

**NORTHWEST COLLEGE  
BOARD OF TRUSTEES MEETING**

Wednesday, April 12, 2023  
3:30 p.m. – Business meeting  
Meeteetse High School

Zoom: <https://nwc.zoom.us/j/99110068513?pwd=VWdTWC9zTmpXazN3NEsrK0xJbnZVZz09>  
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 991 1006 8513; Password: 820964

**AGENDA**

- I. Call meeting to order**
- A II. Approve the agenda**
- III. Mission Moment - Giving Day 2023**
- A III. Consent agenda**
  - Minutes**
    - [Approve minutes of the regular meeting of March 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](#)
- V. Discussion/informational items**
  - none
- 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. [Major Maintenance projects](#)

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

- A. May 8, 2023, Upcoming
  - 1. Review President and Board Budget
  - 2. Preliminary budget presentation
  - 3. Renewal of the President’s contract
  - 4. PVCE contract for services renewal
  - 5. State Fall Enrollment report
  - 6. Other TBD
- B. Future and follow-up topics

**X. Announcements**

- A. PHI Rho Pi National Forensics Tournament, April 10-15, 2023, MD
- B. Cody Writers Series, April 13, 2023, Cody Center, Grizzly Room, 6 pm
- C. Jazz Night, April 15, 2023, Yellowstone Bldg., 5:30 PM
- D. Concert Band, Collegiate Choir, Percussion, April 17, 7:00 pm, NPA
- E. Advising Day, April 18, 2023, All Day
- F. Small Ensembles Concert, April 24, 2023, 7:00 pm, NPA
- G. Student Academic Showcase, April 28, 2023, All Day
- H. Run for Berry, April 29, 2023, 9:00 AM, Campus Mall Start
- I. Northwest Civic Orchestra, April 29, 2023, 7:00 PM, NPA
- J. Brass Recital, May 1, 2023, 7:00 pm, NPA
- K. Intercultural Programs End of Year Party, May 6, 2023, 4-6 pm, ICH
- L. May Board meeting, May 8, 2023, 3:30 p.m., Yellowstone Building
- M. Final Exams, May 10-12, 2023, NWC
- N. Graduation/Commencement, Saturday, May 13, 2023, 10:30 am, Cabre

**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**

March 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; MS. CHRISTI GREAHAM; MS. JO ANN HEIMER; MS. CAREY MILLER; MR. CORY OSTERMILLER; MS. LISA SMITH; MS. LINDA SPOMER; 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:** President Dr. Mark Wurzel joined the meeting via Zoom. In his physical absence, Trustee Dusty Spomer called the regular meeting of the Northwest College Board of Trustees to order on Monday, March 13, 2023, at 4:00 p.m. in the Cody Center, Room 2201.

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

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

In response to a question from President Wurzel, President Watson stated that House Bill 0028 increased capital construction WCCC approval thresholds from \$100,000 to \$250,000. This does not affect projects that fall under major maintenance or deferred maintenance.

In response to a question from President Wurzel related to the funding formula and the changes in the value of an online class, President Watson reminded Trustees that HB0080 reduced the weight of an online course a few years ago. However, recently passed HB0029 increased the value of online classes from .8 per credit to one. When the formula is recalculated, this will result in a loss to Northwest College since it offers fewer online classes than the other community colleges.

Trustee Housel stated he is pleased to learn that the Higher Learning Commission approved the BAS in Criminal Justice Studies and that the College will begin offering the program in the fall of 2023.

In response to a question from Trustee Housel, Vice President Giraud stated that a limit has yet to be determined regarding the number of students who could enroll at any given time. Unlike the BAS in Professional Studies, which is a cohort, the Criminal Justice program will be open enrollment in which students may enroll at any time.

President Watson stated that the enrollment process is being established, and a social media marketing campaign is also being developed.

Trustee Housel stated he is pleased that faculty are working with the University of Wyoming to ensure the long-term success of the College's students who transfer to the University of Wyoming.

In response to a question from Trustee Housel, Vice President Giraud stated there had been several iterations of the transfer agreement between the University of Wyoming and Northwest College. Currently, the arrangement is a block transfer by each degree program. There is an internet site that students

can utilize to see what courses would transfer into the degree program they are interested in. Dr. Giraud stated he believes the current model is working well as he hasn't heard of any instances where courses didn't transfer.

Dr. Giraud added that Northwest College's Academic and Career Advising Coordinator, Kelly McArdle, works closely with students in planning their courses and with the transferring institutions in Wyoming and Montana.

In response to a question from President Wurzel, President Watson stated that HB 0031 allows BOCES to act as a local education agency for the purpose of applying for and receiving state and federal grants. Technically, BOCES does not have a staff nor an operating budget for this work. Through an MOU with the College, Leslie Bigham, Community Education Program Specialist, was hired by the College to run PVCE. She is unsure who will be responsible for applying for and subsequently managing future grants for BOCES.

In response to a question from Trustee Spomer, President Watson explained that as part of the WIP initiative, Northwest College will collaborate with the University of Wyoming on a grant to expand mobile maker spaces. The collaboration would provide a mobile maker space trailer that would align with a program the College is currently or planning to offer, such as construction trades. Unfortunately, all of the combined requests for the WIP funds far exceed the available dollar amount, so it is unknown if the College will receive funding to procure the trailer. The announcement regarding which proposals will receive grant funding is expected to be made the last week in March.

**Motion carried, and the consent agenda, including the minutes of February 13, 2023, regular meeting, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

State Performance Indicators  
Report

Lisa Smith shared a summary of the Performance Indicators report that goes to the Wyoming Community College Commission, specifically highlighting retention and completion rates.

Two hundred fifty-seven first-time, full-time degree-seeking students began in the fall of 2021. Of those, 61% returned in the fall of 2022, while 72% either returned or transferred to another institution. The College was slightly under the state average (63%) for returners and slightly above the state average (70%) for returners or transferring students. During the same time frame, 52% of 27 part-time students returned to Northwest College in fall 2022, well above the state average of 33%. Lisa noted that Northwest College has remained comparable to the national averages over the past ten years.

Lisa stated that Northwest College had the highest completion rate on record for the most recent cohort; first-time, full-time students who started in the fall of 2018 and graduated within three years. This was the state's highest completion rate, averaging 39%. Northwest College's completion rates have been higher or equal to the state average and well above the national average for nine of the past ten cohorts.

Lisa explained that by combining completion and transfer rates for the past five years, 59-60% of students completed or transferred within three years of starting at Northwest College. While there have been higher completion rates, fewer students transfer without earning a degree. This indicates that the College is seeing success in its efforts to assist students in completing a credential whether they plan to go to work or continue their education.

Workforce Development  
Activities Report

Christi Greaham stated that the heavy equipment simulators were purchased with grants from Wyoming Works and the Foundation. The simulators will be placed in trailers, allowing for mobile classrooms. The program will run similarly to the CDL program, which became so successful that it was necessary to move to an open enrollment model where students could begin at any time. It will also consist of stackable credentials such as safety certification, simulator time, employer training, or other on-the-job training through employers working with CTD. Students could then earn their CDL Class A license, which allows them to haul equipment with a truck and trailer.

In response to a question from Trustee Housel, Christi stated that the older simulators located at CTD are outdated and not useable for instruction. The new simulators utilize VR (Virtual Reality) technology. For instance, when a student is using the simulator and turns to look, everything moves with them and makes them feel like they are actually in the machine. The simulators can also be switched from John Deer to Caterpillar controls.

In response to a question from Trustee Spomer, Christi stated that CTD responds to industry needs and employer requests by offering one-on-one or classroom training, depending on the need. Trainers will also travel to the place of business to work with employees. She stated they can design a program pretty quickly to meet the demand. The program could be offered to the public, which brings the cost down for the employer, or provided privately to the organization making the request.

Christi stated that the CDL program was so successful that it became necessary to lease a second truck. They have also brought on a third-party tester to test students on Fridays, Saturdays, and Sundays, so waiting three to four weeks for the state to test is no longer necessary.

President Watson stated that in addition to the original simulator for the CDL program, the College had added the snow plow and school bus addition to increase its functionality. A school bus was also purchased to accommodate school districts' training needs at any time.

Christi stated that Northwest College and other community colleges in the state are working with the WCCC to get more funding for the CDL programs. Northwest College and LCCC are the two largest CDL programs in the state, and both are running close to capacity. It may be necessary to purchase additional equipment to accommodate the demand. While individuals continue to sign up for the program, employers are the largest group to utilize the training.

In response to a question from Trustee Housel, Christi stated that the Wyoming Works scholarship is available to Wyoming residents to help alleviate the costs of the CDL program. Northwest College's program is the cheapest in the state at \$3,975, while LCCC is \$5,100.

In response to a question from Trustee Housel, Christi stated that CTD is part of the Park County Outdoor Coalition, and she sits on the Board. She will be going to Laramie within the next month to learn about different programs and potential funding available from the recent approval by the Legislature allocating \$20 million to an endowment. The revenue generated from the endowment is meant to enhance outdoor recreation in the state.

President Watson stated that Northwest College submitted a Phase II WIP grant request to fund a Program Coordinator, which would enhance DELTA programming and the Outdoor Recreation academic program.

In response to a question from Trustee Housel, Christi stated that the Outdoor Recreation classes offered through DELTA remain extremely popular. Many people are moving in from outside of the area who want to learn how and where to recreate and how to recreate safely. Hiking, downhill skiing, river rafting, and historical site visits are courses that remain popular with newcomers to the area. Very few of the classes offered are canceled due to low enrollment. DELTA programming is geared toward learning the activity, while Keith McCallister's Outdoor Recreation academic program is geared toward individuals seeking employment in the industry.

In response to a question from Trustee Laursen, Christi stated that she feels the outdoor recreation programming will continue to grow. As a result of COVID, people are moving to the area because of outdoor recreational opportunities in the area.

Schedule Spring Board Retreat

President Watson stated the need to schedule the spring Board retreat. A Doodle poll will be sent to find available dates within everyone's schedule.

#### **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:**

Policy 2500 – Board Meetings  
Section IV

**A motion was made by Trustee Kuipers and seconded by Trustee Newsome to approve the proposed changes to Policy 2500 – Board Meetings as presented. Motion carried.**

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

April 12, 2023, upcoming - Meeteetse:

- State Fall Enrollment Report
- Major Maintenance projects update
- Spring Board meeting reminder
- Other TBD

#### **ANNOUNCEMENTS:**

Spring Recess April 7-10, 2023  
April Board meeting, April 12, 2023, Meeteetse School, Meeteetse

#### **A ADJOURNMENT:**

**The meeting adjourned at 5:02 p.m.**

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TARA KUIPERS, Vice President/Secretary

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Date

## **Board of Trustees Committee Reports**

### Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in March.

### Policy/ Student Success Committee – Chairman Tara Kuipers

The Policy/Student Success Committee met on April 12, 2023, to discuss proposed changes to Policy 2200 – Board Membership – II. Election, which includes a modification to the definition of each subdistrict in order for the Park County citizens being served by Big Horn County School District to be included in the election of College Trustees.

### Facilities Committee – Chairman Dusty Spomer

No committee meeting was held in March.



## **President's Report**

April 2023

### **State**

#### Legislature

The Legislative session adjourned Friday, March 3, 2023. The Management Council met on March 23, 2023, to discuss and decide on interim topics. Joint Education requested an update on the Wyoming Innovation Partnership (WIP). Joint Appropriations will undertake an actuarial review of all pension plans and review major maintenance funding for the state, UW, the CC's, and school buildings. The Joint Revenue Committee will examine issues related to property taxes, a topic of much discussion and legislation this spring. Several other interim topics will be covered, but this highlights the topics of primary interest to the Colleges.

#### Wyoming Innovation Partnership (WIP)

WIP proposals were still under review at the time of this report. Phase one work regarding the aerial lab and student center addition continues. All three NWC faculty members who applied for virtual lab funding were awarded. Billy Crawford (nursing), Keith McCallister (outdoor ed), and Greg Smith (archeology) will receive funds ranging from \$1,000 to \$3,000 for their VR requests.

### **Campus**

The campus had its Spring Break March 13-17, 2023. The campus was open, but students were off.

#### Higher Learning Commission - Accreditation

The Higher Learning Commission (HLC) held its annual accreditation conference from March 24-28, 2023. I attended on behalf of Northwest College. While at the conference, I attended full days of sessions on various accreditation topics, including faculty credentials, state of higher education, Carnegie Classifications, program prioritization, data utilization, and cocurricular programming special projects. In addition, I participated in the full-day Presidents workshop.

#### American Association of Community Colleges

I attended the AACCC conference held on March 31-April 4, 2023. While there, I attended several sessions regarding the state of higher education, the political climate, federal and state updates, mental health, programmatic changes, and student success. While there, I participated in the New CEO Academy. This two-day Academy was designed for new CEOs to hear from speakers and discuss various subjects with peers and experienced CEOs. The presentations were full of examples and scenarios. Each President left with a new cohort of supportive peers. The current tenure for a President is 3.7 years.

#### Strategic plan 2030

Work continues with the Vice Presidents and departments on tactical outlines for each strategy and pillar.

### Powell Economic Partnership

I attended the PEP Community Annual meeting on March 21, 2023. An update was given on the work done over the past year to move projects forward to completion.

### Forward Cody

I could not attend the Forward Cody meeting on March 28 due to HLC. I did see James Klessens on April 3, 2023, when he stopped by to thank us for our membership.

### Campus Activities

Tuesday, March 21, the Nursing and Allied Health Fair was held for students in the Yellowstone Conference Center. Students visited with potential employers about employment opportunities.

The University of Wyoming visited campus Wednesday, March 22, to meet with students preparing to transfer. While on-site, UW and NWC hosted an Engineering Meet and Greet for potential high school and transfer students looking to study in that field.

Forensics traveled to Boise State University to compete in the International Public Debate Tournament on March 23-25. They will travel to Maryland to compete in the Phi Ro Pi National Tournament on April 10-15, 2023.

NWC and Impact 307 held its second Entrepreneur Business Bootcamp on March 24, 2023. Once again, there was good participation at the event.

### Student Center

Demolition of the Student Center building continues. The construction of the temporary dining space is done except for the electrical panels and final earthwork. The temporary dining space in the Trapper gym continues to be working well. I met with Student Senate, Sodexo, and our campus team to examine the building and discuss dining operations next fall.

### Foundation and Alumni

The third annual Giving Day was held Thursday, March 30, 2023. It was a successful day with several academic projects being funded, the Student Senate challenge match being met, and overall solid support for the Student Center project and student scholarships. At last count, over \$138,000 was raised per the Giving Day website.

Respectfully submitted,



Lisa M. Watson  
President

## **Administrative Services & Finance**

Northwest College

Board of Trustees Report

April 10, 2023

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

### **Finance & Budget**

- The Business Office worked on the financial sections of the Higher Learning Commission survey and IPEDS to assist the Institutional Research office in submitting those surveys.
- 2023 1098T student tax forms were submitted to the IRS.
- Concurrent and dual enrollment sponsorship invoices (10 concurrent and 21 dual) were processed, and 39 general sponsorship invoices were completed for payment on student accounts.
- Letters were sent to companies and individuals who had outstanding checks with stale dates. Once responses are received, the old checks will be voided and reissued. This process reduces the likelihood of the checks going unclaimed.
- We also processed the final annual report on the Higher Education Emergency Funds we received during the Covid pandemic. This was our final report to the Federal Department of Education. The funds were fully expended by June 30, 2022.

### **Facilities Projects**

- Ashley Hall entry, lower lobby, and second-floor lobby remodel continues.
- Heat Pump projects at the library are now complete. Our maintenance crews replaced twelve heat pumps, saving the College in contractor costs.
- Boiler installation in the new Simpson addition was completed.
- Studio Apartments (Barracks) boiler replacement project is in the works.
- Grounds and custodial crews continue to battle through snow and wind to keep campus clear and safe for all. Will winter ever end?

