

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, March 13, 2023
4:00 p.m. – Business meeting
Cody Center, Room 2201

Zoom: <https://nwc.zoom.us/j/98371904846?pwd=aWJCQ3FJbUFRQ2lJNFEyT3FFMVFHdz09>

By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 983 7190 4846; Password: 829823

AGENDA

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

Minutes

- A. [Approve minutes of the regular meeting of February 13, 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](#)
- C. [Quarterly Budget Adjustments](#)

V. Discussion/informational items

- A. [State performance indicators report](#)
- B. [Workforce Development Activities report](#)
- C. [Schedule Spring Board retreat date](#)

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. Policy 2500 – Board Meetings Section IV](#)

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

- A. April 13, 2023, Upcoming - Meeteetse
 - 1. State Fall Enrollment report
 - 2. Major Maintenance projects update
 - 3. Spring Board meeting reminder
 - 4. Other TBD
- B. Future and follow-up topics

X. Announcements

- A. Spring Recess April 7 – 10, 2023
- B. April Board meeting, April 12, 2023, 3:30 p.m., Meeteese School, Meeteetse

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**

February 13, 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; MR. DUSTIN DICKS; MR. BEN DOVER; MR. DAVE ERICKSON; MS. TRACY GASAWAY; MS. JO ANN HEIMER; MS. MICHAELA JONES; MS. JEN LITTERER-TREVIÑO; MS. NANCY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. SARAH ROBERTS; 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, February 13, 2023, at 4:35 p.m. in the Yellowstone Building Conference Center.

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

MISSION MOMENT President Watson introduced Northwest College student Sarah Roberts, one of eight recipients of the Shaping Wyoming's Future Award presented by the Wyoming Business Alliance and WACCT. She joined the other award recipients in Cheyenne, who were honored at a reception and recognized during the Joint Legislative Session the following day.

Sarah is a non-traditional student with two A.S. degrees in Criminal Justice and English. She also plans to continue her education by pursuing her B.A.S. in Criminal Justice. Sarah is an active student body member who serves as Vice President of the Student Senate and President of the Gay-Straight Alliance and the Criminal Justice Club. She has also served as President of the Trading Card Club and as a member of the Japanese Club. In addition, Sarah works as a peer mentor in the TRiO program while remaining heavily involved in Student Activities.

Sarah expressed her appreciation for the opportunity to attend the Session, hear the Governor speak, and meet the other award recipients.

Trustees congratulated Sarah on her award.

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

In response to a question from Trustee Housel, President Watson stated that the proposed policy changes to Board Policy 2500 Board Meetings eliminate the semester designator in which Board meetings must be held in Cody and Meeteetse but continues the requirement to meet in the two communities annually. This will allow the College and the Cody and Meeteetse communities to be more flexible with schedules.

The Board Policy and Student Success Committee met earlier to discuss the proposed changes, which will come before the Board for the first reading in March.

In response to a question from Trustee Housel, President Watson explained that many buildings on campus were built during different years and therefore have

differing ADA-compliance regulations. The College is ADA-compliant in all facilities.

She further explained that as part of the Perkins Grant requirements, the State cyclically inspects a certain percentage of the College for ADA compliance and outlines areas where improvements should be made. The first inspection identified some findings, such as bathroom plumbing coverings and missing signage. However, the second inspection revealed that the College had met and complied with all current recommendations.

Trustee Housel referenced the turnover and hiring report FY2022 in the Administrative Services and Finance Report, stating that 65% of employees who left the Institution did so to accept positions elsewhere. He questioned whether exit interviews indicated the employees were leaving for higher-paying jobs.

President Watson stated that in addition to employees leaving because of compensation differences, their spouses are finding opportunities with significantly higher compensation resulting in losses to the campus and community.

Trustee Housel congratulated the Forensics team who attended the UTEP Classic Invitational and the Great Salt Lake Tournament. They placed second overall in both tournaments and won individual events sweepstakes at the UTEP Classic.

Trustee Housel stated he is encouraged to see that the number of international students has increased to 82 students from 31 different countries.

In response to a question from President Wurzel, President Watson stated that the FY2023 budgets were built on estimated enrollment. Therefore, the increase shown in the financial report is not necessarily a year-over-year increase but a budget to actual increase in revenue due to higher enrollment and housing numbers than were budgeted.

President Watson pointed out that the Welcome to Wyoming Scholarship was over budget by \$75,000, which is a positive outcome as more students are attending. This was a BETA test year in which Athletics and the International program could offer the new scholarship to prospective students. Next year, a national campaign hopes to attract even more students.

Motion carried, and the consent agenda, including the minutes of January 9, 2023, regular meeting and January 9, 2023, Executive Session, was approved.

DISCUSSION/ INFORMATIONAL ITEMS:

Completions and Transfer Summary

Lisa Smith shared highlights of the Completion and Transfer Summary. There were 255 graduates earning 278 degrees or certificates for 2021-2022. The Nursing program awarded the most degrees and certificates (65), followed by General Studies (56), Agriculture (25), Education (21), Computer Science (15), and Business (14). Of the degree/certificate-seeking students who did not re-enroll, 27% transferred; 69% of those transferred to a 4-year institution, and 31% transferred to a 2-year institution. Most students who transferred to a 4-year institution transferred to the University of Wyoming (56), followed by MSU-Billings (13).

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:

Designation of depositories

A motion was made by Trustee Laursen and seconded by Trustee Todd to approve the Designation of Depositories as presented.

President Watson reminded Trustees that the banks themselves submit their interest and corresponding documentation to be designated as a depository for Northwest College.

Motion carried.

FY2024 Proposed mandatory student fees

President Watson stated that in the annual review of student fees, inflation, and affordable student costs were considered. As part of the analysis, the regional colleges' fee schedules were also considered to remain competitive. Although inflationary indexes indicate increases could range from \$2.65 to \$6.43, the College recommends an increase of \$2.00 per credit hour.

To help offset increases in both supply and labor costs associated with facility maintenance and repair, the Facilities Fee would increase by \$1.00. The Student Technology Fee would also increase by \$1.00 to support cyber security and technology enhancements.

A motion was made by Trustee Newsome and seconded by Trustee Laursen to approve the FY2024 proposed mandatory student fees as presented. Motion carried.

FY2024 Proposed residence hall rates

A motion was made by Trustee Kuipers and seconded by Trustee Spomer to approve the FY2024 proposed residence hall rates as presented.

President Watson stated that the College is not requesting an increase in the residence hall rates. A recent increase in occupancy has helped minimize the impact of inflation and allowed the College to prioritize affordability for students.

The College proposes a 3-6% increase in apartment rates, depending on the unit type. While demand for apartments remains high, the utility, repair, and inflationary costs associated with each unit cannot be absorbed by increased occupancy. President Watson considers this a conservative increase to aid in alleviating increased expenditures while keeping costs in mind for students.

In response to a question from Trustee Spomer, President Watson stated that Trapper Main apartments are primarily for traditional-aged sophomore students. When determining apartment rates, consideration is given to living in a hall vs. independent living on campus. In addition, the College includes cable, internet, and utilities in the rent, making the rates seem higher comparatively.

Rental rates have spiked in the community, but comparative rates were hard to obtain. She explained that Northwest College looked at available rentals for comparators, and there weren't many available since the market is so tight. However, the College will continue to utilize comparative rates whenever

possible.

Trustee Spomer noted that the comparison dates in the proposal's graph indicate that the comparators are three years old. President Watson stated she believed current rates were used, but the dates on the charts weren't updated correctly. She will verify that information and relay it back to the Board.

In response to a question from Trustee Laursen, President Watson stated that a decent percentage of sophomore students elect to stay on campus and either choose to continue to live in the residence halls or move to Trapper Main. However, current students are more cost conscience, and there is an increase in the number of local students living at home.

Motion carried.

FY2024 Proposed meal plan rates

A motion was made by Trustee Spomer and seconded by Trustee Kuipers to approve the FY2024 proposed meal plan rates as presented.

President Watson stated that when considering meal plan rates, the College must consider the impact of inflation and the challenges associated with feeding students in temporary facilities while attempting to provide the same options for the next eighteen months.

The conversion from the Student Center to the Trapper Gym went well, but there will be challenges with the new temporary dining space once completed since the area is much smaller.

Inflationary indexes indicate an increase of 7.1% to 15.6%. The increases vary for labor costs and food costs. President Watson is proposing an increase in meal plan rates of \$100 (5.65%) on each offered plan. The goal is to keep the price reasonable compared to the other colleges in the state, manage the inflationary increases, and work with Sodexo to control costs.

In response to a question from Trustee Laursen, President Watson stated that the College has been managing the increased food price for the past several months by altering the options being served. There is also a slight decrease in labor costs since the operations have moved to the fairgrounds. However, additional costs are associated with the temporary dining, such as transitioning from plates and silverware to disposables.

Trustee Kuipers stated she understands the complexities of determining the meal plan rates and appreciates that quality, value, and student choice have been the focus throughout the process.

President Watson stated that the on-site Sodexo management team has been excellent to work with regarding their flexibility and effort in light of the Student Center project and temporary dining facilities.

Motion carried.

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

March 13, 2023, upcoming - Cody:

- Quarterly budget adjustments
- State performance indicators report
- Workforce Development Activities report
- Schedule Spring Board retreat date
- Other TBD

ANNOUNCEMENTS:

President Watson stated that the Jones Family Endowed Chair for Science had been awarded to Deepthi Amarasuriya, Assistant Professor of Physics. The Jones Family Endowed Faculty for Education was awarded to Cammy Rowley, Assistant Professor of Education, and Jo-el Sauers, Instructor of Education. Their terms will run through the spring of 2026.

The Jones Family Endowed positions result from a \$3 million gift from a Northwest College alum couple funded through NWC Foundation investments to ensure they last forever. The endowed position holders receive annual funding to support innovative student learning initiatives and professional development. The remaining endowment income supports compensation costs.

President Watson expressed her appreciation to the Jones family for their generous gift and congratulated the appointees for the endowed positions.

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

A ADJOURNMENT:

The meeting adjourned at 5:33 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 February.

Policy/ Student Success Committee – Chairman Tara Kuipers

The Policy/Student Success Committee met on February 13, 2023, to discuss proposed changes to Policy 2500 – Board Meetings, section IV, which includes modifications related to the timing of meetings in Cody and Meeteetse.

Facilities Committee – Chairman Dusty Spomer

The Committee met to discuss the status of the retention pond proposal and the Student Center project.

President's Report

March 2023

State

Legislature

The Legislative session adjourned Friday, March 3, 2023. The legislative session concluded with the Governor signing a supplemental budget that placed more than one billion into savings for future generations. The Community Colleges and other agencies benefited from increased funds for compensation, one-time-only limited funds for inflation, and capital construction projects. Northwest College is waiting on final approval from the Governor for the Orendorff capital renewal project funded at 4 million.

Statutes for the Community Colleges also saw changes for capital construction thresholds and online classes. HB0028 increased capital construction approval thresholds from \$100,000 to \$250,000. This gives greater flexibility to the Colleges for small projects. HB0029 modifies the definition of distance education for Community Colleges by increasing online classes' value from .8 per credit to one. This change to the model will result in a loss to Northwest College.

The Wyoming's Tomorrow Scholarship fell short of the 50 million needed to complete the endowment funding. The Governor's budget did add 20 million to the endowment and provided one-time-only funds of \$1.25 million for "higher education scholarships" that will follow the Wyoming Tomorrow scholarship criteria. The Colleges and the University remain hopeful that final funds will be provided in the next legislative session. HB0031 was also passed, allowing BOCES to act as a local education agency for the purpose of applying to and receiving state and federal grants, among other things.

The Governor is expected to finalize, sign or veto all bills by the second week of March.

Wyoming Community College Commission

The Community College Commission and Wyoming Association of Community College Trustees met in Cheyenne on February 16 and 17. During the Commission trip, I met with State Construction Accountants and Supervisor, reviewing the project, accounting, and finances to date. On the morning of the 17, WACCT sponsored a legislative breakfast that was once again well attended. I had the opportunity to talk to several local and statewide legislators about the status of the legislative session and efforts that were still underway.

Wyoming Innovation Partnership (WIP)

In February, the members of the WIP met to continue discussions around phase II projects and proposals. Final submissions were sent on February 28. Executive Director Lauren Schoenfeld is collating the proposals to be reviewed for potential collaboration opportunities. Northwest College submitted a two-year proposal for an outdoor education program coordinator. Additionally, the College joined the University and Sheridan College in proposals related to software engineering and the Creative Economy. The College will also collaborate on a mobile maker space option for construction and small tools. Phase one work about the aerial lab and student center addition continues, along with

submitting applications for virtual lab funding for nursing. The announcement of Phase II grants will occur on March 31, 2023.

Campus

Academic Programs

The Higher Learning Commission sent a notification on March 3, 2023, that the Institutional Actions Council had reviewed and concurred with the institution's request to offer the Bachelor of Applied Science in Criminal Justice Studies. This approval allows Northwest College to provide the BAS program scheduled to begin in the fall of 2023. Congratulations and immense appreciation go out to the faculty and staff who have worked diligently to develop and will now implement this new program!

Strategic plan 2030

The Institutional Effectiveness Committee met every two weeks to develop and finalize a standard template that can be used for tactic development and tracking. The template will be completed by each department or work group. The Vice Presidents will work with their divisions to complete these documents before the end of the spring semester.

Powell Economic Partnership

I could not attend the monthly PEP meeting due to the Commission meeting in Cheyenne. With my recent appointment to PEP, I have been added as a participant in the PEP Mentor/Mentee program and am pleased to be linked with Past Chair Kelly Spiering. I was able to kick off the program with Kelly when we met on February 23. All new members receive an economic development workbook.

Carey Miller attended a PEP breakfast geared toward marketing. The meeting conflicted with the timing of the Forward Cody meeting.

Forward Cody

I attended the monthly Forward Cody meeting on February 28. As part of the meeting, I gave a presentation on the College and answered questions for the Board members.

Campus Activities

Monday, February 20, we held the NWC spring Experience Day. A good number of potential students and visitors attended and were able to visit several departments and participate in activities geared around numerous programs.

The Music department held the 40th annual Jazz Festival. Several schools attended, and the performances were simply outstanding. Harsh weather conditions limited attendance, but those who attended received additional opportunities and instruction.

Athletics

Men's and Women's basketball continued with scheduled games against Eastern, Central, Western, and LCCC. Due to continued extreme cold and weather conditions, schedules had to be moved several times, and the final game against Cheyenne (LCCC) was canceled. Region IX Tournament play is to be announced. Both teams have had great seasons and shown great teamwork and growth.

Ladies basketball traveled to Scotts Bluff for the Region 9 Tournament March 9-11. Darla Hernandez and Roxanne Rogers were named First-Team All-Region, and Darla Hernandez was named All-Defensive team. Mens Basketball traveled to Casper March 9-11 for the Region 9 Tournament.

Davion McAdam was named First-Team All-Region, while Juan Pablo Carmargo made Honorable Mention All-Region.

Coach Jay Collins has been honored with Coach of the Year in Region IX.

Northwest College Wrestling wrapped up the spring season with regionals in Sterling, CO. NWC finished second as a team and qualified six individuals for nationals. All six qualified wrestlers traveled to Council Bluffs, IA March 3 and 4 to compete at the national tournament. All six wrestlers did a tremendous job representing Northwest College. Boburjon Berdiyev won the 5th place Championship in the 141 lb class. Brayden Lowry won the 5th place Championship in the 147 lb class. Cody Pinkerton won the 5th place Championship in the 285 lb class, and Aziz Fayzullaev was named the National Champion for the 174lb class. Congratulations to all our wrestlers who worked hard and persevered in their personal growth and performance this past year!

Student Center

Demolition of the Student Center building is underway. Grothouse Construction is working with its subcontractors to demolish the building, sort materials, and soon start hauling debris to the landfill. The temporary dining space in the Trapper gym continues to work well, with plenty of room for serving, adequate area to feed students, and storage for food and supplies. The construction of the temporary dining space continues to move forward, but the electrical panels continue to be a supply chain issue.

Foundation and Alumni

The Foundation continues to focus on the student center Vibrancy campaign. The third annual Giving day will be Thursday, March 30, 2023.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

March 13, 2023

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

Finance & Budget

- The Business Office successfully handled Meal Plan Shut-Off—49 students were asked to come into our office to discuss their bills. We were able to help 47 students by setting up payment plans. Refunds for Hathaway Scholarships and Trapper Scholarships were mailed out. International Student fees were applied for new students. Seventy-nine payment plans through Nelnet. Twenty-three inner office payment plans. The Finance Coordinators participated in reviewing vendor software for course sharing between colleges and the University at the state level.
- Payroll office has completed two hundred one 1095 forms for all Cigna-insured employees.

Facilities Projects

- Completed the replacement of another Heat Pump at the Library. One pump to go.
- Ashley Hall entry area remodel continues.
- Grounds and custodial crews battle through frigid temperatures, snow, and wind to keep campus clear and safe for all.

Transportation Bus Miles

- Travel for the month, our bus fleet with 2,970 miles. Basketball Teams to Rock Springs, Riverton, Casper, WY, and Wrestling to Sterling, CO.

Mickelson Field Station

- Closed

Completed Work Orders

- 196 orders in the past 30 days

Information Technology

- Computing Services Staff has finished Phase 1 of the Multi-Factor Authentication rollout for Employees. We are working on Phase 2, which deals with Biometrics and Mobile Devices.
- Computing Services Staff has reconfigured many processes behind the scenes that move and create accounts. The end user may not see this benefit but it will be significantly less “clunky” operationally.

Human Resources

- Recruiting: Please see March Personnel Report. Staffing activities have been busy with search committee support and interview coordination.
- Training: The annual EEO and Title IX compliance training will be rolled out in early March. The HR Director and Part Time Senior Office Assistant are preparing the Vector Solutions system for this year’s refresher training, “Building Supportive Communities -Taking Action.” The module will take around 45 minutes to complete.
The HR Director attended a webinar called HR Best Practices for the Workplace by CUPA HR on 2/7, and a 2023 Employment Law Updates webinar by HRCI on 2/16.

- Shared Governance: The HR Director attended the Professional staff meeting on 2/6, the College Council meeting on 2/7, the All-Employee Meeting on 2/9, The Board/Campus Meet and Greet on 2/13, and the Board Meeting on 2/13.

Personnel Status Report

March 2023 Trustees' Report

Search Activity to Date - 2/20/2023

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Instructor/Assistant Professor of Anatomy & Physiology - Tenure Track			Candidates are being reviewed.
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			Position canceled/closed; PVHC Athletic Training contract in place
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			Candidates are being reviewed.
Men's Basketball Coach			Candidates are being reviewed.

