

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, August 14, 2023
3:30 p.m. – Temporary Dining Tour
4:00 p.m. Business meeting
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/92231996244?pwd=UIUwV0JzOVB1MVg3cVFQNkN5dXgzZz09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 922 3199 6244; Password: 387787

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- A III. Consent agenda**
 - Minutes**
 - A. [Approve minutes of regular meeting of July 10, 2023](#)
 - B. [Approve minutes of the budget hearing of July 10, 2023](#)
 - Reports**
 - A. Board President
 - B. [Board Committees](#)
 - C. [College President](#)
 - [Administrative Services and Finance](#)
 - [Academic Affairs](#)
 - [Student Services](#)
 - [Communications and Marketing](#)
 - [NWC Foundation](#)
 - [Student Center](#)
 - Financial reports**
 - A. [Check Register](#)
 - B. [Other financial reports](#)
- V. Discussion/informational items**
 - A. [Annual Contract Review](#)
 - B. [Big Horn Basin High School report](#)
 - C. Information item – President’s Contract
 - D. [Citizens’ Open Forum Procedure Review](#)
 - E. [Naming policy Review](#)
- 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

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

- A. September Upcoming
 - 1. Year-end budget adjustments
 - 2. Quarterly budget adjustments
 - 3. Strategic Plan Update
 - 4. New employee introductions (past year)
 - 5. Course/Lab fee proposals (for Spring)
 - 6. Reserve Overview
 - 7. Other TBD
- B. Future and follow-up topics

X. Announcements

- A. New Faculty Orientation, August 17-18, 2023, Main Campus
- B. Kick-Off Weekend, August 19-22, 2023, Main Campus
- C. State of the College Address, August 21, 2023, 8:30 a.m., Yellowstone Bldg.
- D. 1st day of fall classes August 23, 2023, 8:30 a.m., NWC
- E. WCCC Commission (special) August 25, 2023, Casper or Virtual
- F. Paint the Town Red Event, August 25, 2023, 4:00 p.m., Powell
- G. International Student Welcome reception, TBD
- H. Next Board meeting, September 11, 2023, 3:00 p.m., Yellowstone Bldg.
- I. President's BBQ & Student Club Fair, September 13, 2023, Campus Mall
- J. WCCC Commission meeting October 5-6, 2023, 8:30 a.m., Sheridan
- K. ACCT Leadership Congress, October 9-12, 2023, Las Vegas, NV

A XI. Adjournment

A=Action item

MISSION:



VISION 2030:



Board Priorities FY 2024

- Support the 2030 Strategic Plan -Annual review of Vision & Pillars efforts, Key Performance Indicator's
- Support campus revitalization efforts – Approve the Level II plan for Nelson Performing Arts and Level II/III Orndorff Renewal plan
- Advocate for Northwest College and the Community Colleges – participate in WACCT meetings and trainings, support WACCT efforts, and identify local advocacy opportunities.
- Support the President and Campus through Campus Engagement – select “X” number of events to participate in - graduation, academic showcase

President's Priorities FY 2024

- Implement 2030 Strategic Plan -complete development of tactics and timelines, provide updates to Board annually of ongoing efforts
- Lead the construction of the new Student Center
- Complete and implement a comprehensive marketing plan in support of the Strategic Plan
- Complete Strategic Enrollment and Retention Planning efforts. Update the Strategic Enrollment model

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

July 10, 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, and MR. DUSTY SPOMER.

MEMBERS ABSENT: Trustee DR. LARRY TODD.

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, INTERIM Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. JO ANN HEIMER; MS. MICHAELA JONES; MS. JEN LITTERER-TREVIÑO; MS. CAREY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: President Dr. Mark Wurzel called the regular meeting of the Northwest College Board of Trustees to order on Monday, July 10, 2023, at 4:03 p.m. in the Yellowstone Building Conference Center.

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

A BUDGET HEARING: The regular meeting recessed at 4:04 p.m. for the Budget Hearing. After the budget business concluded, the Budget Hearing adjourned at 4:53 p.m., and the regular meeting resumed at 5:00 p.m.

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

In response to a question from Trustee Housel regarding a payment to Rapid Fire Protection in the check register, President Watson stated that State statute requires all buildings to be thoroughly inspected every year.

In response to a question from Trustee Housel regarding payment to Wolsborn Environmental in the check register, President Watson stated that the College has several different endowed funds that faculty can utilize in the form of grants for various purposes. In this situation, Associate Professor of Biology Eric Atkinson, in collaboration with the University of Wyoming, took a group of students to Pinedale to work in the field. The expenditure shown is related to their travel costs subsidized by the grant.

In response to a question from Trustee Housel, President Watson stated that the website redesign had been worked into the budget. The RFP was written for the website redesign with alternates on search engine optimization costs and a content management system.

Carey Miller stated she anticipates receiving the proposals within four to six weeks. She is hopeful the project will be complete in six to nine months after a contract is agreed upon. If the College chooses to go with all three options listed on the RFP, the project would be more extensive and could take up to twelve months.

Trustee Housel expressed his appreciation of the College's and President Watson's participation in the Cody Stampede parade on July 4th. There was a nice turnout of faculty, staff, and students.

Trustee Housel expressed his appreciation to Library Director Nancy Miller and her years of service and who recently retired.

President Watson stated that Nancy helped organize and facilitate the year four accreditation report. Her oversight, review, organization, and critique of that writing were needed and greatly appreciated.

Motion carried, and the consent agenda, including the minutes of the June 12, 2023, regular meeting, and the minutes of the June 12, 2023, executive session, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

FY2023 Policy Update Review

President Watson stated that the report included in the Board packet is the annual review of policy activity during the previous year. There has been some delay in policy work the past couple of years due to the pandemic, restructuring of the process, and staffing changes. She anticipates more activity associated with policy work in the upcoming year.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 5:03 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:

Ashley Hall Boiler Replacement

President Watson reminded Trustees that a few boilers were lost during the recent brutal winter. In working with consultants, the College has determined that additional redesign work is needed for the long-term benefit of Ashley Hall. She proposes that the boiler room be modified and two boilers be installed to ensure redundancy should one of the boilers fail. The project's complexity necessitates going out for a bid instead of doing the work in-house.

A motion was made by Trustee Newsome and seconded by Trustee Kuipers to approve the use of auxiliary plant fund reserves for the Ashley Hall boiler replacement project in an amount not to exceed \$200,000. Motion carried.

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

August 14, 2023, upcoming:

- Review vendor contracts
- Review Citizens' Open Forum procedure
- Other TBD

ANNOUNCEMENTS:

President Watson introduced Dave Erickson, who will serve as the Interim Vice President of Academic Affairs. Dave is well respected on campus and has served in many different capacities over the years. He will serve in the interim role for one year while the College seeks a permanent placement. The recruiting season for this type of position is typically in the spring. The College will likely post the job in December.

President Wurzel stated that he and President Watson were unable to meet to discuss and finalize the President's contract and compensation adjustment due to his family emergencies. They intend to meet soon and will report the outcome of their negotiations at the August Board meeting.

Joint Appropriation Committee, July 10-11, 2023, Cheyenne
Joint Education Committee, Aug. 8-9, 2023, Cheyenne
Next Board meeting, August 14, 2023, at 3:30 pm. Yellowstone Bldg.
WCCC (special) meeting, Aug. 25, 2023, 8:30 a.m., Casper or Virtual
State of the College Address, Aug. 21, 2023, 8:30 a.m., Yellowstone Bldg.
NWC Employee Picnic, Aug. 21, 2023, 11:30 a.m.
WCCC meeting, Oct. 5-6, 2023, 8:30 a.m., Sheridan
ACCT Leadership Congress, Oct. 9-12, 2023, Las Vegas, NV

A ADJOURNMENT:

The meeting adjourned at 5:28 p.m.

TARA KUIPERS, Vice President/Secretary

Date

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF BUDGET HEARING**

July 10, 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, and MR. DUSTY SPOMER.

MEMBERS ABSENT: Trustee DR. LARRY TODD.

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, INTERIM Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. JO ANN HEIMER; MS. MICHAELA JONES; MS. JEN LITTERER-TREVIÑO; MS. CAREY MILLER; MR. CORY OSTERMILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: The budget hearing of the Northwest College Board of Trustees convened on Monday, July 10, 2023, at 4:04 p.m. in the Yellowstone Building Conference Center.

REVIEW THE FISCAL YEAR 2024 BUDGET: President Watson reminded the Trustees that they approved the Student Center project as part of the FY23 budget. As they review the FY 2024 budget book, she asked that they be mindful that the project is still in construction this year and that carry-over amounts and capital outlays are represented in the annual Budget Summary for the Plant Fund related to the project. There is also a spreadsheet that breaks down the various funding sources for the project, which includes the Foundation's fundraising campaign, existing endowments, surplus from this year due to conservative spending, and reserves.

In 2023, the College was able to transfer nearly \$3 million into reserves but then had to pay \$700,000 back to the state through the recapture redistribution process. This year, \$2.5 million has been transferred into reserves, keeping in mind that the College may again have to return some of that due to recapture.

The FY 2024 budget is relatively flat other than some adjustments due to inflationary increases and compensation increases. There is a possibility that revenue will increase due to tuition and fees (enrollment), as well as indications that local levies are up. This surplus has been set aside for institutional use and can be reallocated once local levies are known and the recapture redistribution has occurred.

In response to a question from Trustee Kuipers, President Watson stated that Park County's estimated levy is valued close to the highest it has ever been. Any money the College receives from the one mil stays within the County, and the College will keep it. However, Northwest College's state appropriations could be diminished through the funding allocation model if other counties' valuations are down. This ensures that all colleges are allocated appropriately to the

model.

Trustee Housel stated that the local valuations had increased astronomically in the last two years. There has been public outcry over the increased property taxes. He feels it will be addressed in the next Legislative Session and that changes related to property tax relief and how assessments and valuations are made will be forthcoming.

In response to a question from Trustee Housel, President Watson stated that when she first came to Northwest College, the revenue stream was approximately 66% from oil and gas and 33% from property assessment valuations. In 2017, that flipped due to the falling market, and most of the tax revenue came from personal property valuations. The revenue from both sources has been higher for the past two years. She noted that the Legislature is looking at property tax valuation and taxes for citizens and businesses. It will be interesting to see what happens during the upcoming budget session.

President Watson said she had not allocated the projected increased revenue into the budget. Instead, she has placed the projected funds into an institutional contingency account that can be reallocated once the final numbers are known. Depending on the upcoming Legislative session, or the market, the money may become one-time-only funds.

In response to a question from Trustee Housel, President Watson stated that the Welcome to Wyoming scholarship will be ongoing and will continue to be built upon. The College recently released social media videos targeting both international and domestic audiences. She stated that the College needs to remain thoughtful about where the marketing dollars are spent and what programs it wants to market and recruit to.

In response to a question from Trustee Housel, President Watson stated that when funding was eliminated from Athletics due to budget cuts, the coaches ceased to recruit internationally and recruited more from WUE states. With the Welcome to Wyoming scholarship, coaches are recruiting internationally again, causing the WUE enrollments to decline. She noted that students are also recruited into the Ag programs from Montana. Those towns are also experiencing smaller graduating classes, which results in lower enrollment numbers from that area.

In response to a question from Trustee Housel, President Watson stated that the loss of the State appropriation of approximately \$500,000 last year resulted from House Bill 80 and the recalibration process. However, recent legislation has changed the online course weighting to align with in-person classes.

Trustee Housel stated that he feels the College is not in compliance with the Wyoming Uniform Fiscal Procedures Act. It calls for a voucher warrant process used by the cities and counties. Instead, the University and the Colleges use a check register approval process. He wants to see the statutes changed to reflect what is being done. He is pleased with the check register system if the descriptions are

complete.

In response to a question from Trustee Housel, President Watson stated that the College contracts with Textbook Brokers, a bookstore company that provides bookstore websites. Several colleges in Wyoming use the same vendor. They offer the same services as a live bookstore, except they are online. The company's regional office is in Arkansas, and they have a regional office and warehouse in Cheyenne. They come to campus at the beginning of every semester and bring the books students have pre-ordered and merchandise. They return at the end of each semester for book buy-back and return. The vendor is excellent to work with, and the students are happy with the process.

In response to a question from Trustee Housel, President Watson stated that the CDL program is included in the Instruction Continuing Education section of the Budget Detail – Total Current Funds Expenditures report on page 20 of the Board packet. Individual programs are not broken down, as the State mandates the structure of this report.

In response to a question from Trustee Housel, President Watson stated that once the Student Center is open, utilities and operating expenses will be represented in the Budget Detail – Unrestricted Auxiliary Fund Expenditures report. There won't be expenses for the operation of the Student Center until the following fiscal year.

In response to a question from Trustee Housel, President Watson stated that the bond for Simpson Hall was restructured, and there is currently one lien holder. There is \$2.7 million remaining at 2.56%, and the maturity date is in 2033.

**A ADOPT EXPENDITURE
AUTHORITY RESOLUTION:**

A motion was made by Trustee Housel and seconded by Trustee Kuipers to adopt the Expenditure Authority Resolution as presented in the 2023-2024 budget materials. Motion carried.

**A ADOPT RESOLUTION TO
PROVIDE INCOME:**

A motion was made by Trustee Housel and seconded by Trustee Newsome to adopt the Resolution to Provide Income as presented in the 2023-2024 budget materials. Motion carried.

**A ADOPT RESOLUTION FOR
ONE MIL LEVY:**

A motion was made by Trustee Housel and seconded by Trustee Kuipers to adopt the Resolution for One Mil Levy as presented in the 2023-2024 budget materials. Motion carried.

A ADJOURNMENT:

The Budget Hearing adjourned at 4:53 pm.

LARRY TODD, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in July.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in July.

Facilities Committee – Chairman Dusty Spomer

No committee meeting was held in July.

President's Report

August 2023

State

Legislature

No meetings were held for the Interim Joint Education Committee or Appropriations Committee in July.

Wyoming Association of Community College Trustees

No meetings were held in July.

Wyoming Innovation Partnership (WIP)

The WIP Tourism/Hospitality component held a Zoom meeting on July 11 to discuss the status of the WIP II grants. The tourism/outdoor recreation, creative economy, software development, VR, and maker space grant documents were completed or are in the final stages. Funds associated with the grants will be distributed soon.

On August 2, the University of Wyoming Trustees, representatives from the Community College Trustees, and the Wyoming Community College Commission met in Casper as part of the WIP initiative to discuss common course numbering and the Bachelor of Applied Science degree. The meeting was intended to include a discussion on the WIP but ran out of time. All Community College Presidents and at least one Trustee from each institution were in attendance from each College. President Wurzel accompanied me to the meeting.

Campus

Strategic plan 2030

President's staff met for a half-day retreat to discuss the final FY23 Presidents Operational plan and to start working on the FY24 Presidents Operational plan. Discussion included reviewing the strategic plan strategies and prioritizing efforts for the upcoming school year.

Powell Economic Partnership

I attended the PEP meeting on July 20, 2023, in Powell. Discussion included a PEP update on financials, Foundation investment planning, and monthly reports.

Forward Cody

I attended the Forward Cody meeting on July 25, 2023. The agenda included a review of financials to date, the membership drive, and a discussion of properties in Cody.

Campus Activities

Summer session classes wrapped up in July, with final grades due on the 26. New student orientations were held on July 10, 17, and 31st.

Volleyball camp was held July 10-15 for various age groups. It was a great success with more high attendance.

Once again, Northwest College sponsored and attended the 2023 Park County Fair. The CDL simulator was onsite to discuss programming offerings and opportunities to try out the simulator. The Foundation, Communications and Enrollment, and various staff volunteered to man the main tent on the south side entrance. Visiting with students, families, potential students, and alumni was a great time.