### **Transportation Bus Miles**

- Travel for the month, bus fleet with 1,296 miles. Basketball teams traveled to Casper, WY, and Scottsbluff, NE.

### **Mickelson Field Station**

- Closed

### **Completed Work Orders**

- 213 last 30 days

### **Information Technology**

- The Computing Services staff continued to upgrade processes surrounding account management to increase security.

### **Human Resources**

- **Recruiting:** Please see April Personnel Report. Staffing activities have been busy with candidates on campus for interviews and new postings.
- **Training:** The annual EEO and Title IX compliance training started on March 7, 2023. It is scheduled to be completed by April 15, 2023, for employees. This year's refresher training is "Building Supportive Communities -Taking Action" by Vector Solutions. The HR Director met with United Educator's Canopy program representative to learn about their enhanced online training platform on 3/21. The College will transition to United Educator's compliance training programs next year.
- **Policy Work:** The Policy Review Committee (PRC) met on 3/22 to review proposed changes to Board Policy 2200 Board Membership. The proposed policy amends Section II - Election. The Park County Clerk of Courts contacted the College to request a modification to the definition of each subdistrict. Due to agreements between Park and Big Horn school districts, there are certain Park County citizens that are served by Big Horn County School Districts. These districts are not included in our definition of each subdistrict and, therefore, do not allow for these citizens to be included in the election of College Trustees. The proposed policy adds the subdistrict definition of the Big Horn districts. This policy change will then authorize the Clerk of Courts to include all Park County citizens in the election of Northwest College Trustees. There were no dissenting views presented by the Policy Review Committee (PRC), and the policy will continue to move forward in the process.
- **Benefits:** The HR Director contacted Yellowstone Behavioral Health (YBH) regarding their interest in joining the ESI EAP network to enhance our employees' local options for mental health providers. YBH has offices and providers in both Powell and Cody. They were accepted into the network. Mental health counseling EAP visits can be coordinated by calling ESI EAP, and YBH is now available as a contracted provider.
- **Community and Student Outreach:** On 3/27/2023, Part Time HR Senior Office Assistant, Marsha Wilson, was invited to work with the Shoshoni Learning Center students on how to fill out applications and other required paperwork when seeking a job.
- **Professional Development:** The HR Director attended a webinar called "Mitigating Biases in the Hiring Process" by HRCI on 3/16 and a legal employment update from CUPA HR attorneys on 3/16. The Department of Labor provided a webinar, "The PUMP For Mothers Act – What Employers Need to Know," on 3/16. The HR Director attended "Best Practices for a Highly Effective Hybrid Workforce" by HRCI on 3/22.

## Personnel Status Report April 2023 Trustees' Report Search Activity to Date - 3/24/2023

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 <a href="https://paulygroup.com">https://paulygroup.com</a> .
Finance Director			The position has been re-opened until filled.
Instructor/Assistant Professor for Business - Tenure Track			Candidates are being reviewed.
Fixed Term Instructor of Nursing/WyIN Funded	8/17/2023	Joneen Costigan	Joneen has an Associate's in Nursing from Northwest College and a Master's in Nursing Education from Western Governors University. Joneen has previously served as an adjunct instructor for NWC.
Library Coordinator	3/27/2023	Faith Johnson	Faith has a Bachelor's in History from the University of Wyoming and a Master's in Library Science from Texas Women's University
Fixed Term Vocal Music Instructor	3/1/2023	Eric Hagmann	Eric has a Bachelor's in Music Theory and Composition from the University of Minnesota – Duluth and a Master's in Jazz Studies from the University of Northern Colorado. Eric has recently served as Vocal Music Artist in Residence for NWC.
Men's Basketball Coach	3/20/2023	Andy Ward	Andy recently served as the NWC interim coach in this role, and previously served as Men's Basketball Coach for Northwest College from 2007-2012. Andy has a Master's in Sports Management from the United States Sports Academy and a Bachelor's in Physical Education from Southern Utah University.
Vice President for Strategic Enrollment and Student Services			The position closes externally on 4/17/2023.

Dean of Student Learning			The position closes internally on 3/27/2023.
Instructor/Assistant Professor of Criminal Justice - Tenure Track			The position is open until filled, with preference given to candidates who apply by 4/11/2023.

**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
<b>Projects Awaiting BOT Approval</b>												
<b>Projects In Process</b>												
<b><u>PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</u></b>												
<b><u>PLANNING/START UP PHASE</u></b>												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
<b><u>PENDING</u></b>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Pending Capital Renewal Approval Governor's Office	4/8/2019	Pending		\$ 4,000,000	
<b>FY2022/2023 See Masterplan Update</b>												
Powell/Sci & Math	1		MM	Chemistry Lab Hood Controls 100k paid			Awaiting Startup May 15, 2023	12/13/2021			\$ 265,000	
Powell/Campus	1		MM	Campus Lighting			Awaiting Startup May 15, 2023	12/13/2021			\$ 208,870	
Powell/AG	1		MM	Elect/HVAC/Refresh Design			pending engineering & bidding	12/13/2021			\$ 20,000	
Powell Campus	1		MM	Card Reader Access/Cameras - Phase 1			pending engineering & bidding	12/13/2021			\$ 350,000	
Powell/Campus	1		MM	Moyer Server Room Cooling replacement			Pending startup May 2023				\$ 250,000	
Powell/S&M	1		MM	Heat Pump Replacements			Pending approval				\$ 30,000	
<b>FY2024 See Masterplan Update</b>												
Powell/Campus	2		MM	Various Parking Lot Replacement - L&C, West Simpson			Lewis & Clark Engineering				\$ 1,000,000	
Powell/Stock Ag	2		MM	AG HVAC/Electrical/ADA Access			pending engineering & bidding				\$ 300,000	
Powell/Fagerberg	2		MM	Boiler replacements			Pending approval				\$ 120,000	
Powell/Library	2		MM	Makeup Air Unit replacement			Pending approval				\$ 125,000	
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 2			Pending funds				\$ 200,000	
<b>FY2025 See Masterplan Update</b>												
Powell/Campus	3		MM	Various Parking Lot Replacement - JFC East, Cabre, Oliver			Design/Awaiting Funding				\$ 1,000,000	
PowellCampus	3		MM	Natural Gas Infrastructure			JFC/FAB Annex/Oliver/Day Care				\$ 100,000	
Powell/S&M	3		MM	Chiller/MAU/Greenhouse Cooler Replacement			Design/Awaiting Funding				\$ 475,000	
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 3			Pending funds				\$ 200,000	
<b>FY2026 and beyond See Masterplan Update</b>												

**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
FY2027 and beyond See Masterplan Update												
Budgetary Notes Cash Reserves												
<b>Fund Balances</b>			<u>Estimated</u>	<u>2022</u>								
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								
<b>Total Auxillary</b>			\$	<b>1,873,027</b>								
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								
<b>Completed SEE MM Report</b>												
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	1	MM		Various Parking Lot Repaires			Complete	12/13/2021		8/31/2022	\$ 385,313	
Powell/Campus	1	MM		Yellowstome MAU Replacement			Complete			12/31/2022	\$ 125,000	
Powell/DSU	1	MM		Asbestos Abatement for Demo			Complete			12/31/2022	\$ 200,000	
Trapper Arena	1	MM		Insulation/Mechanical Improvements			Complete	12/13/2021		3/5/2023	\$ 378,556	
Powell Library	1	MM		Heat Pump Replacement (1)			Complete	ongoing		3/31/2023	\$ 29,732	
Powell/Campus	2	Fund 10		Ashley Hall Boiler Replacement			Complete			3/31/2023	\$45,000	



# ACADEMIC AFFAIRS

March 2023



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## **ACADEMIC DIVISIONS/DEPARTMENTS**

**Agriculture:** The ag department hosted their annual FFA/4H contest, hosting 307 contestants competing in Livestock Judging, Environmental and Natural Resources Evaluation, Meats Judging, and a Sales contest.

### **Business:**

#### **IMPACT 307 Entrepreneurship Efforts**

- NWC Business faculty, in collaboration with multiple NWC staff members, continues working with our local IMPACT 307 representatives to provide value-added entrepreneurship offerings to our service areas.
- Follow-on Entrepreneur Bootcamp: Held at NWC on Friday, March 24 (24 registrants). This session provided the following hands-on interactive topics to attendees: idea validation, social media marketing, operational challenges, strong pitch presentations, solid bookkeeping (QuickBooks tutorial) with credit card practices, legal aspects of entrepreneurship, and a Q&A session with a successful, local entrepreneur.
- Custom Entrepreneur Bootcamp: specifically asked for by Worland community leaders; will be held as a half-day event in Worland on Friday, April 14 (time TBD). Being 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.
- Our Park County Entrepreneur Startup Competition process is running on all cylinders. IMPACT 307 raised \$50,000 of startup capital available to aspiring entrepreneurs in our area. Through multiple rounds, applicants have been narrowed down to final five teams. On Thursday, April 6 at 5pm at the Buffalo Bill Center of the West in Cody, each finalist team will pitch its presentation to the public and a group of judges. Later in the spring, IMPACT 307 will award startup capital to multiple winning teams. This event is open to the public.

**Communication & Forensics:** Bob Becker, along with two students, attended the Wyoming High School State Speech and Debate tournament to judge and recruit high school students.

The NWC forensics team traveled to the International Public Debate National Tournament March 23-25.

**Photography:** On Saturday and Sunday, March 25 & 26, Photographic Communications hosted the alternative process workshop with View Camera and Lighting and Survey of Photography classes. 20 students created prints using 19<sup>th</sup> and 20<sup>th</sup> century chemical processes in the various darkrooms on campus. They made cyanotypes, van dykes and black and white prints. They used a range of 4x5 black and white film negatives and digital negatives to create the prints.

On March 28 the Photography Department hosted 25 Lovell High School seniors, providing a tour of our facilities.

**Equine:** The Equine Studies Department hosted 11 FFA horse judging teams at the equine center on March 23 for a horse judging contest. Several people from the community assisted with and provided horses for the contest. The department will host an open horse show April 1; the public is welcome. Finally, they will host a mounted shooting clinic April 8-9.

One of the Equine classes, Techniques of Teaching, will assist Park County 4-H with horse safety certifications both for miniature and full-size horses. This will take place during class times this semester.

### **Outdoor education**

- OE has been working with Sleeping Giant to look at offering the OEC (Outdoor Emergency Care) and ski patrol training to help them with ski patrol staffing.
- OE will be heading to Desolation canyon the last week of April for our weeklong rafting component of OEPR 1260.
- OE approved by Signature Research to offer the Level I Challenge Course Practitioner cert. as non-credit for the spring as an option.

### **Nursing**

- 16 students joined the hybrid program this January. There are currently 22 students in the traditional (face-to-face) program on track to graduate this May. There are 16 second semester traditional students and 7 third semester hybrid students progressing through the program. Total RN students: 67.
- 16 incoming students preparing for entry this August to the traditional program in Powell.
- Nursing students in the ADN program recently participated in a research project conducted by a previous NWC ADN graduate who is currently enrolled in her BSN program at UWYO relating to microbial growth on stethoscopes.
- Nine nursing students are preparing to present their work in the first NWC Student Academic Showcase.
- 14 clinical partners and 3 University RN-BSN programs (UWYO, MSU-B, Boise State) recently participated in a recruiting fair for nurses. Nursing students attended and engaged in conversations with clinical recruiters and university programs. Examples of clinical partners ranged from corporate entities (Billings Clinic), federal (VA), local (PVH), to regional (Hot Springs County Memorial).

### **EMT/Paramedic**

- NWC Paramedic program received a \$20,000.00 grant to launch a community paramedic program this fall. The course will begin in August through the CTD as a hybrid, non-credit offering to current paramedics who are interested in functioning as a community paramedic.
- The Paramedic program has 4 actively engaged students who are halfway through the program in May and anticipated graduation date of May 2024.

### ***CENTER FOR TRAINING AND DEVELOPMENT – Powell***

- Conferences/Meetings- Brighter Futures, 307 Bootcamp, Cody HS Career Fair, and NextGen- Lander
- PHS/Shoshone Learning Center- students signed up for this semester include CDL, Workforce Effectiveness, and CNA
- CTD Trainings- Welding, Wilderness First Aid, AI Cattle 101, and Scale House Review

### **Cody CTD**

- Test proctoring- Wyoming Highway Patrol, WorkKeys, ACT, HESI and TEAS
- CPR/First Aid
- 6 new Ed2go students
- Served a total of 51 students.

### **CDL Program**

64 students enrolled program

- 34 Working on their Theory
- 30 Skills and BTW (Behind the Wheel Driving)
- We have 25 testing spots open this month
- 17 students attended orientation
- 7 students passed and received their CDL's
- School Bus/Passenger Bus Training 3
  - 2 students working on their theory
  - 1 received their School Bus/Passenger License

## **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 5 activities that served 45 students and community members. These events included Skiing, Snowshoeing, and Cross-Country Skiing.

### **Powell Valley Community Education/Rec Co-Op**

- PVCE served a total of 101 community members in March
- Classes held: yoga, rock wall, crafting, computer, dance, healthcare and driver education
- PVCE has been working with Shoshone Learning Center and Powell High School Special Education Department to provide Driver Education to those students.
- In March there were a total of 17 checkouts for the Co-Op.
- PVCE is working with various community and college partners to offer new and exciting learning opportunities for our area.

### **INTERCULTURAL PROGRAM**

- Took a group of international students to dinner and a movie in Powell over spring break (44 in attendance)
- Hosted “Celebrating Pakistan Resolution Day” at the Intercultural House (55 people in attendance)
- Held our annual tax workshops for all international students.

### **HINCKLEY LIBRARY**

- The library staff welcomes Faith Johnson, MLS Librarian, as our new Library Coordinator.
- March is an exciting time at the library when student projects and other exhibits are displayed at the library.
  - Students in ART 2430 Advanced Ceramics have created beautiful ceramics depicting a favorite book.
  - Native Plant Month begins in April. On display and available for check out (as spring approaches) is a selection of Wyoming native plants books from identification and horticulture to ethnobotany, alternative medicine, indigenous people's history and plant use, and native plants as works of art.
  - Continuing the vast uses of plants, visit the fascinating exhibit discussing ethnobotany and the creation and use of dyes derived from natural plant sources.
  - Northwest College student Galena Hasanova's “Austin Dickinson,” brother of renown poet Emily Dickinson, bust is on loan. The bust is sculpted using clay, metal wax and acrylic.
- General studies and education First Year Seminar library instruction classes finished this month teaching 103 students.
- Stothart Open Mic Readings organized by Dr. Jennifer Dare continue this month.

### **ACADEMIC AND CAREER ADVISING CENTER (ACAC)**

#### **Advising & Transfer**

Activities this month included the following:

- Hosted University of Wyoming for transfer advising on March 22
- Began the process of creating a Moodle training course for new faculty advisors
- In partnership with UW and NWC engineering, set up an engineering information session for local high school students and NWC transfer students on March 22

#### **Retention**

As a team, the HELP alert group addressed 35 retention cases from March 1-March 27.

#### **Career**

The Nursing & Allied Health Career Fair was successfully executed on March 22 in the Yellowstone Conference Center. The Academic & Career Advising Coordinator plans this each year in collaboration with the allied health and nursing departments. Twenty-one employers and BSN programs participated in this hiring event, which was held in a hybrid format. Student participation was robust; the nursing department offered credit in some courses for attending.

***PEER TUTORING SERVICE***

- Provided 76 scheduled one-on-one/group tutoring sessions.
- Provided 42 drop-in tutoring sessions (including writing).
- Provided 29 help desk assistance visits.
- Assisted with the Nursing & Allied Health Career Fair on March 22.