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of March 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	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
PENDING												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements		Pending Capital Renewal Approval Governor's Office		4/8/2019	Pending		\$ 4,000,000	
FY2022 See Masterplan Update												
Powell Library	1		MM	Heat Pump Replacement (1)		Pending installation					\$ 29,732	
Powell/Sci & Math	1		MM	Chemistry Lab Hood Controls		Awaiting Startup May 15, 2023	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	
FY2023 See Masterplan Update												
Powell/Campus	2		Fund 10	Ashley Hall Boiler Replacement		Boilers received pending Contract Canceled, to be included into the New Student Union Project.					\$45,000	
Powell/Campus	2		Fund 70	FAB Gas Line Replacement							\$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		Pending startup May 15					\$ 250,000	
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	
Powell Campus	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 March 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			Estimated		2022							
Operating Fund (10)			@6/30/2022		\$ 4,234,625							
One Mill (11)			@6/30/2022		\$ 2,645,587							
Auxiliary(12)			@6/30/2022		\$ 494,228							
Plant Fund(70)Aux Depr			@6/30/2022		\$ 1,378,799							
Total Auxillary					\$ 1,873,027							
Plant Fund(70)Main			@6/30/2022		\$ 2,680,854							
Plant Fund(70)Major Maint			@6/30/2022		\$ 795,979							
Plant Fund(70)Emergency			@6/30/2022		\$ 953,301							
Completed SEE MM Report												
Powell/Library	1	MM	Elevator Upgrade				Complete	5/1/2020		8/31/2022	\$ 110,500	
Powell/Sci & Math	1	MM	Elevator Upgrade				Complete	5/1/2020		8/31/2022	\$ 110,500	
Powell/Campus	1	MM	Irrigation Change Order #8				Complete			8/31/2022	\$ 93,360	
Powell/Campus	2	MM	Various Parking Lot Repaires				Complete	12/13/2021		8/31/2022	\$ 385,313	
Powell/Campus	2	MM	Yellowstome MAU Replacement				Complete				\$ 125,000	

ACADEMIC AFFAIRS

February 2023



ACADEMIC DIVISIONS/DEPARTMENTS

Agriculture:

- Will Rose and several students in the NWC Range Club traveled to Boise, ID to attend and participate in the International Society for Range Management Conference. Students had a great time, were flooded with job opportunities, and learned first-hand from professionals about what's at the forefront of Natural Resource Management in North and Central America. They participated in a practice plant identification contest in addition to attending the conference. Will Rose represented Wyoming as the current Wyoming Society for Range Management president. Additionally, as part of the trip the group examined unique rangelands like the Snake River Canyon, Shoshone Falls, and the Craters of the Moon National Monument.

Business:

- Follow-up Entrepreneur Bootcamp: planned to be held all day at NWC on Friday, March 24. This session will further explore some of the foundational topics discussed in December 2022 but also include many new topics. The intent of this follow-on bootcamp is to provide attendees with numerous hands-on workshop opportunities (e.g., interactive planning efforts between attendees and presenters).
- Custom Entrepreneur Bootcamp: specifically asked for by Worland community leaders; tentatively planned to be held as a half-day event in Worland on Friday, April 14. As it is a half-day event, we are targeting several of the foundational topics from the December 2022 bootcamp; however, we have asked Worland leaders to let us know what specific topics they would like presented and discussed. If this custom half-day bootcamp in Worland is favorably received, we may look to hold similar half-day bootcamps in other community locations as requested.
- Local IMPACT 307 representatives began the process of rolling out our inaugural Park County Startup Competition. This competition raised startup capital available to aspiring entrepreneurs in our area. Applications have been submitted, and judging efforts for the preliminary round will soon take place.
- NWC hosted the University of Wyoming's School of Energy Resources (UW-SER) by setting up a Lunch & Learn event at NWC on 2/15/2023. The UW-SER representative provided our students, faculty, and staff with an overview of the SER (one BS degree, two areas of specialization within the BS degree, and one minor for non-SER majors) for those who may be interested in transferring to UW after obtaining an Associate Degree from NWC. This was a multi-disciplinary, collaborative event arranged by the NWC Business and STEM divisions (Kevin Kuenn and Michael Cuddy, respectively).
- The NWC Business department volunteered to host MSU-Billings representatives to discuss with our students transfer opportunities and various Business degree options. A MSUB New Student Specialist presented these options during Kevin Kuenn's Accounting classes on 2/21/2023 (ACCT-2010 & ACCT-2020). A MSUB professor of business/tax/accounting plans to visit our campus soon.

Communication & Forensics:

- The forensics team traveled to Las Positas College in Livermore, California February 3-5. Jose Atilano (Greybull) was a quarterfinalist in Public Debate, and Kadriya Gaynutdinova was an octo-finalist in Public Debate. Bailee Foster (Greybull) placed 4th in Drama interpretation, Jose placed 6th in Informative Speaking, and Kadriya was the top novice competitor in Persuasive Speaking.
- February 10-11 NWC Forensics participated in a virtual tournament hosted by Casper College and Southeastern Illinois College. Elizabeth Bleicher (Ten Sleep) placed 6th in Persuasion, Polina Chernova placed 4th in Drama Interpretation and 6th in Prose Interpretation, and Madi Tagirova placed 6th in Informative Speaking.
- February 17-19, NWC Forensics participated in the Western States' Communication Association tournament, hosted at Arizona State University. The team placed first in Community College sweepstakes, with a number of individuals winning awards. Polina Chernova advanced to elimination rounds in Public Debate, defeated a competitor from the University of Texas-El Paso in the Semifinal round, and losing to a student from Grand Canyon University in the final round of Junior Public Debate. Madi Tagirova placed first in Junior Informative Speaking and third in Junior Prose Interpretation. Polina Chernova placed first in Junior Prose, and fourth in Open Drama Interpretation. Seid Orazgulyyev placed first in Junior Impromptu, with Madi Tagirova placing 3rd in that event. Kadriya Gaynutdinova placed third in Persuasive Speaking and was the top Junior competitor.
- February 26, NWC Forensics participated in the District 9 qualifier for the American Forensics' Association National Speech Tournament. Elizabeth Bleicher placed third in Persuasive Speaking. Madi Tagirova placed 2nd in Informative Speaking and third in Prose Interpretation.

Photography:

- Members of the photo department are attending the Society of Photographic Education's national conference March 15-19 in Denver, Colorado.
- Christine Garceau is attending the Montana Professional Photographers' conference in Livingston, Montana. After the convention she will meet with high school photo classes in Bozeman High School.

Equine:

- February 24-25 Farrier Science instructor Skyler Erickson hosted a farriers' clinic at the equine center farrier shop. Erickson organized this in conjunction with the Wyoming Farriers Association. Quint Gonzales, a graduate of the NWC Farrier Program, taught the blacksmithing section.
- Future Events: April 1 open horse show, open to the public.
- April 8-9, the Equine Studies Department will host a mounted shooting clinic sponsored by NWC Horseman's Club.

Music:

Showalter Music Festival

The NWC Music Department hosted the 48th Annual Showalter Music Festival on February 4th. The event is a solo and small-ensemble festival for middle school students, and there were about 350 students and their families that participated from the Wyoming and Montana region. The following outstanding performers were recognized:

Hayden Peters – piano

Grady Henley – voice

Chase Frescoln – drum set

Jillian Nordberg – voice

Anika Anderson – trumpet

Taylor Peters – marimba

It was wonderful to have all of these future Trappers in the music facilities for the day!

Northwest Jazz Festival

The music department was also excited to host the 40th annual Northwest Jazz Festival on February 21st. We originally had 23 groups from around Montana and Wyoming scheduled to perform, but unfortunately the weather did not cooperate. Though most of the groups were forced to cancel due to road closures, we were able to have an incredibly successful event. There was something happening all day in either the Yellowstone Building or the NPA, and performing groups were able to receive more adjudication time with more clinicians. Reports from the directors were extremely positive, and I'm happy we were still able to provide a productive event for the students. The headliners, trombonist Rob Tapper with the NWC Faculty Rhythm Section and the a cappella vocal sensation Accent, provided an amazing concert to headline the event. It was very successful given the circumstances!

STEM:

Deepthi Amarasuriya gave a presentation about the universe, in early February, to the Powell AAUW. She outlined fundamental concepts - the hierarchical clustering of galaxies, Hubble's discovery, the EM spectrum, redshift, etc. Then went on to talk about the Cosmic Microwave Background, the recent findings from two independent Supernova projects that led to the theory of the accelerating expansion of the universe and thus established the idea of dark energy, and Vera Rubin's work on galactic rotation curves leading to the concept of dark matter. The talk ended with Einstein's "corrective" term - his "biggest blunder", and Friedmann's equations helping establish the current Lambda Cold Dark Matter dynamic model of the universe.

CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- Park County Outdoor Recreation Collaborative, PEP Advisory Meeting, and Brighter Futures
- PHS/Shoshone Learning Center- students signed up for this semester include CDL, Workforce Effectiveness, and CNA
- CTD Trainings- Welding, Wilderness First Aid, Meat Processing 101, and Scale House Review
- All the Heavy Equipment Simulators have arrived, classes starting soon!

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, ACT, HESI and TEAS
- CPR/First Aid and MSHA Training
- Served a total of 63 students

CDL Program

59 students enrolled in program

- 35 Working on their Theory
- 24 Skills and BTW (Behind the Wheel Driving)
- 10 students testing this month
- 16 students attended orientation
- 9 Students passed and received their CDL's
- School Bus/Passenger Bus Training 3
 - 3 students working on their theory
 - Second 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 9 activities that served 42 students and community members. These events included Skiing, Ice Fishing Jigs, Snowshoeing, and Ice Climbing.

Powell Valley Community Education/Rec Co-Op

- PVCE served a total of 112 community members in February
- Classes held: yoga, rock wall, crafting, computer, dance, healthcare and driver education
- PVCE partnered with Powell Elks Lodge and hosted a Community Baby Expo to offer free baby items and books purchased with grant money through Powell Elks. We had local resources available to give information for new and expecting mothers.
- In February there were a total of 34 checkouts for the Co-Op.
- There are currently 14 students registered for behind-the-wheel driving starting next week.
- PVCE is working with various community and college partners to offer new and exciting learning opportunities for our area.

INTERCULTURAL PROGRAM

- Hosted a lunch program on Greg Smith’s trip to Pakistan through the Undergraduate International Studies and Foreign Language (UISFL) faculty grants. The program was titled: ““Down the Indus: An Anthropologist in Pakistan (59 people in attendance)
- Hosted “A Farewell to Winter: Celebrating Maslenitsa” at the Intercultural House (41 people in attendance)

HINCKLEY LIBRARY

- February library instruction focuses on students in 2000/2395 research, 1010, and First Year Seminar courses. Other courses schedule the library lab for “working sessions” in which students actively use resources for assignments. Several hybrid and online courses use library instruction guides. Thirty-nine online library instruction guides with videos were viewed 234 times in February (378 this semester to date) Note: not all guides are used spring semester. Most active guides are English, Nursing and Allied Health, APA Citation, History, Children’s Literature, Agroecology, Copyright, Faculty and Staff Teaching & Research, Library Instruction Guide for Instructors, Open Educational Resources, Plagiarism, Scholarly Articles, and BAS – Professional Studies.
- From February 2022, library website *number of sessions per user* is up 6.5%, *user sessions* are up 3.5%, while *unique pageviews* are down 2.4%.
- The history department’s *The Northwest Trail* archive digitization project resumed this semester with one student intern.
- Exhibit: *Bookmarks! Great Ideas Never Cease, Just Transform* features retired librarian Deb Kelly’s bookmark collection.

ACADEMIC AND CAREER ADVISING CENTER (ACAC)

Advising & Transfer

Activities this month included the following:

- Participated in Experience Day on February 20 as the General Studies and Aeronautics representative for prospective students and their families.
- Hosted MSU-Billings transfer reps on February 21

- Promoted the University of Wyoming’s online transfer session on February 28 via all-student email and posters.
- Updated approximately 600 advisor records in Colleague (project is expected to be completed the first week in March)
- Assisted numerous international students with complex transfer research and applications for highly selective colleges.

Retention

As a team, the HELP alert group addressed 75 retention cases in February.

The Academic and Career Advising Coordinator compiled a communication schedule for the office, which she shared with Retention Committee for inclusion on their annual communication calendar.

Career

The Academic and Career Advising Coordinator hosted an “All about Internships” workshop on February 16, which was attended by 10 students. Currently, the Advising Office has approximately 30 internship and summer job opportunities open for students with local and regional employers. Several all-student emails have gone out encouraging students to apply. If you’d like to see a selection of job postings, you may click go to www.nwc.edu/hr and click on “Jobs for Students, Non-NWC.” There is also a physical job board across from the Advising Office (ORB 109).

In partnership with the Nursing & Allied Health Division, Advising sent out invitations to regional health care employers for the annual Nursing and Allied Health Career Fair to be held on March 22 from 10-12 in the Yellowstone Conference Center.

PEER TUTORING SERVICE

- Provided 63 scheduled one-on-one tutoring sessions.
- Provided 48 drop-in tutoring sessions (including writing).
- Provided two first-year experience/class presentations (32 attendees).
- Provided 45 help desk assistance visits.
- Participated in the Club and Service Fair during Experience Day

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

February 2023



ATHLETICS:

- Wrestling qualified 6 wrestlers to attend the National Tournament. They compete March 3-4 in Council Bluffs, Iowa
- Men's Basketball is 19-10 and finished in 2nd place in the Region 9 North. They will play in Casper, WY on March 9th in the quarterfinals
- Women's Basketball is 20-9 and finished in 2nd place in the Region 9 North. They will play in Scottsbluff, Nebraska on March 9th in the quarterfinals
- Esports is in the 3rd week of their season with 25 students competing in 8 games
- Women's and Men's Rodeo – have started practices for the Spring season. The Rodeo Gala was a big success.
- Women's Volleyball and Women & Men's Soccer are actively recruiting and scheduling for next season
- Johnson Fitness Center had 1,400 usages during February

ENROLLMENT SERVICES

- Hosted Experience Day on Monday, February 20th for prospective students. This event allows students to experience academic offerings, campus life, support services, and campus tours. Over 100 students and parents attended the event
- Continued integration development for our Customer Relationship Management (CRM) software, Element 451, and Ellucian Colleague. This software assists with recruitment outreach and communications
- Began production of student-led videos for Campus Reel software. These videos will provide additional digital content for marketing and recruitment purposes
- Addition and revision work is underway for the 2023-24 NWC College Catalog
- Spring 2023 graduation processes are underway. Prospective graduates have received initial details regarding the application process
- Spring 2023 graduation ceremony planning has begun. Information is being gathered to bring forth potential ceremony options to President Watson
- Ongoing recruitment communications (text messages, email, direct mail, phone calls) to prospective students
- Ongoing campus tours for prospective students and families
- Staff visited the Big Horn Basin high schools to work with prospective students—encouraging scholarship and application for admissions completion
- Ongoing communications work with the Housing and Dining Services Office as we prepare to launch the 2023-24 housing application/contract
- Launched the Bachelor of Applied Science admissions process for our third cohort. The application process will remain open until April 1st, 2023

FINANCIAL AID

- As it prepares for 2023-24 award year packaging, the Office:
 - Has nearly completed revisions to its non-tuition & fee Cost of Attendance (COA) component calculations to comply with requirements authorized by the *FAFSA Simplification Act of 2020* (segments of the Act related to COA go into effect for the 2023-24 award year). With the Act, the US Dept. of Ed. now has the authority to regulate all aspects of post-secondary COA (excluding tuition & fees) as part of its effort to improve national post-

- secondary transparency of COA content & calculation methodology. As such, the Office added a living arrangement category to address students living in on-campus housing with dependents, NWC meal plan allowances have been adjusted to include three meals/day, and COA component categories have been separated into individual elements, relabeled with required nomenclature, and tied to external data sources (WCLI state inflationary rate & average housing costs, USDA food plan & birth-year child raising costs, NCES book and supplies data, etc.) along with other required COA calculations and organizational adjustments. The College's 2023-24 COA will be published once the College releases its 2023-24 tuition & fee schedule
- Has nearly completed revision to student financial aid forms in conjunction with 2023-24 Federal Student Aid suggested text and requirements within the *FAFSA Simplification Act of 2020*. Forms expected to be published on the College's financial aid webpage in March 2023
 - The Office continues to counsel WCCC CFO Michael Swank on Wyoming Works Student Grant award disbursement calculations and anticipated subsequent disbursements as he refines the method in which institutional reimbursements are reconciled
 - The Office began student/donor matching in conjunction with the Foundation for the 2023-24 award year
 - The Office viewed vendor demos for the WIP Course Sharing project and continues to evaluate platform functionality & student/institution impact in collaboration with other applicable NWC department stakeholders (Academics, Admissions, Registration & Records, Business Office, Computer Services, and Institutional Research)
 - The Office's Veterans Affairs School Certifying Official completed all required training in preparation for the March 2023 migration of VA student enrollment certification from the *VA-ONCE* to *Enrollment Manager* online interfaces
 - The Office continues to monitor legislative bills related to 2023-24 funding for Wyoming Investment in Nursing student loans, Wyoming Works Student Grants, and Wyoming's Tomorrow Scholarships

GEAR UP

- NWC GEAR UP is currently serving 252 active participants (112%). Exceeds Objective 1 of serving a minimum of 225 participants each year.
- NWC GEAR UP – 98% FAFSA completion. Exceeds Objective 6: 60% of GUWY (state-wide) 12th grade students will complete the FAFSA
- NWC GEAR UP -95%. Exceeds Objective 9: 45% of parents of GUWY students who receive services for at least one year will participate in activities associated with assisting students in understanding and/or obtaining scholarships and/or financial aid for college
- October 2022 – monthly meeting statistics: 83% student participation, \$4.84/student food costs and 124.7 hours of contact hours
- NWC GEAR UP had 83 students and parents attend their family event held during the Trapper Basketball games on February 4th

RESIDENCE LIFE

Housing

- The department is currently facilitating its Resident Assistant (RA) hiring process. Informational meetings were held in the residence halls; advertising and promotional materials were distributed; and, New RA Assessment Day will be held Saturday, March 4th
- Fall 2023 housing apps will be available in March 2023
- Ashley Hall is currently being “refreshed” by Physical Plant staff. This includes minor remodeling, painting, front desk updates, etc.