Student Center

The Trapper Gym dining area, food truck, office, and dry storage operations were disassembled and newly assembled in the Temp Dining building and location. Physical Plant staff and Sodexo have worked diligently to organize the building and location to prepare it for full use this fall.

Foundation work on the new building has progressed with no delays in excavation, sighting, rebar work, and concrete pours. The first week of August brought a large work crew devoted to erecting the steel infrastructure.

Foundation and Alumni

I attended the Foundation Board meeting on July 26. A good discussion was held around the Student Center campaign, foundation financials, and the consent agenda. The Strategic Plan was approved for the Foundation.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

August 4, 2023

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

Finance & Budget

The Business Office (Finance, Accounts Receivable, Payable, Payroll) was working on collections of aged accounts receivables. Notice letters were mailed again to students requesting payment. The Business office has welcomed an interim Office Assistant. Training and collaboration have been put toward teaching her how to manage student accounts, cash transactions, and the Colleague system.

Collaboration and progress have been made concerning the financial statement audit and preparing for the fiscal year-end. The Building Authority audit is in progress and is anticipated to conclude shortly. Significant work has been accomplished for year-end grant reporting.

Facilities Projects

- Campus Mall Lighting project 98% complete, pending punch list.
- Moyer Server room cooling upgrade 75% complete, awaiting electrical panel parts. Estimated September completion. Cooling units are functional and operating.
- Science and Math Chemistry Hood upgrade 98% complete and fully functional for classes. Pending controls implementation.
- Lewis & Clark parking lot replacement started and at 60%. The project has suffered from weather delays, sewer line damage, and roof drainage re-locations. Tentative completion August 17-19 for Kickoff Weekend, weather permitting.
- ORB server room cooling upgrade at 99% and functional. It is noted that this cooling rooftop unit (RTU) was removed from the old Student Union Trap dining area and repurposed to ORB. This unit was installed four years ago at the Trap to assist in cooling there.
- Yellowstone server room backup cooling unit at 50% complete. This backup was at the Moyer server room location, which was installed there five years ago during JFC/Moyer renovations. With the Moyer room server room upgrade, two identical units were installed. Yellowstone's server room had no backup, so the unit will be repurposed there to allow for redundancy.
- The Ashley Hall Boiler project bid was awarded, and the project has started.
- All Physical Plant employees are extremely busy with custodians cleaning resident halls, ground crews working throughout campus, and maintenance getting caught up on what has seemed like endless work orders and projects.

Transportation Bus Miles

- 306 miles with our newly arrived International Students to Sibley Lake and Sleeping Giant for outdoor recreation,

Completed Work Orders

- 231 orders complete

Mickelson Field Station

- Closed for operations. DELTA camp utilization in June and July for the ropes course.

Information Technology

- Computing Services Staff have been finalizing the move over to the New Activation and Password Reset Software
- Computing Services Staff have been working on various programming projects for departments across campus.
- Computing Services Director has been meeting with CIOs to monitor cyber events that may be relevant to higher education. TIAA, National Clearinghouse, and United HealthCare have reported cyber events related to students or employees, but no further information is available. This is frustrating as the Wyoming Community Colleges do not know who if any, students or employees were affected. Most companies have said letters will be sent to those affected.

Human Resources

- Recruiting: Please see August Personnel Report.
- Staffing: The HR Director attended the Park County Fair on 7/27 to advertise employment opportunities at NWC and reach out to community members who might know of individuals who would be interested in working at the College, now or in the future. A QR code will be available so individuals can immediately access job openings on their phones. Candidate pools are lean. The HR Director is also searching for a new part-time office assistant due to the resignation of Marsha Wilson. Due to the high demand for staffing support, Cheri Mateo, Administrative Secretary for the VPAA, has been assisting HR with recruitment and candidate coordination.
- Compensation: The Staff and Faculty Salary Placement Schedules increased by 4.0% for FY2024. This increase will improve hiring competitiveness in some roles. Job postings were updated to reflect the wage increases. Student jobs will receive a \$1/hour increase for the upcoming academic year to support campus hiring and interest in student employment opportunities.
- Performance Evaluations: The HR Director has reminded supervisors that Staff Performance Evaluations are due 7/31/2023. 25% of the evaluations have been completed as of 7/24, and many are scheduled to be conducted by month-end.
- Professional Development and Training: On 7/12, the HR Director attended a webinar by Littler Law firm on employment law updates.

Personnel Status Report

August 2023 Trustees' Report

Search Activity to Date - 7/25/2023

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			Candidates are directed to apply to NWC; Pauly Group has put the position on hold for the summer.
Vice President for Strategic Enrollment and Student Services			The position has been re-opened until filled; candidates are directed to apply at the Pauly Group https://paulygroup.com/ ; the search committee is reviewing candidates.
Counselor - Student Support Success Program Coordinator	7/17/23	Kim Fletcher	Kim has provided counseling services in her previous role as Disability Support Services Coordinator. Kim has a Bachelor's in Business Administration from Northeastern State University, a Master's in Addiction Therapy, and a Master's in Professional Counseling from Grand Canyon University. She is a Licensed Professional Counselor in the State of Wyoming.
Instructor/Assistant Professor of Computer Science & STEM - Tenure Track			The position is open until filled, but preference will be given to applications received by 11:59 p.m. MST on 7/24/2023; candidates are being reviewed.
Facilities Technician - Electrician			Position closes externally on 8/7/2023
Senior Office Assistant for Visual and Performing Arts & Humanities			Position closes internally on 7/31/2023

NORTHWEST COLLEGE

FACILITIES PROJECT REPORT

Report Date : As of August 1st , 2023 - Capital Planning

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
Projects Awaiting BOT Approval												
Projects In Process												
<u>PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</u>												
<u>PLANNING/START UP PHASE</u>												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
<u>PENDING</u>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Pending Capital Renewal Approval Governor's Office	4/8/2019	Pending		\$ 4,000,000	
FY2022/2023 See Masterplan Update												
Powell Campus	1		MM	Card Reader Access/Cameras - Phase 1			Failed Bid	12/13/2021			\$ 350,000	
Powell/Campus	1		MM	Moyer Server Room Cooling replacement			Pending Electrical Parts				\$ 250,000	
FY2024 See Masterplan Update												
Powell/Campus	2		MM	Various Parking Lot Replacement - L&C, Shop			In process				\$ 1,000,000	
Powell/Stock Ag	2		MM	AG HVAC/Electrical/ADA Access			Failed Bid				\$ 300,000	
Powell/Fagerberg	2		MM	Boiler replacements			Pending Startup				\$ 120,000	
Powell/Library	2		MM	Makeup Air Unit replacement			On Order				\$ 125,000	
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 2			Pending Rebid				\$ 200,000	
Powell/Campus	2		Fund 10	Ashley Hall Boiler Replacement			Bid awarded in work				.	
FY2025 See Masterplan Update												
Powell/Campus	3		MM	Various Parking Lot Replacement - JFC East, North Cabre, Oliver Yard			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	
FY2026 and beyond See Masterplan Update												

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of August 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												
Fund Balances			<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						
Total Auxillary						\$ 1,873,027						
Plant Fund(70)Main			@6/30/2022			\$ 2,680,854						
Plant Fund(70)Major Maint			@6/30/2022			\$ 795,979						
Plant Fund(70)Emergency			@6/30/2022			\$ 953,301						
Completed SEE MM Report												
Powell/Sci & Math	1		MM			Chemistry Lab Hood Controls 100k paid	Complete	12/13/2021		7/31/2023	\$ 265,000	
Powell/Campus	1		MM			Campus Lighting	Complete	12/13/2021		7/31/2023	\$ 208,870	
Powell/AG	1		MM			Elect/HVAC/Refresh Design	Complete	12/13/2021		7/31/2023	\$ 20,000	
Powell/S&M	1		MM			Building Pump Replacements	Complete	ongoing		7/31/2023	\$ 30,000	

ACADEMIC AFFAIRS

July 2023



CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- PEP and Park County Outdoor Recreation Coalition

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI, ACT, Casper and LCC
- CPR/First Aid
- Ed2Go- Digital Photography, Teaching Students w/Autism and Certified Information Systems Security Professional.

CDL Program

- Fifty-one (51) students enrolled in the program.
- Nineteen (19) Working on their Theory.
- Twenty-three (23) Skills and BW (Behind the Wheel Driving)
- Three (3) students working on their Bus/Passenger
- Seven (7) students attended the orientation.
- Six (6) Students passed and received their CDL's
- One (1) Student passed and received their School Bus Endorsement

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 seven (7) activities that served seventy-three (73) students and community members.
- Lovell BOCES- We have teamed up with Lovell BOCES to provide outdoor rec programming including paddle boarding, hiking, and river rafting.
- DELTA Summer Camp- Included four days of activities including High Ropes, Caving, Rock Climbing and Paddleboarding.

Powell Valley Community Education/Rec Co-Op

- PVCE started our summer session of Driver Education with 29 students enrolled.
- PVCE is working with various community and college partners to offer new and exciting learning opportunities for our area.

Academic and Career Advising Office

The coordinator has been using some of her vacation time so the office has been open part-time most of July. Summer orientations have been taking place as planned, with sessions occurring July 10, July 17, and July 31 during this reporting period.

ACADEMIC AFFAIRS

Update from Interim Vice President of Academic Affairs (Dave Erickson)

Report on the current number of BAS graduates and status report on Common Course Numbering (CCNS) efforts based on shared documents from the WCCC to the community colleges.

Staff at the Wyoming Community College Commission (WCCC) compiled a report on the total number of graduates who have earned BAS degrees from the four participating community colleges (NWC, Central, LCCC, and Western) through the Summer 2023 semester. WCCC Deputy Director, Dr. Ben Moritz will present this information at the August 2, 2023 Joint Commission/UW BoT meeting scheduled in Casper, Wyoming. To date these four colleges have graduated 87 BAS students in their various BAS degree programs. Northwest College reported 15 graduates in our BAS of Professional Studies degree, CWC reported 15 graduates, LCCC reported 37 graduates, and WWCC reported 21 BAS graduates. Executive Director Dr. Sandy Caldwell extended her congratulations to the participating college Presidents for their efforts to serve this new group of students.

Additionally, Dr. Ben Moritz created a detailed memorandum update to share with the Legislative Services Office – Joint Education Interim Committee (JEIC) on the extensive work which has been done on the Common Course Numbering System (CCNS) and transfer process improvements between the Wyoming community colleges and the University of Wyoming, per state statutes. Common Course Numbering is defined as “the requirement that any courses found to be equivalent in content, and offered at two or more Wyoming institutions of higher education shall have the same prefix, course number, and title” to help improve the efficiency and effectiveness of in-state transfer for students. CCNS has been a work in progress since the early 1990s and has gone through several developmental and prioritization challenges with changes in staffing at the colleges, administrative changes at the statewide level, and additional legislative mandates added over the years. By 2018, CCNS alignment levels were still around 50% which led the Legislature to pass HEA 47 in 2018, and HEA 96 in 2019. These acts centralized the coordination of CCNS to the WCCC to reinvigorate course alignment in the state, and additionally required the implementation of an electronic platform to aid and automate student transfer between the community colleges and the University of Wyoming.

Since the legislative changes of 2018 and 2019 the coordinating responsibility of CCNS shifted from the University of Wyoming to the WCCC. In 2019 the WCCC formed a CCNS committee with representatives from each of the community colleges and the University of Wyoming, a Chief Academic and Student Officer (CASSO) and Education Programs Manager from the WCCC. This committee has now met regularly for the past four years working on aligning current course offerings and creating a maintenance process for future course changes and new courses added. Initially over 5000 courses from the University of Wyoming and another 5000 courses offered by the community colleges were identified. After removing courses which had not been taught since 2015, courses only taught at one college, and another 880 courses which had either been discontinued or combined, left a thorough examination of roughly 3200 courses. After this review courses which had any discrepancies in title, prefix, or course number were noted, and these courses were all individually discussed with program faculty across the nine colleges in Wyoming via Zoom meetings coordinated and hosted by the Education Programs Manager from the WCCC to affirm whether or not a noted course was equivalent. A decision was then reached by consensus on the most appropriate title and course prefix to gain alignment. Based on national best practices courses needed to meet a 70% content similarity threshold to be eligible for alignment.

The key takeaway from all of these alignment efforts over the past four plus years is that the institutions of higher education (IHE's) in Wyoming have moved from a 50% alignment rate in 2018 to over a 99% alignment rate as of July 1, 2023. Additionally noted in the WCCC summary report, course titles, prefixes, and course numbers will continue to change as curriculum is updated to address the evolution of academic disciplines as well as meeting industry training needs, therefore the CCNS process will never be completed and the reason the CCNS committee has now shifted to developing a robust maintenance approach. Finally, during the past two years the colleges and WCCC have also been working on implementing the electronic platform (Wyo Transfer) to meet the additional statutory requirement to aid student transfer with a safe and secure automated process for the sharing of student data between all of the IHE's in the state. As you can imagine this quest for course alignment has involved hundreds of people from all of Wyoming's IHE's and WCCC staff, and thousands of hours of meetings to achieve the goal of alignment. This monumental task will now pay tremendous dividends to current and future students who begin their college studies at one of the community colleges, and later transfer to the University of Wyoming to continue their educational goals.

No reports from Faculty, Intercultural Affairs, Tutoring, or the Library.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

July 2023



ATHLETICS:

- Volleyball, Women & Men's soccer start practice August 1st
- All other teams are recruiting and will return to campus on Kick Off Weekend
- Johnson Fitness Center had a steady flow of usage this summer

ENROLLMENT SERVICES

- July consisted of assisting students through the registration and enrollment processes for the Fall
- Began the processes to finalize the Summer semester, which included the submission of final grades, graduation procedures, and enrollment reporting
- Ongoing transcript evaluations for transfer students as they prepare for the fall semester at NWC
- Multiple Enrollment Services staff members attended the Element 451 Engage Conference virtually. This conference offers additional CRM product information, as well as, best practices in enrollment management and marketing
- Ongoing offering campus tours for prospective students and families as they prepare for future semesters
- Staff from Enrollment Services participated in the recent county parades and the NWC Sponsorship Day at the Park County Fair
- Continued work on registration and enrollment processes related to student withdrawal capabilities
- Preparation and registered for Wyoming and Montana college fairs. College fairs will continue through the 2023-24 academic year
- Continued development work on communications and workflows in our Element 451 CRM software
- Ongoing work to update and complete the 2023-24 recruitment and enrollment publications

FINANCIAL AID

- The Office sent 2nd request letters to students who have not completed federal aid files (missing documents)
- The Office submitted end of 23/SU Wyoming Works Certification to WCCC
- The Office submitted Wyoming Investment in Nursing/WYIN Loan certification for new cohort 23/FA students and WYIN 2nd AY students to Align (Wyo servicer of WYIN loans)
- The Office continued requests for, and evaluation of, Hathaway documentation & final transcripts for 23/FA eligibility of new and returning students. Students notified of eligibility/ineligibility and pending awarding for 23/FA semester
- The Office completed participation in all 10 Federal Student Aid webinars regarding changes to 202425 Federal Student Aid (as part of the *FAFSA Simplification Act of 2020*) on 7.13.23
- The Office is evaluating federal guidance and awaiting release of COD Systems Campus Based XML Schema Version 1.0a to determine how the College may comply with a new student FWS wage reporting requirements for the specified tax year. Background – as part of the *FAFSA Simplification Act of 2020*, the Expected Family Contribution/EFC is replaced by the Student Aid Index/SAI, which uses revised Federal Methodology in its calculation. The SAI Federal Methodology incorporated FWS wages that correlate to the base tax year (Jan.-Dec) required by the forthcoming academic year's FAFSA rather than FWS wages earned during the normal academic year (Jul.-Jun). Beginning in 2023, the student record-level tax year FWS wages must

be reported by each Title IV Institution to the COD system by Oct. 1st each year, in order to be included as income in the SAI calculation for individual FAFS filers after October 1st. The Financial Aid Office anticipated Ellucian will integrate this new FWS tax year wage reporting requirement functionality within the HR/Payroll module within Colleague, but definitive guidance has not been released

