

**NORTHWEST COLLEGE  
BOARD OF TRUSTEES MEETING**

Monday, September 11, 2023  
3:30 p.m. - Employee welcome back reception  
4 p.m. – Business meeting  
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/97872641694?pwd=Zm5lZWNOd1pVbTZaK05jbHJZRlU5Sz09>  
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 978 7264 1694; Password: 950293

**AGENDA**

- I. Call meeting to order**
- A II. Approve the agenda**
- III. Mission Moment: New Employee Introductions**
- A IV. Consent agenda**
  - Minutes**
    - A. [Approve minutes of regular meeting of August 14, 2023](#)
  - Reports**
    - A. Board President
    - B. [Board Committees](#)
    - C. [College President](#)
      - [Administrative Services and Finance](#)
      - [Academic Affairs](#)
      - [Student Services](#)
      - [Communications and Marketing](#)
      - [Constituent Group Reports](#)
      - [NWC Foundation](#)
      - [Student Center](#)
  - Financial reports**
    - A. [Check register](#)
    - B. Other financial reports
      - a. [Budget to Actual](#)
      - b. [Quarterly budget adjustments](#)
      - c. [Reserve overview](#)
- V. Discussion/informational items**
  - A. [CCSSE Report](#)
  - B. [President's Operational Plan 2023](#)
  - C. [President's Operational Plan 2024](#)
  - D. Board Self-assessment in preparation for retreat
  - E. Distribute President's evaluation document

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

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

**A VII. Unfinished business**

**A VIII. New business**

**A. Course/lab fee proposal**

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

**A. October 16, 2023, Upcoming**

1. Strategic Plan Update
2. Longitudinal Enrollment report
3. Marketing report
4. Academic program development update
5. Facilities Master Plan update
6. Schedule Winter Board Retreat
7. Other TBD

**B. Future and follow-up topics**

**X. Announcements**

- A. President BBQ & Student Club Fair, September 13, 2023 Campus Mall
- B. WCCC Commission meeting October 5-6, 2023, 8:30 a.m., Sheridan College
- C. ACCT Leadership Congress, October 9-12, 2022, Las Vegas
- D. Next meeting, October 16, 2023, 4:00 p.m., Yellowstone Building

**A XI. Adjournment**

**A=Action item**

## MISSION:



### Board Priorities FY 2023

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

### President's Priorities FY 2023

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

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

August 14, 2023

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

**MEMBERS ABSENT:** Vice President/Secretary Ms. TARA KUIPERS.

**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; MS. NANCY GILMORE; MR. MARK GRANT; MS. JO ANN HEIMER; MS. MICHAELA JONES; 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, August 14, 2023, at 4:07 p.m. in the Yellowstone Building Conference Center.

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

President Wurzel announced that the ACCT Leadership Conference, which two Trustees and President Watson will attend, conflicts with the October Board meeting.

**A motion was made by Trustee Kuipers and seconded by Trustee Todd to move the meeting to October 16, 2023. Motion carried.**

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

In response to a comment from Trustee Housel, President Watson stated that the CDL simulator was taken to the Park County Fair and Big Horn County Fair. Its presence provides an excellent opportunity for community members to try out the simulator and discuss the program. President Watson expressed her appreciation to Christi Greaham and the CDL instructors who took the time to be there, especially in the evening hours.

In response to a question from Trustee Housel, President Watson stated the campus mall lighting project is almost complete. The new lights provide energy efficiency and offer greater illumination and more focused lighting, which increases campus safety.

In response to a question from Trustee Housel, President Watson stated that the Lewis & Clark parking lot project was delayed slightly by rain, sewer line damage, and roof drainage re-locations but is on track to finish by Kick-off Weekend.

Trustee Housel expressed his appreciation to Human Resources Director Jill Anderson for attending the Park County Fair to advertise employment opportunities and to all those who participated in the parade or helped at the fair.

In response to a question from Trustee Housel, President Watson stated several different providers offer employment law webinars. Human Resources Director Jill Anderson recently attended a webinar by Littler Law firm.

Trustee Housel thanked Interim Vice President Dave Erickson for providing the statistics related to the BAS completions statewide. He also appreciates the history surrounding the course alignment and common course numbering.

President Wurzel also complimented Interim Vice President Dave Erickson on his summary of the WCCT and University of Wyoming Trustee meeting, in which much of the discussion was related to course alignment.

In response to President Wurzel's comment about the IT licensing and insurance costs represented in the July check register, President Watson stated that renewals are typically done this time of year. These expenses keep the College flexible and leading edge for students. The cost of insurance continues to rise annually and is a constant struggle.

In response to a question from Trustee Spomer, President Watson stated that community colleges are not eligible for the local government liability pool and must purchase their insurance through national companies.

**Motion carried, and the consent agenda, including the minutes of the July 10, 2023, regular meeting and the minutes of the July 10, 2023, budget hearing, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

Annual Contract Review

President Watson stated that the contracts listed in the report are ongoing high-level contracts the College holds. For instance, contracts entered for deferred maintenance are not included, as those are pre-approved by the Board on an annual basis.

In response to a comment from Trustee Housel, President Watson stated that the College is being charged approximately \$25k under the latest contract numbers from other colleges for the annual audit. She expects the audit price could increase with the next cycle because of the increased salaries associated with hiring qualified personnel in a hungry market.

Big Horn Basin High School  
Report

Lisa Smith stated that the report is slightly different from what has been done in the past, as she wishes to explain what the data shows for the College and why it is meaningful. The annual report is a summary of student enrollment, retention, and performance from students who come from Northwest College's service area.

Based on a three-year average, 517 students graduated from Big Horn Basin high schools annually. The first year after graduation, 21% of those students enrolled at Northwest College. Of the 517 students who graduated from area high schools, 16% both enrolled at Northwest College and had been concurrent or dual enrolled. Powell, Lovell, and Rocky Mountain high schools sent the largest percentages of their graduating classes to Northwest, while Meeteetse, Worland, and Heart Mountain Academy sent the smallest.

For the Fall 2022 cohort, 28% of the College's first-time, full-time students placed into developmental writing, compared to 27% of Big Horn Basin graduates and 22% of Big Horn Basin concurrent or dual enrolled graduates. Sixty-two percent placed into developmental math, compared to 52% of Big Horn Basin graduates and 41% of concurrent or dual enrolled graduates.

The retention rates are similar for the three cohorts: of Fall 2021 students, 61% of all first-time, full-time students, 59% of Big Horn Basin graduates, and 62% of Big Horn Basin concurrent or dual enrolled graduates returned to Northwest

in the Fall 2022.

For students who started in Fall 2019, 42% of all first-time, full-time students, 40% of Big Horn Basin graduates, and 47% of Big Horn Basin concurrent or dual students graduated from Northwest College within three years. Typically, students who have taken dual or concurrent classes perform at higher rates than other cohorts. Preliminary graduation rates for the Fall 2020 cohorts are in the 30% range, likely due to COVID-19 and the challenges for students associated with the pandemic.

Lisa expressed her appreciation to Admissions Director West Hernandez for providing the information regarding how this information informs the College's recruitment strategy. It will be used by multiple departments that will be collaborating on the development of the Strategic Enrollment Plan. Current efforts include revamping the Trapper Scholarship program, which will provide higher awards to students. They are also planning to increase the involvement of parents in the recruitment process with a targeted communication schedule showcasing the benefits of Northwest College. It is anticipated that the higher award levels and increased recruitment and marketing efforts will positively affect Big Horn Basin enrollment.

In response to Trustee Housel's concern over the diminished number of graduates from Cody and Meeteetse high schools enrolling at Northwest College, President Watson stated that the numbers reflect a smaller population of graduates from Meeteetse. Also, while the College sees increased dual and concurrent enrollment from area high schools, it cannot transition a large percentage of those students to full-time. The students on a college track are being heavily recruited by the University of Wyoming, which also offers scholarship opportunities. Finding the right program for the right student is challenging, especially if they've already received several college credits, as they are likely being swept into UW.

President Watson stated that superintendents have changed over the years, as has their focus on where they are encouraging students to enroll. She feels there will be a significant shift with K-12 and that the College needs to meet with superintendents more to understand their desires and meet their needs. Being available to meet those needs will grow the College's enrollment options.

In response to a comment by Trustee Housel regarding the expensive marketing efforts of UW and Northwest College's inability to compete financially, President Watson stated that it's essential to find ways to connect with younger students by going to high schools, bringing them to campus for various activities, and making memories with the students and also, working with the high schools to determine how the College can be a part of their students' success and long-term goals.

In response to a question from Trustee Housel, Lisa Smith stated that she would check with UW to inquire if they publish the breakdowns of their enrollment by county. Data regarding students who applied to Northwest College but decided to go elsewhere is also available.

In response to a question from Trustee Laursen, President Watson stated that Northwest College does not necessarily saturate one market over another. The College visits all the schools and participates in all the college fairs. The College is always willing to go to all the schools, but there can be challenges with whether the schools want the College to come in. She feels that school counselors are challenged in finding the best fit for all students. There is a path

for everyone.

President's Contract

President Wurzel informed the Trustees that the details of the President's contract have been completed.

Citizens' Open Forum  
Procedure Review

President Watson explained that Trustees review the Citizens' Open Forum guidelines each year and discuss if they are sufficient or if adjustments are needed.

President Wurzel said item #8 reads, "...the Board will determine if the issue(s) presented should be addressed as an agenda item at a regular or special meeting." He questioned if the word *future* should be added before "regular or special meeting."

Trustee Housel stated that since the agenda has been set and approved at each meeting before the Citizens' Open Forum, it is unnecessary to clarify in the guidelines that if the Board chooses to address an item, it would be at a future meeting.

President Wurzel pointed out the last statement, which reads in part, "...Board members will listen to comments, but will not respond to individual citizens nor ask questions." Sometimes, Trustees have asked questions to glean more information, and he feels it is necessary to have the ability to do so.

Trustee Newsome agreed that it would give more discretion to the Board to ask questions to gain more clarity if they feel it is necessary.

Trustee Housel agreed that the Board should be able to ask questions but doesn't feel they should respond to comments until or unless it becomes an agenda item at a future meeting.

Trustees agreed to change the last sentence to read, "Board members will listen to comments and may ask questions for clarity but will not respond to individual citizens."

Naming Policy Review

Shelby Wetzel presented Board Policy 6610, Naming of Buildings, Facilities, and Memorials, as a review. She also provided a map indicating areas designated as naming opportunities in the new Student Center.

Shelby stated that there are approximately a dozen spaces already spoken for by donors. She will bring the naming proposals in batches to the Board, seeking approval over the coming months.

Once the Board approves a naming submission, President Watson, as the Board of Trustees signatory, Shelby Wetzel, on behalf of the Foundation, and the donor, all sign a contract that documents the gift, the payment plan, and the obligation for the naming. The facility naming opportunities are associated with the lifetime of the building.

**CITIZENS' OPEN FORUM**

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

**A UNFINISHED BUSINESS:**

There were no unfinished business items on the agenda.

**A NEW BUSINESS:**

There were no new business items on the agenda.

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

September 11, 2023, upcoming:

- Year-end budget adjustments
- Quarterly budget adjustments
- Strategic Plan Update
- New employee introductions (past year)
- Course/Lab fee proposals (for Spring)
- Reserve Overview
- Other TBD
- Future and follow-up topics:

In response to an inquiry from Trustee Housel, President Watson stated the College stopped providing a monthly reserve report because it became stagnant after reserves were set for the year. The information is now provided annually as a Reserve Overview Report, which will be presented next month.

Trustee Housel stated he would like to discuss the placement of the College's reserves next month when the Board is presented with the report. With the current favorable interest rates, he would like to extend an opportunity to the local financial institutions to hold the College's reserves if they can provide competitive rates.

In response to a question from Trustee Housel, President Watson stated that the recycling on campus was discontinued during the pandemic because Powell's recycling program could not continue to accept our recycling without additional sorting.

In response to a question from Trustee Laursen, President Watson stated that students will begin arriving on campus Friday evening and Saturday morning to check into the residence halls. As part of Kick-Off Weekend, there is a barbeque, a dance, outdoor games such as archery and laser tag, rafting, and various informational programs designed to welcome and engage students.

**ANNOUNCEMENTS:**

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

**A ADJOURNMENT:**

**The meeting adjourned at 5:11 p.m.**

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TARA KUIPERS, Vice President/Secretary

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Date



## **Board of Trustees Committee Reports**

### Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in August.

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

No committee meeting was held in August.

### Facilities Committee – Chairman Dusty Spomer

The Facilities Committee met on August 28, 2023, to discuss the retention pond proposal from the City of Powell and receive updates on the Armory and Student Center.

## **President's Report**

September 4, 2023

### **State**

#### Legislature

The Interim Joint Education Committee met on August 8 and 9 in Cheyenne. The Commission presented in response to questions raised by legislators from the prior meeting. Topics included enrollment data, tuition increases, mill valuation and revenue estimates, and biennium budget requests (WCCC admin, WyIN, Block Grant, Insurance, and Retirement).

The Interim Appropriations Committee met on August 28 to discuss the performance of the State Treasurer's office and its asset management.

#### Wyoming Association of Community College Trustees

No meetings were held in August.

#### Wyoming Innovation Partnership (WIP)

The WIP Tourism/Hospitality component held a Zoom meeting on August 22. Updates were given, and the discussion was centered around the University providing graduate assistant support with a gap analysis on tourism and hospitality. This analysis was presented as a grant fund proposal but was not funded in Phase II. Later that day, a WIP workshop was held to review the Information portal, Metrics, Budget Reporting, and an overview of the EDA.

### **Campus**

#### Strategic plan 2030

President's Staff met throughout August to develop the FY2024 operational plan. The Operational Plan is designed around the strategic plan, identifying critical focus areas for the upcoming fiscal year. President's Staff will continue working through tactics and operational assignments.

The Request for Proposal submittal period for the NWC website redesign has closed. Five vendors submitted proposals regarding website design, search engine optimization, and/or a Content Management System. The proposals are under review, with vendor selection scheduled for September.

#### Powell Economic Partnership

I attended the PEP meeting on August 17, 2023, in Powell. Discussion included a PEP update on financials, a discussion on the retreat, the City of Powell MOU, and Board work sessions.

#### Forward Cody

Due to the start of school and a WIP meeting, I could not attend the Forward Cody meeting on August 22, 2023. The agenda included a review of financials, a discussion on the statewide shooting complex, leasing work with Peninsula products (Certainteed), Legacy Meats, and True North's (childcare)

USDA application efforts. With Deni Hirsh's resignation as development officer, a proposed office manager position was presented and reviewed.

### Campus Activities

New student orientation was held on August 7. Open registration was allowed for students after this until the start of the semester.