Security

- Staff is currently training new temporary staff

- Staff is currently training student staff
- Work continues on access control and security planning

Activities

- Activities and Intramurals for February included: Snowball Dance, NWC Talent Show, Superbowl Party, Valentine's Day Sip & Paint, Trivia Night
- Intramural basketball underway, averaging 45-50 students each night

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 263 visits in February
- 401 cumulative visits for calendar year 2023
- 3 Proctored Placement Tests (math and english).
- Childcare Assistance Grant Facilitator
- Staff facilitated programs to the international students

Counseling Services

- 60 Counseling sessions (includes face-to-face, Zoom and phone)
- 13 After hours contacts
- Tracking and follow up of Trapper Health Connection Cases
- Attend Residence Life Team meetings/ Retention Committee meetings
- 3 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

- 9 disabilities sessions (includes face-to-face, Zoom and phone)
- 112 Students registered with Disability Services for SP/23
- 294 Accommodation letters processed for SP/23
- 38 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Completed IEP with Cody/Powell students

TITLE IX

- Completed training in three (3) First Year Seminar classes on campus
- Facilitated Bystander Intervention Training in Simpson Hall
- Total students trained this month/semester – 27/96
- Total number of students trained this academic year - 755
- Facilitated eleven (11) individual Title IX prevention and awareness programs for students, Title IX Team and administration
- Participation in the Wyoming Title IX Coordinators monthly meetings
- Organizing annual training for Title IX & Clery Coordinator
- Completed statistical data request from the WCCC
- Continued professional development webinars relating to Title IX issues

TRIO STUDENT SUPPORT SERVICES

- Currently serving 130 students.
- Distributed food to 16 families/22 people

- Completed and submitted Interim Performance Report (IPR) to the Department of Education. This is a new report they requested this year in addition to the Annual Performance Report (APR) which is due March 31st. TRIO SSS is required to submit an APR every year
- New Interim Career & Transfer Associate, Amy Burton started February 15th
- Participated in MSU-Billings Virtual Transfer Fair and NWC Discovery Day
- Main activities with students this month include: overall academic and transfer planning; FAFSA and NWC scholarship applications for next year; working out financial aid and how to pay their college bills; academic success/goal achievement check-in meetings

Monthly Report to President Watson

February 2023

STRATEGIES SERVED

Promotional activities for:

Recruiting and Registration

- Academic program highlight (mini feature) on social: Professional Studies B.A.S.
- Faculty highlights (mini features) on social: Joshua Chavarria and Marneé Crawford
- 1st Annual Photo Contest And Exhibition 2022
- 2023 Experience Day
- Drone Festival (and the reschedule)
- CampusReel onboarding (student contributors)
- Standing FY23 Enrollment Campaign initiatives

Retention & Completion

- Student Academic Showcase
- Community College Survey of Student Engagement (CCSSE)
- Maslenitsa Celebration

Foundation & Alumni

- 3rd Annual Giving Day

Community

- Cody Writers Series
- News releases for: the 40th annual Northwest Jazz Festival, Greg Smith's presentation on his trip to Pakistan, the Drone Flight Training & Obstacle Course Racing Program, and the Intercultural Program's Maslenitsa Celebration

Other

- Employee and Board portrait session
- 2022-30 Strategic Plan tactical planning worksheet template for campus (submitted to IEC)

PRINTING SERVICES

- 23 offices/programs/areas served
- 34 projects completed
- 10,467 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

FEBRUARY 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 **73K** impressions, with a click-through rate of **1.8%** for our enrollment campaign ads. *Note, this is more than double the industry average of 0.73%*
- Our various **Google/Bing search ads** (paid search) had a total of **7K** impressions, with a click-through rate of **6.58%** overall. *Note, this is higher than the industry average of 3.78%*

Unpaid Digital Efforts

- Our **organic Facebook efforts** (non-paid posts) saw a total of **170K** impressions with **12K** engagements and **1.2K** post link clicks. Engagement rate per impression was **7%**.
- Our **organic Instagram** account (non-paid posts) saw a total of **23K** impressions with **1.4K** engagements and **2** profile actions (clicks). Engagement rate per impression was **6%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **2.2K** impressions with **80** engagements, **3** post link clicks. Engagement rate per impression was **3.6%**.
- 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 **18K*** users for a total of **85K*** pageviews this month, with **40K*** user sessions broken out like this:

- **18K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
- **19K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
- **1K** sessions coming from paid marketing
- **1K** sessions coming from organic (unpaid) social posts
- **1K** other (from other sites that link to nwc.edu)

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

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

FEBRUARY 2023



COMMUNICATIONS
& MARKETING

Facebook and Instagram | Paid advertising and post/event boosts

Social Advertising (non FY23 Enrollment Campaign ads)

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
Event: Experience Day	6,155	24,813	80	2.39%
Event: 40th Annual Northwest Jazz Festival	11,528	20,529	126	2.94%
Total results 2 / 2 rows displayed	15,494 Accounts Center accounts	45,342 Total	206 Total	2.64% Per Impressions

Source: Facebook Ads Manager. (n.d.). Retrieved March 1, 2023, from <https://business.facebook.com/adsmanager/>

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

Feb 1, 2023 - Feb 28, 2023

Executive Summary

PPC

Social

Overview

73,040

Total Impressions

1,318






Clicks

1.80%

CTR

8

On FB Leads

Ad Set	Impressions	Clicks	CTR	On FB Leads
Total	73,040	1,318	1.80%	8
 [lead gen] career change - ap	6,127	83	1.35%	2
 [traffic] career change - ap	4,367	107	2.45%	0
 [traffic] remessaging - ap	2,676	75	2.80%	0
 [lead gen] remessaging - ap	5,250	92	1.75%	1
 [lead gen] lookalike - ap	24,649	338	1.37%	4

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved March 6, 2023, from <https://reporting.advanceanalytics.io/channel/social>

ADVERTISING REPORT

FEBRUARY 2023



COMMUNICATIONS
& MARKETING

Google Search and Bing Search | Paid search ads

FY23 Enrollment Campaign ads

Northwest College

Feb 1, 2023 - Feb 28, 2023

Executive Summary

PPC

Social

Overview

7,110

Total Impressions

468

Clicks

6.58%

CTR

7

Goal Comps

36.21%

Google Ads Impression Share

Performance By Segment

Campaign	Impressions	Clicks	CTR	CPC	Goal Comps	Matched Calls
Total	7,110	468	6.58%	\$5.81	5	NA
a360 ppc - photographic comm geo	13	3	23.08%	\$7.51	NA	NA
a360 ppc - agriculture	342	38	11.11%	\$5.89	NA	NA
a360 ppc - allied health & nursing	1,473	108	7.33%	\$6.04	3	NA
a360 ppc - agriculture geo	3,485	218	6.26%	\$5.63	NA	NA
a360 ppc - photographic communications	641	40	6.24%	\$4.89	1	NA

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved March 6, 2023, from <https://reporting.advanceanalytics.io/channel/sem>

SOCIAL MEDIA REPORT

FEBRUARY 2023



**COMMUNICATIONS
& MARKETING**



Performance Summary

View your key profile performance metrics from the reporting period.

2/1/2023 – 2/28/2023 vs 1/1/2023 – 1/31/2023

Impressions

169,588 ↗ 25.7%

Engagements

12,094 ↘ 9.4%

Post Link Clicks

1,276 ↗ 12%

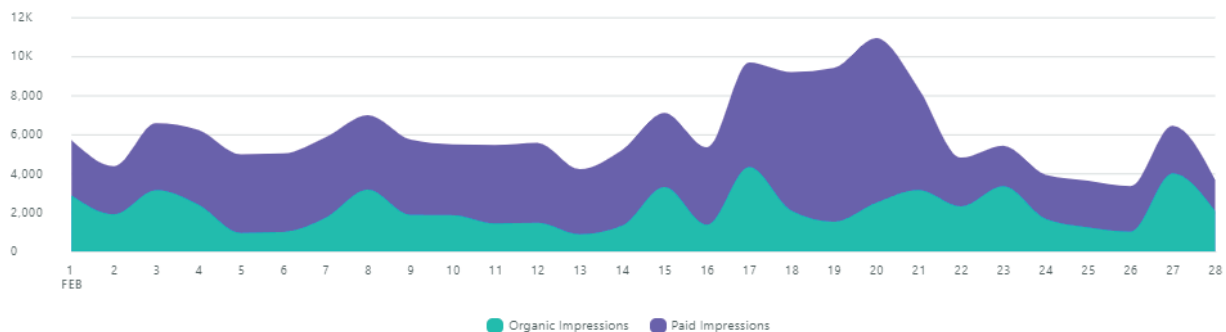
Engagement Rate (per Impression)

7.1% ↘ 28%

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
Wed 2/8/2023 11:00 am PST

On Tuesday, #NWCwyoming was again able to serve as the host site for a regional academic competition, this time for MATHCOUNTS. A team of NWC volunteers along with corporate partner Interstate...

Northwest College
Wed 2/15/2023 11:00 am PST

The #NWCwyoming Board of Trustees got some on-site updates from NWC President Lisa Watson and Facilities Director Dennis Quillen on the construction of the new student center. Demolition of the DeWit...

Northwest College
Tue 2/21/2023 7:00 am PST

Another successful Experience Day at #NWCwyoming is in the books.

SOCIAL MEDIA REPORT

FEBRUARY 2023



**COMMUNICATIONS
& MARKETING**

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

Performance Summary

View your key profile performance metrics from the reporting period.

2/1/2023 – 2/28/2023 vs 1/1/2023 – 1/31/2023

Impressions

22,839 ↘ 1%

Engagements

1,420 ↗ 18%

Profile Actions

2 ↘ 83.3%

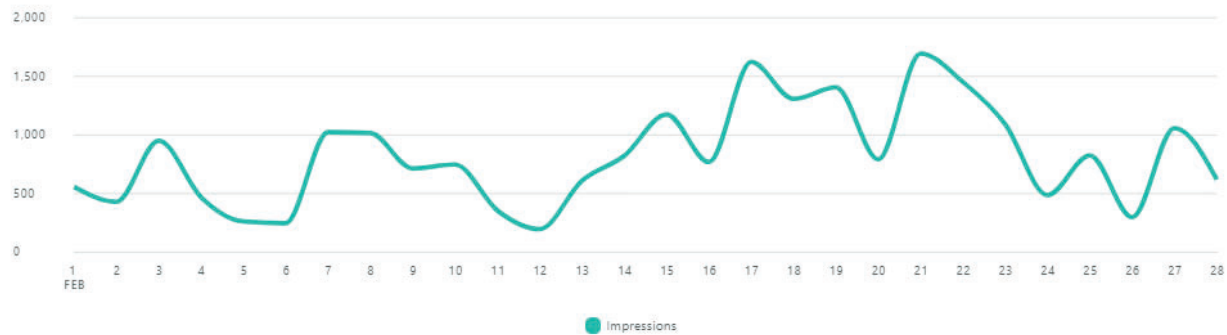
Engagement Rate (per Impression)

6.2% ↗ 19.3%

Impressions

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

Impressions, by Day



Top Posts

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

Descending ▾ by Lifetime Engagements

northwestcollege
Tue 2/21/2023 7:04 am PST

Another successful Experience Day at #NWCwyoming is in the books.

northwestcollege
Thu 2/23/2023 4:12 pm PST

Winter may not be completely behind us, but hopefully, the worst of it is. Either way, it gave #NWCwyoming Assistant Professor of Graphic Design Morgan Tyree a chance to capture the scene with his drone...

northwestcollege
Tue 2/7/2023 3:12 pm PST

The #NWCwyoming basketball teams got to spend a lot of time with one of our biggest fans on Saturday. Jacob Sauers may not be interviewing people at the Super Bowl this week, but he's already...

SOCIAL MEDIA REPORT

FEBRUARY 2023



**COMMUNICATIONS
& MARKETING**



Twitter | twitter.com/NWCWyo

Performance Summary

View your key profile performance metrics from the reporting period.

2/1/2023 – 2/28/2023 vs 1/1/2023 – 1/31/2023

Impressions

2,236 ↗ 285.5%

Engagements

80 ↗ 300%

Post Link Clicks

3 ↗ —

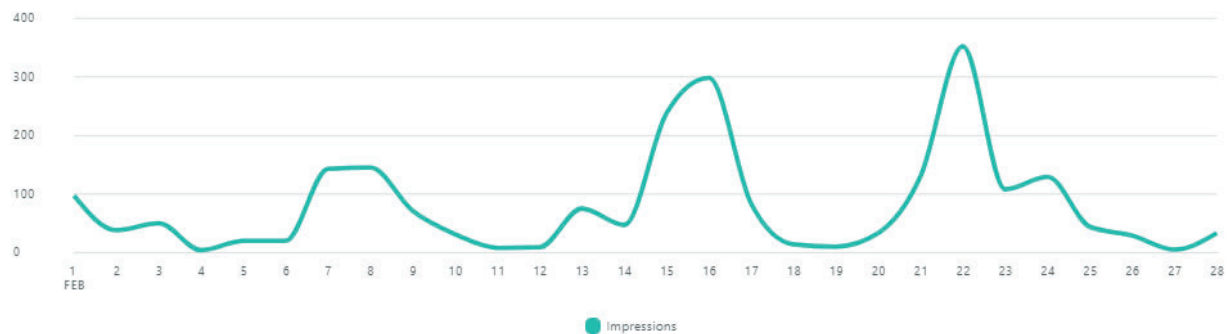
Engagement Rate (per Impression)

3.6% ↗ 3.8%

Impressions

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

Impressions, by Day



Top Posts

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

Descending by Lifetime Engagements



@NWCWyo

Wed 2/15/2023 4:31 pm UTC

Just a friendly reminder... the east parking lot next to Johnson Fitness Center (pictured) is strictly reserved for dining team members until further notice. This area is being used for their transportation...



@NWCWyo

Wed 2/8/2023 5:04 pm UTC

Don't forget... get out and vote today in the #NWCwyoming Student Senate election. Today only. At the Trap in the Yellowstone Building from 9-11 a.m., in Trapper Gym (temp dining facility) from 11:30...



@NWCWyo

Tue 2/7/2023 12:21 am UTC

#NWCwyoming is hosting the regional MATHCOUNTS competition this Tuesday in Fagerberg 70. If you have time, feel free to stop by and watch the Countdown Round at approximately 2:30. The state...



WEBSITE TRAFFIC REPORT

FEBRUARY 2023



COMMUNICATIONS
& MARKETING

 Google Analytics: nwc.edu

Feb 1, 2023 - Feb 28, 2023

Users

Users
18.1K
↑ 8.6% from previous year

New Users
15.2K
↑ 7.9% from previous year

Number of Sessions per User
2.1
↓ -7.2% from previous year

User Sessions

Sessions
38.7K
↑ 0.8% from previous year

% New Sessions
39.3%
↑ 7.0% from previous year

Total Pageviews

Pageviews
85.1K
↓ -3.5% from previous year

Unique Pageviews
69.2K
↓ -1.7% from previous year

Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	16,046	-11.5% ↓
(direct) / (none)	9,996	-16.1% ↓
login.microsoftonline.com / refer...	4,631	156.6% ↑
experience.elluciancloud.com / r...	2,929	146,350.0% ↑
bing / organic	1,082	-20.1% ↓
nwc.wufoo.com / referral	593	998.1% ↑
nwc.edu / referral	580	-73.9% ↓
google / ppc	367	-
a360 / social	327	-
yahoo / organic	243	-19.0% ↓

1 - 10 / 194

Top Ten Most Visited Pages

	Page Title	Pageviews	Avg. Session Duration
1.	Home :: Northwest College :: Powell, Wyoming	27,833	00:01:58
2.	Programs by Academic Area :: Academics :: Northwest ...	2,291	00:05:31
3.	Results :: Search :: Northwest College	2,035	00:02:07
4.	Home :: Calendar of Events :: Northwest College	1,893	00:03:42
5.	Home :: Hinckley Library :: Northwest College	1,672	00:04:32
6.	Home :: Academics :: Northwest College	1,561	00:02:57
7.	Home :: Athletics :: Northwest College	1,054	00:01:08
8.	Home :: Campus Life :: Northwest College	885	00:03:38
9.	Academics :: Northwest College	818	00:00:55
10.	Class Schedule & Syllabi :: Academics :: Northwest Coll...	787	00:03:04

1 - 10 / 2377

Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... facebook_traffic	social	320
2... A360 PPC - Agriculture Geo	ppc	229
3... A360 PPC - Allied Health & Nu...	ppc	127
4... A360 PPC - Allied Health & Nu...	ppc	50
5... A360 PPC - Agriculture	ppc	48
6... **LP Branded	cpc	44
7... A360 PPC - Photographic Com...	ppc	38
8... chatAnswers	trapperChatBot	7
9... facebook	social	5
1... A360 PPC - Photographic Com...	ppc	3