- Collaborated with Registration and Records Office to address enrollment reporting questions from MHP as related to College's current Federal Student Aid audit. As of this update, zero findings have been identified

GEAR UP

- 265 students. GEAR UP had three student travel opportunities this summer:
Boston Experience College Tour. Five students attended the Boston trip. They toured Harvard, Brown, Boston College and Northeastern. They toured the John F. Kennedy Library and attended a Red Sox game.
GEAR UP Summer Academy - 14 students attended the weeklong GEAR UP Academy in Laramie. Students had academic and leadership opportunities. NWC leadership presented information about Northwest College academic programs and financial aid opportunities to 100 students and staff as part of camp programming.
NCCEP Youth Leadership Summit - One student attended the NCCEP Youth Summit in San Francisco. YLS provided a high-quality, national-level, interactive training experience and peer-to-peer learning opportunities focused on life, leadership and learning skills

RESIDENCE LIFE

Housing

- Last Summer Conference Camp: NWC Volleyball Team Camp was 7/24-26
- Housing numbers are currently at 305
- Student Resident Director Training starts on August 2nd. Resident Assistant Training will be August 7-19. 16 RA's will participate
- Soccer, Volleyball and new International students moved in on August 1st. 120 students total

Security

- Normal summer schedule for Security staff

Activities

- Finalized Kick-Off Weekend (KOW) schedule. KOW will be August 19-22
- Student Activities staff will have 9 students and will arrive on campus August 14th for training and preparing for KOW

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 15 visits in July
- 640 cumulative visits for calendar year 2023

Counseling Services

- 1 Counseling sessions (includes face-to-face, Zoom and phone)
- 0 After hours contacts

- Attend Residence Life Team meetings/ Retention Committee meetings
- 0 BASICS Alcohol intervention sessions for alcohol violations
- Behavioral Intervention Team (BIT) Meetings
- Staff completed Continuing Education Webinars

Disability Services

- 5 disabilities sessions (includes face-to-face, Zoom and phone)
- 9 Students registered with Disability Services for SU/23
- 27 Accommodation letters processed for SU/23
- 0 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Met with Health Sciences Division Chair
- Attended a webinar on Disability Services

TITLE IX

- Began updating power point training modules for both Title IX policy and Bystander Intervention to all Resident Assistants, athletes, New Faculty Orientation and Kick-Off Weekend
- Reviewed current VAWA brochure for students, made updates of Annual Security Report for compliance to the Clery Act
- Follow-up with investigators on pending case and arrange for a Hearing Officer through ATIXA
- Obtain certifications for 3 NWC Title IX Investigators that attended virtual training for annual requirements
- Secure new NWC Title IX Investigator and begin approval process
- Participation in the Wyoming Title IX Coordinators monthly meetings
- Achieved access to Maxient – Level 5 and scheduled on-line training
- Updated Maxient with current entries and reviewed analytics for the year

TRIO STUDENT SUPPORT SERVICES

- The 2023 Grant Authorization Notice was received and the submitted budget was approved with \$35,000 of grant aid availability to Pell eligible students with financial need

Monthly Report to President Watson

July 2023

PROMOTIONAL ACTIVITIES FOR

- Standing FY23 Enrollment Campaign initiatives
- Three academic program highlights (mini features):
 - Allied Health & Nursing
 - Music / Music Tech
 - Photographic Communications
- Three faculty/staff highlights (mini features):
 - Christine Garceau
 - Sami Ashcraft
 - Gage Gatlin
- The Second Annual Vocal Jazz Academy
- Kick-off Weekend 2023
- July New Student Registration events
- Esports recruiting for 2023-24
- Kickstart Wyoming's Tomorrow Scholarship
- Paint the Town Red 2023
- From the President Postcard: Summer 2023
- Updated marketing collaterals to reflect the new name of the Intercultural Program: *NWC International Student and Scholar Services*.
- 4th of July parade and Park County Fair parade
- Northwest College Day at the Park County Fair
- NWC Alumni Association ice cream social on Family Fun Night at The Big Horn County Fair.
- Photographic Communications 2024 Spring Break travel seminar to Spain.

PHOTOGRAPHY & VIDEOGRAPHY

- Coverage of student center construction
- Coverage of 4th of July Parade
- Coverage of NWC Day at the Park County Fair
- Coverage of the Park County Fair Parade

PRINTING SERVICES

- 15 offices/programs/areas served
- 21 projects completed
- 59,690 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

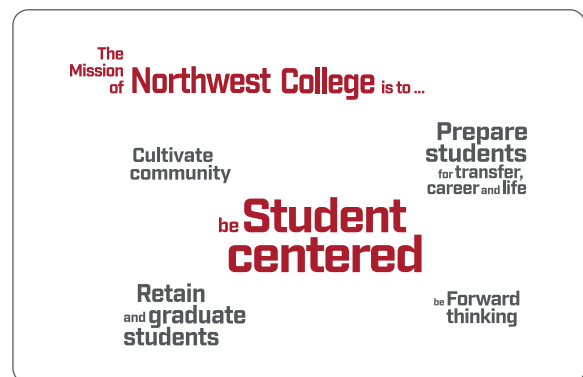
Interim Multimedia Production Specialist

George Laughlin

Printing Services Supervisor

Kim Lawson

Printing Services Specialist



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



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

NWC Foundation/Alumni Boards:

- Held Accountability and Stewardship, Executive, and Finance Committee meetings for the Foundation.
- Conducted a Foundation Board meeting on July 26 where directors approved the Foundation's new Strategic Plan.
- Held Philanthropy and Volunteer Service Committee meetings of the Alumni Association.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center. Facilitating communications regarding Student Center project and fundraising efforts. Also planning Construction Celebration/Beam Signing as part of Paint the Town Red.
- Coordinating Student Center Facility Naming opportunities with potential donors. Also developing a Naming program to encourage participation gifts from smaller-level donors.
- Distributed materials for Trapper Booster Club membership drive and business banners.
- Completed new Planned Giving website.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

Marketing/Events:

- Held the third annual Trapper Classic Car Show on July 1. Participation continues to grow with 54 cars registering this year.
- Distributed the Alumni and Friends publication.
- Preparing content for the 2022 Foundation Annual Report and Honor Roll of Giving.
- Coordinating Alumni Association Ice Cream Social at the Big Horn County Fair in Basin on August 3.
- Planning for AA's Beer Garden activity at Paint the Town Red on August 25.

Miscellaneous:

- Completed employee evaluations.

August 4, 2023

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Updated

Temporary Dining Facility

The Trapper Gym dining area, food truck, office, and dry storage operations were disassembled and newly assembled in the Temp Dining building and location. Physical Plant staff and Sodexo have worked diligently to organize the building and location to prepare it for full use this fall.

Student resident assistants, volleyball and soccer athletes are arriving on campus and will be using the facility over the next few weeks. This will allow the College and Sodexo to finalize operations, assign mealtimes, and schedule bus routes before Kick-Off Weekend begins.

The maximum guaranteed price of \$1,482,155 plus approximately \$60,000 for gravel should be finalized soon for capitalization and year-end audit.

Student Center Building

Foundation work on the new building has progressed with no delays in excavation, sighting, rebar work, and concrete pours. The first week of August brought a large work crew devoted to erecting the steel infrastructure. The schedule continues to be monitored closely, but with some rain delays.

Furniture for the Student Center has been selected and ordered and will be received and stored by Office Scapes over the next year until it is time for placement.

Projected Financing

Previously, 1 million was sent as part of the architectural design and CMAR services. 1.2 million was transferred in September 2022 for architect and temporary dining construction costs. Northwest College transferred \$1 million again in January, February, and March from reserves as part of the match to State funds. Additional funding will be sent to the state as the project progresses.



Administrative Services

307.754.6403 • FAX 307.754.6245 • 800.560.4692
 231 W 6TH ST BLDG I
 POWELL, WY 82435-1898 USA
 www.nwc.edu

August 4, 2023

TO: Lisa M. Watson, President

FROM: Mark Grant, Finance Director

RE: Check Register Summary

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

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel / Misc	Utilites/Ins/ Support	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 38,981.10	\$ 252,291.02	\$ 11,221.30	\$ 44,732.06	\$ 58,729.05	\$ -	\$ -	\$ 405,954.53
Fund 11	194.00	18,220.02	10,493.75	394,485.80	2,416.30	10,244.00	-	436,053.87
Fund 12	294.57	7,288.62	448.46	23,119.43	76,731.49	3,948.59	1,260.40	113,091.56
Fund 14	234.21	10,425.86	10.00	-	-	-	-	10,670.07
Fund 15	1,646.50	5,250.00	828.00	375.17	3,347.15	-	-	11,446.82
Fund 22	305.62	-	37,890.10	-	2,490.24	-	-	40,685.96
Fund 70	-	8,662.11	-	-	-	-	-	8,662.11
Fund 71	-	20,635.83	-	-	-	-	481,493.76	502,129.59
Fund 74	-	-	-	-	-	-	-	-
Total	\$ 41,656.00	\$ 322,773.46	\$ 60,891.61	\$ 462,712.46	\$ 143,714.23	\$ 14,192.59	\$ 482,754.16	\$ 1,528,694.51

Please find the attached June 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 - August 2023

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/11/2023	V0278708	Acad Affairs VP	91 Supplies	Mountain West Computers	Storage boxes	\$14.98
10	7/12/2023	V0278731	Acad Affairs VP	91 Supplies	Mountain West Computers	Signature stamp	\$33.95
10	7/26/2023	V0278849	Acad Affairs VP	91 Supplies	Marquis Awards	Engraved plate	\$16.50
10	7/27/2023	V0278851	Acad Affairs VP	91 Supplies	Nancy Gilmore	Level, hammer, wall	\$44.75
10	6/30/2023	V0278710	Admin Serv	91 Supplies	Fedex	Postage	\$23.66
10	6/30/2023	V0278732	Art	91 Supplies	Transfer Visa	Wall calendars	\$79.04
10	7/26/2023	V0278846	Athletic Dir	91 Supplies	NJCAA	Formstack sign	\$400.00
10	6/30/2023	V0278780	Athletic Trainer	91 Supplies	Henry Schein	AT stools	\$331.74
10	6/29/2023	V0278625	Bldg Maint	91 Supplies	2M Company	CTS strut clamp	\$72.08
10	6/29/2023	V0278630	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$27.85
10	6/30/2023	V0278666	Bldg Maint	91 Supplies	American Welding & Gas Inc	welding supplies, shop	\$79.72
10	6/30/2023	V0278673	Bldg Maint	91 Supplies	Fastenal Company	shop, filters	\$45.76
10	6/30/2023	V0278675	Bldg Maint	91 Supplies	Napa Auto Parts	shop, clamp	\$9.16
10	6/30/2023	V0278680	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$435.80
10	6/30/2023	V0278712	Bldg Maint	91 Supplies	McIntosh Oil Inc	June 2023 fuel	\$2,126.39
10	6/30/2023	V0278739	Bldg Maint	91 Supplies	John Deere Financial	shop	\$74.99
10	6/30/2023	V0278893	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$346.82
10	6/30/2023	V0278895	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$27.14
10	7/26/2023	V0278830	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Engine heater	\$134.81
10	7/27/2023	V0278855	Bldg Maint	91 Supplies	DH Pace Company	temp dining	\$365.61
10	6/30/2023	V0278712	Campus Security	91 Supplies	McIntosh Oil Inc	June 2023 fuel	\$142.32
10	7/31/2023	V0278898	Chemistry	91 Supplies	Labster Inc	Online course fees(tax	\$1,338.75
10	6/30/2023	V0278829	Comm & Mktg	91 Supplies	Synchrony Bank/Amazon	Toner cartridges	\$670.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/31/2023	V0278897	Comm & Mktg	91 Supplies	Powell Welding & Industrial Sup	Helium	\$278.00
10	6/30/2023	V0278654	Computer Srv	91 Supplies	Powell Ace Hardware LLC	Painters tape	\$19.98
10	7/26/2023	V0278842	Computer Srv	91 Supplies	CDW Government Inc	HP LJ Ent M507dn printer	\$808.68
10	7/26/2023	V0278842	Computer Srv	91 Supplies	CDW Government Inc	HP Media Tray 550 Sheets	\$177.12
10	7/26/2023	V0278842	Computer Srv	91 Supplies	CDW Government Inc	TROY MICR toner	\$280.59
10	6/29/2023	V0278622	Cust/Grounds	91 Supplies	KB Commercial Products	custodial: summer cleanin	\$1,154.25
10	6/30/2023	V0278680	Cust/Grounds	91 Supplies	Powell Ace Hardware LLC	Custodial supplies	\$19.18
10	7/20/2023	V0278814	Cust/Grounds	91 Supplies	KB Commercial Products	custodial	\$802.24
10	7/27/2023	V0278858	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies: gym	\$7,228.94
10	6/30/2023	V0278671	Grounds	91 Supplies	Park Cty Weed & Pest	grounds, herbicide	\$488.55
10	6/30/2023	V0278680	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$142.53
10	6/30/2023	V0278737	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$125.15
10	6/30/2023	V0278739	Grounds	91 Supplies	John Deere Financial	grounds	\$312.80
10	6/30/2023	V0278750	Grounds	91 Supplies	Production Machine Co	Grounds repairs	\$25.00
10	6/30/2023	V0278811	Grounds	91 Supplies	Fry Gravel and Excavation Inc	grounds: top soil	\$405.00
10	7/20/2023	V0278818	Grounds	91 Supplies	Bradford Sup Co	grounds	\$165.92
10	7/27/2023	V0278856	Grounds	91 Supplies	Bradford Sup Co	grounds	\$159.65
10	7/26/2023	V0278838	Instr Tech Sup	91 Supplies	Apple Computer Inc	3 year AppleCare	\$119.00
10	7/26/2023	V0278838	Instr Tech Sup	91 Supplies	Apple Computer Inc	Mac Studio M2 Max	\$2,159.00
10	6/30/2023	V0278781	Mens BB	91 Supplies	Intrepid Sportswear	Practice gear	\$570.00
10	6/30/2023	V0278865	Music	91 Supplies	JW Pepper and Son Inc	Sheet music	\$105.19
10	6/30/2023	V0278837	Nursing	91 Supplies	Gaumard Scientific Co Inc	Pediatric Hal, Warrenty	\$14,878.00
10	6/30/2023	V0278712	Pres Office	91 Supplies	McIntosh Oil Inc	June 2023 fuel	\$67.02
10	7/31/2023	V0278888	Pres Office	91 Supplies	Sodexo Operations LLC	Danishes, fruit, coffee,	\$84.37
10	6/30/2023	V0278712	Rodeo Men	91 Supplies	McIntosh Oil Inc	June 2023 fuel	\$1,518.42
10	7/19/2023	V0278802	Stu Success Prog	91 Supplies	Transfer Visa	Meals	\$44.70