Kick-off weekend was August 19 through 22, with over 150 students signed up to participate in Kickoff Events. The weekend had intermittent rain, but it didn't prevent students from participating in various activities around campus.

The Student Dining project was a success. Getting students signed up for lunch and dinner using our internally developed database and communication efforts (emails and signage) in cooperation with computing services, communications, and residence life. Students signed up for assigned times to eat. The process is working well. No students have been turned away from eating, and the pizza meal exchange in The Trap has been popular.

Classes began on August 23<sup>rd</sup>. The week of the 21<sup>st</sup> was full of activity for all departments across campus, serving students and getting classes up and running.

On Friday, August 25, the College hosted the 6th annual Paint The Town Red event. In cooperation with the City of Powell and businesses, the event provided an extensive variety of activities, tables, food, and entertainment to the downtown. It was one of the best-attended events to date; the weather was great, and everyone enjoyed the music and activities.

### Student Center

The temporary dining facility opened for resident advisor meal service on August 7. I dined with the RA's on August 10, hosted meals for men's and women's soccer on August 8 and 16, and volleyball on August 15. The communications team hung large vinyl student pictures throughout the building, adding to the appeal of the building.

The Student Center construction work continues, focusing primarily on steelwork and framing. The project has picked up some days on the schedule with better weather days.

### Foundation and Alumni

I attended the Big Horn County Fair on Thursday, August 3. The Alumni Association had a booth to greet alumni and hand out ice cream and free NWC items. The CDL Simulator was also on hand to allow the community to try it out and visit with people interested in programs.

I attended Academic Impressions Fundraising for New Presidents Institute with Executive Director Shelby Wetzel on August 7 and 8. The agenda discussed the changing landscape of philanthropy, prioritizing outreach efforts, involving the President, and maximizing prospect interest. Time was provided after each segment to discuss the topic related to the College and Foundation.

I attended the Alumni Association Board meeting on August 26. Discussion was held on committee efforts and its strategic plan.

Respectfully submitted,



Lisa M. Watson  
President

## **Administrative Services & Finance**

Northwest College

Board of Trustees Report

September 4, 2023

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

### **Finance & Budget**

- **Accounts Receivable:** The Business office wrapped up billing for the spring of 2023, sent uncollectable accounts to collections, and recorded the associated bad debt expense. The business office has shifted with the start of the fall semester. The office has a lot of foot traffic with students paying their bills. We recently implemented an integrated “Pay My Tuition” platform that allows international students to pay their bills. Pay My Tuition offers students competitive international currency exchange rates, a simplified and streamlined experience, and is integrated with Colleague, so the student payments feed directly into our records.
- **Payroll:** We have been processing the new employee’s paperwork. We received and are processing about 75 packets. We anticipate more than two dozen more to come in, with several departments still hiring.
- **Accounts Payable:** We conducted an annual review of our Amazon Business account and are developing internal “groups” to improve data analytics and spending controls.
- **Finance:**
  - **Year-end Closing Process:** The Finance Director, Mark Grant, and Business Manager, Jo Ann Heimer, have been focused on year-end and closing FY23’s books. The trial balance has been reviewed, including adjustments to capital assets, prepaid expenses, investments, accrued vacation and Sick leave, Encumbered Payroll, Accounts payable, Accounts Receivable, etc. MHP (our external Auditors) will conduct fieldwork from September 5<sup>th</sup> through the 15<sup>th</sup>. MHP will be on-site from the 11<sup>th</sup> through the 15<sup>th</sup>.
  - **Reserves:** The College was able to add to reserve accounts as budgeted. Use of these funds is designated for the Student Center and strategic use. For more details, see the full report submitted to the board.
  - **Cash management:** President Watson met with First Bank (our primary deposit holder) in August. First Bank was able to increase the interest rate for our checking accounts. NWC also took the opportunity to place 5 million of cash into a short-term CD with First Bank. With national interest rates at record highs, interest rates on CD accounts are also above historical averages. Additional short-term CDs will be placed while Finance Director Mark Grant has been tasked with ongoing research and analyzing opportunities while developing a long-term strategic plan for cash management.
  - **Grants:** The business office has wrapped up year-end accounting and reporting for the current year's grant contracts. NWC recently entered into a three-year contract with Ellucian (the company that owns Colleague, our enterprise resource planning software) to assist the College in developing a Grants team and apply for up to nine major grants. The business office believes this development will help the whole college by receiving targeted funding and help us meet our long-term strategic plans.

- Job posting for a new Finance Manager to prepare for the retirement of our Business Office Manager.
- Began reviewing and assessing roles and responsibilities in the business office from a compliance perspective.

### **Facilities Projects**

- Lewis & Clark parking lot completed and full of student cars.
- ORB server room cooling upgrade complete.
- Ashley Hall Boilers installed. Currently awaiting electrical contractor.
- Fagerberg Boiler installations in work.

### **Transportation Bus Miles**

- 3844 miles with Soccer Teams traveling to Rangely, CO, and Gillette, WY. Volleyball traveling to Bismarck, ND, Logan, and Price, UT. Shuttle bus service started for temp dining, running Mon-Fri for lunch and dinner.

### **Mickelson Field Station**

- Closed

### **Completed Work Orders**

- 382 last 30 days

### **Information Technology**

- Computing Services Staff Assisted Students and Staff with technical issues as they returned to campus.
- Computing Services Staff Implemented a new account activation software for the campus.

### **Human Resources**

- Recruiting: Please see the September Personnel Report. Student employment is busy with the start of school and staffing the various areas.
- Staffing: The HR Director has been orienting the new Interim Sr. Office Assistant for HR, Joan Simpkins. Cheri Mateo, VPAA Administrative Secretary, provided a great deal of HR clerical and operational assistance supporting the transition between Marsha Wilson's resignation and Joan's start date. Cheri's expertise and willingness to help was appreciated very much by not only the HR Director but also NWC's internal and external customers since there were no significant gaps during the transition. A two-day on-campus interview is planned for Jeffrey Liles, candidate for the VP for Strategic Enrollment and Student Services, on 8/28-8/29/2023.
- Performance Evaluations: Supervisors and employees continue to complete their FY2023 annual performance evaluations for staff returning to campus.
- Compensation: The student employment rates were increased for FY2023. HR has contacted student supervisors to identify any updated job duties for the postings, provide information for any new positions, and share the recent wage increases.
- Benefits: The Employee Assistance Plan (EAP) contract was renewed for FY2024. NWC continues to have a strong utilization of 28.29% for FY2023. Overall, there were 333 services/activities provided. The cost is only \$32.67 per employee annually, including six visits with an onsite counselor per issue/year. The average utilization for EAPs nationally runs 5%. The top service areas for

counseling were Depression/Anxiety 43%, Partner/Relationship 14%, Stress 14%, Eldercare 14%, and Personal Development/Coaching 14%. Self-help member resources' top areas were: Emotional Well-Being 37%; Legal 16%; Connections 8%; Training Center 4% (24 training courses completed); Services Utilized for Self 71%; Family member 29%.

- **Community Outreach:** The HR Director attended Paint the Town Red and had a sign with a QR code available for prospective job applicants to scan and see current openings.
- **Training:** The HR Director and HR Sr. Office Assistant have set up the compliance training with United Educators for Fall 2023. New employees are enrolled in the two required modules. The former vendor, Vector Solutions/EverFi, contract was not renewed due to the option to participate in UE's training offerings through our risk management program. The Academic Impressions training contract was renewed after a discount was negotiated with the new contract.

# Personnel Status Report

## September 2023 Trustees' Report

### Search Activity to Date -8/25/2023

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Instructor/Assistant Professor of Anatomy & Physiology - Tenure Track		Austin Conklin	Austin has a Ph.D. in Molecular Medicine from the University of Arizona and a Bachelor's in Molecular Biology from the University of Wyoming.
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			Finalist candidate, on-campus interview - 8/28-8/29
Instructor/Assistant Professor of Computer Science & STEM - Tenure Track			The Position is open until filled
Facilities Technician - Electrician			Position is open until filled
Senior Office Assistant for Visual and Performing Arts & Humanities			Candidates are being reviewed
Senior Office Assistant for Health Professions			Position closes externally on 8/28/2023
Finance Manager			Position closes externally on 9/6/2023
Alumni and Development Coordinator			Position closes externally on 9/6/2023

**NORTHWEST COLLEGE  
FACILITIES PROJECT REPORT**

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

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
<b>Projects Awaiting BOT Approval</b>												
<b>Projects In Process</b>												
<b>PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</b>												
<b>PLANNING/START UP PHASE</b>												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
<b>PENDING</b>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Pending Capital Renewal Approval Governor's Office	4/8/2019	Pending		\$ 4,000,000	
<b>FY2022/2023 See Masterplan Update</b>												
Powell 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	
<b>FY2024 See Masterplan Update</b>												
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			Re-bid in process				\$ 300,000	
Powell/Fagerberg	2		MM	Boiler replacements			in work				\$ 120,000	
Powell/Library	2		MM	Makeup Air Unit replacement			Pending installation				\$ 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			in work				.	
<b>FY2025 See Masterplan Update</b>												
Powell/Campus	3		MM	Various Parking Lot Replacement - JFC East, North Cabre, Oliver Yard			Design/Awaiting Funding				\$ 1,000,000	
Powell/Campus	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 2			Pending funds				\$ 200,000	
<b>FY2026 and beyond See Masterplan Update</b>												



**NORTHWEST COLLEGE  
FACILITIES PROJECT REPORT**

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FY2027 and beyond See Masterplan Update												
Budgetary Notes Cash Reserves												
<b>Fund Balances</b>			<u>Estimated</u>			<u>2022</u>						
Operating Fund (10)			@6/30/2022			\$ 4,234,625						
One Mill (11)			@6/30/2022			\$ 2,645,587						
Auxiliary(12)			@6/30/2022			\$ 494,228						
Plant Fund(70)Aux Depr			@6/30/2022			\$ 1,378,799						
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						
<b>Completed SEE MM Report</b>												
Powell/Sci & Math	1		MM			Chemistry Lab Hood Controls 100k paid	Complete	12/13/2021			\$ 265,000	
Powell/Campus	1		MM			Campus Lighting	Complete	12/13/2021			\$ 208,870	
Powell/AG	1		MM			Elect/HVAC/Refresh Design	Complete	12/13/2021			\$ 20,000	
Powell/S&M	1		MM			Building Pump Replacements	Complete	ongoing			\$ 30,000	

# ACADEMIC AFFAIRS

August 2023



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## ACADEMIC DIVISIONS/DEPARTMENTS

### **Photography:**

Photography Professor Anthony Polvere had a busy summer of both academic research and professional activities in 2023. In June, Professor Polvere traveled to England on a UISFL Faculty Grant jointly sponsored by MSU-B and Northwest College with the goal of revising and enhancing an existing curricula of two classes in the photo program (PHTO 1600 and PHTO 1630; both dealing with historical photographic processes). Polvere traveled to the town of Lacock (LAY-cock) England outside of the city of Bath where he toured the museum of William Henry Fox Talbot called “Lacock Abbey” where in 1835, Fox Talbot created the first photographic negative and resulting “Salt prints” in his studio/lab. Polvere deepened his knowledge of the process with his project being two-fold. One will be to create a small exhibit of the images made on the property as a sort of “photographic recreation” of Fox-Talbot’s images using the salt print technique, and second, the process will be incorporated into the curriculum of the photo program, with students being taught and given the opportunity to create their own imagery in the coming spring semester.”

After his time in Great Britain, Polvere flew to the Italian island of Sardinia where he met up with renown author Mr. Jeff Biggers who was on the island promoting his recent book “In Sardinia”. Professor Polvere shadowed Mr. Biggers during his book tour, documenting the various locations and readings, which resulted in Polvere having his images published in various journals including “L’Unione Sarda” (Sardinia’s largest newspaper), “The Sardegna Reporter”, the “Alghero News”, and the on-line “Italy 24 Press News.”

### **Nursing**

56 total nursing students in various stages of the nursing program. We have two nursing faculty who joined us, Joneen Costigan and Denise Schuler.

### **EMT/Paramedic**

10 EMT-Basic students and 4 Paramedic students. We have a new EMS and Paramedic program coordinator, Steven Haggard.

### **Social Science and Education**

The SSE Division welcomed its first cohort of BAS Criminal Justice students starting FA23. Division Chair Amy McKinney traveled to Japan in May as part of her UISFL grant. The SSE Division is also excited to welcome Dr. Jack McGrath into the division as an Assistant Professor in our Criminal Justice program.

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

- CDL Simulator went to Big Horn County Fair, Paint the Town Red and visited the Foundation’s Board Retreat
- Conferences/Meetings- Next Gen- Hospitality and Tourism

- PHS/Shoshone Learning Center- students enrolled in CDL
- Lovell and Burlington High School Seniors are working with CTD on several programs
- Powell High School visited CTD to learn about our programs

### **Cody CTD**

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- GP Union Negotiations
- Paint the Town Red

### **CDL Program**

- 52 students enrolled program
- 1 PCSD #1 Student
- 38 working on their Theory
- 13 Skills and BW (Behind the Wheel Driving)
- 18 students attended orientation
- 11 students passed and received their CDL's
- 2 students passed and received their School Bus/Passenger

### **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 8 activities that served 122 students and community members. These events included DELTA activities for Northwest College Orientation Week, Community Trips, and Vista Corps.

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

- We completed our Summer 2023 Driver Education session with 32 students receiving certificates.
- PVCE held various classes this month such as Paddleboard, Tamale Making, Tours, Alive at 25 and Driver Education.
- We assisted with trips for new NWC students the week before classes started.
- The Co-Op had 28 check outs for the month of August.