1 - 10 / 15

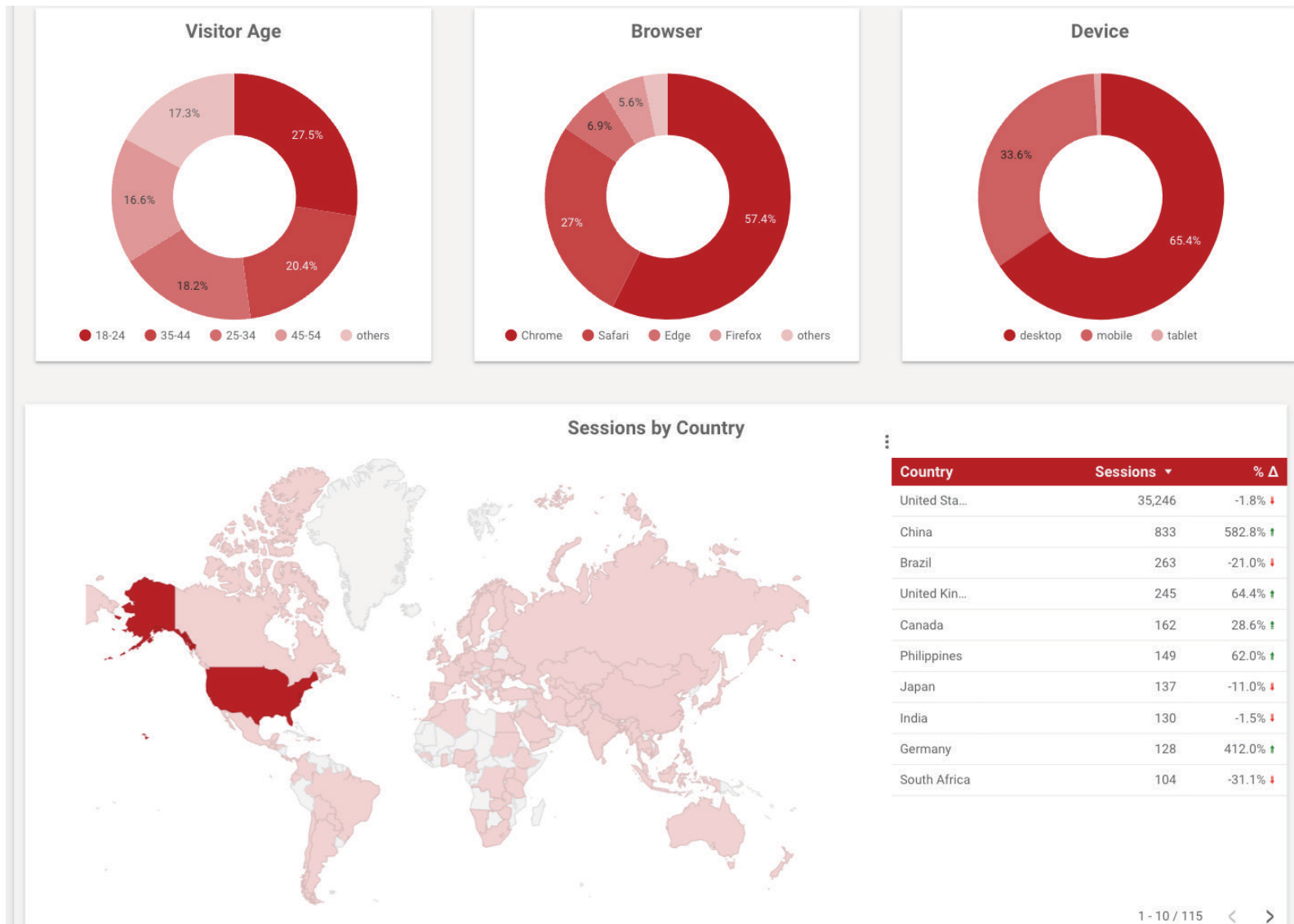
WEBSITE TRAFFIC REPORT

FEBRUARY 2023



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



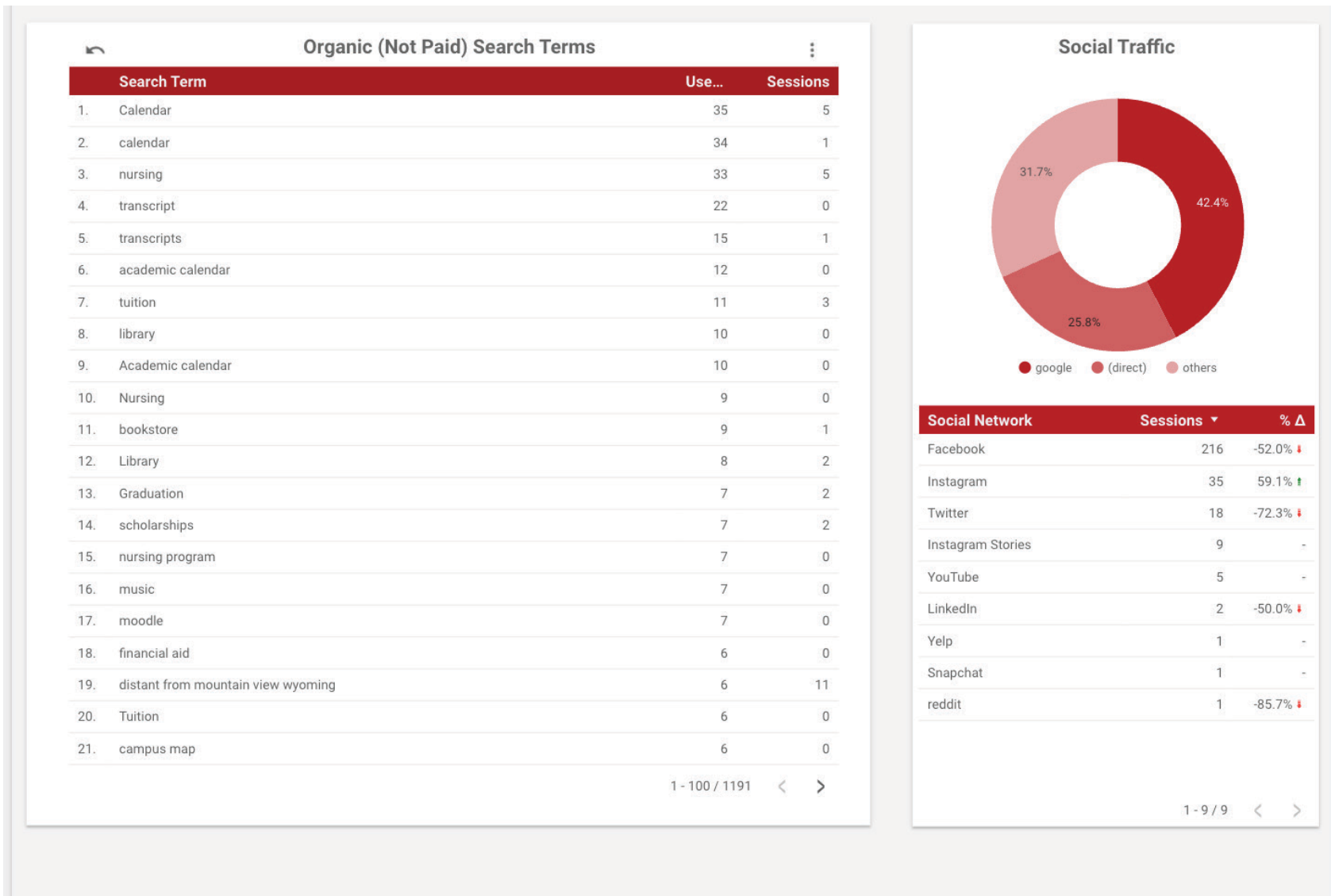
WEBSITE TRAFFIC REPORT

FEBRUARY 2023



COMMUNICATIONS
& MARKETING

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





Classified Staff

February 2023

Classified Staff Fall Activities

February -

Classified Staff members who work in the Physical Plant spent most of February dealing with snow and ice around campus and we thank them for their hard work.

The Executive Committee celebrated our members on Valentine's Day by handing out Valentine's cards and candy.

We spent most of February working on our plan for our spring getaway (to Meeteetse) over spring break, preparing to elect new members to the Executive Committee, and planning for our Recognition Banquet in early May.

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



To: President Lisa Watson

From: Tim Glatzer, Faculty Senate President

CC: NWC Faculty Senate, Keli Borders, and the Board of Trustees

Dated: March 3, 2023

Re: Faculty Constituency report for the month of March

The semester is certainly moving quickly! Midterms are already upon us and our students are looking forward to our midterm break. Through this busy time, the various pursuits of the faculty continue. Our biology faculty still seek to fill a position; however, this has been a difficult hire, with three candidates turning down interviews after they were offered.. Our business faculty are in the process of bringing candidates to campus; this hire is particularly important for our new BAS degree program.

Two extremely exciting faculty projects are well underway, one of which is nearing completion. First, our very first Student Academic Showcase is set to take place April 28. Students in all majors and disciplines are invited to present work and research that they have done during their time at Northwest College. This event represents a large amount of interdisciplinary cooperation and provides our students with an opportunity to develop their presentation skills as well as to experience giving academic talks. Colleagues from the University of Wyoming will be in attendance and the event is open to the public, creating opportunities to form valuable connections with many different groups. Our other particularly auspicious event is the set of upcoming articulation talks between all of the state's community colleges and the University of Wyoming. These talks are slated to be different from previous articulation meetings in that they are intended to be a step toward greater cooperation between our various institutions. Among the major goals is to explore ways to increase the long-term success of our transferring students. Northwest College faculty are involved in the planning of this event and it is scheduled to take place in October.

Respectfully submitted,

Timothy J. Glatzer

March 2023

February Activities

February was pretty quiet as everyone hunkered down and stayed warm through some nasty weather. Hopefully people enjoyed their unexpected day off! Classes are back in session and P-staff is working hard to keep things running smoothly.

Campus Service

The college hosted Experience Day on Feb. 20 with over 70 high school students signed up to participate. The Cabre gym was full of tables and students were able to talk to many organizations around campus.

The CARE committee met on February 23 to discuss upcoming events for spring semester. They are working on a lunch and learn to talk about internet and student safety issues plus a fun summer excursion.

Kelly McArdle had a successful Lunch and Learn session about Internships that 10 students attended. She will continue with two more sessions in March featuring Career exploration and a Resume workshop.

We thank all of our P-Staff who participated and contributed to these events.

New P-Staff Employees:

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

- **Ronnie Wolfe**, *Interim Multimedia Production Specialist*
- **Amy Burton**, *Interim Student Success Program Associate for TRIO*





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

NWC Foundation Board/Operations:

- Conducting Strategic Plan development work with both the Foundation and Alumni Association Boards.
- Held Alumni Association Board meeting on February 7.
- Held Foundation Board meeting on February 8. Elected Carolyn Danko, R.J. Kost and Brett Whitlock as new Foundation Board members.
- Preparing reports regarding endowment income designated for specific campus areas.
- Continuing evaluation of financial systems and updating processes as necessary.
- Conducting training to build better back-up systems throughout functional areas of the Foundation operation.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center. Implementing Communications activities 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. Continuing planning with the Trapper Booster Club for the golf tournament and Calcutta dinner in June.
- Continuing preparations for our 2023 Giving Day which will be held on March 30. Facilitating projects with areas across campus around which we can facilitate alumni engagement and support.
- Continuing cultivation and solicitation work with top-level donor prospects and performed follow-up regarding pledges and gift documents.

Marketing/Events:

- Evaluating Alumni and Friends publication and considering options for alternative formats.
- Preparing stewardship mailings for donors who reached cumulative and consecutive giving milestones in 2022.
- Implementing Giving Day promotions including direct mail, advertising, social media and video.
- Prepared a press release naming the Jones Family Endowed Faculty positions.
- Facilitating nominations and selection for this year's Distinguished Alumni Award recipient.

Miscellaneous:

- Collaborating with Financial Aid to award scholarships for the 2023-24 academic year.
- Participating in the state's PublicArt selection process for the new Student Center.

March 4, 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. State Construction and HCM Architects visited the campus on February 14th to inspect the building. Electrical is still pending completion. The maximum guaranteed price is \$1,482,155.

Student Center Building

Demolition of the Student Center is underway. Grothouse construction is working with its subcontractors to demolish the building, sort materials, and soon start hauling debris to the landfill. State Construction confirmed bids for the second-floor Outdoor Education instructional space came in, and we approved them. This will allow us to build that final section of the building. The construction schedule is on track.

Projected Financing

Northwest College transferred \$1 million in January and February from reserves as part of the match to State funds for construction costs. A third payment of \$1 million will be made at the end of March. This is expected to meet project expenditures until approximately the end of June.

February 24, 2021

TO: Lisa M. Watson, President

FROM: Jo Ann Heimer, Business Office Manager

RE: Check Register Summary

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	\$ 24,793.75	\$ 83,150.53	\$ 48,444.87	\$ 70,348.05	\$ 8,515.00	\$ -	\$ -	\$ 235,252.20
Fund 11	\$ 745.10	\$ 15.00	\$ 5,347.78	\$ 419.00	\$ 1,419.42	\$ -	\$ -	\$ 7,946.30
Fund 12	\$ 3,233.74	\$ 28,598.91	\$ 3,653.78	\$ 38,050.65	\$ 114,815.66	\$ 34,701.52	\$ 2,218.57	\$ 225,272.83
Fund 14	\$ -	\$ 2,476.00	\$ -	\$ -	\$ 444.50	\$ -	\$ -	\$ 2,920.50
Fund 15	\$ 3,464.76	\$ 1,537.50	\$ 189.00	\$ 760.54	\$ 1,883.17	\$ -	\$ -	\$ 7,834.97
Fund 22	\$ 2,665.56	\$ 46.28	\$ 11,112.02	\$ -	\$ 174.20	\$ 20,142.54	\$ -	\$ 34,140.60
Fund 70	\$ 23,186.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,186.81
Fund 71	\$ 63,165.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,704.08	\$ 142,869.42
Fund 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$121,255.06	\$115,824.22	\$ 68,747.45	\$109,578.24	\$127,251.95	\$54,844.06	\$81,922.65	\$ 679,423.63

Please find the attached March 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 - March 2023

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/2/2023	V0276493	Acad Affairs VP	91 Supplies	Higher Learning Commission	Change/review panel	\$ 1,025.00
10	2/9/2023	V0276649	Admin Serv	91 Supplies	Fedex	Postage	\$ 11.00
10	2/13/2023	V0276768	Admin Serv	91 Supplies	Synchrony Bank/Amazon	Storage boxes	\$ 146.28
10	2/2/2023	V0276384	Art	91 Supplies	Aldrich's Lumber	Gloves, batteries,	\$ 60.68
10	2/2/2023	V0276417	Art	91 Supplies	Red Lodge Clay Center	50 lbs clay	\$ 31.40
10	2/22/2023	V0276930	Art	91 Supplies	Christi Greaham	Art Students Project	\$ 69.00
10	2/2/2023	V0276332	Athletic Dir	91 Supplies	Sodexo Operations LLC	Apodaca duals catering	\$ 139.50
10	2/10/2023	V0276766	Athletic Dir	91 Supplies	Transfer Visa	Candy, gatorade,	\$ 52.19
10	2/10/2023	V0276766	Athletic Dir	91 Supplies	Transfer Visa	Phone guard cover	\$ 103.98
10	2/8/2023	V0276625	Biology	91 Supplies	Carolina Biological Sup	Cell lab supplies	\$ 382.51
10	2/8/2023	V0276647	Biology	91 Supplies	Eric C. Atkinson	Batteries	\$ 44.97
10	2/2/2023	V0276335	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$ 423.02
10	2/2/2023	V0276369	Bldg Maint	91 Supplies	TCT WEST INC	Phys plant-YAB to S & M	\$ 1,306.00
10	2/2/2023	V0276383	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$ 35.88
10	2/2/2023	V0276447	Bldg Maint	91 Supplies	Johnstone Supply	Shop supplies	\$ 30.85
10	2/6/2023	V0276583	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$ 109.49
10	2/6/2023	V0276587	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies-filters	\$ 2,388.20
10	2/6/2023	V0276588	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$ 259.99
10	2/6/2023	V0276589	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$ 965.45
10	2/7/2023	V0276607	Bldg Maint	91 Supplies	Casper Winnelson Co	Shop elect supplies	\$ 180.60
10	2/8/2023	V0276642	Bldg Maint	91 Supplies	Casper Winnelson Co	Shop:M18 pres tool kit	\$ 3,604.74
10	2/9/2023	V0276659	Bldg Maint	91 Supplies	Napa Auto Parts	shop	\$ 15.49
10	2/9/2023	V0276661	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding supplies	\$ 81.80
10	2/9/2023	V0276664	Bldg Maint	91 Supplies	Fastenal Company	shop: filters & vac pump	\$ 572.46
10	2/13/2023	V0276768	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Sign hardware	\$ 67.96
10	2/15/2023	V0276794	Bldg Maint	91 Supplies	McIntosh Oil Inc	Fuel Jan 2023	\$ 1,939.01
10	2/16/2023	V0276811	Bldg Maint	91 Supplies	Powell Welding & Industrial Sup	shop: welding supplies	\$ 53.80

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/16/2023	V0276812	Bldg Maint	91 Supplies	Mountain West Computers	shop: wall files	\$ 161.90
10	2/16/2023	V0276813	Bldg Maint	91 Supplies	Big Horn Co-op Marketing	diesel for shop	\$ 953.77
10	2/16/2023	V0276815	Bldg Maint	91 Supplies	John Deere Financial	shop	\$ 370.06
10	2/16/2023	V0276829	Bldg Maint	91 Supplies	Transfer Visa	Filters	\$ 759.78
10	2/16/2023	V0276862	Bldg Maint	91 Supplies	Rovenna Cooley	outside signage:	\$ 617.00
10	2/22/2023	V0276920	Bldg Maint	91 Supplies	Fastenal Company	shop: shain hoist	\$ 320.42
10	2/23/2023	V0276943	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$ 437.80
10	2/15/2023	V0276794	Campus Security	91 Supplies	McIntosh Oil Inc	Fuel Jan 2023	\$ 148.04
10	2/2/2023	V0276415	Chemistry	91 Supplies	MPS	Online Intro & Gen Chem	\$ 975.00
10	2/13/2023	V0276768	Comm & Mktg	91 Supplies	Synchrony Bank/Amazon	Sign hardware, balloon	\$ 61.05
10	2/6/2023	V0276588	Cust/Grounds	91 Supplies	Transfer Visa	Laundry detergent	\$ 25.56
10	2/8/2023	V0276634	Cust/Grounds	91 Supplies	KB Commercial Products	Foam soap	\$ 133.32
10	2/22/2023	V0276934	Cust/Grounds	91 Supplies	KB Commercial Products	Cleaners, air fresheners	\$ 207.37
10	2/23/2023	V0276938	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$ 587.58
10	2/23/2023	V0276943	Cust/Grounds	91 Supplies	Transfer Visa	Laundry soap	\$ 25.56
10	2/23/2023	V0276948	Cust/Grounds	91 Supplies	Transfer Visa	Bucket dispenser	\$ 167.86
10	2/22/2023	V0276917	Education	91 Supplies	Sodexo Operations LLC	Lunch meeting	\$ 49.00
10	2/13/2023	V0276768	Equine Studies	91 Supplies	Synchrony Bank/Amazon	Outdoor cameras, cable,	\$ 576.40
10	2/2/2023	V0276418	Graphic Arts	91 Supplies	Morgan D Tyree	Hosging fee site ground	\$ 299.88
10	2/2/2023	V0276335	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$ 33.96
10	2/9/2023	V0276660	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$ 118.22
10	2/16/2023	V0276815	Grounds	91 Supplies	John Deere Financial	grounds	\$ 229.12
10	2/7/2023	V0276624	Human Anatomy	91 Supplies	Carolina Biological Sup	Disection lab sup	\$ 590.00
10	2/8/2023	V0276626	Human Anatomy	91 Supplies	Carolina Biological Sup	Blood type supplies	\$ 299.43
10	2/15/2023	V0276780	Music	91 Supplies	Craig Olson	Music reimbursement	\$ 104.97
10	2/22/2023	V0276915	Orientation	91 Supplies	Sodexo Operations LLC	01-20-23 breakfast	\$ 47.50
10	2/9/2023	V0276673	Outdoor Ed	91 Supplies	Apple Computer Inc	iPad Mini 64GB Space Gray	\$ 340.27
10	2/13/2023	V0276768	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Facial tissues	\$ 13.49
10	2/13/2023	V0276768	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Sling	\$ 30.46
10	2/13/2023	V0276768	Photography	91 Supplies	Synchrony Bank/Amazon	Replacement modifiers,	\$ 191.82

