

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, October 16, 2023
4 p.m. – Business meeting
CTD Building, Trapper West Campus, Powell

Zoom: <https://nwc.zoom.us/j/95921417429?pwd=SnBJeDBNY0dYWWhV2SFVpRDdYMTNrdz09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 959 2141 7429; Password: 436636

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- A III. Consent agenda**
 - Minutes**
 - A. [Approve minutes of the regular meeting of September 11, 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](#)
- IV. Discussion/informational items**
 - A. [NWC Strategic Plan update](#)
 - B. [Longitudinal Enrollment Report](#)
 - C. [Schedule Winter Board Retreat](#)
- V. 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 VI. Unfinished business

A VII. New business

- A. [Major Maintenance project adjustments](#)
- B. [Course/Lab Fee Proposal](#)

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

- A. November 13, 2023, Upcoming
 - 1. Wyoming Postsecondary Education Options
 - 2. Marketing Update – FY23
 - 3. Review Board self-assessment
 - 4. Distribute the President’s evaluation
 - 5. Academic calendars
 - 6. Preliminary audit report
 - 7. Statewide legislative update
 - 8. Nomination committee for Board officers
 - 9. Winter Board professional development/retreat reminder
 - 10. Holiday party
 - 11. Other TBD
- B. Future and follow-up topics

IX. Announcements

- A. Second Half-term classes, October 17, 2023
- B. Men’s & Women’s Region IX Tournament, Oct. 21, 2023, TBA
- C. Volleyball vs. CWC, October 24, 2023, 6:00 p.m., Cabre Gym
- D. Men’s & Women’s Soccer Region IX Semi-Finals, October 27, 2023
- E. Volleyball vs. Gillette, October 27, 2023, 6:00 p.m., Cabre Gym
- F. J. “Al” Johnson Forensics Tournament, October 28-29, 2023, Powell
- G. Volleyball Region IX Tournament, November 1-4, 2023, TBA
- H. Concert Band, Choir, & Percussion, November 6, 2023, NPA
- I. Advising Day November 7, 2023, ORB building & various
- J. Jazz Expo w/combos, November 11, 2023, NPA
- K. Men’s & Women’s Soccer National Tournament November 12-18, 2023
- L. Next meeting, November 13, 2023, 4:00 p.m., Meeteetse

A X. Adjournment

A=Action item

MISSION:

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

VISION 2030:

CHAMPION
Student & Employee Success

INNOVATE
Academic Programming

VISION 2030

REVITALIZE
NWC Campus

ATTRACT
Students & Employees

DISTINCTION

DESTINATION

**Board Priorities
FY 2024**

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

**President's Priorities
FY 2024**

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

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

September 11, 2023

- MEMBERS PRESENT:** President DR. MARK WURZEL; Treasurer MR. BOB NEWSOME; and Trustees MR. JOHN HOUSEL, MS. TARA KUIPERS, MS. DENISE LAURSEN, and MR. DUSTY SPOMER.
- MEMBERS ABSENT:** Trustee DR. LARRY TODD
- OTHERS PRESENT:** MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON; MS. AMY BURTON; MS. JENNIFER CANNIZZARO; MR. AUSTIN CONKLIN; MS. JONEEN COSTIGAN; MR. DUSTIN DICKS; MS. AMANDA ENRIQUEZ; MS. KIM FLETCHER; MS. TRACY GASAWAY; MR. MARK GRANT; MR. STEVEN HAGGARD; MR. ERIC HAGMANN; MS. JO ANN HEIMER; MR. JEREMIAH HOWE; MS. STACY KUENN; MS. JEN LITTERER-TREVIÑO; MR. JACK MCGRATH; MS. BROOKE MERKEL; MS. CAREY MILLER; MS. REBECCA MONCUR; MR. DENNIS QUILLEN; MS. JOAN SIMPKINS; MS. LISA SMITH; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MR. JEFF TROXEL; MR. ANDY WARD; MR. RONNIE WOLFE; 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, September 11, 2023, at 4:03 p.m. in the Yellowstone Building Conference Center.

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

MISSION MOMENT:

New Employee Introductions President Watson welcomed new employees, as well as those employees whose positions had changed. She introduced those who were in attendance to Trustees: **Amy Burton**, Interim TRIO Career and Transfer Associate; **Austin Conklin**, Assistant Professor of Anatomy and Physiology; **Joneen Costigan**, Fixed Term Instructor of Nursing; **Mark Grant**, Finance Director; **Steven Haggard**, Fixed Term Instructor of Emergency Medical Services; **Eric Haggmann**, Fixed Term Instructor of Vocal Music; **Stacy Kuenn**, Instructor of Business; **Jack McGrath**, Assistant Professor of Criminal Justice; **Joan Simpkins**, Interim Senior Office Assistant for Human Resources; **Jeff Troxel**, Fixed Term Instructor of Music; and **Ronnie Wolf**, Interim Multimedia Production Specialist.

New and reassigned employees who were unable to attend include **Joshua Buhmann**, Interim Campus Security Coordinator; **Christopher Christen**, Temporary Campus Security Assistant; **Faith Johnson**, Library Coordinator; **Jessica Kasinger**, Interim Admissions Representative; **Lori McKearney**, Interim Adult Education Instructor; **Calli Nissen**, Fixed Term Instructor of Art; **Denise Schuler**, Fixed Term Instructor of Nursing; **Ana Vazquez Madera**, Visiting Fulbright Scholar for Spanish; **Haley Harrison**, Facilities Assistant – Custodial; **Mandy Joy**, Facilities Supervisor – Custodial; **Nydia Jurado**, Interim Business Office Assistant; **Rebecca Voss**, Library Director.

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

Trustee Housel stated he is pleased to see the Temporary Dining facility's operations are running smoothly.

President Watson stated that much planning went into the facility's building

and operation. She commended the many individuals who worked hard to ensure its opening went smoothly. The pizza meal exchange in the Trap has been well received, and extra seating in the Conference Center has been made available. Students eat in thirty-minute increments in the Temp Dining building, and a shuttle service is available for transportation from various areas on campus. President Watson has ridden the shuttle bus, spent time in the Temp Dining and the Trap during lunch, and feels that everything is operating well. She expects the shuttle to be utilized more during colder weather, and a second shuttle or van could be used if necessary.

Trustee Housel thanked President Watson for hosting the Men's and Women's Soccer and Volleyball teams for dinner.

In response to a question from Trustee Housel, President Watson stated that the seventy-five employment packets referred to in the Administrative Services report are for student employees.

Trustee Housel stated that he is pleased to see that interest rates are being compared at local financial institutions and that a long-term strategic plan is being developed for cash management.

Trustee Kuipers appreciates everyone involved in Paint the Town Red planning and activities. She feels it was an incredible night with a sense of community that Northwest College should be proud of.