### ***INTERCULTURAL PROGRAM***

- Changed our office's name from Intercultural Programs to International Student and Scholar Services (ISSS)
  - Our titles are now: International Student and Scholar Services Manager (Amanda Enriquez) and International Student and Scholar Services Coordinator (Kara Ryf)
- Held our fall international student orientation from Aug. 14-18. For the FA/23 semester, we welcomed 49 new students from 16 different countries.
- Welcomed Ana Madera Vazquez our Fulbright Language Teaching Assistant (FLTA) for Spanish for the 2023-2024 academic year. Ana comes to us from Spain.
- This semester, NWC has a total of 100 international students from 31 different countries
  - 99 are enrolled on campus and 1 is enrolled online
  - Our top countries are Japan and Turkmenistan
  - We have a total of 43 athletes

- 26 for men's soccer
  - 4 for women's soccer
  - 4 for men's basketball
  - 4 for women's basketball
  - 1 for wrestling
  - 4 for rodeo
- We have 4 special program students on campus
  - 1 Congress-Bundestag Youth Exchange (CBYX) participant
  - 2 Year of Exchange in America for Russians (YEAR) program participants
  - 1 United States-Timor Lester (USTL) Scholarship Program participant
- We have 1 Fulbright Language Teaching Assistant on campus
- Additionally, we have 4 students doing an Optional Practical Training (OPT)
- Had our remaining Undergraduate International Studies and Foreign Language (UISFL) faculty grant recipients complete their research travels over the summer. They are:
  - Elaine DeBuhr, Associate Professor of Art, travelled to South Korea
  - Milo Asay, Assistant Professor of ESL, travelled to France
  - Anthony Polvere, Associate Professor of Photography, travelled to England
  - Eric Atkinson, Associate Professor of Biology, travelled to England and Scotland
  - Amy McKinney, Associate Professor of History, travelled to Japan
- Held a Welcome Reception for the Fulbright Language Teaching Assistant (26 people attended)
- Welcomed Peter Sabella, Fulbright Scholar in Residence (S-I-R) to our campus. Peter held two programs:
  - The Middle East: A Crisis of Identity - An Insider's Testimony on the Struggles of Christian Life
  - In search of a common sense Of Justice! A Historical Review of the American Role in the Middle East Peace Process 1948-2023

### ***Office of ACADEMIC AND CAREER Advising***

The academic and career advising coordinator had a busy month working with enrollment services to get students ready to begin the new year. Some highlights of the month were as follows:

- New Student Registration on August 7
- Virtual New Student Orientation on August 21
- Advising presentation for Kick-Off Weekend
- New Faculty Orientation on August 17
- Advisor assignments for all new students

The current coordinator is leaving NWC on September 7. Academic Affairs is assessing how to distribute her job duties.

### ***PEER TUTORING SERVICE***

Peer Tutoring began offering its services to students on Friday, August 25, and provides over 65 hours of weekly assistance. The center has nine tutors on board and helps students in Business, History, Math, Science, and Writing.

Tutoring Coordinator Jen Schneider introduced Tutoring Services during the Volleyball Orientation, Gear Up Orientation, and New Faculty Orientation.

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

The semester is now underway, and it is exciting to see all the students back on campus. In preparation for the semester's start an intensive two-day New Faculty Orientation was held on August 17 & 18<sup>th</sup>. Nine new faculty instructors went through this two-day training, and we are excited to have them join our instructional team. On August 22<sup>nd</sup> the Academic Affairs Office scheduled a Faculty In-service for all the new and returning faculty to kick off the start of the academic year. During this training faculty were updated on changes in staffing which had occurred in Enrollment Services & Admissions, summer activities and updates were shared from the Academic Affairs Office, and presentations were also given by our Counseling & Disability staff, and our new Interim Campus Safety & Security person. The In-service training was well-attended by all the faculty, and a special thank you goes out to President Watson for also taking time out of her busy schedule to attend this event and welcome and address questions from the faculty. Finally, I will end with a sincere thank you to all the faculty and staff who volunteered to help organize this year's Paint the Town Red event. The streets were packed and it was a great evening for everyone to reconnect after the summer break.

# MONTHLY REPORT TO PRESIDENT WATSON

## Student Services

August 2023



### ATHLETICS:

- 5 of our 6 teams made the NJCAA All-Academic Team by maintaining a team GPA above a 3.0
- Three teams welcomed students back to school at all of the Powell Elementary schools
- Volleyball is 5-4 on the year. We hosted a very successful 10 match tournament on Paint the Town Red (PTTR) weekend. A few of the visiting teams attended PTTR and were amazed by the connection with the community
- Women's Soccer is 3-2 on the year with Region 9 play starting next week
- Men's Soccer is 3-2 on the year with Region 9 play starting next week
- Rodeo is preparing for the Trapper Stampede Rodeo on September 8-9

### ENROLLMENT SERVICES

- August consisted of assisting students through the registration and enrollment processes for the Fall semester via face-to-face and distance methods
- Continued to monitor course waitlist processes to assist students with enrollment
- Completed Summer semester graduation processes
- Began work to improve efficiencies within the Help Alert form and process
- Began high school recruitment outreach through attendance at Senior information/orientation nights in the Big Horn Basin
- Continued work on Element 451 CRM system for recruitment purposes and digital content creation
- Completed the final two summer New Student Orientation sessions. These events were provided both virtually (Zoom) and in-person throughout the months of June, July, and August
- Hosted and informed the new Resident Assistants about Enrollment Services as a part of their training process
- Ongoing campus tours for prospective and newly enrolled students
- Administered Accuplacer and Aleks Placement tests to new and returning students in preparation for the Fall semester
- Ongoing work to update and complete the 2023 recruitment and enrollment publications
- Preparation and registered for Wyoming, Montana, and Idaho College Fairs. College Fairs take place throughout the months of September, October and November

### FINANCIAL AID

- The Office continues eligibility review & packaging students for 2023-24 award year aid. The Office continues to monitor US Department of Ed/NASFAA guidance on changes to Federal Student Aid for 2024-25 forward
- The Office provided Hathaway Summary Transcripts to NWC graduates for use at other WY IHEs
- The Office submitted its Kickstart Wyoming's Tomorrow Scholarship awardee roster to the WCCC on 8.15.23, as required by Commission Chapter 5 rules. The Office awarded 19 students (fall semester disbursements & anticipated mirrored spring semester disbursements), fully expending its \$55,399 allocations for the 2023-24 award year
- The Office provided rosters of Federal Work Study/FWS-eligible students to the Business Office as part of strategic collaborative efforts to expedite full expenditure of the College's 2023-24 FWS annual allocation

- The Office provided estimated total program cost information for NWC’s academic library of for-credit programs, along with the non-credit programs approved for Wyoming Works Student Grants, to the Office of Institutional Research to help update the College’s profile on the Department of Workforce Services *Wyoming at Work* website
- The Office provided 2022-23 Wyoming Works Student Grants usage data to the CTD for state agency reporting
- The Office conducted the interview portion of its annual Student Financial Aid audit with MHP on 8.8.23. The annual review consists of Office/institutional affirmations of quality assurance, fraud prevention, and other regulatory compliance attestations
- The Office participated in various segments of the VP for Strategic Enrollment & Student Services candidate’s interview schedule on 8.28.23 and 8.29.23

## **GEAR UP**

- Liaison Training was held on August 8<sup>th</sup>. Ten liaisons from area schools attended training on the NWC campus
- Freshman Orientation was held on August 22. The students were introduced to counseling, disability services, tutoring and TRIO. They participated in goal setting exercises
- There are 19 GEAR UP Freshman attending NWC
- School supplies were distributed at parent events held at all the service schools

## **RESIDENCE LIFE**

### **Housing**

- Housing numbers are currently at 329
- Resident Assistants (RA’s) have been providing a variety of programs to the residents of the halls

### **Security**

- Joshua Buhmann has been hired as our new Interim Campus Security Coordinator. Joshua comes to NWC from Evanston Wyoming where he worked for the Uinta County Sheriff’s Office and the Evanston Police Department for 20 years combined. Joshua has been busy attending orientations and various trainings as he settles into his new position

### **Activities**

- Paint the Town Red was a huge success again this year. Student Activities hosted Laser Tag, photobooth, and setting up the bands that played that night
- Kick-Off Weekend was very well attended with 190 students registered. The highest registration since Pre-Covid.
- Eight Students Activities staff have been busy with the start of the year activities

## **STUDENT SUCCESS CENTER**

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

- 91 visits in August
- 731 cumulative visits for calendar year 2023

### **Counseling Services**

- 24 Counseling sessions (includes face-to-face, Zoom and phone)
- 6 After hours contacts

- Attend Residence Life Team meetings/ Retention Committee meetings
- 0 BASICS Alcohol intervention sessions for alcohol violations
- Continuing Education Webinars
- Behavioral Intervention Team (BIT) meetings
- Attended Nursing Student Orientation
- Presented to new faculty and all faculty in-service and to the Women's Volleyball team
- Finance Manager search committee participation

### **Disability Services**

- 48 disabilities sessions (includes face-to-face, Zoom and phone)
- 93 Students registered with Disability Services for FA/23
- 299 Accommodation letters processed for FA/23
- Attended AHEAD Virtual Mini-Conference
- Met with Division Chairs and talked about the services available to faculty and students
- Participated on the Vice President for Strategic Enrollment & Student Services committee
- 5 Tests proctored in testing center
- Process Coordinator for service and emotional support assistance animal requests
- Attended a webinar on Disability Services

### **TITLE IX**

- Trained 19 new RA's on Title IX policy and procedures, as well as, Bystander Intervention techniques
- Trained 52 freshman during Kick-Off Weekend on Title IX policies and procedures
- Participated in RA Training
- Trained new faculty members, women's and men's soccer and volleyball student-athletes, women's and men's basketball student-athletes, First year Seminars in the Communications Division, and Residence Hall programs on Title IX policy and procedures. **Total students/employees trained in August was 220**
- Facilitated three individual Title IX prevention and awareness programs with students, Title IX team and administration
- Update training requirements on Title IX webpage for the Title IX Team
- Confirm path for new Title IX Investigator and set up annual training
- Secure decision maker with Atixa
- Setting up Title IX trainings with all athletic teams
- Confirmed dates and times for Title IX and Bystander Intervention trainings for 21 of 23 First Year Seminars
- Completed extensive update to our Annual Security Report and forwarded to VPSS and Campus Security Coordinator for review. Also send letters regarding our requirements to update Clery crimes on campus and any staff that travels with students
- Distributed Title IX posters and over 350 new Title IX brochures around campus and all student's mailboxes
- Amended Notice of Allegation and forwarded final report
- Emailed all Mandated Reporters on campus a checklist for reporting Title IX and Clery compliance
- Meet with new Campus Security Coordinator and trained on Title IX and Clery compliance
- 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**

- TRIO participated in Kick-Off Weekend. We played TRIO Bingo and gave tours to four groups of students
- 43 new students applied to the program and received services since August 14
- Mentoring sessions for the manager started with COE TRIO experts

**Monthly Report to President Watson**

*August 2023*

**MARKETING ACTIVITIES FOR**

- Standing FY23 Enrollment Campaign initiatives
- August New Student Registration events
- Kick-off Weekend
- Paint the Town Red
- New Virtual Tour
- Bookstore FA23
- Vocal Jazz Academy 2023

**COMMUNICATIONS ACTIVITIES FOR:**

- Two academic program highlights (mini features):
  - STEM programs
  - Social Science programs
- One employee highlight (mini feature):
  - Dave Erickson
- FY24 Website Redesign RFP:
  - RFP deadline of August 11 yielded four viable proposals
  - Analysis of all proposals provided to President Watson for review
  - Vendor to be identified by September 8
- Temp Dining process for 2023-24
- 2023-24 Fulbright scholars

**PHOTOGRAPHY & VIDEOGRAPHY**

- Choice Aviation facilities and aerials
- Temp Dining Facilities
- Kick-off Weekend
- Student Center construction
- Paint the Town Red

**PRINTING SERVICES**

- 36 offices/programs/areas served
- 62 projects completed
- 47,920 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

The Mission of **Northwest College** is to ...

Cultivate community

Prepare students for transfer, career and life

**be Student centered**

Retain and graduate students

be Forward thinking



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



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## **Classified Staff**

### **August 2023**

#### **Classified Staff August Activities**

The Classified Staff provided both the Men and the Women's Soccer teams dinner on Thursday, August 10<sup>th</sup> and the Volleyball team lunch on Friday, August 11<sup>th</sup>.

We have also been in discussion for future events for the Classified Staff

Thank you,  
Holly

2023 – 2024 Classified Staff Executive Committee:

Kara Warren, Cheri Mateo, Marianne Harrison, Nydia Jurado Ruiz, Ruth Peyton -Members



To: President Lisa Watson  
From: Jen Litterer-Trevino, Faculty Senate President  
CC: NWC Faculty Senate; Keli Borders, Executive Secretary to the President and the Board of Trustees

Dated: August 29, 2023

On August 17 and 18, various faculty and staff members welcomed the nine new faculty during new faculty orientation. These new faculty members are;

- Steve Haggard, Fixed Term Instructor of EMS
- Denise Schuler, Fixed term Instructor of Nursing (WyIN funded)
- Joneen Costigan, Fixed Term Instructor of Nursing – WyIN Funded
- Austin Conklin, Assistant Professor of A&P – Tenure Track
- John (Jack) McGrath, Assistant Professor of Criminal Justice – Tenure
- Stacy Kuenn, Instructor of Business – Tenure Track
- Jeff Troxel, Assistant Professor of Music
- Calli Nissen, Fixed Term Instructor of Art
- Ana Vazquez Madera, Fulbright Language Teaching Assistant - Spanish

It was nice to meet new people as well as be reintroduce to faculty that have returned for interim positions.

On Monday, August 21<sup>st</sup>, the Faculty Senate hosted its first meeting of the fall semester. Eric Haggmann has been elected as the new senator serving from the Humanities, Visual and Performing Arts division. The first goal for the senate is hold elections in September for empty seats on both the Committee of Faculty Development and Morale and Academic Freedom and Grievance Committee.

When the fall semester began, faculty were very excited to be back teaching both face to face and online classes. On campus there has been a lot of positive energy with both new and returning students. Many faculty enjoyed attending and helping with the sixth annual Paint the Town Red. It was a wonderful way to end the first week of classes.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

## September 2023

### Fall Events & Activities

Kick-Off Weekend (August 19-22) provided a number of fun and engaging activities to welcome students to campus for the start of the Fall semester. Thanks go out to all that helped plan and run the various activities.

Professional Staff members from Student Activities, Communications & Marketing, Center for Training & Development, Athletics, Foundation & Alumni, Business Office, Physical Plant, Enrollment Services, Outdoor Recreation, and Printing Services participated in the planning, preparation, and execution of the Paint the Town Red event. Planning for this event ran from May through August and culminated in a well-attended and enjoyable event that served our entire community.

P-Staff members from various departments participated in the New Faculty Orientation which took place on Thursday and Friday, August 17<sup>th</sup> and 18<sup>th</sup>. During this Orientation, new faculty were introduced to the various departments and services offered around campus.

P-Staff members from Admissions, Enrollment Services, Campus Security, Student Success Center, and Instructional Technology presented updates and information from their areas at the Faculty In-Service Meetings on August 22.

NWC's rodeo students arrived on August 18<sup>th</sup> and a tie-down, breakaway, barrel-racing, and goat-tying clinic was held. Our athletes have been entering the Cody Nite Rodeo and are getting ready for the NWC rodeo on September 8 & 9 in Cody.