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/22/2023	V0276907	Photography	91 Supplies	Fedex	Postage	\$ 15.19
10	2/22/2023	V0276932	Photography	91 Supplies	Girl Scout of Montana & Wyoming	Deposit	\$ 600.00
10	2/9/2023	V0276670	Pres Office	91 Supplies	Transfer Visa	Gramerly renewal-Watson	\$ 144.00
10	2/9/2023	V0276670	Pres Office	91 Supplies	Transfer Visa	Grammarly- Borders	\$ 144.00
10	2/9/2023	V0276670	Pres Office	91 Supplies	Transfer Visa	HBR Subscription	\$ 130.00
10	2/15/2023	V0276794	Pres Office	91 Supplies	McIntosh Oil Inc	Fuel Jan 2023	\$ 53.45
10	2/15/2023	V0276794	Rodeo Men	91 Supplies	McIntosh Oil Inc	Fuel Jan 2023	\$ 280.01
10	2/15/2023	V0276790	Welding	91 Supplies	Mountain West Computers	Notebooks for students	\$ 41.40
10	2/15/2023	V0276791	Welding	91 Supplies	Norco	Soapstone, oxygen,	\$ 315.97
10	2/16/2023	V0276863	Welding	91 Supplies	Norco	Oxygen	\$ 91.89
			Sum:	91 Supplies			\$ 24,793.75
10 Operating Fund							
10	2/6/2023	V0276580	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Transfer Visa	HISSET test fees	\$ 75.00
10	2/6/2023	V0276581	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Transfer Visa	Full battery testing	\$ 75.00
10	2/2/2023	V0276382	ADA Compliance	92 Servs/Fees/Repr/Maint	Accessible Infor Mgmt LLC	Database hosting service	\$ 2,614.50
10	2/2/2023	V0276335	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$ 305.29
10	2/2/2023	V0276445	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Frisby equipment repairs	\$ 220.16
10	2/6/2023	V0276583	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Electrical repairs	\$ 244.61
10	2/6/2023	V0276585	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equip repairs	\$ 741.52
10	2/6/2023	V0276588	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Electrical repairs	\$ 346.65
10	2/6/2023	V0276589	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Electrical repairs	\$ 400.72
10	2/7/2023	V0276607	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Cabre & ORB equip repairs	\$ 3,558.10
10	2/8/2023	V0276635	Bldg Maint	92 Servs/Fees/Repr/Maint	Gw Mechanical Inc	FAB/Sci Math equip repair	\$ 789.57
10	2/9/2023	V0276663	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc28 oil change	\$ 88.44
10	2/9/2023	V0276669	Bldg Maint	92 Servs/Fees/Repr/Maint	Autoworks Auto Sales Inc	CC14 alignment &	\$ 164.85
10	2/9/2023	V0276671	Bldg Maint	92 Servs/Fees/Repr/Maint	Carquest Auto Parts	dump trailer battery	\$ 139.99
10	2/16/2023	V0276807	Bldg Maint	92 Servs/Fees/Repr/Maint	ELM Diesel Truck Repair LLC	96F250 evaluation	\$ 120.00
10	2/16/2023	V0276809	Bldg Maint	92 Servs/Fees/Repr/Maint	Yellowstone Motors	cc35 oil change, rotate	\$ 111.11
10	2/16/2023	V0276829	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Electrical repairs	\$ 110.61

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/22/2023	V0276919	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical	\$ 794.96
10	2/22/2023	V0276924	Bldg Maint	92 Servs/Fees/Repr/Maint	Bradford Sup Co	eq repair: library water	\$ 749.04
10	2/23/2023	V0276943	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	NPA building repairs	\$ 1,742.33
10	2/23/2023	V0276948	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Buildging repairs	\$ 150.70
10	2/2/2023	V0276434	Computer Srv	92 Servs/Fees/Repr/Maint	Rave Mobile Safety	Rave Renewal Option A	\$ 7,654.25
10	2/2/2023	V0276435	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	Fortinet Fireware Mntce renew	\$ 15,864.18
10	2/9/2023	V0276650	Computer Srv	92 Servs/Fees/Repr/Maint	IT Outlet	Shipping	\$ 108.72
10	2/9/2023	V0276650	Computer Srv	92 Servs/Fees/Repr/Maint	IT Outlet	SYPM4KP Power Modules	\$ 2,780.00
10	2/9/2023	V0276672	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	APC RBC 6 batteries	\$ 386.36
10	2/13/2023	V0276768	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Charging cables	\$ 18.50
10	2/16/2023	V0276827	Computer Srv	92 Servs/Fees/Repr/Maint	JAMF Software	Jamf iOS AM	\$ 1,200.00
10	2/16/2023	V0276827	Computer Srv	92 Servs/Fees/Repr/Maint	JAMF Software	Jamf Pro macOS AM	\$ 3,856.00
10	2/23/2023	V0276945	Computer Srv	92 Servs/Fees/Repr/Maint	KnowBe4 Inc	Software fees	\$ 3,312.00
10	2/23/2023	V0276946	Computer Srv	92 Servs/Fees/Repr/Maint	Element451 Inc	Software - student services	\$ 4,000.00
10	2/8/2023	V0276634	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	Vaccum repairs	\$ 187.45
10	2/9/2023	V0276658	Grounds	92 Servs/Fees/Repr/Maint	Heart Mtn Farm Sup Inc	grounds: equip repair	\$ 75.12
10	2/7/2023	V0276614	Inst Support OneTime	92 Servs/Fees/Repr/Maint	Modern Campus USA Inc	Website design consultant	\$ 8,000.00
10	2/7/2023	V0276592	Internt'I Recruit	92 Servs/Fees/Repr/Maint	IFL	Commission payment	\$ 3,344.40
10	2/7/2023	V0276593	Internt'I Recruit	92 Servs/Fees/Repr/Maint	MIYACO Center for Study Abroad	Commission payment	\$ 2,508.30
10	2/7/2023	V0276594	Internt'I Recruit	92 Servs/Fees/Repr/Maint	Necati A. Sozuoz	Commission payment	\$ 1,672.20
10	2/7/2023	V0276595	Internt'I Recruit	92 Servs/Fees/Repr/Maint	TEAM Sugi LLC	Commission payment	\$ 3,344.40
10	2/7/2023	V0276620	Internt'I Recruit	92 Servs/Fees/Repr/Maint	Keiko Ichiki	Commission payment	\$ 1,672.20
10	2/2/2023	V0276334	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-01-23 MBB scorebook	\$ 40.00
10	2/7/2023	V0276600	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-04-23 MBB scorebook	\$ 40.00
10	2/16/2023	V0276826	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-15-23 MBB scorebook	\$ 40.00
10	2/15/2023	V0276781	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Jan 2023 piano tuning	\$ 300.00
10	2/2/2023	V0276483	Outdoor Ed	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Hardware for class	\$ 46.49
10	2/9/2023	V0276673	Outdoor Ed	92 Servs/Fees/Repr/Maint	Apple Computer Inc	3-Year Applecare	\$ 79.00
10	2/9/2023	V0276673	Outdoor Ed	92 Servs/Fees/Repr/Maint	Apple Computer Inc	iPad Mini 64GB Space Gray	\$ 108.73
10	2/7/2023	V0276612	Rodeo Arena	92 Servs/Fees/Repr/Maint	Rimrock Tire	Tractor tire	\$ 1,287.90

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/7/2023	V0276598	Rodeo Men	92 Servs/Fees/Repr/Maint	Randy Hatfield	Livestock feed	\$ 3,475.50
10	2/7/2023	V0276611	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Feb 2023 cattle lease	\$ 3,150.00
10	2/2/2023	V0276334	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-01-23 WBB scorebook	\$ 40.00
10	2/7/2023	V0276600	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-04-23 WBB scorebook	\$ 40.00
10	2/16/2023	V0276826	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-15-23 WBB scorebook	\$ 40.00
10	2/8/2023	V0276646	Womens Soccer	92 Servs/Fees/Repr/Maint	NWC Foundation	Womens Soccer recruit	\$ 75.00
10	2/16/2023	V0276824	Womens VB	92 Servs/Fees/Repr/Maint	Jennifer Youngs	10-13-22 VB official	\$ 155.00
10	2/16/2023	V0276822	Wrestling	92 Servs/Fees/Repr/Maint	Lamplighter Inn	Lodging 01-27-23	\$ 188.00
10	2/16/2023	V0276828	Wrestling	92 Servs/Fees/Repr/Maint	Iowa Central Comm College Wrestling	Match guarantee Apodaca	\$ 500.00
10	2/21/2023	V0276871	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals	\$ 17.68
			Sum:	92 Servs/Fees/Repr/Maint			\$ 83,150.53
10 Operating Fund							
10	2/24/2023	V0277012	Acad Affairs VP	93 Assoc/Travel/Misc	Christine M. Garceau	Per diem	\$ 150.00
10	2/27/2023	V0277015	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Lodging, conf	\$ 400.00
10	2/22/2023	V0276928	ADA Compliance	93 Assoc/Travel/Misc	Kim E. Fletcher	Trolley pass	\$ 7.00
10	2/27/2023	V0277015	ADA Compliance	93 Assoc/Travel/Misc	Transfer Visa	AHEAD reg fees	\$ 545.00
10	2/20/2023	V0276867	Agriculture	93 Assoc/Travel/Misc	Transfer Visa	Airbnb	\$ 292.78
10	2/24/2023	V0277007	Ag Tech Bus Div	93 Assoc/Travel/Misc	Jane Johnson	Per diem	\$ 700.00
10	2/24/2023	V0277013	Ag Tech Bus Div	93 Assoc/Travel/Misc	Christine M. Garceau	Perkins per diem	\$ 395.00
10	2/24/2023	V0277014	Ag Tech Bus Div	93 Assoc/Travel/Misc	Jennifer Litterer-Trevino	Perkins per diem	\$ 395.00
10	2/8/2023	V0276644	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 875.70
10	2/24/2023	V0277009	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 1,894.27
10	2/24/2023	V0277009	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging credit	\$ (300.00)
10	2/24/2023	V0277009	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 992.96
10	2/23/2023	V0277006	Campus Security	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 48.95
10	2/8/2023	V0276644	Enroll Serv	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 411.31
10	2/27/2023	V0277015	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 109.76
10	2/2/2023	V0276455	Forensic	93 Assoc/Travel/Misc	Las Positas College	Tournament fees	\$ 384.00
10	2/16/2023	V0276801	Forensic	93 Assoc/Travel/Misc	Southeastern Illinois College	Entry fees	\$ 340.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/8/2023	V0276644	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 54.00
10	2/8/2023	V0276644	Internt'I Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 222.75
10	2/22/2023	V0276927	Internt'I Recruit	93 Assoc/Travel/Misc	Kara C. Ryf	Airfare, Airbnb-Japan	\$ 2,464.68
10	2/2/2023	V0276467	Library	93 Assoc/Travel/Misc	Kanopy	30 views January 23	\$ 60.00
10	2/8/2023	V0276644	Mens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 3,774.22
10	2/16/2023	V0276804	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Mens BBall food sup	\$ 140.31
10	2/20/2023	V0276868	Music	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 1,670.63
10	2/6/2023	V0276583	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 2,403.61
10	2/6/2023	V0276586	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 458.60
10	2/6/2023	V0276587	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 492.49
10	2/6/2023	V0276588	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Airport parking	\$ 11.00
10	2/6/2023	V0276589	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 1,007.57
10	2/9/2023	V0276670	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	AACC annual conf reg	\$ 1,050.00
10	2/9/2023	V0276670	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Higher learning comm	\$ 840.00
10	2/9/2023	V0276670	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 495.59
10	2/9/2023	V0276670	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging, transportation	\$ 426.74
10	2/9/2023	V0276670	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Sequoia CPE membership	\$ 126.50
10	2/21/2023	V0276875	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging - Cheyenne	\$ 98.00
10	2/22/2023	V0276912	Pres Office	93 Assoc/Travel/Misc	Lisa M. Watson	Per diem Cheyenne	\$ 118.00
10	2/8/2023	V0276644	Speech	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 1,581.00
10	2/8/2023	V0276644	Stu Serv VP	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 233.05
10	2/20/2023	V0276868	Tutoring	93 Assoc/Travel/Misc	Transfer Visa	Training food supplies	\$ 62.47
10	2/8/2023	V0276644	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 74.25
10	2/7/2023	V0276596	Womens BB	93 Assoc/Travel/Misc	Transfer Visa	Bus snacks	\$ 27.95
10	2/7/2023	V0276596	Womens BB	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 599.40
10	2/7/2023	V0276596	Womens BB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 3,070.70
10	2/7/2023	V0276596	Womens BB	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 408.27
10	2/7/2023	V0276596	Womens BB	93 Assoc/Travel/Misc	Transfer Visa	Pizza	\$ 63.20
10	2/7/2023	V0276596	Womens BB	93 Assoc/Travel/Misc	Transfer Visa	Thanksgiving food sup	\$ 298.75
10	2/8/2023	V0276644	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 3,774.23

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/9/2023	V0276651	Womens BB	93 Assoc/Travel/Misc	Lauren K. Davis	WBBall meals	\$ 212.21
10	2/8/2023	V0276644	Womens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 530.55
10	2/2/2023	V0276497	Wrestling	93 Assoc/Travel/Misc	Jim R Zeigler	Travel reimbursement	\$ 849.04
10	2/2/2023	V0276498	Wrestling	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem meals	\$ 624.07
10	2/8/2023	V0276644	Wrestling	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 2,895.35
10	2/21/2023	V0276871	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Airfares extra charges	\$ 132.00
10	2/21/2023	V0276871	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 4,399.90
10	2/21/2023	V0276871	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 3,848.41
10	2/21/2023	V0276871	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals, snacks	\$ 1,063.36
10	2/21/2023	V0276871	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 36.50
10	2/21/2023	V0276871	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	NWC Open food sup	\$ 103.79
			Sum:	93 Assoc/Travel/Misc			\$ 48,444.87
10 Operating Fund							
10	2/2/2023	V0276369	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$ 124.00
10	2/2/2023	V0276369	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$ 205.98
10	2/2/2023	V0276369	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$ 1,805.36
10	2/2/2023	V0276369	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$ 153.53
10	2/2/2023	V0276369	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$ 104.90
10	2/8/2023	V0276638	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$ 97.68
10	2/8/2023	V0276639	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$ 324.88
10	2/15/2023	V0276799	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$ 435.02
10	2/16/2023	V0276817	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$ 4,863.83
10	2/23/2023	V0276947	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$ 83.40
10	2/9/2023	V0276679	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Feb 23 Cody Center Rent	\$ 5,335.52
10	2/9/2023	V0276654	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	jan23 field station elect	\$ 791.17
10	2/9/2023	V0276662	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	jan23 rodeo electric	\$ 646.50
10	2/2/2023	V0276399	Utilities	94 Utilities/Ins/Support	Powell City of	Dec 22 electricity	\$ 25,781.79
10	2/2/2023	V0276399	Utilities	94 Utilities/Ins/Support	Powell City of	Dec 22 sanitation	\$ 2,457.20
10	2/2/2023	V0276399	Utilities	94 Utilities/Ins/Support	Powell City of	Dec 22 sewer	\$ 646.80

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/2/2023	V0276399	Utilities	94 Utilities/Ins/Support	Powell City of	Dec 22 water	\$ 2,419.25
10	2/9/2023	V0276653	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	\$ 150.90
10	2/9/2023	V0276662	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	jan23 eq shop ag house	\$ 2,246.01
10	2/9/2023	V0276665	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Jan 23 heat-Ag, IHouse,	\$ 3,312.61
10	2/16/2023	V0276816	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Jan 23 heat	\$ 17,717.77
10	2/16/2023	V0276818	Utilities	94 Utilities/Ins/Support	TCT WEST INC	JFC & Dsc cable/internet	\$ 425.48
10	2/22/2023	V0276923	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs jan23	\$ 81.60
10	2/22/2023	V0276935	Utilities	94 Utilities/Ins/Support	Powell City of	temp dining water jan23	\$ 121.87
10	2/22/2023	V0276936	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	annual joint us pole	\$ 15.00
			Sum:	94 Utilities/Ins/Support			\$ 70,348.05
10 Operating Fund							
10	2/7/2023	V0276608	ABE,GED,ESL	97 Other Operating Exp	Transfer Print Shop	career interest survey	\$ 37.50
10	2/7/2023	V0276608	Agriculture	97 Other Operating Exp	Transfer Print Shop	coil bind book, Horton	\$ 1.66
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	apodaca program	\$ 350.00
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball program 2/1	\$ 52.50
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball program 2/27	\$ 36.25
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball programs, 2/15	\$ 68.75
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball programs, 2/16	\$ 48.75
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	legal copy paper, 2rms	\$ 20.00
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	mens bball 4x6 prints, 18	\$ 38.25
10	2/7/2023	V0276608	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	w bball 4x6 prints, 13	\$ 30.75
10	2/7/2023	V0276608	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	academ showcase poster	\$ 97.50
10	2/7/2023	V0276617	Comm & Mktg	97 Other Operating Exp	Advance 360	Jan 2023 advertising	\$ 5,697.78
10	2/8/2023	V0276645	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Enrollment campaign ads	\$ 548.00
10	2/9/2023	V0276648	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip shipping-postage	\$ 587.01
10	2/22/2023	V0276908	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$ 33.05
10	2/7/2023	V0276608	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	acad calend tiered, 300	\$ 90.00
10	2/7/2023	V0276608	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	brooke business cards	\$ 67.00
10	2/7/2023	V0276608	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	exp day schedule sheet	\$ 30.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	2/7/2023	V0276608	Forensic	97 Other Operating Exp	Transfer Print Shop	perfect crime vis aid	\$ 45.00
10	2/7/2023	V0276608	Music	97 Other Operating Exp	Transfer Print Shop	spring concerts poster	\$ 18.00
10	2/15/2023	V0276787	Music	97 Other Operating Exp	Vision West Inc	Music website updates	\$ 403.75
10	2/7/2023	V0276608	Photography	97 Other Operating Exp	Transfer Print Shop	red certificates, 100	\$ 12.00
10	2/7/2023	V0276608	Pres Office	97 Other Operating Exp	Transfer Print Shop	bday cards envs, 250ea	\$ 132.50
10	2/7/2023	V0276608	Stu Success Prog	97 Other Operating Exp	Transfer Print Shop	NWC cares cards	\$ 69.00
			Sum:	97 Other Operating Exp			\$ 8,515.00
			Sum:				\$ 235,252.20
11 One Mill Fund							
11	2/20/2023	V0276868	Class Staf Dev	91 Supplies	Transfer Visa	2023 Recognition gifts,	\$ 122.15
11	2/2/2023	V0276461	Human Resource	91 Supplies	Backgrounds Online	Pre-employment checks	\$ 430.00
11	2/9/2023	V0276670	Trustees Board	91 Supplies	Transfer Visa	ACCT books (2)	\$ 77.95
11	2/22/2023	V0276914	Trustees Board	91 Supplies	Sodexo Operations LLC	BOT employee reception	\$ 115.00
			Sum:	91 Supplies			\$ 745.10
11 One Mill Fund							
11	2/20/2023	V0276867	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$ 15.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 15.00
11 One Mill Fund							
11	2/9/2023	V0276670	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 426.13
11	2/27/2023	V0277015	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Parade candy	\$ 114.64
11	2/7/2023	V0276613	Faculty Dev	93 Assoc/Travel/Misc	Amy L. McKinney	Conference registration	\$ 180.00
11	2/27/2023	V0277015	Faculty Dev	93 Assoc/Travel/Misc	Transfer Visa	Lodging, reg fees	\$ 670.00
11	2/22/2023	V0276913	Human Resource	93 Assoc/Travel/Misc	High Country HR Assoc	Webinar	\$ 35.00
11	2/9/2023	V0276670	Trustees Board	93 Assoc/Travel/Misc	Transfer Visa	Lodging, transportation	\$ 3,712.32
11	2/9/2023	V0276670	Trustees Board	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 209.69
			Sum:	93 Assoc/Travel/Misc			\$ 5,347.78
11 One Mill Fund							
11	2/2/2023	V0276419	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	Add 2023 Traverse	\$ 319.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	2/2/2023	V0276424	1M College Services	94 Utilities/Ins/Support	Nationwide	Board treasurer surety	\$ 100.00
			Sum:	94 Utilities/Ins/Support			\$ 419.00
11 One Mill Fund							
11	2/7/2023	V0276604	Human Resource	97 Other Operating Exp	Powell Tribune	Job Vacany ads	\$ 148.25
11	2/15/2023	V0276800	Human Resource	97 Other Operating Exp	Cody Enterprise	Multiple job ads	\$ 139.20
11	2/16/2023	V0276803	Human Resource	97 Other Operating Exp	YourMembership.com inc	Job Ad-Fixed term Inst/	\$ 449.00
11	2/20/2023	V0276867	Human Resource	97 Other Operating Exp	Transfer Visa	Ad for Finance Director	\$ 399.00
11	2/27/2023	V0277015	Human Resource	97 Other Operating Exp	Transfer Visa	WY Nursing Assoc Ad	\$ 279.00
11	2/7/2023	V0276608	Trustees Board	97 Other Operating Exp	Transfer Print Shop	feb board book	\$ 4.97
			Sum:	97 Other Operating Exp			\$ 1,419.42
			Sum:				\$ 7,946.30
12 Auxiliary Fund							
12	2/2/2023	V0276383	Food Service	91 Supplies	Aldrich's Lumber	Dining/JFC other sup	\$ 494.10
12	2/8/2023	V0276634	Food Service	91 Supplies	KB Commercial Products	Foam soap	\$ 62.38
12	2/8/2023	V0276637	Livestock	91 Supplies	Thompson Farms	Feed	\$ 414.77
12	2/7/2023	V0276597	Print Srv	91 Supplies	Veritiv	Fuel surcharge	\$ 16.50
12	2/7/2023	V0276606	Print Srv	91 Supplies	Powell Tribune	Plates-Dec 22 - Jan 23	\$ 135.00
12	2/8/2023	V0276633	Print Srv	91 Supplies	Yellowstone Paper Co	Colored paper	\$ 497.75
12	2/16/2023	V0276825	Print Srv	91 Supplies	Powell Ace Hardware LLC	Spray adhesive	\$ 47.97
12	2/23/2023	V0276954	Print Srv	91 Supplies	Veritiv	Paper	\$ 694.93
12	2/23/2023	V0276938	Res Halls	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$ 640.10
12	2/15/2023	V0276784	Stabling	91 Supplies	John Deere Financial	Trail camera	\$ 79.99
12	2/15/2023	V0276786	Stabling	91 Supplies	Big Horn Co-op Marketing	Batteries, diesel fuel	\$ 28.24
12	2/15/2023	V0276794	Stabling	91 Supplies	McIntosh Oil Inc	Fuel Jan 2023	\$ 44.66
12	2/2/2023	V0276383	Trap Vil Main	91 Supplies	Aldrich's Lumber	TV Main other sup	\$ 2.69
12	2/15/2023	V0276794	Trap Vil West	91 Supplies	McIntosh Oil Inc	Fuel Jan 2023	\$ 74.66
			Sum:	91 Supplies			\$ 3,233.74
12 Auxiliary Fund							