President Watson highlighted a couple of items in the Reserve Overview Report and stated that she feels that the College is doing a good job of managing its revenue and matching expenditures to those revenues while also planning fiscally for projects.

The Wyoming Community College Commission and state statutes dictate that the Operating Fund Reserve remains under the 15% reserve limitation. This reserve fund is necessary to ensure payroll and other expenses can be covered if there is no cash flow. Due to planned conservative spending, it has been possible to utilize the surplus to fund the Student Center and other projects.

President Watson reminded Trustees that a few years ago when faced with the issues at Cody Hall, \$3 million of the One Mill (Fund 11) was designated for capital project use. Therefore, this fund reserve has intentionally trended down as it is used for the Student Center.

The auxiliary reserves are increasing due to increased occupancy at Trapper Village West and revenue from student auxiliary facility fees and laundry fees. President Watson reminded Trustees that there were increased costs from consumables and transition costs associated with feeding students while the Student Center is built. There is expected to be a loss again this year.

President Watson stated that Major Maintenance money is constantly being spent on various projects, and we cannot build reserves in that area. The year-to-year reserve balance fluctuates based on the size of projects and paying on a project over time.

The Emergency Contingency (WCCC) reserve is old coal board lease money given to the community colleges and the University for emergency project use. It must be reported to the Commission as it is utilized. The money decreased in this account primarily due to replacing the failed boilers in Colter Hall.

Coal money is no longer received from the State; therefore, the College shall utilize the funds while replacing it simultaneously to always have an unencumbered emergency account of approximately \$1 million. Currently,

funds remain in the WCCC account and are being put into the new internal emergency account to replace the monies spent from the former.

The College aims to maintain Fund 10 at the operational level, retain at least \$1 million in emergency plant reserves, and ensure that auxiliaries have some reserves to handle more minor emergencies.

President Watson directed the Trustees' attention to a spreadsheet in the Reserves Overview report that illustrates the year-to-date funding for the Student Center project. At the end of FY2023, the College still owes \$6.8 million, which does not include the Foundation's campaign of \$3.5 million. President Watson feels that with another year of conservative spending and flexibility built into the plan to keep costs as expected, the College is on track financially with the project.

In response to a question from Trustee Housel, President Watson stated that she created the Transformational Reserve account from HEERF money to help fund transformational change initiatives. This year, \$150,000 was added to support the academic program review project as outlined in the Strategic Plan. The remaining funds will be utilized for program development, marketing, and enrollment initiatives.

President Watson explained that while looking at the reserve accounts is not a full accounting of all cash holdings, it is close. The College considered what the cash flow needs would be for the next fiscal year and worked with the bank to receive higher interest rates. CDs have been purchased to maintain flexibility for the Student Center funding and other project needs. As they mature, needs will be reevaluated, and the money can be reinvested or utilized as needed. President Watson reminded Trustees that area financial institutions must express their interest and capacity to work with the College each year because they must pledge asset collateral for funds the College holds with them.

Motion carried, and the consent agenda, including the minutes of the August 14, 2023, regular meeting, was approved.

DISCUSSION/ INFORMATIONAL ITEMS:

CCSSE Report

Lisa Smith reported that the Community College Survey of Student Engagement (CCSSE) is a survey the College conducts every other year. The Wyoming Community College Commission pays for all community colleges in the state to participate in the survey. Many two-year institutions across the country participate, and this year, there were over 200,000 students who took the survey and are included in the CCSSE 2023 cohort.

In the spring of 2023, 243 Northwest College post-high school students completed the survey, with a response rate of 27%. This is a lower response rate than in the past when the survey was conducted in classes. Since COVID, the survey has been conducted online. Dual and concurrent students are not surveyed.

Lisa shared the benchmark scores, which compare Northwest College's results with those of the other Wyoming community colleges, the national cohort, and the top 10% of institutions in the cohort. All the CCSSE benchmark scores are normalized around 50, meaning if the score is above 50, the score is above average, with most institutions falling between 40 and 60. Questions on the survey either fall into one of the benchmark categories or are standard, stand-alone questions.

Northwest College scored above average (53.0) in active and collaborative learning questions, slightly below average (46.7) in student effort questions, right at average (49.5) for academic challenge questions, above average (51.7) for student-faculty interaction questions, and slightly below average (49.0) for support for learners. Lisa noted that all the College's benchmark scores were higher in 2023 than in 2021.

Lisa shared highlights from the standard questions: 93% 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 members are quite a bit or extremely supportive of students attending NWC; 82% believe NWC emphasizes providing the support students need to help them succeed; 79% noted their NWC experience contributed to their ability to think critically and analytically; and 79% believe their NWC experience contributed to their ability to learn effectively on their own.

Lisa stated there were also special focus questions related to student mental health and well-being, with highlights as follows: 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 four weeks before taking the survey; 47% have been bothered by feeling down, depressed, or hopeless for at least several days over the two weeks before taking the survey; and 25% noted that it is somewhat to very likely that mental health or emotional well-being would cause them to withdraw from classes or from NWC. Lisa feels these results indicate the necessity of services to help these students.

Lisa explained that the full results are available to employees on the portal. The results will be shared with various leadership and campus groups to help inform relevant departmental planning. She has shared the mental health and well-being results with the Student Success Center Counselors, who will use them to address student needs.

President Wurzel expressed concern that over half of the students who participated in the survey stated that their emotional or mental well-being hurts their academic performance.

Lisa Smith reported that the numbers are comparable to statewide and national survey results.

Upon invitation from President Watson, Counselor Kim Fletcher stated that during her tenure at Northwest College, she had noticed a decline in the mental health of both American and international students. She feels it can partly be attributed to COVID-19, isolation, and social media.

Kim stated that she is working to develop a support group for students called "Better Together." The survey indicates that students are more likely to talk to a friend than to seek help from a mental health professional. The group is meant to be about students helping students, and there will be workshops that teach coping and life skills. Kim will present her proposal to the Student Senate at their meeting later in the week. She is envisioning this as becoming a mental health movement and is seeking a grant to provide financial support.

Trustee Spomer stated the survey results are concerning, and he appreciates the creativity of the idea of students helping students. He is concerned, however, that young students might not be developmentally equipped to deal with another student who may be in serious mental trouble.

President Watson stated that besides existing counseling services, the student support group would not be the only resource for students who are struggling. There would be training for students to understand the difference between when they can help and when professional help is needed.

Kim stated that her vision includes educating students on the various resources available on and off campus. She recognizes that students always helping other students can be a problem as well; therefore, she wants to provide the skills necessary for them to identify when additional help is needed.

President Watson stated that Northwest College utilizes a HELP alert system where employees and faculty members can initiate an alert for a student they have concerns about academically or otherwise. The alert is sent to the appropriate department, which then reaches out to the student to offer services.

President Wurzel noted that he feels mental health issues are beginning before students arrive at college and questioned whether Northwest College should be working with K-12 superintendents to address the problem.

