

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, February 13, 2023
3:00 p.m. – Trustee Student Center walkthru
3:30 p.m. Employee welcome back reception
4:30 p.m. – Business meeting
Yellowstone Conference Center

Zoom: <https://nwc.zoom.us/j/94794374495?pwd=RkdJbkhNQkd4K1dvWWFqRENvZ3U3Zz09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 947 9437 4495; Password: 832743

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- III. Mission Moment – NWC Student Recognition – Sarah Roberts**
- A IV. Consent agenda**
 - Minutes**
 - A. [Approve minutes of the regular meeting of January 9, 2023](#)
 - B. Approve minutes of the Executive Session of January 9, 2023
 - 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](#)
- V. Discussion/informational items**
 - A. [Completions and Transfer Summary](#)

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

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

A VII. Unfinished business

A VIII. New business

- A. Designation of depositories
- B. FY2024 Proposed mandatory student fees
- C. FY2024 Proposed residence hall rates
- D. FY2024 Proposed meal plan rates

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

- A. March 13, 2023, Upcoming - Cody
 - 1. Quarterly budget adjustments
 - 2. State performance indicators report
 - 3. Workforce Development Activities report
 - 4. Schedule Spring Board retreat date
 - 5. Other TBD
- B. Future and follow-up topics

X. Announcements

- A. Men's and Women's Basketball, February 15, 2023, Sophomore Night
- B. WCCC Meeting, February 16 & 17, 2023, LCCC, Cheyenne
- C. Western States Communication Tournament, February 17-19, 2023, AZ
- D. Jazzfest 2023, February 21, 2023, All day, NPA
- E. Last day of Legislative session, March 3, 2023, Cheyenne
- F. March Board meeting, March 13, 2023, 3:00 p.m., TBD, Cody
- G. NWC Spring Break March 13 – March 17, 2023

A XI. Adjournment

A=Action item

MISSION:



VISION 2030:



Board Priorities FY 2023

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

President's Priorities FY 2023

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

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

January 9, 2023

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

MEMBERS ABSENT:

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. LEE BLACKMORE; MR. CASEY DEARCORN; MR. DUSTIN DICKS; MR. DAVE ERICKSON; MS. MICHAELA JONES; MR. KEVIN KUENN; MS. CAREY MILLER; MS. NANCY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: The regular meeting of the Northwest College Board of Trustees was called to order on Monday, January 9, 2023, at 4:00 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.**

President Watson stated she would like to amend the agenda to move the Mission Moment – Student Recognition item until the February regular meeting.

Motion carried, and the agenda was approved as amended.

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

In response to a question from Trustee Housel regarding the check register, President Watson stated the expenditure to Hord Coplan Macht for \$14,250 was for a Level 1 architectural evaluation of the second-floor addition to the Student Center. Because the original project design came in under budget, President Watson requested a high-level assessment and soft cost estimate before committing to the addition. The College was able to utilize WIP Grant funding designated to Outdoor Recreation for the expenditure since the addition would be for the aerial adventure classroom space. The assessment indicates that adding the second floor will be simple enough. The project addition is currently out for bid, and initial rough estimates are \$750k to \$850k.

In response to a question from Trustee Housel, President Watson stated that during the recent cold weather that forced the campus to close on December 21st, the Colter Hall boilers failed. Thankfully, the College had purchased two replacement boilers for Ashley Hall as part of deferred maintenance and planning. The College was able to get the boilers replaced with contract and college personnel.

President Watson is thankful that the College's mechanical system sends notifications when there is a problem, as Dennis Quillen, Interim Facilities Director, received notice in the middle of the night and during the extreme cold weather that the Science and Math building was shutting down. Physical Plant staff was able to rectify the problem before there was permanent damage to the building.

Physical Plant staff dealt with several additional issues that resulted from the

weather, all while moving out of the Student Center, redesigning and rebuilding the fairgrounds kitchen, and setting up the Trapper Gym to accommodate food service beginning January 12th.

Trustee Kuipers clarified that while the minutes of December 9th are accurate, there has since been a change in the BOCES PCSD#1 committee assignment. The minutes state that Trustee Kuipers and Trustee Laursen were to have been the delegates; however, President Wurzel will now be serving on the committee in place of Trustee Kuipers.

Motion carried, and the consent agenda, including the minutes of the December 12, 2022, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Disclosure of Interest forms

President Wurzel stated that the Disclosure of Interest forms is due at the end of the meeting.

CITIZENS' OPEN FORUM

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

A UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

A NEW BUSINESS:

Course Fee Proposals

A motion was made by Trustee Kuipers and seconded by Trustee Todd to approve the Course Fee Proposals as presented.

In response to a question from Trustee Laursen related to the EMT course fee proposals, President Watson stated that the state recently stopped reimbursing proctors for the students' national registry skills testing; therefore, the associated fees will go back to the student. These fees are not unique to Northwest College and are consistent throughout the state.

Motion carried.

Foundation MOU

President Watson stated that neither she nor President Wurzel received additional feedback on the MOU between the Foundation and Northwest College as presented during the December meeting. However, she and President Wurzel made minor grammatical changes. These were presented to Foundation Executive Director Shelby Wetzel, who had no objection to the changes.

President Watson stated that if approved, the document would be signed as a show of commitment to the MOU and brought forward to the Foundation for their support.

A motion was made by Trustee Spomer and seconded by Trustee Kuipers to approve the Foundation MOU as presented. Motion carried.

FY2022 Audit and Financial Statements

President Watson stated that although the Trustees received a presentation and held a lengthy discussion about the FY2022 Audit, the financial statements were not included in the Board packet. Trustees have since had a chance to review the documents.

A motion was made by Trustee Kuipers and seconded by Trustee Newsome to reaffirm the approval of the FY2022 Audit and Financial

New Date for April 2023 Board Meeting

Statements. Motion carried.

President Watson stated that the April Board meeting is scheduled for April 10th. However, the College will be closed April 7-10 for Spring Recess, and she suggested that the Trustees consider an alternate date for the meeting.

Trustees elected to hold the April regular meeting on Wednesday, April 12, 2023.

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

February 13, 2023, upcoming:

- Employee welcome back reception – Spring
- Designation of depositories
- Completions and Transfer Summary
- FY2024 Proposed residence hall rates
- FY2024 Proposed meal plan rates
- FY2024 Proposed mandatory student fees
- Other TBD

ANNOUNCEMENTS:

WACCT Student Awards, January 10, 2023, 6-8 p.m., Cheyenne, WY
State of the College, January 16, 2023, 8:30 a.m., YB
ACCT National Legislative Summit, February 5-8, 2023, Washington D.C.
Employee welcome back reception, February 13, 2023, 3:00 p.m., YB
Next meeting, February 13, 2023, 4:00 p.m., YB, Powell
WCCC Meeting, February 17, 2023, LCCC, Cheyenne

EXECUTIVE SESSION:

A motion was made by Trustee Kuipers and seconded by Trustee Housel to move into executive session. Motion carried, and the executive session convened at 4:39 p.m.

A motion was made by Trustee Kuipers and seconded by Trustee Spomer to come out of executive session and into open session for the Citizens' Open Forum. Motion carried, and the executive session paused at 5:00 p.m.

A motion was made by Trustee Todd and seconded by Trustee Kuipers to return to executive session. Motion carried, and the executive session reconvened at 5:01 p.m.

A ADJOURNMENT:

A motion was made by Trustee Housel and seconded by Trustee Spomer to adjourn the executive session and move into open session. Motion carried, and the executive session adjourned at 6:12 p.m. The regular meeting adjourned at 6:17 p.m.

TARA KUIPERS, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in January.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in January.

Facilities Committee – Chairman Dusty Spomer

The Facilities Committee met on January 23, 2023, to discuss the status of the student center project and temporary dining facility. A discussion was also centered on planning for the updated master plan.

President's Report

February 2023

State

Legislature

The Legislative session kicked off Tuesday, January 10. This year is a General Session that can run up to 40 days and is currently scheduled to conclude Friday, March 3, 2023.

Legislative activity has been brisk, with committee meetings starting each day at 7:00 a.m. Morning and afternoon floor sessions are capped with additional committee meetings at noon and upon adjournment. WACCT executive director Erin Taylor attends daily along with a President who is assigned to assist each week. I was in Cheyenne the week of January 23, participating in committee meetings, lobby work, meeting with legislators, and pulling information and data as needed to support legislative efforts.

This year the distribution of votes is often quite tight when reviewing bills during general file, first, second, or third readings. January 26 was the last day for Senate files to be introduced, and Tuesday, January 31, was the last day for House files to be introduced. As of January 31, there were 288 house bills (without amendments) and 183 Senate bills (without amendments) to be reviewed.

The week of January 30, the budget was reviewed and read to both floors. Concern was expressed by several legislators that amendments are expected, which would eliminate any budget exceptions and strip the budget requests.

Several pieces of legislation had been drafted to support the funding of Wyoming's Tomorrow's Scholarship, ECA funding for the Colleges, and course weighing for online classes. The Governor's budget also included capital construction and compensation for the Colleges. NWC has the Orendorff building capital renewal project as a capital project in the budget exception requests. It is still too early to determine the outcomes of this legislation for the session.

Wyoming Innovation Partnership (WIP)

In January, members of the WIP met to discuss phase II projects and proposals. The Community College Commission created a matrix of programs and potential areas of collaboration from the Colleges' submissions. It is uncertain what areas of collaboration will occur with UW, but phase II proposals are due by February 28 for consideration. At this time, NWC has the completion of phase I outdoor recreation – aerial lab still outstanding but expected due to the construction timeline. Areas of interest for NWC include agriculture, computer/cybersecurity, Virtual lab for nursing, and EMS/EMT.

Campus

Campus Activities

College operations resumed with in-service meetings and activities. Staff was focused on student orientation as faculty geared up for classes and assisted with advising. I met with Student Senate on February 6 to discuss the student center project, student fees, dining, and housing.

Athletics

Men's and Women's basketball and wrestling are back in action, although the extreme cold and weather conditions have resulted in several cancelations and the rescheduling of events.

The annual Rodeo Gala was February 4 at the Cody Auditorium. This year's theme was Alumni Roundup, a well-attended event enjoyed by all. It was always great to see our rodeo athletes preparing for the spring season.

Student Center

The abatement of the DeWitt Student Center was completed on January 27. The construction of the temporary dining space continues to be on track for the end of February. Electrical panels continue to be a supply chain issue. The temporary dining space in the Trapper gym is working very well, with room to serve a variety of options, adequate space to feed students, and storage for food and supplies.

Fencing will be set up in February, and demolition will start soon after. Significant changes to the appearance of the campus are about to begin.

Foundation and Alumni

The Alumni Association Board met on Tuesday, February 7. The distinguished alumni nomination was discussed, along with Giving Day, Career Fair, and the Alumni Vision and Mission. I provided updates on the legislative session, operations, and the student center.

The Foundation Board met Wednesday, February 8. Financial updates, budgets, and Giving Day were discussed. Discussion continued on the Vision and Mission work that has been created. I provided updates on the legislative session, operations, and the student center.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

February 13, 2023

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

Finance & Budget

- The Business Office has started the semester working with students to understand their student accounts, establish payment plans, and assist students with open items on their student accounts. In addition, the Business Office issued 162 student refunds during the first week of class. The next round of refunds occurs after scholarships are applied to student accounts after the drop date.
- The Business and Payroll Office have completed the first round of December 31, 2022, federal reporting requirements. This included issuing 97 form 1099's, 1,291 from 1098-T's, and 511 form W-2's. The payroll office has begun working on form 1095-Cs and 1042-S international scholarship forms.

Facilities Projects

- The Move-out project of the existing Student Union is complete, with Food services transitioned to the Fair Grounds Kitchen and Trapper Gym in JFC. The food trailer is set up and functional at JFC as well. This was a huge, complex task. Physical Plant Team members contributed during very frigid conditions, constant snow removal, and multiple HVAC issues. During the break both boilers at Colter Hall failed completely, leaving the building without heat. One boiler was replaced on the day the second boiler failed, resulting in 18 hours of no heat there. This was an emergency situation that was successfully handled by great staff and contractors who were willing to work over Christmas Break. We were also extremely fortunate to have two boilers in storage slated for Ashley Hall that were the correct size for Colter.
- Ashley Hall entry way remodel started.
- Replace one Heat Pump at the Library. There are two more to complete.
- Grounds and custodial crews battle through frigid temperatures, snow, and wind to keep campus clear and safe for all.
- Asbestos abatement completes at Dewitt by our contractor on budget and way ahead of schedule.

Transportation Bus Miles

- Travel for the month. Bus fleet traveled 2,418 miles. Basketball Teams to Glendive MT, Bismarck ND, and Torrington WY. Wrestling to Rock Springs, WY.

Mickelson Field Station

- Closed

Completed Work Orders

- 226 Last 30 days

Information Technology

- Computing Services Staff addressed several issues due to a significant State Networking issue. The issue lasted for 18 days.
- Computing Services Staff have been Implementing MFA to Staff on a slow rollout due to the beginning of the semester and other issues.

Human Resources -December

- Recruiting: Please see January Personnel Report. Staffing has been busy prior to Winter Break. Additional advertising outreach was prepared for the holidays to attract candidates. On 12/20, the HR Director met with a marketing representative from HigherEdJobs.com to develop a pop-up ad featuring NWC and its proximity to Yellowstone Park on selected web pages to increase visibility for and interest in our job postings.
- Policy Work: On 12/14, the HR Director facilitated a Policy Review Committee (PRC) meeting to discuss the membership and duties for FY2023 PRC and to review the status of policy changes for Board Policy 2500 Board Meetings. These policy changes remove the Fall/Spring designation for Board meetings in Meeteetse and Cody and were submitted by the PRC Facilitator, Jill Anderson, to President Watson on 12/17/2021 after being reviewed by the constituency groups. Now that the policy work has reconvened, President Watson will submit this policy to College Council as an informational item.
- Training: Facilities and Campus Security employees completed the online course, “Slips, Trips and Falls – Keeping Your Campus Safe,” by 12/22/2022, which allowed the College to receive a risk management insurance premium discount thru United Educators. The HR Director held a New Employee Board Policy Orientation Session on 12/15. On 12/2, the HR Director attended the NWC Business Bootcamp held by the Center for Training and Development. On 12/12, the HR Director attended a webinar, “Using Neuroscience to Engage Your Team Through Change,” by Academic Impressions. On 12/14, the HR Director attended a webinar on “Employee Fitness for Duty Exams- Navigating the FMLA and ADA Traps to Keep Employers Compliant” by the Littler and Mendelson law firm. On 12/16, the HR Director met with implementation representatives from Vector Solutions regarding the new Vector Solutions platform for FY2023 compliance training.
- Turnover and Hiring Report, FY 2022: Annually, the HR Director reviews turnover and hiring statistics compared to national industry benchmarks.

Key Findings:

NWC’s total turnover (all employees, N=20) was 11% for FY2022. The College and University Professional Association for Human Resources (CUPA-HR) reported turnover for FY2022 as 12% nationally (all college/university employees).

- Faculty, N=4; (7%): In FY2022, there was a 4% increase in turnover at NWC from FY2021. CUPA-HR reported faculty turnover as 5% nationally.
- Staff, N=16; (13%): In FY2022, there was a 3% increase in turnover at NWC from FY2021. CUPA-HR reported staff turnover as 16% nationally.
- Professional Staff, N=10; (12%): In FY2022, there was a 2% increase in turnover from FY2021. CUPA-HR reported exempt (salaried) turnover as 15% nationally.
- Classified Staff, N=6; (15%): In FY2022, there was a 5% increase in turnover from FY2021. CUPA-HR reported non-exempt (hourly) turnover as 17% nationally

Reasons: 35% were for Moving/Other Jobs; 30% were Local/Other Jobs; 25% were Retirement; 10% were Involuntary Terminations/Death of Employee.

Hiring info: Hiring for fixed term, interims, and regular hires (N=32) was similar to hiring rates in prior years (N=31 average).

- **Records Retention:** During December, the HR Director and Part-Time HR Sr. Office Assistant, Marsha Wilson, reviewed candidate recruitment files and purged old files according to the Wyoming Records Retention requirements.
- **Student Support:** On 12/7, the HR Director met with a student from Morgan Tyree's Portfolio class to go over job search best practices.
- **Benefits:** Employee open enrollment with Employers Group Insurance (EGI) was completed on 11/30/2022. Employees have begun receiving new insurance cards via USPS to their home addresses.
- **Compensation:** On 12/8, the HR Director and Payroll Specialist met to complete the annual Mountain States Salary Survey and the CUPA HR salary surveys to provide the College access to competitive salary data for market information.
- **Employee Morale:** A Holiday Party was held for employees at the Commons on 12/9 and was well attended. The HR Director attended the Tree Lighting on 12/1, participated with a team in the Holiday Escape Room on 12/20, and joined employees on 12/22 at the Employee Breakfast and White Elephant. The events were festive and fun for staff and faculty.

Human Resources- January

- **Recruiting:** Please see February Personnel Report. Staffing has been busy with the hiring of students for the spring semester. Candidate pools remain slim for several searches, although substantial advertising was conducted over the holidays to try and reach both active and passive job seekers.
- **Compensation:** On 1/13, the HR Director and Payroll Specialist finalized the College University Professionals Association for HR (CUPA) salary survey submission for NWC. The College's participation provides reduced survey costs and complete access to their competitive salary market data database in higher education institutions.
- **Training:** The annual HR and Title IX/Clery Act compliance training for all employees is coming up in February. The HR Director and Part Time Senior Office Assistant, Marsha Wilson, are setting up the updated online platform for the compliance training vendor Vector Solutions to administer the training.
- On 1/13, the HR Director attended a webinar for CUPA-HR Legal Updates.
- **Strategic Planning:** The HR Director attended the Support Services Program Review training held by Dr. Giraud on 1/12.
- **Shared Governance:** The HR Director attended the College Council meeting on January 5, the All-Employee Meeting on January 5, and the Board Meeting on January 9. The HR Director attended the January In-Service meeting on 1/16, held in the Yellowstone Building.

Personnel Status Report

January 2023 Trustees' Report

Search Activity to Date 1/4/2023

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.
Athletic Trainer			Candidates are being reviewed.
Administrative Secretary for VPAA	12/19/2022	Cheri Mateo	Cheri has an Associate's in Business from Hesston College. She has recently been serving as Interim Facilities Assistant – Custodial.
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.
Men's Basketball Coach			Candidates are being reviewed.
Campus Security Assistant/Nights and Weekends	12/12/2023	Cody Andrews	Cody has a high school diploma and has recently been a student employee for Campus Security.
Facilities Assistant – Custodial			Candidates are being reviewed.
Facilities Supervisor – Custodial			Candidates are being reviewed.

Personnel Status Report

February 2023 Trustees' Report

Search Activity to Date - 1/26/2023

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
Athletic Trainer			Candidates are being reviewed.
Instructor/Assistant Professor for Business - Tenure Track			Candidates are being reviewed.
Fixed Term Instructor of Nursing/WyIN Funded			The position has been re-opened until filled.
Library Coordinator			Position closes externally on 2/6/2023
Men's Basketball Coach			Candidates are being reviewed.
Facilities Assistant - Custodial	1/30/2023	Haley Harrison	Haley has recently served as Interim Facilities Assistant – Custodial. She has an Associate's in Psychology from Northwest College.
Facilities Supervisor - Custodial	1/30/2023	Mandy Joy	Mandy has recently served as Interim Facilities Supervisor – Custodial. Mandy has a high school diploma and has worked as a Facilities Assistant - Custodian since 2014.

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of February 1st , 2023 - 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	Update 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	
FY2023 See Masterplan Update												
Powell Library	1		MM	Heat Pump Replacement (2)			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 Startup May 15, 2023	12/13/2021			\$ 171,000	
Trapper Arena	1		MM	Insulation/Mechanical Improvements			Pending one electrical panel	12/13/2021			\$ 378,556	
Powell/Campus	2		Fund 10	Ashley Hall Boiler Replacement			Boilers pending receipt				\$45,000	
Powell/Campus	2		Fund 70	FAB Gas Line Replacement			Pending Start of new Student Ctr				\$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			Complete				\$ 200,000	
Powell/Campus	2		MM	Moyer Server Room Cooling replacement			RTUs On Order/pending bids				\$ 250,000	
Powell/Campus	2		MM	Yellowstome MAU Replacement			Complete				\$ 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 Engineering in process				\$ 1,000,000	
Powell/Ag	3		MM	AG HVAC/Electrical/ADA Access			pending engineering & bidding				\$ 300,000	
PowellCampus	3		MM	Natural Gas Infrastructure			JFC/FAB Annex/Oliver/Day Care				\$ 100,000	
Powell/AG	3		MM	Elect/HVAC/Refresh Design			Engineering in process	12/13/2021			\$ 20,000	
FY2025 and beyond See Masterplan Update												

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of February 1st , 2023 - 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	NA		8/31/2022	\$ 93,360	
Powell/Campus	2	MM		Various Parking Lot Repairs			Complete	12/13/2021		8/31/2022	\$ 385,313	
Powell/Campus	Emerg	EM		Replace Colter Boilers			Complete	NA		12/31/2022	TBD	

ACADEMIC AFFAIRS

February 2023



ACADEMIC DIVISIONS/DEPARTMENTS

Agriculture:

- The Ag Department met with Randall Violet, a representative of the University of Wyoming's College of Agriculture, about a new Farm and Ranch Management major the University is developing.

Business:

- Faculty and students from NWC's Business Department will meet with representatives from the University of Wyoming's Energy Resources department in February.

Communication & Forensics:

- Forensics traveled to the University of Utah January 17-20, attending the UTEP Classic Invitational, sponsored by the University of Texas, El Paso, and the Great Salt Lake tournament, sponsored by the University of Utah. NWC placed second overall over both tournaments and winning individual events sweepstakes at the UTEP Classic.

Photography:

- NWC Photography Department held its annual High School Photo Contest. They had 144 entries from 13 states and 25 different high schools. This year an Amateur and Professional division was added to the contest, and drew 16 entrants from 3 states, who submitted 34 images. The Opening for the show, with the images that were accepted will be January 31 in the Sinclair Gallery in the Orendorff Building. Adjudication of the entries was by internationally renowned wildlife photographer Meg Sommers.

CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- Impact 307, Park County Outdoor Recreation Collaborative, USDA Presentation, and Brighter Futures
- PHS/Shoshone Learning Center- students toured CTD and signed up for this semester classes including CDL, Workforce Effectiveness, and CNA
- CTD Trainings- MS Office Training, and Welding

First part of the Heavy Equipment Simulators has arrived.

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- CPR/First Aid and MSHA Training
- Conferences/Meetings- WY LEAD
- EMS National Testing
- Ed2Go- Writing Effective Web Content to Digital Court Reporting

CDL Program

- 69 students enrolled program
 - 50 Working on their Theory
 - 19 Skills and BTW (Behind the Wheel Driving)
 - 10 students testing this month
- 12 students attended orientation

- 5 Students passed and received their CDL's
- School Bus/Passenger Bus Training 4
 - 3 students working on their theory
 - 1 skill and BTW
 - First Student finished and passed their School Bus/Passenger Course

Testing

Northwest College's Center for Training and Development (CTD) and Powell Valley Community Education (PVCE) continue as a testing center for various proctoring needs in the community. We have partnered with different colleges and universities as well as local high schools.