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

**NWC Foundation:**

- Finalizing work with auditors on the Foundation's 2022 Financial Statements.
- Initiated planning to switch the Foundation's operations from a calendar year cycle to a fiscal year that matches NWC. It will involve running an extended 18-month year, but still requires two tax filings with the IRS.

**Fundraising:**

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center. Facilitating communications regarding Student Center project and fundraising efforts. Featured 'Beam Signing' at Paint the Town Red.
- Coordinating Student Center Facility Naming opportunities with potential donors. Also developing the Naming recognition system with architects to complement the new building's design.
- Conducting follow-up to Trapper Booster Club membership drive and business banners.
- Initiated planning for the fall alumni and community solicitation mailings.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

**NWC Alumni Association:**

- Hosted an Alumni Association Ice Cream Social at the Big Horn County Fair in Basin on August 3.
- Hosted the AA's Beer Garden activity at Paint the Town Red on August 25.
- Conducted Alumni Association Board meeting on August 26. Approved 5-year Strategic Plan.

**Marketing/Events:**

- Distributed the 2022 Foundation Annual Report and Honor Roll of Giving.
- Developing content for TrapperLink online newsletter.
- Planning for Coaches Roundtable event with TBC members.

**Miscellaneous:**

- Launched employee search to hire new Alumni and Development Coordinator.
- Participated in New Faculty Orientation.
- Participated in development of the President's Staff FY24 Plan.

September 1, 2023

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Updated

### Temporary Dining Facility

The temp dining facility is up and running as planned. Breakfast, lunch, and dinner are being served as scheduled. Utilization is good, and the dining shuttle is running daily.

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

### Student Center Building

Construction on the Student Center is moving along with efforts focused on steelwork and framing up the building. A “Topping off” ceremony was held on August 31, where the last beam was placed. The Final beam placed on the building was the beam signed at the Paint The Town Red event. Construction is moving along according to schedule.

### Projected Financing

Financing status for the Student Center is included in the Reserve Memo. The College's efforts to save for the project continue to make a difference and will ensure no debt will be taken on for the building.



**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 30, 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
<b>Fund 10</b>	\$ 34,090.90	\$ 75,164.27	\$ 15,000.12	\$ 15,797.42	\$ 16,228.02	\$ 29,106.08	\$ -	\$ 185,386.81
<b>Fund 11</b>	-	1,679.50	11,969.71	9,659.00	564.72	39,811.00	-	63,683.93
<b>Fund 12</b>	12,188.09	7,582.06	9,417.18	6,986.22	18,407.58	6,183.90	5,525.63	66,290.66
<b>Fund 14</b>	750.00	3,280.00	5,280.00	-	5,840.26	-	-	15,150.26
<b>Fund 15</b>	1,880.58	5,689.72	596.65	13,670.51	4,074.83	-	-	25,912.29
<b>Fund 22</b>	193.80	-	2,137.08	-	78.10	-	-	2,408.98
<b>Fund 70</b>	-	57,483.02	-	-	-	-	-	57,483.02
<b>Fund 71</b>	-	1,575.00	-	-	-	-	165,479.89	167,054.89
<b>Fund 74</b>	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 49,103.37</b>	<b>\$ 152,453.57</b>	<b>\$ 44,400.74</b>	<b>\$ 46,113.15</b>	<b>\$ 45,193.51</b>	<b>\$ 75,100.98</b>	<b>\$ 171,005.52</b>	<b>\$ 583,370.84</b>

Please find the attached July 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 - September 2023

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/22/2023	V0279225	Acad Affairs VP	91 Supplies	Sodexo Operations LLC	Orientation-breakfast	\$314.70
10	8/29/2023	V0279298	Art	91 Supplies	Gestalt Studios	Face paints	\$11.89
10	8/29/2023	V0279323	Art	91 Supplies	Gestalt Studios	Design 2D materials for	\$80.20
10	8/8/2023	V0278969	Athletic Dir	91 Supplies	BSN Sports	Volleyball uniforms	\$2,628.27
10	8/8/2023	V0278968	Athletic Trainer	91 Supplies	Henry Schein	Kestrel heat stress	\$1,762.38
10	8/24/2023	V0279254	Athletic Trainer	91 Supplies	Henry Schein	Tape remover, swabs,	\$1,303.71
10	8/24/2023	V0279256	Athletic Trainer	91 Supplies	Alan D. Hill	Tshirts, jacket	\$178.88
10	8/3/2023	V0278941	Bldg Maint	91 Supplies	Specialty Tool & Attachment	shop/tools	\$183.00
10	8/3/2023	V0278942	Bldg Maint	91 Supplies	American Welding & Gas Inc	welding supplies	\$81.80
10	8/8/2023	V0278970	Bldg Maint	91 Supplies	McIntosh Oil Inc	July 2023 fuel	\$1,710.70
10	8/8/2023	V0278974	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop-tools	\$444.55
10	8/8/2023	V0278975	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop-filters, ext cords	\$448.65
10	8/10/2023	V0279004	Bldg Maint	91 Supplies	Carquest Auto Parts	shop	\$29.44
10	8/16/2023	V0279073	Bldg Maint	91 Supplies	John Deere Financial	shop	\$407.97
10	8/24/2023	V0279269	Bldg Maint	91 Supplies	Fastenal Company	shop	\$169.70
10	8/24/2023	V0279274	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	\$199.95
10	8/8/2023	V0278970	Campus Security	91 Supplies	McIntosh Oil Inc	July 2023 fuel	\$75.37
10	8/21/2023	V0279196	Comm & Mktg	91 Supplies	Transfer Visa	Paint the Town Red - Temp Tattoos	\$177.00
10	8/21/2023	V0279196	Comm & Mktg	91 Supplies	Transfer Visa	Water, pop, gatorade	\$52.93
10	8/16/2023	V0279091	Computer Srv	91 Supplies	JAMF Software	Pro On-Premises to Cloud	\$2,000.00
10	8/16/2023	V0279091	Computer Srv	91 Supplies	JAMF Software	Sub Conversion MacOS	\$238.50
10	8/16/2023	V0279091	Computer Srv	91 Supplies	JAMF Software	Sub Conversion to Cloud-	\$289.38
10	8/10/2023	V0279012	Cust/Grounds	91 Supplies	KB Commercial Products	custodial repairs	\$403.72

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/15/2023	V0279051	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Paper products	\$1,016.00
10	8/24/2023	V0279251	Cust/Grounds	91 Supplies	KB Commercial Products	Dusting sheets, cloths,	\$2,881.63
10	8/23/2023	V0279243	EMS Prog	91 Supplies	Platinum Educ Group LLC	EMS student testing	\$3,811.00
10	8/3/2023	V0278937	Grounds	91 Supplies	Rainmakers Irrigation & Landscaping	hydroseed temp dining	\$1,000.00
10	8/8/2023	V0278974	Grounds	91 Supplies	Aldrich's Lumber	Treated cedartone classic	\$49.59
10	8/8/2023	V0278975	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds repairs	\$88.20
10	8/16/2023	V0279065	Grounds	91 Supplies	Big Horn Precast	blocks for temp dining	\$975.00
10	8/16/2023	V0279068	Grounds	91 Supplies	Park Cty Weed & Pest	grounds: weed killer	\$146.13
10	8/16/2023	V0279069	Grounds	91 Supplies	Ryno's Rental LLC	grounds	\$326.50
10	8/16/2023	V0279073	Grounds	91 Supplies	John Deere Financial	grounds	\$122.92
10	8/24/2023	V0279266	Grounds	91 Supplies	Big Horn Co-op Marketing	grounds	\$32.99
10	8/24/2023	V0279268	Grounds	91 Supplies	Bradford Sup Co	grounds	\$140.98
10	8/24/2023	V0279294	Instr Tech Sup	91 Supplies	Interactive Digital Solutions Inc	Yellowstone A/V Maintenanc	\$4,002.75
10	8/22/2023	V0279221	Life/Hlth Sci Div	91 Supplies	Steven W. Haggard	Candy for Paint the Town Red	\$39.40
10	8/7/2023	V0278965	Nursing	91 Supplies	Castlebranch, Inc	July 2023 student	\$86.00
10	8/22/2023	V0279216	Nursing	91 Supplies	Sodexo Operations LLC	Nursing 80 meals	\$700.00
10	8/22/2023	V0279226	Nursing	91 Supplies	Coursey Enterprises	Freshman Pharm kit	\$393.30
10	8/24/2023	V0279273	Nursing	91 Supplies	Castlebranch, Inc	Nursing trackers-course	\$129.00
10	8/16/2023	V0279070	Plant Admin	91 Supplies	Mountain West Computers	office supplies	\$25.99
10	8/8/2023	V0278970	Pres Office	91 Supplies	McIntosh Oil Inc	July 2023 fuel	\$62.64
10	8/17/2023	V0279094	Pres Office	91 Supplies	Sodexo Operations LLC	College council retreat	\$48.69
10	8/8/2023	V0278971	Registrar Off	91 Supplies	Higher Educ Pub	2024 Higher Edu Directory	\$90.00
10	8/15/2023	V0279061	Womens Soccer	91 Supplies	BSN Sports	Jerseys, shorts	\$4,729.50
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$34,090.90</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>10 Operating Fund</b>							
10	8/16/2023	V0279090	Aca Computing	92 Servs/Fees/Repr/Maint	Dell Marketing Lp	VMWare Horizon 8 STD	\$17,095.26
10	8/3/2023	V0278938	Bldg Maint	92 Servs/Fees/Repr/Maint	Absaroka Door	bldg repair: ag clinic	\$90.00
10	8/3/2023	V0278939	Bldg Maint	92 Servs/Fees/Repr/Maint	Interstate Tire Service	cc95 dump trlr tire repair	\$20.00
10	8/8/2023	V0278974	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$110.01
10	8/8/2023	V0278975	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$1,616.35
10	8/10/2023	V0279007	Bldg Maint	92 Servs/Fees/Repr/Maint	Napa Auto Parts	cc34 manlift batteries	\$710.56
10	8/10/2023	V0279013	Bldg Maint	92 Servs/Fees/Repr/Maint	DH Pace Company	bldg repair: temp dining	\$350.46
10	8/15/2023	V0279055	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	Bldg repair-50% repair	\$4,755.30
10	8/22/2023	V0279234	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Bldg repairs	\$415.96
10	8/24/2023	V0279267	Bldg Maint	92 Servs/Fees/Repr/Maint	Moulton Masonry	bldg repair: orb bell tower	\$966.43
10	8/24/2023	V0279268	Bldg Maint	92 Servs/Fees/Repr/Maint	Bradford Sup Co	bldg repair	\$195.93
10	8/24/2023	V0279270	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	bldg repair: colter	\$1,838.00
10	8/24/2023	V0279274	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$372.64
10	8/17/2023	V0279102	Campus Security	92 Servs/Fees/Repr/Maint	Maxient Llc	Security renewal	\$5,000.00
10	8/15/2023	V0279043	Comm & Mktg	92 Servs/Fees/Repr/Maint	4 Imprint	Giveaway swag FY24	\$1,878.04
10	8/21/2023	V0279196	Comm & Mktg	92 Servs/Fees/Repr/Maint	Transfer Visa	Stickers	\$472.00
10	8/22/2023	V0279224	Comm & Mktg	92 Servs/Fees/Repr/Maint	Powell Tribune	20oz squeeze bottles,	\$2,585.00
10	8/16/2023	V0279067	Computer Srv	92 Servs/Fees/Repr/Maint	PeopleAdmin	Software fees	\$10,949.16
10	8/16/2023	V0279071	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant fees	\$300.00
10	8/24/2023	V0279295	Computer Srv	92 Servs/Fees/Repr/Maint	Sysaid Technologies Ltd	Maintenance	\$2,739.00
10	8/24/2023	V0279295	Computer Srv	92 Servs/Fees/Repr/Maint	Sysaid Technologies Ltd	Patch Management Assets	\$4,200.00
10	8/2/2023	V0278935	Mens BB	92 Servs/Fees/Repr/Maint	Andy Ward	Airfare, baggage fees	\$427.00
10	8/24/2023	V0279257	Mens BB	92 Servs/Fees/Repr/Maint	Mitchell H. Bevans	Assignor fee	\$400.00
10	8/23/2023	V0279239	Orientation	92 Servs/Fees/Repr/Maint	David B. Yugar	Graham Key Comedian	\$3,000.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/22/2023	V0279231	Outdoor Ed	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Raft repair supplies	\$39.15
10	8/10/2023	V0279011	Plant Admin	92 Servs/Fees/Repr/Maint	Big Sky Fire Protection Serv LLC	test 45 back flow	\$5,995.00
10	8/15/2023	V0279055	Plant Admin	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	Yearly monitoring	\$4,568.97
10	8/7/2023	V0278960	Rodeo Arena	92 Servs/Fees/Repr/Maint	Parker L. Kay	Cleaning pens, sand in	\$2,350.00
10	8/29/2023	V0279321	Rodeo Arena	92 Servs/Fees/Repr/Maint	Ryno's Rental LLC	Truck rental	\$948.75
10	8/2/2023	V0278927	Womens VB	92 Servs/Fees/Repr/Maint	NWC Foundation	Recruit lodging	\$475.00
10	8/7/2023	V0278966	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals, fuel-recruiting	\$300.30
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$75,164.27</b>

### 10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/29/2023	V0279320	Admin Serv	93 Assoc/Travel/Misc	Sodexo Operations LLC	Lunch catering 1st week	\$93.75
10	8/24/2023	V0279259	Art	93 Assoc/Travel/Misc	National Assoc Schools Art & Design	Membership dues	\$903.00
10	8/22/2023	V0279197	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$766.74
10	8/24/2023	V0279259	Graphic Arts	93 Assoc/Travel/Misc	National Assoc Schools Art & Design	Membership dues	\$903.00
10	8/4/2023	V0278956	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	July 2023 mileage	\$1,624.35
10	8/9/2023	V0278994	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$99.50
10	8/24/2023	V0279263	Internt'l Recruit	93 Assoc/Travel/Misc	Kara C. Ryf	Airfare, lodging, reg fee	\$1,365.89
10	8/9/2023	V0278982	Library	93 Assoc/Travel/Misc	Kanopy	July 2023 10 views	\$20.00
10	8/10/2023	V0279014	Library	93 Assoc/Travel/Misc	Park Cty Historical Soc	Membership	\$65.00
10	8/22/2023	V0279218	Library	93 Assoc/Travel/Misc	Marston Book Services Ltd	Electronic subscription	\$660.00
10	8/2/2023	V0278935	Mens BB	93 Assoc/Travel/Misc	Andy Ward	T-Shirts	\$129.81
10	8/17/2023	V0279098	Mens BB	93 Assoc/Travel/Misc	Sodexo Operations LLC	Soccer team dinner	\$100.00
10	8/24/2023	V0279258	Mens BB	93 Assoc/Travel/Misc	BSN Sports	Basketballs	\$777.30
10	8/18/2023	V0279103	Orientation	93 Assoc/Travel/Misc	Transfer Visa	Magnets	\$104.00
10	8/21/2023	V0279151	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	ACCT reg fees	\$2,050.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/21/2023	V0279151	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$484.20
10	8/21/2023	V0279151	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	NACUBO annual meeting	\$350.00
10	8/22/2023	V0279228	Pres Office	93 Assoc/Travel/Misc	Sodexo Operations LLC	Continental breakfast	\$515.00
10	8/15/2023	V0279062	Student Compliance	93 Assoc/Travel/Misc	Academic Impressions	Title IV training	\$695.00
10	8/4/2023	V0278956	Womens VB	93 Assoc/Travel/Misc	Transfer Motor Pool	July 2023 mileage	\$228.15
10	8/7/2023	V0278962	Womens VB	93 Assoc/Travel/Misc	Hudl	09-01-23 to 08-31-24	\$2,300.00
10	8/7/2023	V0278966	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Meals, food sup,hoodies,	\$712.55
10	8/7/2023	V0278966	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Table top score keepers,	\$52.88
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$15,000.12</b>