Kim stated that many students seeking counseling in her office have already worked with professionals and know what they're dealing with. When students reach college age, many no longer have parental support. She feels the support group would help students get out of their rooms and connect with others.

In response to a question from Trustee Laursen related to the timing of the survey and if it might have impacted the results, Lisa stated the survey was administered mid-February through mid-March. Students may be feeling homesick, stressed about classes and grades, etc. She noted that in the standard CCSSE questions, 82% of students who responded to the survey indicated that NWC emphasizes providing the support students need to help them succeed.

President Watson also noted that 79% feel that students' mental health and emotional well-being is a priority at Northwest College. She thinks it reflects the services and support they likely received at the College.

Trustee Spomer expressed concern that many classes have moved to online or hybrid versions. There is a loss of student-to-student and student-to-instructor interaction.

President Watson stated that nationwide, the percentage of online coursework has increased. When surveyed, students request more online learning options, which institutions provide. Northwest College offers live instruction, online classes, and hybrid options, which consist of the opportunity to attend in person or online.

Trustee Housel noted an increasing number of nationwide studies that indicate the harmful effects of social media. Legislators have begun an attempt to restrict the use of social media among the younger age groups.

President Watson stated that most NWC students are legal adults. The College approaches the problem by providing opportunities for engagement through clubs, activities, etc., and various support services.

President Wurzel stated that the statistics are alarming, and the Board would be interested in a follow-up report on Kim's proposal and other mental health-related initiatives.

Trustee Kuipers expressed her appreciation to the Trustees for engaging in the discussion, as it's an issue that affects every facet of the institution, and she feels the conversation is critical.

President's Operational Plan 2023

President Watson presented the 2023 President's Operational Plan for review. She stated that it's a good reminder of the efforts and successes of the College the prior year, all while inspiring and educating students.

For instance, last year, the Strategic Plan was finalized, the College successfully made compensation gains, and progress was made on marketing and strategic enrollment work. The Wyoming Innovative Partnership (WIP) work continued, and the College received grant funding for the following year in addition to the continuation of the original funds for the Outdoor Recreation academic space. Project and fiscal planning for the Student Center and the Temporary Dining Facility building continued throughout the year.

President's Operational Plan 2024

President Watson stated that the President's Staff worked to develop the 2024 President's Operational Plan and ensure it aligned with the Strategic Plan. The operational document itself was redesigned to include the four pillars and the associated work that would be focused on and accomplished this year:

Pillar 1: Innovate Academic Programming

Identify and implement academic programs that support economic development and workforce needs.

President Watson stated that the Governor and legislators have clarified that this is their priority. The College has and will continue to participate in WIP and participate in grants that make sense for Northwest College. As the College works through academic program demand analysis and programmatic review, it will utilize WIP to move programmatic needs.

Create new grant department and processes.

President Watson stated that she has reviewed financial reports showing some small institutions receiving up to 30% of their revenue from grants. The College stepped away from grant writing with budget cuts and staffing losses, and she feels it needs to return to this work.

Ellucian, the company that provides Colleague to the College, has a specialty group that assists colleges in setting up and running successful grant programs. They will work with a team on campus to develop policies and procedures, help research opportunities, and offer professional development for grant writing and grant accounting. They will also help the College write at least three grants every year for up to three years and provide technical assistance. President Watson favored this company because their goal is to help you get started, operational, and succeed. She seeks to hire a grant writer to support building a future revenue stream and programmatic support for the College. This work will begin in October.

Examine and redesign academic program review process.

President Watson stated that an academic program demand analysis will be conducted, and the formal academic program review will be reinvigorated. These efforts will lead the College in its future programmatic focuses.

Pillar 2: Attract New Students and Quality Employees

Enhance the NWC brand through new investment in marketing and communication to improve recruitment, institutional reputation, and alumni across the state and region.

President Watson stated that it's essential to educate the campus community on the brand's value and clearly define it when working on the marketing plan.

President Watson stated the College plans to contract with a marketing consultant to evaluate its current work with target audiences. The academic demand analysis will help to inform who the target audiences are. Current messaging and delivery will then be assessed to ensure they meet potential students' interests.

The College has chosen the vendor Modern Campus to work with on the website redesign. They work primarily with clients in higher education, including several in Wyoming. Modern Campus can provide the content management system, content, website design, platform, search engine optimization, and ADA compliance. It is the only vendor that replied to the RFP that can do it all. The existing website will stay up and running while the new website is being built.

There is federal pressure for institutions to provide information to students regarding the economic outcome of their chosen area of study. Modern Campus offers a module called Pathways. Each academic program will have a webpage that describes the program, necessary courses, etc. On the side of each is a pathway that pulls data from places like the Bureau of Labor Statistics that will describe the median earnings and how many jobs are available in the student's region. This would be available for all programs, including career and technical.

In response to a question from Trustee Housel, President Watson stated the vendor anticipates a three-to-five-month timeline to complete the project. A committee will be formed to review the current content and provide feedback and input on the design. She expects to roll out the new website in mid-spring.

Elevate Strategic Enrollment Efforts.

President Watson stated that there will be an assessment this fall on the current recruitment and retention processes with an enrollment consultant. A Strategic Enrollment Plan (SEM) will be developed with the consultant's assistance to help guide the Enrollment Services department. There will be informational sessions on the SEM to help employees understand their role in recruitment and retention efforts.

Attract and Hire Highly Qualified Faculty and Staff.

President Watson will continue to advocate with legislators for compensation at market levels. The community colleges are focusing on a sustainable inflationary cost adjustment for the next legislative session, ensuring they can keep up with increased costs such as utilities, insurance, and compensation.

Pillar 3: Champion Student and Employee Retention and Success

Develop and Retain a Highly Qualified Faculty and Staff.

President Watson stated that professional development funding was a casualty of the past budget cuts. The College has flexible funds received through rent and bookstore commissions. Investing those funds through the Foundation would create an endowment to provide a consistent income stream for faculty and staff to apply for and participate in professional development opportunities.

President Watson reiterated that employee compensation and benefits will remain a priority.

Research Higher Education Best Practices in Flexible Work Arrangement Models.

President Watson stated the College would explore the feasibility of a flexible work arrangement in an institution designed around service. While students are inquiring about their options for instructional delivery, employees are also wondering about options for flexible work arrangements.

Pillar 4: Revitalize Campus

Build, Enhance, and Support Campus Infrastructure to Compete with Regional Institutions.

President Watson stated the College will complete the Facilities Master Plan document. Also, there is a focus on completing the Student Center project, which includes the Temporary Dining Facility and monitoring student satisfaction, management of the construction of the Student Center, and the Foundation's campaign for funding.