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	2/6/2023	V0276584	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	DSC repairs	\$ 67.33
12	2/16/2023	V0276829	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Dining/kitchen repairs	\$ 2,450.58
12	2/23/2023	V0276948	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Dishwasher repairs	\$ 74.75
12	2/23/2023	V0276948	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Trap repairs	\$ 4,191.32
12	2/2/2023	V0276335	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$ 167.19
12	2/2/2023	V0276383	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$ 337.35
12	2/2/2023	V0276445	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Simpson boiler repair	\$ 6,672.76
12	2/8/2023	V0276635	Res Halls	92 Servs/Fees/Repr/Maint	Gw Mechanical Inc	Equip repairs-Boilers	\$ 3,271.87
12	2/9/2023	V0276666	Res Halls	92 Servs/Fees/Repr/Maint	Grainger	Colter: Equip repair	\$ 10.96
12	2/9/2023	V0276667	Res Halls	92 Servs/Fees/Repr/Maint	Grainger	Colter hall equip repair	\$ 121.64
12	2/16/2023	V0276802	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Simpson boiler repairs	\$ 939.55
12	2/23/2023	V0276937	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Ashley equip repairs	\$ 382.28
12	2/15/2023	V0276792	Stabling	92 Servs/Fees/Repr/Maint	Big Horn Animal Care Center	Vet contractual	\$ 600.00
12	2/2/2023	V0276335	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main repairs	\$ 70.55
12	2/6/2023	V0276587	Trap Vil Main	92 Servs/Fees/Repr/Maint	Transfer Visa	TV Main repairs	\$ 495.58
12	2/2/2023	V0276335	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$ 207.67
12	2/2/2023	V0276383	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV West repairs	\$ 344.75
12	2/2/2023	V0276445	Trap Vil West	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	TV West boiler repair	\$ 4,455.08
12	2/2/2023	V0276447	Trap Vil West	92 Servs/Fees/Repr/Maint	Johnstone Supply	TV West furnace repair	\$ 249.67
12	2/2/2023	V0276448	Trap Vil West	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	TV West Barracks repairs	\$ 266.43
12	2/6/2023	V0276585	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	Dishwashers TV West	\$ 815.10
12	2/6/2023	V0276586	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV West blinds	\$ 351.36
12	2/6/2023	V0276588	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV west repairs	\$ 460.71
12	2/6/2023	V0276589	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV west appliances	\$ 1,347.10
12	2/23/2023	V0276937	Trap Vil West	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Barracks equip repairs	\$ 247.33
			Sum:	92 Servs/Fees/Repr/Maint			\$ 28,598.91
12 Auxiliary Fund							
12	2/6/2023	V0276584	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 897.33
12	2/6/2023	V0276585	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 357.52

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	2/6/2023	V0276586	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 288.00
12	2/6/2023	V0276587	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 170.31
12	2/6/2023	V0276588	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 94.00
12	2/6/2023	V0276589	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 453.74
12	2/7/2023	V0276596	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 132.51
12	2/8/2023	V0276644	Motor Pool	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 288.90
12	2/15/2023	V0276793	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 54.00
12	2/16/2023	V0276829	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 130.16
12	2/22/2023	V0276933	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem drivers	\$ 267.00
12	2/8/2023	V0276644	Res Halls	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 53.10
12	2/15/2023	V0276785	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	Meeting meals	\$ 38.00
12	2/23/2023	V0277006	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Key	\$ 2.69
12	2/23/2023	V0277006	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$ 90.52
12	2/23/2023	V0277006	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Simpson hall fridges	\$ 336.00
			Sum:	93 Assoc/Travel/Misc			\$ 3,653.78
12 Auxiliary Fund							
12	2/9/2023	V0276679	Food Service	94 Utilities/Ins/Support	Park County Clerk	Rent	\$ 1,000.00
12	2/2/2023	V0276369	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$ 3,400.00
12	2/2/2023	V0276399	Res Halls	94 Utilities/Ins/Support	Powell City of	Dec 22 res halls electric	\$ 7,673.16
12	2/2/2023	V0276399	Res Halls	94 Utilities/Ins/Support	Powell City of	Dec 22 res halls sanitati	\$ 1,359.97
12	2/2/2023	V0276399	Res Halls	94 Utilities/Ins/Support	Powell City of	Dec 22 res halls sewer	\$ 357.98
12	2/2/2023	V0276399	Res Halls	94 Utilities/Ins/Support	Powell City of	Dec 22 res halls water	\$ 1,339.01
12	2/16/2023	V0276816	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Jan 23 heat	\$ 7,435.48
12	2/16/2023	V0276818	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable/internet	\$ 448.59
12	2/2/2023	V0276399	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Dec 22 TV main electric	\$ 462.13
12	2/2/2023	V0276399	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Dec 22 TV main sanitation	\$ 152.65
12	2/2/2023	V0276399	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Dec 22 TV Main sewer	\$ 40.18
12	2/2/2023	V0276399	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Dec 22 TV Main water	\$ 150.29
12	2/16/2023	V0276816	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Jan 23 heat	\$ 834.57

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	2/16/2023	V0276818	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable/internet	\$ 469.03
12	2/2/2023	V0276386	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Dec 2022 electricity	\$ 4,677.21
12	2/2/2023	V0276386	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Dec 2022 recycle	\$ 1.88
12	2/2/2023	V0276386	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Dec 2022 sanitation	\$ 1,027.68
12	2/2/2023	V0276386	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Dec 2022 sewer	\$ 175.70
12	2/2/2023	V0276386	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Dec 2022 water	\$ 995.25
12	2/9/2023	V0276665	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Jan 23 TV West heat	\$ 4,809.28
12	2/16/2023	V0276818	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$ 1,240.61
			Sum:	94 Utilities/Ins/Support			\$ 38,050.65
12 Auxiliary Fund							
12	2/16/2023	V0276814	Food Service	97 Other Operating Exp	Sodexo Operations LLC	January 2023 operating	\$ 103,504.22
12	2/6/2023	V0276584	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 1,069.52
12	2/6/2023	V0276585	Motor Pool	97 Other Operating Exp	Transfer Visa	Vehicle sup-title	\$ 16.50
12	2/6/2023	V0276586	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 225.00
12	2/6/2023	V0276588	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 100.00
12	2/6/2023	V0276588	Motor Pool	97 Other Operating Exp	Transfer Visa	Fleet supplies	\$ 416.78
12	2/6/2023	V0276589	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 476.14
12	2/6/2023	V0276589	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies	\$ 689.70
12	2/8/2023	V0276631	Motor Pool	97 Other Operating Exp	Pat Dallesandro	Oil for CC30	\$ 37.77
12	2/9/2023	V0276655	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 bulbs and springs	\$ 364.79
12	2/9/2023	V0276656	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc11 oil change	\$ 111.11
12	2/9/2023	V0276657	Motor Pool	97 Other Operating Exp	Rimrock Tire	cc32 2 new front tires	\$ 1,726.59
12	2/9/2023	V0276660	Motor Pool	97 Other Operating Exp	O'Reilly Auto Parts	fleet supplies	\$ 15.99
12	2/9/2023	V0276670	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 93.32
12	2/15/2023	V0276793	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	2nd driver per diem	\$ 41.00
12	2/15/2023	V0276794	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Fuel Jan 2023	\$ 1,757.93
12	2/16/2023	V0276806	Motor Pool	97 Other Operating Exp	Prevost	cc19 windshield, credit	\$ 1,215.91
12	2/16/2023	V0276807	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc27 replace def pump	\$ 675.00
12	2/16/2023	V0276809	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc16 new tires	\$ 1,062.96

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	2/16/2023	V0276829	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 100.00
12	2/21/2023	V0276875	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 87.45
12	2/22/2023	V0276918	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc46 oil change	\$ 112.01
12	2/23/2023	V0276942	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 132.52
12	2/23/2023	V0276943	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies	\$ 109.94
12	2/23/2023	V0276944	Motor Pool	97 Other Operating Exp	Transfer Visa	Valve caps, valve extensi	\$ 54.06
12	2/23/2023	V0276949	Motor Pool	97 Other Operating Exp	Transfer Visa	Valve stem Stabilizers,	\$ 271.35
12	2/24/2023	V0277009	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 348.10
			Sum:	97 Other Operating Exp			\$ 114,815.66
12 Auxiliary Fund							
12	2/2/2023	V0276335	Food Service	98 Expend--Capital/Equip	Powell Ace Hardware LLC	Dining/kitchen/trailer/	\$ 814.38
12	2/2/2023	V0276445	Food Service	98 Expend--Capital/Equip	Casper Winnelson Co	Dining: eye wash station	\$ 234.91
12	2/6/2023	V0276583	Food Service	98 Expend--Capital/Equip	Transfer Visa	Kitchen-Ovens at	\$ 2,421.35
12	2/6/2023	V0276585	Food Service	98 Expend--Capital/Equip	Transfer Visa	Kitchen oven filters	\$ 234.28
12	2/23/2023	V0276944	Food Service	98 Expend--Capital/Equip	Transfer Visa	Dining-mobile heat	\$ 5,046.00
12	2/8/2023	V0276636	Livestock	98 Expend--Capital/Equip	Billings Livestock Commission	A l cows	\$ 13,026.60
12	2/22/2023	V0276894	Livestock	98 Expend--Capital/Equip	Durbin Creek Ranch	Al cows	\$ 12,924.00
			Sum:	98 Expend--Capital/Equip			\$ 34,701.52
12 Auxiliary Fund							
12	2/23/2023	V0276949	Res Halls	99 Exp-New Constr/Cap Impr	Transfer Visa	Simpson hall electrical	\$ 1,869.13
12	2/23/2023	V0277006	Res Halls	99 Exp-New Constr/Cap Impr	Transfer Visa	Mini fridges	\$ 349.44
			Sum:	99 Exp-New Constr/Cap Impr			\$ 2,218.57
			Sum:				\$ 225,272.83
14 Comm Serv/Non-Credit Fund							
14	2/2/2023	V0276292	Art Gallery	92 Servs/Fees/Repr/Maint	Bobbie J Brown	4 X 4 sales	\$ 76.00
14	2/2/2023	V0276293	Art Gallery	92 Servs/Fees/Repr/Maint	John Moore	4 X 4 sales	\$ 56.00
14	2/2/2023	V0276294	Art Gallery	92 Servs/Fees/Repr/Maint	Arianna R. Rodriguez Medford	4 X 4 sales	\$ 76.00
14	2/2/2023	V0276295	Art Gallery	92 Servs/Fees/Repr/Maint	Elizabeth G. Peterson	4 X 4 sales	\$ 32.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	2/2/2023	V0276296	Art Gallery	92 Servs/Fees/Repr/Maint	Autumn B. Wilson	4 X 4 sales	\$ 40.00
14	2/2/2023	V0276297	Art Gallery	92 Servs/Fees/Repr/Maint	Leah Marie Wallace	4 X 4 sales	\$ 32.00
14	2/2/2023	V0276298	Art Gallery	92 Servs/Fees/Repr/Maint	Morgan D Tyree	4 X 4 sales	\$ 80.00
14	2/2/2023	V0276299	Art Gallery	92 Servs/Fees/Repr/Maint	Madison Paige Trail	4 X 4 sales	\$ 12.00
14	2/2/2023	V0276300	Art Gallery	92 Servs/Fees/Repr/Maint	Anne C. Toner	4 X 4 sales	\$ 80.00
14	2/2/2023	V0276301	Art Gallery	92 Servs/Fees/Repr/Maint	Adelia Madyson Poole	4 X 4 sales	\$ 32.00
14	2/2/2023	V0276302	Art Gallery	92 Servs/Fees/Repr/Maint	Anthony M. Polvere	4 X 4 sales	\$ 56.00
14	2/2/2023	V0276303	Art Gallery	92 Servs/Fees/Repr/Maint	Arianna I. Polonio Polanco	4 X 4 sales	\$ 68.00
14	2/2/2023	V0276304	Art Gallery	92 Servs/Fees/Repr/Maint	Mrs. Emelyn W. Pimentel	4 X 4 sales	\$ 76.00
14	2/2/2023	V0276305	Art Gallery	92 Servs/Fees/Repr/Maint	Candy Olberding	4 X 4 sales	\$ 60.00
14	2/2/2023	V0276306	Art Gallery	92 Servs/Fees/Repr/Maint	Mary Ann Merz	4 X 4 sales	\$ 36.00
14	2/2/2023	V0276307	Art Gallery	92 Servs/Fees/Repr/Maint	Alissa Ventura Megargel	4 X 4 sales	\$ 52.00
14	2/2/2023	V0276308	Art Gallery	92 Servs/Fees/Repr/Maint	Codell W Mcniven Senior	4 X 4 sales	\$ 12.00
14	2/2/2023	V0276309	Art Gallery	92 Servs/Fees/Repr/Maint	Kyler D Martinez	4 X 4 sales	\$ 48.00
14	2/2/2023	V0276310	Art Gallery	92 Servs/Fees/Repr/Maint	Jennifer Litterer-Trevino	4 X 4 sales	\$ 48.00
14	2/2/2023	V0276311	Art Gallery	92 Servs/Fees/Repr/Maint	Nathan Lind	4 X 4 sales	\$ 16.00
14	2/2/2023	V0276312	Art Gallery	92 Servs/Fees/Repr/Maint	Sydney M Legler	4 X 4 sales	\$ 68.00
14	2/2/2023	V0276313	Art Gallery	92 Servs/Fees/Repr/Maint	Austen J. Layton	4 X 4 sales	\$ 24.00
14	2/2/2023	V0276314	Art Gallery	92 Servs/Fees/Repr/Maint	Noah M Lavin	4 X 4 sales	\$ 16.00
14	2/2/2023	V0276315	Art Gallery	92 Servs/Fees/Repr/Maint	Augusta R. Larsen	4 X 4 sales	\$ 24.00
14	2/2/2023	V0276316	Art Gallery	92 Servs/Fees/Repr/Maint	Emily R. Kinkade	4 X 4 sales	\$ 36.00
14	2/2/2023	V0276317	Art Gallery	92 Servs/Fees/Repr/Maint	Tala T. Jarecke	4 X 4 sales	\$ 80.00
14	2/2/2023	V0276318	Art Gallery	92 Servs/Fees/Repr/Maint	Danielle Iratcabal	4 X 4 sales	\$ 40.00
14	2/2/2023	V0276319	Art Gallery	92 Servs/Fees/Repr/Maint	Kristina McKay-Herrera	4 X 4 sales	\$ 120.00
14	2/2/2023	V0276320	Art Gallery	92 Servs/Fees/Repr/Maint	Kirsten Elizabeth Grohman	4 X 4 sales	\$ 12.00
14	2/2/2023	V0276321	Art Gallery	92 Servs/Fees/Repr/Maint	Christine M. Garceau	4 X 4 sales	\$ 36.00
14	2/2/2023	V0276322	Art Gallery	92 Servs/Fees/Repr/Maint	Sandra J Feyhl	4 X 4 sales	\$ 36.00
14	2/2/2023	V0276323	Art Gallery	92 Servs/Fees/Repr/Maint	Delaney Ann Farmer	4 X 4 sales	\$ 48.00
14	2/2/2023	V0276324	Art Gallery	92 Servs/Fees/Repr/Maint	Zoe Elizabeth Eakins	4 X 4 sales	\$ 16.00
14	2/2/2023	V0276325	Art Gallery	92 Servs/Fees/Repr/Maint	Roger R. DesRosier	4 X 4 sales	\$ 28.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	2/2/2023	V0276326	Art Gallery	92 Servs/Fees/Repr/Maint	Elyssa Rene Cole	4 X 4 sales	\$ 36.00
14	2/2/2023	V0276327	Art Gallery	92 Servs/Fees/Repr/Maint	Dacovney R. Brochu	4 X 4 sales	\$ 44.00
14	2/2/2023	V0276328	Art Gallery	92 Servs/Fees/Repr/Maint	Rebecca Brantz	4 X 4 sales	\$ 48.00
14	2/2/2023	V0276329	Art Gallery	92 Servs/Fees/Repr/Maint	Emma D Baxter	4 X 4 sales	\$ 12.00
14	2/2/2023	V0276330	Art Gallery	92 Servs/Fees/Repr/Maint	Haylee Baver	4 X 4 sales	\$ 36.00
14	2/2/2023	V0276331	Art Gallery	92 Servs/Fees/Repr/Maint	Olynda Averett	4 X 4 sales	\$ 48.00
14	2/2/2023	V0276431	Art Gallery	92 Servs/Fees/Repr/Maint	Elaine DeBuhr	4 X 4 sales	\$ 80.00
14	2/15/2023	V0276782	Music Festival	92 Servs/Fees/Repr/Maint	Tim Schoessler	02-04-23 showalter	\$ 300.00
14	2/15/2023	V0276783	Music Festival	92 Servs/Fees/Repr/Maint	Kathryn J. Sears	02-04-23 showalter	\$ 300.00
			Sum:	92 Servs/Fees/Repr/Maint			\$ 2,476.00
14 Comm Serv/Non-Credit Fund							
14	2/7/2023	V0276608	Jazz Festival	97 Other Operating Exp	Transfer Print Shop	jazz festival poster	\$ 46.00
14	2/7/2023	V0276608	Jazz Festival	97 Other Operating Exp	Transfer Print Shop	jazz festival program	\$ 355.00
14	2/7/2023	V0276608	Jazz Festival	97 Other Operating Exp	Transfer Print Shop	jazz festival tickets	\$ 13.50
14	2/7/2023	V0276608	Yellowstn Sum Music	97 Other Operating Exp	Transfer Print Shop	ysmc promo flyer	\$ 30.00
			Sum:	97 Other Operating Exp			\$ 444.50
			Sum:				\$ 2,920.50
15 Continuing Educ Fund							
15	2/10/2023	V0276765	Workforce Dev	91 Supplies	Transfer Visa	Plumbing codes	\$ 69.99
15	2/20/2023	V0276864	Workforce Dev	91 Supplies	Transfer Visa	HESI testing	\$ 62.00
15	2/21/2023	V0276891	Workforce Dev	91 Supplies	Transfer Visa	NASAR books & bundles	\$ 2,713.30
15	2/23/2023	V0276950	Workforce Dev	91 Supplies	Josiah Simburger	Reimburse WFA course	\$ 300.00
15	2/15/2023	V0276795	Wyo Works CDL	91 Supplies	Powell Ace Hardware LLC	Padlock comb, adapter	\$ 47.97
15	2/15/2023	V0276796	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing	\$ 271.50
			Sum:	91 Supplies			\$ 3,464.76
15 Continuing Educ Fund							
15	2/7/2023	V0276599	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	Workkeys	\$ 37.50
15	2/2/2023	V0276422	Wyo Works CDL	92 Servs/Fees/Repr/Maint	Park County Events	Simulator parking fees	\$ 1,500.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	92 Servs/Fees/Repr/Maint			\$ 1,537.50
15 Continuing Educ Fund							
15	2/8/2023	V0276644	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	Jan 2023 mileage	\$ 189.00
			Sum:	93 Assoc/Travel/Misc			\$ 189.00
15 Continuing Educ Fund							
15	2/2/2023	V0276386	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Dec 2022 electricity	\$ 304.37
15	2/2/2023	V0276386	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Dec 2022 recycle	\$ 0.12
15	2/2/2023	V0276386	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Dec 2022 sanitation	\$ 66.88
15	2/2/2023	V0276386	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Dec 2022 sewer	\$ 11.43
15	2/2/2023	V0276386	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Dec 2022 water	\$ 64.77
15	2/9/2023	V0276665	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Jan 23 CTD heat	\$ 312.97
			Sum:	94 Utilities/Ins/Support			\$ 760.54
15 Continuing Educ Fund							
15	2/2/2023	V0276423	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Semi combo dash valve	\$ 554.03
15	2/8/2023	V0276632	Wyo Works CDL	97 Other Operating Exp	Napa Auto Parts	Serpentine belt-bus	\$ 29.99
15	2/15/2023	V0276794	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Fuel Jan 2023	\$ 1,299.15
			Sum:	97 Other Operating Exp			\$ 1,883.17
			Sum:				\$ 7,834.97
22 General Restricted Fund							
22	2/10/2023	V0276764	Athletic Concession	91 Supplies	Transfer Visa	Buns, mustard, ketchup,	\$ 42.27
22	2/10/2023	V0276766	Athletic Concession	91 Supplies	Transfer Visa	Hot dogs	\$ 12.00
22	2/10/2023	V0276766	Athletic Concession	91 Supplies	Transfer Visa	Meals-MBB search	\$ 92.43
22	2/13/2023	V0276768	Athletic Concession	91 Supplies	Synchrony Bank/Amazon	Stock concessions	\$ 18.19
22	2/15/2023	V0276798	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Candy, hot dogs	\$ 66.01
22	2/23/2023	V0277006	Colter Council	91 Supplies	Transfer Visa	Hall food supplies	\$ 95.10
22	2/23/2023	V0277006	Colter Council	91 Supplies	Transfer Visa	Picture hangers	\$ 14.34
22	2/23/2023	V0277006	Colter Council	91 Supplies	Transfer Visa	Poster stencils, glue	\$ 9.52
22	2/23/2023	V0277006	Lewis/Clark Counc	91 Supplies	Transfer Visa	Hall food supplies	\$ 26.96