### 10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/16/2023	V0279074	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$124.00
10	8/16/2023	V0279074	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$205.98
10	8/16/2023	V0279074	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,220.81
10	8/16/2023	V0279074	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veteran's lounge internet	\$153.53
10	8/16/2023	V0279074	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & Test No.	\$104.90
10	8/16/2023	V0279075	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,145.45
10	8/16/2023	V0279076	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$98.45
10	8/16/2023	V0279077	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$454.44
10	8/24/2023	V0279252	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone serv	\$82.89
10	8/9/2023	V0278990	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Aug 23 Cody center rent	\$5,463.47
10	8/10/2023	V0279008	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	july23 electric Field sta	\$266.92
10	8/3/2023	V0278943	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo heat july23	\$90.31
10	8/10/2023	V0279005	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo electric july23	\$338.70
10	8/10/2023	V0279003	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	\$100.60

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/10/2023	V0279005	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	campus eletric july23	\$1,427.03
10	8/10/2023	V0279006	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	armory CDL restrooms cleaning	\$40.00
10	8/15/2023	V0279049	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	July 23 heat	\$102.46
10	8/15/2023	V0279050	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Heat july 23 lhouse,FAB,	\$264.88
10	8/15/2023	V0279053	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	July 2023 heat	\$112.60
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$15,797.42</b>

### 10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/14/2023	V0279040	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	dean envelopes, 1000	\$86.00
10	8/14/2023	V0279040	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	professor portrait label	\$1.50
10	8/14/2023	V0279040	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	vp for aa envelope	\$63.00
10	8/14/2023	V0279040	Admin Serv	97 Other Operating Exp	Transfer Print Shop	pmt due date postcard	\$78.30
10	8/14/2023	V0279040	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball locker name plates	\$11.40
10	8/7/2023	V0278963	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital enrollment	\$5,420.00
10	8/14/2023	V0279040	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	SU3 from pres postcard	\$2,384.35
10	8/23/2023	V0279244	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Postage	\$203.98
10	8/9/2023	V0278983	Enroll Serv	97 Other Operating Exp	Modern Litho	Viewbook printing	\$3,439.48
10	8/14/2023	V0279040	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	aero program brochure	\$97.50
10	8/14/2023	V0279040	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	bus cards, jessica	\$54.00
10	8/21/2023	V0279196	Enroll Serv	97 Other Operating Exp	Transfer Visa	Stickers	\$472.00
10	8/21/2023	V0279196	Enroll Serv	97 Other Operating Exp	Transfer Visa	Tatoos	\$176.89
10	8/29/2023	V0279300	Enroll Serv	97 Other Operating Exp	Sew Much More LLC	Prospect tshirts	\$2,567.12
10	8/10/2023	V0279037	Extend Camp	97 Other Operating Exp	Marquis Awards	Level./tape measures,	\$1,000.00
10	8/14/2023	V0279040	Orientation	97 Other Operating Exp	Transfer Print Shop	KOW postcard	\$172.50
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$16,228.02</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>10 Operating Fund</b>							
10	8/15/2023	V0279058	Mens Soccer	98 Expend--Capital/Equip	BSN Sports	Balls, cones, vests,	\$1,431.15
10	8/15/2023	V0279059	Mens Soccer	98 Expend--Capital/Equip	BSN Sports	Equipment, clothes	\$15,299.37
10	8/15/2023	V0279058	Womens Soccer	98 Expend--Capital/Equip	BSN Sports	Balls, cones, vests,poles	\$1,431.16
10	8/15/2023	V0279060	Womens Soccer	98 Expend--Capital/Equip	BSN Sports	Soccer equipment-	\$10,944.40
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$29,106.08</b>
			<b>Sum:</b>				<b>\$185,386.81</b>

<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/16/2023	V0279066	1M College Services	92 Servs/Fees/Repr/Maint	Crowley Fleck PLLP	Legal services	\$1,170.00
11	8/22/2023	V0279222	1M College Services	92 Servs/Fees/Repr/Maint	Williams Porter Day & Neville Pc	Legal services July	\$302.50
11	8/29/2023	V0279297	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Aug 2023 legal services	\$207.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$1,679.50</b>

<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/4/2023	V0278956	1M College Services	93 Assoc/Travel/Misc	Transfer Motor Pool	July 2023 mileage	\$89.75
11	8/8/2023	V0278976	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Candy for fair parade	\$171.60
11	8/21/2023	V0279151	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Digital book	\$49.00
11	8/22/2023	V0279217	1M College Services	93 Assoc/Travel/Misc	Costco Wholesale Membership	Yearly membership	\$60.00
11	8/29/2023	V0279301	1M College Services	93 Assoc/Travel/Misc	Vision West Inc	Tshirts	\$2,500.00
11	8/9/2023	V0278997	Human Resource	93 Assoc/Travel/Misc	ESI Employee Assistance Group	Employee assistance	\$6,795.36
11	8/16/2023	V0279063	Human Resource	93 Assoc/Travel/Misc	Jill M. Anderson	Conf reg fees reimburseme	\$254.00
11	8/21/2023	V0279151	Trustees Board	93 Assoc/Travel/Misc	Transfer Visa	ACCT reg fees	\$2,050.00



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$11,969.71</b>
<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/15/2023	V0279057	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	Chevy Express 2023	\$549.00
11	8/16/2023	V0279079	1M College Services	94 Utilities/Ins/Support	Risk Strategies Company	Athletics catastrophic Insurnce	\$9,110.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$9,659.00</b>
<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/22/2023	V0279223	1M College Services	97 Other Operating Exp	Cody Enterprise	Lega ad:Public hearing	\$151.20
11	8/22/2023	V0279223	1M College Services	97 Other Operating Exp	Cody Enterprise	Legal ad:Budget modificat	\$50.40
11	8/22/2023	V0279224	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Budget hearing	\$94.50
11	8/22/2023	V0279224	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Budget modificat	\$21.00
11	8/3/2023	V0278946	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$73.00
11	8/22/2023	V0279205	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$50.25
11	8/24/2023	V0279265	Human Resource	97 Other Operating Exp	Northern Wyoming News	Ads-Adult Educator	\$23.22
11	8/24/2023	V0279271	Human Resource	97 Other Operating Exp	Cody Enterprise	HR advertising	\$95.60
11	8/14/2023	V0279040	Trustees Board	97 Other Operating Exp	Transfer Print Shop	july board book	\$5.55
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$564.72</b>
<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/8/2023	V0278977	1M College Services	98 Expend--Capital/Equip	Denny MenholtýChevrolet Buick Gmc Cody	2023 Chevy Expresss 3500	\$39,811.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$39,811.00</b>
			<b>Sum:</b>				<b>\$63,683.93</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>12 Auxiliary Fund</b>							
12	8/24/2023	V0279248	Food Service	91 Supplies	Quality Propane Service Inc	Move propane tank	\$85.00
12	8/15/2023	V0279045	Livestock	91 Supplies	Regan Smith	Livestock feed	\$1,600.00
12	8/29/2023	V0279303	Livestock	91 Supplies	Big Horn Co-op Marketing	Tools	\$7.99
12	8/9/2023	V0278981	Print Srv	91 Supplies	Powell Tribune	July 7 and 17th plates	\$10.00
12	8/22/2023	V0279215	Print Srv	91 Supplies	Veritiv	Paper	\$2,832.18
12	8/22/2023	V0279220	Print Srv	91 Supplies	Modern Litho	Printing-Alumni newslette	\$3,810.32
12	8/15/2023	V0279051	Res Halls	91 Supplies	Sodexo Operations LLC	Paper products	\$721.98
12	8/24/2023	V0279251	Res Halls	91 Supplies	KB Commercial Products	Cleaners, disinfectants	\$565.04
12	8/8/2023	V0278970	Stabling	91 Supplies	McIntosh Oil Inc	July 2023 fuel	\$9.69
12	8/24/2023	V0279272	Stabling	91 Supplies	Rocky Mountain Compost Inc	Horse bedding	\$2,200.00
12	8/8/2023	V0278970	Trap Vil West	91 Supplies	McIntosh Oil Inc	July 2023 fuel	\$345.89
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$12,188.09</b>

<b>12 Auxiliary Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/8/2023	V0278974	Food Service	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Temp dining repairs	\$118.03
12	8/8/2023	V0278975	Food Service	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Temp dining repairs	\$338.22
12	8/21/2023	V0279194	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Temp dining/food serv	\$452.16
12	8/8/2023	V0278974	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$119.76
12	8/8/2023	V0278975	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Resident halls repairs	\$477.83
12	8/10/2023	V0279035	Res Halls	92 Servs/Fees/Repr/Maint	Altimus Distributing Inc	Housing:washer/dryer	\$537.41
12	8/24/2023	V0279247	Res Halls	92 Servs/Fees/Repr/Maint	Altimus Distributing Inc	Washer/dryer repair	\$418.77
12	8/24/2023	V0279274	Res Halls	92 Servs/Fees/Repr/Maint	Transfer Visa	Res halls repairs	\$864.76
12	8/8/2023	V0278974	Trap Vil Main	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV Main repairs	\$265.00
12	8/8/2023	V0278975	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main repairs	\$49.96

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/8/2023	V0278974	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV West repairs	\$2,884.22
12	8/8/2023	V0278975	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$539.24
12	8/10/2023	V0279036	Trap Vil West	92 Servs/Fees/Repr/Maint	Johnstone Supply	TV West repairs	\$55.45
12	8/24/2023	V0279249	Trap Vil West	92 Servs/Fees/Repr/Maint	3B's Plumbing	TV West plumbing	\$461.25
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$7,582.06</b>

### 12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/15/2023	V0279056	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem driver	\$41.00
12	8/22/2023	V0279229	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Drivers per diem	\$488.00
12	8/22/2023	V0279230	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem 3 trips	\$103.00
12	8/24/2023	V0279292	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem J Koritnik	\$205.00
12	8/29/2023	V0279319	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$80.00
12	8/15/2023	V0279042	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA training meals	\$1,690.00
12	8/17/2023	V0279099	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA training meals	\$2,845.00
12	8/17/2023	V0279100	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA training meals	\$1,290.00
12	8/17/2023	V0279101	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA Training meals	\$190.00
12	8/18/2023	V0279103	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals, movies, mini	\$2,485.18
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$9,417.18</b>

### 12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/9/2023	V0278990	Food Service	94 Utilities/Ins/Support	Park County Clerk	Aug 23 kitchen rent	\$1,000.00
12	8/2/2023	V0278932	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	\$358.00
12	8/15/2023	V0279049	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	July 23 heat	\$43.00
12	8/15/2023	V0279053	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	July 2023 heat	\$47.25

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/16/2023	V0279074	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	8/2/2023	V0278932	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable/internet	\$469.03
12	8/15/2023	V0279049	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	July 2023 heat	\$4.83
12	8/15/2023	V0279053	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	July 2023 heat	\$5.31
12	8/2/2023	V0278931	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light pole	\$7.73
12	8/2/2023	V0278932	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$1,320.61
12	8/15/2023	V0279050	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Heat July 23 TV West	\$330.46
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$6,986.22</b>