In response to a question from Trustee Housel, President Watson stated that she would prefer not to bring in a consultant for the Master Plan. The College contracted with Point Architects a few years ago to renew the Facilities Master Plan, and the academic program analysis will aid in aligning the College's interests. She feels open input sessions for the campus and the community would suffice. A less costly approach would be to contract with someone to help the College pull it all together. She is hopeful it could be accomplished by the end of the fiscal year, which would please the State.

In response to a question from Trustee Spomer related to the potential impact of the academic program analysis on facilities, President Watson stated that the Armory provides flexibility for career and technical program growth that we didn't have before. She is unsure what the study will indicate regarding whether we have space to offer the type of programs where the College may have gaps. It will depend on whether the programs need classroom space or extensive career and technical space.

Trustee Spomer prefers that the work on the Facilities Master Plan be strategic instead of just making the state happy, even if it takes longer. He feels facilities and infrastructure are one of the College's greatest assets. He would like a strategic vehicle that helps guide decisions.

President Watson agreed with Trustee Spomer and stated that the academic program plan would help guide the work on the Facilities Master Plan. She expects the academic program review to be concluded by early spring. The College must be very thoughtful when prioritizing projects because of its limited resources. However, she would like the College to be more engaged in opportunities when they arise, which is why she is working to develop the grant writing position.

Trustee Spomer stated that in his experience, when there is a well-developed Master Plan, it creates a capital improvement plan. It remains consistent with updates and tweaks along the way, but it continues moving forward. He is in favor of the completion of the Plan being in the Operational Plan; however, he is concerned that the timeline for completion will take longer than anticipated.

President Watson agreed and stated she would move the completion date forward, if necessary, to ensure a well-developed Facilities Master Plan. It will be essential to build a plan that the College believes in, and that can be accomplished.

Retain the Focus on Operational Efficiencies.

President Watson stated that while this is a broad topic, one of the main goals is to implement and foster engagement in the Strategic Plan. The tactics will be refined and prioritized, then operationalized so people understand their role. Key Performance Indicators will be developed, tracked, and reported to the campus community.

President Watson reminded Trustees of the HLC's requirement for the College to identify and implement a quality initiative project. The College has many projects on the Strategic Plan and does not have to create a new idea; it can choose an idea or initiative that already exists to present to the HLC for approval. HLC is less concerned about whether the initiative succeeds or fails than whether the College is always looking to improve.

President Watson stated that the last item on the 2024 President's Operational Plan is to create a policy review cycle. While the process for policy approval was rewritten, there is no process in place that ensures that existing policy is being reviewed for relevancy. Existing policies will be assigned to the respective Vice Presidents to review for accuracy, best practices, etc. This will ensure a proactive approach to policy work in the future.

President Watson stated that while the Operational Plan is ambitious, the President's Staff and key leadership at the College are tasked with ensuring that work is moving forward. Great employees in different areas are already working on various initiatives. The Operational Plan has been presented to employees so everyone knows what the College will spend its time and effort on this year.

Trustee Spomer said he is extremely pleased with the Plan and thinks it is well thought out. While it's a big load, he feels there is a lot of momentum and a great group of people doing the work. He feels that good headway is already being made.

Board Self-Assessment

President Watson stated that Trustees will receive an electronic self-assessment document this fall. The self-assessment is completed annually.

President's Evaluation

President Watson stated that Trustees will also receive the President's evaluation document electronically.

The self-assessment and the President's evaluation will need to be completed in order to be discussed during the Board's winter retreat.

CITIZENS' OPEN FORUM

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

A UNFINISHED BUSINESS:

There were no unfinished business items on the agenda.

A NEW BUSINESS:

Course/Lab Fee Proposal

A motion was made by Trustee Spomer and seconded by Trustee Kuipers to approve the proposed course fees. Motion carried.

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

October 16, 2023, upcoming:

- Strategic Plan Update
- Longitudinal Enrollment Report
- Marketing Report
- Academic Program Development Update
- Facilities Master Plan Update
- Schedule Winter Board Retreat
- Other TBD

ANNOUNCEMENTS:

President's BBQ & Student Club Fair, September 13, 2023, Campus Mall
WCCC Commission Meeting October 5-6, 2023, 8:30 a.m., Sheridan College
ACCT Leadership Congress, October 9-12, 2023, Las Vegas, NV
Next Board meeting, October 16, 2023, 4:00 p.m., Yellowstone Bldg.

A ADJOURNMENT:

The meeting adjourned at 6:41 p.m.

TARA KUIPERS, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in September.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in September.

Facilities Committee – Chairman Dusty Spomer

The Facilities Committee met on September 25, 2023, to discuss the retention pond proposal from the City of Powell. Discussion covered the storm drain plans and the retention pond design. Good progress has been made in talks with the City. The Committee expressed interest in ensuring the agreement is written to high legal standards and that all design specifications, assumptions, and responsibilities are laid out clearly in the document for future needs. Additional changes are being made, and plans are to bring the discussion to the Board in the near future.

President's Report

October 2, 2023

State

Legislature

The Interim Joint Education Committee and Interim Joint Appropriations Committee met on September 27th in Casper. The Committees met to receive the 2023 K-12 education resource block grant model (funding model) monitoring report and review and discuss the external cost adjustment recommendation. No discussion or reports related to higher education.

Wyoming Association of Community College Trustees

No meetings were held in September.

Wyoming Innovation Partnership (WIP)

The WIP Tourism/Hospitality component held a Zoom meeting on September 5 and 19. The first meeting centered on updating the status of all WIP II grant document distribution and signatures. The second meeting focused on the gap analysis grant submitted later in the WIP II grant request cycle. The group learned that the grant had not been funded but turned over as such to the University of Wyoming with a request to determine the capacity of the Worth Center to complete the gap analysis. This surprised the group, but if the Worth Center is also performing research, this work might make sense for accomplishing the task. Later, we learned that the University was rewriting the grant, and at this time, we are not sure what the grant will look like, whether the community colleges are involved, or what type of gap analysis/research will be done. A meeting is set for October for further discussion.

Campus

Strategic plan 2030

With the operational plan complete, departments are working on those areas identified as areas of focus for FY2024. I have prepared a memo for the Board with an update on the Strategic Plan from FY2023.

Northwest College has completed its website proposal review and selected Modern Campus as the vendor of choice. Modern Campus is a top website developer in the higher education segment and can support the College in all areas of the proposal regarding website design, search engine optimization, Content Management System, and compliance. Highlights include a Faculty/Staff directory and an academic program enhancement called Pathways.

Interim VP Erickson continues to discuss the academic program review process with Division Chairs and faculty members. The program review document is under construction as the discussion continues. Good progress is being made.

Powell Economic Partnership

I attended the PEP meeting on September 21, 2023, in Powell. Discussion included a PEP update on financials, the City of Powell MOU, Board participation in Business Surveys, and meeting/working

with your mentor/mentee. I attended the ribbon cutting on September 22nd for the new Mobility Plus business that moved to Cody.