DELTA- Dedicated to Experiential Learning Through Adventure

- DELTA –offered 3 activities that served 10 students and community members. These events included Ski Tuning Clinic, Jerky Making, and Backcountry.
- 3 DELTA instructors completed their AVY I Certification (Avalanche Training)
- Log on to our Facebook page - <https://www.facebook.com/nwcctd> to see all the fun pictures

Powell Valley Community Education/Rec Co-Op

- PVCE served a total of 109 community members in December/January.
- Classes held: yoga, rock wall, spin, crafting, and driver education
- In December/January there were a total of 43 checkouts for the Co-Op.
- BOCES Board held their quarterly meeting in January. Next meeting will be late April/early May.
- PVCE is working with various community and college partners to offer new and exciting learning opportunities for our area.

INTERCULTURAL PROGRAM

- Held our spring international student orientation from Jan. 15-17. For the SP/23 semester, we welcomed 11 international students from 7 different countries.
- This semester, NWC has a total of 82 international students from 31 different countries
 - 80 are enrolled on campus and 2 are enrolled online
 - Our top countries are Japan, Turkmenistan, and Brazil
 - We have a total of 41 athletes
 - 22 for men's soccer
 - 1 for women's soccer
 - 10 for men's basketball
 - 3 for women's basketball
 - 2 for wrestling
 - 3 for rodeo
 - We have 5 special program students on campus
 - 1 Congress-Bundestag Youth Exchange (CBYX) participant
 - 2 Year of Exchange in America for Russians (YEAR) program participants
 - 1 United States-Timor Lester (USTL) Scholarship Program participant
 - 1 Global Undergraduate Exchange Program in Pakistan (IREX) participant
- Had our first Undergraduate International Studies and Foreign Language (UISFL) faculty grant recipient complete their travel
 - Greg Smith, Associate Professor of Anthropology, traveled to Pakistan over winter break

HINCKLEY LIBRARY

The first two weeks of Spring semester continues to show good library usage.

- Library visitation averages 122 students per day (high 178). Late Night Study has begun with 9-14 students attending during the evenings.
- Interlibrary loan services continued over the holidays lending 28 books in December.
- A search for a permanent Library Coordinator is underway, closing date is Feb. 6. Two part-time temporary librarians are hired to assist staff; however, weekend library hours are reduced until a permanent librarian is hired.
- Librarians taught research skills to the new nursing students in the Nursing Orientation course. Other library instruction begins in February.

ACADEMIC AND CAREER ADVISING CENTER (ACAC)

- The office had minimal projects to report, as activity has been focused on helping students drop and add classes as the semester gets underway. The coordinator helped 24 students reconcile their schedules on the first day of class.
- In-person new student orientation was held in person on January 17 with 12 students attending. The virtual new student orientation session was held on January 16 with 4 students attending.
- Area employers are beginning to approach the college with summer jobs and internship opportunities, including Buffalo Bill State Park, the Center of the West, summer camps, Simplot, and guest ranches. The advising coordinator has sent out all student emails and posted the positions outside of her office to help employers and students connect.

PEER TUTORING SERVICE

Peer Tutoring began offering assistance to students on Friday, January 20. Currently, the center has nine tutors on board and provides approximately 86 hours of tutoring a week.

- Provided nine scheduled one-on-one tutoring sessions.
- Provided ten drop-in tutoring sessions (including writing).
- Provided one first-year experience/class presentation (17 attendees).
- Provided 18 help desk assistance visits.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

January 2023



ATHLETICS:

- Wrestling – Currently ranked #7 in the nation. We hosted the Apodaca Duels with 4 teams in the Top 10 nationally. Brady Lowry made his return, and an ESPN columnist attended the duels. He is writing a feature article on Brady and Kendall that should be out in April. They compete in the Region 9 Tournament in Sterling, CO on February 18th.
- Men’s Basketball – Currently 15-7 and 2-0 in Region 9 North
- Women’s Basketball – Currently 14-8 and 1-1 in Region 9 North
- Women’s and Men’s Soccer – We currently have 6 new student-athletes with 10 more commitments
- Esports – Just started the Spring season. We have 9 teams competing at the NJCAA level
- Women’s and Men’s Rodeo – The Rodeo Gala is February 4th. Spring practices start in mid-February.
- Volleyball – We have signed 3 student-athletes. Coach has been on the road recruiting at various tournaments
- Johnson Fitness Center – We have adapted to the dining services being in the JFC gym. We have had positive feedback from members. They understand the changes were necessary and temporary. We had 1,000 check-ins for January.

ENROLLMENT SERVICES

- Ongoing Catalog revisions/updates are underway for the 2023-24 NWC College Catalog
- Ongoing campus tours for prospective students
- Ongoing recruitment communications (text messages, email, direct mail, phone calls) to prospective students
- Final grading/end of semester processes including: final grading processes; satisfactory academic progress; 2022 Fall Honor Roll awardees; 2022 Fall graduate process/verification
- Preparation for Spring 2023 semester including: ongoing new and returning student registrations; new student orientation; course waitlist management; and pre-requisite evaluation process
- Process preparation for BAS degree program 2023 internal admission process and BAS application review
- Preparation and communications ongoing for our Experience Day event, which will take place on February 20th. This recruitment event highlights academic and service programs at NWC
- Campus Reel training took place to onboard the Admissions staff with the recent implementation of the video/student engagement software

FINANCIAL AID

- Completed Fall end-of-semester reconciliations (All F’s; Pell Enrollment Verification; Administrative Withdrawals; and Satisfactory Academic Progress calculations for all financial aid programs
- Federal Student Aid released at spring semester start (for those who are eligible at the time) and released individually thereafter as eligibility is achieved. Scholarships and other institutional aid expected to be released on Census Day (the day following the conclusion of the add/drop period). WY state aid (Hathaway, Wyoming Works, etc.) released approximately a week after Census Day to ensure accurate calculation on post add/drop course registration

- Federal Student Aid ECAR (Title IV Eligibility Certificate) updated with revised Board of Trustees roster. Provided updates on Music & Art programmatic reaccreditation at US Dept. of Education request
- Offices continue to monitor legislative bills that affect Wyoming Works, Wyoming's Tomorrow, and Hathaway Fallen Responder scholarships

GEAR UP

- NWC GEAR UP is currently serving 247 active participants. Exceeds Objective 1 of serving a minimum of 225 participants each year
- 98% of NWC GEAR UP students complete the FAFSA
- October 2022 – monthly meeting statistics: 86% student participation, \$5.42/student food costs and 120.5 hours of contact hours
- We have 10 Daniels Scholarship finalists who will participate in the interview portion of the process in February
- 23 GEAR UP participants at NWC had \$168,346 in grants and scholarships this fall. \$133,318 came from outside the college

RESIDENCE LIFE

Housing

- Staff facilitated a three-day RA training prior to hall opening
- Students returned to the residence halls January 14th
- Preparation for FA/23 RA hiring process

Security

- Updating current emergency plans campus-wide
- Completed hiring process for new employee. Currently training student staff
- Staff assisting in preparation for an emergency response drill in June 2023

Activities

- 1st Annual NWC Day at the Center of the West on 1/19. 70 students attended and an additional 53 staff and alumni
- Laser Tag on 1/19/23 with 54 participants
- Intramural basketball underway, averaging 40-50 students participating per night

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 138 visits in January
- 138 cumulative visits for calendar year 2023
- 18 Proctored Placement Tests (math and english).
- Childcare Assistance Grant Facilitator

Counseling Services

- 33 Counseling sessions (includes face-to-face, Zoom and phone)
- 5 After hours contacts
- Tracking and follow up of Trapper Health Connection Cases
- Attend Residence Life Team meetings/ Retention Committee meetings
- 4 BASICS Alcohol intervention sessions for alcohol violations
- Behavioral Intervention Team (BIT) Meetings
- Staff completed Continuing Education Webinars
- Staff facilitated evening programs in Simpson and L&C Hall
- Participation on Retention Committee

Disability Services

- 47 disabilities sessions (includes face-to-face, Zoom and phone)
- 110 Students registered with Disability Services for SP/23
- 282 Accommodation letters processed for SP/23
- 8 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Completed an IEP with Cody/Powell student(s)

TITLE IX

- Completed training in four (4) First Year Seminar classes on campus
- Facilitated Bystander Intervention Training in Simpson Hall
- Total students trained this semester - 69
- Participation in a 4 hour webinar on how to begin preparing for the release of 2023 Title IX regulations
- Participation in the Wyoming Title IX Coordinators monthly meetings
- Meeting with Residence Life Director to evaluate and review our Annual Security Report from the Clery Center

TRIO STUDENT SUPPORT SERVICES

- Currently serving 130 students.
- 15 graduates FA/2022
- Average GPA of all students served FA/2022 was 3.215
- Spoke about TRIO at New Student Orientation, New Nursing Student Orientation and in co-requisite math classes
- Participated in training on Support Services Program Reviews
- Completed search for Interim Career & Transfer Associate
- Working on Interim Annual Performance Report (APR) which is due February 13th
- Main activities with students this month include: semester goal setting; overall academic and transfer planning; assisting with financial aid and how to manage their college expenses; providing textbooks, school supplies, calculators and laptops for students who need them

Monthly Report to President Watson

December 2022 and January 2023

HIGHLIGHTS

- Two half-day retreats with the Admissions team (January 6 and January 13)
- First annual *NWC Day at the Center of the West*, in collaboration with BBCOW on January 17

STRATEGIES SERVED

Promotional activities for:

Recruiting and Registration

- Three academic program mini features on social: Agriculture, Anthropology, and Art
- Three faculty mini features on social: Milo Asay, Eric Atkinson, and Bob Becker
- Standing FY23 Enrollment Campaign initiatives

Retention & Completion

- Trapper Bookstore (December and January collaterals)
- Student Nurses Association fundraiser promos
- December RN Pinning 2022 coverage
- Wayfinding signage for temporary dining inside JFC

Foundation & Alumni

- FA22 Alumni & Friends mailer

Community

- Parade of Trees and Tree Lighting Ceremony, 4x4 small works Art Show and Sale, Vespers Choir Concert, Faculty Jazz Christmas Concert, CDL Orientation, Stothart Reading, Bighorn Basin Regional Science Fair and Photo Contest and Exhibition Grand Opening and Awards Ceremony
- News releases for: the 2023 Northern Regional Junior Science Fair on campus, Anthony Polvere’s “I See the Light Invisible” photo exhibit opening, the Photographic Communications photo contest and exhibition, the fall 2022 honor roll, Shaping Wyoming’s Future student award winner Sarah Roberts, the Trapper Rodeo Gala, and the upcoming Experience Day event.

PRINTING SERVICES

December 2022

- 14 offices/programs/areas served
- 24 projects completed
- 43,837 pieces printed

January 2023

- 22 offices/programs/areas served
- 54 projects completed
- 16,078 pieces printed

CMO & PRINTING SERVICES STAFF

Carey Miller

Communications & Marketing Director

Tim Carpenter

Communications / Web & Social Media Specialist

Jeremiah Howe

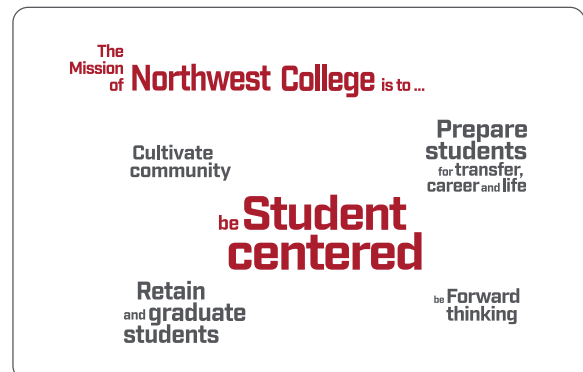
Marketing / Graphic Design Specialist

George Laughlin

Printing Services Supervisor

Kim Lawson

Printing Services Specialist



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

ANALYTICS REPORT SUMMARY

DECEMBER 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) had a total of **69K** impressions, with a click-through rate of **1.71%** for our enrollment campaign ads. *Note, this is higher than the industry average of 0.73%*
- Our various **Google/Bing search ads** (paid search) had a total of **3,837** impressions, with a click-through rate of **6.96%** overall. *Note, this is just under 2x higher than the industry average of 3.78%*

Unpaid Digital Efforts

- Our **organic Facebook efforts** (non-paid posts) saw a total of **146K** impressions with **15K** engagements and **869** post link clicks. Engagement rate per impression was **10.3%** (up 37% from November 2022)
- Our **organic Instagram** account (non-paid posts) saw a total of **21K** impressions with **36** engagements and **9** profile actions (clicks). Engagement rate per impression was **0.2%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **956** impressions with **30** engagements, **4** post link clicks. Engagement rate per impression was **3.1%**.
- NOTE: we have suspended our TikTok content as per Governor Gordon's ban of its use on state devices and networks.

Our website at **nwc.edu** had **15K*** users for a total of **70K*** pageviews this month, with **32K*** user sessions broken out like this:

- **15K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
- **16K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
- **1K** sessions coming from paid marketing
- **200** sessions coming from organic (unpaid) social posts
- **480** sessions 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

DECEMBER 2022



COMMUNICATIONS
& MARKETING

f Facebook and i Instagram | *Paid advertising and post/event boosts*

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

Dec 1, 2022 - Dec 31, 2022

Executive Summary PPC Social

Overview

69,151

Total Impressions

1,180

Clicks

1.71%

CTR

8

On FB Leads

Facebook Performance By Ad Set

Ad Set	Impressions	Clicks	CTR	On FB Leads
Total	69,151	1,180	1.71%	8
[lead gen] remessaging - ap	5,085	94	1.85%	2
[lead gen] career change - ap	6,392	64	1.00%	0
[traffic] students - ap	3,040	76	2.50%	0
[lead gen] lookalike - ap	22,403	280	1.25%	5
[traffic] lookalike - ap	19,138	436	2.28%	0

Items per page: 5 | 1 - 5 of 8

NOTE: there were no non FY23 Enrollment Campaign social ads to report on this month.

ADVERTISING REPORT

DECEMBER 2022



COMMUNICATIONS
& MARKETING

Google Search and Bing Search | Paid search ads

FY23 Enrollment Campaign ads

Northwest College

Dec 1, 2022 - Dec 31, 2022

Executive Summary
PPC
Social

Overview

3,837

Total Impressions

267

Clicks

6.96%

CTR

9

Goal Comps

47.76%

Google Ads Impression Share

Performance By Segment

Campaign	Impressions	Clicks	CTR	CPC	Goal Comps	Matched Calls
Total	3,837	267	6.96%	\$10.33	7	NA
a360 ppc - agriculture	551	58	10.53%	\$9.83	2	NA
a360 ppc - photographic communications	613	43	7.01%	\$12.13	1	NA
a360 ppc - allied health & nursing	2,540	158	6.22%	\$10.26	4	NA
a360 ppc - criminal justice	133	8	6.02%	\$5.47	NA	NA

Items per page: 5 | 1 - 4 of 4

SOCIAL MEDIA REPORT

DECEMBER 2022



**COMMUNICATIONS
& MARKETING**

Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

12/1/2022 – 12/31/2022 vs 11/1/2022 – 11/30/2022

Impressions

145,658 ↘ 13.8%

Engagements

15,015 ↗ 18.4%

Post Link Clicks

869 ↘ 7.7%

Engagement Rate (per Impression)

10.3% ↗ 37.3%

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
Fri 12/16/2022 8:00 pm PST

The DeWitt Student Center was catching the last rays of the fading winter sun Friday night, framed by a pair of its neighboring trees that almost seem to be reaching toward it. While it's not the last sunset...

Northwest College
Fri 12/16/2022 5:03 pm PST

We celebrated another group of students who have graduated from the #NWCwyoming Nursing program, and today earned their pins in a special ceremony in the Yellowstone Building. Joining them were...

Northwest College
Tue 12/6/2022 3:15 pm PST

This tiny house was built by #NWCwyoming students at the Center for Training & Development through a grant from the Northwest College Foundation – and it could belong to you. We're currently selling raffl...

SOCIAL MEDIA REPORT

DECEMBER 2022



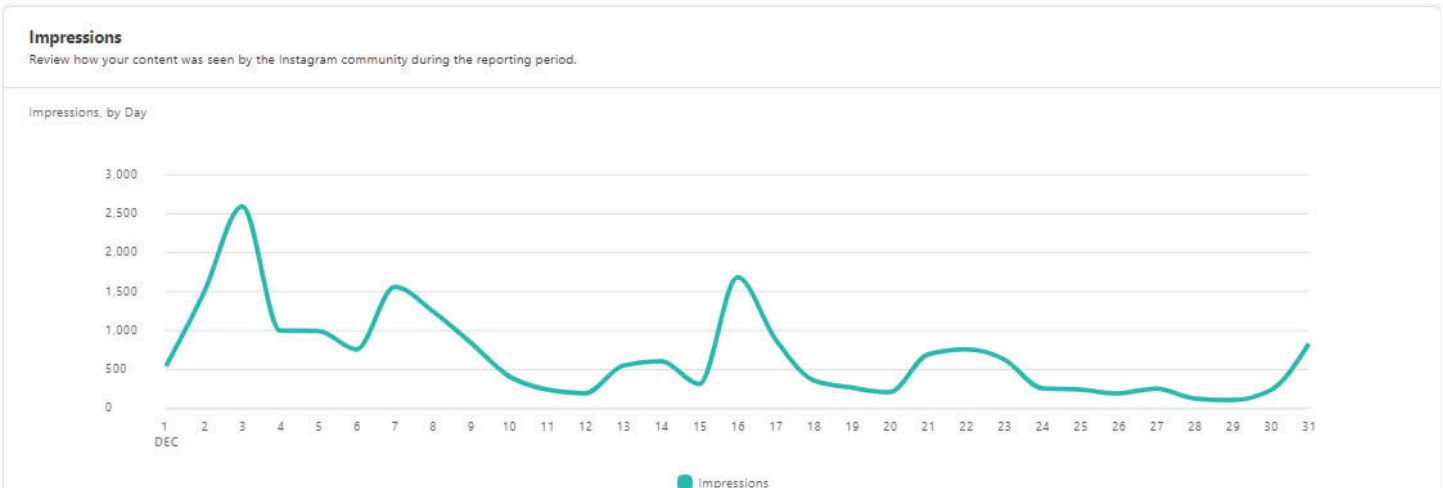
**COMMUNICATIONS
& MARKETING**

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

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

12/1/2022 – 12/31/2022 vs 11/1/2022 – 11/30/2022

<u>Impressions</u> 20,791 ↘24.7%	<u>Engagements</u> 36 ↘98.3%	<u>Profile Actions</u> 9 ↘52.6%
<u>Engagement Rate (per Impression)</u> 0.2% ↘97.7%		



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
Sat 12/3/2022 6:21 pm PST

Oh yes. We had a float with music/singing in the Powell Christmas Parade. #NWCwyoming

northwestcollege
Fri 12/16/2022 8:00 pm PST

The DeWitt Student Center was catching the last rays of the fading winter sun Friday night, framed by a pair of its neighboring trees that almost seem to be reaching toward it. While it's not the last sunset...

northwestcollege
Fri 12/2/2022 1:26 pm PST

The people have spoken, and the results are in. Congratulations to the NWC Library staff, led by creator Amanda Hall and embellisher Becky Voss, for their first-place finish in the annual NWC Parade of Trees....

SOCIAL MEDIA REPORT

DECEMBER 2022



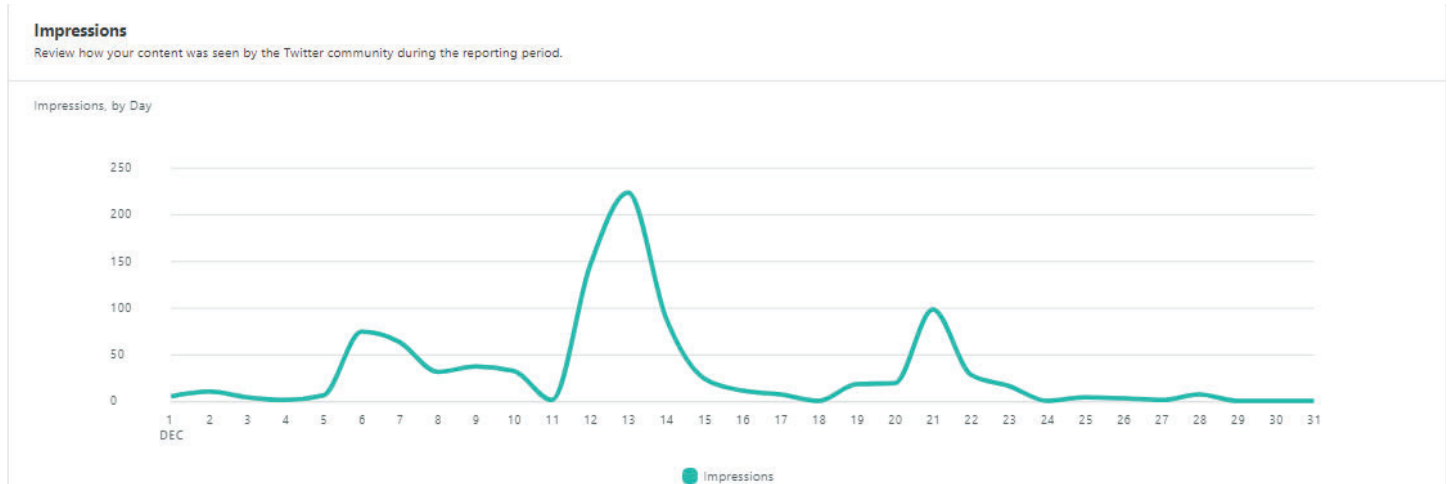
**COMMUNICATIONS
& MARKETING**

Twitter | twitter.com/NWCWyo

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

12/1/2022 – 12/31/2022 vs 11/1/2022 – 11/30/2022

<p><u>Impressions</u></p> <p>956 ↗46.2%</p>	<p><u>Engagements</u></p> <p>30 ↘6.3%</p>	<p><u>Post Link Clicks</u></p> <p>4 ↗33.3%</p>
<p><u>Engagement Rate (per Impression)</u></p> <p>3.1% ↘35.9%</p>		



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

Descending ▾ by Lifetime Engagements

@NWCWyo
Tue 12/6/2022 6:50 pm UTC

The #NWCWyoming Nursing Dept. and Park County Public Health are partnering to offer a drop-in clinic for flu vaccinations this Thurs. (12/8) from 10 a.m.-2 p.m. in the Yellowstone Building Conference...

@NWCWyo
Mon 12/12/2022 5:45 pm UTC

Are you stressed out for finals week and need a way to relax? Come to Hinckley Library tomorrow, Dec. 13, from 11:00 a.m. - 3:00 p.m. to get a massage! Bethany will be returning this year to give students a much-needed break. No appointment necessary, just show up!

@NWCWyo
Wed 12/7/2022 7:05 pm UTC

#NWCWyoming is hosting the Northern Regional Junior Science Fair on Jan. 27, from 9 a.m.-2 p.m. in the Yellowstone Bld. Conf. Center. Students, teachers, and parents with questions, or those interested in...

SOCIAL MEDIA REPORT

DECEMBER 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).

📅 12/1/2022 – 12/31/2022 vs 11/1/2022 – 11/30/2022

Performance Summary

View your key profile performance metrics from the reporting period.