# MONTHLY REPORT TO PRESIDENT WATSON

## Student Services

March 2023



### ATHLETICS:

- Wrestling finished 10<sup>th</sup> in the Nation and the following placed:
  - Brayden Lowry – 5<sup>th</sup> place, 147 lb class
  - Cody Pinkerton – 5<sup>th</sup> place, 285 lb class
  - Boburjon Berdiyrov – 5<sup>th</sup> place, 141 lb class
  - AZIZ FAYZULLAEV – National Champion – 174 lb class
- Men's Basketball finished their season 20-10, 7-2 Region 9
- Women's Basketball finished their season 20-11, 6-3 Region 9
- Esports has 4 weeks left until the playoffs
- Women's and Men's Rodeo – have started practices for the Spring season and will have their first rodeo April 13-16 in Bozeman, MT
- Women's Volleyball and Women & Men's Soccer are actively recruiting and scheduling for next season
- Johnson Fitness Center had 1,500 usages during March

### ENROLLMENT SERVICES

- 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 1<sup>st</sup>, 2023

### FINANCIAL AID

- The Office submitted NWC's assessment of Course Sharing vendor platforms to the WIP Course sharing project
- The Office, in collaboration with the Business Office, transferred \$14,891 in unallocated FWS budget to SEOG which resulted in 22 additional SEOG awards to students. 2022-23 is the final year of >25% FWS to SEOG transfer under COVID/DOE flexibilities
- The Office completed creation of 2023-24 award year federal student aid forms

- The Office, in collaboration with the Foundation, began donor matching and student notification in accordance with new accelerated student notification timeline (Strategic Plan: Strategy 2.2)
- The Office created & distributed financial aid form & calculation templates to all WY colleges' financial aid offices in preparation for the *Kickstart Wyoming's Tomorrow Scholarship (KWTS)* launch in April. Additionally, the Office collaborated with WCCC's Ben Moritz to negotiate the process by which a KWTS applicant attests to DWS registration in all WY schools. Finally, the Office received its preliminary determination of KWTS funds allocation. Overall, WCCC received \$1.125 in KWTS funding from the 2023 Legislative session. For its initial school allocation tranche of funds, WCCC assigned 70% to schools (\$875K) and held 30% in reserve (\$375K). Based on WCCC's population analysis, NWC's three service area counties accounted for 8.07% (\$70,564) of the \$875K. Of the \$70,584, NWC is expected to receive \$55,399 (78.49%) with the remaining \$15,185 (21.51%) issued to UW for its enrollment population within NWC's service area. From a student-support perspective, \$55,399 will allow NWC to make 15 full time equivalent awards during 2023-24
- The Office collaborated with Academic Affairs & Elementary/Secondary Education programs to begin creating FWS position(s) to satisfy the Family Literacy Project/Reading Tutor for Preschool-Elementary Children requirement (a component of 7% Title IV FWS Community Service expenditure requirements). A replacement FWS process is necessary after the closure of the Children's Learning and Care Center and the discontinuation of subsequent award year regulatory waivers under COVID/DOE flexibilities
- The Office continues to monitor federal updates for:
  - Updated & expanded compliance requirements necessary for the 2024-25 award year forward (all FAFSA Simplification Act of 2020/Consolidated Appropriations Act of 2021 requirements enacted by 2024-25)
  - Updated and expanded Third Party Servicer regulations effective 9.1.23

## **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) 12<sup>th</sup> 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
- NWC GEAR UP had seven seniors receive Daniels Scholarships. This is a record for our site
- NWC GEAR UP will be receiving a budget adjustment increase of \$20,000. This will increase the indirect costs that come to the college to \$22,631

## **RESIDENCE LIFE**

### **Housing**

- The department is currently facilitating its Resident Assistant (RA) hiring process to include Assessment Day, 4 days of interviews, selection process for 16 resident assistants for next fall
- 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.
- Housing applications are open for next fall for the residence halls and Trapper Village Main

### **Security**

- Staff is training “call-in” help
- Staff conducted an ICS refresher with Park County Homeland Security

### **Activities**

- Activities and Intramurals for March were well attended
- Intramural basketball underway, averaging 45-50 students each night

## **STUDENT SUCCESS CENTER**

### **Student Success Center Usage- In Office**

- 111 visits in March
- 374 cumulative visits for calendar year 2023
- 6 Proctored Placement Tests (math and english).
- Childcare Assistance Grant Facilitator
- Staff facilitated programs to the international students

### **Counseling Services**

- 59 Counseling sessions (includes face-to-face, Zoom and phone)
- 8 After hours contacts
- Tracking and follow up of Trapper Health Connection Cases
- Attend Residence Life Team meetings/ Retention Committee meetings
- 2 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)
- 119 Students registered with Disability Services for SP/23
- 331 Accommodation letters processed for SP/23
- 31 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Completed IEP with Cody/Powell students

## **TITLE IX**

- Completed Title IX training in one residence hall and in one campus club
- Total students trained this month/semester – 9/105
- Total number of students trained this academic year - 764
- Facilitated eleven (13) individual Title IX prevention and awareness programs for students, Title IX Team and administration
- Participation in the Wyoming Title IX Coordinators monthly meetings
- Participate in an ATIXA webinar concerning No Contact Directives and enforcement
- Staff assisted Residence Life in a weekend 6-hour assessment day for new RA's
- Update all current cases pending on Maxient and complete CRF's
- Begin review of training options for Title IX investigators and staff

## **TRIO STUDENT SUPPORT SERVICES**

- Currently serving 134 students.
- Distributed food to 18 families/24 people
- Main activities with students this month include overall transfer planning; resume & cover letters; FAFSA and NWC scholarship applications for next year; academic success/goal achievement check-in meetings; recruiting new students
- Working on Annual Performance Report (APR) due March 31
- Planning and preparing for University of Wyoming Transfer trip, Thursday, March 30 – Saturday, April 1

**Monthly Report to President Watson**

March 2023

**STRATEGIES SERVED**

*Promotional activities for:*

**Recruiting and Registration**

- Three academic program highlights (mini features) on social: Business, Communication, and Criminal Justice.
- Faculty highlight (mini feature) on social: Jennifer Dare.
- Recruiting folder customization, program brochures, and recruitment packets for Equine Studies.
- Billings Gazette / Lee Enterprises College Guide MT/WY Spring 2023 full page ad.
- Welcome to Wyoming video for out of state prospects
- Google Street View virtual tour of campus, including 360° photos of main campus facilities, inside and out.
- Standing FY23 Enrollment Campaign initiatives.

**Retention & Completion**

- Travel to Southeast Asia: Timor-Leste
- Jazz Festival
- Pakistan Resolution Day
- CCSSE
- Student Academic Showcase 2023
- Celebrating Maslenitsa

**Foundation & Alumni**

- Giving Day 2023
- Jazz Night event

**Community**

- Business Bootcamp: Entrepreneur Workshop (partnership with Impact Park County)
- Cody Writer’s Series
- Run for Berry promotional assistance
- News releases for: Cody Writers Series with Cara Chamberlain, the new Criminal Justice BAS, a student celebration of Pakistan Resolution Day, the upcoming seminar on Revenue Diversification in Agriculture, our third annual NWC Giving Day, our Coca-Cola Academic Team Bronze Scholar Karlyn Johnson Fazen, and the presentation on Timor-Leste at the Intercultural House.

**PRINTING SERVICES**

- 18 offices/programs/areas served
- 31 projects completed
- 17,955 pieces printed

**CMO & PRINTING SERVICES STAFF**

**Carey Miller**

Communications & Marketing Director

**Tim Carpenter**

Communications / Web & Social Media Specialist

**Jeremiah Howe**

Marketing / Graphic Design Specialist

**Ronnie Wolfe**

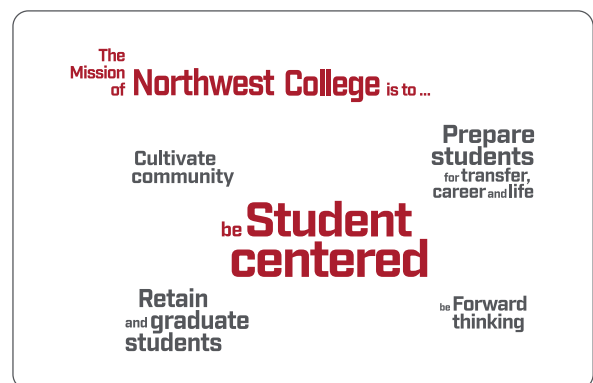
Interim Multimedia Production Specialist

**George Laughlin**

Printing Services Supervisor

**Kim Lawson**

Printing Services Specialist



➔ Visit [nwc.edu/brand](http://nwc.edu/brand) for a list of services offered



# ANALYTICS REPORT SUMMARY

## MARCH 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 enrollment campaign **Facebook/Instagram network ads** (paid posts) had a total of **67K** impressions, with a click-through rate of **1.43%**.  
*Note, this CTR is double the industry average of 0.73%*
- Our various **Google/Bing search ads** (paid search) had a total of **4K** impressions, with a click-through rate of **7.47%** overall. *Note, this CTR is almost double the industry average of 3.78%*

#### Unpaid Digital Efforts

- Our **organic Facebook efforts** (non-paid posts) saw a total of **161K** impressions with **14K** engagements and **2,397** post link clicks. Engagement rate per impression was **8.7%**.
- Our **organic Instagram** account (non-paid posts) saw a total of **19K** impressions with **1087** engagements and **7** profile actions (clicks). Engagement rate per impression was **5.6%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **823** impressions with **17** engagements, **0** post link clicks. Engagement rate per impression was **2.1%**.
- NOTE: we have suspended our TikTok content as per Governor Gordon's ban of its use on state devices and networks.

Our website at **nwc.edu** had **18K\*** users for a total of **87K\*** pageviews this month, with **38K\*** user sessions broken out like this:

- **17K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
- **18K** 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).

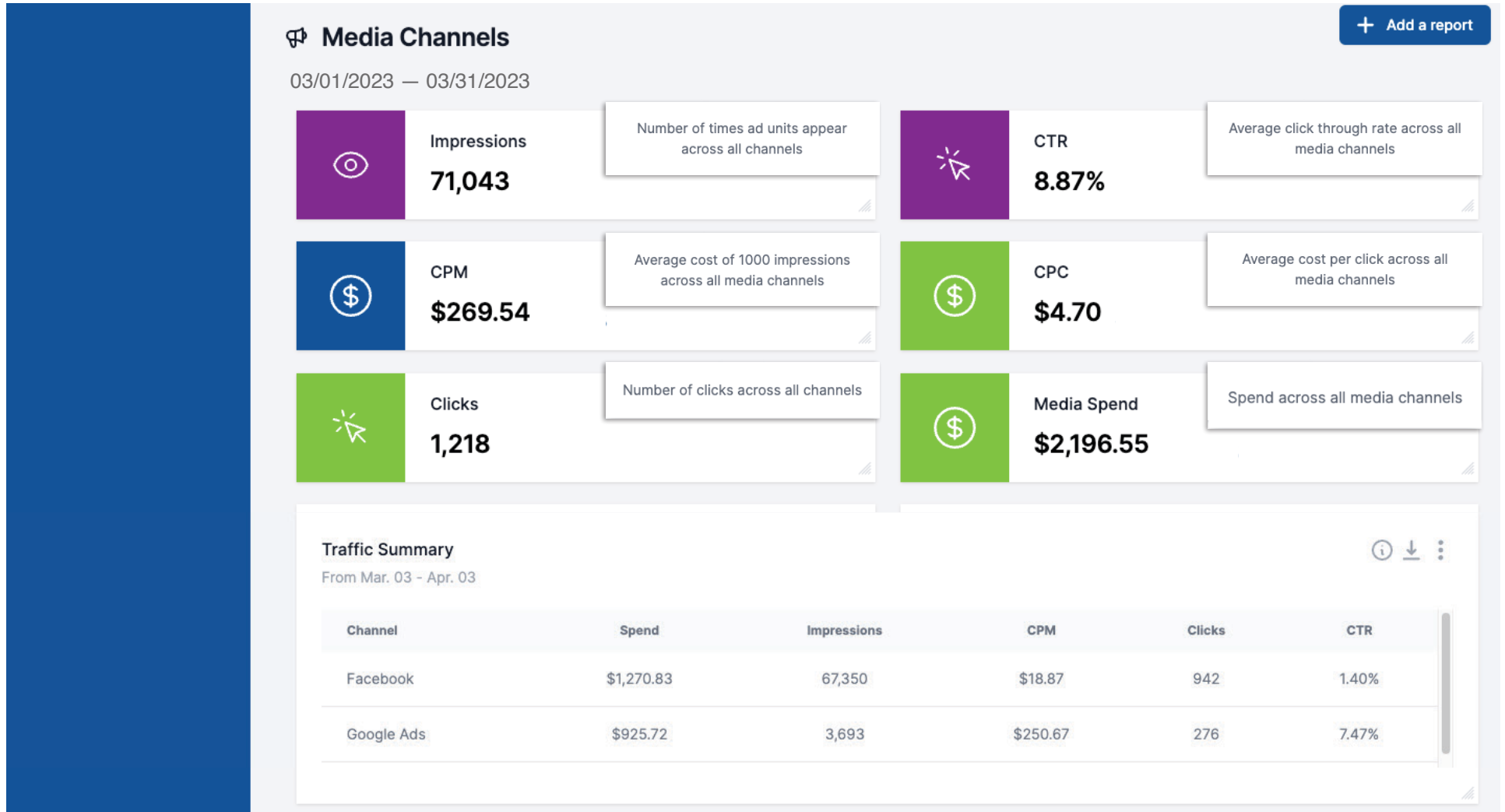
# ADVERTISING REPORT

## MARCH 2023



### Advance 360 Education | FY23 Enrollment Campaign | Paid search campaign and paid social 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:



# ADVERTISING REPORT

## MARCH 2023



Facebook and Instagram + | Non FY23 Enrollment Campaign | *Paid social advertising and post/event boosts*

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%
<b>Total results</b> 2 / 2 rows displayed	<b>15,494</b> Accounts Center accounts	<b>45,342</b> Total	<b>206</b> Total	<b>2.64%</b> Per Impressions

+ includes Facebook and Instagram feeds; Instagram profile feeds; Facebook marketplace ads; Facebook video feeds; Facebook right column ads; Facebook business and Instagram Explore tool; Messenger inbox and sponsored messages; Facebook, Instagram and Messenger Stories; Facebook and Instagram Reels; Facebook in-stream videos; Facebook search results; Facebook instant articles; audience network (partner sites and apps, 40+); Oculus (VR) mobile app feed and app search results.

# SOCIAL MEDIA REPORT

## MARCH 2023



**COMMUNICATIONS  
& MARKETING**

### Facebook | [facebook.com/NorthwestCollegeWyo](https://facebook.com/NorthwestCollegeWyo)

#### Performance Summary

View your key profile performance metrics from the reporting period.

3/1/2023 – 3/31/2023 vs 2/1/2023 – 2/28/2023

Impressions

161,835 ↘ 5.6%

Engagements

14,105 ↗ 14.7%

Post Link Clicks

2,397 ↗ 86.4%

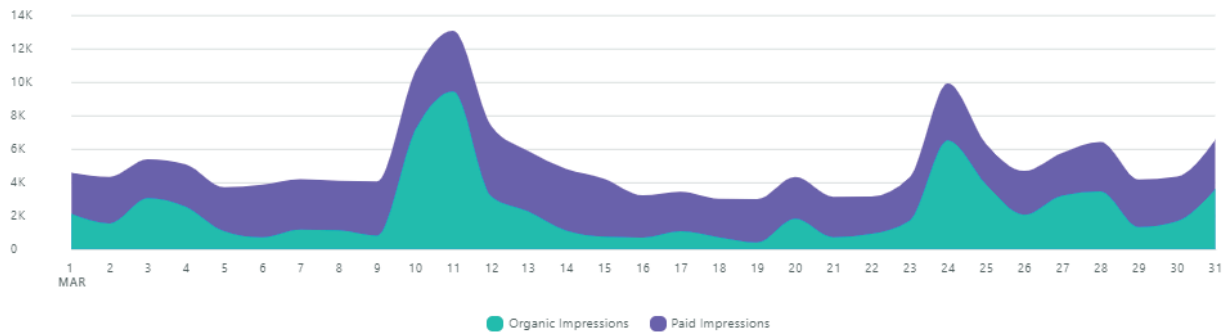
Engagement Rate (per Impression)

8.7% ↗ 21.5%

#### Impressions

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

Impressions Breakdown, by Day



#### Top Posts

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

Descending by Lifetime Engagements

**Northwest College**  
Fri 3/10/2023 4:26 pm PST

An outstanding piece was written by ESPN's Ryan Hockensmith, updating the story we've been following since October. #NWCwyoming #TrapperPride

The college wrestlers who took on a grizzly bear

**Northwest College**  
Fri 3/24/2023 5:30 pm PDT

Here's a quick look at some of the events we had going on across campus and elsewhere the last few days. Our nursing and allied health students had a job fair held just for them, our equine and ag progra...