Forward Cody

I attended the Forward Cody meeting on September 26, 2023. The agenda included a review of financials, a discussion on the statewide shooting complex, the lease of the incubator, and ongoing discussions with Lannette on the old Cody Labs facilities. Additional time was spent discussing the new job description for the office manager position.

Campus Activities

The campus is in full swing, with students attending classes and participating in various sports and student activities.

Volleyball

Student Center

The Student Center construction work continues, focusing primarily on steelwork and framing. A tour of the construction site was held September 29 to review the progress to date.

Foundation, Alumni and Booster Club

The Booster Club held its Annual Coaches roundtable and Social on September 13th. Thanks go out to the Rohrer's for hosting.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

October 2, 2023

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

Finance & Budget

- Accounts Receivable: The Business office has applied scholarships to student accounts, disbursed refunds to applicable accounts, and sent out statements to accounts that still have a balance due.
- 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) conducted fieldwork from September 5th through the 15th.
 - Cash management: President Watson met with the Bank of Powell, and they increased the interest rate for our deposit account. NWC Finance Director Mark Grant is researching and analyzing opportunities for cash management.
 - Grants: NWC entered into a three-year contract with Ellucian (the company that owns Colleague, our enterprise resource planning software) effective October 1st to assist the College in developing a Grants team and apply for up to nine major grants. Selected NWC employees have met with Ellucian to kick off our contract. The business office believes this development will help the whole college by receiving targeted funding and help us meet our long-term strategic plans.
 - Continued search 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

- Campus Lighting project complete in and around ORB and the Mall except for minor punch list items. More lighting replacements are planned for the three lights along 7th Street in front of Yellowstone that the old Student Center powered. We are also replacing all the lights in front of Cabre Gym that the new Student Center will power. Once complete, Ashley Hall will be next.
- Ashley Hall Boiler installations are complete and operational.
- Fagerberg Boiler installations completed and operational.
- Library new Make-Up Air unit installed and operational.

Transportation Bus Miles

- 6,268 miles with Soccer Teams traveling to Trinidad and La Junta, CO. Casper, Cheyenne, Rock Springs, WY, and Scottsbluff, NE. Volleyball traveled to Great Falls, Helena, Billings, MT, Casper, and Rock Springs, WY. International Students traveled to Yellowstone Park.

Mickelson Field Station

- Closed

Completed Work Orders

- 143 last 30 days

Information Technology

- Computing Services Staff has been working on ordering equipment and rewiring the Armory to upgrade the internal network infrastructure to the college standards. The wiring has been completed.
- Computing Services Staff have been working on moving all data from the KNOWBE4 Compliance Manager to the new Drata Compliance Manager. Knowbe4 is deprecating their system, requiring us to find a new option.

Human Resources

- **Recruiting:** Please see the October Personnel Report.
- **Staffing:** Student employment is well underway, and positions are being filled for Fall 2023. The increase in international students has helped with staffing, especially in the Physical Plant.
- **Turnover and Hiring Report for FY2023:** Annually, the HR Director reviews turnover and hiring statistics compared to national industry benchmarks. Key findings for FY2023 are as follows:
 - Based upon benchmark survey data, NWC total turnover (N=19) is 10%, down from 11% in FY2023. College and University Professionals HR Association (CUPA) reports 16% for ALL staff/faculty turnover in 2022.
 - Faculty, N=4 (7%): In FY2022, it was the same, 7%. CUPA reports a 7% faculty turnover for 2022.
 - Staff, N=15 (12%) – In FY2022, it was 13%. CUPA reports 19% Staff turnover for 2022.
 - Professional Staff, N=12 (14%): In FY2022, it was 12%. CUPA reports exempt (salaried staff) turnover as 18% for 2022.
 - Classified Staff, N=2 (5%): In FY2022, it as 15%. CUPA reports non-exempt (hourly staff) turnover as 20% for 2022.
 - Administrators, N=1 retirement
- **COVID-19 Activities:** A few cases of COVID-19-positive individuals are reported, and associated leave is managed through HR/Payroll.
- **Benefits:** The Employee’s Group Insurance employee meeting is scheduled for 10/04/2023 at 8:30 a.m. in the Yellowstone Conference Center. College employees will learn about changes to the benefits plans and pricing for 2024.
- **Professional Development:** The HR Director attended the Wyoming Society for HR Management State Conference in Cheyenne on 9/21-9/22/2023.
- **Outreach and Student Support:** The HR Director met with Morgan Tyree’s Art Portfolio class on 9/14/2023 and presented “Get That Job!” - a workshop to support students' job searches.

Personnel Status Report

October 2023 Trustees' Report

Search Activity to Date - 9/27/2023

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Vice President for Administrative Services and Finance			Candidates are currently directed to apply to the NWC website.
Vice President for Strategic Enrollment and Student Services			The position is open until filled through the Pauly Group (executive recruiting agency)
Instructor/Assistant Professor of Computer Science & STEM - Tenure Track			The position is open until filled.
Facilities Technician - Electrician	10/2/2023	Michael Henry	Michael has taken NEC Electrical Apprenticeship Courses from Northwest College and is a Master's Licensed Electrician.
Senior Office Assistant for Visual and Performing Arts & Humanities			Candidates are being reviewed.
Senior Office Assistant for Health Professions			Candidates are being reviewed.
Finance Manager			Candidates are being reviewed.
Alumni and Development Coordinator	10/2/2023	Jill Hartmann	Jill has a Bachelor's in Business Administration from Black Hills State University.
Gear Up Program Coordinator			Position closes externally on 10/09/2023

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

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

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
Projects Awaiting BOT Approval												
Projects In Process												
PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL												
PLANNING/START UP PHASE												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
PENDING												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Approved and Funded	4/8/2019	Pending		\$ 4,000,000	
FY2022/2023 See Masterplan Update												
Powell Campus	1		MM	Card Reader Access/Cameras - Phase 1			Failed Bid	12/13/2021			\$ 350,000	
Powell/Campus	1		MM	Moyer Server Room Cooling replacement			Pending Electrical Parts				\$ 250,000	
FY2024 See Masterplan Update												
Powell/Stock Ag	2		MM	AG HVAC/Electrical/ADA Access			Re-bid in process				\$ 300,000	
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 1			Pending Rebid				\$ 200,000	
Powell Campus	2		MM	Campus lighting - North Cabre			Pending approval				\$ 100,000	
Powell Campus	2		MM	Yellowstone Server Room - Fire Suppression			Pending				\$ 25,000	
Powell Campus	2		MM	Colter Offices - Mold Mitigation/Asbestos Abatement			Pending approval				\$ 75,000	
Powell Campus	2		MM	ATI/Big Voice Upgrade			Pending approval				\$ 48,000	
FY2025 See Masterplan Update												
Powell/Campus	3		MM	Various Parking Lot Replacement - JFC East, North Cabre, Oliver Yard			Design/Awaiting Funding				\$ 1,000,000	
PowellCampus	3		MM	Natural Gas Infrastructure			JFC/FAB Annex/Oliver/Day Care				\$ 100,000	
Powell/S&M	3		MM	Chiller/MAU/Greenhouse Cooler Replacement			Design/Awaiting Funding				\$ 475,000	
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 2			Pending funds				\$ 200,000	
FY2026 and beyond See Masterplan Update												