Published Posts

2 ↗ 100%

Video Views

1,797 ↗ 17.2%

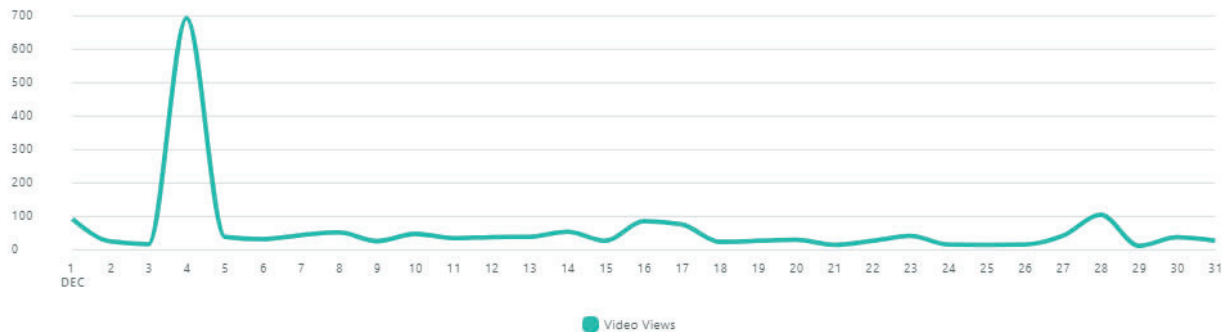
Engagements

136 ↗ 209.1%

Video Views

View your videos performance from the reporting period.

Video Views, by Day



Video Metrics

Totals

% Change

Video Views

1,797

↗ 17.2%

Top Posts

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

Descending ▾ by Lifetime Engagements

NC Northwest College
Sun 12/4/2022 2:19 am UTC

Oh yes. We had a float with music/singing in the Powell Christmas Parade. #NWCwyoming

NC Northwest College
Tue 12/13/2022 3:33 pm UTC

Some of the scenes around #NWCwyoming this morning.

No More Posts

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

WEBSITE TRAFFIC REPORT

DECEMBER 2022



COMMUNICATIONS
& MARKETING

Google Analytics: nwc.edu

Dec 1, 2022 - Dec 31, 2022

Users

Users: 15.3K ↓ -8.6% from previous year

New Users: 12.7K ↓ -9.5% from previous year

Number of Sessions per User: 2.1 ↓ -0.3% from previous year

User Sessions

Sessions: 32.1K ↓ -8.9% from previous year

% New Sessions: 39.5% ↓ -0.7% from previous year

Total Pageviews

Pageviews: 70.3K ↓ -16.6% from previous year

Unique Pageviews: 57.6K ↓ -12.7% from previous year

Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	13,458	-12.6% ↓
(direct) / (none)	7,738	-24.3% ↓
login.microsoftonline.com / refer...	4,650	323.9% ↑
experience.elluciancloud.com / r...	2,147	-
bing / organic	999	-6.6% ↓
nwc.edu / referral	611	-77.1% ↓
nwc.wufoo.com / referral	409	-
a360 / social	256	-
google / ppc	256	-
yahoo / organic	199	-28.2% ↓

1 - 10 / 188

Top Ten Most Visited Pages

Page Title	Pageviews	Avg. Session Duration
1. Home :: Northwest College :: Powell, Wyoming	23,976	00:02:03
2. Results :: Search :: Northwest College	1,971	00:02:48
3. Programs by Academic Area :: Academics :: Northwest ...	1,903	00:05:21
4. Home :: Academics :: Northwest College	1,765	00:05:06
5. Home :: Hinckley Library :: Northwest College	1,316	00:03:22
6. Home :: Calendar of Events :: Northwest College	1,312	00:01:48
7. Class Schedule & Syllabi :: Academics :: Northwest Coll...	1,196	00:02:43
8. Application for Admission	990	00:01:40
9. Academics :: Northwest College	880	00:00:43
10. Home :: Athletics :: Northwest College	757	00:01:14

1 - 10 / 2152

Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... facebook_traffic	social	249
2... A360 PPC - Allied Health & Nu...	ppc	137
3... A360 PPC - Agriculture	ppc	56
4... A360 PPC - Photographic Com...	ppc	34
5... **LP Branded	cpc	32
6... A360 PPC - Criminal Justice	ppc	20
7... facebook	social	8
8... chatAnswers	trapperChatBot	7
9... WyCCEnrollment	all	6
1... calendar	social	4

1 - 10 / 13

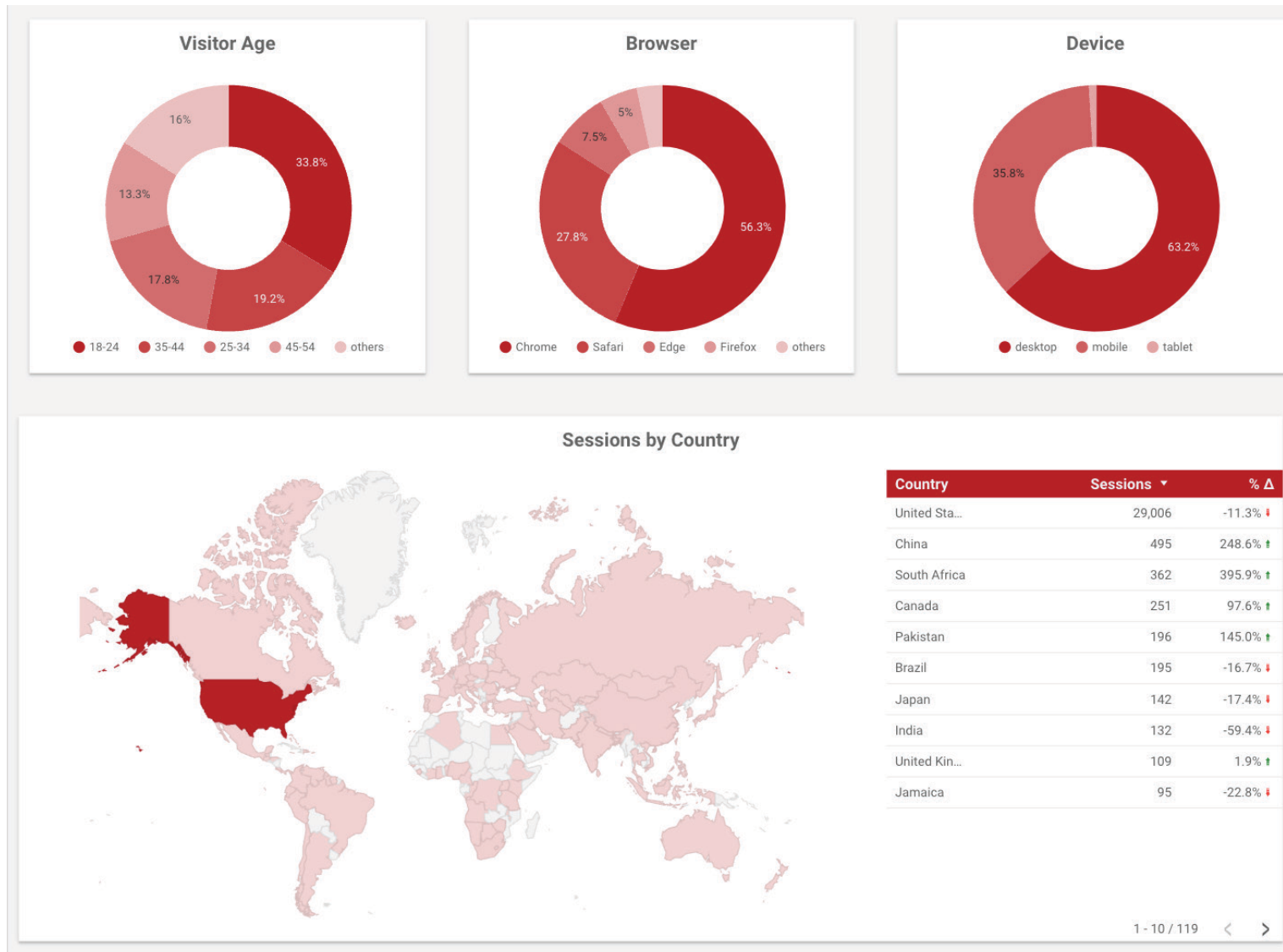
WEBSITE TRAFFIC REPORT

DECEMBER 2022



**COMMUNICATIONS
& MARKETING**

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

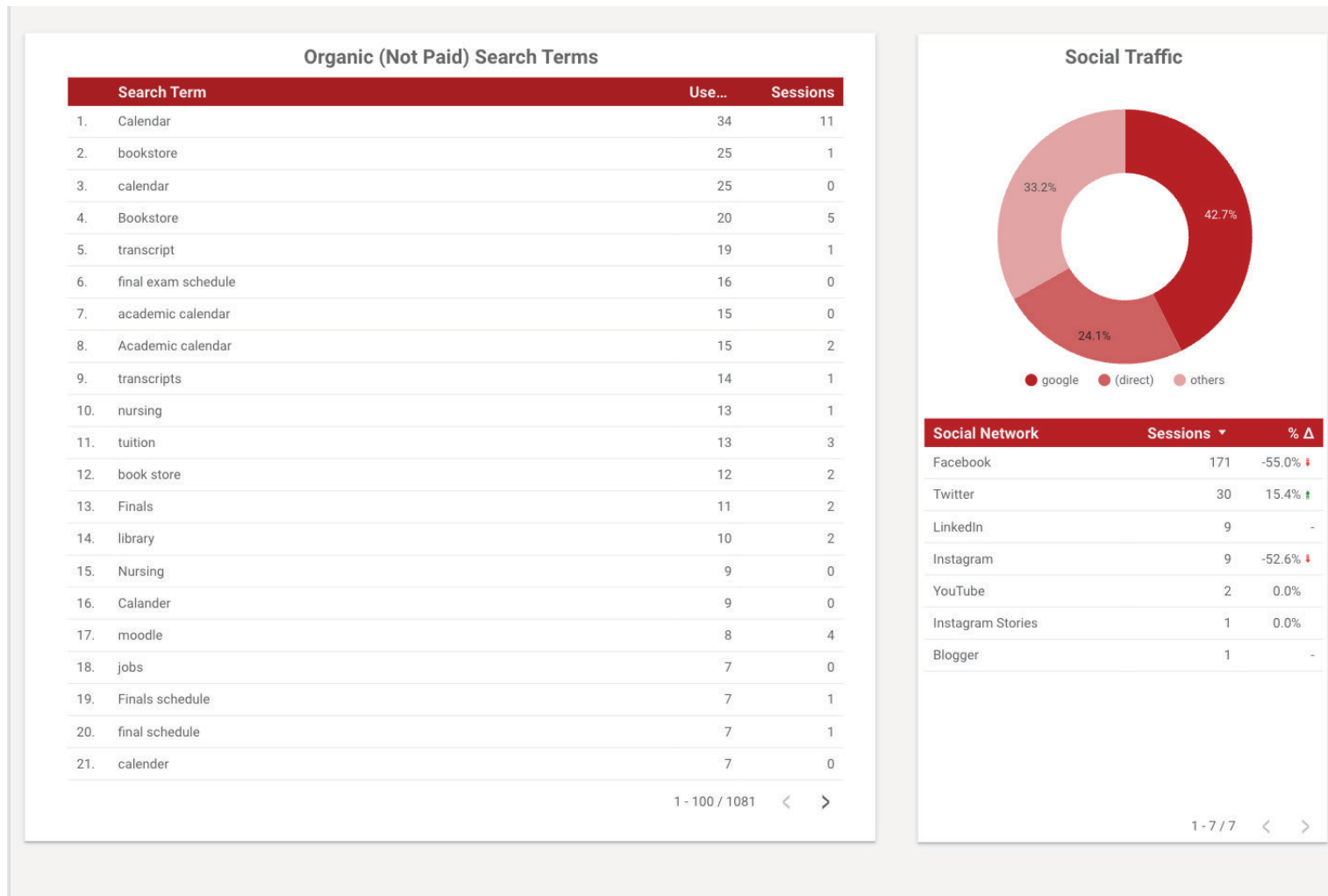


WEBSITE TRAFFIC REPORT

DECEMBER 2022



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



ANALYTICS REPORT SUMMARY

JANUARY 2023



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) had a total of **81K** impressions, with a click-through rate of **1.73%** for our enrollment campaign ads. *Note, this is higher than the industry average of 0.73%*
- Our various **Google/Bing search ads** (paid search) had a total of **5,144** impressions, with a click-through rate of **7.52%** overall. *Note, this is almost 2x higher than the industry average of 3.78%*

Unpaid Digital Efforts

- Our **organic Facebook efforts** (non-paid posts) saw a total of **135K** impressions with **13K** engagements and **1K** post link clicks. Engagement rate per impression was **9.9%**.
- Our **organic Instagram** account (non-paid posts) saw a total of **23K** impressions with **1K** engagements and **12** profile actions (clicks). Engagement rate per impression was **5.2%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **598** impressions with **20** engagements, **0** post link clicks. Engagement rate per impression was **3.3%**. Note: despite posting less content to Twitter, our engagement rate still grew a little bit.
- NOTE: we have suspended our TikTok content as per Governor Gordon's ban of its use on state devices and networks.

Our website at **nwc.edu** had **19K*** users for a total of **104K*** pageviews this month, with **43K*** user sessions broken out like this:

- **21K** 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
- **0.25K** sessions coming from organic (unpaid) social posts
- **0.75K** 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

JANUARY 2023



COMMUNICATIONS
& MARKETING

Facebook and Instagram | Paid advertising and post/event boosts

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

Jan 1, 2023 - Jan 31, 2023

The screenshot shows a dashboard with a blue header containing 'Executive Summary', 'PPC', and 'Social'. On the left, a blue sidebar displays key metrics: Overview, 80,800 Total Impressions, 1,401 Clicks, 1.73% CTR, and 12 On FB Leads. The main content area is titled 'Facebook Performance By Ad Set' and contains a table with the following data:

Ad Set	Impressions	Clicks	CTR	On FB Leads
Total	80,800	1,401	1.73%	12
[lead gen] remessaging - ap	5,924	83	1.40%	1
[traffic] students - ap	2,670	48	1.80%	0
[lead gen] lookalike - ap	23,201	313	1.35%	6
[traffic] lookalike - ap	22,063	577	2.62%	0
[traffic] career change - ap	6,238	154	2.47%	0

At the bottom of the table, there is a pagination control showing 'Items per page: 5' and '1 - 5 of 8' with navigation arrows.

NOTE: there were no non FY23 Enrollment Campaign social ads to report on this month.

ADVERTISING REPORT

JANUARY 2023



COMMUNICATIONS
& MARKETING

Google Search and Bing Search | Paid search ads

FY23 Enrollment Campaign ads

Northwest College

Jan 1, 2023 - Jan 31, 2023

Executive Summary
PPC
Social

Overview

5,144

Total Impressions

387

Clicks

7.52%

CTR

14

Goal Comps

38.11%

Google Ads Impression Share

Performance By Segment

Campaign	Impressions	Clicks	CTR	CPC	Goal Comps	Matched Calls
Total	5,144	387	7.52%	\$7.41	14	NA
a360 ppc - agriculture	449	55	12.25%	\$7.49	NA	NA
a360 ppc - allied health & nursing	2,853	214	7.50%	\$7.48	9	NA
a360 ppc - photographic communications	941	64	6.80%	\$8.26	4	NA
a360 ppc - agriculture geo	726	45	6.20%	\$5.81	NA	NA
a360 ppc - allied health & nursing geo	175	9	5.14%	\$7.15	1	NA

Items per page: 5 1 - 5 of 5

SOCIAL MEDIA REPORT

JANUARY 2023



**COMMUNICATIONS
& MARKETING**

Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

📅 1/1/2023 – 1/31/2023 vs 12/1/2022 – 12/31/2022

Impressions

134,864 ↘ 7.4%

Engagements

13,351 ↘ 11.1%

Post Link Clicks

1,139 ↗ 31.1%

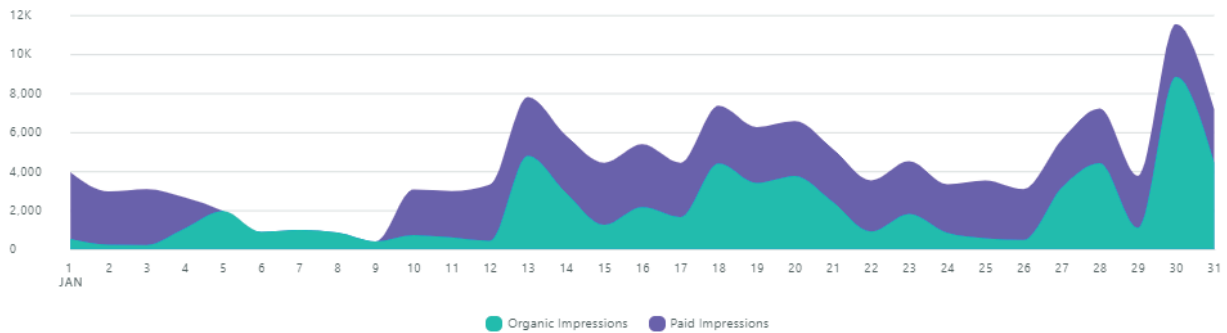
Engagement Rate (per Impression)

9.9% ↘ 4%

Impressions

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

Impressions Breakdown, by Day



Top Posts

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

Descending by Lifetime Engagements

Northwest College
Mon 1/30/2023 8:04 am PST

Yes, it was that cold this morning.

Northwest College
Fri 1/13/2023 4:30 pm PST

We're just about ready for a new semester at #NWCwyoming and students will be returning to campus this weekend and early next week. Of course, our staff and resident assistants are already back an...

Northwest College
Fri 1/27/2023 4:54 pm PST

#NWCwyoming was pleased to once again host the Bighorn Basin Regional Science Fair. We had another outstanding group of area middle school students who will be moving on to the state science fa...

SOCIAL MEDIA REPORT

JANUARY 2023



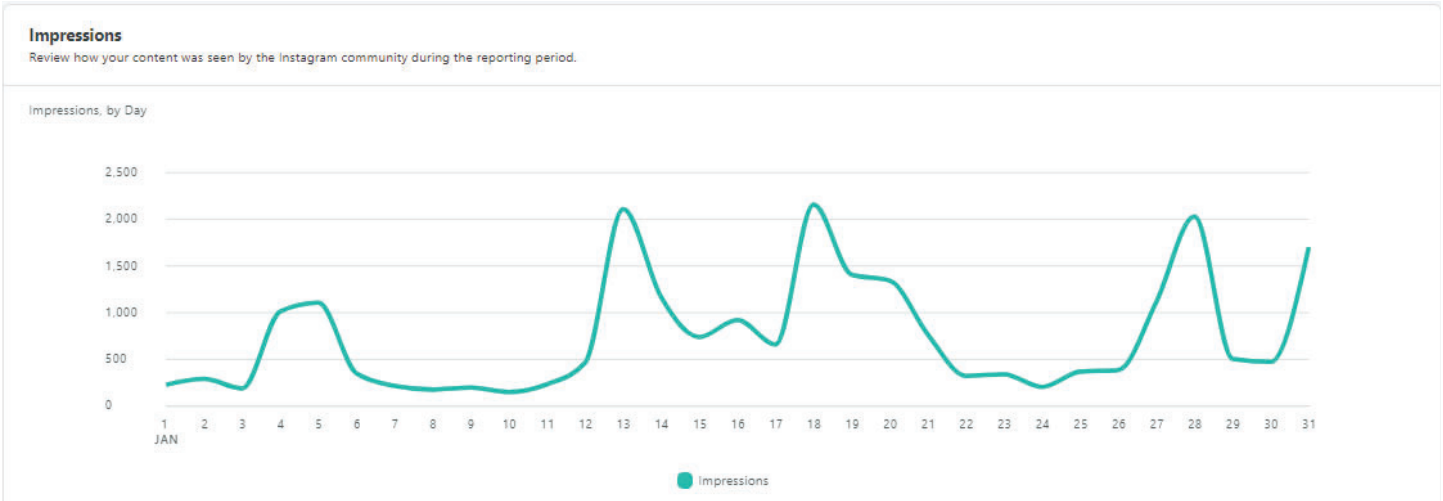
**COMMUNICATIONS
& MARKETING**

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

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

1/1/2023 – 1/31/2023 vs 12/1/2022 – 12/31/2022

<p><u>Impressions</u></p> <p>23,081 ↗11%</p>	<p><u>Engagements</u></p> <p>1,203 ↘14.2%</p>	<p><u>Profile Actions</u></p> <p>12 ↗33.3%</p>
<p><u>Engagement Rate (per Impression)</u></p> <p>5.2% ↘22.7%</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
Wed 1/18/2023 10:30 am PST

We want to say a big THANK YOU to the Buffalo Bill Center of the West for inviting us over Tuesday for #NWCwyoming Day. Our students, faculty, and staff thoroughly enjoyed visiting the museums...

northwestcollege
Fri 1/13/2023 4:32 pm PST

We're just about ready for a new semester at #NWCwyoming and students will be returning to campus this weekend and early next week. Of course, our staff and resident assistants are already back an...

northwestcollege
Fri 1/27/2023 11:31 pm PST

Just a taste of what this weekend will look like on campus. It's another chance to say thank you to all of the people who work behind the scenes every day and night to keep #NWCwyoming up and running...

Source: Sprout Social Analytics. (n.d.) Retrieved February 2, 2023, from <https://sproutsocial.com>

SOCIAL MEDIA REPORT

JANUARY 2023



**COMMUNICATIONS
& MARKETING**



Twitter | twitter.com/NWCWyo

Performance Summary

View your key profile performance metrics from the reporting period.

1/1/2023 – 1/31/2023 vs 12/1/2022 – 12/31/2022

Impressions

598 ↘34.4%

Engagements

20 ↘33.3%

Post Link Clicks

0 ↘100%

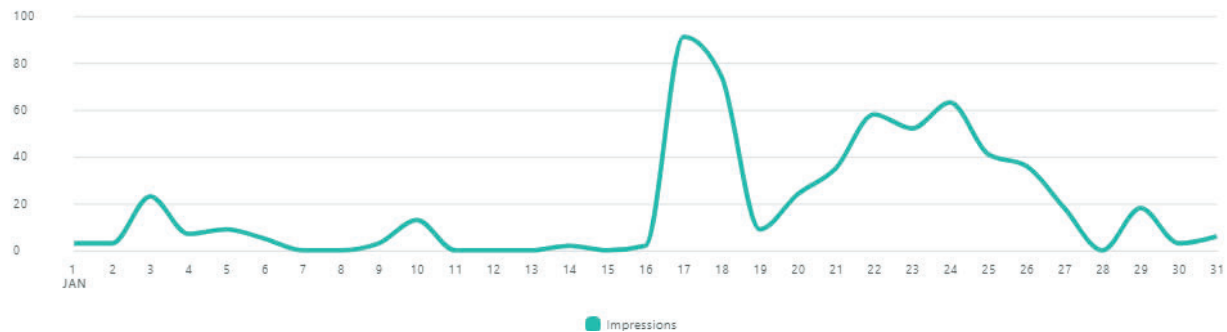
Engagement Rate (per Impression)

3.3% ↗1.7%

Impressions

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

Impressions, by Day



Top Posts

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

Descending by Lifetime Engagements

@NWCWyo
Fri 1/20/2023 10:10 pm UTC

In need of some extra help for classes this semester? Tutoring Services is here to assist. Everything you need to know can be found at <https://t.co/nQazxLsRm7>. You can also stop by the 2nd floor of...

@NWCWyo
Tue 1/17/2023 6:21 pm UTC

<https://t.co/oZLuhRc03X>

WE ARE ON CAMPUS!

- Pick up your **Spring Books**
If you chose **FREE** shipping to campus!
- Get Great **Trapper Gear**
Save **25%** on ALL Gear!

Join Us
January 16th - 18th
Monday & Tuesday: 9am - 5pm
Wednesday: 9am - 3pm

@NWCWyo
Tue 1/24/2023 3:51 pm UTC

Quick reminder... tomorrow (Jan. 25) is the last day to add a full-term class for the spring semester. Contact the registrar's office (307-754-6435) or the advising office (307-754-6124) before 5 p.m. on Jan. 25 if you need assistance.