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	91 Supplies			\$38,981.10
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/18/2023	V0278796	Aca Computing	92 Servs/Fees/Repr/Maint	Dell Marketing Lp	Virtual Desktop Software Subscription	\$12,624.48
10	7/18/2023	V0278796	Aca Computing	92 Servs/Fees/Repr/Maint	Dell Marketing Lp	Virtual Desktop Software Subscription	\$17,606.16
10	7/18/2023	V0278796	Aca Computing	92 Servs/Fees/Repr/Maint	Dell Marketing Lp	Virtual Desktop Software Subscription	\$3,057.12
10	7/26/2023	V0278840	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Collaborate/Cloning Software Renew	\$2,565.00
10	6/29/2023	V0278617	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical	\$157.83
10	6/29/2023	V0278618	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical	\$391.50
10	6/29/2023	V0278624	Bldg Maint	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Ashley remodel Bldg	\$375.00
10	6/30/2023	V0278655	Bldg Maint	92 Servs/Fees/Repr/Maint	2M Company	Frisby Equip repairs	\$420.00
10	6/30/2023	V0278670	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Valley Bearing & Sup	eq repair: belts	\$38.68
10	6/30/2023	V0278672	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	freight on warranty part	\$17.56
10	6/30/2023	V0278680	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$1,231.92
10	6/30/2023	V0278736	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Horn Co-op Marketing	repair tire maint van	\$15.00
10	6/30/2023	V0278785	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$891.85
10	6/30/2023	V0278785	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equine repairs AG	\$107.17
10	6/30/2023	V0278829	Bldg Maint	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Equine repair, YB	\$138.84
10	6/30/2023	V0278893	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$53.57
10	6/30/2023	V0278895	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$1,130.64
10	7/18/2023	V0278788	Bldg Maint	92 Servs/Fees/Repr/Maint	Absaroka Door	Door Hinges repair	\$1,054.00
10	7/18/2023	V0278792	Bldg Maint	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	Shop building repairs	\$129.44
10	7/20/2023	V0278812	Bldg Maint	92 Servs/Fees/Repr/Maint	ELM Diesel Truck Repair LLC	eq repair: rodeo generato	\$1,347.34
10	7/20/2023	V0278813	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc23 oil change	\$71.45
10	7/26/2023	V0278830	Bldg Maint	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Radio repairs	\$107.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/31/2023	V0278894	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$2,498.78
10	7/31/2023	V0278896	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$1,883.54
10	8/1/2023	V0278909	Bldg Maint	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Ashley Boilers:EQ repair	\$300.00
10	7/20/2023	V0278821	Comm & Mktg	92 Servs/Fees/Repr/Maint	Educ Digital Marketing Awards	Educ digital marketing	\$100.00
10	6/30/2023	V0278704	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant fees-June	\$500.00
10	6/30/2023	V0278743	Computer Srv	92 Servs/Fees/Repr/Maint	Office Shop	Copier maintenance	\$15,227.11
10	7/6/2023	V0278688	Computer Srv	92 Servs/Fees/Repr/Maint	Brightly Software Inc	Maint./Update Software Renewal	\$7,597.67
10	7/11/2023	V0278713	Computer Srv	92 Servs/Fees/Repr/Maint	Dotcms Services LLC	Software fees	\$18,540.00
10	7/13/2023	V0278754	Computer Srv	92 Servs/Fees/Repr/Maint	Park County Clerk	Tower lease	\$1,000.00
10	7/17/2023	V0278779	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	Backup/Replication Software Renew	\$16,733.28
10	7/26/2023	V0278830	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Dual band radios, monitor	\$273.98
10	7/26/2023	V0278832	Computer Srv	92 Servs/Fees/Repr/Maint	Drata Inc	Security/Compliance Softw renewal	\$7,500.00
10	7/26/2023	V0278841	Computer Srv	92 Servs/Fees/Repr/Maint	One Technology Corp	IT traffic manag. software renewal	\$21,293.54
10	7/31/2023	V0278901	Computer Srv	92 Servs/Fees/Repr/Maint	ConvergeOne Inc	Cisco Security Software Renewal	\$15,205.00
10	6/29/2023	V0278622	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial: equip repair	\$390.40
10	7/27/2023	V0278858	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial repairs	\$1,604.81
10	7/18/2023	V0278786	EMS Prog	92 Servs/Fees/Repr/Maint	CoAEMSP	Annual EMS Accreditation Fee	\$1,700.00
10	6/30/2023	V0278667	Grounds	92 Servs/Fees/Repr/Maint	Heart Mtn Farm Sup Inc	equip repair, grounds	\$1,630.46
10	6/30/2023	V0278785	Grounds	92 Servs/Fees/Repr/Maint	Transfer Visa	Grounds repairs	\$124.99
10	7/6/2023	V0278690	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Anthology Inc of NY	Course evals	\$8,657.00
10	7/11/2023	V0278714	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Kaltura Inc	Media Manag. Software Subscription	\$19,410.36
10	7/11/2023	V0278715	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Respondus Inc	Student online exam Software renew	\$9,440.00
10	7/11/2023	V0278717	Instr Tech Sup	92 Servs/Fees/Repr/Maint	eThink Education LLC	Moodle-Teach/Learning Softw renew	\$25,622.71
10	7/20/2023	V0278822	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Central Wyoming College	FY24 annual WyClass host	\$250.00
10	6/30/2023	V0278771	Nursing	92 Servs/Fees/Repr/Maint	ATI LLC	ATI student resources	\$2,815.00
10	6/30/2023	V0278798	Nursing	92 Servs/Fees/Repr/Maint	ATI LLC	Student testing bundles	\$16,325.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	6/29/2023	V0278623	Plant Admin	92 Servs/Fees/Repr/Maint	Otis Elevator	yearly service contract	\$8,223.84
10	7/6/2023	V0278664	Plant Admin	92 Servs/Fees/Repr/Maint	Energy Laboratories	field station water test	\$53.00
10	7/13/2023	V0278741	Plant Admin	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Campus fire test/general	\$3,359.00
10	7/31/2023	V0278890	Wrestling	92 Servs/Fees/Repr/Maint	Caleb Nadig	Reimbursement recruit	\$500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$252,291.02

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	6/30/2023	V0278681	Art	93 Assoc/Travel/Misc	Morgan D Tyree	Lodging travel	\$463.21
10	6/30/2023	V0278697	Athletic Dir	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$362.70
10	6/30/2023	V0278697	Computer Srv	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$225.45
10	7/13/2023	V0278753	Enroll Serv	93 Assoc/Travel/Misc	AACRAO	Membership dues	\$604.00
10	6/30/2023	V0278697	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$918.90
10	6/30/2023	V0278681	Graphic Arts	93 Assoc/Travel/Misc	Morgan D Tyree	Fuel	\$283.64
10	6/30/2023	V0278697	Intern'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$62.10
10	6/30/2023	V0278724	Intern'l Recruit	93 Assoc/Travel/Misc	NWC Foundation	Lodging	\$225.00
10	6/30/2023	V0278744	Library	93 Assoc/Travel/Misc	Kanopy	Electronic resources	\$54.00
10	7/26/2023	V0278845	Mens BB	93 Assoc/Travel/Misc	NJCAA Coaches Association	MBB coaches dues	\$88.00
10	7/26/2023	V0278846	Mens BB	93 Assoc/Travel/Misc	NJCAA	MBB dues & sports fee	\$583.33
10	7/26/2023	V0278845	Mens Soccer	93 Assoc/Travel/Misc	NJCAA Coaches Association	MSC coaches dues	\$120.00
10	7/26/2023	V0278846	Mens Soccer	93 Assoc/Travel/Misc	NJCAA	MSC dues & sports fee	\$583.33
10	6/30/2023	V0278766	Orientation	93 Assoc/Travel/Misc	Transfer Visa	Keychains	\$315.90
10	7/27/2023	V0278859	Orientation	93 Assoc/Travel/Misc	Transfer Visa	KOW movie	\$921.25
10	7/27/2023	V0278852	Plant Admin	93 Assoc/Travel/Misc	APPA	appa dues 23/24	\$753.00
10	6/29/2023	V0278626	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging - Casper	\$98.00
10	7/18/2023	V0278795	Rodeo Men	93 Assoc/Travel/Misc	Natl Intercol Rodeo Assoc	Membership dues 23-24	\$300.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/11/2023	V0278716	Stu Serv VP	93 Assoc/Travel/Misc	NCHERM Group LLC	Consulting	\$325.00
10	6/30/2023	V0278697	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$1,101.15
10	7/26/2023	V0278845	Womens BB	93 Assoc/Travel/Misc	NJCAA Coaches Association	WBB coaches dues	\$100.00
10	7/26/2023	V0278846	Womens BB	93 Assoc/Travel/Misc	NJCAA	WBB dues & sports fee	\$583.33
10	7/26/2023	V0278845	Womens Soccer	93 Assoc/Travel/Misc	NJCAA Coaches Association	WSC coaches dues	\$120.00
10	7/26/2023	V0278846	Womens Soccer	93 Assoc/Travel/Misc	NJCAA	WSC dues & sports fee	\$583.33
10	7/26/2023	V0278845	Womens VB	93 Assoc/Travel/Misc	NJCAA Coaches Association	VB coaches dues	\$115.00
10	7/26/2023	V0278846	Womens VB	93 Assoc/Travel/Misc	NJCAA	VB dues & sports fee	\$583.33
10	7/26/2023	V0278845	Wrestling	93 Assoc/Travel/Misc	NJCAA Coaches Association	WR coaches dues	\$165.00
10	7/26/2023	V0278846	Wrestling	93 Assoc/Travel/Misc	NJCAA	WR dues & sports fees	\$583.35
			Sum:	93 Assoc/Travel/Misc			\$11,221.30

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/20/2023	V0278826	College Serv	94 Utilities/Ins/Support	Alliant Insurance Services Inc	Commercial crime insuranc	\$2,249.00
10	6/30/2023	V0278657	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$330.28
10	6/30/2023	V0278705	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$98.65
10	6/30/2023	V0278819	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$82.89
10	6/30/2023	V0278820	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$4,696.57
10	7/6/2023	V0278689	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer services interne	\$124.00
10	7/6/2023	V0278689	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$205.98
10	7/6/2023	V0278689	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk phone	\$1,219.75
10	7/6/2023	V0278689	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$153.53
10	7/6/2023	V0278689	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAb & Moyer SIP & Test	\$104.90
10	7/13/2023	V0278765	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone services	\$440.13
10	7/31/2023	V0278891	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$329.61

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/11/2023	V0278711	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	July 2023 Cody Center	\$5,463.47
10	6/30/2023	V0278668	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station electric	\$353.44
10	6/29/2023	V0278620	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	may23 rodeo heat	\$90.64
10	6/30/2023	V0278669	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo june23 electric	\$359.73
10	7/13/2023	V0278761	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Jul-Sept 23 garbage	\$354.24
10	6/29/2023	V0278621	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water 6/23	\$316.75
10	6/30/2023	V0278669	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	electric 6/23 eq shop ag	\$1,539.41
10	6/30/2023	V0278685	Utilities	94 Utilities/Ins/Support	Powell City of	May 2023 electricity	\$17,648.33
10	6/30/2023	V0278685	Utilities	94 Utilities/Ins/Support	Powell City of	May 2023 sanitation	\$2,422.30
10	6/30/2023	V0278685	Utilities	94 Utilities/Ins/Support	Powell City of	May 2023 sewer	\$680.40
10	6/30/2023	V0278685	Utilities	94 Utilities/Ins/Support	Powell City of	May 2023 water	\$2,548.03
10	6/30/2023	V0278738	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	\$37.00
10	6/30/2023	V0278742	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	June 2023 heat	\$201.10
10	6/30/2023	V0278749	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	June 23 heat-EQ,TRRL,PP,	\$270.01
10	6/30/2023	V0278808	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	June 2023 heat	\$134.42
10	7/20/2023	V0278817	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	sanitation: septic pumps	\$1,845.00
10	7/27/2023	V0278854	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	water ag rodeo	\$432.50
			Sum:	94 Utilities/Ins/Support			\$44,732.06

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	6/30/2023	V0278678	Comm & Mktg	97 Other Operating Exp	Advance 360	FY23 digital enrollment mktg	\$5,697.76
10	6/30/2023	V0278782	Comm & Mktg	97 Other Operating Exp	Lovell Chronicle	Inserts summer classes	\$110.00
10	6/30/2023	V0278783	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Upcoming events ads	\$274.00
10	7/19/2023	V0278797	Comm & Mktg	97 Other Operating Exp	Plaza Diane	Advertising	\$350.00
10	7/26/2023	V0278831	Comm & Mktg	97 Other Operating Exp	Lamar Companies	Billboards Big Horn Basin	\$9,187.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/26/2023	V0278847	Comm & Mktg	97 Other Operating Exp	Yellowstone Regional Airport	Advertising at airport	\$1,860.00
10	6/30/2023	V0278718	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	\$461.60
10	6/30/2023	V0278719	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Postage	\$888.69
10	7/17/2023	V0278769	Computer Srv	97 Other Operating Exp	US Postmaster	EPS postage(Bulk mail,	\$15,000.00
10	7/17/2023	V0278773	Computer Srv	97 Other Operating Exp	United States Postal Service	Postage for Postage mach	\$10,000.00
10	7/18/2023	V0278793	Enroll Serv	97 Other Operating Exp	Wyoming Admissions Officers	College tours	\$900.00
10	7/13/2023	V0278757	Library	97 Other Operating Exp	Ebsco Information Services	Periodicals	\$14,000.00
			Sum:	97 Other Operating Exp			\$58,729.05
			Sum:				\$405,954.53

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	6/30/2023	V0278660	Human Resource	91 Supplies	Backgrounds Online	Pre-employment checks	\$51.00
11	8/1/2023	V0278918	Human Resource	91 Supplies	Backgrounds Online	Background checks	\$143.00
			Sum:	91 Supplies			\$194.00

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	6/29/2023	V0278632	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals, Ubers	\$169.88
11	6/30/2023	V0278737	1M College Services	92 Servs/Fees/Repr/Maint	O'Reilly Auto Parts	finance charge	\$12.14
11	6/30/2023	V0278809	1M College Services	92 Servs/Fees/Repr/Maint	Crowley Fleck PLLP	Legal services June 23	\$1,592.50
11	6/30/2023	V0278857	1M College Services	92 Servs/Fees/Repr/Maint	Williams Porter Day & Neville Pc	Legal services	\$247.50
11	6/30/2023	V0278911	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	June 2023 legal services	\$161.00
11	7/17/2023	V0278767	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	\$15.00
11	7/17/2023	V0278768	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fees	\$15.00
11	8/1/2023	V0278912	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	July 2023 legal services	\$207.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	6/30/2023	V0278723	Human Resource	92 Servs/Fees/Repr/Maint	Helen Fabian Law	HR consultant - Employment	\$13,300.00
11	7/17/2023	V0278774	Trustees Board	92 Servs/Fees/Repr/Maint	WACCT	ACCT GIS registration	\$2,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$18,220.02

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	6/30/2023	V0278697	1M College Services	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$58.25
11	6/30/2023	V0278829	1M College Services	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Float decoration, candy	\$272.76
11	7/10/2023	V0278701	1M College Services	93 Assoc/Travel/Misc	Higher Learning Commission	FY 24 HLC annual dues	\$5,444.90
11	7/13/2023	V0278764	1M College Services	93 Assoc/Travel/Misc	Mtn States Assoc Comm College	Annual membership	\$1,000.00
11	7/17/2023	V0278775	1M College Services	93 Assoc/Travel/Misc	CASE	Case dues	\$1,472.00
11	7/19/2023	V0278803	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	AMA digital Marketing	\$999.00
11	6/30/2023	V0278784	Faculty Dev	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$649.84
11	7/12/2023	V0278722	Human Resource	93 Assoc/Travel/Misc	Jill M. Anderson	HR certification membersh	\$169.00
11	6/29/2023	V0278626	Trustees Board	93 Assoc/Travel/Misc	Transfer Visa	Lodging - Casper	\$294.00
11	7/17/2023	V0278776	Trustees Board	93 Assoc/Travel/Misc	Vision West Inc	Danko Jacket	\$134.00
			Sum:	93 Assoc/Travel/Misc			\$10,493.75