**Northwest College**  
Fri 3/24/2023 5:30 pm PDT

# SOCIAL MEDIA REPORT

## MARCH 2023



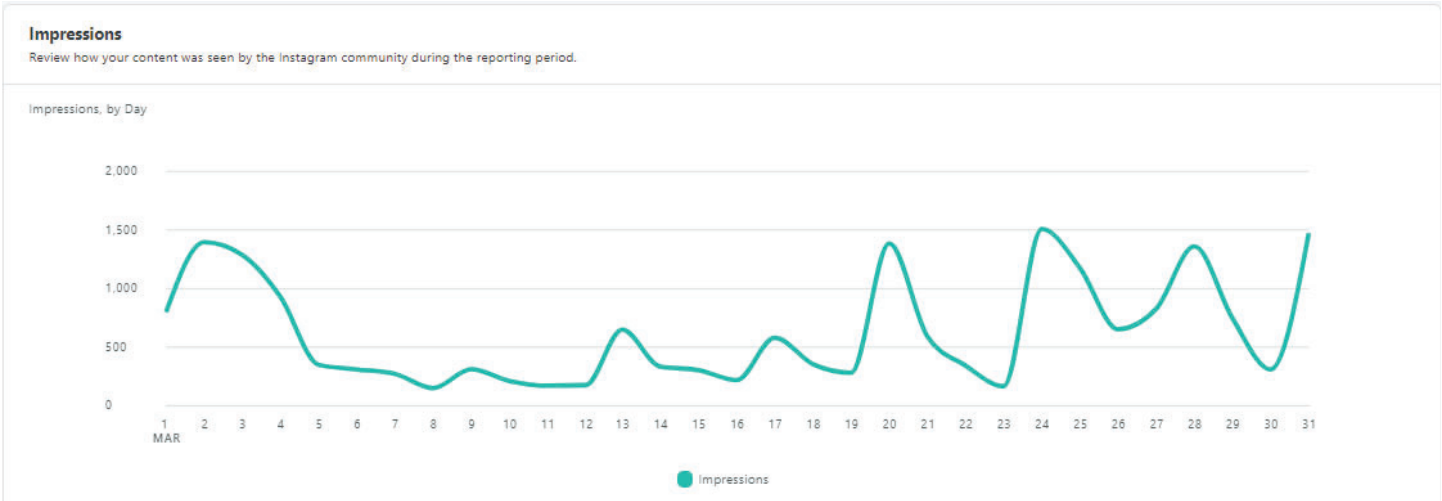
**COMMUNICATIONS  
& MARKETING**

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

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

3/1/2023 – 3/31/2023 vs 2/1/2023 – 2/28/2023

<p><u>Impressions</u></p> <p><b>19,431</b> ↘ 14.9%</p>	<p><u>Engagements</u></p> <p><b>1,087</b> ↘ 23.5%</p>	<p><u>Profile Actions</u></p> <p><b>7</b> ↗ 250%</p>
<p><u>Engagement Rate (per Impression)</u></p> <p><b>5.6%</b> ↘ 10%</p>		



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

Descending by Lifetime Engagements

**northwestcollege**  
Thu 3/2/2023 4:45 pm PST

Demolition of the DeWitt Student Center is underway, and after a training session with the crew, #NWCwyoming President Lisa Watson took a turn behind the controls this week to help clear the way for o...

**northwestcollege**  
Fri 3/31/2023 10:40 am PDT

While Giving Day was taking place at #NWCwyoming on Thursday, members of the Trapper basketball teams were out giving back to the community at the Cody Rec Center. They spent the evening working...

**northwestcollege**  
Tue 3/28/2023 10:58 am PDT

Some of our #NWCwyoming students have been hard at work outside Colter Hall after the recent snowfall. We're not sure when construction on the snow fortress began, but it may not last much longer. It's...

# SOCIAL MEDIA REPORT

## MARCH 2023



**COMMUNICATIONS  
& MARKETING**



Twitter | [twitter.com/NWCWyo](https://twitter.com/NWCWyo)

### Performance Summary

View your key profile performance metrics from the reporting period.

3/1/2023 – 3/31/2023 vs 2/1/2023 – 2/28/2023

Impressions

823 ↘62.9%

Engagements

17 ↘78.8%

Post Link Clicks

0 ↘100%

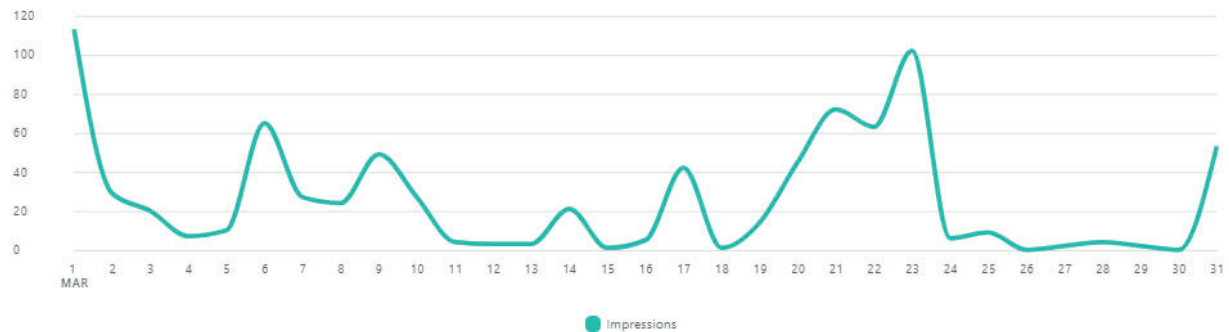
Engagement Rate (per Impression)

2.1% ↘42.8%

### 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  
Mon 3/20/2023 10:53 pm UTC

Last call for graduation applications!! We've extended the due date to this Friday (3/24). All students must fill out the application (located on the portal) whether walking in the ceremony or not. Cap & gown...

@NWCWyo  
Wed 3/8/2023 11:56 pm UTC

There are only two more days until Spring Break. Have you filled out your graduation application yet? It must be turned in by this Friday and all students must fill out the application whether participating in...

@NWCWyo  
Mon 3/6/2023 6:12 pm UTC

#NWCwyoming students, there are two Lunch and Learn sessions this week led by Academic & Career Advising. Career exploration today at 12:05 (3/6, ORB 133) and resume workshop tomorrow at 12:05 (3/7, ORB 131). Bring lunch, and a laptop or phone to complete the interest assessment.

# WEBSITE TRAFFIC REPORT

## MARCH 2023



COMMUNICATIONS  
& MARKETING

Google Analytics: nwc.edu

Mar 1, 2023 - Mar 31, 2023

### Users

Users: **18.0K** ↓ -1.5% from previous year

New Users: **15.5K** ↓ -1.0% from previous year

Number of Sessions per User: **2.1** ↑ 0.1% from previous year

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### User Sessions

Sessions: **37.5K** ↓ -1.4% from previous year

% New Sessions: **41.4%** ↑ 0.5% from previous year

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### Total Pageviews

Pageviews: **86.9K** ↓ -0.8% from previous year

Unique Pageviews: **70.0K** ↓ -1.2% from previous year

### Sessions by Traffic Source and Medium

Source / Medium	Sessions	% Δ
google / organic	15,554	-7.1% ↓
(direct) / (none)	9,481	-15.4% ↓
login.microsoftonline.com / refer...	4,609	79.8% ↑
experience.elluciancloud.com / r...	2,824	282,300.0...
bing / organic	1,101	-11.1% ↓
nwc.edu / referral	609	-66.9% ↓
nwc.wufoo.com / referral	430	294.5% ↑
google / ppc	368	-
a360 / social	272	-
yahoo / organic	233	-2.9% ↓

1 - 10 / 206

### Top Ten Most Visited Pages

Page Title	Pageviews	Avg. Session Duration
1. Home :: Northwest College :: Powell, Wyoming	26,921	00:02:08
2. Programs by Academic Area :: Academics :: Northwest ...	2,456	00:05:03
3. Results :: Search :: Northwest College	1,995	00:02:20
4. Home :: Calendar of Events :: Northwest College	1,886	00:04:01
5. Home :: Academics :: Northwest College	1,647	00:02:53
6. Home :: Hinckley Library :: Northwest College	1,477	00:03:53
7. Academics :: Northwest College	936	00:01:27
8. Home :: Campus Life :: Northwest College	917	00:04:44
9. Class Schedule & Syllabi :: Academics :: Northwest Coll...	908	00:02:49
10. Application for Admission	863	00:01:54

1 - 10 / 2695

### Sessions by Campaign

Acquisition Campaign	Acquisition Medium	Sessio...
1... facebook_traffic	social	270
2... A360 PPC - Agriculture Geo	ppc	229
3... A360 PPC - Allied Health & Nu...	ppc	127
4... A360 PPC - Allied Health & Nu...	ppc	53
5... A360 PPC - Photographic Com...	ppc	39
6... **LP Branded	cpc	34
7... A360 PPC - Agriculture	ppc	28
8... IP-916900864-m1781767-A36...	cpc	13
9... A360 PPC - Photographic Com...	ppc	6
1... IP-926841758-m1781767-A36...	cpc	5

1 - 10 / 23

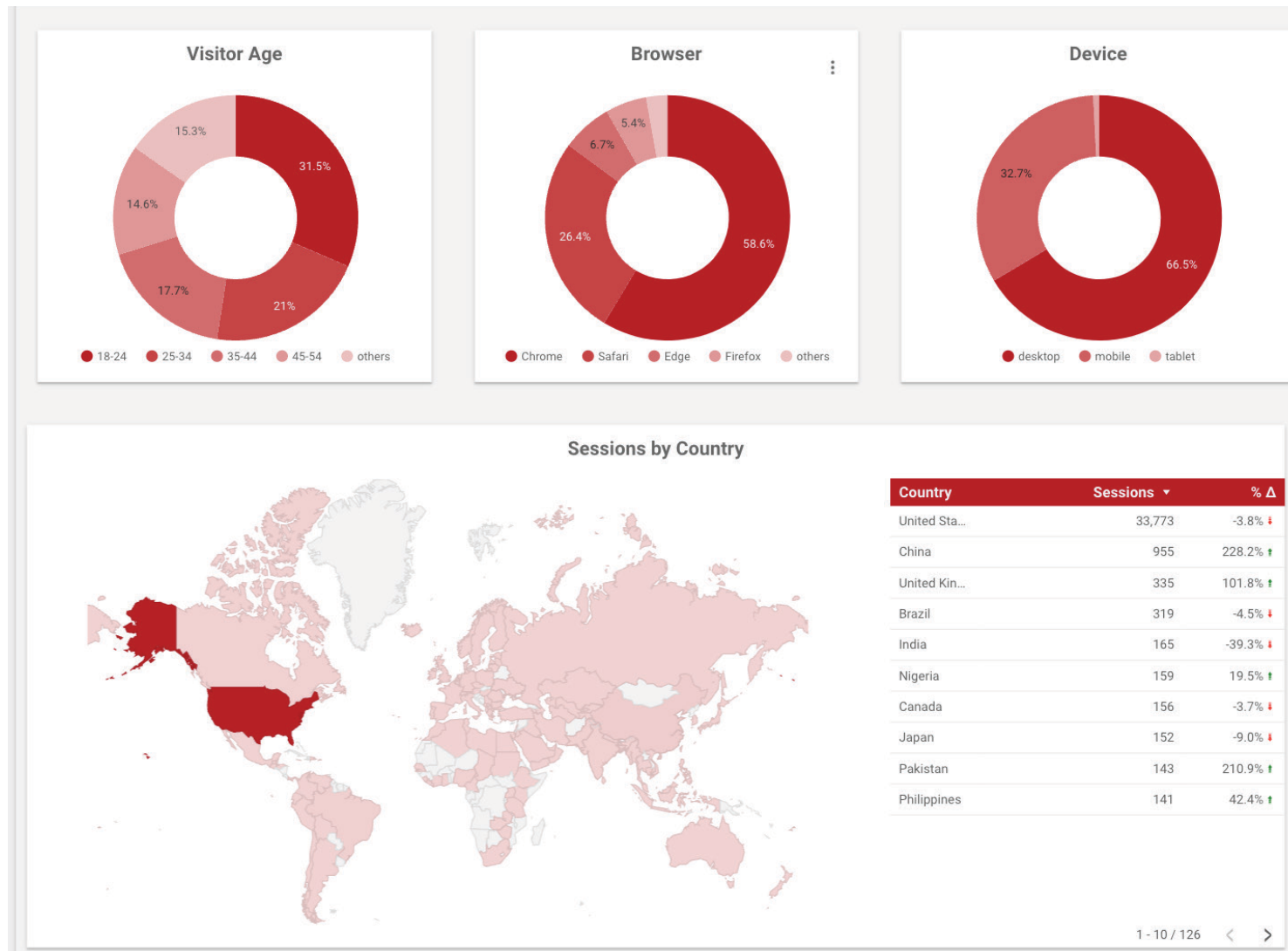
# WEBSITE TRAFFIC REPORT

## MARCH 2023



**COMMUNICATIONS  
& MARKETING**

**G** Google Analytics: [nwc.edu](https://nwc.edu) | Visitor Age | Browser | Device | Sessions by Country





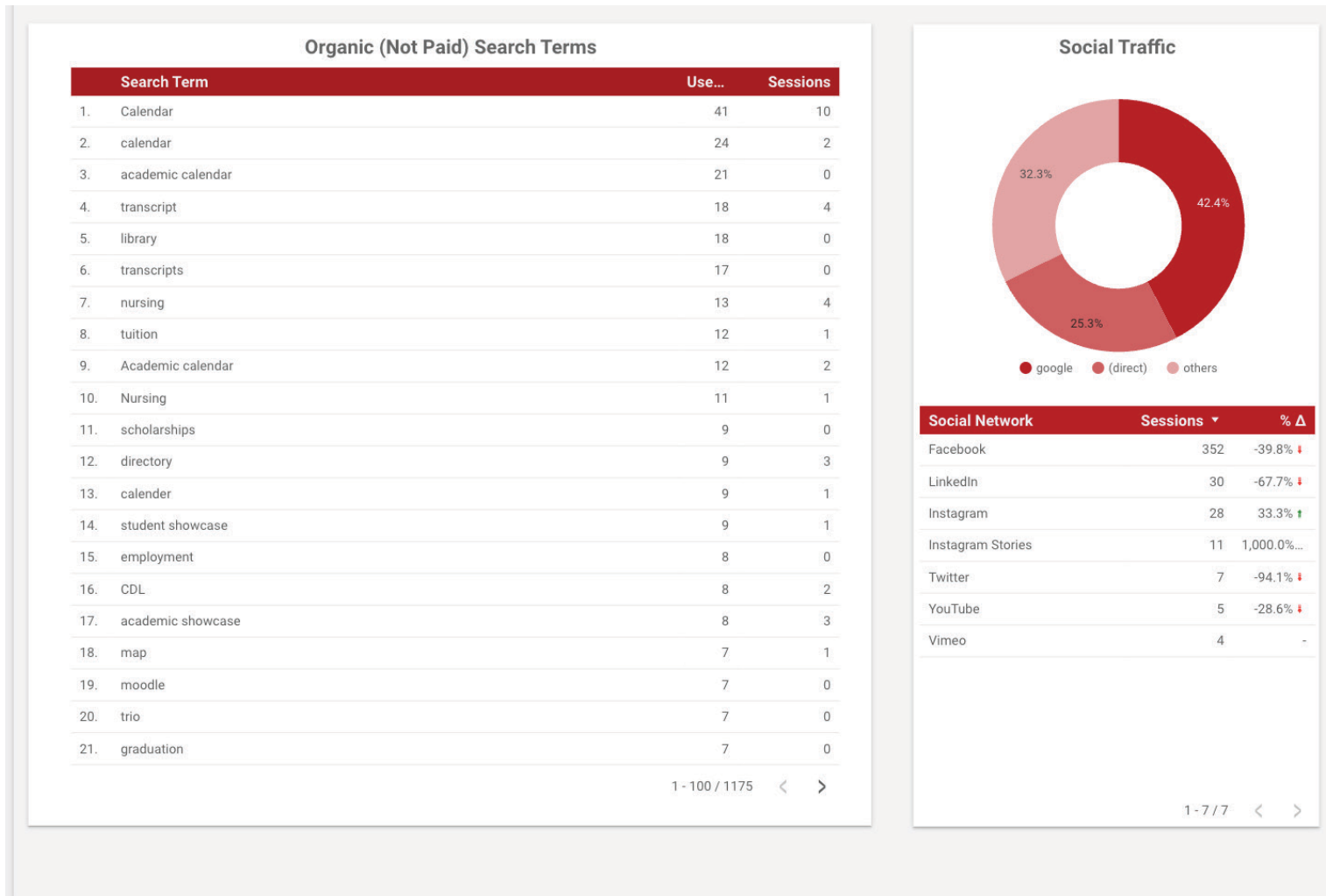
# WEBSITE TRAFFIC REPORT

## MARCH 2023



**COMMUNICATIONS  
& MARKETING**

**G** Google Analytics: [nwc.edu](https://nwc.edu) | Search Terms and Social Traffic





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## Classified Staff

March 2023

### Classified Staff Fall Activities

Classified Staff members are in the process of nominations for the Executive Committee membership and the President Elect position. Ballots will go out next week for elections.