### 12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/9/2023	V0278985	Food Service	97 Other Operating Exp	Sodexo Operations LLC	July operations	\$16,760.14
12	8/3/2023	V0278940	Motor Pool	97 Other Operating Exp	VeriskyInsurance Info Exchange	dot screenings	\$57.60
12	8/7/2023	V0278966	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$46.81
12	8/8/2023	V0278970	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	July 2023 fuel	\$441.68
12	8/9/2023	V0278991	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$138.01
12	8/10/2023	V0279002	Motor Pool	97 Other Operating Exp	Wyoming Dept Transportation	plates for new van and tr	\$12.00
12	8/10/2023	V0279010	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc32 replace windshield	\$518.00
12	8/16/2023	V0279070	Motor Pool	97 Other Operating Exp	Mountain West Computers	fleet: binder packets	\$15.98
12	8/16/2023	V0279072	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc284 rock chip repair	\$60.00
12	8/21/2023	V0279194	Motor Pool	97 Other Operating Exp	Transfer Visa	Chairs	\$119.92
12	8/22/2023	V0279197	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$50.55
12	8/22/2023	V0279234	Motor Pool	97 Other Operating Exp	Transfer Visa	Fleet supplies	\$63.89
12	8/24/2023	V0279266	Motor Pool	97 Other Operating Exp	Big Horn Co-op Marketing	repair flat tires	\$30.00
12	8/14/2023	V0279040	Res Halls	97 Other Operating Exp	Transfer Print Shop	res hall guides, 425	\$93.00
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$18,407.58</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>12 Auxiliary Fund</b>							
12	8/15/2023	V0279055	Res Halls	98 Expend--Capital/Equip	Johnson Controls Fire Protection	Resident repair 50% repairs	\$4,755.30
12	8/22/2023	V0279201	Res Halls	98 Expend--Capital/Equip	Transfer Visa	Mattress, box springs	\$1,428.60
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$6,183.90</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>12 Auxiliary Fund</b>							
12	8/10/2023	V0279034	Trap Vil West	99 Exp-New Constr/Cap Impr	DJW Plumbing LLC	Plumbing-1414 Hawthorne,	\$2,819.64
12	8/15/2023	V0279054	Trap Vil West	99 Exp-New Constr/Cap Impr	Big Sky Fire Protection Serv LLC	Install new sprinkler in	\$577.02
12	8/24/2023	V0279250	Trap Vil West	99 Exp-New Constr/Cap Impr	Northern Indust Hygiene Inc	TVW:1412A Hawthorne	\$1,068.75
12	8/24/2023	V0279274	Trap Vil West	99 Exp-New Constr/Cap Impr	Transfer Visa	TV West-toilets	\$1,060.22
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>\$5,525.63</b>
			<b>Sum:</b>				<b>\$66,290.66</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>14 Comm Serv/Non-Credit Fund</b>							
14	8/17/2023	V0279096	Paint The Town Red	91 Supplies	Buck Wyold	Opening act	\$500.00
14	8/24/2023	V0279260	Paint The Town Red	91 Supplies	Michael C. Ahlstrand	DJ paint the town red	\$100.00
14	8/24/2023	V0279261	Paint The Town Red	91 Supplies	Vali Twin Cinema Inc	E Sports rent PTTR	\$150.00
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$750.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>14 Comm Serv/Non-Credit Fund</b>							
14	8/29/2023	V0279322	Art Gallery	92 Servs/Fees/Repr/Maint	Mrs. Emelyn W. Pimentel	JSAD sale	\$30.00
14	8/16/2023	V0279081	Music Festival	92 Servs/Fees/Repr/Maint	Vocal Jazz Academy Foundation Inc	2023 Wyoming academy	\$3,250.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$3,280.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>14 Comm Serv/Non-Credit Fund</b>							
14	8/17/2023	V0279097	Paint The Town Red	93 Assoc/Travel/Misc	Brave Enough Entertainment	PTR entertainment	\$5,000.00
14	8/29/2023	V0279305	Paint The Town Red	93 Assoc/Travel/Misc	NWC Foundation	Balloons for Paint the town red	\$280.00
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$5,280.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>14 Comm Serv/Non-Credit Fund</b>							
14	8/21/2023	V0279196	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Facebook ads	\$88.26
14	8/29/2023	V0279306	Paint The Town Red	97 Other Operating Exp	Teresa P. Stone	PTTR meals reimbursement	\$309.00
14	8/29/2023	V0279307	Paint The Town Red	97 Other Operating Exp	Robert L. Acton	PTTR meals reimbursement	\$644.00
14	8/29/2023	V0279308	Paint The Town Red	97 Other Operating Exp	Nahrin Stroh	PTTR meals reimbursement	\$463.00
14	8/29/2023	V0279309	Paint The Town Red	97 Other Operating Exp	That's a Wrap	PTTR meals reimbursement	\$412.00
14	8/29/2023	V0279310	Paint The Town Red	97 Other Operating Exp	Vali Twin Cinema Inc	PTTR meals reimbursement	\$67.00
14	8/29/2023	V0279311	Paint The Town Red	97 Other Operating Exp	The Pig and the Hog	PTTR meals reimbursement	\$361.00
14	8/29/2023	V0279312	Paint The Town Red	97 Other Operating Exp	Get Loaded BBQ	PTTR meals reimbursement	\$1,078.00
14	8/29/2023	V0279313	Paint The Town Red	97 Other Operating Exp	The Rolling Stove	PTTR meals reimbursement	\$493.00
14	8/29/2023	V0279314	Paint The Town Red	97 Other Operating Exp	Wicked Eats	PTTR meals reimbursement	\$932.00
14	8/29/2023	V0279315	Paint The Town Red	97 Other Operating Exp	Pizza Hut	PTTR meals reimbursement	\$540.00
14	8/29/2023	V0279316	Paint The Town Red	97 Other Operating Exp	Cafe 3 Zero 7	PTTR meals reimbursement	\$41.00
14	8/29/2023	V0279317	Paint The Town Red	97 Other Operating Exp	Smooth Ease	PTTR meals reimbursement	\$44.00
14	8/29/2023	V0279318	Paint The Town Red	97 Other Operating Exp	Island in Paradise	PTTR meals reimbursement	\$368.00
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$5,840.26</b>
			<b>Sum:</b>				<b>\$15,150.26</b>

<b>15 Continuing Educ Fund</b>							
15	8/3/2023	V0278944	Workforce Dev	91 Supplies	Transfer Visa	Delta trip food sup	\$226.57

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	8/18/2023	V0279104	Workforce Dev	91 Supplies	Transfer Visa	Food supplies Delta	\$346.81
15	8/22/2023	V0279212	Workforce Dev	91 Supplies	Transfer Visa	Delta class food supplies	\$307.24
15	8/22/2023	V0279212	Workforce Dev	91 Supplies	Transfer Visa	Delta supplies-grill	\$284.96
15	8/3/2023	V0278944	Wyo Works CDL	91 Supplies	Transfer Visa	CDL bus test	\$87.50
15	8/22/2023	V0279211	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$87.50
15	8/22/2023	V0279212	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$87.50
15	8/24/2023	V0279253	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug testing	\$452.50
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$1,880.58</b>

### 15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	8/9/2023	V0278988	Workforce Dev	92 Servs/Fees/Repr/Maint	Cengage Learning	D Kellett Ed 2 go	\$1,695.00
15	8/10/2023	V0279038	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR course	\$150.00
15	8/22/2023	V0279199	Workforce Dev	92 Servs/Fees/Repr/Maint	Transfer Visa	Hidden treasure charters-Scuba	\$1,344.72
15	8/3/2023	V0278953	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	Aug 2023 truck lease	\$2,500.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$5,689.72</b>

### 15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	8/4/2023	V0278956	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	July 2023 mileage	\$596.65
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$596.65</b>

### 15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	8/15/2023	V0279050	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Heat July 23 CTD	\$21.51
15	8/2/2023	V0278936	Wyo Works CDL	94 Utilities/Ins/Support	Hub International Mtn. States	Commercial CDL renewal	\$13,649.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$13,670.51</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>15 Continuing Educ Fund</b>							
15	8/10/2023	V0279037	Workforce Dev	97 Other Operating Exp	Marquis Awards	Level/tape measures,	\$782.76
15	8/3/2023	V0278954	Wyo Works CDL	97 Other Operating Exp	Rimrock Tire	CDL tire repairs	\$1,102.96
15	8/8/2023	V0278970	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	July 2023 fuel	\$2,013.24
15	8/21/2023	V0279195	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Car washes	\$61.00
15	8/22/2023	V0279214	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Grease, def, washerfluid,	\$114.87
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$4,074.83</b>
			<b>Sum:</b>				<b>\$25,912.29</b>

<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	8/2/2023	V0278926	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	\$193.80
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$193.80</b>

<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	8/16/2023	V0279088	Library One Time	93 Assoc/Travel/Misc	OCLC Inc	CC State E resources	\$2,137.08
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$2,137.08</b>

<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	8/14/2023	V0279040	Graduation	97 Other Operating Exp	Transfer Print Shop	SP23 diplomas, 9	\$6.10
22	8/22/2023	V0279219	Nelson Shoemaker Library	97 Other Operating Exp	Legislative Serv Office	Wyoming Session laws	\$72.00
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$78.10</b>
			<b>Sum:</b>				<b>\$2,408.98</b>



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>70 Plant Fund</b>							
70	8/9/2023	V0278986	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Gw Mechanical Inc	Barrack boiler project	\$44,433.82
70	8/15/2023	V0279052	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Gw Mechanical Inc	TV Main Boiler Bldg D	\$12,750.00
70	8/29/2023	V0279304	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Casper Winnelson Co	FAB boiler project	\$299.20
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$57,483.02</b>
			<b>Sum:</b>				<b>\$57,483.02</b>

<b>71 Capital Construction</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	8/24/2023	V0279255	Ashley Hall	92 Servs/Fees/Repr/Maint	Plan One Architects	Ashley contract	\$1,575.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$1,575.00</b>

<b>71 Capital Construction</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	8/9/2023	V0278984	Ag Pavilion ER	99 Exp-New Constr/Cap Impr	O'Connor Company	Ag AAON rooftop unit	\$19,630.00
71	8/15/2023	V0279044	Ashley Hall	99 Exp-New Constr/Cap Impr	Point Architects	Ashley remodel	\$525.67
71	8/15/2023	V0279046	Ashley Hall	99 Exp-New Constr/Cap Impr	Sherwin Williams	Ashley remodel paint	\$55.01
71	8/22/2023	V0279213	Ashley Hall	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	Ashley hall remodel	\$11,879.00
71	8/29/2023	V0279302	Library	99 Exp-New Constr/Cap Impr	O'Connor Company	Library Captiveaire Air Unit	\$15,650.00
71	8/16/2023	V0279080	Moyer CC AC	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	Moyer heating & cooling	\$40,931.10
71	8/22/2023	V0279227	Moyer CC AC	99 Exp-New Constr/Cap Impr	Elogic Inc	Moyer RTU replacement	\$16,830.00
71	8/9/2023	V0278987	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	Sci/Math hoods	\$20,000.00
71	8/15/2023	V0279052	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	Gw Mechanical Inc	Scci/Math pump replacemen	\$39,979.11
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>\$165,479.89</b>
			<b>Sum:</b>				<b>\$167,054.89</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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## Operating Funds – As of July 31, 2023

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,821,813	50,886	-3,770,927	1%			
Fees	1,167,000	10,861	-1,156,139	1%			
State Appropriations	12,210,826	1,286,504	-10,924,323	11%			
Local Tax Levy	3,972,000	0	-3,972,000	0%			
Other Sources	599,593	4,017	-595,576	1%			
Reserve Utilization	0	0	0	0%			
<b>Total Revenue</b>	<b>21,771,232</b>	<b>1,352,268</b>	<b>-20,418,964</b>				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,771,808	81,528	7,690,279	1%			
Public Service	96,455	0	96,455	0%			
Academic Support	1,714,940	173,293	1,541,647	10%			
Student Services	3,272,812	201,085	3,071,727	6%			
Institutional Support	5,599,742	385,951	5,213,791	7%			
Operations and Maint/Plant	2,539,476	171,192	2,368,284	7%			
Scholarships	776,000	0	776,000	0%			
<b>Total Expenditures</b>	<b>21,771,232</b>	<b>1,013,049</b>	<b>20,758,183</b>				

### Comments

**Tuition and Fees-** FY 2024 budgets were built on FY23 actual enrolment with historical attrition. At this point, Northwest College’s tuition and fee revenue is in line with the budget net of scholarships.

**State Appropriations-** The Wyoming Community College Commission has not completed the recapture redistribution calculation for FY 2023.

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

## Auxiliary Fund – As of June 30, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,012,800	200	-1,012,600	0%			
Residence Halls	1,254,429	9,594	-1,244,835	1%			
Bookstore	20,000	0	-20,000	0%			
Copy Center	177,143	3,152	-173,991	2%			
Motor Pool	213,950	0	-213,950	0%			
Other	753,306	92,223	-661,083	12%			
<b>Total Revenue</b>	<b>3,431,628</b>	<b>105,169</b>	<b>-3,326,458</b>				
<b>Expenditures by Service</b>							
Food Service	1,012,800	3,151	1,009,649	0%			
Residence Halls	1,272,577	19,894	1,252,683	2%			
Bookstore	20,000	0	20,000	0%			
Copy Center	176,645	11,096	165,549	6%			
Motor Pool	186,460	1,675	184,785	1%			
Other	763,145	30,582	732,563	4%			
<b>Total Expenditures</b>	<b>3,431,628</b>	<b>66,398</b>	<b>3,365,229</b>				

### Comments

**Food Service-** Northwest College budgeted 275 meal plans for Fall 2023 and 265 for Spring 2024. As of August 29, 2023, Northwest College had sold 320 meal plans for Fall 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.

**Residence Halls-** Northwest College budgeted 275 students to live in the residence halls for Fall 2023 and 265 for Spring 2024. Occupancy for Fall 2023 and Spring 2023 was divided between Simpson, Lewis and Clark, and Colter Halls. As of July 28, 2023, Northwest College's Fall 2023 occupancy was 305 students.

**Copy Center and Motor Pool-** Revenue for copy center (print services) and motor pool are recorded the month following when services are performed.

September 1, 2023

TO: President Watson

RE: First Quarter Budget Adjustments

Presented for your review are the first quarter budget adjustments for fiscal year 2024.

We have recorded revenue and expense for restricted grant fund budgets reflecting updated carryover as well as new grants beginning in this first quarter.

Recommended Action: Approval of the first quarter budget adjustments for the 2024 fiscal year.

**FIRST QUARTER BUDGET ADJUSTMENTS FOR FISCAL 2024**

**UNRESTRICTED CURRENT FUNDS**

<b>OPERATING FUND</b>				
	<b>Revenue</b>			
	<b>Expense</b>			
		Increase in Revenue		
		Increase in Expense		
<b>* INBRE 24 Grant</b>				
	Revenue	50,000	Record New Grant Year	
	Expense	(50,000)		
<b>* Adult Education 24 Grant</b>				
	Revenue (State & Federal)	178,005	Record New Grant Year	
	Expense	(178,005)		
<b>* AE ARPA Grant 24</b>				
	Revenue	130,015	Record New Grant	
	Expense	(130,015)		
<b>* Perkins 24 Grant</b>				
	Revenue	115,161	Record New Grant Year	
	Expense	(115,161)		
<b>* TRIO 23 Grant</b>				
	Revenue	187,742	Record Carry Forward Budget	
	Expense	(187,742)		
<b>* Gear Up 23 Grant</b>				
	Revenue	77,289	Record Carry Forward Budget	
	Expense	(77,289)		
<b>* SLEDS WCCC Institutional Research Project</b>				
	Revenue	34,000	Recorded New Grant	
	Expense	(34,000)		
<b>* UISFL Project 23 (International MSUB)</b>				
	Revenue	24,742	Record Carry Forward Budget	
	Expense	(24,742)		
<b>* Wyo Invest (WIP) 3 Virtual Reality Grants</b> (Nursing, Outdoor Rec & Anthro)				
	Revenue	8,299	Record New Grant	
	Expense	(8,299)		
<b>* Trio 24 Grant</b>				
	Revenue	401,710	Record New Grant Year	
	Expense	(401,710)		
		Increase in Revenue	1,206,963	
		Increase in Expense	(1,206,963)	
<b>TOTAL CURRENT FUNDS</b>	<b>ORIGINAL ADOPTED</b>	<b>Prior Adjustment</b>	<b>This Quarter</b>	<b>ADJUSTED BUDGET</b>
Budgeted Revenue	30,846,014	0.00	1,206,963	<b>32,052,977</b>
Budgeted Expense	(30,846,014)	0.00	(1,206,963)	<b>(32,052,977)</b>
Annual Balance	-	0.00	0.00	<b>0</b>