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/6/2023	V0278686	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	Insurance - Auto Work Comp	\$73,792.00
11	7/6/2023	V0278687	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	Insurance -Liability	\$58,089.00
11	7/6/2023	V0278691	1M College Services	94 Utilities/Ins/Support	Alliant Insurance Services Inc	Insurance -Property	\$232,896.58
11	7/6/2023	V0278692	1M College Services	94 Utilities/Ins/Support	Alliant Insurance Services Inc	Insurance-EdLLlab/EmpLiab	\$16,604.99
11	7/20/2023	V0278825	1M College Services	94 Utilities/Ins/Support	Alliant Insurance Services Inc	Cyber insurance	\$13,103.23
			Sum:	94 Utilities/Ins/Support			\$394,485.80

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11 One Mill Fund							
11	6/30/2023	V0278783	1M College Services	97 Other Operating Exp	Powell Tribune	Legal: Arena complete	\$193.83
11	6/30/2023	V0278783	1M College Services	97 Other Operating Exp	Powell Tribune	Legal: Budget hearing	\$89.46
11	6/30/2023	V0278783	1M College Services	97 Other Operating Exp	Powell Tribune	Legal: budget modification	\$19.88
11	6/30/2023	V0278783	1M College Services	97 Other Operating Exp	Powell Tribune	Legal: Heating plant bids	\$566.58
11	6/30/2023	V0278783	1M College Services	97 Other Operating Exp	Powell Tribune	Legal: Proposed budget	\$129.22
11	6/30/2023	V0278652	Human Resource	97 Other Operating Exp	Eric C. Atkinson	Meals	\$74.80
11	6/30/2023	V0278653	Human Resource	97 Other Operating Exp	Powell Tribune	Job Vacancy ads	\$160.00
11	6/30/2023	V0278656	Human Resource	97 Other Operating Exp	Astrid Northrup	Meals reimbursement	\$69.58
11	6/30/2023	V0278659	Human Resource	97 Other Operating Exp	Gregory Fox	Candidate travel exp	\$688.61
11	6/30/2023	V0278677	Human Resource	97 Other Operating Exp	Lovell Chronicle	Help wanted job ad	\$27.60
11	6/30/2023	V0278699	Human Resource	97 Other Operating Exp	Northern Wyoming News	Job ads	\$23.22
11	6/30/2023	V0278700	Human Resource	97 Other Operating Exp	Cody Enterprise	Multiple job ads	\$177.80
11	7/19/2023	V0278802	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$51.50
11	7/27/2023	V0278866	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$121.00
11	8/1/2023	V0278917	Human Resource	97 Other Operating Exp	Northern Wyoming News	Employment ads	\$23.22
			Sum:	97 Other Operating Exp			\$2,416.30

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11 One Mill Fund							
11	7/12/2023	V0278734	1M College Services	98 Expend--Capital/Equip	Whitlock Motor	5x16 cargo trlr - Drystorage	\$10,244.00
			Sum:	98 Expend--Capital/Equip			\$10,244.00
			Sum:				\$436,053.87

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/31/2023	V0278889	Food Service	91 Supplies	Johnstone Supply	Food trailer repairs	\$69.14

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	6/30/2023	V0278806	Print Srv	91 Supplies	Veritiv	Fuel surcharge	\$10.50
12	6/30/2023	V0278712	Trap Vil West	91 Supplies	McIntosh Oil Inc	June 2023 fuel	\$214.93
			Sum:	91 Supplies			\$294.57

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	6/30/2023	V0278785	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Food service repairs	\$521.49
12	7/13/2023	V0278741	Food Service	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Dining hallTemp trailer	\$265.00
12	7/31/2023	V0278896	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Dining/food trailer	\$13.25
12	7/31/2023	V0278896	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Trailer tire	\$53.69
12	6/29/2023	V0278630	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$252.50
12	6/30/2023	V0278680	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res hall repairs	\$751.44
12	6/30/2023	V0278750	Res Halls	92 Servs/Fees/Repr/Maint	Production Machine Co	Simpson hall repairs	\$50.00
12	6/30/2023	V0278787	Res Halls	92 Servs/Fees/Repr/Maint	Absaroka Door	Res halls screen repair	\$2.00
12	7/13/2023	V0278741	Res Halls	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Res halls fire extinguish	\$602.00
12	7/13/2023	V0278762	Res Halls	92 Servs/Fees/Repr/Maint	Absaroka Door	Simpson hall door repairs	\$1,637.70
12	7/13/2023	V0278741	Trap Vil Main	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	TV Main fire extinguisher	\$296.00
12	6/29/2023	V0278630	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV west repairs	\$231.97
12	6/30/2023	V0278679	Trap Vil West	92 Servs/Fees/Repr/Maint	Bloedorn Lumber	TV West-sink for 1412	\$169.99
12	6/30/2023	V0278680	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$92.11
12	6/30/2023	V0278751	Trap Vil West	92 Servs/Fees/Repr/Maint	3B's Plumbing	TV West plugged floor	\$135.00
12	6/30/2023	V0278893	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV West repairs	\$94.13
12	7/13/2023	V0278741	Trap Vil West	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	TV West fire extinguisher	\$1,012.00
12	7/13/2023	V0278763	Trap Vil West	92 Servs/Fees/Repr/Maint	CED	Wire-TV West	\$103.15
12	7/18/2023	V0278792	Trap Vil West	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	TV west Barracks repairs	\$190.10
12	7/31/2023	V0278894	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	Dishwashers	\$815.10

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	92 Servs/Fees/Repr/Maint			\$7,288.62
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/27/2023	V0278859	Conf/Facility	93 Assoc/Travel/Misc	Transfer Visa	Lanyards for the halls	\$346.46
12	7/31/2023	V0278892	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$102.00
			Sum:	93 Assoc/Travel/Misc			\$448.46
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/11/2023	V0278711	Food Service	94 Utilities/Ins/Support	Park County Clerk	July 2023 kitchen rent	\$1,000.00
12	6/30/2023	V0278685	Res Halls	94 Utilities/Ins/Support	Powell City of	May 2023 Res halls electr	\$6,793.95
12	6/30/2023	V0278685	Res Halls	94 Utilities/Ins/Support	Powell City of	May 2023 Res halls sanita	\$1,340.67
12	6/30/2023	V0278685	Res Halls	94 Utilities/Ins/Support	Powell City of	May 2023 Res halls sewer	\$376.59
12	6/30/2023	V0278685	Res Halls	94 Utilities/Ins/Support	Powell City of	May 2023 res halls water	\$1,410.27
12	6/30/2023	V0278742	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	June 2023 heat	\$84.40
12	6/30/2023	V0278808	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	June 2023 heat	\$56.41
12	7/6/2023	V0278689	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	7/11/2023	V0278706	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	\$358.00
12	6/30/2023	V0278685	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	May 2023 TMain electric	\$449.87
12	6/30/2023	V0278685	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	May 2023 TMain sanitation	\$150.48
12	6/30/2023	V0278685	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	May 2023 TMain sewer	\$42.27
12	6/30/2023	V0278685	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	May 2023 TMain water	\$158.29
12	6/30/2023	V0278742	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	June 2023 heat	\$9.47
12	6/30/2023	V0278808	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	June 2023 heat	\$6.34
12	7/11/2023	V0278706	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable/internet	\$469.03

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	6/29/2023	V0278633	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light pole	\$7.52
12	6/30/2023	V0278684	Trap Vil West	94 Utilities/Ins/Support	Powell City of	May 2023 Electricity	\$3,179.36
12	6/30/2023	V0278684	Trap Vil West	94 Utilities/Ins/Support	Powell City of	May 2023 recycle	\$1.88
12	6/30/2023	V0278684	Trap Vil West	94 Utilities/Ins/Support	Powell City of	May 2023 sanitation	\$1,013.01
12	6/30/2023	V0278684	Trap Vil West	94 Utilities/Ins/Support	Powell City of	May 2023 sewer	\$175.70
12	6/30/2023	V0278684	Trap Vil West	94 Utilities/Ins/Support	Powell City of	May 2023 water	\$995.25
12	6/30/2023	V0278749	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	June 23 heat-TV West	\$400.06
12	7/11/2023	V0278706	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$1,240.61
			Sum:	94 Utilities/Ins/Support			\$23,119.43

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	6/30/2023	V0278707	Conf/Facility	97 Other Operating Exp	Sodexo Operations LLC	Summer conf meals	\$17,070.86
12	6/30/2023	V0278703	Food Service	97 Other Operating Exp	Sodexo Operations LLC	June operations	\$53,880.82
12	6/29/2023	V0278616	Motor Pool	97 Other Operating Exp	Prevost	Veihcal parts	\$2,499.99
12	6/29/2023	V0278619	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	Volvo Car inspections and repairs	\$720.00
12	6/29/2023	V0278632	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$30.95
12	6/30/2023	V0278665	Motor Pool	97 Other Operating Exp	VeriskýInsurance Info Exchange	motor vehicle reports	\$24.20
12	6/30/2023	V0278674	Motor Pool	97 Other Operating Exp	Coulter Car Care	cc305 oil change	\$99.95
12	6/30/2023	V0278676	Motor Pool	97 Other Operating Exp	Carquest Auto Parts	oil for cc30	\$45.96
12	6/30/2023	V0278712	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	June 2023 fuel	\$766.36
12	7/12/2023	V0278727	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$222.41
12	7/12/2023	V0278735	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc19 replace alternator	\$600.00
12	7/20/2023	V0278813	Motor Pool	97 Other Operating Exp	Coulter Car Care	cc30 oil change	\$109.99
12	7/20/2023	V0278815	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc15, cc19 windshield rep	\$600.00
12	7/20/2023	V0278816	Motor Pool	97 Other Operating Exp	Country Corner Upholstery	bus repair: seats cover	\$60.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	97 Other Operating Exp			\$76,731.49

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/26/2023	V0278843	Food Service	98 Expend--Capital/Equip	WorldWash LLC	Clean hoods fairgrounds	\$1,750.00
12	6/30/2023	V0278785	Trap Vil West	98 Expend--Capital/Equip	Transfer Visa	Cabinets, blinds	\$1,309.59
12	6/30/2023	V0278785	Trap Vil West	98 Expend--Capital/Equip	Transfer Visa	Stove	\$889.00
			Sum:	98 Expend--Capital/Equip			\$3,948.59

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	6/30/2023	V0278829	Res Halls	99 Exp-New Constr/Cap Impr	Synchrony Bank/Amazon	Lights for Simpson hall	\$865.40
12	6/30/2023	V0278787	Trap Vil West	99 Exp-New Constr/Cap Impr	Absaroka Door	TV West garage remote	\$45.00
12	7/13/2023	V0278752	Trap Vil West	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	TV West carpet removal	\$350.00
			Sum:	99 Exp-New Constr/Cap Impr			\$1,260.40
			Sum:				\$113,091.56

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	6/30/2023	V0278732	Yellwstn Sum Music	91 Supplies	Transfer Visa	Water, snacks - YSMC	\$234.21
			Sum:	91 Supplies			\$234.21

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	6/30/2023	V0278864	Yellwstn Sum Music	92 Servs/Fees/Repr/Maint	Nwc Housing/Summer Conf	Room & Board YSMC	\$10,425.86
			Sum:	92 Servs/Fees/Repr/Maint			\$10,425.86

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14 Comm Serv/Non-Credit Fund							
14	7/20/2023	V0278823	Paint The Town Red	93 Assoc/Travel/Misc	Powell City of	Noise permit PTR	\$10.00
			Sum:	93 Assoc/Travel/Misc			\$10.00
			Sum:				\$10,670.07

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	6/30/2023	V0278913	Workforce Dev	91 Supplies	Sodexo Operations LLC	Conferences meals	\$927.11
15	8/1/2023	V0278914	Workforce Dev	91 Supplies	Sodexo Operations LLC	Conferences food sup	\$269.89
15	6/30/2023	V0278709	Wyo Works CDL	91 Supplies	R & A Safety Training	June 2023 drug testing	\$362.00
15	7/19/2023	V0278805	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$87.50
			Sum:	91 Supplies			\$1,646.50

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	6/30/2023	V0278720	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR/First aid	\$250.00
15	6/30/2023	V0278860	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	Lease truck June 2023	\$2,500.00
15	8/1/2023	V0278915	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	July lease truck	\$2,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$5,250.00

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	6/30/2023	V0278697	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	June 2023 mileage	\$828.00
			Sum:	93 Assoc/Travel/Misc			\$828.00

15 Continuing Educ Fund							
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	6/30/2023	V0278684	Workforce Dev	94 Utilities/Ins/Support	Powell City of	May 2023 electricity	\$206.90
15	6/30/2023	V0278684	Workforce Dev	94 Utilities/Ins/Support	Powell City of	May 2023 recycle	\$0.12
15	6/30/2023	V0278684	Workforce Dev	94 Utilities/Ins/Support	Powell City of	May 2023 sanitation	\$65.92
15	6/30/2023	V0278684	Workforce Dev	94 Utilities/Ins/Support	Powell City of	May 2023 sewer	\$11.43
15	6/30/2023	V0278684	Workforce Dev	94 Utilities/Ins/Support	Powell City of	May 2023 water	\$64.77
15	6/30/2023	V0278749	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	June 23 heat CTD	\$26.03
			Sum:	94 Utilities/Ins/Support			\$375.17

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	7/12/2023	V0278729	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$60.00
15	6/30/2023	V0278712	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	June 2023 fuel	\$2,807.58
15	6/30/2023	V0278721	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Locks for gate	\$23.99
15	6/30/2023	V0278772	Wyo Works CDL	97 Other Operating Exp	ELM Diesel Truck Repair LLC	DOT/Scan bus	\$270.00
15	6/30/2023	V0278916	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Def, diesel clear	\$185.58
			Sum:	97 Other Operating Exp			\$3,347.15
			Sum:				\$11,446.82

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	6/30/2023	V0278733	Instruction Support	91 Supplies	Transfer Visa	Shipping double bass	\$220.78
22	6/30/2023	V0278682	NWC Literacy	91 Supplies	Sandy Myers	Paper, markers, white	\$84.84
			Sum:	91 Supplies			\$305.62

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	7/13/2023	V0278756	Library One Time	93 Assoc/Travel/Misc	Brodart Co	CC State E resources	\$3,864.00
22	7/13/2023	V0278758	Library One Time	93 Assoc/Travel/Misc	Ebsco Information Services	CC state E resources	\$7,892.00
22	7/13/2023	V0278759	Library One Time	93 Assoc/Travel/Misc	Infobase Learning	CC state E resources	\$10,949.99
22	7/13/2023	V0278760	Library One Time	93 Assoc/Travel/Misc	Oxford Univ Press	CC state E resources	\$6,892.64
22	6/30/2023	V0278682	NWC Literacy	93 Assoc/Travel/Misc	Sandy Myers	Airfare, meals, mileage	\$844.47
22	6/30/2023	V0278745	WY Tourism Rodeo Team	93 Assoc/Travel/Misc	NWC Foundation	22-23 scholarships	\$7,447.00
			Sum:	93 Assoc/Travel/Misc			\$37,890.10

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	6/30/2023	V0278663	Colter Council	97 Other Operating Exp	Wyoming Dept of Revenue	Apr-June sales tax	\$2.73
22	6/30/2023	V0278663	NCOC	97 Other Operating Exp	Wyoming Dept of Revenue	Apr-June sales tax	\$9.12
22	6/30/2023	V0278746	Nelson Shoemaker Library	97 Other Operating Exp	Matthew Bender & Co Inc	Nelson Wyoming Statutes	\$452.36
22	6/30/2023	V0278755	Nelson Shoemaker Library	97 Other Operating Exp	Lee Enterprises of Montana	Nelson periodicals	\$675.00
22	6/30/2023	V0278829	Nelson Shoemaker Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$38.00
22	7/13/2023	V0278757	Nelson Shoemaker Library	97 Other Operating Exp	Ebsco Information Services	Nelson periodicals	\$1,463.06
22	6/30/2023	V0278663	Simpson Council	97 Other Operating Exp	Wyoming Dept of Revenue	Apr-June sales tax	\$1.03
			Sum:	97 Other Operating Exp			\$2,490.24
			Sum:				\$40,685.96