SOCIAL MEDIA REPORT

JANUARY 2023



**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).

📅 12/1/2022 – 12/31/2022 vs 11/1/2022 – 11/30/2022

Performance Summary

View your key profile performance metrics from the reporting period.

Published Posts

2 ↗ 100%

Video Views

1,797 ↗ 17.2%

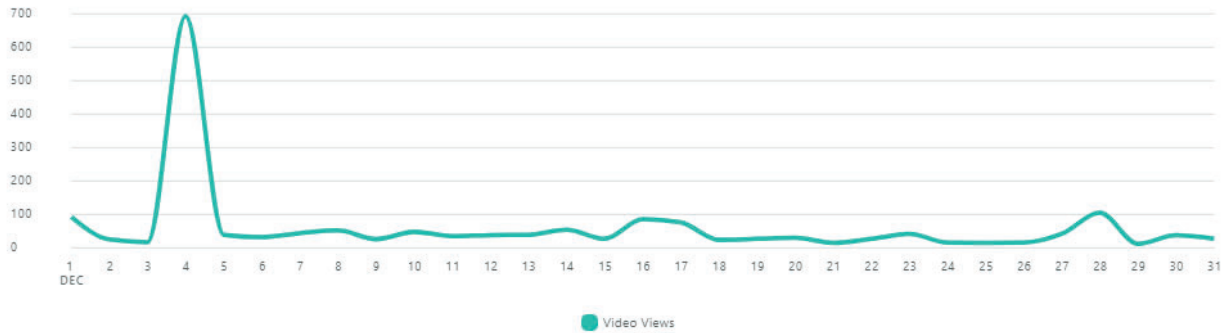
Engagements

136 ↗ 209.1%

Video Views

View your videos performance from the reporting period.

Video Views, by Day



Video Metrics

Video Views

Totals

1,797

% Change

↗ 17.2%

Top Posts

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

Descending ▾ by Lifetime Engagements

NC Northwest College
Sun 12/4/2022 2:19 am UTC

Oh yes. We had a float with music/singing in the Powell Christmas Parade. #NWCwyoming

NC Northwest College
Tue 12/13/2022 3:33 pm UTC

Some of the scenes around #NWCwyoming this morning.

No More Posts

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

SOCIAL MEDIA REPORT

JANUARY 2023

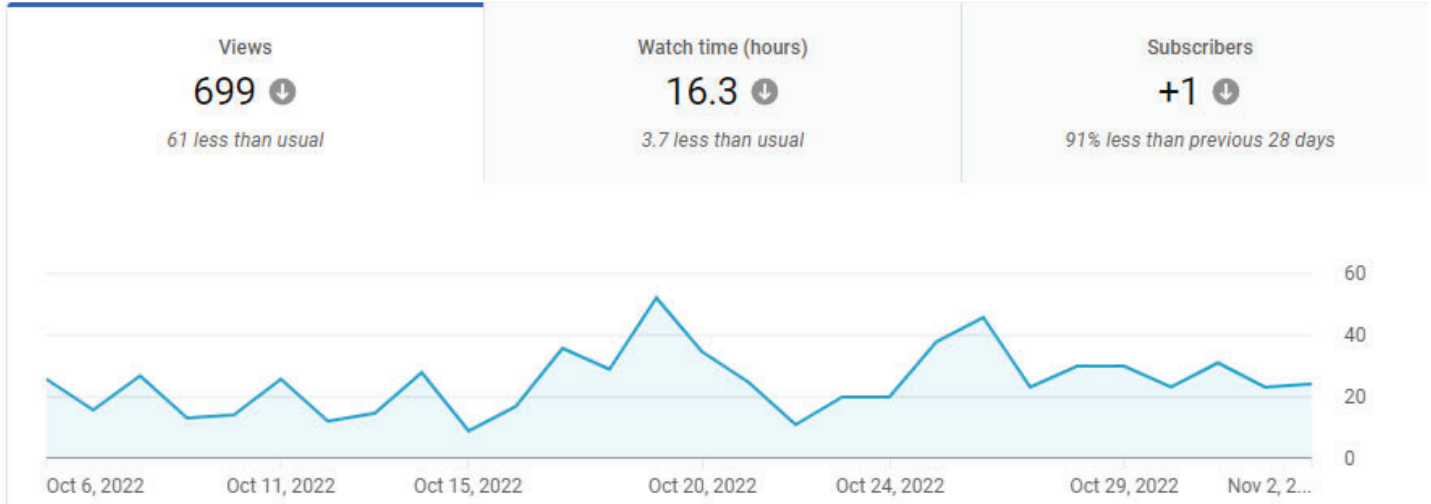


COMMUNICATIONS & MARKETING

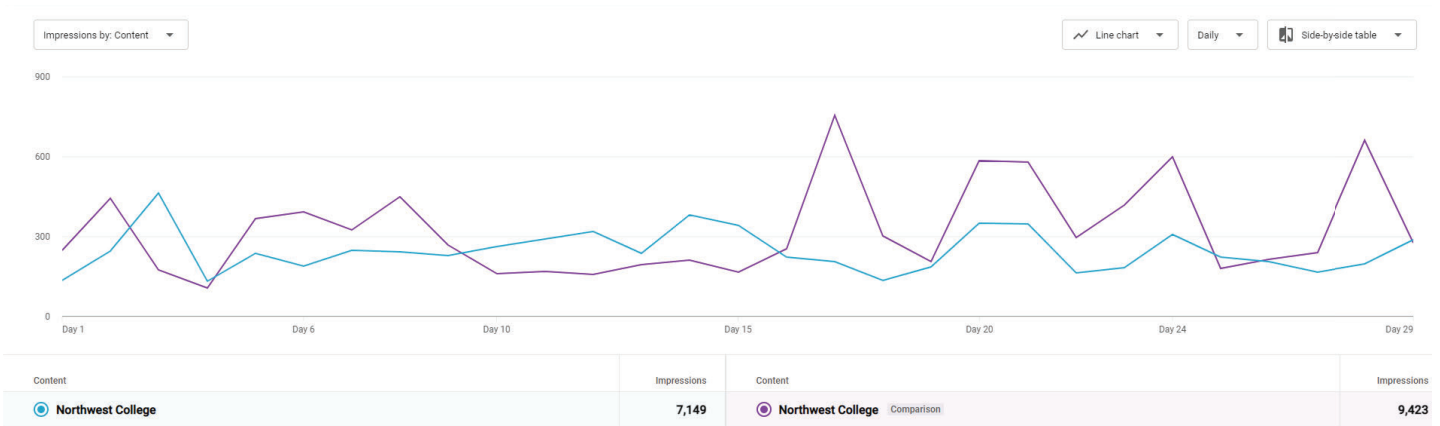
YouTube | youtube.com/northwestcollege

Oct 6 - Nov 2, 2022
Last 28 days

Overview



Impressions



Top Videos

Content	Views ↓	Impressions	Impressions click-through rate	Average view duration
Total	619	7,149	4.1%	2:31
Plagiarism and its consequences	173 27.9%	1,167	5.0%	3:30
Turnitin Instructor Tutorial	113 18.3%	374	6.4%	2:13
Equine Studies	63 10.2%	639	5.8%	0:49
Campus Tour	52 8.4%	428	7.9%	3:27



WEBSITE TRAFFIC REPORT

JANUARY 2023



COMMUNICATIONS
& MARKETING

Google Analytics: nwc.edu

Jan 1, 2023 - Jan 31, 2023

Users

Users: 19.6K ↑ 5.9% from previous year

New Users: 17.1K ↑ 6.9% from previous year

Number of Sessions per User: 2.2 ↓ -2.8% from previous year

User Sessions

Sessions: 42.9K ↑ 2.9% from previous year

% New Sessions: 40.0% ↑ 3.8% from previous year

Total Pageviews

Pageviews: 104.2K ↑ 2.4% from previous year

Unique Pageviews: 83.0K ↑ 2.6% from previous year

Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	19,530	-0.7%
(direct) / (none)	9,984	-17.6%
login.microsoftonline.com / refer...	4,494	244.6%
experience.elluciancloud.com / r...	3,294	82,250.0%
bing / organic	1,390	8.9%
nwc.edu / referral	823	-74.9%
nwc.wufoo.com / referral	465	
google / ppc	367	
a360 / social	347	
yahoo / organic	283	6.0%

1 - 10 / 201

Top Ten Most Visited Pages

Page Title	Pageviews	Avg. Session Duration
1. Home :: Northwest College :: Powell, Wyoming	31,485	00:02:30
2. Programs by Academic Area :: Academics :: Northwest ...	2,787	00:05:57
3. Results :: Search :: Northwest College	2,753	00:01:59
4. Home :: Academics :: Northwest College	2,567	00:02:41
5. Home :: Calendar of Events :: Northwest College	2,156	00:02:57
6. Academics :: Northwest College	2,030	00:02:44
7. Class Schedule & Syllabi :: Academics :: Northwest Coll...	2,014	00:02:38
8. Application for Admission	1,350	00:03:04
9. Home :: Campus Life :: Northwest College	1,119	00:02:22
10. Home :: Hinckley Library :: Northwest College	1,109	00:03:22

1 - 10 / 2841

Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... facebook_traffic	social	340
2... A360 PPC - Allied Health & Nu...	ppc	223
3... A360 PPC - Photographic Com...	ppc	59
4... A360 PPC - Agriculture	ppc	52
5... **LP Branded	cpc	47
6... A360 PPC - Agriculture Geo	ppc	37
7... childcareAssistance	social	21
8... chatAnswers	trapperChatBot	8
9... A360 PPC - Allied Health & Nu...	ppc	7
1... facebook	social	6

1 - 10 / 16

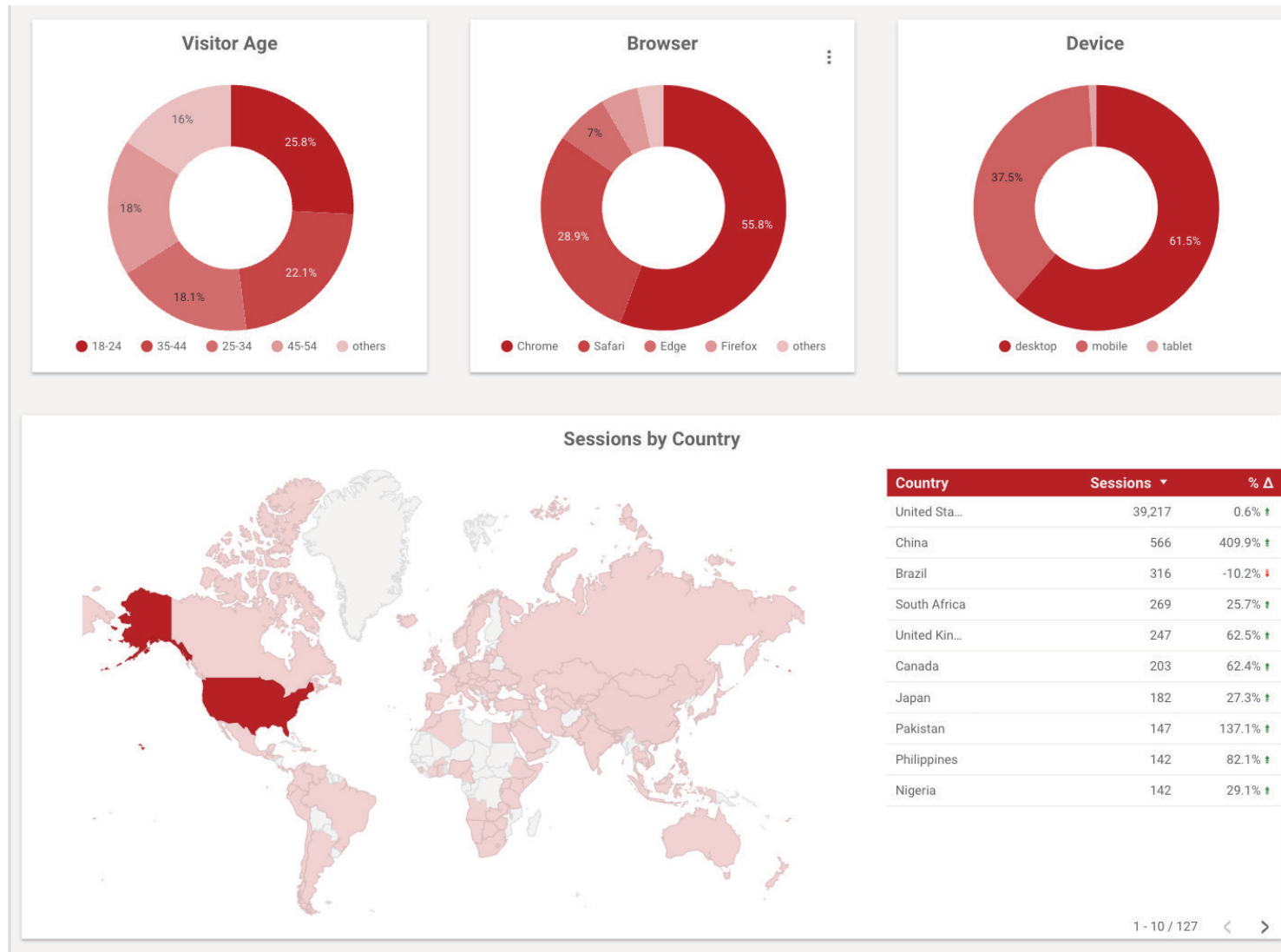
WEBSITE TRAFFIC REPORT

JANUARY 2023



**COMMUNICATIONS
& MARKETING**

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



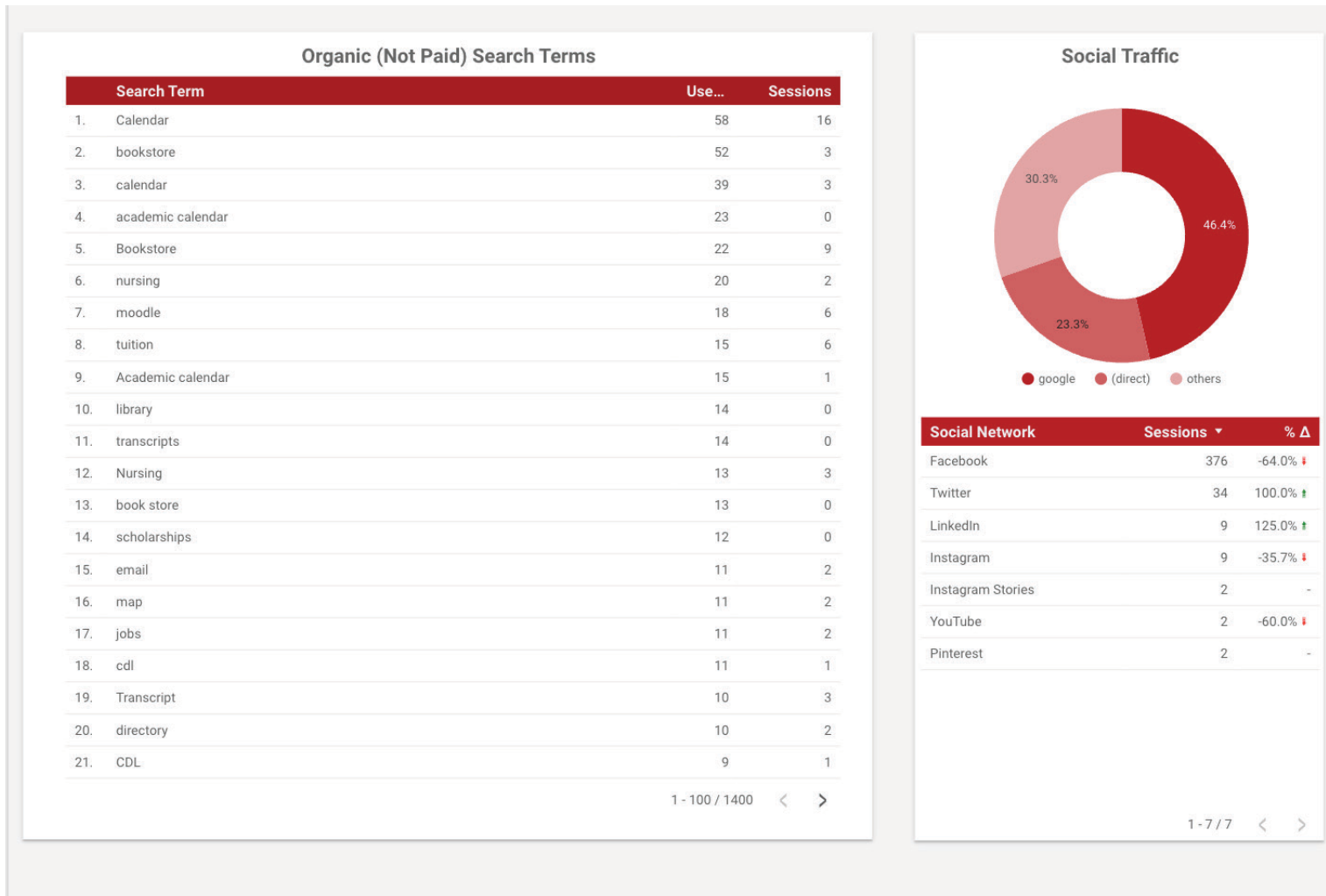
WEBSITE TRAFFIC REPORT

JANUARY 2023



COMMUNICATIONS
& MARKETING

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





Classified Staff

December and January 2023

Classified Staff Fall Activities

December –

Classified Staff Executive Committee took part in the annual Christmas Tree Lighting Ceremony in conjunction with the Hinkley Library Parade of Trees on 12/1. Just before the holiday break we delivered 60 Christmas Ornaments attached to holiday greeting cards to the residents of the Rocky Mountain Manor.

January -

We began the year by hosting the Men's and Women's Basketball teams and the Wrestling team to dinner on January 4th. We are continuing our efforts to support the Classified Staff and remind them how much they are appreciated. Our next project will be to plan an informational get away day to take place in March.

Thank you,
Nancy

2022 – 2023 Classified Staff Executive Committee:

Nancy Gilmore – President

Holly Berryman – President Elect

Dezarae Sipe – Recording Secretary

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



Board Report from the Faculty Senate

Dated: 2/3/2023

For the February Board Meeting

The spring semester is up and running and the faculty are busily resuming duties. In the Faculty Senate, our discussion of by-laws continues and is likely to wrap up by the end of the month, establishing representation methods for both the PRC and the College Council. Other major undertakings for the Faculty Senate include assisting the Retention Committee in gathering data for their calendar project and helping gather faculty input for our upcoming Articulation Meeting.

Outside of the faculty senate, the faculty is at work at a number of different projects. Some highlights brought to the attention of FO this month include numerous events which engage the public, enrich local education, and help our students put their attainment on display.

1. The art department is hosting and judging its First Photo Contest, a contest which will showcase works from amateur and professional photographers throughout Wyoming, Montana, and Idaho as well as the top 10 students from Powell High School's photo contest.
2. The Visual and Performing Arts and Humanities Division will be hosting the Showalter Music Festival on February 4 for students in grades 5 – 8.
3. The VPAH Division is also hosting the 40th annual NWC Jazz Festival.
4. The Stothart Readings are returning to the library on the third Thursday of each month.
5. Deepthi Amarasuriya, assistant professor of physics, gave a talk on the foundations of modern astronomy to the AAUW.
6. Greg Smith, associate professor of anthropology, has returned from his educational trip to Pakistan.
7. The Social Sciences and Education Division is working to get the BAS in Criminal Justice first cohort of classes offered this coming fall semester.
8. Preparation are continuing for our Student Academic Showcase. This event will bring the public and our students together with an aim to show our students work to the community and build relations between NWC and the businesses and schools with whom we share this region.

Respectfully submitted,
Timothy J. Glatzer

February 2023

January Activities

While the P-Staff as a committee was quiet in January, individual professional staff members were working diligently getting students ready to begin spring semester. Additionally, many professional staff participated in a training led by Academic Affairs on preparing student service assessment reports.

The next P-Staff meeting is scheduled for February 6.

Campus Service

The Professional Staff sponsored the escape room activity during the pre-holiday break week festivities.

The CARE committee met on January 26 to discuss upcoming events for spring semester. They are working on a lunch and learn to talk about internet and student safety issues.

New P-Staff Employees:

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

- **Mandy Joy**, *Facilities Supervisor-Custodial*





TO: Lisa Watson, NWC President
FROM: Shelby Wetzel, NWC Foundation Executive Director
RE: NWC Foundation Activities for January 2023

NWC Foundation Board/Operations:

- Conducting Strategic Plan development work with both the Foundation and Alumni Association Boards. Completed work to update the respective Mission and Vision statements. We are mirroring NWC's plan framework and have identified 'Pillars' around which our work will be focused. Revised committee responsibilities to align with these pillars.
- Held Finance Committee meeting. Determined endowment payout for 2023 and worked on cash management to meet our NWC scholarship payment obligations.
- Prepared materials for Foundation Board meeting on February 8, including recruitment of new Foundation directors. Also organized materials for the Alumni Association Board meeting on February 7.
- Launched new accounting software with the start of 2023. Some additional specialty modules will be integrated later this spring.
- Completed financial and tax reporting associated with 2022.
- 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. Drafted a Communications Plan to build awareness of the project and fundraising efforts as we enter the 'public' phase this spring.
- Facilitating named Athletic Scholarship gifts with individual donors. Initiating planning with the Trapper Booster Club for the golf tournament and Calcutta dinner in June.
- Continued planning for 2023 Giving Day. Facilitating projects with academic departments and program areas across campus around which we can facilitate alumni engagement and support.
- Continued cultivation and solicitation work with top-level donor prospects and performed follow-up regarding pledges and gift documents.

Marketing/Events:

- Planning some Regional Outreach Events for 2023 to develop relationships with alumni and advocate for NWC.

Miscellaneous:

- We are collaborating with Financial Aid regarding developing the scholarship budget for 2023-24, with awarding to begin in February.

February 1, 2023

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Temporary Dining Facility

Construction on the temporary dining facility continues to move forward according to schedule. Exterior groundwork and interior construction continue according to the scheduled timeline. Concerns persist regarding supply chain issues. The guaranteed maximum price is \$1,482,155.

Student Center Building

Physical Plant and Sodexo successfully transitioned all departments and services out of the building into new offices, a dining location, and to the fairgrounds, where all food preparation will occur during the project. This was a herculean event managed in-house by a fantastic campus and Sodexo staff. The abatement of the student center is complete. Demolition is scheduled to begin in mid-February.

Projected Financing

No change to date.