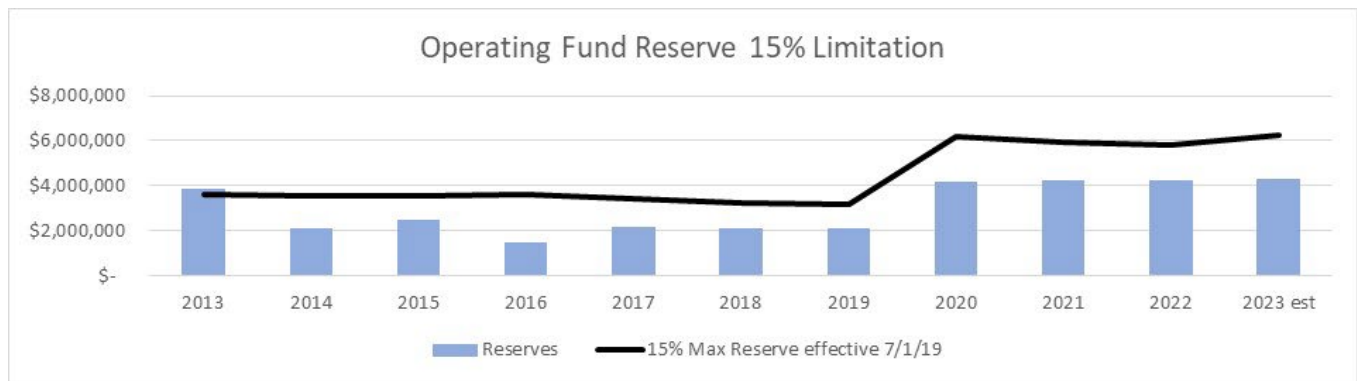
September 1, 2023

TO: Lisa M. Watson, President

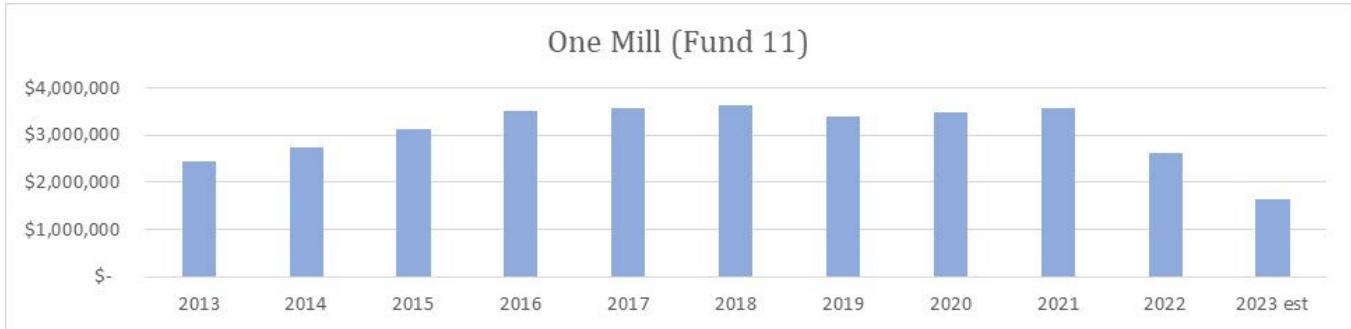
From: Mark Grant, Finance Director

RE: College Reserves Overview FY2023

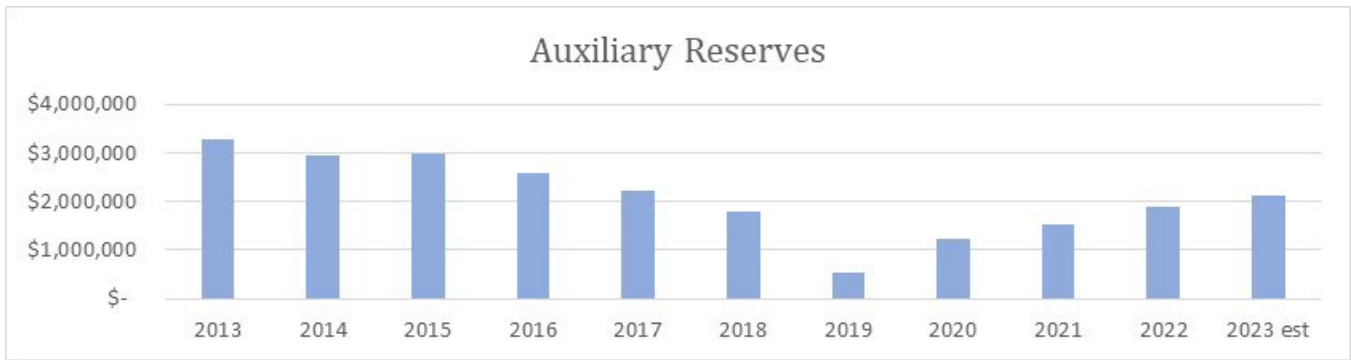
On an annual basis, the Northwest College Board of Trustees has requested a yearly summary of College reserves for the Operating Fund (Fund 10 and 15), One Mill Fund (Fund 11), Auxiliary Fund (Fund 12 and specific Fund 70 Departments) and Plant Fund (Fund 70 excluding departments included in auxiliary fund). In addition, sections have been added this year regarding funding the construction of a new student center and institutional transformation. The below reserve calculations are as of June 30, 2023, but before yearend close and thus remain estimates.



**Comments-** Operating reserves as of July 1, 2022, were \$4,258,562. Operating reserves after non-mandatory transfers for the year ended June 30, 2023, are estimated at \$4,277,200, an increase of \$18,638. A non-mandatory transfer to the student center for \$2,500,000 was required to ensure the college remained under the 15% reserve limitation set by the Wyoming Community College Commission and through Wyoming State Statutes. The reserve accumulation was due to multiple years of conservative spending and revenue exceeding conservative budgets related to tuition and fees (unknown effect of the pandemic), local levies (unexpected increase in gas and oil valuations), and faculty and staff being mindful of their spending and doing their part to save for the student center.

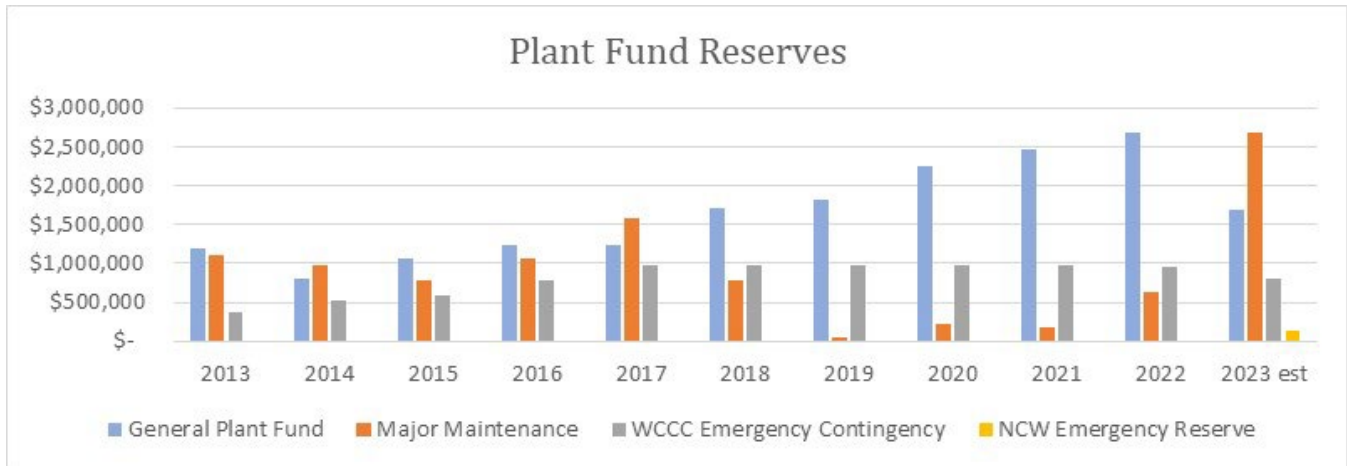


**Comments:** One Mill reserves on July 1, 2022, were \$2,630,536. One Mill reserves are estimated to be \$1,635,928 as of June 30, 2023. The reserves after non-mandatory transfers decreased by \$994,608. A non-mandatory transfer to the Student Center was made of \$1,603,408.



**Comments-** Auxiliary reserves on July 1, 2022, were \$1,880,687. Auxiliary reserves are estimated to be \$2,134,303 as of June 30, 2023. The \$253,616 increase is associated with occupancy at Trapper Village West exceeding budget and net revenue generated from student auxiliary facility fees and laundry fees.





**Comments-** General Plant Fund reserves on July 1, 2022 were \$2,680,854. The General Plant Fund reserve is estimated to be \$1,682,421 on June 30, 2023. The estimated decrease of \$998,432 is after a non-mandatory transfer of 1,000,000 to the Student Center.

Major Maintenance reserves were \$634,219 on July 1, 2022. Major Maintenance reserves are estimated at \$2,695,605 on June 30, 2023. Major Maintenance reserve will fluctuate based on the timing of major maintenance projects. The Major Maintenance reserve is restricted to projects approved by the Board of Trustees and the Wyoming Construction Department.

Emergency Contingency (WCCC) reserves on July 1, 2022 were \$953,301. Emergency Contingency reserve is estimated to be \$814,253 on June 30, 2023, a decrease of \$139,047. The reserve decreased primarily due to expenditures related to replacing two boilers in Colter Hall. The Emergency Contingency reserves are restricted to emergency project use and reported to the Commission.

The College has established an internal emergency contingency account to retain emergency fund levels. \$139,047.03 was transferred in the account to replace WCCC emergency fund usage. The goal is to retain 1,000,000 in emergency contingency funds for campus facility needs. Emergency Reserve (NWC) reserves on July 1, 2022 was \$0. NWC Emergency Reserve is estimated to be 139,047 on June 30, 2023.

**Student Center Funding**

The College is building a new student center and recently completed the temp dining facility. These facilities will be funded 50% through the State of Wyoming Construction Department and 50% through Northwest College in combination with the Northwest College Foundation. The table below is a brief overview of the construction costs and current funding. The table also contains potential funding sources to complete the project.

	<b>State</b>	<b>NWC</b>
<b>Total Funding Requirement for the Student Center</b>	14,911,668	12,219,088
<b>Funds sent to the state</b>	14,911,668	5,398,005
Expenses incurred Prior to 06/30/2022	389,574	289,574
Expenses incurred during FY23	2,799,983	2,857,207
Encumbered	2,225,683	2,230,520
	<b>9,496,428</b>	<b>20,704</b>
<b>Remaining Funding requirement</b>		<b>6,800,379</b>

**Transformational Reserves**

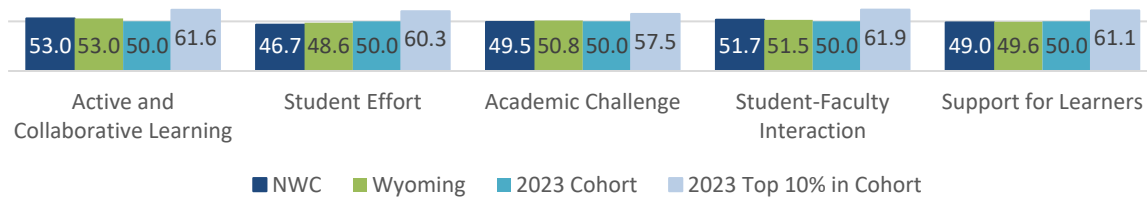
In 2019, the College began its work regarding a new strategic vision and determining the steps needed to transform its operations to minimize any impact from future budget reductions, whether due to state appropriations, local appropriations, or enrollment. At the same time as the strategic vision work was being performed, the College began preparing financially to implement the transformational work. The financial preparation has included transferring funds to a designated account in fund 22. These designated funds have accumulated from one-time-only state appropriations for transformational change, lost revenue earned through the Higher Education Emergency Relief Grant, and non-mandatory transfers. As of June 30, 2023, the College has designated \$1,705,000 for transformational change.



To: Lisa Watson, President  
 From: Lisa Smith, Institutional Research Manager  
 RE: Community College Survey of Student Engagement (CCSSE) 2023 Results Summary  
 Date: September 1, 2023

In Spring 2023, **243 NWC students completed the CCSSE survey**, for a **response rate of 27%** of NWC's post-high school population taking credit coursework. Across the United States, over 200,000 students are included in the CCSSE 2023 cohort.

CCSSE 2023 Benchmark Scores



### Highlights – Standard CCSSE Questions

- All NWC benchmark scores were higher in 2023 than in 2021.
- 93% of students would **recommend NWC to a friend or family member**.
- 89% rated their **overall educational experience at NWC as good or excellent**.
- 86% of **friends** and 85% of **immediate family** are quite a bit or extremely **supportive of students attending NWC**.
- 82% noted that NWC emphasizes **providing the support students need to help them succeed** at this college quite a bit or very much.
- 79% noted their NWC experience contributed to their ability to **think critically and analytically** quite a bit or very much.
- 79% noted their NWC experience contributed to their ability to **learn effectively on their own** quite a bit or very much.

### Highlights – Student Mental Health and Well-Being Special-Focus Questions

- 79% feel that **students' mental health and emotional well-being is a priority** at NWC.
- 58% would **know where to seek professional help** for their mental or emotional health.
- 53% felt that **emotional or mental difficulties hurt their academic performance** in the 4 weeks prior to taking the survey.
- 47% have been bothered by **feeling down, depressed, or hopeless** for at least several days over the 2 weeks prior to taking the survey.
- 25% noted that it is somewhat to very likely that **mental health or emotional well-being would cause them to withdraw** from class(es) or from NWC.

### Next Steps

This fall, campus groups will review the results and identify areas to inform strategic enrollment and departmental planning. NWC counselors are reviewing the Student Mental Health and Well-Being results as part of their planning to address the mental health of our students.