70 Plant Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
70	6/29/2023	V0278625	WCCC Contgncy	92 Servs/Fees/Repr/Maint	2M Company	Colter hall heater repair	\$3,266.80
70	6/29/2023	V0278625	WCCC Contgncy	92 Servs/Fees/Repr/Maint	2M Company	TV Main boilers	\$677.91
70	6/29/2023	V0278630	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV Main boilers	\$396.73
70	6/30/2023	V0278655	WCCC Contgncy	92 Servs/Fees/Repr/Maint	2M Company	TV Main boilers	\$312.24

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
70	6/30/2023	V0278680	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main boilers	\$125.13
70	6/30/2023	V0278683	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Bradford Sup Co	TV Main boilers	\$352.03
70	6/30/2023	V0278895	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Transfer Visa	Trapper Main D boilers	\$82.52
70	7/12/2023	V0278725	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Bar T Electric Inc	TV Main boiler project	\$945.87
70	7/26/2023	V0278844	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	Ashley boilers	\$2,204.30
70	7/31/2023	V0278896	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Transfer Visa	Trapper Main D Boilers	\$298.58
			Sum:	92 Servs/Fees/Repr/Maint			\$8,662.11
			Sum:				\$8,662.11

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	6/30/2023	V0278747	Ashley Hall	92 Servs/Fees/Repr/Maint	Point Architects	Ashley project prof fees	\$1,535.84
71	8/1/2023	V0278910	Campus Landscaping	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Irrigation well replaceme	\$2,143.85
71	8/1/2023	V0278910	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	L & C parking lot	\$11,502.50
71	6/29/2023	V0278624	Fab Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Fab boiler project	\$3,150.00
71	6/29/2023	V0278624	Moyer CC AC	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Moyer server project	\$300.00
71	6/30/2023	V0278850	Moyer CC AC	92 Servs/Fees/Repr/Maint	Point Architects	Moyer bldg prof fees	\$375.00
71	8/1/2023	V0278909	Moyer CC AC	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Moyer server room cooling	\$450.00
71	6/30/2023	V0278748	Rodeo	92 Servs/Fees/Repr/Maint	Point Architects	Rodeo Remodel prof fees	\$503.64
71	6/29/2023	V0278624	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math lab hood project	\$300.00
71	8/1/2023	V0278909	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math hoods	\$375.00
			Sum:	92 Servs/Fees/Repr/Maint			\$20,635.83

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	6/29/2023	V0278630	Ashley Hall	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	Ashley hall remodel	\$297.50

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	7/13/2023	V0278752	Ashley Hall	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	Ashley materials for hall	\$17,339.78
71	7/31/2023	V0278902	Campus Paving	99 Exp-New Constr/Cap Impr	Harris Trucking & Construction	L & C parking lot	\$172,987.59
71	7/20/2023	V0278824	Campus PLANNING	99 Exp-New Constr/Cap Impr	Bar T Electric Inc	Campus lighting	\$75,380.67
71	7/26/2023	V0278844	Fab Bldg	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Fab boilers	\$31,682.56
71	6/29/2023	V0278631	Lewis & Clark Hall	99 Exp-New Constr/Cap Impr	Harris Trucking & Construction	L & C parking lot	\$62,041.22
71	8/1/2023	V0278910	Lighting	99 Exp-New Constr/Cap Impr	Engineering Associates Inc	Campus lighting upgrade	\$4,948.08
71	6/29/2023	V0278628	Moyer CC AC	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	Moyer Coding & Elect	\$81,265.50
71	6/30/2023	V0278662	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	Sci/Math hood project	\$35,000.00
71	7/26/2023	V0278844	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	Casper Winnelson Co	Sci/Math pumps	\$550.86
			Sum:	99 Exp-New Constr/Cap Impr			\$481,493.76
			Sum:				\$502,129.59

Operating Funds – As of June 30, 2023

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,479,823	3,884,330	404,507	112%			
Fees	1,118,028	1,182,758	64,730	106%			
State Appropriations	11,469,302	10,650,055	-819,247	93%			
Local Tax Levy	3,834,750	5,201,522	1,366,772	136%			
Other Sources	310,680	263,950	-46,730	85%			
Reserve Utilization	0	0	0	0%			
Total Revenue	20,212,584	21,182,616	970,033				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,678,266	6,910,109	768,157	90%			
Public Service	96,256	49,231	47,025	51%			
Academic Support	1,696,650	1,274,311	422,338	75%			
Student Services	3,088,428	3,030,338	58,090	98%			
Institutional Support	4,458,998	3,854,379	604,619	86%			
Operations and Maint/Plant	2,456,984	2,529,883	-72,899	103%			
Scholarships	737,002	780,600	-43,598	106%			
Total Expenditures	20,212,584	18,428,852	1,783,732				

Comments

Tuition and Fees- FY 2023 budgets were built on estimated enrollment in a non-COVID year with historical spring attrition. At this point, Northwest College’s tuition and fee revenue slightly exceeds the budget net of scholarships.

State Appropriations- The Wyoming Community College Commission completed the recapture redistribution calculation for FY 2022. Northwest College was required to redistribute \$589,328 through the funding allocation formula. Northwest College is monitoring the FY 2023 Budget compared to the actual.

Local Appropriations- Local appropriations from Park County assessments are exceeding the budget due to 2021 legislation changes. Northwest College is currently receiving 2021 and 2022 mineral royalties. Northwest College and the community colleges are analyzing the additional revenue to determine how to address the long-term volatility of the mineral extraction industry and deferral options.

Reserve Utilization- The Board of Trustees approved an FY 2023 budget with no reserve utilization.

Expenditures by Program- As Northwest College monitored FY 2023 expenditures as aligned with realized revenues, Northwest College concluded the year with approximately \$2,753,765 surplus. Northwest College intentionally worked to review and minimize all expenditures so that 2.5 million in surplus could be utilized toward the Student Center project. Operational expenditures exceeded budget projections due to unforeseen mechanical issues, utility costs, and additional labor associated with heavy snowfall through the winter months. Scholarship expenditures exceeded budget projections due to higher out-of-state enrollment levels and higher Welcome to Wyoming Scholarships.

Auxiliary Fund – As of June 30, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	861,875	1,011,864	149,989	117%			
Residence Halls	1,129,314	1,259,341	130,027	112%			
Bookstore	20,000	23,012	3,012	115%			
Copy Center	170,846	128,567	-42,279	75%			
Motor Pool	218,384	196,183	-22,201	90%			
Other	716,687	822,682	105,995	115%			
Total Revenue	3,117,106	3,441,649	324,543				
Expenditures by Service							
Food Service	861,875	1,228,984	-367,109	143%			
Residence Halls	1,125,012	1,134,885	-9,874	101%			
Bookstore	20,000	0	20,000	0%			
Copy Center	170,846	158,072	12,773	93%			
Motor Pool	218,384	210,027	8,357	96%			
Other	720,989	685,084	35,905	95%			
Total Expenditures	3,117,106	3,417,052	-299,946				

Comments

Food Service- Northwest College budgeted 260 meal plans for Fall 2022 and 225 for Spring 2023. As of September 16, 2022, Northwest College had sold 306 meal plans for Fall 2022. As of January 27, 2023, Northwest College had sold 259 meal plans for Spring 2023. Food service continues to operate on a modified contract with Sodexo under a cost model with a capped management fee of \$10,000. Northwest College continues to work with Sodexo's management to provide our students with the best food service product at a cost within budget. Additional costs (transportation, compostables) have been incurred as part of the Student Center project and will continue until the project is complete. Northwest College notes expenditures exceed revenues. Northwest College will continue to monitor dining services expenditures.

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 after typical spring attrition. Northwest College will monitor FY 2023 expenditures and strive for alignment with actualized revenue. Northwest College notes revenues exceed expenditures.

Copy Center and Motor Pool- Revenue for copy center (print services) and motor pool are recorded the month following when services are performed. Motor pool expenditures exceeded revenue slightly due to fleet repairs. Copy Center expenditures exceeded revenue due to increased operational costs. Northwest College will review FY 2024 rates as part of the FY 2024 budgeting process to ensure rates are being properly adjusted for an increase in costs due to inflation.

August 1, 2022

TO: Board of Trustees

FROM: Lisa Watson, President

RE: Northwest College FY2023 Contracts

The Northwest College trustees requested a schedule of current contractual arrangements or Memorandums of Understanding. Attached is the list of active agreements for FY2023.

Northwest College Contracts FY 24

Vendor	Subject	Date Signed			Revenue Generating	Contracted Expenditures
		(by President)	Effective Date	Date Expired		
Amy Williams Kustomizations	Licensing Agreement	07.08.2019	07.01.2019	Ongoing	6.5% royalty	
BOCES	Community Ed Services	06.28.2023	07.01.2023	06.30.2024	\$ 100,000.00	
Cody Mini Vend	Snack vending services	12.21.2011	12.21.2011	Ongoing	10% gross sales	
Pepsi	Pepsi	06.23.2021	07.01.2021	06.30.2024	\$ -	
Ag Workers Health Services	Lease	06.12.2023	03.01.2023	02.28.2026	\$ 124,474.12	
State of Wyoming State	Lease - Enterprise Technology Services	01.13.2023	03.01.2023	06.30.2026	\$ 16,488.08	
of Wyoming State of	Lease - Department of Revenue	10.20.2022	11.01.2022	06.30.2026	\$ 16,138.25	
Wyoming State of	Lease - State Engineer	10.15.2022	09.01.2022	06.30.2026	33,020,04	
Wyoming Textbook	Lease - Department of Education	08.01.2022	07.01.2022	06.30.2026	67,105,07	
Brokers	Online Bookstore Services Agreement	10.29.2020	10.29.2020	10.28.2023	8% commission based	
ACT	Testing	06.27.2018	07.01.2018			Varies Monthly
Academic Impressions	On-Demand Learning	07.6.2023	07.01.2023	06.28.2024		\$5,000/annual
AdmitHub dba Mainstay	Software-as-a-service (Chat Bot)	06.08.2023	07.01.2023	06.30.2024		\$25,410/annual
Adobe	Software - state contract	07.01.2017	07.01.2017	Ongoing		
Advance 360	Advertising Campaign	07.18.2023	07.01.2023	Month2Month		\$ 5420/monthly
Campus Labs, Inc.	Course Evaluation	02.13.2019	07.01.2019	06.30.2024		\$41,931/annual
CampuusReel	Video Platform for marketing purposes	09.23.2022	09.20.2023	09.19.2025		\$49,497/annual
Choice Aviation	MOU - Aviation Program	03.22.2023	08.01.2023	07.31.2026		\$75.00 - \$20,235.00
Churchill Farms	Farm lease - land-term on demand	03.01.2015	03.01.2018	Ongoing		\$110/acre
Cody Center	Rental Agreement	05.17.2023	06.01.2023	05.31.2024		\$5463.47/month
DIGARC	Curriculum Software	07.13.2020	07.13.2020	Ongoing		NA Commission
Drata	Security & Compliance Automation Software	06.30.2023	07.01.2023	06.30.2026		\$7,500/annual
Element451	Admissions/Marketing Software	10.07.2020	11.01.2020	10.31.2025		\$44,000/annual
Ellucian	Software -Maintenance	09.16.2016	7.01.2016	Ongoing		\$54,426/annual
EREZLIFE Software, Inc.	Residence and Campus Life	06.10.2022	07.01.2022	Ongoing		\$14,030/annual
ESI Group	Employee Assistance Program	07.06.2023	08.01.2023	Pending		\$7,027.36/annual
eThink	Moodle Hosting	04.28.2017	06.26.2017	Ongoing		\$24,637/annual
Examity	Test Proctoring	07.25.2017	07.26.2017	Ongoing		\$5,000/annual
Kaltura	Software - Video storage/host	06.26.2017	07.01.2017	06.30.2024		\$20,500/annual
Maxient -Student Conduct Records	Title 9 Incident Reporting	06.20.2016	07.01.2016	Ongoing		\$4,500/annual
McGraw-Hill - Aleks Placement	Academic Lienses	09.21.2017	09.18.2017	Ongoing		\$15/per Student
MHP - Building Authority	Audit	07.17.2019	07.17.2019	Ongoing		\$5,300/annual
MHP - Northwest College	Audit	07.17.2019	07.17.2020	Ongoing		\$46,000/annual
NRCCUA	NRCCUA/ACT membership & ENCOURA Data Lab					
Norco	Subscription	10.08.2020	10.08.2020	10.07.2024		\$2,340/annual
NWC Foundation	Cylinder Lease Welding Shop	04.01.2016	04.01.2016	03.31.2026	\$ -	
	MOU - term within 90 days	11.02.2017	11.02.2017	Ongoing		Employee costs

Northwest College Contracts FY 24

Vendor	Subject	Date Signed (by President)	Effective Date	Date Expired	Revenue Generating	Contracted Expenditures
Pauly Group	Recruiting Services - VPASF to VPSS	08.25.2022	08.25.2022			\$29,000/search
PeopleAdmin	SimpleHire Software	07.09.2018	07.01.2019	Ongoing		\$10,949/annual
Powell Valley Healthcare	Sports Medicine Contract/Athletic Trainer	01.09.2023	01.09.2023			\$28,000.00/annual
PrestoSports	Athletics website	08.10.2020	11.01.2020	06.24.2024		\$12,084.41/annual
Rainbow Gas Company	Natural Gas Sales Agreement	10.27.2022	11.01.2022	10.31.2023		Varies Monthly
Sodexo	Food service operations	06.21.2019	07.01.2019	06.30.2024		\$10,000/annual
Word Sprouts LLC	Computer systems maintenance and on-call svcs.	08.27.2019	09.12.2019	Ongoing		\$100 - \$150 / hour
Worland Community Center	Lease Agreement	pending	07.01.2023	07.01.2024		\$130/month
Yellowstone Regional Airport	Airport advertising	07.26.2023	07.01.2023	06.30.2024		\$155/month



To: Lisa Watson, President
From: Lisa Smith, Institutional Research Manager; West Hernandez, Enrollment Services Director
RE: 2022-23 Big Horn Basin High School Report
Date: August 4, 2023

The Big Horn Basin (BHB) High School Report is a summary of **student enrollment, retention, and performance for students from NWC's service area high schools who enrolled at NWC** during the academic year following high school graduation. The full report follows this memo.

WHAT DOES THE DATA TELL US?

On average for high school graduation years 2020 through 2022:

- 517 students graduated from BHB high schools annually.
- **21% of BHB graduating classes enrolled at NWC** in the year following high school graduation.
- **16% of BHB graduating classes both enrolled at NWC and had been concurrent or dual enrolled.**
- Powell, Lovell, and Rocky Mountain (Cowley) sent the largest percentages of their graduating classes to NWC, while Meeteetse, Worland, and Heart Mountain Academy (Cody) sent the smallest.

In Fall 2022:

- Twenty-eight percent (28%) of NWC first-time, full-time students **placed into developmental writing**, compared to 27% of BHB graduates, and 22% of BHB concurrent or dual enrolled graduates.
- Sixty-two percent (62%) of NWC first-time students **placed into developmental math**, compared to 52% of BHB graduates, and 41% of BHB concurrent or dual enrolled graduates.

Of Fall 2021 students, 61% of all NWC first-time, full-time students, 59% of BHB graduates, and 62% of BHB concurrent or dual enrolled graduates **returned to NWC** in Fall 2022.