February 1, 2023

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	\$ 48,178.80	\$ 116,166.44	\$ 38,623.43	\$ 67,924.77	\$ 175,493.74	\$ -	\$ -	\$ 446,387.18
Fund 11	\$ 254.23	\$ 7,206.00	\$ 1,164.60	\$ 663.00	\$ 1,687.83	\$ -	\$ 47,500.00	\$ 58,475.66
Fund 12	\$ 9,553.26	\$ 5,987.88	\$ 4,174.48	\$ 31,554.12	\$ 107,839.49	\$ 688.00	\$ 630.00	\$ 160,427.23
Fund 14	\$ 39.94	\$ 3,000.00	\$ -	\$ -	\$ 120.00	\$ -	\$ -	\$ 3,159.94
Fund 15	\$ 2,802.61	\$ 4,813.23	\$ 150.60	\$ 395.08	\$ 1,798.47	\$ -	\$ -	\$ 9,959.99
Fund 22	\$ 1,550.36	\$ 24,952.47	\$ -	\$ -	\$ 2,250.77	\$ 1,035.00	\$ -	\$ 29,788.60
Fund 70	\$ -	\$ 1,612.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,612.51
Fund 71	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 18,214.86	\$ 19,414.86
Fund 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 62,379.20	\$ 164,938.53	\$ 44,113.11	\$ 100,536.97	\$ 289,190.30	\$ 1,723.00	\$ 66,344.86	\$ 729,225.97

Please find the attached February 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 - FEBRUARY 2023

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/16/2023	V0275881	Aca Computing	91 Supplies	Synchrony Bank/Amazon	Printer for CAD program	\$ 2,549.64
10	1/16/2023	V0275881	Acad Affairs VP	91 Supplies	Synchrony Bank/Amazon	Toner	\$ 197.17
10	1/5/2023	V0275766	Admin Serv	91 Supplies	M2Business Solutions Inc	1099-Misc forms	\$ 187.61
10	1/12/2023	V0275857	Art	91 Supplies	Powell Ace Hardware LLC	Sponges, scrubbing pads,	\$ 77.85
10	1/24/2023	V0276144	Art	91 Supplies	Transfer Visa	Advising day food	\$ 34.51
10	1/24/2023	V0276144	Art	91 Supplies	Transfer Visa	Advising day food	\$ 13.68
10	1/24/2023	V0276144	Art	91 Supplies	Transfer Visa	Advising day food	\$ 17.51
10	1/24/2023	V0276144	Art	91 Supplies	Transfer Visa	Pizza	\$ 146.42
10	1/25/2023	V0276220	Biology	91 Supplies	Carolina Biological Sup	Lab supplies	\$ 457.53
10	1/11/2023	V0275789	Bldg Maint	91 Supplies	McIntosh Oil Inc	Dec 2022 fuel	\$ 927.41
10	1/12/2023	V0275823	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$ 56.12
10	1/12/2023	V0275826	Bldg Maint	91 Supplies	Fastenal Company	shop: filters	\$ 73.99
10	1/12/2023	V0275827	Bldg Maint	91 Supplies	CED	shop: jfc	\$ 1,515.53
10	1/12/2023	V0275831	Bldg Maint	91 Supplies	Napa Auto Parts	shop	\$ 32.99
10	1/12/2023	V0275833	Bldg Maint	91 Supplies	Johnstone Supply	shop: jfc food service	\$ 142.54
10	1/12/2023	V0275835	Bldg Maint	91 Supplies	Production Machine Co	shop	\$ 9.17
10	1/12/2023	V0275837	Bldg Maint	91 Supplies	American Welding & Gas Inc	welding supplies	\$ 80.80
10	1/12/2023	V0275849	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$ 80.91
10	1/12/2023	V0275853	Bldg Maint	91 Supplies	Casper Winnelson Co	Shop:Fairgrounds	\$ 4,827.54
10	1/19/2023	V0276051	Bldg Maint	91 Supplies	HCW Enterprises LLC	Crane rtu's off dsc	\$ 370.00
10	1/19/2023	V0276058	Bldg Maint	91 Supplies	Transfer Visa	Christmas lights	\$ 399.84
10	1/25/2023	V0276185	Bldg Maint	91 Supplies	Transfer Visa	Filters	\$ 100.71
10	1/31/2023	V0276264	Bldg Maint	91 Supplies	KB Commercial Products	shop: jfc floor covering	\$ 12,039.00
10	1/31/2023	V0276267	Bldg Maint	91 Supplies	CED	shop: tools	\$ 216.68
10	1/11/2023	V0275789	Campus Security	91 Supplies	McIntosh Oil Inc	Dec 2022 fuel	\$ 159.89

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/16/2023	V0275881	Comm & Mktg	91 Supplies	Synchrony Bank/Amazon	Printer	\$ 540.00
10	1/25/2023	V0276218	Computer Srv	91 Supplies	QUILL	Folders, legal pads, tape	\$ 1,128.99
10	1/12/2023	V0275829	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$ 120.00
10	1/25/2023	V0276194	Cust/Grounds	91 Supplies	Transfer Visa	Laundry soap	\$ 25.56
10	1/25/2023	V0276178	Drafting	91 Supplies	Robert A. Townsend	Stricker, fasteners	\$ 21.72
10	1/18/2023	V0276044	EMS Prog	91 Supplies	Transfer Visa	AHA access codes	\$ 755.00
10	1/18/2023	V0276044	EMS Prog	91 Supplies	Transfer Visa	NAEMT course fees	\$ 210.00
10	1/18/2023	V0276044	EMS Prog	91 Supplies	Transfer Visa	Totes	\$ 75.30
10	1/19/2023	V0276062	EMS Prog	91 Supplies	Transfer Visa	EMS student code	\$ 55.00
10	1/12/2023	V0275836	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$ 67.86
10	1/12/2023	V0275849	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds repairs	\$ 15.98
10	1/16/2023	V0275881	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	Batteries, wireless	\$ 189.55
10	1/16/2023	V0275881	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	Microphone wireless	\$ 197.10
10	1/16/2023	V0275881	Library	91 Supplies	Synchrony Bank/Amazon	Calendar,batteries,	\$ 45.41
10	1/3/2023	V0275756	Life/Hlth Sci Div	91 Supplies	Sodexo Operations LLC	Division Lunch Meeting	\$ 48.00
10	1/16/2023	V0275881	Life/Hlth Sci Div	91 Supplies	Synchrony Bank/Amazon	HP laserjet printer	\$ 429.00
10	1/18/2023	V0275996	Music	91 Supplies	Sodexo Operations LLC	Cookies, hot chocolate	\$ 150.00
10	1/18/2023	V0276031	Music	91 Supplies	JW Pepper and Son Inc	Aug-Dec 22 sheet music	\$ 1,311.52
10	1/24/2023	V0276144	Music	91 Supplies	Transfer Visa	Audio cable, male solder	\$ 150.21
10	1/24/2023	V0276144	Music	91 Supplies	Transfer Visa	NPA theater lighting	\$ 300.54
10	1/24/2023	V0276171	Music	91 Supplies	JW Pepper and Son Inc	Sheet music	\$ 601.46
10	1/11/2023	V0275793	Nursing	91 Supplies	Coursey Enterprises	Nursing kits	\$ 4,711.94
10	1/24/2023	V0276158	Nursing	91 Supplies	Sodexo Operations LLC	Deli buffet catering	\$ 115.00
10	1/16/2023	V0275881	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	First aid supplies,	\$ 156.41
10	1/18/2023	V0276048	Outdoor Ed	91 Supplies	Transfer Visa	Wilderness First Aid Course	\$ 379.95
10	1/5/2023	V0275776	Photography	91 Supplies	Fedex	Fed-Ex Postage	\$ 16.67
10	1/11/2023	V0275789	Pres Office	91 Supplies	McIntosh Oil Inc	Dec 2022 fuel	\$ 51.78
10	1/16/2023	V0275881	Pres Office	91 Supplies	Synchrony Bank/Amazon	Book, pocketbook notebook	\$ 65.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/16/2023	V0275881	Pres Office	91 Supplies	Synchrony Bank/Amazon	Books	\$ 126.07
10	1/11/2023	V0275802	Registrar Off	91 Supplies	Higher Educ Pub	Higher ed Directory	\$ 90.00
10	1/11/2023	V0275789	Rodeo Men	91 Supplies	McIntosh Oil Inc	Dec 2022 Fuel	\$ 92.53
10	1/18/2023	V0276030	Rodeo Men	91 Supplies	DB Farms	Livestock feed	\$ 9,405.90
10	1/11/2023	V0275792	Welding	91 Supplies	John Deere Financial	Flexzilla air hose	\$ 86.99
10	1/25/2023	V0276219	Welding	91 Supplies	Norco	Oxygen, Acetylene	\$ 688.59
10	1/24/2023	V0276160	Wrestling	91 Supplies	Universal Athletics LLC	Mat tape, scales	\$ 1,037.74
			Sum:	91 Supplies			\$ 48,178.80
10 Operating Fund							
10	1/12/2023	V0275861	Athletic Trainer	92 Servs/Fees/Repr/Maint	Powell Valley Health Care	Athletic train contract	\$ 4,375.00
10	1/12/2023	V0275862	Athletic Trainer	92 Servs/Fees/Repr/Maint	Powell Valley Health Care	Athletic train contract	\$ 6,300.00
10	1/12/2023	V0275823	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$ 150.23
10	1/12/2023	V0275825	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical: bulbs	\$ 684.11
10	1/12/2023	V0275831	Bldg Maint	92 Servs/Fees/Repr/Maint	Napa Auto Parts	vehicle repair: cc28 batt	\$ 167.99
10	1/12/2023	V0275832	Bldg Maint	92 Servs/Fees/Repr/Maint	Fremont Motor Powell Inc	cc29 oil battery pinion seal	\$ 989.61
10	1/12/2023	V0275838	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Valley Bearing & Sup	bldg repair belts	\$ 33.75
10	1/12/2023	V0275849	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$ 129.10
10	1/12/2023	V0275853	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	EQ repair:Library, Frisby	\$ 654.07
10	1/19/2023	V0276052	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical	\$ 882.39
10	1/19/2023	V0276053	Bldg Maint	92 Servs/Fees/Repr/Maint	ELM Diesel Truck Repair LLC	mb & yb generator repair	\$ 1,675.15
10	1/25/2023	V0276184	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equipment repairs	\$ 775.08
10	1/25/2023	V0276192	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equip repairs Library	\$ 403.77
10	1/25/2023	V0276194	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	ORB equip repair	\$ 693.26
10	1/26/2023	V0276222	Bldg Maint	92 Servs/Fees/Repr/Maint	Rimrock Tire	cc14 tire leak, sensor	\$ 70.45
10	1/26/2023	V0276223	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc44 oil change	\$ 69.45
10	1/26/2023	V0276224	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical scimath	\$ 24.78
10	1/31/2023	V0276266	Bldg Maint	92 Servs/Fees/Repr/Maint	Rimrock Tire	cc23 new tires	\$ 851.60
10	1/31/2023	V0276268	Bldg Maint	92 Servs/Fees/Repr/Maint	O'Connor Company	equip repair: fab rtu	\$ 398.46

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/31/2023	V0276269	Bldg Maint	92 Servs/Fees/Repr/Maint	Grainger	cabre: equip repair	\$ 807.63
10	1/5/2023	V0275778	Campus Security	92 Servs/Fees/Repr/Maint	Yellowstone Motors	Oil Change Security Truck	\$ 105.18
10	1/5/2023	V0275765	College Serv	92 Servs/Fees/Repr/Maint	McGee Hearne & Paiz	Audit 2022 Payment	\$ 10,000.00
10	1/16/2023	V0275881	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Fiber optic LC adapter	\$ 20.54
10	1/16/2023	V0275881	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Privacy screen	\$ 29.99
10	1/12/2023	V0275829	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial equip repair	\$ 383.82
10	1/26/2023	V0276228	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial equip repair	\$ 19.20
10	1/12/2023	V0275840	Extend Camp	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR/ELAP	\$ 600.00
10	1/12/2023	V0275871	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn Cty School Dist #2	22/FA concurrent enrollme	\$ 3,864.00
10	1/12/2023	V0275872	Extend Camp	92 Servs/Fees/Repr/Maint	Washakie School District #1	22/FA concurrent enrollme	\$ 3,876.00
10	1/18/2023	V0275994	Extend Camp	92 Servs/Fees/Repr/Maint	Park County School Dist #1	FA/2022 concurrent	\$ 44,732.95
10	1/24/2023	V0276156	Extend Camp	92 Servs/Fees/Repr/Maint	Jackson Hole Outdoor Leadership Ins	3 students tuition	\$ 1,875.00
10	1/12/2023	V0275867	Grounds	92 Servs/Fees/Repr/Maint	John Deere Financial	grounds equip repair	\$ 347.36
10	1/24/2023	V0276169	Library	92 Servs/Fees/Repr/Maint	Sodexo Operations LLC	Brownies, tea, hot	\$ 60.00
10	1/18/2023	V0276004	Mens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	01-21-23 MBBall scorebook	\$ 40.00
10	1/11/2023	V0275797	Music	92 Servs/Fees/Repr/Maint	Sam F. Woodis	12-12-22 perrformance	\$ 300.00
10	1/11/2023	V0275798	Music	92 Servs/Fees/Repr/Maint	William M. Leslie	12-12-22 performance	\$ 350.00
10	1/18/2023	V0275997	Music	92 Servs/Fees/Repr/Maint	Zachary B. Paris	Meals	\$ 54.43
10	1/18/2023	V0275998	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Dec 22 piano tuning	\$ 300.00
10	1/24/2023	V0276155	Nursing	92 Servs/Fees/Repr/Maint	ATI LLC	Nursing-Basic/Hybrid	\$ 19,265.50
10	1/11/2023	V0275801	Outdoor Ed	92 Servs/Fees/Repr/Maint	Signature Research Inc	Ropes course inspection	\$ 2,000.00
10	1/18/2023	V0276029	Outdoor Ed	92 Servs/Fees/Repr/Maint	Signature Research Inc	Level 1 certification	\$ 875.00
10	1/18/2023	V0276045	Outdoor Ed	92 Servs/Fees/Repr/Maint	Transfer Visa	CPR cards	\$ 81.00
10	1/12/2023	V0275839	Plant Admin	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Annual hood inspection	\$ 183.00
10	1/26/2023	V0276227	Plant Admin	92 Servs/Fees/Repr/Maint	USDA Forest Service	field station annual	\$ 507.27
10	1/5/2023	V0275767	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Cattle Lease	\$ 3,150.00
10	1/12/2023	V0275860	Womens BB	92 Servs/Fees/Repr/Maint	Colton Zuniga	12-16-22 WBBall clock	\$ 40.00
10	1/18/2023	V0276004	Womens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	01-21-23 WBBall scorebook	\$ 40.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/24/2023	V0276149	Womens Soccer	92 Servs/Fees/Repr/Maint	NWC Foundation	WSC recruit lodging	\$ 75.00
10	1/19/2023	V0276066	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Meal	\$ 9.03
10	1/19/2023	V0276066	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals	\$ 59.29
10	1/18/2023	V0276003	Wrestling	92 Servs/Fees/Repr/Maint	Nevin Jacobs	01/27-28/23 Announce	\$ 200.00
10	1/18/2023	V0276006	Wrestling	92 Servs/Fees/Repr/Maint	Jessica A. Laughlin	01-10-22 WR clock	\$ 40.00
10	1/18/2023	V0276007	Wrestling	92 Servs/Fees/Repr/Maint	Kelly J Laughlin	01-10-23 WR book	\$ 40.00
10	1/18/2023	V0276008	Wrestling	92 Servs/Fees/Repr/Maint	Nevin Jacobs	01-10-23 Announce dual	\$ 40.00
10	1/20/2023	V0276113	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Track wrestling	\$ 67.00
10	1/24/2023	V0276164	Wrestling	92 Servs/Fees/Repr/Maint	Black Hills Nationals Wrestling	01/27-28/23 Officials	\$ 2,400.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 116,166.44
10 Operating Fund							
10	1/18/2023	V0276039	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 94.50
10	1/18/2023	V0276048	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 105.68
10	1/25/2023	V0276209	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 2,809.86
10	1/25/2023	V0276209	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 1,185.87
10	1/25/2023	V0276211	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Entry fees	\$ 525.00
10	1/25/2023	V0276211	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 2,748.78
10	1/25/2023	V0276211	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 3,609.90
10	1/25/2023	V0276211	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 978.63
10	1/25/2023	V0276221	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Animal judging supplies	\$ 202.78
10	1/25/2023	V0276221	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 132.78
10	1/25/2023	V0276221	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Reg entry fees	\$ 485.00
10	1/25/2023	V0276221	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Reg fees	\$ 350.00
10	1/18/2023	V0276039	Enroll Serv	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 220.50
10	1/19/2023	V0276056	Forensic	93 Assoc/Travel/Misc	John R Park Debate Society	GSL entry fees	\$ 610.00
10	1/19/2023	V0276065	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem Utah tournament	\$ 400.00
10	1/23/2023	V0276130	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Airfares	\$ 169.88
10	1/23/2023	V0276130	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Lodging, team meal,	\$ 2,524.92

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/18/2023	V0276039	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 53.55
10	1/18/2023	V0276048	Institutional Research	93 Assoc/Travel/Misc	Transfer Visa	Subscriptions- Survey	\$ 534.00
10	1/12/2023	V0275817	Library	93 Assoc/Travel/Misc	Kanopy	Dec 2022 views (22)	\$ 44.00
10	1/18/2023	V0276039	Mens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 2,938.80
10	1/19/2023	V0276091	Music	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals,	\$ 783.80
10	1/24/2023	V0276144	Music	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 62.44
10	1/24/2023	V0276144	Music	93 Assoc/Travel/Misc	Transfer Visa	WA Music Educators reg fee	\$ 160.00
10	1/18/2023	V0276039	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 49.50
10	1/24/2023	V0276151	Photography	93 Assoc/Travel/Misc	Christine M. Garceau	Recruiting trip fuel	\$ 164.41
10	1/19/2023	V0276058	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Entrance fee YNP	\$ 35.00
10	1/19/2023	V0276058	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 955.02
10	1/6/2023	V0275783	Pres Office	93 Assoc/Travel/Misc	Forward Cody Wyoming Inc	annual membership 2023	\$ 500.00
10	1/12/2023	V0275865	Pres Office	93 Assoc/Travel/Misc	Cody Country Chamber Commerce	Membership	\$ 550.00
10	1/20/2023	V0276122	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 68.32
10	1/24/2023	V0276170	Pres Office	93 Assoc/Travel/Misc	Sodexo Operations LLC	Employee in service	\$ 515.00
10	1/23/2023	V0276128	Social Sci Div	93 Assoc/Travel/Misc	Transfer Visa	Travel: Pakistan tour guide	\$ 452.64
10	1/18/2023	V0276039	Speech	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 321.30
10	1/23/2023	V0276140	Stu Serv VP	93 Assoc/Travel/Misc	Transfer Visa	Webinar	\$ 399.00
10	1/24/2023	V0276166	Stu Serv VP	93 Assoc/Travel/Misc	Sarah E. Roberts	Mileage reimbursement	\$ 375.30
10	1/12/2023	V0275854	Womens BB	93 Assoc/Travel/Misc	BSN Sports	WBB gear	\$ 233.63
10	1/18/2023	V0276039	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 3,036.45
10	1/19/2023	V0276066	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 3,230.10
10	1/19/2023	V0276066	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Meal	\$ 8.84
10	1/18/2023	V0276039	Wrestling	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 5,131.05
10	1/24/2023	V0276161	Wrestling	93 Assoc/Travel/Misc	BSN Sports	Travel gear	\$ 622.30

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/24/2023	V0276162	Wrestling	93 Assoc/Travel/Misc	BSN Sports	Travel gear-beanies	\$ 244.90
			Sum:	93 Assoc/Travel/Misc			\$ 38,623.43
10 Operating Fund							
10	1/5/2023	V0275773	Computer Srv	94 Utilities/Ins/Support	Century Link	Cody Center - Phone servi	\$ 322.06
10	1/5/2023	V0275774	Computer Srv	94 Utilities/Ins/Support	Century Link	Phone Service	\$ 96.76
10	1/11/2023	V0275788	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$ 140.80
10	1/11/2023	V0275788	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$ 205.98
10	1/11/2023	V0275788	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$ 1,651.42
10	1/11/2023	V0275788	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$ 153.53
10	1/11/2023	V0275788	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & Test	\$ 104.90
10	1/11/2023	V0275790	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$ 4,646.12
10	1/11/2023	V0275791	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$ 429.85
10	1/19/2023	V0276063	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$ 83.40
10	1/12/2023	V0275851	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Cody Center Rent Jan 2023	\$ 5,335.52
10	1/5/2023	V0275763	Field Camp	94 Utilities/Ins/Support	Delta C. Brooks	Telephone Easement(yearly	\$ 150.00
10	1/12/2023	V0275846	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	dec22 field station	\$ 990.94
10	1/5/2023	V0275764	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	garbage removal	\$ 354.24
10	1/12/2023	V0275830	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo dec22 electricity	\$ 594.63
10	1/12/2023	V0275845	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo dec22 heat	\$ 1,309.28
10	1/31/2023	V0276265	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	heat rodeo arena jan23	\$ 1,409.61
10	1/11/2023	V0275799	Utilities	94 Utilities/Ins/Support	Park County Landfill	Dump runs	\$ 91.90
10	1/11/2023	V0275804	Utilities	94 Utilities/Ins/Support	TCT WEST INC	JFC & DSC cable/internet	\$ 428.69
10	1/12/2023	V0275822	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Nov 22 heat	\$ 17,730.25
10	1/12/2023	V0275830	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	electric dec 22: ag house	\$ 2,133.43
10	1/12/2023	V0275843	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 22:AG, lhouse, res,	\$ 4,735.23
10	1/12/2023	V0275847	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	dec22 rodeo ag water	\$ 744.00
10	1/12/2023	V0275848	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster fees	\$ 320.00
10	1/18/2023	V0276011	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2022 heat	\$ 1,758.47

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/18/2023	V0276042	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 2022 heat	\$ 21,023.76
10	1/26/2023	V0276226	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water jan 22	\$ 980.00
			Sum:	94 Utilities/Ins/Support			\$ 67,924.77
10 Operating Fund							
10	1/23/2023	V0276127	Gear Up 16	95 Pass Thru Gifts	Transfer Visa	Tax	\$ 1.30
10	1/23/2023	V0276142	Gear Up 16	95 Pass Thru Gifts	Transfer Visa	Sales tax	\$ 3.30
			Sum:	95 Pass Thru Gifts			\$ 4.60
10 Operating Fund							
10	1/24/2023	V0276168	NWC	96 Schlrs/Grants/Waivers	NWC Accounts Receivable	FA/22 dual tuition	\$ 161,266.50
			Sum:	96 Schlrs/Grants/Waivers			\$ 161,266.50
10 Operating Fund							
10	1/18/2023	V0276040	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	letterhead envelope	\$ 142.00
10	1/18/2023	V0276040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball program insert	\$ 52.50
10	1/18/2023	V0276040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball programs inserts	\$ 52.50
10	1/18/2023	V0276040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	m bball goals poster	\$ 70.00
10	1/18/2023	V0276040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	m bball nameplates	\$ 19.20
10	1/18/2023	V0276040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	re-rack weights sign, 4	\$ 8.75
10	1/18/2023	V0276040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	wrestling program	\$ 22.50
10	1/18/2023	V0276040	Biology	97 Other Operating Exp	Transfer Print Shop	bio 2020 lab manual	\$ 32.28
10	1/5/2023	V0275768	Comm & Mktg	97 Other Operating Exp	Basin Republican Rustler	Spring Inserts Enrollm Ca	\$ 200.00
10	1/5/2023	V0275769	Comm & Mktg	97 Other Operating Exp	Northern Wyoming News	Enrollment Campaign	\$ 200.00
10	1/5/2023	V0275771	Comm & Mktg	97 Other Operating Exp	Powell Tribune	enrollment campaign	\$ 570.00
10	1/5/2023	V0275772	Comm & Mktg	97 Other Operating Exp	Lovell Chronicle	Spring Newspaper Inserts	\$ 110.00
10	1/11/2023	V0275807	Comm & Mktg	97 Other Operating Exp	Powell Little League Baseball	Dugout sign	\$ 350.00
10	1/12/2023	V0275863	Comm & Mktg	97 Other Operating Exp	Cody Enterprise	Enroll campaign ads	\$ 662.00
10	1/12/2023	V0275864	Comm & Mktg	97 Other Operating Exp	Powell Swim Club	Banner/sign at swimming	\$ 500.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	btwn walkway and johnson	\$ 1.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	jfc ent below	\$ 5.40
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	jfc ent main	\$ 7.25
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	m locker ceiling	\$ 27.75
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	m locker door sign	\$ 1.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	ne ent to NS jnsn hallway	\$ 1.65
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	no access to locker room	\$ 1.05
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	no unauth entrance	\$ 9.05
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	res hall posters	\$ 180.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	rstrms m locker ceiling	\$ 27.75
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	signs btwn jfc tg	\$ 23.90
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	standup sign arrow left	\$ 3.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	temp din arrow right	\$ 4.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	temp din arrow up	\$ 23.75
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	temp dining ceiling	\$ 47.75
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	w locker ceiling	\$ 27.75
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	w locker door	\$ 1.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	w of jfc e w hallway	\$ 1.00
10	1/18/2023	V0276040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	w side jfc east	\$ 7.75
10	1/25/2023	V0276177	Comm & Mktg	97 Other Operating Exp	Powell Amer Legion Baseball	Banner	\$ 350.00
10	1/5/2023	V0275776	Computer Srv	97 Other Operating Exp	Fedex	Fed-Ex Postage	\$ 11.00
10	1/5/2023	V0275777	Computer Srv	97 Other Operating Exp	UPS Supply Chain Solutions Inc	postage	\$ 2.27
10	1/11/2023	V0275808	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$ 160.36
10	1/11/2023	V0275809	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip postage	\$ 268.50
10	1/11/2023	V0275810	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	\$ 461.60
10	1/25/2023	V0276217	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$ 16.98
10	1/11/2023	V0275796	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Assorted cookies	\$ 40.00
10	1/18/2023	V0276040	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	2023 exp day mailer	\$ 531.40
10	1/18/2023	V0276040	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	lthd, env, tiered flyer	\$ 933.50