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of October 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
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FY2027 and beyond See Masterplan Update

Budgetary Notes Cash Reserves

<u>Fund Balances</u>	<u>Estimated</u>	<u>2023</u>
Operating Fund (10)	@6/30/2023	\$ 4,280,852
One Mill (11)	@6/30/2023	\$ 1,635,928
Auxiliary(12)	@6/30/2023	\$ 637,654
Plant Fund(70)Aux Depr	@6/30/2023	\$ 1,476,440
Total Auxillary		\$ 2,114,094
Plant Fund(70)Main	@6/30/2023	\$ 1,682,421
Plant Fund(70)Major Maint	@6/30/2023	\$ 537,647
Plant Fund(70)WCCC Emergency	@6/30/2023	\$ 814,254
Plant Fund(70)NWC Emergency	@6/30/2023	\$ 139,047

Completed		SEE MM Report				
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	inhouse	\$ 30,000
Powell/Campus	2	MM	Various Parking Lot Replacement - L&C, Shop	Complete		\$ 1,000,000
Powell/Fagerberg	2	MM	Boiler replacements	Complete		\$ 120,000
Powell/Library	2	MM	Makeup Air Unit replacement	Complete		\$ 125,000
Powell/Campus	2	Fund 10	Ashley Hall Boiler Replacement	Complete		

ACADEMIC AFFAIRS

September 2023



ACADEMIC DIVISIONS/DEPARTMENTS

Photography:

During May of 2023, Dr. Garceau lead a group of twenty-eight students, alumni, and community members to Greece for the annual photo field-studies class, PHTO 2960-90. During the 10-day trip, participants traveled from Billings, Montana to Athens, Greece via Toronto, Canada.

During their stay in Athens, bus and walking tours included a visit to the Acropolis Museum for a preview of the artifacts of the Acropolis. After the museum tour the group ascended to the Acropolis where the Parthenon temple, built in the 5th century BC to the goddess Athena, and the Erechtheion, constructed between 421 and 306 BC.

Next the group flew to the island of Mykonos in the Aegean Sea. The island provided an abundance of photographic opportunities that included windmills, churches, narrow streets, and alleys filled with shops, painted doors, and colorful decorations. Day trips by ferry included the island of Delos, the preserved birthplace of Apollo and Tinos, with whit washed buildings and agricultural homesteads.

A three-hour ferry ride landed us on the volcanic island of Santorini was the third stop for the group where tours included monasteries, churches, gondola rides and evening sunsets. One of the highlights was a visit to a local winery that overlooked volcano Mt Profitis Ilias. After three days on Santorini, we flew back to Athens where everyone had a free day to explore the city a leisure.

An exhibit of images from some of the members of the tour title "Yamas Greece" will open Tuesday October 17th in the Sinclair Gallery at 7:00 PM. Please join us to celebrate our students' achievements.

A photo of the group on the steps of the Acropolis is attached.



**Photo Field-studies Greece
May 2023**

On September 23-24th, the Photographic Communications program traveled with 14 students in the annual Outdoor Photography trip into the Greater Yellowstone Area. On Saturday morning, the group experienced rain and snow during their arrival into Yellowstone National Park but the sun came out by the time the group arrived at Mammoth. The snow closed the Beartooth Highway for the whole weekend. The group was able to make it to Timbercrest Girl Scout Camp in Red Lodge just in time for a warm meal and star night photography. The second day of the trip was cold but very sunny as the group photographed in both Red Lodge area and throughout the Chef Joseph Highway. Sigma Lens, which makes lenses for both Canon and Nikon cameras sent a variety of lenses for students to try out during the trip. Keep your eye out for the annual photo sale from the both students and faculty from the images created on this trip.



Communication

The NWC forensics team traveled to Twin Falls, Idaho, September 22-23 to compete in the Fran Tanner Invitational hosted by the College of Southern Idaho. Jacob Lukas (Cortez, CO) and Bailee Foster (Greybull) competed, with Bailee taking first place in Poetry Interpretation.

Music:

Roughly 70 students and teachers from Powell, Lovell, Gillette, Cheyenne, Kemmerer and Cody joined us here at NWC on Saturday, September 9th for our second Vocal Jazz Academy Day. Guest director and former NWC voice faculty Brennan Baglio returned to lead our mass choirs with support from NWC's Eric Hagmann and Powell High School's Rachel Schoessler. It was an incredible day of learning and music that concluded in a final concert featuring NWC's vocal jazz ensembles (Studio Singers and Sixth Street), a selected duet who sang a rendition of "Body and Soul," and a mass choir performance with all our attendees that was free to the public.

Workshops were also given throughout the day in topics of style, vocal techniques, and improvisation. The Vocal Jazz Academy was made possible, free of charge to all attendees (up to 65), through a grant provided by the Wyoming Arts Council. Robert Rumbolz provided support on sound engineering and current/former students Aliyah Stanger (bass) and Magnus Hiltz (drums) acted as our rhythm section.

Anthropology:

Greg Smith will be launching a new archaeological research project in Pakistan this Winter Break and is hoping to bring some NWC students to Cambodia and Thailand in May.

CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- Healthy Park County, Brighter Futures, Wyoming Nutrition Training and Behavioral Health Conference
- CTD Courses Offered- Intro to Welding, Wilderness First Aid, HVAC and Plumbing, and Electrical (ELAP)
- Trucker Appreciation Week and Touch a Truck
- Lovell High School- Students enrolled in Heavy Equipment
- Burlington High School- Students enrolled in CDL
- Powell High School- Students enrolled in Equine Barn Management, CDL, HVAC, Forklift and Heavy Equipment

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI, ACT and TEAS
- CPR/First Aid
- Surgical Technician Program
- MSHA Refresher Course

CDL Program

- 54 students enrolled in the program.
- 36 working on their Theory.
- 18 Skills and BW (Behind the Wheel Driving)
- 14 students attended the orientation.
- 8 Students passed and received their CDL's

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 ten 10 activities that served 93 students and community members.
- DELTA activities included Yellowstone National Park, horseback riding, caving,

Powell Valley Community Education/Rec Co-Op

- BOCES Held their quarterly meeting this month. They voted to spend their special project funds on in the following ways: \$10,000 to NWC CTD for PHS/SLC programs, \$10,000 to NWC to help offset the cost of Dual Enrollment and \$5,000 to help scholarship driver education students.
- PVCE served a total of 112 community members and students this month.
- Classes offered were cooking, driving, fitness, rock wall, and agriculture.
- Our fall session of driver education will start in October.