Of students starting in Fall 2019, 42% of all NWC first-time, full-time students, 40% of BHB graduates, and 47% of BHB concurrent or dual students **graduated from NWC within three years**. Preliminary graduation rates for the Fall 2020 cohorts are in the 30% range, likely affected by COVID-19.

HOW DOES THIS INFORM OUR RECRUITMENT STRATEGY?

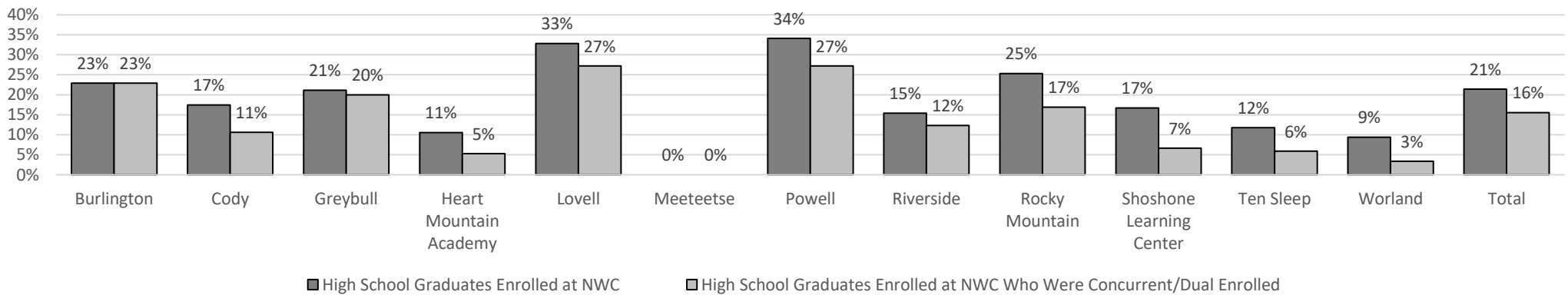
Multiple departments are collaborating on a **Strategic Enrollment Plan**, and we will be looking at information such as this report as we develop the plan. Current efforts include the **revamp of the Trapper Scholarship program**, which allows for additional funding opportunities for students in 2023 and beyond. We are anticipating the higher award levels, as well as increased recruitment and marketing efforts, to have a positive impact on BHB enrollment in future years. **Increasing the involvement of parents in the recruitment process** is an additional strategy that is being developed for the 2023-24 recruitment cycle. This will include a comprehensive, targeted communication schedule showcasing the benefits of an NWC education, specifically for the parent audience.

Big Horn Basin High School Report
Student Enrollment, Retention, and Performance

Table 1. BIG HORN BASIN HIGH SCHOOL GRADUATES ENROLLED AT NWC

High School	Graduates from Each High School												Graduates Who Were Concurrent/Dual Enrolled (CDE) in High School							
	Total Number of High School (HS) Graduates per Year				Number of HS Graduates that Enrolled at NWC				Percent of HS Graduates that Enrolled at NWC				Number of HS CDE Graduates that Enrolled at NWC				Percent of HS CDE Graduates that Enrolled at NWC			
	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave
by HS Grad Year	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave	2020	2021	2022	3-Yr Ave
Burlington	10	19	19	16	1	4	6	4	10%	21%	32%	23%	1	4	6	4	10%	21%	32%	23%
Cody	126	109	132	122	31	15	18	21	25%	14%	14%	17%	19	8	12	13	15%	7%	9%	11%
Greybull	34	27	29	30	8	6	5	6	24%	22%	17%	21%	7	6	5	6	21%	22%	17%	20%
Heart Mountain Academy	19	16	22	19	2	3	1	2	11%	19%	5%	11%	1	1	1	1	5%	6%	5%	5%
Lovell	32	52	41	42	10	12	19	14	31%	23%	46%	33%	7	12	15	11	22%	23%	37%	27%
Meeteetse	9	8	9	9	0	0	0	0	0%	0%	0%	0%	0	0	0	0	0%	0%	0%	0%
Powell	128	137	110	125	46	47	35	43	36%	34%	32%	34%	35	37	30	34	27%	27%	27%	27%
Riverside	24	19	22	22	4	3	3	3	17%	16%	14%	15%	2	3	3	3	8%	16%	14%	12%
Rocky Mountain	30	30	23	28	6	9	6	7	20%	30%	26%	25%	6	5	3	5	20%	17%	13%	17%
Shoshone Learning Center	13	13	4	10	0	1	4	2	0%	8%	100%	17%	0	0	2	1	0%	0%	50%	7%
Ten Sleep	7	6	4	6	0	0	2	1	0%	0%	50%	12%	0	0	1	0	0%	0%	25%	6%
Worland	98	91	78	89	9	10	6	8	9%	11%	8%	9%	4	5	0	3	4%	5%	0%	3%
Total	530	527	493	517	117	110	105	111	22%	21%	21%	21%	82	81	78	80	15%	15%	16%	16%

Percentage of High School Graduates that Enrolled at NWC
3-Year Average



Notes:

HS = high school; CDE = concurrent/dual enrolled students

Students are counted as enrolled at NWC if they enrolled during the summer, fall, or spring term of the year following high school graduation.

Total number of high school graduates were obtained from class size on graduates' official transcripts, if available.

Big Horn Basin High School Report

Student Enrollment, Retention, and Performance

Big Horn Basin High Schools

Table 2. AVERAGE INCOMING HIGH SCHOOL GPA AND FIRST-SEMESTER NWC GPA

Student Group (by High School Graduation Year)	2020		2021		2022	
	HS	NWC	HS	NWC	HS	NWC
	GPA ¹	GPA ²	GPA ¹	GPA ²	GPA ¹	GPA ²
NWC First-Time Students	3.13	2.59	3.27	2.96	3.21	2.99
BHB Graduates	3.24	2.47	3.27	2.86	3.24	2.96
BHB CDE Graduates	3.32	2.56	3.35	2.93	3.36	3.06

¹ Only includes students who submitted a transcript with a valid HS GPA.

² Only includes students whose first semester was fall of the specified year.

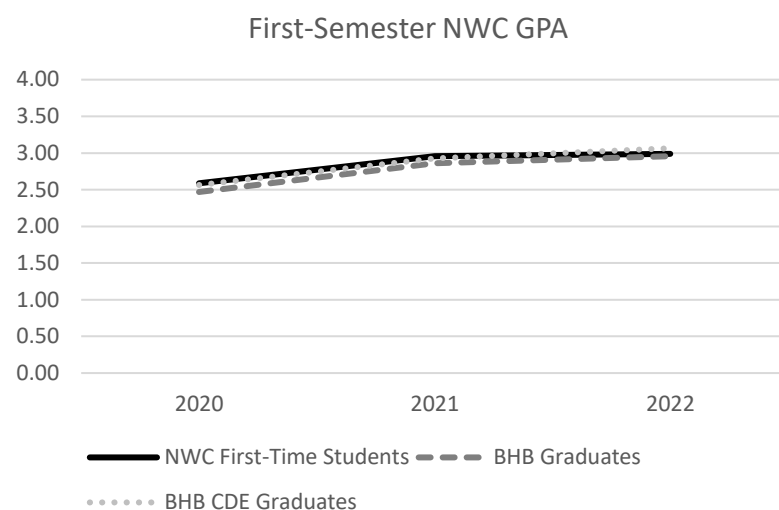
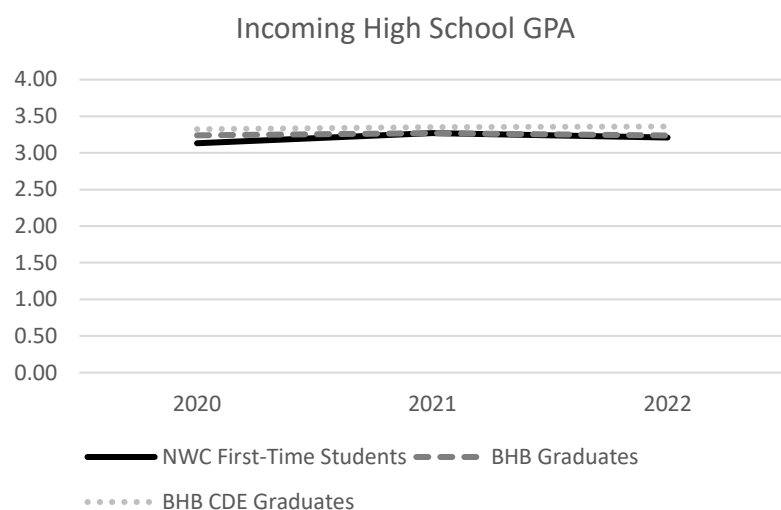
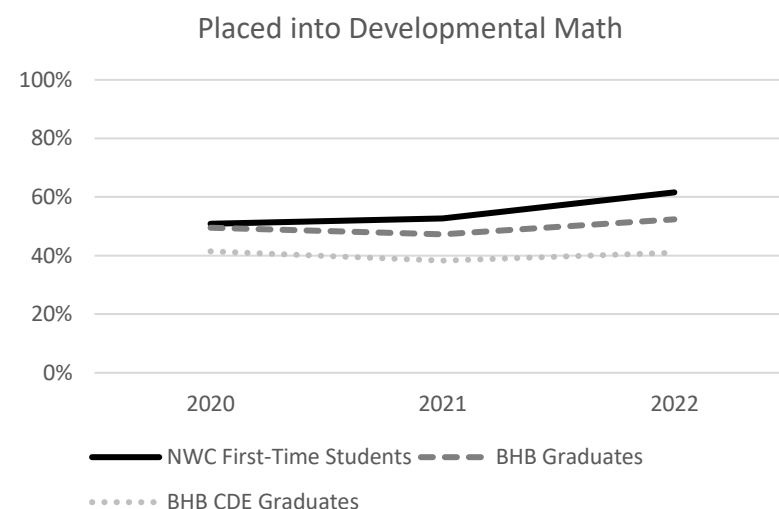
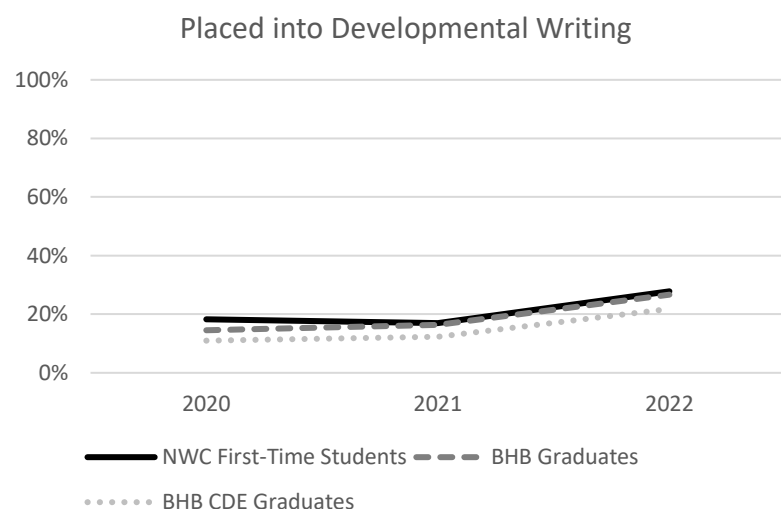


Table 3. STUDENTS PLACING INTO DEVELOPMENTAL COURSEWORK

Student Group (by High School Graduation Year)	Total NWC Enrlmt			Placed into Developmental Writing						Placed into Developmental Math					
	2020		2021	2020		2021		2022		2020		2021		2022	
	# Tot	# Tot	# Tot	#	% Tot	#	% Tot	#	% Tot	#	% Tot	#	% Tot	#	% Tot
NWC First-Time Students	285	277	302	52	18%	47	17%	84	28%	145	51%	146	53%	186	62%
BHB Graduates	117	110	105	17	15%	18	16%	28	27%	58	50%	52	47%	55	52%
BHB CDE Graduates	82	81	78	9	11%	10	12%	17	22%	34	41%	31	38%	32	41%



Notes: BHB = Big Horn Basin; HS = high school; CDE = concurrent/dual enrolled students
 Shaded areas indicate information is not available or is not collected

Big Horn Basin High School Report

Student Enrollment, Retention, and Performance

Big Horn Basin High Schools

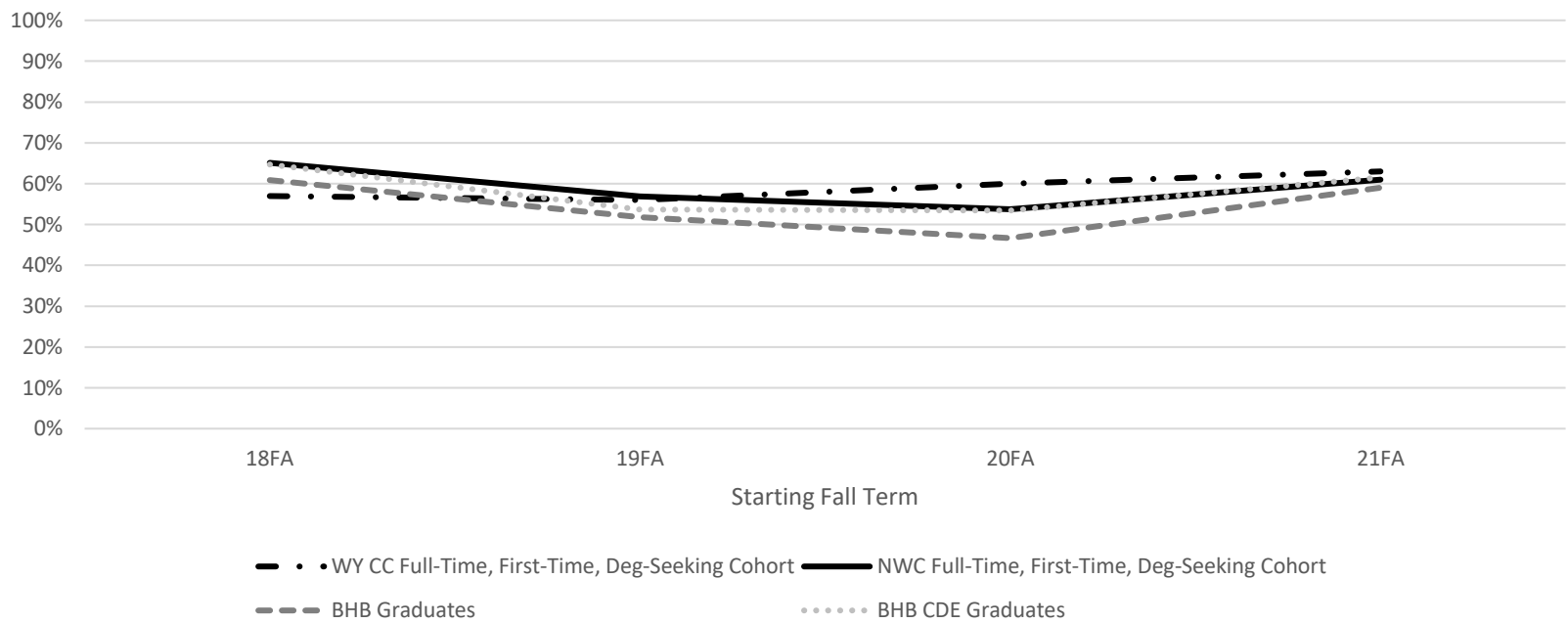
Table 4. RETENTION RATES

Student Group	HS Grad	Started in Fall ³		Retained to Subsequent Term (Years after HS Grad)								
				Continue in Spring (0.5 yr after grad)			Continue in Fall (1 yr after grad)			Continue in Spring (1.5 yr after grad)		
				by	#	% Tot	by	#	% Tot	by	#	% Tot
WY CC Full-Time, First-Time, Deg-Seeking Cohort		18FA					19FA		57%			
		19FA					20FA		56%			
		20FA					21FA		60%			
		21FA					22FA		63%			
		22FA					23FA					
<i>Not available yet for 22/FA cohort</i>												
NWC Full-Time, First-Time, Deg-Seeking Cohort		18FA					19FA		65%			
		19FA					20FA		57%			
		20FA					21FA		54%			
		21FA					22FA		61%			
		22FA					23FA					
<i>Official not available yet for 22/FA cohort</i>												
BHB Graduates	2018	18FA	138	19SP	116	84%	19FA	84	61%	20SP	74	54%
	2019	19FA	139	20SP	105	76%	20FA	72	52%	21SP	55	40%
	2020	20FA	105	21SP	74	70%	21FA	49	47%	22SP	49	47%
	2021	21FA	105	22SP	82	78%	22FA	62	59%	23SP	62	59%
	2022	22FA	97	23SP	74	76%	23FA			24SP		
BHB CDE Graduates	2018	18FA	102	19SP	89	87%	19FA	66	65%	20SP	57	56%
	2019	19FA	95	20SP	76	80%	20FA	51	54%	21SP	41	43%
	2020	20FA	73	21SP	54	74%	21FA	39	53%	22SP	39	53%
	2021	21FA	78	22SP	63	81%	22FA	48	62%	23SP	48	62%
	2022	22FA	73	23SP	56	77%	23FA			24SP		

³ Also includes students who started in summer preceding fall.