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/18/2023	V0276040	Human Anatomy	97 Other Operating Exp	Transfer Print Shop	anatomy lecture notes	\$ 104.20
10	1/12/2023	V0275818	Library	97 Other Operating Exp	Wyoming State Library	OCLC cataloging and ILL	\$ 5,322.74
10	1/16/2023	V0275881	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$ 590.58
10	1/19/2023	V0276055	Library	97 Other Operating Exp	Yankee Book Pedler	Books	\$ 87.45
10	1/25/2023	V0276182	Library	97 Other Operating Exp	Infobase Learning	Films on demand:	\$ 1,790.85
10	1/18/2023	V0276040	Math	97 Other Operating Exp	Transfer Print Shop	1400 workbooks	\$ 39.80
10	1/18/2023	V0276040	Math	97 Other Operating Exp	Transfer Print Shop	1405 workbooks	\$ 13.80
10	1/18/2023	V0276040	Math	97 Other Operating Exp	Transfer Print Shop	2205 workbooks	\$ 13.98
10	1/18/2023	V0276040	STEM - Physical Sci Div	97 Other Operating Exp	Transfer Print Shop	science fair certificates	\$ 44.10
10	1/18/2023	V0276040	Theatre	97 Other Operating Exp	Transfer Print Shop	business card, 250	\$ 46.00
			Sum:	97 Other Operating Exp			\$ 14,222.64
			Sum:				\$ 446,387.18

11 One Mill Fund

11	1/20/2023	V0276113	Class Staf Dev	91 Supplies	Transfer Visa	Decorations, food sup	\$ 60.47
11	1/20/2023	V0276113	Class Staf Dev	91 Supplies	Transfer Visa	Food sup	\$ 47.18
11	1/3/2023	V0275755	Human Resource	91 Supplies	Backgrounds Online	Pre-employment checks	\$ 135.00
11	1/12/2023	V0275820	Trustees Board	91 Supplies	Keli Borders	Bottles water	\$ 11.58
			Sum:	91 Supplies			\$ 254.23

11 One Mill Fund

11	1/5/2023	V0275781	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Legal Services-fairground	\$ 506.00
11	1/18/2023	V0276038	1M College Services	92 Servs/Fees/Repr/Maint	McGee Hearne & Paiz	2022 Audit-Balance due	\$ 4,500.00
11	1/20/2023	V0276112	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/20/2023	V0276121	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/20/2023	V0276124	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/23/2023	V0276140	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/24/2023	V0276145	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/24/2023	V0276147	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/24/2023	V0276172	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/24/2023	V0276173	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
11	1/18/2023	V0276016	Human Resource	92 Servs/Fees/Repr/Maint	CUPA-HR Research	Salary survey fees	\$ 2,080.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 7,206.00
11 One Mill Fund							
11	1/5/2023	V0275770	1M College Services	93 Assoc/Travel/Misc	Rovenna Cooley	New Vinyl	\$ 187.00
11	1/12/2023	V0275859	1M College Services	93 Assoc/Travel/Misc	Sesac Inc	01-01-23 thru 12-31-23 music	\$ 363.34
11	1/18/2023	V0276045	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Parade candy	\$ 83.26
11	1/23/2023	V0276138	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Enamel pins	\$ 331.00
11	1/24/2023	V0276150	1M College Services	93 Assoc/Travel/Misc	RMASFAA	Membership dues	\$ 200.00
			Sum:	93 Assoc/Travel/Misc			\$ 1,164.60
11 One Mill Fund							
11	1/5/2023	V0275779	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	Insurance for gas bus/foo	\$ 663.00
			Sum:	94 Utilities/Ins/Support			\$ 663.00
11 One Mill Fund							
11	1/3/2023	V0275757	1M College Services	97 Other Operating Exp	Cody Enterprise	Budget Modificatin Ad	\$ 86.10
11	1/5/2023	V0275771	1M College Services	97 Other Operating Exp	Powell Tribune	legal-project/bids	\$ 61.86
11	1/3/2023	V0275754	Human Resource	97 Other Operating Exp	Powell Tribune	Job Vacancy Ads	\$ 235.50
11	1/12/2023	V0275876	Human Resource	97 Other Operating Exp	Cody Enterprise	Multiple job ads	\$ 253.45
11	1/18/2023	V0276001	Human Resource	97 Other Operating Exp	YourMembership.com inc	Ads for Nursing Instructo	\$ 279.00
11	1/19/2023	V0276100	Human Resource	97 Other Operating Exp	Transfer Visa	Advertisements-Mens	\$ 275.00
11	1/25/2023	V0276175	Human Resource	97 Other Operating Exp	Daniel Bergey	Lodging, mileage	\$ 491.79
11	1/18/2023	V0276040	Trustees Board	97 Other Operating Exp	Transfer Print Shop	january board book	\$ 5.13
			Sum:	97 Other Operating Exp			\$ 1,687.83
11 One Mill Fund							
11	1/5/2023	V0275762	1M College Services	98 Expend--Capital/Equip	Denny MenholtýChevrolet Buick Gmc Cody	Chevy Traverse	\$ 47,480.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/26/2023	V0276229	Human Resource	98 Expend--Capital/Equip	Employers Council	Poster update	\$ 20.00
			Sum:	98 Expend--Capital/Equip			\$ 47,500.00
			Sum:				\$ 58,475.66

12 Auxiliary Fund

12	1/25/2023	V0276176	Food Service	91 Supplies	Wyoming Dept of Agriculture	Food license temp dining	\$ 200.00
12	1/25/2023	V0276221	Livestock	91 Supplies	Transfer Visa	Truck keys	\$ 205.00
12	1/12/2023	V0275874	Print Srv	91 Supplies	Veritiv	Fuel surcharge	\$ 16.50
12	1/12/2023	V0275878	Print Srv	91 Supplies	Modern Litho Jefferson City	Printing alumni newslette	\$ 3,362.99
12	1/20/2023	V0276120	Print Srv	91 Supplies	Transfer Visa	Certificates, plates	\$ 347.16
12	1/24/2023	V0276145	Print Srv	91 Supplies	Transfer Visa	2-boxes Ryobi plates	\$ 207.79
12	1/24/2023	V0276145	Print Srv	91 Supplies	Transfer Visa	Certificates	\$ 175.90
12	1/24/2023	V0276157	Print Srv	91 Supplies	Veritiv	Paper	\$ 1,027.01
12	1/25/2023	V0276183	Print Srv	91 Supplies	Transfer Visa	Paper	\$ 1,105.11
12	1/25/2023	V0276179	Res Halls	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$ 542.17
12	1/30/2023	V0276246	Res Halls	91 Supplies	Transfer Visa	Res halls fire sticks	\$ 84.21
12	1/18/2023	V0275999	Stabling	91 Supplies	Rocky Mountain Compost Inc	Horse bedding	\$ 2,156.80
12	1/11/2023	V0275789	Trap Vil West	91 Supplies	McIntosh Oil Inc	Dec 2022 fuel	\$ 122.62
			Sum:	91 Supplies			\$ 9,553.26

12 Auxiliary Fund

12	1/12/2023	V0275823	Food Service	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	DSC repairs	\$ 18.87
12	1/12/2023	V0275839	Food Service	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Trailer hood inspection	\$ 104.00
12	1/12/2023	V0275849	Food Service	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Kitchen/dining repairs	\$ 99.93
12	1/19/2023	V0276061	Food Service	92 Servs/Fees/Repr/Maint	Rimrock Tire	Tire for dining BBQ trl	\$ 247.80
12	1/12/2023	V0275844	Motor Pool	92 Servs/Fees/Repr/Maint	Express Toll	toll fee charges denver	\$ 93.60
12	1/12/2023	V0275850	Motor Pool	92 Servs/Fees/Repr/Maint	Insurance Info Exchange	motor vehicle reports	\$ 15.85
12	1/5/2023	V0275775	Res Halls	92 Servs/Fees/Repr/Maint	Country Corner Upholstery	Dog Repair-R. Zaak	\$ 210.00
12	1/12/2023	V0275849	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$ 271.37

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/12/2023	V0275853	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Simpson hall equip repair	\$ 2,647.55
12	1/25/2023	V0276180	Res Halls	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	Colter Mens Bathroom	\$ 94.34
12	1/12/2023	V0275868	Stabling	92 Servs/Fees/Repr/Maint	Big Horn Animal Care Center	Nov & Dec 2022 vet	\$ 1,200.00
12	1/12/2023	V0275849	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main repairs	\$ 58.97
12	1/18/2023	V0276034	Trap Vil Main	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	TV main: plumbing D-2	\$ 128.08
12	1/12/2023	V0275823	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV West repairs	\$ 247.00
12	1/12/2023	V0275849	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$ 550.52
			Sum:	92 Servs/Fees/Repr/Maint			\$ 5,987.88
12 Auxiliary Fund							
12	1/18/2023	V0276005	Livestock	93 Assoc/Travel/Misc	Wyoming Dept of Agriculture	Scale license	\$ 40.00
12	1/18/2023	V0276000	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	2nd driver per diem	\$ 213.00
12	1/18/2023	V0276000	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 208.00
12	1/18/2023	V0276032	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 17.00
12	1/19/2023	V0276058	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 144.48
12	1/19/2023	V0276066	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 288.00
12	1/24/2023	V0276165	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem	\$ 108.00
12	1/25/2023	V0276181	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 82.00
12	1/25/2023	V0276184	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 129.99
12	1/25/2023	V0276185	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 126.56
12	1/25/2023	V0276192	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 261.04
12	1/25/2023	V0276193	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 216.00
12	1/25/2023	V0276194	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 228.00
12	1/18/2023	V0276015	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA meals	\$ 755.50
12	1/18/2023	V0276015	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA prize-Quetzalli	\$ 10.00
12	1/18/2023	V0276039	Res Halls	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 89.55
12	1/23/2023	V0276126	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Ax throwing	\$ 47.50
12	1/23/2023	V0276126	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 313.07
12	1/23/2023	V0276126	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Pizza	\$ 91.41

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/23/2023	V0276126	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	RA breakfast supplies	\$ 65.36
12	1/24/2023	V0276146	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Corn maze	\$ 34.00
12	1/24/2023	V0276146	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	RA program food sup	\$ 18.94
12	1/26/2023	V0276230	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	lunch meeting	\$ 34.00
12	1/30/2023	V0276246	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 266.02
12	1/30/2023	V0276246	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Movie tickets	\$ 271.08
12	1/30/2023	V0276246	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	RA program supplies	\$ 115.98
			Sum:	93 Assoc/Travel/Misc			\$ 4,174.48

12 Auxiliary Fund

12	1/12/2023	V0275851	Food Service	94 Utilities/Ins/Support	Park County Clerk	Fairgrounds kitchen renta	\$ 1,000.00
12	1/11/2023	V0275788	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$ 3,400.00
12	1/11/2023	V0275804	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable/internet	\$ 448.59
12	1/12/2023	V0275822	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Nov 22 heat	\$ 7,440.72
12	1/18/2023	V0276011	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2022 heat	\$ 737.96
12	1/18/2023	V0276042	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 2022 heat	\$ 8,822.89
12	1/11/2023	V0275804	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV main cable/internet	\$ 469.03
12	1/12/2023	V0275822	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Nov 22 heat	\$ 835.15
12	1/18/2023	V0276011	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2022 heat	\$ 82.83
12	1/18/2023	V0276042	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 2022 heat	\$ 990.29
12	1/11/2023	V0275804	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$ 1,240.61
12	1/11/2023	V0275805	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light	\$ 15.04
12	1/12/2023	V0275843	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 22 heat	\$ 6,071.01
			Sum:	94 Utilities/Ins/Support			\$ 31,554.12

12 Auxiliary Fund

12	1/11/2023	V0275800	Food Service	97 Other Operating Exp	Sodexo Operations LLC	December 22 operating	\$ 98,077.25
12	1/11/2023	V0275789	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Dec 2022 fuel	\$ 2,021.03
12	1/11/2023	V0275806	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	CC284 reg/trailer plates	\$ 2.00
12	1/12/2023	V0275824	Motor Pool	97 Other Operating Exp	Prevost	cc19 parts	\$ 864.16

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/12/2023	V0275831	Motor Pool	97 Other Operating Exp	Napa Auto Parts	bus fuel diesel additive	\$ 390.69
12	1/12/2023	V0275831	Motor Pool	97 Other Operating Exp	Napa Auto Parts	bus repair: battery	\$ 189.99
12	1/12/2023	V0275834	Motor Pool	97 Other Operating Exp	R & A Safety LLC	dot random tests	\$ 195.50
12	1/12/2023	V0275842	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc27 check engine light	\$ 150.00
12	1/12/2023	V0275866	Motor Pool	97 Other Operating Exp	Rimrock Tire	cc32 tire work	\$ 46.00
12	1/18/2023	V0276047	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 20.00
12	1/19/2023	V0276050	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	replace windshields	\$ 674.00
12	1/19/2023	V0276054	Motor Pool	97 Other Operating Exp	R & A Safety LLC	dot random drug test	\$ 90.50
12	1/19/2023	V0276058	Motor Pool	97 Other Operating Exp	Transfer Visa	Title food trailer	\$ 16.50
12	1/19/2023	V0276066	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 49.82
12	1/20/2023	V0276122	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 118.84
12	1/23/2023	V0276130	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 175.00
12	1/24/2023	V0276144	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 247.32
12	1/25/2023	V0276184	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 487.65
12	1/25/2023	V0276185	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 175.00
12	1/25/2023	V0276185	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus repairs	\$ 572.08
12	1/25/2023	V0276192	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 331.20
12	1/25/2023	V0276192	Motor Pool	97 Other Operating Exp	Transfer Visa	Vehicle title	\$ 16.50
12	1/25/2023	V0276193	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 250.00
12	1/25/2023	V0276193	Motor Pool	97 Other Operating Exp	Transfer Visa	DOT physical	\$ 212.00
12	1/25/2023	V0276194	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 344.50
12	1/25/2023	V0276209	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 742.47
12	1/25/2023	V0276211	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 1,258.38
12	1/26/2023	V0276225	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc30 oil change rotate	\$ 111.11
12	1/18/2023	V0276040	Res Halls	97 Other Operating Exp	Transfer Print Shop	blank legal ream	\$ 10.00
			Sum:	97 Other Operating Exp			\$ 107,839.49
12 Auxiliary Fund							
12	1/12/2023	V0275821	Food Service	98 Expend--Capital/Equip	Quality Propane Service Inc	Propane for food trailer	\$ 79.33

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/18/2023	V0276033	Food Service	98 Expend--Capital/Equip	Quality Propane Service Inc	Dining:tank rental and initial fill	\$ 608.67
			Sum:	98 Expend--Capital/Equip			\$ 688.00
12 Auxiliary Fund							
12	1/18/2023	V0276010	Trap Vil West	99 Exp-New Constr/Cap Impr	3B's Plumbing	TV west sewer blockages	\$ 630.00
			Sum:	99 Exp-New Constr/Cap Impr			\$ 630.00
			Sum:				\$ 160,427.23
14 Comm Serv/Non-Credit Fund							
14	1/24/2023	V0276144	Music Festival	91 Supplies	Transfer Visa	Two coffee carafes	\$ 39.94
			Sum:	91 Supplies			\$ 39.94
14 Comm Serv/Non-Credit Fund							
14	1/18/2023	V0276002	Jazz Festival	92 Servs/Fees/Repr/Maint	ArcArtists LLC	Guest artist deposit	\$ 3,000.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 3,000.00
14 Comm Serv/Non-Credit Fund							
14	1/18/2023	V0276040	Music Festival	97 Other Operating Exp	Transfer Print Shop	certificate paper, 2	\$ 120.00
			Sum:	97 Other Operating Exp			\$ 120.00
			Sum:				\$ 3,159.94
15 Continuing Educ Fund							
15	1/12/2023	V0275813	Workforce Dev	91 Supplies	White Ink	Tickets	\$ 35.00
15	1/18/2023	V0276014	Workforce Dev	91 Supplies	Sodexo Operations LLC	PVCE food sup for trainin	\$ 424.82
15	1/20/2023	V0276117	Workforce Dev	91 Supplies	Transfer Visa	Foam inserts climbing	\$ 59.57
15	1/20/2023	V0276119	Workforce Dev	91 Supplies	Transfer Visa	TruBlue annual service	\$ 162.79
15	1/20/2023	V0276117	Workforce HS NC	91 Supplies	Transfer Visa	Elearning library subscri	\$ 250.00
15	1/12/2023	V0275840	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug tests	\$ 85.00
15	1/16/2023	V0275881	Wyo Works CDL	91 Supplies	Synchrony Bank/Amazon	Wall calendar, space	\$ 247.01
15	1/18/2023	V0276009	Wyo Works CDL	91 Supplies	Calvin E. Johnston	Finger prints, WYDOT	\$ 144.75

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/20/2023	V0276117	Wyo Works CDL	91 Supplies	Transfer Visa	CDL-bus training guides	\$ 868.67
15	1/20/2023	V0276117	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$ 175.00
15	1/20/2023	V0276119	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$ 262.50
15	1/23/2023	V0276143	Wyo Works CDL	91 Supplies	Transfer Visa	CDL test	\$ 87.50
			Sum:	91 Supplies			\$ 2,802.61
15 Continuing Educ Fund							
15	1/11/2023	V0275801	Workforce Dev	92 Servs/Fees/Repr/Maint	Signature Research Inc	Ropes course inspection	\$ 1,087.73
15	1/11/2023	V0275812	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR/First aid	\$ 100.00
15	1/12/2023	V0275875	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	Workkeys	\$ 37.50
15	1/18/2023	V0276028	Wyo Works CDL	92 Servs/Fees/Repr/Maint	Powersuite ELDT	CDL software	\$ 3,588.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 4,813.23
15 Continuing Educ Fund							
15	1/18/2023	V0276039	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	Dec 2022 mileage	\$ 150.60
			Sum:	93 Assoc/Travel/Misc			\$ 150.60
15 Continuing Educ Fund							
15	1/12/2023	V0275843	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2022 heat	\$ 395.08
			Sum:	94 Utilities/Ins/Support			\$ 395.08
15 Continuing Educ Fund							
15	1/18/2023	V0276044	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly charge	\$ 59.00
15	1/19/2023	V0276062	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$ 60.00
15	1/11/2023	V0275789	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Dec 2022 fuel	\$ 1,047.10
15	1/12/2023	V0275858	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Keys	\$ 11.96
15	1/18/2023	V0276037	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Brake cleaner, window	\$ 45.85
15	1/23/2023	V0276143	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Mirrors for bus	\$ 262.56
15	1/24/2023	V0276154	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Bus repairs	\$ 312.00
			Sum:	97 Other Operating Exp			\$ 1,798.47
			Sum:				\$ 9,959.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22 General Restricted Fund							
22	1/30/2023	V0276246	Ashley Council	91 Supplies	Transfer Visa	Simpson desk food	\$ 75.21
22	1/16/2023	V0275881	Athletic Concession	91 Supplies	Synchrony Bank/Amazon	Nacho cheese, popcorn	\$ 121.98
22	1/18/2023	V0276012	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Candy, popcorn	\$ 250.81
22	1/20/2023	V0276113	Athletic Concession	91 Supplies	Transfer Visa	Concessions food sup	\$ 72.92
22	1/20/2023	V0276113	Athletic Concession	91 Supplies	Transfer Visa	Food sup	\$ 14.83
22	1/20/2023	V0276113	Athletic Concession	91 Supplies	Transfer Visa	Food supplies	\$ 51.38
22	1/24/2023	V0276153	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Hot dogs, popcorn kits,	\$ 393.02
22	1/24/2023	V0276146	Colter Council	91 Supplies	Transfer Visa	Food supplies	\$ 61.62
22	1/24/2023	V0276146	Lewis/Clark Counc	91 Supplies	Transfer Visa	Food supplies	\$ 59.12
22	1/30/2023	V0276246	Lewis/Clark Counc	91 Supplies	Transfer Visa	Lewis & Clark desk food	\$ 75.21
22	1/12/2023	V0275877	Simpson Council	91 Supplies	Perry J. Allison	Simpson hall program sup	\$ 29.14
22	1/23/2023	V0276126	Simpson Council	91 Supplies	Transfer Visa	Cookies, pop, chips	\$ 22.49
22	1/23/2023	V0276126	Simpson Council	91 Supplies	Transfer Visa	Program/hall food sup	\$ 68.71
22	1/23/2023	V0276126	Simpson Council	91 Supplies	Transfer Visa	Program supplies	\$ 100.21
22	1/23/2023	V0276126	Simpson Council	91 Supplies	Transfer Visa	Tools, trash bags	\$ 30.34
22	1/24/2023	V0276146	Simpson Council	91 Supplies	Transfer Visa	Food supplies	\$ 123.37
			Sum:	91 Supplies			\$ 1,550.36
22 General Restricted Fund							
22	1/23/2023	V0276126	Ashley Council	93 Assoc/Travel/Misc	Transfer Visa	Food supplies	\$ 48.66
22	1/23/2023	V0276126	Ashley Council	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 167.47
22	1/20/2023	V0276113	Athletic Concession	93 Assoc/Travel/Misc	Transfer Visa	Concessions misc exp	\$ 21.16
22	1/20/2023	V0276113	Athletic Concession	93 Assoc/Travel/Misc	Transfer Visa	Concessions Misc exp	\$ 13.96
22	1/12/2023	V0275819	Library One Time	93 Assoc/Travel/Misc	Springshare Ll.	CC state E resources	\$ 5,050.00
22	1/12/2023	V0275869	Library One Time	93 Assoc/Travel/Misc	Elsevier B V	01-01-23 to 12-31-24	\$ 17,642.88
22	1/12/2023	V0275870	Library One Time	93 Assoc/Travel/Misc	Cengage Learning	hosting fee	\$ 300.00
22	1/26/2023	V0276232	Library One Time	93 Assoc/Travel/Misc	ITHAKA	Annual Access Fee	\$ 875.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/18/2023	V0276048	WY Innovation Partner	93 Assoc/Travel/Misc	Transfer Visa	Lodging, WFR registration	\$ 833.34
			Sum:	93 Assoc/Travel/Misc			\$ 24,952.47
22 General Restricted Fund							
22	1/16/2023	V0275881	Brodrick Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$ 53.85
22	1/19/2023	V0276059	Colter Council	97 Other Operating Exp	Wyoming Dept of Revenue	Oct thru Dec 22 sales tax	\$ 1.73
22	1/18/2023	V0276040	Graduation	97 Other Operating Exp	Transfer Print Shop	diplomas, 49	\$ 26.70
22	1/12/2023	V0275815	Nelson Shoemaker Library	97 Other Operating Exp	Illinois Univ Press	American music subscript	\$ 137.00
22	1/12/2023	V0275816	Nelson Shoemaker Library	97 Other Operating Exp	Wyoming State Library	Powell Tribune microfilm	\$ 190.00
22	1/16/2023	V0275881	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$ 1,773.49
22	1/18/2023	V0276040	SAAE (Financial Aid)	97 Other Operating Exp	Transfer Print Shop	carton blue paper	\$ 68.00
			Sum:	97 Other Operating Exp			\$ 2,250.77
22 General Restricted Fund							
22	1/25/2023	V0276184	Motor Pool	98 Expend--Capital/Equip	Transfer Visa	Down Pmt food trailer	\$ 1,035.00
			Sum:	98 Expend--Capital/Equip			\$ 1,035.00
			Sum:				\$ 29,788.60
70 Plant Fund							
70	1/12/2023	V0275828	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Bradford Sup Co	colter boilers	\$ 121.34
70	1/12/2023	V0275853	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Colter:Boilers	\$ 1,491.17
			Sum:	92 Servs/Fees/Repr/Maint			\$ 1,612.51
			Sum:				\$ 1,612.51
71 Capital Construction							
71	1/5/2023	V0275780	Yellwstn Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	YB make up air vent	\$ 1,200.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 1,200.00
71 Capital Construction							
71	1/5/2023	V0275782	Moyer CC AC	99 Exp-New Constr/Cap Impr	O'Connor Company	Isolation curbs/RTU Parts	\$ 4,925.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	1/11/2023	V0275803	Rodeo	99 Exp-New Constr/Cap Impr	VF Livestock LLC	Stall doors	\$ 12,000.00
71	1/12/2023	V0275855	Rodeo	99 Exp-New Constr/Cap Impr	Bar T Electric Inc	Rodeo remodel	\$ 642.35
71	1/19/2023	V0276064	Student Center	99 Exp-New Constr/Cap Impr	Park County Planning Department	Temp dining facility	\$ 647.51
			Sum:	99 Exp-New Constr/Cap Impr			\$ 18,214.86
			Sum:				\$ 19,414.86
			Sum:				\$ 729,225.97