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	2/23/2023	V0277006	Simpson Council	91 Supplies	Transfer Visa	Hall food supplies	\$ 5.16
22	2/23/2023	V0277006	Simpson Council	91 Supplies	Transfer Visa	Program supplies	\$ 189.94
22	2/16/2023	V0276819	Wolsborn Environ	91 Supplies	Fisher Scientific	12-111-394 Biotix xPipett	\$ 327.83
22	2/16/2023	V0276819	Wolsborn Environ	91 Supplies	Fisher Scientific	12-111-396 Biotix xPipett	\$ 327.83
22	2/16/2023	V0276819	Wolsborn Environ	91 Supplies	Fisher Scientific	12-111-398 Biotix xPipett	\$ 327.83
22	2/16/2023	V0276819	Wolsborn Environ	91 Supplies	Fisher Scientific	CG118201 TLC spotting	\$ 132.95
22	2/16/2023	V0276820	Wolsborn Environ	91 Supplies	Susana E. Castillo	Ceramic Analysis	\$ 977.20
			Sum:	91 Supplies			\$ 2,665.56
22 General Restricted Fund							
22	2/13/2023	V0276768	Rec Co-Op Donation	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Bike tubes, laundry pods	\$ 46.28
			Sum:	92 Servs/Fees/Repr/Maint			\$ 46.28
22 General Restricted Fund							
22	2/27/2023	V0277015	Ag Dept Donations	93 Assoc/Travel/Misc	Transfer Visa	Dues/reg fees/memberships	\$ 2,025.00
22	2/27/2023	V0277015	Ag Dept Donations	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 197.28
22	2/24/2023	V0277008	Lewis/Clark Counc	93 Assoc/Travel/Misc	Transfer Visa	L & C program supplies	\$ 179.63
22	2/7/2023	V0276615	Library One Time	93 Assoc/Travel/Misc	NAXOS	01-01-23 to 12-31-23	\$ 5,500.00
22	2/7/2023	V0276616	Library One Time	93 Assoc/Travel/Misc	OVID Technologies	01-15-23 to 01-15-24	\$ 2,621.00
22	2/2/2023	V0276416	Photo Prog Donations	93 Assoc/Travel/Misc	Margaret Sommers	Juror for photo contest	\$ 100.00
22	2/15/2023	V0276797	Photo Prog Donations	93 Assoc/Travel/Misc	Dawn Garrison	2nd place photo contest	\$ 75.00
22	2/27/2023	V0277015	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Pre-pay water delivery	\$ 271.25
22	2/7/2023	V0276621	Wolsborn Math Contest	93 Assoc/Travel/Misc	Laramie County Comm. College	Math contest hosting site	\$ 142.86
			Sum:	93 Assoc/Travel/Misc			\$ 11,112.02
22 General Restricted Fund							
22	2/7/2023	V0276608	Graduation	97 Other Operating Exp	Transfer Print Shop	diploma	\$ 0.40
22	2/7/2023	V0276608	Graduation	97 Other Operating Exp	Transfer Print Shop	diplomas, 2	\$ 0.80
22	2/7/2023	V0276608	SAAE (Financial Aid)	97 Other Operating Exp	Transfer Print Shop	no10 envelopes, carton	\$ 173.00
			Sum:	97 Other Operating Exp			\$ 174.20
22 General Restricted Fund							

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	2/6/2023	V0276588	Motor Pool	98 Expend--Capital/Equip	Transfer Visa	Food truck	\$ 4,633.97
22	2/16/2023	V0276819	Wolsborn Environ	98 Expend--Capital/Equip	Fisher Scientific	14-385-507 Evolution	\$ 14,242.40
22	2/16/2023	V0276819	Wolsborn Environ	98 Expend--Capital/Equip	Fisher Scientific	14-958-126 Quartz cuvette	\$ 1,256.22
22	2/16/2023	V0276819	Wolsborn Environ	98 Expend--Capital/Equip	Fisher Scientific	Shipping	\$ 9.95
			Sum:	98 Expend--Capital/Equip			\$ 20,142.54
			Sum:				\$ 34,140.60
70 Plant Fund							
70	2/2/2023	V0276420	Phys Plant Bldg	92 Servs/Fees/Repr/Maint	HTO Chemical Co LLC	Boiler parts for Colter	\$ 1,738.76
70	2/7/2023	V0276607	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Barracks boilers	\$ 16,498.49
70	2/8/2023	V0276635	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Gw Mechanical Inc	Colter boilers project	\$ 2,482.30
70	2/8/2023	V0276642	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Boilers:Barracks	\$ 2,315.91
70	2/16/2023	V0276802	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Barracks Boilder project	\$ 151.35
			Sum:	92 Servs/Fees/Repr/Maint			\$ 23,186.81
			Sum:				\$ 23,186.81
71 Capital Construction							
71	2/2/2023	V0276421	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	L & C parking lot profess	\$ 2,411.50
71	2/7/2023	V0276622	Cody Hall	92 Servs/Fees/Repr/Maint	Point Architects	Ag Pavillion Design	\$ 2,439.00
71	2/7/2023	V0276622	Colter Hall	92 Servs/Fees/Repr/Maint	Point Architects	Trapper Arena	\$ 375.00
71	2/7/2023	V0276622	Moyer CC AC	92 Servs/Fees/Repr/Maint	Point Architects	Moyer building	\$ 3,538.59
71	2/2/2023	V0276449	Student Center	92 Servs/Fees/Repr/Maint	Safetech Inc	Asbestos abatement	\$ 49,900.00
71	2/2/2023	V0276450	Student Center	92 Servs/Fees/Repr/Maint	Northern Indust Hygiene Inc	Asbestos abatement	\$ 4,501.25
			Sum:	92 Servs/Fees/Repr/Maint			\$ 63,165.34
71 Capital Construction							
71	2/22/2023	V0276909	Moyer CC AC	99 Exp-New Constr/Cap Impr	O'Connor Company	13 Ton AAON cooling only	\$ 59,875.00
71	2/8/2023	V0276642	Trap Vil Main	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Boilers: TV Main	\$ 19,829.08
			Sum:	99 Exp-New Constr/Cap Impr			\$ 79,704.08
			Sum:				\$ 142,869.42

Operating Funds – As of January 31, 2022

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	3,661,917	182,094	105%			
Fees	1,118,028	1,168,409	50,381	105%			
State Appropriations	11,337,570	8,396,380	-2,941,190	74%			
Local Tax Levy	3,834,750	3,623,371	-211,379	94%			
Other Sources	310,680	95,835	-214,845	31%			
Reserve Utilization	0	0	0	#DIV/0!			
Total Revenue	20,080,851	16,945,912	-3,134,939				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,546,534	2,874,467	4,672,067	38%			
Public Service	96,256	6,741	89,515	7%			
Academic Support	1,696,650	721,143	975,507	43%			
Student Services	3,088,427	1,796,907	1,291,520	58%			
Institutional Support	4,458,998	2,263,947	2,195,051	51%			
Operations and Maint/Plant	2,456,984	1,406,811	1,050,173	57%			
Scholarships	737,002	386,672	350,330	52%			
Total Expenditures	20,080,851	9,456,688	10,624,163				

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 slightly exceeds 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 January 31, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	1,011,739	149,864	117%			
Residence Halls	1,129,314	1,212,296	82,982	107%			
Bookstore	20,000	14,505	-5,495	73%			
Copy Center	170,846	80,510	-90,336	47%			
Motor Pool	218,384	128,383	-90,001	59%			
Other	716,687	679,889	-36,798	95%			
Total Revenue	3,117,106	3,127,322	10,216				
Expenditures by Service					On Budget	Monitor	Concern
Food Service	861,875	567,021	294,854	66%			
Residence Halls	1,129,314	754,433	374,881	67%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	90,477	80,369	53%			
Motor Pool	218,384	125,675	92,709	58%			
Other	716,687	401,142	315,545	56%			
Total Expenditures	3,117,106	1,938,748	1,178,358				

Comments

Food Service- Northwest College budgeted 260 meal plans for Fall 2022 and 225 for Spring 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 our students with the best food service product 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.

March 2, 2023

TO: President Watson

FROM: Jo Ann Heimer, Business Office Manager *jah*

RE: Third Quarter Budget Adjustments

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

We have listed new and adjusted revenue and expense budgets for grants awarded in the 2023 fiscal year.

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

THIRD QUARTER BUDGET ADJUSTMENTS FOR FISCAL 2023

UNRESTRICTED CURRENT FUNDS

OPERATING FUND		
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	Revenue		
	Expense		
	Increase in Revenue	0.00	
	Increase in Expense	0.00	

RESTRICTED CURRENT FUNDS

[illegible]

TOTAL CURRENT FUNDS		ORIGINAL ADOPTED	Prior Adjustment	This Quarter	ADJUSTED BUDGET
	Budgeted Revenue	28,544,937	1,715,558.47	64,248.41	30,324,744
	Budgeted Expense	(28,544,937)	(1,715,558.47)	(64,248.41)	(30,324,744)
	Annual Balance	-	-	0.00	0



To: Lisa Watson, President
From: Lisa Smith, Institutional Research Manager
RE: 2021-22 Performance Indicators: Retention and Completion Rate Summary
Date: February 28, 2023

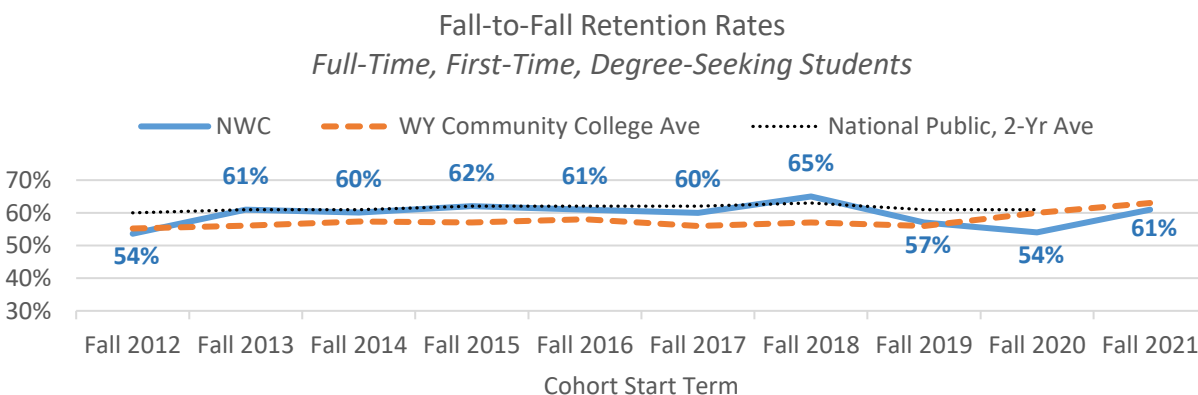
Below are highlights on retention and completion rates from the *2021-22 Wyoming Community Colleges Performance Indicators Report*. The full report can be found at <https://communitycolleges.wy.edu/data-hub/commission-reports>.

RETENTION AND PERSISTENCE RATES

Of the first-time, degree-seeking students starting at NWC in Fall 2021:

- **61%** of 257 full-time students returned to NWC in Fall 2022 (*state average: 63%*)
- **72%** of 257 full-time students returned to NWC or transferred to another institution for Fall 2022 (*state average: 70%*)
- **52%** of 27 part-time students returned to NWC in Fall 2022 (*state average: 33%*)

For most of the past decade, NWC's rates have been **comparable to national public, 2-year institution rates**, which ranged from 60-63% during those years.