The Executive Committee organized a team building get away for the Classified Staff over spring break. Twenty people spent the day in Meeteetse visiting the Meeteetse Museum, The Meeteetse Chocolatier, and dining at the Elkhorn Bar. An attempt was made to view the petroglyphs at Legend Rock State Petroglyph Site (<https://wyoparks.wyo.gov/index.php/places-to-go/legend-rock>) unfortunately one of the transport vans became stuck due to road conditions so that leg of the trip was cancelled. All who attended the trip really enjoyed the day and learned a lot about the history of Meeteetse.

Recipients were chosen for the We Care Scholarship that the Classified Staff awards. Those receiving the scholarship for the 2023 – 2024 school year are Tara Baer (Allied Health), Ariel Cottonoir (Business), and Haylie Stanger (General Studies).

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, Executive Secretary to the President and the Board of Trustees

Dated: 31 Mar. 2023

With midterms behind us, the semester is moving awfully fast. The faculty remain, as ever, very active on campus and in our community. Job searches are underway, second half-semester classes have started, and faculty involvement in and commitment to our students' development continues as strongly as ever. Of particular interest this time of year, we highlight the following.

- The faculty bid a fond but sad farewell to four departing members: Associate Professor of Chemistry and STEM Division Chair Michael Cuddy, Instructor of Criminal Justice Justin Spaulding, Assistant Professor of Art and Art Program Coordinator Anne Toner, and Instructor of Nursing Dacia DeBock. They will all be sorely missed, and we express appreciation for their years of diligent, devoted service.
- The Criminal Justice BAS program opened for applications on March 27 and 12 applications were received in the first 24 hours.
- The search for an additional business faculty member has brought two candidates to campus. We are excited at the prospect of meeting a new colleague!
- Our first annual Student Academic Showcase is nearly upon us! Over 70(!) students have signed up. This event promises to be a major benefit for our students, for both their education and their careers.
- Congratulations are due to Associate Professor of Anthropology Greg Smith who will now be called Professor of Anthropology Greg Smith! Dr. Smith also recently reviewed an Environmental Education grant for NWC to do some conservation work at the archaeological site Mohenjo Daro next winter break!
- Our INBRE research group is working on taking INBRE students to Laramie for Wyoming INBRE Spring Research Conference April 20-21, 2023, where students can present their research and network with other scientists across the State.

Although the semester is past halfway over, our campus is as active as ever and the faculty continue to ensure that our students are presented with opportunities for growth and learning.

Respectfully Submitted,

Timothy J. Glatzer,  
Associate Professor of Mathematics

April 2023

## March Activities

Professional Staff continue to do our part to keep the college running smoothly. We provide support for students academically and personally, we keep the grounds and buildings operational and attractive, we comply with external requirements, we collaborate with partners at other institutions and organizations, we manage the college's finances, we provide support to employees, we coordinate and support efforts across both academic and non-academic areas. Though we each have individual roles, all work is intertwined between constituency groups. We are proud to do our jobs alongside Classified Staff, Faculty, the Vice Presidents, and the President.

Here are a few examples:

- The *Admissions Department* hosted Rocky and Burlington Middle Schools on March 9. The students toured campus and got an introduction to college life.
- *TRIO* took students to the University of Wyoming in Laramie for individualized assistance with transfer, where they also participated in UW Discovery Day with other prospective students. In April, *TRIO* will be taking students to Walla Walla College of Social Work in Billings and Montana State University – Billings as students investigate and prepare to transfer to those institutions.
- *Training and Development Program Associate* Christi Greaham attended a Next Gen conference in Lander. Next Generation Sector partnerships are industry-led, community-supported partnerships that strengthen regional economies and connect people to jobs.
- In partnership with the nursing department, the *Advising Office* coordinated the annual NWC Nursing Allied Health Career fair on March 22. Twenty-one regional employers and BSN transfer programs participated.
- *Student Success Programs of Counseling and Disability Services* met and followed-up with students for counseling, disability assistance, and alcohol violation sessions, including some after-hours contacts. Staff also proctored placement tests and tests for students requiring accommodations.

## Comings and Goings

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

- **Faith Johnson**, *Library Coordinator*
- **Andy Ward**, *Men's Basketball Coach* (Coach Ward has been serving as interim in this role and previously served in this role from 2007-2012.)



[nwc.edu/mission](http://nwc.edu/mission)  
[nwc.edu/vision](http://nwc.edu/vision)





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

**NWC Foundation Board/Operations:**

- Conducting Strategic Plan development work with both the Foundation and Alumni Association Boards.
- Held Executive, Development, Finance and Governance committee meetings.
- Updating the Foundation's orientation program and Board education offerings.
- Preparing endowment status reports for campus areas and donors.
- 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 soliciations to secure Vibrancy Campaign commitments for the Student Center. Identified donor stories for advertising series and content ideas for newspaper guest columns regarding Student Center project and fundraising efforts.
- Facilitating named Athletic Scholarship gifts. Continuing planning with the Trapper Booster Club for the golf tournament and Calcutta dinner in June.
- Orchestrated 2023 Giving Day on March 30. (See attached reports.)
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

**Marketing/Events:**

- Evaluating Alumni and Friends publication and considering options for alternative formats.
- Facilitated 2023 Distinguished Alumni Award selection process.
- Preparing content for TrapperLink email news to be distributed in April.
- 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. Preparing scholarship notification letters for recipients.
- Participating in the state's Public Art selection process for the new Student Center.
- Collaborating with Lisa Smith to conduct a survey of Ellbogen Foundation scholarships recipients as part of our required reporting.

## 2023 Giving Day Review

The Foundation conducted its third annual NWC Giving Day on March 30, 2023, setting *a record for donations with \$137,851 from 327 donors*. Much of the day's excitement revolved around Northwest College's new Student Center including the goal of naming the Housing Office in the new building after longtime NWC employee Dee Havig.

- The breakdown of support to our major giving areas was as follows:
  - Student Center (58%) – \$80,520, \$50,000 of which is the Dee Havig Challenge
  - Academic/Other Programs (20%) - \$27,480
  - Scholarships (18%) – \$25,000
  - Athletic Scholarships (4%) – \$4,851
  
- We're especially grateful to our Challenge Donors. Some leadership gifts were used to unlock bonuses for donors; others provided matching gift funding for the various projects.
  - NWC's Student Senate offered the largest challenge, matching up to \$25,000 for the Dee Havig Naming
  - Clay and Lynne Cummins, \$10,000
  - Tim and Connie Hopkins, \$10,000
  - Dr. Tom and Rita Anderson, \$5,000
  - Dave and Sue Bonner, \$5,000
  - The John DeWitt Family, \$5,000
  - Area State Farm agents: Dave Blevins, Powell; Tom Newman, Lovell; and Jen Talich, Cody, \$2,500
  - SBW & Associates, \$1,000
  - President Lisa Watson and Tom Watson also provided matching contributions for new donors, plus donated to each of the program projects, \$3,300.



Giving Day encompasses a multi-channel marketing approach with multi-channel giving options ranging from direct mail and telephone to online and digital wallets. This year we added texting for both information distribution and a text-to-give number.

Our donor numbers were down slightly from 2022 when 355 contributions were logged during the 24-hour giving blitz. We are seeing some rotation of donors which isn't unusual since annual fund donors tend to be more sporadic with their giving. Our focus will continue to be twofold – promoting gift retention and engaging new donors.

See the attachments for details regarding gift designations, donor channels and giving patterns.

# Academic/Program Projects

**Dee Havig Housing Office Project**  
**\$50,000**

**Additional New Student Center Funds**  
**\$30,520**

**Scholarships**  
**\$25,000**

**Athletic Scholarships**  
**\$4,851**

**Other Program Support**  
**\$2,525**

Anthropology - Doug Nelson Archaeology Travel Fund | Goal: 10 donors | Actual: 7 donors, \$875 raised | With bonus: **\$1,350**

Art & Design - Visiting Artists | Goal: \$1,000 | Actual: \$450 | With bonus: **\$1,000**

Business - QuickBooks Short Course | Goal: \$1,000 | Actual: \$330 | With bonus: **\$1,000**

Criminal Justice - Crime Scene Mannequins | Goal: \$2,400 | Actual: \$975 | With bonus: **\$2,400**

Education - Teaching Materials | Goal: \$1,500 | Actual: \$875 | With bonus: **\$1,500**

Equine Studies - Camera Equipment | Goal: \$2,000 | Actual: \$90 | With bonus: **\$230**

Forensics - Laptops for Students | Goal: 10 donors | Actual: 7 donors, \$3,950 raised | With bonus: **\$4,550**

Intercultural Programs - Flag Maintenance and Upkeep | Goal: \$1,500 | Actual: \$75 | With bonus: **\$150**

Livestock Judging - Lamb Judging Stanchion and Feed Panels | Goal: \$1,600 | Actual: \$1,625 | With bonus: **\$2,325**

Music - Conductor's Podium | Goal: \$1,300 | Actual: \$800 | With bonus: **\$1,170**

Music - Hearing Protection | Goal: \$1,250 | Actual: \$1,030 | With bonus: **\$1,515**

Nursing & Allied Health - Laerdal Modular Skills Trainers | Goal: \$6,000 | Actual: \$700 | With bonus: **\$1,025**

Photographic Communications - Cooking Equipment for Studio | Goal: \$1,150 | Actual: \$1,750 | With bonus: **\$2,000**

STEM - Equipment Repairs | Goal: 10 donors | Actual: 4 donors, \$605 raised | With bonus: **\$840**

Trapper Athletics - Game Day Chairs | Goal: \$5,000 | Actual: \$2,560 | With bonus: **\$2,900**

TRiO - Food Care Packages | Goal: \$1,000 | Actual: \$500 | With bonus: **\$1,000**



April 3, 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 is waiting on the receipt and installation of the electrical panel and further dirt work once the snow melts and the dirt is firm. Sodexo, physical plant, residence life and President Watson met at the site to discuss fall operations. Student Senate visited the temporary dining space to see the building and discuss fall dining operations. The maximum guaranteed price is \$1,482,155.

### Student Center Building

Demolition of the Student Center continues to progress. Grothouse construction is working with its subcontractors to demolish the building, sort materials, and hauling debris to the landfill or recycling. The construction schedule is on track.

### Projected Financing

Northwest College transferred \$1 million in January, February, and March from reserves as part of the match to State funds. These funds are projected to cover project expenditures until the end of June.



March 30, 2023

TO: President Watson

FROM: Jo Ann Heimer, Business Office Manager

RE: Check Register Summary

The following is a summary of the checks process during the month:

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel/ Misc	Utilites/Ins/ Support	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
<b>Fund 10</b>	\$ 23,322.07	\$ 29,935.17	\$ 22,854.13	\$ 78,077.55	\$ 9,684.34			\$ 163,873.26
<b>Fund 11</b>	\$ 1,099.35	\$ 1,699.50	\$ 896.00	\$ 240.00	\$ 761.32	\$ 45,232.00		\$ 49,928.17
<b>Fund 12</b>	\$ 1,996.86	\$ 3,041.44	\$ 1,697.96	\$ 37,691.56	\$ 153,312.77	\$ 988.84	\$ 45.00	\$ 198,774.43
<b>Fund 14</b>	\$ 1,236.60	\$ 4,720.00	\$ 1,107.25					\$ 7,063.85
<b>Fund 15</b>	\$ 1,488.81	\$ 2,094.00	\$ 660.45	\$ 1,938.12	\$ 7,901.32	\$ 130,732.00		\$ 144,814.70
<b>Fund 22</b>	\$ 1,226.77		\$ 1,657.29		\$ 3,387.29	\$ 48,756.00		\$ 55,027.35
<b>Fund 70</b>		\$ 34,072.90						\$ 34,072.90
<b>Fund 71</b>		\$ 13,748.84					\$ 1,471.32	\$ 15,220.16
<b>Fund 74</b>								\$ -
<b>Total</b>	<b>\$ 30,370.46</b>	<b>\$ 89,311.85</b>	<b>\$ 28,873.08</b>	<b>\$ 117,947.23</b>	<b>\$ 175,047.04</b>	<b>\$ 225,708.84</b>	<b>\$ 1,516.32</b>	<b>\$ 668,774.82</b>

Please find the attached April 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 - April 2023

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/27/2023	V0277413	ADA Compliance	91 Supplies	Synchrony Bank/Amazon	Noise cancellin headphone	\$ 26.99
10	3/23/2023	V0277376	Agriculture	91 Supplies	Transfer Visa	Candy	\$ 28.35
10	3/23/2023	V0277376	Agriculture	91 Supplies	Transfer Visa	Gloves, sleaths,practice	\$ 180.59
10	3/23/2023	V0277376	Agriculture	91 Supplies	Transfer Visa	Paper towels	\$ 21.31
10	3/10/2023	V0277216	Art	91 Supplies	Transfer Visa	Art fundraiser craft	\$ 106.34
10	3/27/2023	V0277413	Art	91 Supplies	Synchrony Bank/Amazon	Clips, glaze, eyepins	\$ 49.22
10	3/27/2023	V0277413	Athletic Dir	91 Supplies	Synchrony Bank/Amazon	Printer	\$ 161.98
10	3/6/2023	V0277129	Athletic Trainer	91 Supplies	Performance Health - Medco	Cramer tuf-skin taping	\$ 33.24
10	3/2/2023	V0277094	Biology	91 Supplies	Carolina Biological Sup	Biology lab supplies	\$ 966.94
10	3/7/2023	V0277150	Biology	91 Supplies	Powell Ace Hardware LLC	Light bulbs, mothballs	\$ 32.93
10	3/23/2023	V0277387	Biology	91 Supplies	Transfer Visa	Potatos, spinach,	\$ 35.04
10	3/27/2023	V0277413	Biology	91 Supplies	Synchrony Bank/Amazon	Batteries, candy	\$ 33.77
10	3/27/2023	V0277413	Biology	91 Supplies	Synchrony Bank/Amazon	Book	\$ 23.49
10	3/27/2023	V0277413	Biology	91 Supplies	Synchrony Bank/Amazon	Giemsa stain	\$ 29.00
10	3/27/2023	V0277413	Biology	91 Supplies	Synchrony Bank/Amazon	Sharpies	\$ 98.50
10	3/27/2023	V0277413	Biology	91 Supplies	Synchrony Bank/Amazon	Tubes, tube rack	\$ 172.19
10	3/2/2023	V0277076	Bldg Maint	91 Supplies	Marquis Awards	occupancy signs	\$ 143.25
10	3/7/2023	V0277147	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$ 194.02
10	3/8/2023	V0277171	Bldg Maint	91 Supplies	McIntosh Oil Inc	Feb 23 fuel	\$ 1,280.58
10	3/9/2023	V0277181	Bldg Maint	91 Supplies	Fastenal Company	shop	\$ 125.64
10	3/9/2023	V0277185	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding supplies	\$ 75.56
10	3/9/2023	V0277192	Bldg Maint	91 Supplies	Mountain West Computers	shop: wall file holders	\$ 67.96