Operating Funds – As of December 31, 2022

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	3,321,998	-157,825	95%			
Fees	1,118,028	1,070,393	-47,635	96%			
State Appropriations	11,337,570	7,847,455	-3,490,115	69%			
Local Tax Levy	3,834,750	2,419,182	-1,415,568	63%			
Other Sources	310,680	78,235	-232,445	25%			
Reserve Utilization	0	0	0	#DIV/0!			
Total Revenue	20,080,851	14,737,263	-5,343,588				
Expenditures by Program							
					On Budget	Monitor	Concern
Instruction	7,546,534	2,346,462	5,200,072	31%			
Public Service	96,256	3,581	92,675	4%			
Academic Support	1,696,650	594,715	1,101,935	35%			
Student Services	3,088,427	1,555,476	1,532,951	50%			
Institutional Support	4,458,998	1,982,353	2,476,645	44%			
Operations and Maint/Plant	2,456,984	1,177,806	1,279,178	48%			
Scholarships	737,002	208,861	528,141	28%			
Total Expenditures	20,080,851	7,869,254	12,211,597				

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 (Fall Semester Drop Date/100% Refund Date), enrollment was 1,377, and enrolled credit hours of 13,328. Spring enrollment was budgeted at a headcount of 983 and enrolled credit hours of 10,617. As of February 1, 2023 (Drop Date/100% Refund Date), enrollment was 1,307, and enrolled credit hours of 12,291. At this point, Northwest College's tuition 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 the actual.

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

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

Welcome to Wyoming Scholarship- Northwest College budgeted \$300,000 for FY 2023 for this scholarship program. After scholarships were awarded for the Spring 2023 semester, the overall scholarships awarded amounted to \$375,000. Northwest College will review the scholarship program as part of FY 2024 budget preparation.

Auxiliary Fund – As of December 31, 2022

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	637,589	-224,286	74%			
Residence Halls	1,129,314	1,218,939	89,625	108%			
Bookstore	20,000	10,838	-9,162	54%			
Copy Center	170,846	67,558	-103,288	40%			
Motor Pool	218,384	116,298	-102,086	53%			
Other	716,687	670,407	-46,280	94%			
Total Revenue	3,117,106	2,721,629	-395,477				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	861,875	466,586	395,289	54%			
Residence Halls	1,129,314	636,795	492,519	56%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	71,659	99,187	42%			
Motor Pool	218,384	109,380	109,004	50%			
Other	716,687	354,087	362,600	49%			
Total Expenditures	3,117,106	1,638,507	1,478,599				

Comments

Food Service- Northwest College budgeted 260 meal plans for the Fall of 2022 and 225 meal plans for Spring of 2023. As of September 16, 2022, Northwest College had sold 306 meal plans for Fall 2022. As of January 27, 2023, Northwest College had sold 259 meal plans for Spring 2023. 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. Occupancy for Fall 2022 and Spring 2023 was divided between Simpson, Lewis and Clark, and Colter Halls. As of September 16, 2022, Northwest College’s Fall 2022 occupancy was 300 students. As of January 27, 2023, Northwest College’s Spring 2023 actual occupancy was 256 students. Northwest College will monitor FY 2023 expenditures to ensure they align with actualized revenue.



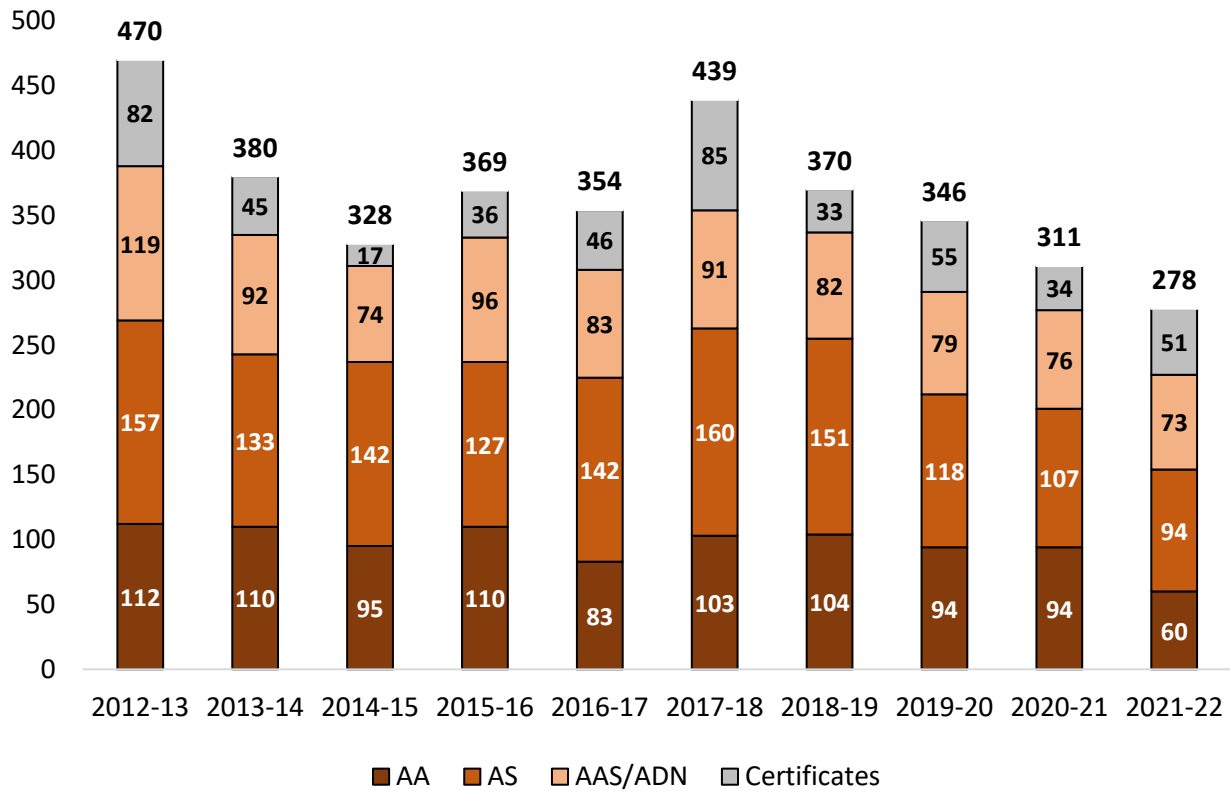
To: Lisa Watson, President
 From: Lisa Smith, Institutional Research Manager
 RE: 2021-22 Completion and Transfer Summary
 Date: January 26, 2023

The charts below show information for 2021-22 students who completed or transferred.

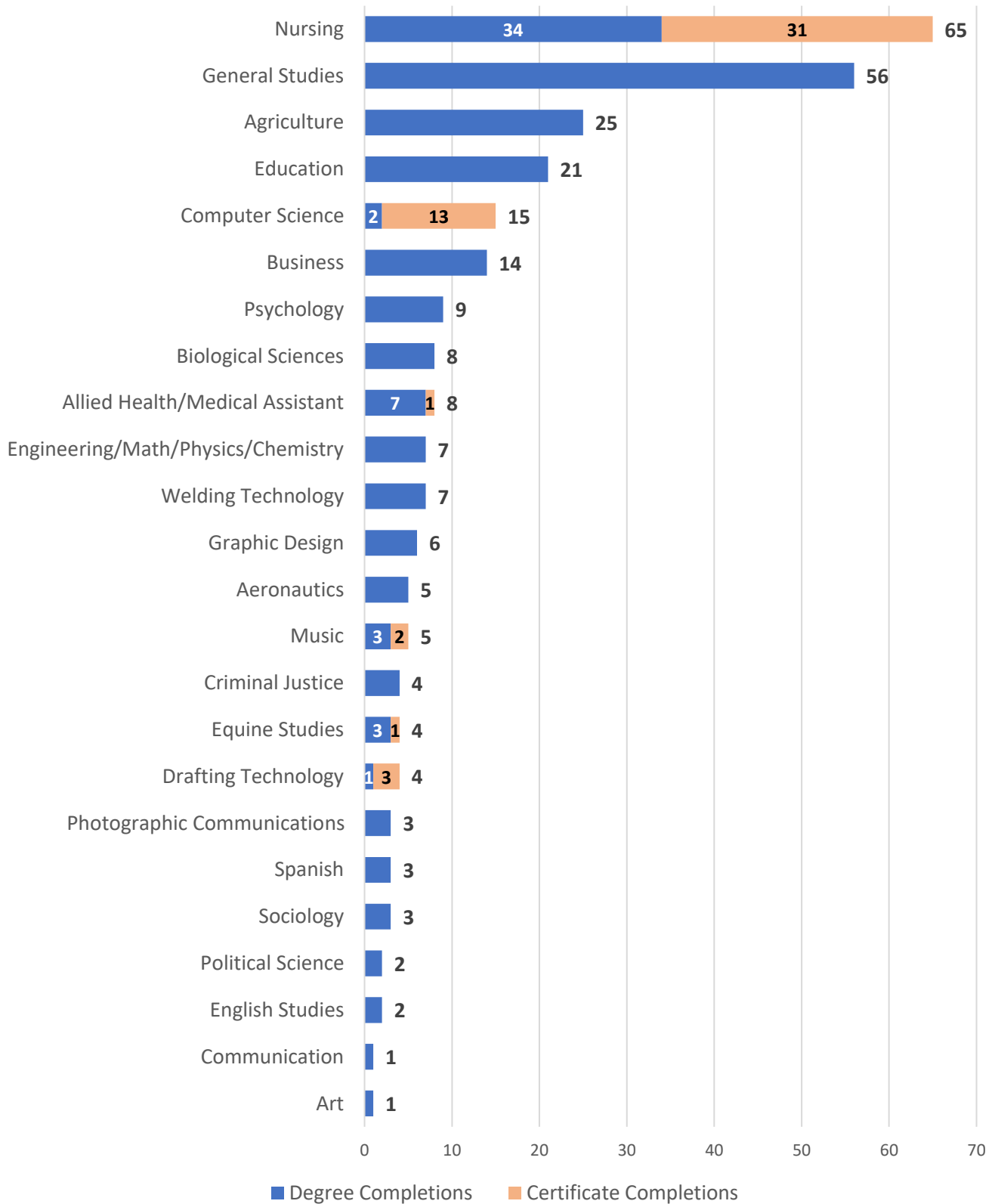
2021-22	Number of Graduates (Completers)	Number of Credentials Awarded (Completions)
Degrees	207	227
Certificates	51	51
Total	255	278

**Total Number of Graduates is not the sum of degree and certificate graduates because some students earned both.*

Number of Completions by Degree Type or Certificate



2021-22 Degree/Certificate Completions by Program Area
Program areas include related degree and certificate programs



Transfer Summary
- Following Northwest College Attendance -

Degree/Cert-Seeking Transfer Students	2017-18	2018-19	2019-20	2020-21	2021-22
Total Deg/Cert-Seeking (DS) Students who Did Not Return to NWC in Following Fall	788	673	669	691	613
# who Transferred	235	224	187	182	166
% who Transferred	30%	33%	28%	26%	27%

2-Year/4-Year Institutions					
# of Transfers to 4-Year Institutions	179	171	143	133	114
% 4-Year Transfers out of Total Transfers	76%	76%	76%	73%	69%
# of Transfers to 2-Year Institutions	56	53	44	49	52
% 2-Year Transfers out of Total Transfers	24%	24%	24%	27%	31%

Top 5 Transfer 4-Year Institutions (number of transfers)						
	1	U of Wyoming (78)	U of Wyoming (88)	U of Wyoming (69)	U of Wyoming (60)	U of Wyoming (56)
	2	MSU-Billings (11)	Montana State U-Billings (10)	Montana State U-Billings (10)	Montana State U-Billings (7)	Montana State U-Billings (13)
	3	MSU-Bozeman (10)	Brigham Young U-Idaho (9)	Montana State U (6)	Black Hills State U (6)	Montana State U (4)
	4	Valley City State U (6)	Western Governors U (3)	Black Hills State U (5)	Chadron State College (4)	Utah State U (3)
	5	Black Hills State U (6)	Adams State U (2)	Western Governors U (3)	Brigham Young U-Idaho (3)	Western Governors U (3)
			Arizona State U (2)		Montana State U (3)	
			Colorado Mesa U (2)		South Dakota State U (3)	
			Montana State U-Bozeman (2)		Western Governors U (3)	
			Rocky Mountain College (2)			
			South Dakota School of Mines (2)			
			South Dakota State U (2)			
			Sull Ross State U (2)			
			U of Montana-Western (2)			
			West Texas A&M U (2)			

Note: Transfers include students who transferred by the fall semester following the year they were degree/certificate-seeking at NWC.

Sources: NWC Colleague; National Student Clearinghouse
 IR: 1/11/2023

February 1, 2023

TO: Board of Trustees

RE: Approval of banks as depositories

Wyoming law 9-4-806 requires financial depositories to take certain action with their board of directors and then submit to us, as a public entity, a corresponding application to be designated as a depository for public funds.

Four banks have taken such action and submitted the proper documentation required by statute.

These banks are: Bank of Powell
 Big Horn Federal
 First Bank
 Wells Fargo

Their documentation is in order and these institutions are being recommended for approval.

Recommended Action: Approve listed banks as depositories for Northwest College funds.

February 1, 2023

TO: Lisa Watson, President

FROM: Dee Havig, Interim Vice President for Student Services

Brad Bowen, Finance Director

RE: Northwest College FY2024 Student Fees Budget Review and Needs Assessment

Northwest College student fees are reviewed annually as part of the budget and need assessment process. These fees fund various student and campus needs. The revenue generated by these fees varies from year to year based on student enrollment.

For fiscal 2022, these fees increased from \$41.00 per credit to \$51.00 per credit. This increase was to assist with the significant reduction in revenue of approximately \$2,600,000 due to decreased appropriations from the state of Wyoming and local levy revenue (property taxes). In addition, for FY 2022, the fees were restructured to align with student and campus priorities.

In February 2022, Northwest College recommended to its Board of Trustees a \$0 increase for fiscal 2023. The \$0 increase was recommended because Northwest College students saw significant inflationary pressures, and it was projected that student and campus needs could be met without a fee increase.

Inflation has continued through FY 2023, and an inflationary increase is needed for FY 2024 to ensure student and campus needs can be met. The below table compares FY 2023 student fees to the proposed \$2.00 inflationary increase to student fees for FY 2024.

Student Fee	Fund	2023 Cost per Credit	Proposed 2024 Cost per credit
Student Senate	Various	\$3.50	\$3.50
Instructional Fee	Restricted	\$2.50	\$2.50
Student Technology Fee	Operating/ Restricted	\$18.50	\$19.50
Student Services Fee	Operating	\$19.00	\$19.00
Facilities Fee	Plant	\$7.50	\$8.50
Total		\$51.00	\$53.00

Recommendation

The Board is requested to approve increasing student per credit hour fees from \$51.00 to \$53.00, as outlined in the table above. The \$2.00 per credit hour increase for fiscal 2024 allows Northwest College to keep pace with costs, student service needs, and continuing support requested from students and campus.

POINTS OF CONSIDERATION

Inflation

The College includes the effect of inflation in its evaluation of student fees. For 2022, the Commonfund Higher Education Price Index (HEPI) reported inflation at 5.2 percent, while the State of Wyoming - All items inflation rate reflected 10.1 percent. Student fees include facilities, so the College reviewed RSMeans City Cost Index-2022 Quarter 4, which provided a Wyoming average of 12.60 percent for material and an average cost of 9.99 percent. Based on these indexes, inflationary increases could range from \$2.65 to \$6.43 on \$51.00. System limitations require incremental changes of \$.50 or larger. A \$1.00 increase per credit hour at 15 credit hours would add \$15.00 per semester cost to our students.

Areas of Consideration

All five mandatory student fees were reviewed and evaluated for their structure and purpose, including supporting current operations, future needs, and external factors.

Fixed Fee/Student Senate

The purpose of the fixed fee is to support Student Senate and Student Activities. The current student fee supports student senate and activities needs, so there is no recommendation to increase this fee.

Instruction Fee

The instruction fee supports instructional equipment needs. This fee operates independently of student course fees tied directly to the consumables needed for coursework. This fee can meet academic needs, so there is no recommendation to increase this fee.

Student Technology Fee

The purpose of this fee is to support technology that directly benefits students. The College increased this fee in FY 2022 by \$5.50 to maintain technology services at the level desired by our students. The College recommends increasing this fee by \$1.00 for FY 2024. The recommendation is to support cyber security and technology enhancements implemented during the pandemic.

Student Services Fee

This fee was established thru a transfer of the previous fixed fee/student senate fee in FY2022. The fee supports services available to all students on and off campus. The fee provides adequate funding for support services, so there is no recommendation to increase this fee.

Facilities Fee

College facilities require continual improvements and repairs to maintain or enhance the student learning experience. The College is recommending increasing this fee by an additional \$1.00. The recommendation to increase this fee is to help offset increases in both supply and labor costs associated with facility maintenance and repair.

Cap on Mandatory Student Fees

Northwest College does not have a cap on student fees and recommends continuing this for FY 2024.

Discussion of fees with Students

The decision to raise fees in any scenario should consider student needs and the cost to our students. President Watson, Interim VP Havig, and Interim Director Blackmore attended Student Senate meetings to garner feedback regarding student fees. Students supported the increase in fees while retaining the existing fee structure.

Comparison to Other Institutions

As part of this analysis, Northwest College's student fee schedule was compared to other colleges in our region to review competitive rates and identify unmet needs. See the following table for this comparison. As noted below, Northwest College would remain below Northern Wyoming Community College District, whose students pay the highest student fees amongst Wyoming Community Colleges. Northwest College expects all other colleges and universities to adjust fees for inflation for fiscal 2024.

	FY 2023 fees per credit hour	2023 student fees 15 hours
Wyoming Community College		
Eastern Wyoming College	\$ 38.00	\$ 570.00
Casper College	\$ 42.00	\$ 630.00
Western Wyoming Community College	\$ 45.00	\$ 550.00
Laramie County Community College	\$ 48.75	\$ 731.25
Northwest College	\$ 51.00	\$ 765.00
Central Wyoming College	\$ 51.00	\$ 765.00
Northern Wyoming Community College	\$ 56.00	\$ 720.00
Regional Colleges and Universities		
Miles Community College	\$ 57.00	\$ 855.00
MSUB- City College	\$ 65.29	\$ 783.50
Montana State- University- Billings	\$ 68.27	\$ 819.20
University of Wyoming (includes optional recreation, health, athletic fee)	\$ 88.62	\$1,329.32

February 1, 2023

TO: Lisa M. Watson, President

FROM: Dee Havig, Interim Vice President for Student Services
Lee Blackmore, Interim Housing and Campus Life Director
Brad Bowen, Finance Director

RE: Fiscal Year 2024 Student Housing Rate Proposal

Student housing rates are reviewed annually as part of Northwest College’s ongoing operational assessment and budget work. Several factors are evaluated in preparing the annual proposal, including inflation, peer institutional pricing, debt service needs, operating and maintenance costs, financial solvency, occupancy levels, and student affordability. Considering these factors, below is the proposal for fiscal year(FY) 2023-2024.

Proposed Housing Rates

	2023*	2024**	\$ Increase	% Increase
<u>Residence Hall Choices** / PRICES PER SEMESTER</u>				
Standard Double Room - Ashley/Lewis & Clark	1,495	1,495	\$ -	0%
Small Single Room -Lewis & Clark	1,795	1,795	\$ -	0%
Suite Style Rooms -Simpson Hall	2,395	2,395	\$ -	0%
Super Single Room - Ashley/Lewis & Clark	1,895	1,895	\$ -	0%
*Assumes Ashley Hall is closed				
<u>Trapper Village Main Apartments/PRICES PER MONTH/BILLED BY SEMESTER</u>				
One Bedroom (Single Student)	550	575	\$ 25	5%
Two Bedroom (per student, 2 person occupancy)	450	475	\$ 25	6%
<u>Trapper Village West Apartments/PER MONTH/ BILLED BY SEMESTER</u>				
One Room Studio Apartment	470	485	\$ 15	3%
Two Room Studio Apartment	520	535	\$ 15	3%
Two bedroom Apartment	745	785	\$ 40	5%
Three bedroom Apartment	1,020	1,070	\$ 50	5%
Four Bedroom Apartment	1,210	1,270	\$ 60	5%
Three Bedroom House	1,165	1,220	\$ 55	5%
Four Bedroom House	1,385	1,450	\$ 65	5%

Recommendation: The Board of Trustees is requested to approve the Student Housing rates for Fiscal 2024, as outlined above.

Points of Consideration

Historical

The Board of Trustees modified FY2023 residence hall rates ranging from -5% to 0% and increased non-traditional housing by 4%. The reduction in residence hall rates was for small single and super single rooms due to changing the residence hall model to be focused on occupancy in single rooms. It was also noted that Generation Z students are price-conscious and used to their own living spaces. Non-traditional housing rates increased based on inflation and the local housing market. The FY2024 proposal includes a review of inflationary growth, local apartment rental rates, peer institution rates, deferred maintenance needs, and enrollment uncertainty.