INTERCULTURAL PROGRAM

- Had our bi-annual Student and Exchange Visitor Program (SEVP) Field Rep visit on Sept. 14.
- Represented International Student and Scholar Services and the Multicultural Club at the Student Activities Fair and BBQ
- Celebrated our international student athletes at the women and men's soccer games on Saturday, Sept. 16.
- Hosted one of our agents from Japan along with three parents on our campus Sept. 18-21
- Took 34 students on a day trip to Yellowstone National Park.

Office of ACADEMIC AND CAREER Advising (ACA)

A gap left by Kelly McArdle's resignation will be HELP alerts. Administrative Secretary for Academic Affairs Nancy Gilmore and Tutoring Coordinator Jen Schneider will cover alerts that need follow up with students. Dean of Student Learning Stensing will help if necessary. Counseling, administrative drop, and tutoring HELP alerts will be directed to appropriate areas. Chairs were asked to remind their constituents (faculty members) to make the initial reach out to those students who aren't attending class BEFORE issuing a HELP alert. Hiring process is underway to fill this position, in meantime any students will be redirected from the ACA office to Admissions. Advising@nwc.edu email will be monitored by Dean Stensing. If there is heavy advising traffic around Advising Day, Chairs will be asked to recommend volunteers to help advise general studies students.

PEER TUTORING SERVICE

- Provided 63 scheduled one-on-one tutoring sessions.
- Provided 38 drop-in tutoring sessions.
- Provided 26 writing sessions.
- Provided 59 help desk assistance visits.
- Presented to 15 first-year experience/class presentations (229 attendees).

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

September 2023



ATHLETICS:

- Women's Soccer is 6-5 and 2-2 in Region 9 play
- Men's Soccer is 6-3-1 in Region 9 play
- Volleyball is 6-14 and 0-2 in Region 9 play
- Esports has kicked off their season. We have a total of 47 E-Athletes on the team
- Women's Rodeo is sitting 6th in the Big Sky Region
- Men's Rodeo is sitting 4th in the Big Sky Region. Jordan Cust is 2nd & Dylan Young is 4th in Saddle Bronc Riding. Zane Young is 3rd in Bull Riding
- Standings will be updated after their last rodeo on September 29-30
<https://collegerodeo.com/standings/big-sky-region-standings/>
- Wrestling, Women & Men's Basketball officially start practices October 1st
- The Johnson Fitness Center had over 1,400 usages during September

ENROLLMENT SERVICES

- Ongoing student enrollment processes including advising, add, drops, and withdrawals
- Catalog revisions/work is underway for the 2024-25 NWC College Catalog
- Hosted and participated in the Wyoming Admissions Officers "Planning Days College Fair" on Monday, September 18th in the Cabre Gym. This event serves as a high school recruitment fair for regional colleges/universities and military branches
- Began planning for the fall Preview Day event. The event will provide prospective students with the opportunity to meet with faculty, gather information from NWC services offices, and more. Preview Day is November 17th
- Attended Wyoming and Montana College Fairs – These events expose NWC to high school students across each state and assist in the generation of prospective students for future enrollment. These events are each three weeks in length with the Admissions Representatives representing NWC
- Ongoing campus tours for prospective students
- Scheduled service area recruitment/high school visits for Big Horn Basin High Schools. Additional visits will take place as the academic year progresses. These visits inform and prepare prospective students for their transition to NWC
- Completed the hiring process for Student Ambassadors and work study for both Admissions and Registration & Records
- Ongoing mailings and digital campaigns targeted at prospective NWC students

FINANCIAL AID

- The Office continues to attend webinar and other federal student aid training materials in preparation for FSA operational changes required for the 2024-25 award year (as part of FAFSA Simplification Act of 2020)
- The Office began to review NWC Financial Aid webpage content in preparation for the substantial text revisions necessary to pivot 2024-25 forward Federal Student Aid vernacular (as part of the FAFSA Simplification Act of 2020)
- The Office began troubleshooting data accuracy issues within the newly installed Colleague FWS student wage reporting functionality (part of the FAFSA Simplification Act of 2020)

- The Office released 23/FA NWC Scholarship & Hathaway Scholarship disbursements upon enrollment verification after Census Day and released 23/FA Kickstart Wyoming's Tomorrow Scholarship disbursements after WCCC payment receipt
- The Office met with Foundation and Enrollment Services to review data points within the 2023-24 NWC scholarship awarding cycle (which contained substantial revisions to student eligibility, award amounts, timing, and process as part of NWC' Strategic Plan items 2.2.6 and 4.4.1)
- The Office collaborated with Department of Workforce Services/DWS to address administrative processes regarding the forthcoming DWS WY HealthTrain Student Grant to support Healthcare/Behavioral Healthcare new-to-the-program enrollments in calendar year 2024
- The Office submitted its annual FISAP (Fiscal Operations & Application to Participate) report to the US Dept. of Education. The FISAP is the College's request for Federal Supplemental Educational Opportunity Grant/FSEOG and Federal Work Study/FWS funds for the forthcoming academic year
- With Foundation guidance, the Office continued addressing requests for Athletic scholarship awards and awarded scholarships to Adult Learner and other student waitlist populations
- The Office provided emerging details to Enrollment Services, Institutional Research, Business Office, and Academic Affairs Office regarding the forthcoming Gainful Employment/GE Financial Value Transparency/FVT requirements recently enacted under Title IV regulations (effective 7.1.24)
- The Office addressed MHP auditor questions related to Institutional Cash Management processes, Program Eligibility, and COVID waivers/flexibilities as part of the 2022-23 award year audit of Federal Student Aid

GEAR UP

- Ten liaisons from area schools attended training on the NWC campus
- A search is underway to hire our new GEAR UP Program Coordinator
- There are 19 GEAR UP Freshman attending NWC
- School supplies were distributed at parent events held at all the service schools

SAFETY & SECURITY OFFICE

- Joshua Buhman (Security Coordinator) and Laura Gwinn (Title IX Coordinator) completed the final review of the NWC Annual Security Report (ASR) for publication
- Completion of the 2023 USDOE Campus Safety and Security Survey to be in compliance with the Clery Act
- Conducted an audit of Maxient reported cases from calendar year 2022 to ensure reports were accurately logged and provided an accurate representations of incidents on campus
- Brought on student workers to operate the Hinkley Library Late Study program, operating from 5-9 p.m., Sunday thru Thursday
- Began sending out campus wide Campus Safety and Security emails (every 2 weeks) to help keep students and college employees informed on safety and security issues and services
- Completed presentation to one (1) First-Year Seminar class on campus security services and protocols
- Met with Powell Police Chief and Patrol Lieutenant and began process of reviewing NWC/PPD memorandum of understanding