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/9/2023	V0277194	Bldg Maint	91 Supplies	John Deere Financial	shop: tools	\$ 44.99
10	3/15/2023	V0277264	Bldg Maint	91 Supplies	Fastenal Company	shop	\$ 67.50
10	3/20/2023	V0277319	Bldg Maint	91 Supplies	Aldrich's Lumber	Building maint supplies	\$ 64.08
10	3/24/2023	V0277397	Bldg Maint	91 Supplies	Transfer Visa	Filters	\$ 659.57
10	3/7/2023	V0277156	Botany	91 Supplies	ESRI Inc	Subscription renewal	\$ 375.00
10	3/8/2023	V0277171	Campus Security	91 Supplies	McIntosh Oil Inc	Feb 23 fuel	\$ 235.67
10	3/24/2023	V0277411	Chemistry	91 Supplies	Transfer Visa	Chemicals, gloves	\$ 1,766.35
10	3/27/2023	V0277413	Comm & Mktg	91 Supplies	Synchrony Bank/Amazon	Chargers, pens, storage	\$ 81.89
10	3/22/2023	V0277335	Computer Srv	91 Supplies	ABS Inc	Toner	\$ 370.00
10	3/22/2023	V0277338	Computer Srv	91 Supplies	North Park Transport	Freight	\$ 487.27
10	3/27/2023	V0277413	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Batteries	\$ 26.24
10	3/27/2023	V0277413	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Office chairs	\$ 299.94
10	3/15/2023	V0277284	Criminal Justice	91 Supplies	Powell Welding & Industrial Sup	CO2 cylinders	\$ 115.65
10	3/9/2023	V0277180	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$ 275.41
10	3/23/2023	V0277350	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$ 517.89
10	3/27/2023	V0277413	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Cart bag	\$ 35.98
10	3/27/2023	V0277413	Drafting	91 Supplies	Synchrony Bank/Amazon	Cell batteries	\$ 32.25
10	3/8/2023	V0277163	EMS Prog	91 Supplies	Nwc Bookstore	EMS polo shirts	\$ 241.76
10	3/7/2023	V0277147	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$ 70.12
10	3/15/2023	V0277260	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$ 159.33
10	3/27/2023	V0277413	Human Anatomy	91 Supplies	Synchrony Bank/Amazon	Tube stands	\$ 24.44
10	3/27/2023	V0277413	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	Adaptor, wireless	\$ 143.13
10	3/10/2023	V0277216	Language	91 Supplies	Transfer Visa	Books	\$ 108.69
10	3/23/2023	V0277352	Library	91 Supplies	Transfer Visa	Glue sticks, peroxide	\$ 10.15
10	3/27/2023	V0277413	Library	91 Supplies	Synchrony Bank/Amazon	Batteries	\$ 26.37

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/15/2023	V0277276	Mens BB	91 Supplies	Andy Ward	Team tshirts	\$ 371.32
10	3/10/2023	V0277216	Music	91 Supplies	Transfer Visa	Sheet music	\$ 350.00
10	3/10/2023	V0277216	Music	91 Supplies	Transfer Visa	Software-Pitch correction	\$ 150.49
10	3/27/2023	V0277413	Nursing	91 Supplies	Synchrony Bank/Amazon	Exam gloves, powder,	\$ 429.15
10	3/27/2023	V0277413	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Book, ammo cans, cord	\$ 112.94
10	3/27/2023	V0277413	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Books, pencil lead	\$ 61.55
10	3/1/2023	V0277061	Photography	91 Supplies	Sodexo Operations LLC	Fruit tray, crackers,	\$ 69.50
10	3/1/2023	V0277062	Photography	91 Supplies	Sodexo Operations LLC	Cookies, brownies, hot	\$ 30.00
10	3/23/2023	V0277376	Photography	91 Supplies	Transfer Visa	Photo chemicals	\$ 171.85
10	3/27/2023	V0277413	Photography	91 Supplies	Synchrony Bank/Amazon	Batteries, flash drives	\$ 834.88
10	3/27/2023	V0277413	Photography	91 Supplies	Synchrony Bank/Amazon	Desk mount, display	\$ 549.26
10	3/27/2023	V0277413	Plant Admin	91 Supplies	Synchrony Bank/Amazon	Ink for printer	\$ 125.06
10	3/8/2023	V0277171	Pres Office	91 Supplies	McIntosh Oil Inc	Feb 23 fuel	\$ 145.10
10	3/8/2023	V0277171	Rodeo Men	91 Supplies	McIntosh Oil Inc	Feb 23 fuel	\$ 177.94
10	3/15/2023	V0277271	Rodeo Men	91 Supplies	DB Farms	Hay	\$ 9,080.40
10	3/2/2023	V0277082	Social Sci Div	91 Supplies	Sodexo Operations LLC	Meals	\$ 63.00
10	3/27/2023	V0277413	Social Sci Div	91 Supplies	Synchrony Bank/Amazon	File folders, gel pens,	\$ 80.47
10	3/27/2023	V0277413	Sociology	91 Supplies	Synchrony Bank/Amazon	Book	\$ 97.51
10	3/6/2023	V0277121	Welding	91 Supplies	Norco	Plug with cord, carbon	\$ 156.22
10	3/6/2023	V0277122	Welding	91 Supplies	Norco	Oxygen	\$ 91.89
10	3/7/2023	V0277152	Welding	91 Supplies	Powell Ace Hardware LLC	Air pressure guage, CM	\$ 46.98
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$ 23,322.07</b>
<b>10 Operating Fund</b>							
10	3/8/2023	V0277164	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Jessica A. Smith	HiSET test fees	\$ 28.25
10	3/2/2023	V0277075	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc43 oil change	\$ 56.45

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/6/2023	V0277117	Bldg Maint	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Ashley heat plant	\$ 500.00
10	3/7/2023	V0277147	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$ 249.85
10	3/7/2023	V0277154	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Building repairs-boiler	\$ 256.81
10	3/9/2023	V0277182	Bldg Maint	92 Servs/Fees/Repr/Maint	Autoworks Auto Sales Inc	cc388 nw tires	\$ 930.90
10	3/9/2023	V0277183	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnstone Supply	bldg repair: yb	\$ 53.04
10	3/9/2023	V0277186	Bldg Maint	92 Servs/Fees/Repr/Maint	Napa Auto Parts	dump trlr battery	\$ 121.99
10	3/9/2023	V0277188	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	bldg repair: ag	\$ 21.99
10	3/9/2023	V0277193	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc14 oil change	\$ 64.45
10	3/9/2023	V0277209	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Sci/math bldg repairs	\$ 180.14
10	3/15/2023	V0277259	Bldg Maint	92 Servs/Fees/Repr/Maint	O'Connor Company	equip repair: yb	\$ 3,959.62
10	3/15/2023	V0277261	Bldg Maint	92 Servs/Fees/Repr/Maint	3B's Plumbing	orb plumbing repairs	\$ 1,279.98
10	3/15/2023	V0277269	Bldg Maint	92 Servs/Fees/Repr/Maint	NWC Accounts Receivable	Vin Inpect, reg fees,	\$ 27.00
10	3/15/2023	V0277281	Bldg Maint	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	bldg repair: ag	\$ 1,053.80
10	3/20/2023	V0277319	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$ 139.21
10	3/22/2023	V0277334	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Building repairs-Library	\$ 599.86
10	3/23/2023	V0277349	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical	\$ 898.21
10	3/24/2023	V0277397	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Bldg repairs	\$ 131.98
10	3/2/2023	V0277097	Campus Security	92 Servs/Fees/Repr/Maint	M C Peterson & Associates LLC	Feb security consultant	\$ 4,725.00
10	3/7/2023	V0277144	Comm & Mktg	92 Servs/Fees/Repr/Maint	Ronnie L. Wolfe	Photo contractual	\$ 500.00
10	3/20/2023	V0277323	Computer Srv	92 Servs/Fees/Repr/Maint	Midwest Connect	Software and fees	\$ 2,641.00
10	3/27/2023	V0277413	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Charger for macbook pro	\$ 139.23
10	3/27/2023	V0277413	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Laptop chargers (3)	\$ 49.53
10	3/9/2023	V0277180	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial equipment repai	\$ 184.83
10	3/23/2023	V0277350	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	equipment repair	\$ 5,797.49
10	3/9/2023	V0277194	Grounds	92 Servs/Fees/Repr/Maint	John Deere Financial	grounds: equip repair	\$ 229.64

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/1/2023	V0277063	Mens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-27-23 MBB scorebook	\$ 40.00
10	3/13/2023	V0277243	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Piano tuning Feb 2023	\$ 300.00
10	3/1/2023	V0277053	Outdoor Ed	92 Servs/Fees/Repr/Maint	Sleeping Giant Ski Resort	Lift tickets	\$ 500.00
10	3/23/2023	V0277387	Outdoor Ed	92 Servs/Fees/Repr/Maint	Transfer Visa	Chips, pop, candy bar,	\$ 8.96
10	3/27/2023	V0277413	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Brace, case, pen	\$ 96.97
10	3/27/2023	V0277413	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Skillet, batteries	\$ 133.18
10	3/7/2023	V0277153	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	March 2023 cattle lease	\$ 3,150.00
10	3/1/2023	V0277063	Womens BB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	02-27-23 WBB scorebook	\$ 40.00
10	3/10/2023	V0277214	Womens Soccer	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals	\$ 105.24
10	3/20/2023	V0277315	Womens Soccer	92 Servs/Fees/Repr/Maint	Robert A. Hill	Recruiting-meals, fuel	\$ 102.61
10	3/20/2023	V0277316	Womens Soccer	92 Servs/Fees/Repr/Maint	Robert A. Hill	Recruiting-lodging, fuel,	\$ 637.96
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 29,935.17</b>
<b>10 Operating Fund</b>							
10	3/20/2023	V0277320	Acad Affairs VP	93 Assoc/Travel/Misc	Greg Smith	Portland conf per diem	\$ 250.00
10	3/23/2023	V0277376	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Conf reg fees	\$ 229.00
10	3/3/2023	V0277111	Agriculture	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 664.65
10	3/3/2023	V0277111	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 836.55
10	3/3/2023	V0277111	Biology	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 46.35
10	3/13/2023	V0277217	Campus Security	93 Assoc/Travel/Misc	Sodexo Operations LLC	15 lunches	\$ 138.75
10	3/2/2023	V0277068	Forensic	93 Assoc/Travel/Misc	CC Speech & Debate	District IX entry fees	\$ 130.00
10	3/3/2023	V0277111	Forensic	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 1,344.15
10	3/3/2023	V0277111	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 53.11
10	3/3/2023	V0277111	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 24.75
10	3/20/2023	V0277327	Internt'l Recruit	93 Assoc/Travel/Misc	Powell Tribune	50 custom flash drives	\$ 340.00
10	3/2/2023	V0277100	Library	93 Assoc/Travel/Misc	Kanopy	Feb 2023 70 views	\$ 140.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/3/2023	V0277111	Mens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 3,898.65
10	3/15/2023	V0277267	Mens BB	93 Assoc/Travel/Misc	Sheila Rae Collins	MBBall team snacks	\$ 98.89
10	3/15/2023	V0277275	Mens BB	93 Assoc/Travel/Misc	Vision West Inc	Team gear embroidery/	\$ 156.00
10	3/15/2023	V0277276	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Team dinner	\$ 395.49
10	3/15/2023	V0277277	Mens BB	93 Assoc/Travel/Misc	Andy Ward	MBBall snacks	\$ 36.88
10	3/15/2023	V0277277	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Winter groceries	\$ 140.31
10	3/3/2023	V0277111	Mens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 415.80
10	3/10/2023	V0277214	Mens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Meals Fall 22/Spring 23	\$ 564.35
10	3/20/2023	V0277314	Mens Soccer	93 Assoc/Travel/Misc	Rocky Mountain College	Spring game	\$ 500.00
10	3/24/2023	V0277412	Mens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 131.49
10	3/3/2023	V0277111	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 270.90
10	3/1/2023	V0277052	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Donuts Mandy interview	\$ 19.98
10	3/1/2023	V0277052	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Meals Mandy interview	\$ 54.19
10	3/9/2023	V0277177	Plant Admin	93 Assoc/Travel/Misc	Dennis R. Quillen	meal reimbursements for	\$ 39.01
10	3/23/2023	V0277396	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Airfare	\$ 499.20
10	3/24/2023	V0277397	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$ 153.51
10	3/6/2023	V0277125	Pres Office	93 Assoc/Travel/Misc	Sodexo Operations LLC	Meal	\$ 8.50
10	3/3/2023	V0277111	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 357.30
10	3/7/2023	V0277139	Visual/Perf Art Div	93 Assoc/Travel/Misc	Eric A. Hagmann	Fuel Jazz festival	\$ 30.00
10	3/2/2023	V0277093	Womens BB	93 Assoc/Travel/Misc	NWC Foundation	Lodging 02/8-26/23	\$ 675.00
10	3/3/2023	V0277111	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 3,898.65
10	3/9/2023	V0277175	Womens Soccer	93 Assoc/Travel/Misc	NWC Foundation	WSC recruit lodging	\$ 75.00
10	3/10/2023	V0277214	Womens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Meals-Fall 22/Spring 23	\$ 313.83
10	3/20/2023	V0277314	Womens Soccer	93 Assoc/Travel/Misc	Rocky Mountain College	Spring game	\$ 500.00
10	3/24/2023	V0277412	Womens Soccer	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 131.49



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/3/2023	V0277111	Wrestling	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 4,392.40
10	3/15/2023	V0277266	Wrestling	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem (02-28-23)	\$ 900.00
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$ 22,854.13</b>
<b>10 Operating Fund</b>							
10	3/9/2023	V0277206	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$ 96.99
10	3/16/2023	V0277311	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$ 435.02
10	3/22/2023	V0277339	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer service internet	\$ 124.00
10	3/22/2023	V0277339	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$ 205.98
10	3/22/2023	V0277339	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP Trunk	\$ 1,847.93
10	3/22/2023	V0277339	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veteran's lounge internet	\$ 153.53
10	3/22/2023	V0277339	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$ 104.90
10	3/22/2023	V0277340	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone services	\$ 83.40
10	3/22/2023	V0277341	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone services	\$ 6,445.21
10	3/1/2023	V0277054	Ext Camp W	94 Utilities/Ins/Support	Worland Community Center	Nov 22 to Feb 23 rent	\$ 520.00
10	3/9/2023	V0277196	Ext Camp W	94 Utilities/Ins/Support	Worland Community Center	Mar 23-June 23 rent	\$ 520.00
10	3/6/2023	V0277114	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	March 23 cody center rent	\$ 5,335.52
10	3/9/2023	V0277191	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station feb 23	\$ 925.33
10	3/9/2023	V0277184	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo: heat feb 23	\$ 1,593.19
10	3/9/2023	V0277190	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo electric feb23	\$ 566.34
10	3/2/2023	V0277077	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster fees ag equine	\$ 320.00
10	3/2/2023	V0277078	Utilities	94 Utilities/Ins/Support	Powell City of	Jan 23 electricity	\$ 27,149.69
10	3/2/2023	V0277078	Utilities	94 Utilities/Ins/Support	Powell City of	Jan 23 sanitation	\$ 2,457.20
10	3/2/2023	V0277078	Utilities	94 Utilities/Ins/Support	Powell City of	Jan 23 sewer	\$ 702.81
10	3/2/2023	V0277078	Utilities	94 Utilities/Ins/Support	Powell City of	Jan 23 water	\$ 2,514.88
10	3/2/2023	V0277088	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Feb 2023 heat	\$ 809.71