Long-Term Residential Planning

The Board of Trustees passed the Residence Life Master Plan in March 2020, before the Coronavirus pandemic. The pandemic caused significant revenue declines for the State and forced changes to occupancy models to meet best practices outlined by the CDC. The Board of Trustees remains committed to the long-term residence life plan, including a renewal schedule for existing housing inventory, recommended actions for failing and aging facilities, and long-term planning based on occupancy levels.

Inflation

Inflation was reviewed using 2022 inflation indexes. The first inflationary index is the Commonfund Higher Education Price Index (HEPI) at 5.2%. The second inflationary index is the Wyoming Cost of Living Index for the Second Quarter of 2022 at 10.1% for all goods or 8.6% for housing.

When comparing residence hall and apartment rates to peer institutions and community rental rates, the market supports an inflationary increase in apartments while residence halls remain the same. The modest rate increases for apartments and increased budgeted residence hall occupancy allow the College to minimize impacts from inflation, including utilities, without causing significant changes to rates for our students.

Other Areas of Consideration

Inventory

- **Residence Halls**

The rate proposals encourage increased enrollment, including super single rooms while maintaining occupancy in residence halls. Ashley Hall will remain closed until occupancy increases or the proposed phase I improvement project, as outlined in the Residence Life Master Plan, is completed. Based on FY 2023 occupancy levels, the physical plant and residence life departments have been discussing the timing and funding commitment needed for improvements to Ashley Hall.

- **Trapper Village Main**

Trapper Village Main provides apartment-style housing on the main campus. The qualifications for living in Trapper Village Main seek to attract a pool of qualified students for apartment-style living with the benefits of remaining on campus. The renovation of these units was completed for FY 2022, and the College has been able to operate these units at nearly full occupancy since renovations were completed and expect the same occupancy rates for FY 2024.

- **Trapper Village West**

Trapper Village West rates align with local and state-wide rental rates. Trapper Village West is currently providing housing for students and employees. Occupancy has increased to 75% of all units or 82% of all rentable units (roughly 45 units rented) compared to pre-pandemic levels at 67% or 78% of rentable units (approximately 35 units). Occupancy remains high due to the tight rental market in Powell. Currently, five units need a complete renovation, four 3-bedroom units, and one 2-bedroom unit. The physical plant has worked to repair all livable units by consolidating existing material to maintain units in a rentable status. Trapper Village West units are continually being inspected to minimize future extensive repair and remodel expenditures.

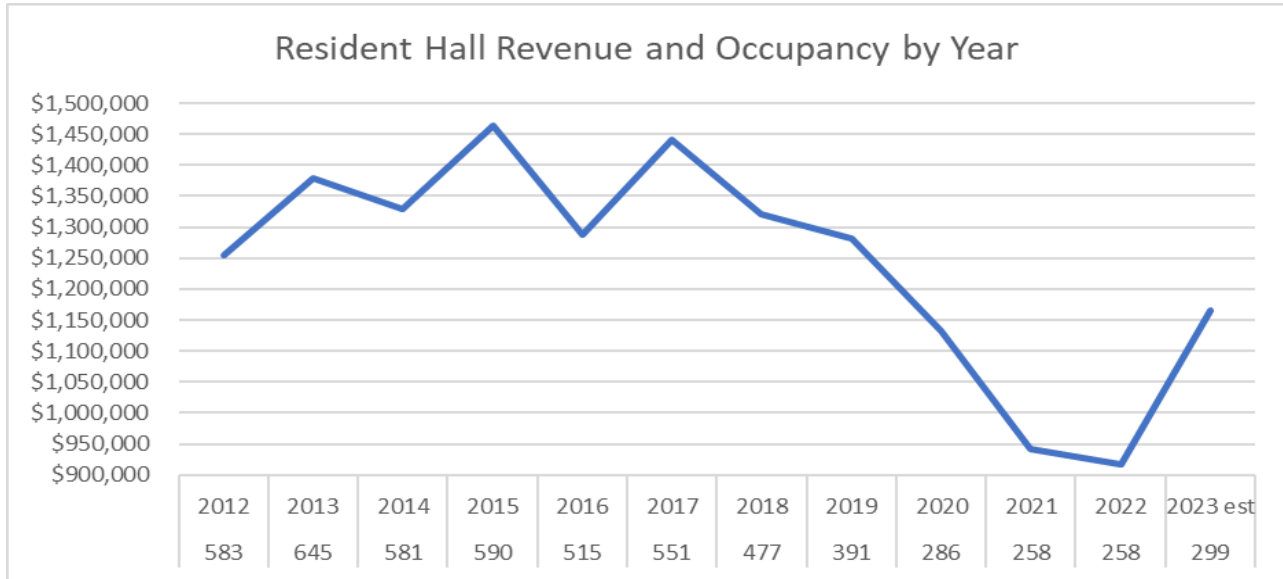
Staffing

Northwest College surveyed the staffing patterns for residence life programs compared to the other six Wyoming Community Colleges in Spring 2021. The survey results confirmed that Northwest College's staffing model and operations are consistent with the other colleges.

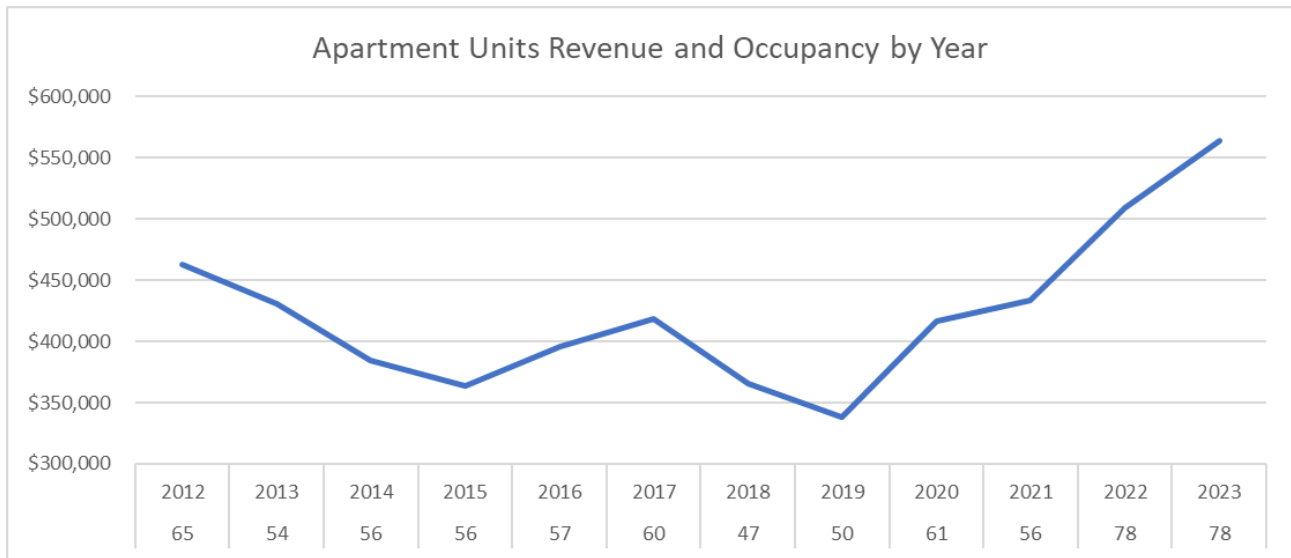
Occupancy and Revenue

Northwest College saw an increase in occupancy of residence halls for Fall 2022, with approximately 300 residents, an increase of over 40 students compared to prior years. Based on current enrollment numbers, the College is conservatively projecting Fall 2023 occupancy at approximately 270 students, which is 10 more students than Fall 2021 and 2020 occupancy. Additional recruiting, enrollment efforts and affordable housing options may contribute to increased occupancy next year but cannot be guaranteed, and as such, budgeted occupancy remains conservative.

Northwest College evaluated its fiscal 2022 housing model and determined that the fiscal year 2023 occupancy model should be built with students selecting super single rooms compared to historical double occupancy rooms. The premise was that students became accustomed to living in single rooms due to the pandemic and liked having their own rooms. The 270 budgeted residences are divided between 124 living in Simpson Suites and 146 living in the traditional double-loaded corridor halls, with 50 students in double-occupancy rooms. Northwest College believes this model shift continues to provide a recruiting advantage as the single occupancy rooms are priced affordably compared to other institutions.



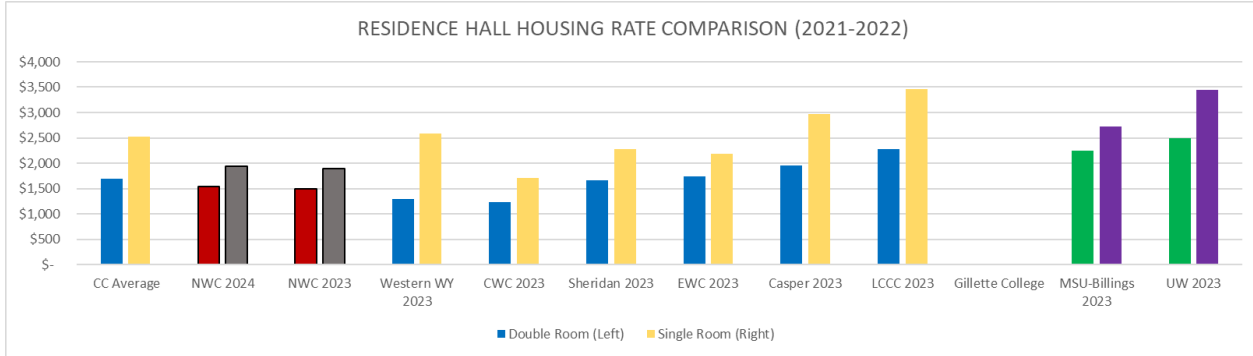
Maximum occupancy for FY 2023 will be 388 residence hall beds. See below apartment utilization.



The demand for apartments increased in FY 2022 due to the extensive renovations of Trapper Village Main. In addition, due to the tight rental market, the demand for Trapper Village West Units increased. Northwest College expects occupancy to remain consistent for FY2024 but continues to budget conservatively.

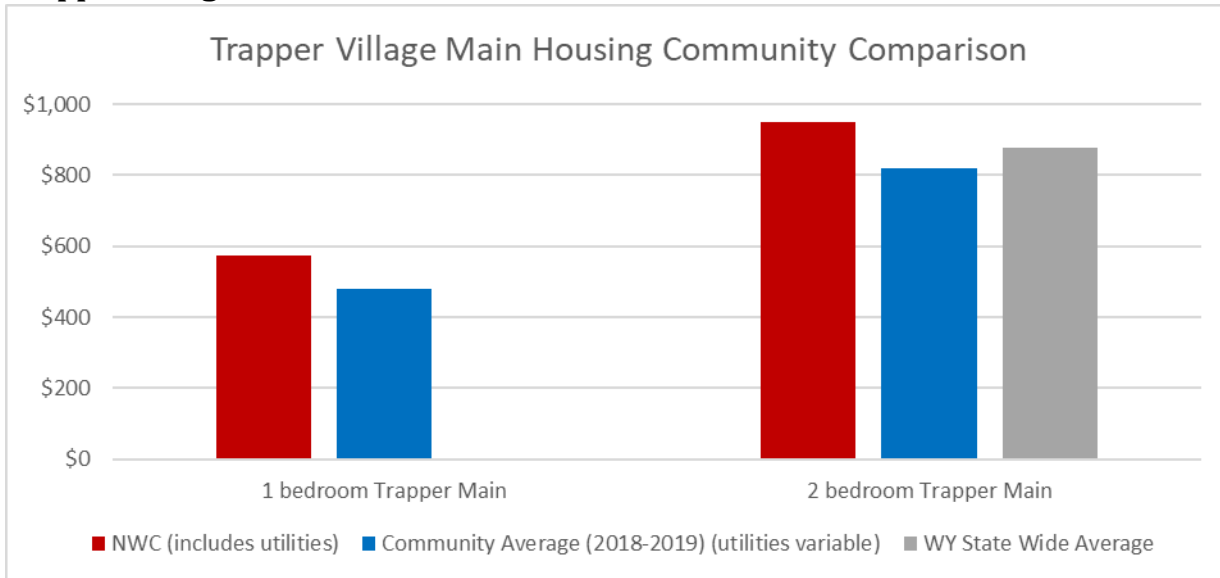
Comparison to Other Colleges and Community:

Northwest College reviewed the other college rates for the fiscal year 2023. The College surveyed the other Wyoming Community Colleges regarding planned but not finalized FY 2024 rates. Rate increases ranged between 0 and 6 percent for the other Colleges. See the comparison by College below.

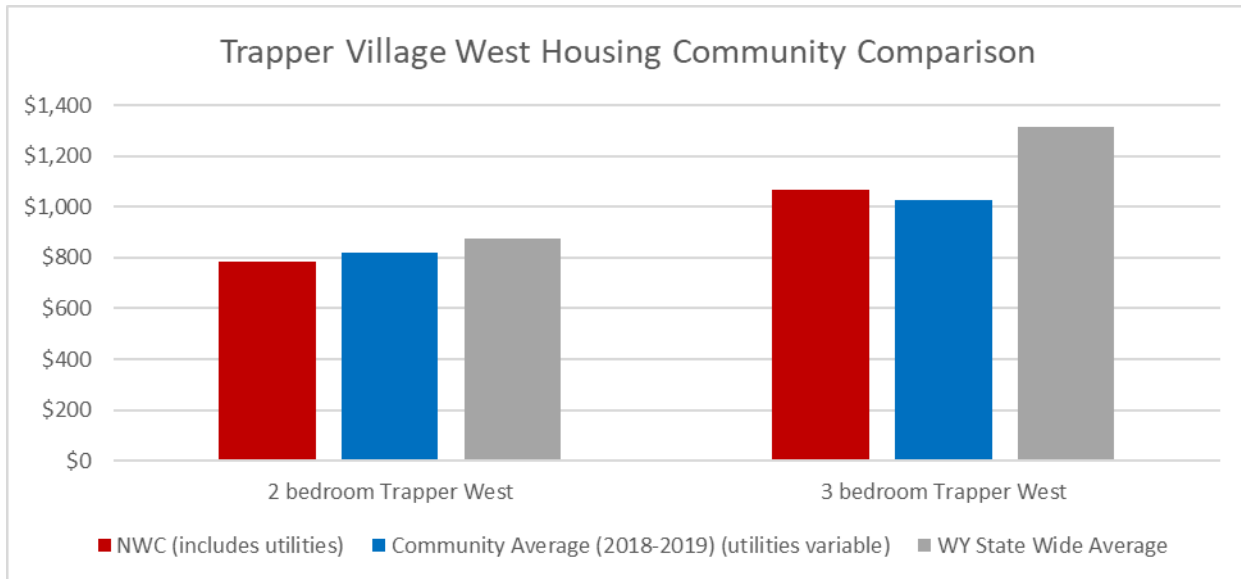


Proposed residence hall housing rates allow the College to remain competitive with other Colleges in the State and remain affordable to our students. The College monitors student trends and will adjust future residence hall models accordingly.

Trapper Village Main



Trapper Village West



February 1, 2023

TO: Lisa M. Watson, President

FROM: Dee Havig, Interim Vice President for Student Services
Lee Blackmore, Interim Housing Director
Brad Bowen, Finance Director

RE: Fiscal Year 2024 Meal Plan Rate Proposal

Student meal plan rates are reviewed annually as part of Northwest College's ongoing operational assessment and budget work. Several factors are evaluated in preparing the annual proposal, including inflation, peer institutional pricing, meal plan options, operating and maintenance costs, vendor agreements, financial solvency, projected meal plans sold, and student affordability. The following proposal for FY 2024 meal rates is below to address these factors.

Meal Plan Rates

Meal Plan Size	Existing Meal Plans			Proposed Meal Plans		
	Meal Plan Option	Meals Per Week	Fiscal Year 2023 Price	Meal Plan Option	Meals Per Week	Fiscal Year 2024 Price
Large	220 Block Meal & \$50 Flex Bucks	14	\$ 1,775	220 Block Meal & \$50 Flex Bucks	14	\$ 1,875
Medium	170 Block Meals & \$100 Flex Bucks	11	\$ 1,775	170 Block Meals & \$100 Flex Bucks	11	\$ 1,875
Small	140 Block Meals & \$200 Flex Bucks	9	\$ 1,775	140 Block Meals & \$200 Flex Bucks	9	\$ 1,875

Recommendation: The Board of Trustees is requested to approve the Meal Plan rate for Fiscal 2024, as outlined above.

Points of Consideration

Historical

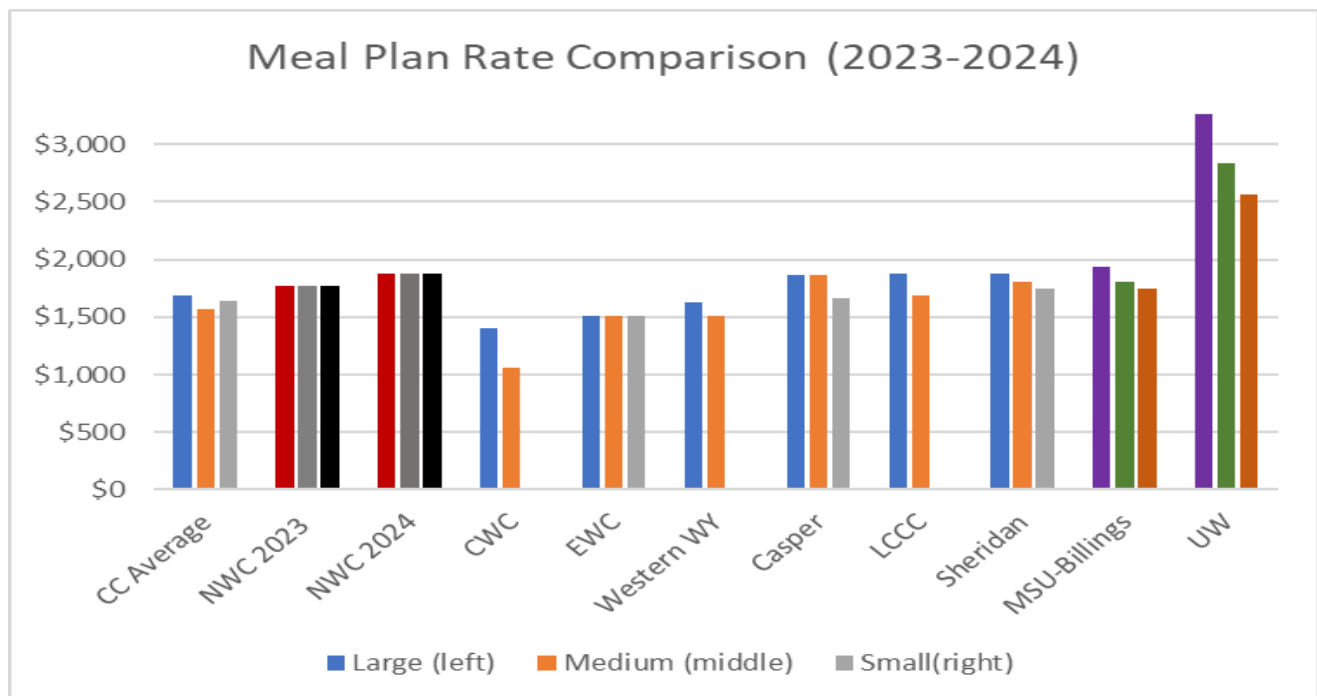
The College has increased student meal plan rates based on inflation and rate increases required through our dining service provider contract. For FY 2021, the College restructured its dining options, meal plans, and rates to reduce rates for our students. Meal plans had become the 2nd highest in the state, and basin area students were opting out of living on campus and purchasing meal plans. For FY 2023, the Board approved a 7.9% increase to maintain increases in the cost of operations. The College has been mindful of cost-driven student demand, market competition, and inflation when preparing this FY 2024 meal rate proposal with a 5.65% increase.

Inflation

The inflationary index used by Sodexo is the CPI food away from home. This index increased by 8.5% for FY 2023. In comparison, under the Wyoming Cost of Living Index for the Second Quarter of 2022, the inflation rate was 15.6% for food compared to 1.9% one year before. This is compared to the CPI for all items at 7.1% and the state of Wyoming at 10.1%.

Meal Plan Rate Comparison:

Northwest College reviewed other college rates for the fiscal year 2023. The College again surveyed Wyoming Community Colleges and regional Universities regarding their proposed rate increases for FY2024. Proposed increases varied between 0 and 5 percent. Several were still uncertain due to inflation. See the currently projected comparison below.



The proposed rate increase could position Northwest College at \$171 above the average for large meal plans compared to the Wyoming Community College average of \$1,704 for FY 2024. As the table depicts, with the proposed increase, Northwest College remains in the middle compared to other Wyoming Community Colleges.

Budgetary Impact of Proposed Rate

As part of the FY 2021 and 2022 rate reductions and stabilization, Northwest College transferred the student center building operating costs to the operating fund, including utilities and custodial coverage. Northwest College continues to work with Sodexo to provide quality dining offerings at affordable rates for our students. Currently, Northwest College expects dining operating costs net of retail sales and catering revenue to be between \$900,000 and \$1,060,000 for FY 2024. Estimated costs do not include unknown costs associated with operating dining operations out of the temporary facilities. Northwest College can only estimate these costs at the end of the Spring 2023 semester when staffing and disposable goods costs will be known. Northwest College expects to sell between 485 and 565 meal plans for FY 2024 based on estimated residence hall occupancy.

Contract/Operating Model Challenges

The College will remain under a cost-plus model for the fiscal year 2024 and expects to retain the management fee at \$10,000. Under a cost-plus operating model, Sodexo and Northwest College works as a team to manage costs and ensure our students receive a quality dining experience at a price mark they can still afford. This model provides the most flexibility for both organizations during construction.

This operational model still poses a challenge for Northwest College. Sodexo has operated on Northwest College's campus during unprecedented times. This included the pandemic, significant inflation to costs, transitioning from Einstein Bagels to the TRAP, and the construction of a new student center requiring temporary dining and cooking facilities for 18 months. These variations have left large variations and several unknowns regarding projected operating costs.

Northwest Colleges recommends a \$100 increase or 5.65% rate increase, below inflationary indexes. This increase assumes dining operations can maintain combined retail and catering sales of \$220,000. This rate increase leaves dining operations operating at a possible loss of \$93,000 and 565 meal plans being sold.

Dining operations are designed to minimize the financial impact on students based on the unprecedented dining locations and offerings for FY 2024. Northwest College students will be eating in a temporary dining facility designed to meet student needs but with no luxuries and limited opportunities for social interaction. In addition, dining menus will be built around using a temporary kitchen and transporting cooked food to campus. Northwest College expects dining standards to be met but is concerned that extensive price increases could cause Northwest College to fail to meet student expectations. Northwest College is expecting other areas of campus operations to be able to cover this anticipated loss in FY 2024.

Long-Term Dining Service Planning

Northwest College has two monthly meetings with Sodexo. The first meeting is for the food committee. This meeting is designed to provide our onsite manager and chef with feedback from students and employees regarding the dining operations, including main dining, the TRAP, and catering. A second monthly standing meeting is a leadership meeting to discuss the dining program's details, including long-term planning. Long-term planning includes discussing the student center project, temporary dining, dining concepts, equipment needs, marketing efforts, controlling costs, and setting goals for the food service program through Sodexo's dining operation plans. The ultimate goal of both meetings is to build solid relations and operate comprehensive short- and long-term food service plans to meet our students, staff, and community's needs.