*The CCSSE survey and detailed results are available to all employees on the MyNWC Portal/Departments/Institutional Research/Institutional Data/CCSSE Results/CCSSE 2023.*

# OPERATIONAL PLAN

President's Office

## FY2023 Priorities

UPDATED 8/15/2023

Activity	Responsibility	Timeline	Measurement	Status
<b>STRATEGIC PLAN 2030</b>				
<b>1. PLAN DEVELOPMENT</b>				
<ul style="list-style-type: none"> <li>- Condense feedback from the 1<sup>ST</sup> May workshop</li> <li>- Develop a list of strategies for consideration</li> <li>- Host August workshop to evaluate measurable Strategic Goals and create Tactics</li> <li>- Assign tactics to relevant depts or committees</li> </ul>	Presidents Staff/Campus	September 30, 2022	Strategic outline completed	Complete  Complete
<b>2. PLAN REVIEW</b>				
<ul style="list-style-type: none"> <li>- Present strategic outline to Board for discussion</li> <li>- Receive feedback from Trustees</li> </ul>	President	Sept 12, 2022	Draft outline	Complete
<b>3. PLAN APPROVAL</b>				
<ul style="list-style-type: none"> <li>- Draft Strategic Plan is presented to Board</li> <li>- Final Strategic Plan is approved</li> </ul>	President	October 10, 2022 November 14, 2022	Draft Final Version	Complete
<b>4. OPERATIONALIZE PLAN</b>				
<ul style="list-style-type: none"> <li>- Develop workplan for each tactic. Includes activities, resources and timeline for completion</li> <li>- IEC identifies KPIs</li> </ul>	Depts with support of Presidents staff/IEC	June 2023  June 2023	Completed work plan  List of KPI's	Tactics collected by April Move operational work & KPI's to FY24

# OPERATIONAL PLAN

President's Office

## FY 2023 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<b>ADVOCATE FOR COMPENSATION AND BENEFITS</b>				
<ol style="list-style-type: none"> <li>1. Advocate for compensation increases</li> <li>2. Complete compensation review</li> </ol>	President and HR Director	<p>March 31, 2023</p> <p>June 30, 2023</p>	Meetings with legislators, Governor's budget, JEC	<p>Complete – compensation funded</p> <p>Complete</p>
<b>UPDATE &amp; IMPLEMENT MARKETING PLAN</b>				
<ol style="list-style-type: none"> <li>1. Expand marketing plan for college brand</li> <li>2. Expand marketing plan for strategic enrollment</li> </ol>	President and Communications Director	<p>April 30, 2023</p> <p>June 30, 2023</p> <p>April, June 2023</p>	<p>Website consultant review</p> <p>Develop and distr. RFP for Website (1,2)</p> <p>Attend conferences – RNL, 3E</p> <p>Completed marketing plan</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Continue FY24</p>
<b>UPDATE &amp; IMPLEMENT STRATEGIC ENROLLMENT AND RETENTION PLAN</b>				
	President and VPSS/ Enrollment Director	June 30, 2023	<p>Attend conferences – RNL, 3E</p> <p>Standing meeting with CMO, CEO, Enroll Serv Dir, VPSS</p> <p>Complete Assessment with RNL</p> <p>Completed enrollment plan</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Continue FY24</p>

# OPERATIONAL PLAN

President's Office

## FY 2023 Priorities

<b>PARTICIPATE IN WYOMING INNOVATIVE PARTNERSHIP</b>				
<ol style="list-style-type: none"> <li>1. <b>Oversee WIP 1 funded initiatives</b></li> <li>2. <b>Seek WIP 2 funds proposals</b></li> </ol>	President/ VPAA	June 30, 2023	WIP I – Architect design -VR grant -Course Sharing grant -Software Engineering	Continue to FY24
		February 28,2023	WIP II funds awarded and programs selected	-Tourism Coordinator (NWC)
		June 30, 2023	Contracts distributed and signed	-Creative Economy (SC, UW, NWC) - Construction Makerspace (UW+6?)
<b>LEAD CONSTRUCTION OF NEW STUDENT CENTER</b>				
<ol style="list-style-type: none"> <li>1. <b>Complete Level III Construction Docs/Bid</b></li> <li>2. <b>Determine Funding Sources</b></li> <li>3. <b>Foundation Capital Campaign</b></li> <li>4. <b>Complete Temp Dining Facility</b></li> <li>5. <b>Oversee Student Center construction startup</b></li> </ol>	President VPASF Foundation Dir	June 30, 2023	-Contractors awarded - Construct Temp Dining Building Student Center bldg.: -Abatement -Jan2023 -Demolition -April 2023 -initiate construction	Complete Complete Complete Complete
			-Funding determined  -50% of the Foundation campaign committed	Complete  Surpassed goal 69%

# OPERATIONAL PLAN

President’s Office

## FY2024 Priorities

*UPDATED 9/5/2023*

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 1: INNOVATE ACADEMIC PROGRAMMING</b>				
IDENTIFY AND IMPLEMENT ACADEMIC PROGRAMS THAT SUPPORT ECONOMIC DEVELOPMENT & WORKFORCE NEEDS (1.1) <ul style="list-style-type: none"> <li>1. Participate in Wyoming Innovative Partnership                             <ul style="list-style-type: none"> <li>a. Oversee WIP I funded initiatives.                                     <ul style="list-style-type: none"> <li>i. Outdoor Ed/Tourism</li> <li>ii. Virtual Reality</li> </ul> </li> <li>b. Oversee WIP II funded initiatives.                                     <ul style="list-style-type: none"> <li>i. Tourism</li> <li>ii. Creative Economy</li> <li>iii. Software Engineering</li> <li>iv. Makerspace</li> </ul> </li> <li>c. Seek WIP III fund proposals as appropriate</li> </ul> </li> </ul>	President/ VPAA	<ul style="list-style-type: none"> <li>June 30, 2024</li> <li>June 30, 2024</li> <li>Pending Leg24</li> </ul>	WIP I – OE/Tourism equipment acquired & installed WIP I – VR proposal complete WIP II – -OE/Tourism -tourism coord. Pos & programming -Creative Economy – Workshops -Software Engineering- Instructor/instruction -Makerspace – Construction – small tools  WIP II -Year 2 (cont) or new proposals WIP III TBD	Ongoing

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>CREATE NEW GRANT DEPARTMENT &amp; PROCESSES (1.1.4)</p> <ol style="list-style-type: none"> <li>1. Grant Organizational development                             <ol style="list-style-type: none"> <li>a. Policy and Procedure review</li> <li>b. Research and planning</li> <li>c. Professional development</li> </ol> </li> <li>2. Grant applications and proposal                             <ol style="list-style-type: none"> <li>a. Staffing</li> <li>b. Technical Assistance</li> <li>c. Grant writing</li> </ol> </li> </ol>	<p>President/ Foundation Exec Director/ Finance Director</p>	<p>June 2024</p>	<p>1a. Policy and procedures refined or created 1b. Funding Roadmap &amp; Calendar 1c. Annual training held</p> <p>2a. Hire grant writer 2b. Technical assistance 2c. 3 grants completed annually</p>	
<p>EXAMINE AND REDESIGN ACADEMIC PROGRAM REVIEW PROCESS (1.5.1)</p> <ol style="list-style-type: none"> <li>1. Conduct academic program demand analysis</li> <li>2. Reinvigorate formal academic program rotation and review</li> </ol>	<p>Pres Staff / VPAA / AAC</p>	<p>Fall 2023</p> <p>1<sup>st</sup> rotation cycle of programs due May 1, 2024</p>	<p>-Completed academic program report and model(?)</p> <p>-Completed program reviews for 1<sup>st</sup> rotation programs</p>	



# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 2: ATTRACT NEW STUDENTS AND QUALITY EMPLOYEES</b>				
<p>ENHANCE THE NWC BRAND THROUGH NEW INVESTMENT IN MARKETING AND COMMUNICATION TO IMPROVE RECRUITMENT, INSTITUTIONAL REPUTATION, AND ALUMNI ACROSS THE STATE AND REGION (2.1)</p> <ol style="list-style-type: none"> <li>1. Educate the campus on brand &amp; identity.</li>   <li>2. Develop and complete a more robust Marketing Plan               <ul style="list-style-type: none"> <li>○ Expand marketing strategies for the college brand.</li>   <li>○ Expand marketing strategies for strategic enrollment.</li> </ul> </li>   <li>3. Ensure the website serves the target audience(s) and supports enrollment initiatives.</li> </ol>	<p>President and Communication Director</p>	<p>June 30, 2024</p>	<ul style="list-style-type: none"> <li>-Brand and identity Guide</li> <li>-Host informational sessions on how to use Guide &amp; campus branding standards</li>   <li>-Contract with a marketing consultant</li> <li>-Evaluate target audiences</li> <li>-Select Key Messaging</li> <li>-Market to target programs</li> <li>-Create messaging based on targeted generations</li> <li>-Prioritize Media to use</li> <li>-Finalize written marketing plan</li>   <li>Website Redesign</li> <li>-Contracted Website firm</li> <li>-Modernize code</li> <li>-Meet accessibility (ADA)</li> <li>-Navigation clean-up &amp; content structure (architecture), SEO</li> <li>-Complete visual redesign</li> </ul>	

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>ELEVATE STRATEGIC ENROLLMENT EFFORTS (2.2)</p> <ol style="list-style-type: none"> <li>1. Assess and Refine strategic enrollment (recruitment &amp; retention) structure.</li> <li>2. Create a strategic enrollment plan.                             <ol style="list-style-type: none"> <li>a. Recruitment</li> <li>b. Retention</li> </ol> </li> <li>3. Educate the campus on the Strategic Enrollment Management plan and constituent roles.</li> </ol>	<p>President and VPSS/ Enrollment Director</p>	<p>June 30, 2024</p>	<ul style="list-style-type: none"> <li>-Assessment of the current recruitment process</li> <li>-Assessment of the current retention process</li> <li>-Contract with an enrollment consultant</li> <li>-Completed Strategic Enrollment Plan</li> <li>-Host information sessions on SEM plan and roles.</li> </ul>	
<p>ATTRACT AND HIRE HIGHLY QUALIFIED FACULTY AND STAFF (2.3)</p> <ol style="list-style-type: none"> <li>1. Advocate for compensation at market level</li> <li>2. Continue compensation review</li> </ol>	<p>President/ HR Director</p>	<p>June 30, 2024</p>	<ul style="list-style-type: none"> <li>-Meetings with legislators, Governor's budget, JEC</li> <li>-Review national, regional, and local compensation information for comparators</li> </ul>	

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 3: CHAMPION STUDENT AND EMPLOYEE RETENTION AND SUCCESS</b>				
DEVELOP AND RETAIN A HIGHLY QUALIFIED FACULTY AND STAFF (3.3) 1. Create Professional Development Endowment  2. Advocate for compensation and benefits	President/ President's Staff/HR Director	June 30, 2024	-Fund Endowment -Determine guidelines for the distribution of funds  Meetings with legislators, Governor's budget, JEC	
RESEARCH HIGHER EDUCATION BEST PRACTICES IN FLEXIBLE WORK ARRANGEMENT MODELS (3.4.3) 1. Conduct surveys regarding the impact on/preferences from -Students -Employees -Community	President's Staff/HR Director	December 2023          June 2024	-Identify examples for campus -Review survey data       -Explore feasibility	

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 4: REVITALIZE CAMPUS</b>				
<p>BUILD, ENHANCE, AND SUPPORT CAMPUS INFRASTRUCTURE TO COMPETE WITH REGIONAL INSTITUTIONS</p> <ol style="list-style-type: none"> <li>1. Compete and Implement a new Facilities Master Plan (4.1.1)</li> <li>2. Lead Construction of new Student Center (4.1.2)               <ol style="list-style-type: none"> <li>a. Manage temporary dining operations</li> <li>b. Oversee Construction of Student Center building</li> <li>c. Complete Foundation Vibrancy Capital Campaign (4.4.2)</li> </ol> </li> </ol>	<p>President, VP's, Foundation Director</p>	<p>June 2024</p>	<p>Completion of new Master plan document</p> <ul style="list-style-type: none"> <li>-Transition to temp dining facility</li> <li>-Monitoring dining operations and student satisfaction</li> <li>-Continue management of the project thru weekly operational construction meetings to meet the project timeline</li> <li>-Secure 100% of campaign commitments</li> </ul>	

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>RETAIN THE FOCUS ON OPERATIONAL EFFICIENCIES</p> <p>1. Implement &amp; Foster Engagement in Strategic Plan 2030 (4.3.1)</p> <p style="padding-left: 20px;">a. Refine and prioritize tactics to include activities, resources, and timeline for completion.</p> <p style="padding-left: 20px;">b. Identify Key Performance Indicators (further define/tactics?)</p> <p style="padding-left: 20px;">c. Communicate and engage with the campus community and departments to sustain strategic focus.</p> <p>2. Identify and design implementation of HLC quality initiative project (4.3.2)</p> <p>3. Create policy review cycle (4.3.3)</p>	<p>Campuswide Depts with support of Presidents staff</p> <p>Pres Staff / VPAA / VPSS / AAC</p> <p>President</p>	<p>September 2023</p> <p>Annual</p> <p>Ongoing</p> <p>December 2023</p> <p>Pending HLC approval</p> <p>November 2023</p>	<p>Completed operations plan and strategic plan tactics review</p> <p>-Track and report KPI progress</p> <p>-Monthly/Quarterly / Annual strategic plan updates</p> <p>Receive approval from HLC for the initiative.</p> <p>-Develop initiative process and timeline</p> <p>- Begin Implementation</p> <p>-Develop a timeline for policy review</p> <p>-Assign policies to respective VP/President</p> <p>-Review policies for relevancy, accuracy, regulation, and best practice</p>	



**MEMORANDUM**

**September 11, 2023**

**TO:** Lisa Watson, President  
**FROM:** Dave Erickson, Interim Vice President for Academic Affairs  
**SUBJECT:** Request for approval of course fee

**Requested Board Action: Approval of course fee changes**

I request your approval of course fee changes as identified in the attached chart.

Thank you.

A handwritten signature in blue ink, appearing to read "Dave Erickson", is located below the text of the memorandum.

**COURSE FEE REQUESTS**  
**Presented to the Board of Trustees on September 11, 2023**

**Division:** Health Professions Division  
**Division Chair:** Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
Emergency Medical Services Paramedicine	EMT 2500: Emergency Medical - Advanced	\$198	\$230	10	\$2300	\$320	Fall 2023	The EMT & Paramedic program is changing testing vendors to Platinum Educational.

**Division:** Health Professions Division  
**Division Chair:** Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue DEcrease	Effective Semester	Rationale
Emergency Medical Services Paramedicine	EMT 1500: Emergency Medical Tech - Basic	\$375	\$185	24	\$4440	(\$4560)	Fall 2023	The EMT & Paramedic program is changing testing vendors to Platinum Educational.

**Division:** Health Professions Division  
**Division Chair:** Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
Emergency Medical Services Paramedicine	EMT 1650: Emergency Medical Tech – Basic to Advanced	\$408	\$415	10	\$4150	\$70	Spring 2024	The EMT & Paramedic program is changing testing vendors to Platinum Educational.

**Division:** Health Professions Division  
**Division Chair:** Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue <b>DEcrease</b>	Effective Semester	Rationale
Emergency Medical Services Paramedicine	EMT 2700: Paramedic Capstone	\$262	\$100	10	\$1000	(\$1620)	Spring 2024	The EMT & Paramedic program is changing testing vendors to Platinum Educational.