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/9/2023	V0277187	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump run fees	\$ 153.70
10	3/9/2023	V0277189	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	rodeo & ag water feb23	\$ 350.00
10	3/9/2023	V0277190	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	feb 23 electric shop eq	\$ 2,349.41
10	3/13/2023	V0277248	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Feb 23 heat	\$ 16,288.31
10	3/15/2023	V0277270	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	AG, lhouse,PP,EQ, residen	\$ 3,860.24
10	3/23/2023	V0277346	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water	\$ 336.00
10	3/24/2023	V0277399	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Gen campus feb 23 heat	\$ 1,798.27
10	3/27/2023	V0277413	Utilities	94 Utilities/Ins/Support	Synchrony Bank/Amazon	Fire stick	\$ 29.99
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$ 78,077.55</b>
<b>10 Operating Fund</b>							
10	3/6/2023	V0277116	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital enrollment campai	\$ 5,697.78
10	3/8/2023	V0277172	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Neoship postage	\$ 417.62
10	3/8/2023	V0277173	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$ 25.04
10	3/15/2023	V0277278	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$ 27.92
10	3/20/2023	V0277321	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$ 7.39
10	3/7/2023	V0277140	Enroll Serv	97 Other Operating Exp	Cody High School	School fair	\$ 60.00
10	3/7/2023	V0277145	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Student recruitment meals	\$ 794.43
10	3/9/2023	V0277176	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Soccer recruit meals	\$ 17.00
10	3/20/2023	V0277318	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Pizza, soda, sunday bar	\$ 230.00
10	3/7/2023	V0277144	Internt'l Recruit	97 Other Operating Exp	Ronnie L. Wolfe	Photo contractual	\$ 1,950.00
10	3/8/2023	V0277173	Internt'l Recruit	97 Other Operating Exp	Fedex	Postage	\$ 40.56
10	3/23/2023	V0277359	Gear Up 16	97 Other Operating Exp	Transfer Visa	Sales tax	\$ 2.60
10	3/23/2023	V0277359	Gear Up 16	97 Other Operating Exp	Transfer Visa	Sales Tax	\$ 1.40
10	3/27/2023	V0277413	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$ 412.60
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$ 9,684.34</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			<b>Sum:</b>				<b>\$ 163,873.26</b>

11 One Mill Fund							
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11	3/13/2023	V0277218	Class Staf Dev	91 Supplies	Elk Horn Bar & Grill	Tip	\$ 80.00
11	3/13/2023	V0277219	Class Staf Dev	91 Supplies	Meeteetse Museums	Museum tour	\$ 100.00
11	3/13/2023	V0277220	Class Staf Dev	91 Supplies	Daniel R. Just	Per diem lunch	\$ 15.00
11	3/13/2023	V0277222	Class Staf Dev	91 Supplies	Eyob J. Robirds	Per diem lunch	\$ 15.00
11	3/13/2023	V0277224	Class Staf Dev	91 Supplies	Channing J. Owen	Per diem lunch	\$ 15.00
11	3/13/2023	V0277225	Class Staf Dev	91 Supplies	Haley N. Harrison	Per diem lunch	\$ 15.00
11	3/13/2023	V0277226	Class Staf Dev	91 Supplies	Nydia E. Jurado Ruiz	Per diem lunch	\$ 15.00
11	3/13/2023	V0277227	Class Staf Dev	91 Supplies	Megan M. Kister	Per diem lunch	\$ 15.00
11	3/13/2023	V0277228	Class Staf Dev	91 Supplies	Dezarae L. Sipe	Per diem lunch	\$ 15.00
11	3/13/2023	V0277229	Class Staf Dev	91 Supplies	Holly Berryman	Per diem lunch	\$ 15.00
11	3/13/2023	V0277230	Class Staf Dev	91 Supplies	Frank P. Olguin	Per diem lunch	\$ 15.00
11	3/13/2023	V0277231	Class Staf Dev	91 Supplies	Cheri D. Mateo	Per diem lunch	\$ 15.00
11	3/13/2023	V0277232	Class Staf Dev	91 Supplies	Marsha J. Wilson	Per diem lunch	\$ 15.00
11	3/13/2023	V0277233	Class Staf Dev	91 Supplies	Esperanza Jurado	Per diem lunch	\$ 15.00
11	3/13/2023	V0277234	Class Staf Dev	91 Supplies	Joe Atkinson	Per diem lunch	\$ 15.00
11	3/13/2023	V0277235	Class Staf Dev	91 Supplies	Ruth C. Peyton	Per diem lunch	\$ 15.00
11	3/13/2023	V0277236	Class Staf Dev	91 Supplies	Jason S. Hardy	Per diem lunch	\$ 15.00
11	3/13/2023	V0277237	Class Staf Dev	91 Supplies	Karalee G. Warren	Per diem lunch	\$ 15.00
11	3/13/2023	V0277239	Class Staf Dev	91 Supplies	Janelle M. Loyning	Per diem lunch	\$ 15.00
11	3/15/2023	V0277265	Class Staf Dev	91 Supplies	Linda Spomer	Lunch Reimbursement	\$ 15.00
11	3/2/2023	V0277095	Human Resource	91 Supplies	Backgrounds Online	Pre-employment checks	\$ 649.35
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$ 1,099.35</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>11 One Mill Fund</b>							
11	3/1/2023	V0277057	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Feb 23 legal services	\$ 23.00
11	3/2/2023	V0277067	Trustees Board	92 Servs/Fees/Repr/Maint	Park County Elections	2022 Election expense	\$ 1,676.50
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 1,699.50</b>
<b>11 One Mill Fund</b>							
11	3/22/2023	V0277344	1M College Services	93 Assoc/Travel/Misc	Rovenna Cooley	Three mesh banners	\$ 699.00
11	3/23/2023	V0277387	Human Resource	93 Assoc/Travel/Misc	Transfer Visa	Webinar recording	\$ 197.00
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$ 896.00</b>
<b>11 One Mill Fund</b>							
11	3/13/2023	V0277247	1M College Services	94 Utilities/Ins/Support	CNA Surety Direct Bill	Notary E & O 4/23-4/24	\$ 240.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$ 240.00</b>
<b>11 One Mill Fund</b>							
11	3/22/2023	V0277336	1M College Services	97 Other Operating Exp	Cody Enterprise	Budget Modification	\$ 86.10
11	3/6/2023	V0277120	Human Resource	97 Other Operating Exp	Northern Wyoming News	Job opening ads	\$ 26.46
11	3/7/2023	V0277146	Human Resource	97 Other Operating Exp	Powell Tribune	Job vacancy ads	\$ 336.00
11	3/8/2023	V0277166	Human Resource	97 Other Operating Exp	Cody Enterprise	Multiple job ads	\$ 188.40
11	3/13/2023	V0277242	Human Resource	97 Other Operating Exp	Carbon County News	2 week ad adjunct	\$ 64.90
11	3/23/2023	V0277352	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$ 59.46
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$ 761.32</b>
<b>11 One Mill Fund</b>							
11	3/3/2023	V0277109	1M College Services	98 Expend--Capital/Equip	CDJR of Walla Walla	2016 Chevy for CTD	\$ 45,232.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$ 45,232.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			<b>Sum:</b>				<b>\$ 49,928.17</b>

12 Auxiliary Fund							
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12	3/27/2023	V0277413	Food Service	91 Supplies	Synchrony Bank/Amazon	Foam handwash,	\$ 458.56
12	3/15/2023	V0277273	Livestock	91 Supplies	Big Horn Co-op Marketing	Fuel, pipe fittings	\$ 556.79
12	3/15/2023	V0277273	Livestock	91 Supplies	Big Horn Co-op Marketing	Livestock feed	\$ 193.59
12	3/15/2023	V0277274	Livestock	91 Supplies	John Deere Financial	High pressure hose	\$ 41.59
12	3/6/2023	V0277113	Print Srv	91 Supplies	Veritiv	Fuel surcharge	\$ 13.50
12	3/15/2023	V0277285	Print Srv	91 Supplies	Yellowstone Paper Co	Paper	\$ 117.98
12	3/20/2023	V0277325	Print Srv	91 Supplies	Yellowstone Paper Co	Booklet envelopes	\$ 224.56
12	3/7/2023	V0277149	Res Halls	91 Supplies	Powell Ace Hardware LLC	Batteries	\$ 6.99
12	3/7/2023	V0277151	Stabling	91 Supplies	Powell Ace Hardware LLC	Simple green, hose nozzle	\$ 38.76
12	3/13/2023	V0277249	Stabling	91 Supplies	John Deere Financial	Trail camera, SD card	\$ 89.98
12	3/13/2023	V0277250	Stabling	91 Supplies	Norco	Oxygen	\$ 43.73
12	3/13/2023	V0277251	Stabling	91 Supplies	Big Horn Co-op Marketing	Spray lube	\$ 7.59
12	3/7/2023	V0277148	Trap Vil West	91 Supplies	Powell Ace Hardware LLC	Batteries for smoke	\$ 12.99
12	3/8/2023	V0277171	Trap Vil West	91 Supplies	McIntosh Oil Inc	Feb 23 fuel	\$ 190.25
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$ 1,996.86</b>

12 Auxiliary Fund							
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12	3/7/2023	V0277147	Food Service	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Dining/fairgrounds repair	\$ 55.11
12	3/7/2023	V0277154	Food Service	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Dining/JFC/fairgrounds	\$ 389.23
12	3/2/2023	V0277080	Res Halls	92 Servs/Fees/Repr/Maint	Absaroka Door	L & C repair window	\$ 282.70
12	3/2/2023	V0277090	Res Halls	92 Servs/Fees/Repr/Maint	Custom Air Inc	L & C dryer vent cleaning	\$ 400.00
12	3/7/2023	V0277147	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$ 579.23
12	3/7/2023	V0277154	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Ashley hall repairs	\$ 48.65

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/7/2023	V0277155	Res Halls	92 Servs/Fees/Repr/Maint	Altimus Distributing Inc	Repairs-washer/dryer	\$ 372.31
12	3/9/2023	V0277208	Res Halls	92 Servs/Fees/Repr/Maint	CED	Ashley electrical repairs	\$ 23.40
12	3/9/2023	V0277209	Res Halls	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Res halls equip repairs	\$ 744.80
12	3/20/2023	V0277319	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$ 17.07
12	3/6/2023	V0277119	Trap Vil West	92 Servs/Fees/Repr/Maint	3B's Plumbing	TV West plumbing	\$ 85.00
12	3/7/2023	V0277147	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$ 43.94
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 3,041.44</b>

### 12 Auxiliary Fund

12	3/1/2023	V0277052	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 144.48
12	3/1/2023	V0277055	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 123.00
12	3/3/2023	V0277111	Motor Pool	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 221.85
12	3/7/2023	V0277141	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 26.00
12	3/13/2023	V0277256	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$ 367.00
12	3/15/2023	V0277258	Motor Pool	93 Assoc/Travel/Misc	Dianne L. Giesick	d. giesick extra per diem	\$ 33.00
12	3/24/2023	V0277412	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 579.68
12	3/1/2023	V0277059	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	6 dozen cookies	\$ 59.94
12	3/3/2023	V0277111	Res Halls	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 28.35
12	3/6/2023	V0277126	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	Meals	\$ 25.50
12	3/13/2023	V0277217	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	Meals, snacks	\$ 89.16
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$ 1,697.96</b>

### 12 Auxiliary Fund

12	3/6/2023	V0277114	Food Service	94 Utilities/Ins/Support	Park County Clerk	March 23 kitchen rent	\$ 1,000.00
12	3/2/2023	V0277078	Res Halls	94 Utilities/Ins/Support	Powell City of	Jan 23 res halls electric	\$ 8,460.97
12	3/2/2023	V0277078	Res Halls	94 Utilities/Ins/Support	Powell City of	Jan 23 res halls sanitati	\$ 1,359.97
12	3/2/2023	V0277078	Res Halls	94 Utilities/Ins/Support	Powell City of	Jan 23 res halls sewer	\$ 388.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/2/2023	V0277078	Res Halls	94 Utilities/Ins/Support	Powell City of	Jan 23 res halls water	\$ 1,391.92
12	3/2/2023	V0277088	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Feb 2023 heat	\$ 339.80
12	3/13/2023	V0277248	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Feb 23 heat	\$ 6,835.60
12	3/22/2023	V0277339	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$ 3,400.00
12	3/24/2023	V0277399	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Res Halls Feb 23 heat	\$ 754.67
12	3/27/2023	V0277413	Res Halls	94 Utilities/Ins/Support	Synchrony Bank/Amazon	Fire stick covers	\$ 15.98
12	3/27/2023	V0277413	Res Halls	94 Utilities/Ins/Support	Synchrony Bank/Amazon	Fire stick tethers	\$ 112.11
12	3/2/2023	V0277078	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Jan 23 T Main electricity	\$ 424.40
12	3/2/2023	V0277078	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Jan 23 T Main sanitation	\$ 152.65
12	3/2/2023	V0277078	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Jan 23 T Main sewer	\$ 43.66
12	3/2/2023	V0277078	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Jan 23 T Main water	\$ 156.23
12	3/2/2023	V0277088	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Feb 2023 heat	\$ 38.14
12	3/13/2023	V0277248	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Feb 23 heat	\$ 767.23
12	3/24/2023	V0277399	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	TV Main Feb 23 heat	\$ 84.70
12	3/2/2023	V0277079	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Jan 2023 electricity	\$ 4,671.74
12	3/2/2023	V0277079	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Jan 2023 recycle	\$ 1.88
12	3/2/2023	V0277079	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Jan 2023 sanitation	\$ 1,027.68
12	3/2/2023	V0277079	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Jan 2023 sewer	\$ 226.68
12	3/2/2023	V0277079	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Jan 2023 water	\$ 1,078.91
12	3/2/2023	V0277087	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light pole electr	\$ 7.50
12	3/15/2023	V0277270	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	TV West Feb 23 heat	\$ 4,950.15
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$ 37,691.56</b>
<b>12 Auxiliary Fund</b>							
12	3/1/2023	V0277060	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Jan 23 chefs rent	\$ 755.00
12	3/7/2023	V0277142	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Feb Monthly operating	\$ 137,378.98

