000)	
* Gear Up Grant 2023		
Revenue	285,525	Record New Grant Year
Expense	(285,525)	
NET	0.00	

TOTAL CURRENT FUNDS	ORIGINAL ADOPTED	Prior Adjustment	This Quarter	ADJUSTED BUDGET
Budgeted Revenue	28,544,937	704,044.00	1,011,514.47	30,260,495
Budgeted Expense	(28,544,937)	(704,044.00)	(1,011,514.47)	(30,260,495)
Annual Balance	-	-	-	-



To: Lisa Watson, President
 From: Lisa Smith, Institutional Research Manager
 RE: 2021-22 Concurrent and Dual Enrollment Summary
 Date: November 30, 2022

Wyoming community colleges annually submit concurrent enrollment (CE) and dual (DE) enrollment information to the Wyoming Community College Commission. The most recent full report can be found on the [WCCC website](#) under Post Secondary Options, 2021-2022.

Concurrent and dual enrollment courses count for both high school and college credit:

- **Concurrent enrollment** courses are taught by college-approved high school teachers at the high school.
- **Dual enrollment** courses are taught by college instructors on campus, through an outreach center, or through distance learning technology (on-line, video conferencing, etc.).

University of Wyoming offers limited dual enrollment opportunities.

ENROLLMENT

College and UW Unduplicated Headcounts and Credit Hour Enrollment							
Concurrent (CE) and Dual (DE) Enrollment							
Academic Year	College	Headcount Number		Credit Hours			
		CE Headcount	DE Headcount	CE Credit Hours Enrolled	CE Credit Hours Completed*	DE Credit Hours Enrolled	DE Credit Hours Completed*
2021-2022	CC	605	622	2,765	2,528	4,564	3,596
2021-2022	CWC	606	180	4,279	3,959	1,271	1,099
2021-2022	EWC	916	239	6,831	6,516	1,343	1,175
2021-2022	LCCC	1,310	447	7,460	6,111	2,187	1,875
2021-2022	NWC	299	457	1,626	1,558	3,475	2,906
2021-2022	NWCCD	1,704	504	10,651	9,403	4,010	3,395
2021-2022	WWCC	883	745	5,059	4,892	5,086	4,331
2021-2022	UW		35			261	255
State Totals		6,323	3,229	38,671	34,967	22,197	18,632

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

In 2021-22, Northwest College enrolled **299 students in 1626 credit hours of concurrent coursework** (4% fewer students and credits than the previous year) and **457 students in 3475 credit hours of dual coursework** (11% more students and 18% more credits than previous year).

- NWC enrolled students in the smallest number of concurrent enrollment credits of colleges.
- NWC enrolled students in the fourth largest number of dual enrollment credits of colleges.
- NWC students completed 96% of concurrent enrolled credits with a grade of C- or higher (compared to 90% for all community colleges).
- NWC students completed 84% of dual enrolled credits with a grade of C- or higher (compared to 84% for all community colleges and UW).

COLLEGE REVENUE

Academic Year	College	Revenue					
		CE School District	CE BOCES/BOCHES	CE Total (All Revenue Sources)	DE School District	DE BOCES/BOCHES	DE Total (All Revenue Sources)
2021-2022	CC		\$418,325	\$ 418,325		\$ 523,362	\$ 542,259
2021-2022	CWC	\$ 9,828	\$442,575	\$ 452,403	\$203,831		\$ 203,831
2021-2022	EWC	\$ 835,698		\$ 835,698	\$177,591		\$ 177,591
2021-2022	LCCC	\$ 716,520		\$ 716,520	\$116,787		\$ 116,787
2021-2022	NWC	\$ 258,567		\$ 258,567	\$160,710	\$ 23,170	\$ 192,772
2021-2022	NWCCD	\$1,465,256		\$1,465,256		\$ 274,795	\$ 274,795
2021-2022	WWCC	\$ 452,019	\$ 16,065	\$ 468,084	\$ 35,416	\$ 643,946	\$ 770,916
2021-2022	UW				\$ 39,140		\$ 40,936
System Totals		\$ 3,737,888	\$ 876,965	\$ 4,614,853	\$ 733,475	\$ 1,465,273	\$ 2,319,887

Concurrent enrollment revenue from the school districts covers tuition and fees. Dual enrollment revenue from the school districts covers mandatory and additional course fees but not tuition. Big Horn County School District #3 BOCES pays Greybull dual enrollment fees. Park County School District #1 BOCES offsets tuition costs for Powell dual enrollment.

For reference, though not included as revenue for this chart, colleges receive \$129 for every one credit hour enrolled in the FY23 funding model.

COLLEGE EXPENDITURES

Academic Year	College	Expenditures			
		Total CE Payment to School District	CE Expenditures Total**	Total DE Payment to School District	DE Expenditures Total**
2021-2022	CC		\$ 154,048		\$ 1,541,122
2021-2022	CWC	\$ 450,797	\$ 1,181,130		\$ 583,594
2021-2022	EWC		\$ 1,526,397		\$ 545,990
2021-2022	LCCC	\$ 716,520	\$ 1,309,492		\$ 954,792
2021-2022	NWC	\$ 258,567	\$ 439,448		\$ 1,807,440
2021-2022	NWCCD	\$ 1,465,256	\$ 1,879,763		\$ 1,341,644
2021-2022	WWCC		\$ 906,251		\$ 2,539,761
2021-2022	UW*		\$ -		\$ -
System Totals		\$ 2,891,140	\$ 7,396,529	\$ -	\$ 9,314,343

*UW does not track expenditures by course

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

Revenue from and expenditures paid to school districts for concurrent enrollment are equal. Total concurrent expenditures include 5.8% of the student services budget, since 5.8% of all NWC credits taken in 2021-22 were concurrent. Total dual expenditures include 12.4% of the combined student services and instructional expenses, since 12.4% of all NWC enrolled credits were dual.



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