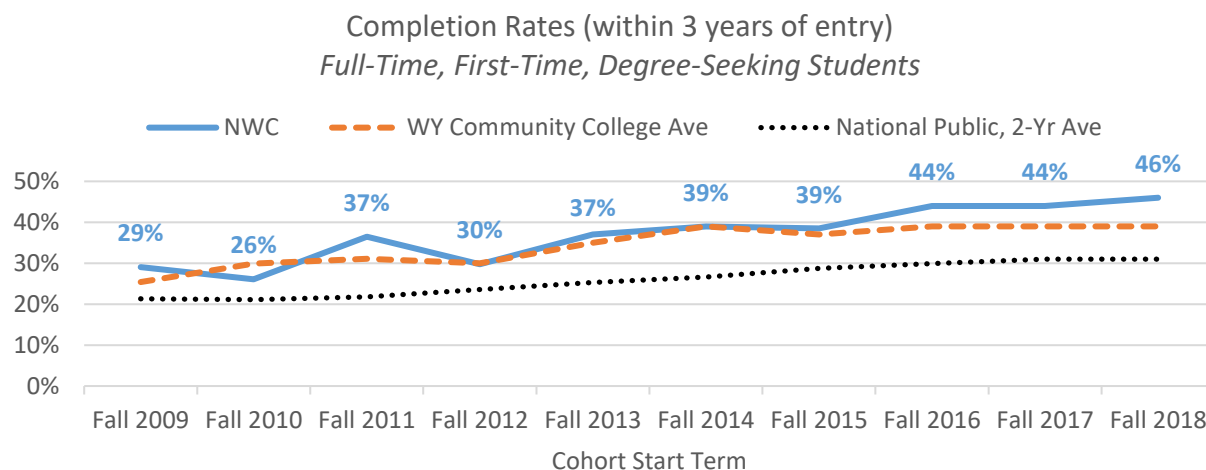


COMPLETION AND TRANSFER RATES

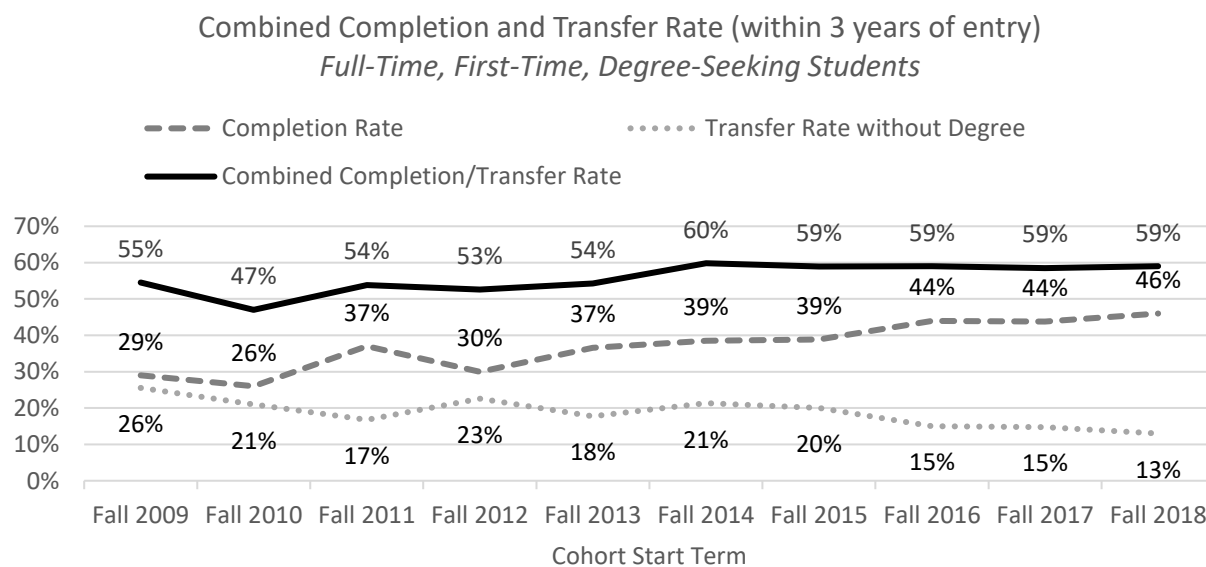
NWC had the **highest completion rate on record at 46%** for the most recent cohort available. These are for first-time, full-time students starting in Fall 2018 (314 students) who graduated within three years. For the Fall 2018 cohort, NWC had the **highest completion rate in the state** (*state average: 39%*).

NWC has implemented multiple retention and completion efforts over the past decade including first-year seminars, co-requisite math and English courses, course maps for student program completion, a dedicated academic and career advisor, and the HELP alert system, among others.

Completion has been a national focus, so rates are increasing at many institutions. For nine of the past ten cohorts, NWC's completion rates have been **higher than or equal to the state average**. NWC's rates are **well above the national public, 2-year institution average**, according to the U.S. Department of Education's National Center for Education Statistics.



By combining completion and transfer rates, we see a fuller picture of student success. For the most recent five cohorts, **59-60% of students completed or transferred within three years** of starting at NWC. As larger percentages of students have graduated within three years, smaller percentages of students have transferred without a degree.





CENTER FOR TRAINING AND DEVELOPMENT
2022-2023

CENTER FOR TRAINING AND DEVELOPMENT

CERTIFICATIONS OFFERED

2022-2023



Surgical Tech	Cody Center
Wilderness First Aid and Wilderness First Responder	Powell
Climbing Wall Instructor Certification	Powell
CPR/First Aid	Powell and Cody Center
Forklift Certification	Powell
HVAC	Powell
Plumbing	Powell
MSHA Part 46- New Miner (Mine Safety and Health Administration)	Cody Center
MSHA Refresher Part 46 - (Mine Safety and Health Administration)	Cody Center
ServSafe	Cody Center
Trauma Emergency Casualty Care - Law Enforcement (TECC)	Cody
Trauma Emergency Casualty Care (TECC)	Cody
EMT Refresher- Basic, Advanced and Paramedic	Cody
National Association for Search and Rescue (NASAR)	Sheridan
EPA 608 and EPA 609	Powell
CIT Crisis Training	Powell
AI Short Course	Powell
Pediatric Advanced Life Support (PALS)	Powell and Cody Center
Advanced Cardiac Life Support (ACLS)	Powell and Cody Center
Basic Live Support (BLS)	Powell and Cody Center
White Water Kayaking	Powell
Facilities Maintenance- Interplay	Powell and Cody Center
Appliance Repair- Interplay	Powell and Cody Center
CDL Course	Powell
Rock Climbing Certification	Powell and Cody Center
Swift Water Rescue Certification	Powell and Cody Center
Avalanche Level 1 Certification	Cody Center
ICEV- Meat Processing	Powell
Advanced Wilderness Life Support	Cody Center
High Ropes Rescue	Cody Center
CDL Hazmat	Powell
School Bus Training	Powell



CENTER FOR TRAINING AND DEVELOPMENT

Courses Offered

2022-2023

Mare Care	Powell
MS Excel Intermediate	Powell
Resilience & Wellbeing in Healthcare	Cody Center
Crisis Intervention Police Training	Powell
Intro to QuickBooks	Powell and Cody Center
MS Word Intermediate	Powell and Cody Center
Suicide Prevention Training	Powell
Ten Sleep School District Bus Safety Training	Powell
Basic Wilderness Navigation	Powell
Intro to Welding	Powell
DELTA– Avalanche Awareness Training	Powell
DELTA– Bear Awareness	Powell
DELTA– Leave No Trace	Powell
Horsemanship Clinic	Powell

CareerStep

Online Learning Platform

CareerStep Programs with students enrolled

<i>Program</i>	<i>Location of Student</i>
Healthcare IT	Lovell, WY
Photographer	Clark, WY
Physical Therapy Aide	Powell, WY
Medical Coding and Billing	North Powder, OR
Veterinary Assistant	Deaver, WY



CENTER FOR TRAINING AND DEVELOPMENT

CDL Program

2022-2023

Laramie Community College , Eastern Wyoming College and Northwest College formed a consortium which was awarded the Wyoming Works Grant. NWC was awarded \$327,000.00 in 2019-2020.

Federal mandates passed new Entry Level Driver Training. Individuals wishing to receive their Commercial Driver's License now must attend an approved program listed with the Federal Motor Carrier Safety Administration.

Numbers for 2022-2023

Attended CDL Orientation	145
Complete Online Theory (Ready to move to driving)	46
Completed and Passed CDL Test	39
Hazmat Endorsement	9
Completed and Passed CDL Under 21	4
School Bus Endorsement	4

Program Overview

Theory
Simulator/Classroom
Skill and Behind the Wheel
CDL Final Road Test

CDL Training Costs Per Student

Class A	\$3,975.00
Class B	\$2,676.00

Endorsement Training

\$99.00-1,450.00



CENTER FOR TRAINING AND DEVELOPMENT

2022-2023

Dual enrollment only covers credit courses, leaving high schools kids having to pay for our courses out of pocket. Thanks to BOCES- Board of Cooperative Educational Services for awarding CTD \$10,000 we have been able to serve 69 students from Powell High School and Shoshone Learning Center.

Special Drivers Education Class	12
Workforce Effectiveness Program	8
CDL	3
Healthcare- Education Lab	38
Forklift Certification	1
C.N.A. Course	3
Video Game Design	1
Innerplay (Plumbing/HVAC)	1
Intro to Welding	2

Apprenticeships

Wyoming has numerous Apprenticeship programs which will continue to assist Wyoming in meeting our need for a skilled workforce. Apprenticeships are unique flexible training programs which utilize job related technical training and on the job learning experiences. Apprenticeships enable trainees to gain a license or certificate to practice in their craft. Most of the training is done while working for an employer who helps the apprentices learn their trade or profession while attending an approved apprenticeship training provider.

ELAP- Electrical Apprenticeship	32
Plumbing/HVAC	4

CENTER FOR TRAINING AND DEVELOPMENT

2022-2023



We offer conference and training services

WYACES

STEM Science Fair

STEM Camp- Grades 4-6th

Poverty Coalition

PEP Advisory Board

Healthy Park County

Park County School District #1

Mental Health Training

Wyoming ACES

Career Fair

Dispatch Training

High School Safe Driver Day

Wyoming Association for Career and Technical Education

Heart Mountain Wyoming Foundation

University of Wyoming Ag Tour

Local Emergency Planning Committee

Stroke Prevention

Albertsons

TCT Customer Service Training

Crisis Intervention Training

Impact 307 Bootcamp

USDA Presentation

Park County Outdoor Recreation Collaborative



CENTER FOR TRAINING AND DEVELOPMENT

Ed2Go- Career Courses

2022-2023

Ed2Go Career Course with student enrollment

<i>Program</i>	<i>Location of Student</i>
Administrative Dental Assistant	Gillette, WY
Video Game Design & Development	Powell, WY
Veterinary Assistant	Powell, WY
Freight Broker/Agent Training	Hicksville, OH
Medical Coding and Billing	Cody, WY
Digital Court Reporting w/Legal Transcription	Billings, Mt

Ed2Go- Classes

<i>Program</i>	<i>Location of Student</i>
Accounting Fundamentals (3)	Cody, WY
Mastering your Digital SLR Camera	Cody, WY
Computer Skills for the Workplace	Powell, WY
Intro to MS Excel 2019/Office	Powell, WY
Secrets of Better Photography	Powell, WY
Response to Intervention: Reading Strategies that Work	Lovell, WY
Accounting Fundamentals	Meeteetse, WY
SAT/ACT Prep Series	Cody, WY
The Craft of Magazine Writing	Shell, WY
Write Effective Web Content	Shell, WY
Keyboarding	Cody, WY
Introduction to Journaling	Cody, WY
Teaching Students with ADHD	Lovell, WY



CENTER FOR TRAINING AND DEVELOPMENT

2022-2023

Number Served

	Location	Number Served
CTD Courses	Powell	257
	Cody	32
Other– DELTA, Conference, Events and Specialized Trainings	Powell	2015
	Cody	32
Apprenticeship Courses ELAP, Plumbing and HVAC	Powell	36
Total Test Proctoring Powell and Cody		117
Total Number Served		2,489



CENTER FOR TRAINING AND DEVELOPMENT

2022-2023

Revenue

	Location	Number Served
CTD Courses	Powell	\$54,275.33
	Cody	\$20,680.82
Misc Income	Powell	\$5,782.16
	Cody	\$587.00
CDL	Powell	\$159,097.00
Total		\$240,422.31

CENTER FOR TRAINING AND DEVELOPMENT

Grants



TANF GRANT

Temporary Assistance for Needy Families
Grant Award from Park County Commissions

2022-2023 \$12,787.36

This grant can be used for any CTD Program as long as the student qualifies. Student must live in Park County, have at least one child in the house and be low income

BOCES- AWARD

BOCES- has awarded CTD funds to continue working with Park County School District #1 Students

2021-2022 \$10,000

Currently students are enrolled in CDL, Healthcare, and Workforce Effectiveness

WYOMING WORKS

Equipment Construction Grant

This grant will be used to start a new Equipment Construction Grant . Including Forklift, Dozer, and Excavator

2022-2023 \$21,250

VIRTUAL REALITY

Virtual Reality

This grant will be used to purchase programs and equipment to add VR to DELTA/Outdoor Programming

Pending \$10,320

UW GRANT

Mobile Construction Trailer

This mobile construction trailer will be able to go anyplace in our service area and teach basic construction.

Pending \$85,000

PRE-HIRE

Workforce Development Training Fund

Funds from this grant will go towards tuition for CDL Students

Pending \$104,375

Memorandum

Date: March 13, 2023
To: Lisa Watson, President
From: Jill Anderson, Director of Human Resources
Subject: Policy 2500 – Board Meetings

The following Board Meetings Policy has gone through the College's shared governance process for modifications relating to the timing of meetings in Cody or Meeteetse. It is now being submitted for Board of Trustee consideration and approval.

Recommendation: Approve Policy 2500 – Board meetings Policy as submitted.

2500 BOARD MEETINGS

I. Regular Meetings

Regular monthly meetings of the College Board of Trustees shall be held without other notice than these Rules and Regulations on the second Monday of each month. All regular meetings are open to the public and the Board shall conduct meetings in accordance with the Wyoming Open Meetings Law [[W.S. 16-4-401 through W.S. 16-4-406](#)].

II. Special and Emergency Meetings

In accordance with the Wyoming Open Meetings Law, special and emergency meetings of the Board of Trustees may be called by the Board's presiding officer.

Special meetings may be called by giving notice of the meeting to each Board member and to each newspaper of general circulation, radio or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting.

The Board may hold emergency meetings on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours.

III. Executive Sessions

The College Board may hold executive sessions open only to the Board members and other persons as the Board may wish to be present. Executive sessions may be called by the Board's presiding officer or a majority vote of the Board members. Executive sessions shall be held in accordance with the Wyoming Open Meetings Law.

IV. Place of Meetings

Generally, Board of Trustees meetings shall be conducted on the College campus, unless otherwise specified by Board action. A ~~fall semester regular~~ regular meeting shall be held in Meeteetse and ~~a spring semester meeting shall be held in~~ Cody annually.

V. Quorum

Four members of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of the Board. Trustees may attend meetings via video or audio conferencing.

VI. Agenda

- A. For meetings of the Board of Trustees, agenda items shall generally focus on college governance, policy, and planning.
- B. The agenda shall be prepared by the College President in consultation with the Board President for each Board meeting.
- C. Individual trustees may request appropriate agenda items by submitting an item to the Board President at least two weeks prior to the next regularly scheduled Board meeting.
Items other than action items may also be added to the agenda by a majority vote of the Board at the beginning of a Board meeting. Emergency action items may be added.
- D. The agenda and sufficient supporting documentation, including a copy of the minutes of the previous meeting, shall be provided to the members of the Board at least three business days before the meeting.

July 2004

Amended 01/2007

Amended 09/2007

Amended 07/2009

Amended 05/2014

Amended 08/2014

Amended 04/13/2015

Amended 04/10/2017

Amended 05/08/2017

2500 BOARD MEETINGS

- E. At each meeting, time shall be provided for a Citizens' Open Forum.

VII. Minutes

The Board of Trustees shall keep minutes of its meetings for recording the official acts of the Board. The minutes shall be open to inspection by any citizen upon reasonable notice and convenience.

VIII. Order of Business

Generally, regular meetings of the Board of Trustees are to be conducted according to Roberts Rules of Order Accepted Order of Business.

IX. Voting Procedure

Voting shall be by voice unless requested by one or more Board members that a roll call vote or ballot be taken. The official vote shall be recorded to include the person making the motion and resultant public vote. If a vote is not unanimous, the majority prevails. A minimum of three (3) concurring votes is required to decide any motion. The President is a voting member with all the rights and privileges of Board membership.

X. Meeting Conduct

The Board of Trustees shall generally use a procedure similar to that of Robert's Rules of Order but shall not be required to specifically comply with Robert's Rules of Order. For special circumstances and upon the request of any member, the Board shall use the most recent edition of Robert's Rules of Order for the conduct of business related to the matter in question.

XI. Presumption of Assent

A member of the Board of Trustees who is present at a meeting of the Board at which action on any College matter is taken shall be presumed to have assented to the action unless his/her dissent is entered into the minutes of the meeting.

2500 Board Meetings

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The Board may hold emergency meetings on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours.

III. Executive Sessions

The College Board may hold executive sessions open only to the Board members and other persons as the Board may wish to be present. Executive sessions may be called by the Board's presiding officer or a majority vote of the Board members. Executive sessions shall be held in accordance with the Wyoming Open Meetings Law.

IV. Place of Meetings

Generally, Board of Trustees meetings shall be conducted on the College campus, unless otherwise specified by Board action. A fall semester regular meeting shall be held in Meeteetse and a spring semester meeting shall be held in Cody.

V. Quorum

Four members of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of the Board. Trustees may attend meetings via video or audio conferencing.

VI. Agenda

- A. For meetings of the Board of Trustees, agenda items shall generally focus on college governance, policy, and planning.
- B. The agenda shall be prepared by the College President in consultation with the Board President for each Board meeting.
- C. Individual trustees may request appropriate agenda items by submitting an item to the Board President at least two weeks prior to the next regularly scheduled Board meeting.

Items other than action items may also be added to the agenda by a majority vote of the Board at the beginning of a Board meeting. Emergency action items may be added.

- D. The agenda and sufficient supporting documentation, including a copy of the minutes of the previous meeting, shall be provided to the members of the Board at least three business days before the meeting.

- E. At each meeting, time shall be provided for a Citizens' Open Forum.

VII. Minutes

The Board of Trustees shall keep minutes of its meetings for recording the official acts of the Board. The minutes shall be open to inspection by any citizen upon reasonable notice and convenience.

VIII. Order of Business

Generally, regular meetings of the Board of Trustees are to be conducted according to Roberts Rules of Order Accepted Order of Business.

IX. Voting Procedure

Voting shall be by voice unless requested by one or more Board members that a roll call vote or ballot be taken. The official vote shall be recorded to include the person making the motion and resultant public vote. If a vote is not unanimous, the majority prevails. A minimum of three (3) concurring votes is required to decide any motion. The Board President is a voting member with all the rights and privileges of Board membership.

X. Meeting Conduct

The Board of Trustees shall generally use a procedure similar to that of Robert's Rules of Order but shall not be required to specifically comply with Robert's Rules of Order. For special circumstances and upon the request of any member, the Board shall use the most recent edition of Robert's Rules of Order for the conduct of business related to the matter in question.

XI. Presumption of Assent

A member of the Board of Trustees who is present at a meeting of the Board at which action on any College matter is taken shall be presumed to have assented to the action unless his/her dissent is entered into the minutes of the meeting.

July 2004

Amended 01/2007

Amended 09/2007

Amended 07/2009

Amended 05/2014

Amended 08/2014

Amended 04/13/2015

Amended 04/10/2017

Amended 05/08/2017

2500 Board Meetings Summary Statement: The proposed policy eliminates the semester designation for the Cody and Meeteetse Board meetings but continues with the requirement that the College meets in Cody and Meeteetse annually, allowing the College to plan the meeting date to work best with the district or community.

Supporting: PRC supports

Dissenting: none

Recommendations: Policy draft is acceptable to PRC.

Submitted: Jill Anderson, Facilitator 12/15/2021