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/1/2023	V0277065	Livestock	97 Other Operating Exp	VF Livestock LLC	Delivery of lambs	\$ 847.00
12	3/1/2023	V0277052	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$ 210.00
12	3/2/2023	V0277072	Motor Pool	97 Other Operating Exp	Prevost	cc19, cc15 parts	\$ 536.03
12	3/2/2023	V0277074	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc15 full service & filte	\$ 1,433.64
12	3/8/2023	V0277171	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Feb 23 fuel	\$ 2,109.24
12	3/9/2023	V0277178	Motor Pool	97 Other Operating Exp	Rovenna Cooley	cc37 logo installation	\$ 116.00
12	3/9/2023	V0277179	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc37 & cc41 oil, transmis	\$ 927.02
12	3/9/2023	V0277186	Motor Pool	97 Other Operating Exp	Napa Auto Parts	def fluid for buses	\$ 127.50
12	3/10/2023	V0277214	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 130.59
12	3/15/2023	V0277262	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc41 rock chip	\$ 40.00
12	3/15/2023	V0277263	Motor Pool	97 Other Operating Exp	Prevost	cc15, cc19 parts	\$ 1,776.38
12	3/23/2023	V0277347	Motor Pool	97 Other Operating Exp	Rimrock Tire Inc	tires for cc15	\$ 5,182.76
12	3/23/2023	V0277348	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc284 rock chip repair	\$ 40.00
12	3/23/2023	V0277351	Motor Pool	97 Other Operating Exp	Prevost	cc19 parts	\$ 403.57
12	3/23/2023	V0277387	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 50.00
12	3/23/2023	V0277396	Motor Pool	97 Other Operating Exp	Transfer Visa	CC15 air conditioning	\$ 105.48
12	3/23/2023	V0277396	Motor Pool	97 Other Operating Exp	Transfer Visa	CC32 flame sensor	\$ 197.88
12	3/23/2023	V0277396	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 175.00
12	3/24/2023	V0277397	Motor Pool	97 Other Operating Exp	Transfer Visa	Fleet supplies	\$ 50.28
12	3/24/2023	V0277397	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 277.52
12	3/24/2023	V0277412	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus repairs CC15	\$ 26.55
12	3/24/2023	V0277412	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$ 416.35
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$ 153,312.77</b>
<b>12 Auxiliary Fund</b>							
12	3/1/2023	V0277052	Res Halls	98 Expend--Capital/Equip	Transfer Visa	Simpson hall equip repair	\$ 646.38



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/2/2023	V0277089	Trap Vil West	98 Expend--Capital/Equip	Johnstone Supply	TV West equip repairs	\$ 342.46
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$ 988.84</b>
<b>12 Auxiliary Fund</b>							
12	3/28/2023	V0277416	Trap Vil West	99 Exp-New Constr/Cap Impr	Absaroka Door	1308 Bayshore garage	\$ 45.00
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>\$ 45.00</b>
			<b>Sum:</b>				<b>\$ 198,774.43</b>

<b>14 Comm Serv/Non-Credit Fund</b>							
14	3/6/2023	V0277130	Jazz Festival	91 Supplies	Zachary B. Paris	Jazz festival meals	\$ 259.66
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Artists & faculty dinner	\$ 68.93
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Artists & faculty lunches	\$ 314.79
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Bottled water	\$ 11.18
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Guest artist dinner	\$ 282.00
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Hospitality room coffee	\$ 48.00
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Hospitality room food	\$ 100.00
14	3/23/2023	V0277373	Jazz Festival	91 Supplies	Transfer Visa	Lunch for set up crew	\$ 51.75
14	3/10/2023	V0277216	Music Festival	91 Supplies	Transfer Visa	Meals	\$ 100.29
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$ 1,236.60</b>

<b>14 Comm Serv/Non-Credit Fund</b>							
14	3/2/2023	V0277091	Art Gallery	92 Servs/Fees/Repr/Maint	Shaelee Quinn Arthur	4 X \$ works sales	\$ 20.00
14	3/6/2023	V0277134	Jazz Festival	92 Servs/Fees/Repr/Maint	Joshua M. Blakley	Jazz festival contractual	\$ 500.00
14	3/7/2023	V0277135	Jazz Festival	92 Servs/Fees/Repr/Maint	Robert D. Tapper	Jazz festival contractual	\$ 1,200.00
14	3/7/2023	V0277137	Jazz Festival	92 Servs/Fees/Repr/Maint	ArcArtists LLC	Jazz fest guest artists	\$ 3,000.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 4,720.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>14 Comm Serv/Non-Credit Fund</b>							
14	3/7/2023	V0277136	Jazz Festival	93 Assoc/Travel/Misc	Marquis Awards	Plaque	\$ 39.10
14	3/23/2023	V0277373	Jazz Festival	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$ 893.15
14	3/2/2023	V0277069	Paint The Town Red	93 Assoc/Travel/Misc	Powell City of	Banner permit PTR	\$ 100.00
14	3/2/2023	V0277070	Paint The Town Red	93 Assoc/Travel/Misc	Plaza Diane	08-25-23 PTR rent	\$ 75.00
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$ 1,107.25</b>
			<b>Sum:</b>				<b>\$ 7,063.85</b>

<b>15 Continuing Educ Fund</b>							
15	3/2/2023	V0277081	Workforce Dev	91 Supplies	Sodexo Operations LLC	PEP breakfast	\$ 254.70
15	3/23/2023	V0277387	Workforce Dev	91 Supplies	Transfer Visa	Lodging, meals	\$ 266.12
15	3/27/2023	V0277413	Workforce Dev	91 Supplies	Synchrony Bank/Amazon	Feathers, fly tying tool	\$ 586.52
15	3/13/2023	V0277252	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing	\$ 90.50
15	3/27/2023	V0277413	Wyo Works CDL	91 Supplies	Synchrony Bank/Amazon	CDL cones	\$ 290.97
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$ 1,488.81</b>

<b>15 Continuing Educ Fund</b>							
15	3/13/2023	V0277253	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	MSHA training	\$ 1,900.00
15	3/2/2023	V0277083	Wyo Works CDL	92 Servs/Fees/Repr/Maint	R & A Safety Training	CDL drug tests	\$ 194.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 2,094.00</b>

<b>15 Continuing Educ Fund</b>							
15	3/3/2023	V0277111	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	Feb 2023 mileage	\$ 660.45
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$ 660.45</b>

<b>15 Continuing Educ Fund</b>							
15	3/2/2023	V0277079	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Jan 2023 electricity	\$ 304.02

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	3/2/2023	V0277079	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Jan 2023 recycle	\$ 0.12
15	3/2/2023	V0277079	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Jan 2023 sanitation	\$ 66.88
15	3/2/2023	V0277079	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Jan 2023 sewer	\$ 14.75
15	3/2/2023	V0277079	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Jan 2023 water	\$ 70.21
15	3/15/2023	V0277270	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	CTD Feb 23 heat	\$ 322.14
15	3/23/2023	V0277345	Wyo Works CDL	94 Utilities/Ins/Support	Hub International Mtn. States	add 2014 freightliner	\$ 1,160.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$ 1,938.12</b>

### 15 Continuing Educ Fund

15	3/23/2023	V0277394	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$ 60.00
15	3/2/2023	V0277084	Wyo Works CDL	97 Other Operating Exp	Napa Auto Parts	CDL supplies	\$ 20.99
15	3/2/2023	V0277085	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Tire repair	\$ 15.00
15	3/7/2023	V0277160	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Salt	\$ 21.27
15	3/7/2023	V0277161	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	CDL Repairs	\$ 4,723.05
15	3/7/2023	V0277161	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Tires	\$ 1,265.64
15	3/8/2023	V0277171	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Feb 23 fuel	\$ 1,587.17
15	3/9/2023	V0277197	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Anitifreeze, grease	\$ 147.89
15	3/13/2023	V0277257	Wyo Works CDL	97 Other Operating Exp	O'Reilly Auto Parts	Tire gauges, lights,	\$ 60.31
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$ 7,901.32</b>

### 15 Continuing Educ Fund

15	3/2/2023	V0277103	Wyo Wrks Constr Opr	98 Expend--Capital/Equip	Simformotion Llc	simulator heavy equipment	\$ 130,732.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$ 130,732.00</b>
			<b>Sum:</b>				<b>\$ 144,814.70</b>

### 22 General Restricted Fund

22	3/6/2023	V0277132	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions-pop	\$ 883.40
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	3/27/2023	V0277413	Athletic Concession	91 Supplies	Synchrony Bank/Amazon	Cheddar cheese sauce,	\$ 126.87
22	3/27/2023	V0277413	Athletic Concession	91 Supplies	Synchrony Bank/Amazon	Popcorn bags	\$ 26.99
22	3/20/2023	V0277324	Simpson Council	91 Supplies	Brenna T. Robertson	Ramen noodles	\$ 13.92
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$ 1,226.77</b>
<b>22 General Restricted Fund</b>							
22	3/22/2023	V0277342	Ag Dept Donations	93 Assoc/Travel/Misc	Marquis Awards	Award plaques	\$ 445.50
22	3/22/2023	V0277337	SAAE (Financial Aid)	93 Assoc/Travel/Misc	WYASFAA	Conf reg fees	\$ 180.00
22	3/8/2023	V0277168	Stu Success IDC	93 Assoc/Travel/Misc	Sodexo Operations LLC	Student employee lunches	\$ 85.00
22	3/13/2023	V0277255	Stu Success IDC	93 Assoc/Travel/Misc	Mrs. Terri G. Meyer	Food for spring break	\$ 756.42
22	3/24/2023	V0277411	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Hot choc bar food, hang	\$ 190.37
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$ 1,657.29</b>
<b>22 General Restricted Fund</b>							
22	3/27/2023	V0277413	Brodrick Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$ 31.50
22	3/9/2023	V0277174	Nelson Shoemaker Library	97 Other Operating Exp	Amer Medical Assoc	JAMA subscription	\$ 1,353.00
22	3/20/2023	V0277329	Nelson Shoemaker Library	97 Other Operating Exp	Sky & Telescope	Subscription	\$ 57.75
22	3/22/2023	V0277343	Nelson Shoemaker Library	97 Other Operating Exp	PPA	Membership renewal	\$ 183.00
22	3/27/2023	V0277413	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$ 203.71
22	3/27/2023	V0277413	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$ 1,523.33
22	3/28/2023	V0277415	Nelson Shoemaker Library	97 Other Operating Exp	Lovell Chronicle	Subscription renewal	\$ 35.00
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$ 3,387.29</b>
<b>22 General Restricted Fund</b>							
22	3/20/2023	V0277313	Motor Pool	98 Expend--Capital/Equip	Denny MenholtýChevrolet Buick Gmc Cody	2021 Ford Van	\$ 48,756.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$ 48,756.00</b>
			<b>Sum:</b>				<b>\$ 55,027.35</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>70 Plant Fund</b>							
70	3/7/2023	V0277154	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Barracks boiler project	\$ 88.39
70	3/22/2023	V0277333	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Colter & Barracks boilers	\$ 33,084.51
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 34,072.90</b>

<b>71 Capital Construction</b>							
71	3/2/2023	V0277071	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	L & C parking lot	\$ 3,471.50
71	3/2/2023	V0277071	Campus PLANNING	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Campus lighting	\$ 1,758.54
71	3/6/2023	V0277117	Moyer CC AC	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Moyer MOF cooling	\$ 2,400.00
71	3/15/2023	V0277272	Moyer CC AC	92 Servs/Fees/Repr/Maint	Point Architects	Moyer cooling & Electric	\$ 1,000.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$ 13,748.84</b>

<b>71 Capital Construction</b>							
71	3/8/2023	V0277169	Ashley Hall	99 Exp-New Constr/Cap Impr	Bloedorn Lumber	Box rags	\$ 16.99
71	3/20/2023	V0277319	Ashley Hall	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	Ashley hall remodel	\$ 448.37
71	3/22/2023	V0277334	Ashley Hall	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Ashley hall remodel	\$ 71.40
71	3/22/2023	V0277334	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Sci/Math pump projects	\$ 934.56
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>\$ 1,471.32</b>
			<b>Sum:</b>				<b>\$ 15,220.16</b>

## Operating Funds – As of February 28, 2023

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	3,674,834	195,011	106%			
Fees	1,118,028	1,169,232	51,204	105%			
State Appropriations	11,337,570	8,399,076	-2,938,494	74%			
Local Tax Levy	3,834,750	3,881,799	47,049	101%			
Other Sources	310,680	102,681	-207,999	33%			
Reserve Utilization	0	0	0	#DIV/0!			
<b>Total Revenue</b>	<b>20,080,851</b>	<b>17,227,622</b>	<b>-2,853,229</b>				
Expenditures by Program							
					On Budget	Monitor	Concern
Instruction	7,546,534	3,465,491	4,081,043	46%			
Public Service	96,256	10,675	85,581	11%			
Academic Support	1,696,650	780,047	916,603	46%			
Student Services	3,088,427	2,071,414	1,017,013	67%			
Institutional Support	4,458,998	2,591,861	1,867,137	58%			
Operations and Maint/Plant	2,456,984	1,596,268	860,716	65%			
Scholarships	737,002	590,303	146,699	80%			
<b>Total Expenditures</b>	<b>20,080,851</b>	<b>11,106,059</b>	<b>8,974,792</b>				

### 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.

## Auxiliary Fund – As of February 28, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	1,014,114	152,239	118%			
Residence Halls	1,129,314	1,227,326	98,012	109%			
Bookstore	20,000	22,037	2,037	110%			
Copy Center	170,846	87,891	-82,955	51%			
Motor Pool	218,384	144,208	-74,176	66%			
Other	716,687	689,991	-26,696	96%			
<b>Total Revenue</b>	<b>3,117,106</b>	<b>3,185,567</b>	<b>68,461</b>				
<b>Expenditures by Service</b>							
Food Service	861,875	687,617	174,258	80%			
Residence Halls	1,129,314	814,505	314,809	72%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	102,509	68,337	60%			
Motor Pool	218,384	143,119	75,265	66%			
Other	716,687	478,087	238,600	67%			
<b>Total Expenditures</b>	<b>3,117,106</b>	<b>2,225,837</b>	<b>891,269</b>				

### Comments (cont.)

**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.

**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.

April 3, 2023

TO: Lisa M. Watson, President

FROM: Dennis R. Quillen, Interim Facilities Director

RE: NWC major maintenance projects

### **Overview**

Annually, Northwest College must submit its list of major maintenance projects to the State of Wyoming, State Construction Department – Construction Management Division. This list includes new projects for the upcoming fiscal years, project updates, changes in scope, or cancellations to prior years' projects. The list may change due to funding levels, emergencies, project costs, project scope, and contractor availability.

### **Recommendation:**

The Board of Trustees is requested to review and approve the following revisions and requests for major maintenance projects as listed and prioritized below for the State Construction Department for fiscal years 2023, 2024, and 2025.

**Northwest College has identified the following revisions to major maintenance projects approved for fiscal year FY 2023:**

1. Electrical Infrastructure Project – Campus Lighting. **Advertised and bid April 2022. Phase Three final. The project is to be completed by the end of August 2023. Estimated at \$208,870. Supply chain issues delayed the project.**
2. Science and Math Chemistry Exhaust Hood Controls-**Estimate at \$265,000 total cost. \$100,000 paid in FY2022 and the remaining balance FY2023. Supply chain issues delayed the project.**
3. Card Reader Access/Security Cameras Selected Buildings-**Estimated \$350,000.**
4. Moyer Server Room Cooling-**Estimated \$250,000.**
5. Science and Math HVAC Building Pumps-**Estimated \$30,000.**

**Northwest College has identified the following major maintenance projects for FY2024:**

1. Parking Lot Maintenance FY 2023- **Estimated \$1,000,000** – Replace Lewis & Clark and Shop parking lot. Correct drainage issues affecting the Lewis & Clark, Shop, and West of Simpson Hall.
2. Stock Ag Pavilion Design-Electrical, HVAC building renovations. **Estimated at \$300,000.**
3. Boiler Replacements Fagerberg Building-**Estimated \$120,000**
4. Makeup Air unit Replacement Hinkley Library- **Estimated \$125,000**
5. Card Reader Access/Security Cameras Selected Buildings-**Estimated \$200,000.**



**Northwest College has identified the following major maintenance projects for FY2025:**

1. Varies Parking Lot Maintenance FY 2024- JFC East, North Cabre, and Oliver/FAB yard replacement. **Estimated at \$1,000,000.**
2. Natural Gas Infrastructure-JFC/Oliver/FAB Annex/Day Care supply line, pressure regulator, and meter. **Estimated at \$100,000.**
3. Card Reader Access/Security Cameras Selected Buildings-**Estimated \$200,000.**

DRAFT