WY Community College (CC) and NWC first-time cohorts began attending NWC in the specified fall term but may not have graduated from high school the previous year.

Retention Rates
Fall after HS Graduation to Following Fall



Notes: BHB = Big Horn Basin; HS = high school; CDE = concurrent/dual enrolled students

Shaded areas indicate information is not available or is not collected

Big Horn Basin High School Report

Student Enrollment, Retention, and Performance

Big Horn Basin High Schools

Table 5. GRADUATION RATES

Student Group	HS Grad	Started in Fall ³		Cumulative NWC Graduation Rates								
				Grad ≤ 2 Years			Grad ≤ 3 Years			Grad ≤ 4 Years		
				Term	# Tot	by	#	% Tot	by	#	% Tot	by
NWC Full-Time, First-Time, Deg-Seeking Cohort <i>Not available yet for cohorts starting before 19/FA</i>		18FA	314	20SU			21SU	144	46%	22SU		
		19FA	281	21SU			22SU	118	42%	23SU		
		20FA		22SU			23SU			24SU		
		21FA		23SU			24SU			25SU		
		22FA		24SU			25SU			26SU		
BHB Graduates	2018	18FA	138	20SU	46	33%	21SU	64	46%	22SU	71	51%
	2019	19FA	139	21SU	40	29%	22SU	55	40%	23SU	57	41%
	2020	20FA	105	22SU	28	27%	23SU	33	31%	24SU		
	2021	21FA	105	23SU	33	31%	24SU			25SU		
	2022	22FA	97	24SU			25SU			26SU		
BHB CDE Graduates	2018	18FA	102	20SU	38	37%	21SU	54	53%	22SU	57	56%
	2019	19FA	95	21SU	35	37%	22SU	45	47%	23SU	45	47%
	2020	20FA	73	22SU	24	33%	23SU	27	37%	24SU		
	2021	21FA	78	23SU	27	35%	24SU			25SU		
	2022	22FA	73	24SU			25SU			26SU		

³ Also includes students who started in summer preceding fall.

⁴ Graduation rates are reported three years following a cohort year's start term, so rates are not yet available for more recent cohorts.

Graduation Rate for Students Entering NWC during Fall of Year

2019

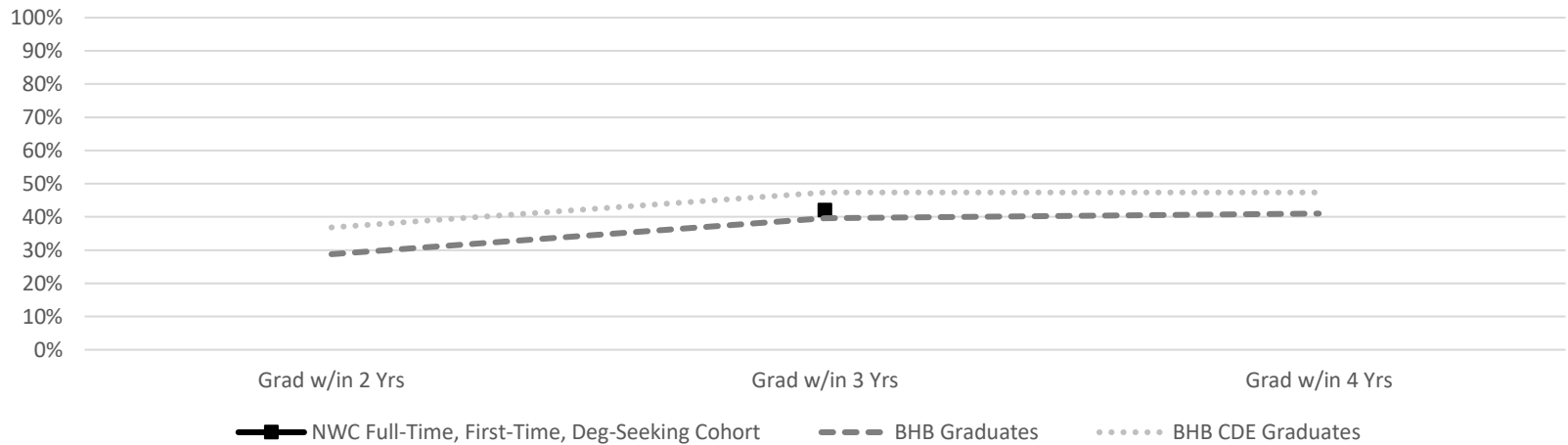


Chart shows most recent year for which four years of graduation data are available for all cohorts.

Memorandum

Date: August 14, 2023
To: Board of Trustees
From: Lisa M. Watson, President
Subject: Citizen's Open Forum Guidelines

Per the Board's request for an annual review of the Citizens' Open Forum procedure, following are the Citizens' Open Forum Guidelines and the accompanying request form.

CITIZENS' OPEN FORUM GUIDELINES

Northwest College Board of Trustees

The Citizens' Open Forum shall be scheduled at 5 p.m. on the regular meeting day of the Northwest College Board of Trustees. The purpose of the forum is to provide an opportunity for Trustees to hear citizens' perspectives on various issues.

Speakers will be heard in the order in which they have submitted a form which identifies them as wishing to address the Board (see item 6).

1. The agenda time limit shall normally be 30 minutes.
2. By consent of the Board, the agenda time may be extended.
3. Each speaker shall speak no longer than six minutes. Each individual who wishes to address the Board at a particular meeting will have one opportunity to speak.
4. The Board President may stop the proceedings to determine if a speaker may continue.
5. Information may be submitted to the Board in writing.
6. A person wishing to speak shall identify himself/herself in writing (forms will be provided) and state whether or not he/she represents an opinion(s) of a group.
7. Presentations containing information or comments related to issues regarding an employee or other named individuals shall be prohibited at the Citizens' Open forum.
8. Following the Citizens' Open Forum, the Board President will announce to the participants that the Board will determine if the issue(s) presented should be addressed as an agenda item at a regular or special meeting.

The Citizens' Open Forum is not intended as a dialog between citizens and the Board of Trustees. Board members will listen to comments, but will not respond to individual citizens nor ask questions



August 4, 2023

TO: Lisa Watson, NWC President

FROM: Shelby Wetzel, NWC Foundation Executive Director

RE: Review of NWC's Facility Naming policy, Naming Agreement template, and Designated Named Spaces in the new Student Center

Attached is a copy of Board Policy Number 6610: Naming of Buildings, Facilities and Memorials. I'm also sharing a map of the spaces which have been designated for naming in the new Student Center and their suggested costs, along with the Foundation's donor agreement template for naming spaces.

We have a dozen or so spaces already spoken for by donors, but still need to determine the exact language for each name. We will seek formal Board approval of the actual names over the coming months. After Board action, I will then complete the paperwork for signature purposes on each named space.

I will be available at the upcoming meeting to answer any questions.

6610 Naming of Buildings, Facilities, and Memorials

Attaching the name of an individual to a College facility* signifies to the community the importance of that individual to the College. Responding to significant professional, personal, and/or financial support, this individual's contribution to the very nature and character of the College is given lasting representation through the placement of his or her name on a College facility. In doing so, the qualities brought to the College by that individual are magnified for others to see and perhaps even emulate.

Therefore, proposals or requests to have an individual's name attached to a College facility must be given thorough and thoughtful consideration, making sure to keep in view not just the College's past, but its future as well. The following is to serve as a guide to the Board of Trustees in its consideration of these requests.

**A facility may be a building, part of a building, or piece of land.*

I. Individual Qualifications

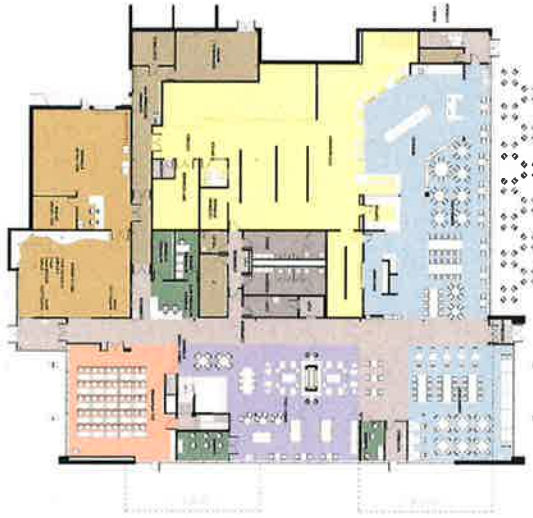
- A. The person must have made significant professional, personal, and/or financial contribution to the College. This contribution may be in one or more of the following forms:
 - 1. Professional service to the College in teaching, administration, Board leadership, or other function that is exceptional in both quality and duration.
 - 2. Personal service to the College through community and/or political leadership in support of the College that is exceptional in both quality and duration.
 - 3. Financial support of the College that is exceptional in its amount.
- B. The person's commitment and contribution to the College must have had an "Institutional Focus." Not narrow in vision but instead oriented toward the present and future fulfillment of the College's overall mission and goals.
- C. The person must be generally recognized as possessing those personal and professional qualities of character to which the College is committed to developing in its students.

II. Procedure

- A. The name of an individual may be submitted for consideration by any of the recognized constituent groups at the College (Administration, Faculty, Professional Staff, Classified Staff, Students) and/or by the Northwest College Foundation or Northwest College Alumni Association.
- B. Names are to be submitted in writing to the College President, who shall then make a recommendation to the Board of Trustees. Such submissions must include:
 - 1. The name of the individual being submitted for consideration
 - 2. Identification of the facility to be named after the individual
 - 3. An explanation as to how the individual meets the qualifications identified above
 - 4. Identification of the group making the submission
- C. The Board of Trustees shall consider such a submission, assessing the individual in light of the qualifications identified, the availability of facilities for naming, and the appropriateness of assigning the name submitted to the suggested facility.
- D. Only the Board of Trustees can assign the name of an individual to a College facility.

FIRST FLOOR

- \$100,000 — SERVERY
 - \$50,000 — COFFEE BAR
 - \$50,000 — DINING EAST
 - \$75,000 — DINING WEST
 - \$100,000 — GREAT HALL - FIREPLACE
 - \$50,000 — GREAT HALL - RECREATION AREA
 - \$75,000 — GREAT HALL - STAGE
 - \$25,000 — SMALL GAMING ROOM
 - \$35,000 — LARGE GAMING ROOM
 - \$50,000 — STUDENT ACTIVITIES DESK
 - \$250,000 — MULTI-PURPOSE/COMMUNITY ROOM
 - \$100,000 — ROCK CLIMBING WALL
 - \$50,000 — RECREATION CO-OP
 - \$25,000 — WEST PATIO
 - \$35,000 — 7TH STREET DINING PLAZA
- SPECIAL FEATURES**
- \$1,000,000 — BUILDING NAME
 - \$25,000 — UPPER HALL ART GALLERY
 - \$5,000 — 3D DISPLAY BOXES NEAR SERVERY
 - \$3,000 » MAIN HALL (2)
 - \$2,000 » NEAR SERVERY (3)



STUDENT CENTER NAMING OPPORTUNITIES



SECOND FLOOR

- \$25,000 — AERIAL PLATFORMS
- \$35,000 — OUTDOOR ADVENTURE EDUCATION CLASSROOMS (2)
- \$50,000 — VETERAN'S LOUNGE
- \$50,000 — UPSTAIRS LOUNGE
- \$25,000 — SMALL STUDY ROOMS (4)
- \$30,000 — MEDIUM GROUP MEETING ROOM
- \$75,000 — STUDENT ORGANIZATION MEETING ROOM
- \$10,000 — 7TH STREET LOOKOUT
- \$50,000 — HOUSING OFFICE
- \$35,000 — MEDIUM CONFERENCE ROOM
- \$25,000 — SMALL CONFERENCE ROOM
- \$15,000 — FAMILY GATHERING ROOM



Various smaller naming options such as floor tiles and etched glass will be offered during construction.

Named Gift Agreement Northwest College Foundation

This Gift Agreement is made this _____ day of _____ by and among _____ (hereinafter referred to as “the Donor”) and the Northwest Community College Foundation (hereinafter referred to as “the Foundation”), a non-profit corporation under the laws of the State of Wyoming. The NWC Foundation is a qualified charitable organization described in section 501(c)(3) of the Internal Revenue Code and is not a private foundation within section 509(a) of the Internal Revenue Code. (Federal ID – 83-0211067)

The Donor and Foundation agree as follows:

1. Donor Commitment. The Donor hereby pledges to the Foundation the sum of _____ dollars (\$XX,000), which is provided for herein and designated for the benefit of the Northwest College (NWC) in Powell, Wyoming, in exchange for Naming of the Student Center’s _____, which shall be known as the _____.
2. Donor Purpose. It is understood and agreed that the gift will be used for the following purposes:
 - a. \$XX,000 will be expended for construction costs associated with Northwest College’s new Student Center building.
3. Payment. Payments in support of this pledge will be made according to the payment schedule listed below:

Amount of payment by Donor	Due date
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Payments can be made to the Foundation via check, electronic funds transfer, securities transfer, or other methods acceptable to Donor and Foundation. If the Gift is not satisfied prior to the Donor’s death, the balance shall become payable by the Donor’s estate to the Foundation.

Payments will be applied in funding order as noted under the Gift Purpose section a. first priority and b. second priority, if appropriate. Donor may accelerate the payment schedule at any time.

4. Naming/Approvals. The president’s execution of this agreement shall confirm that the name of any physical structure, or part thereof, is mutually acceptable to the Donor and the Northwest College Board of Trustees, subject to NWC’s procedures for naming

facilities after individuals. The Naming will last for the useful life of the facility. Donor agrees to allow NWC to publish name(s) in various signage applications, publications, and media.

5. Termination of Naming. In addition to the rights and remedies available by law, the Board may terminate this Agreement and all rights and benefits of the Donor, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement.
 - b. In the unlikely event NWC's Board of Trustees determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of Northwest College. Upon any such termination, neither the NWC Foundation, nor Northwest College, have any obligation or liability to Donor and shall not be required to return any portion of the Gift already paid.
 - c. The Foundation, in its sole discretion, may determine an alternative recognition for the portion of the Gift already paid.

Donor:

Donor Name(s)
Address
City, State, Zip

College:

Lisa Watson, President
Northwest College

Foundation:

Shelby B. Wetzel, Executive Director
NWC Foundation