RESIDENCE LIFE

Housing

- Housing numbers are currently at 313, compared with 299 at this same time last year
- Mandatory Fire Drills were conducted in all the halls
- Hired our final Resident Assistant (RA) for this semester

Activities

- Interviewing Freshman for openings on the Student Activities Board
- Planning is underway for our Annual OkSOBERfest Week of activities and the always popular Haunted House
- Student Activities/Intramurals for the month of September: Co-Ed Softball; Disc Golf League; Hide & Seek; Ultimate Night Frisbee

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 121 visits in August
- 852 cumulative visits for calendar year 2023

Counseling Services

- 38 Counseling sessions (includes face-to-face, Zoom and phone)
- 6 After hours contacts
- Attend Residence Life Team meetings/ Retention Committee meetings
- 2 BASICS Alcohol intervention sessions for alcohol violations
- Continuing Education Webinars
- Retention Committee / Residence Life meetings
- Attended STEM Division meeting to discuss SSC
- Behavioral Intervention Team (BIT) meetings
- Facilitating a “Better Together” peer support group
- Applied for a Foundation Grant
- Presented to First Year Seminars

Disability Services

- 21 disabilities sessions (includes face-to-face, Zoom and phone)
- 95 Students registered with Disability Services for FA/23
- 360 Accommodation letters processed for FA/23
- Attended AHEAD Virtual Mini-Conference
- Process Coordinator for services and emotional support assistance animal requests
- VPSS Search Committee
- 20 Tests proctored in testing center
- Met and trained 4 of 9 new faculty on accessibility software and answered questions relating to disability services
- Presented to First Year Seminar classes

TITLE IX

- Trained in 14 of 20 First-Year Seminar classes reaching 122 students
- Presented programs in Colter and Simpson Hall
- **Total students trained this month is 137 and for the semester is 357**
- Performed two individual Title IX prevention and awareness functions with students, Title IX team and administration, including supportive measures
- Participate in Paint the Town Red activities
- Attend monthly WY Title IX meetings
- Attend one online seminar on Clery Compliance
- Plan and confirm IT support, interpreter and other logistics for formal hearing
- Meet with Joshua Buhmann (Security Coordinator) to review and finalize ASR statistics and report

- Review all files and begin process of scanning documents into Maxient
- Attend Diversity Awareness Committee meeting
- Attend administrative meeting regarding athletic compliance for Title IX

TRIO STUDENT SUPPORT SERVICES

- 119 eligible students are active in TRIO
- Students have utilized TRIO 319 times since the beginning of the semester
- Peer mentoring is available for 10 – 20 hours per week, by appointment and drop-in
- Students received 80 in-person sessions for goal setting, time management, academic success strategies, and transfer counseling
- Halloween Social event – 10.30.23
- MSU-Bozeman Transfer trip – November 2, 2023

Monthly Report to President Watson September 2023

COMMUNICATIONS ACTIVITIES FOR

- One academic program highlight (mini feature):
 - Teaching Endorsements
- Two faculty highlights (mini features):
 - Davette Frey
 - Renee Dechert
- CampusReel student video intern opportunity
- News releases: MOU for lease of the Powell Armory, Informational meeting for 2024 Spring Break trip to Spain, NWC Preview Day happening November 17

MARKETING ACTIVITIES FOR

- Trapper Preview Day
- Admissions collaterals for FA23 road tour
- Standing FY23 Enrollment Campaign initiatives

WEBSITE REDSIGN PROJECT

- Vendor from SU23 RFP process selected: ModernCampus; contract signed.
- Website redesign timeline in development now. Project will include:
 - full site redesign (with modernization of code base for a quicker, more responsive delivery),
 - a new Content Management System (CMS) from ModernCampus called Omni, with training included,
 - full content analysis and future planning for Search Engine Optimization (SEO) and usable/accessible (ADA compliant) content strategy,
 - Enhancement of photography/videography

PHOTOGRAPHY & VIDEOGRAPHY COVERAGE

- New Student Center signed beam placement
- Meeteetse Labor Day Parade
- Homesteader Days
- Rappelling off Science & Math
- Club Fair
- College Transfer Fair
- New Student Center construction tour
- New campus scenics

PRINTING SERVICES

- 25 offices/programs/areas served
- 39 projects completed
- 17,242 pieces printed

CMO & PRINTING SERVICES STAFF

Carey Miller

Communications & Marketing Director

Tim Carpenter

Communications / Web & Social Media Specialist

Jeremiah Howe

Marketing / Graphic Design Specialist

Ronnie Wolfe

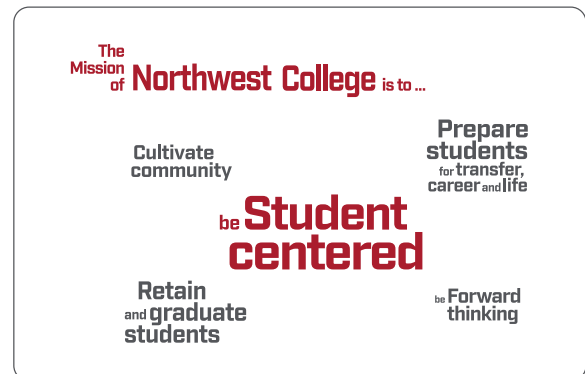
Interim Multimedia Production Specialist

George Laughlin

Printing Services Supervisor

Kim Lawson

Printing Services Specialist



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

ANALYTICS REPORT SUMMARY

SEPTEMBER 2023



COMMUNICATIONS
& MARKETING

Report Summary and Highlights



Includes components for digital advertising (including paid social, search and display campaigns), for our social media efforts on the main college social accounts (Facebook, Instagram and Twitter), as well as a traffic report for the college's central website at nwc.edu.

Comparisons to the previous month are colored **up**, **down** or **flat or n/a**, with the exception of the web report (which is compared to previous year).

- Our various **digital campaigns** (paid posts) delivered **90K** impressions, were clicked on **1K** times, for a click-through rate of **8.12%** overall on both social and search (**1.15%** CTR for Facebook/Instagram network, **6.97%** CTR for Google and Bing ads).
- Our **organic Facebook efforts** (non-paid posts) saw a total of **134K** impressions with **6K** engagements and **899** post link clicks. Engagement rate per impression was **4.7%**.
- Our **organic Instagram** account (non-paid posts) saw a total of **55K** impressions with **1,619** engagements and **26** profile actions (clicks). Engagement rate per impression was **3%**.
- Our **organic Twitter** account (non-paid posts) saw a total of **640** impressions with **6** engagements, **0** post link clicks. Engagement rate per impression was **0.9%**.
- NOTE: we have suspended our TikTok content as per Governor Gordon's ban of its use on state devices and networks.

- Our website at **nwc.edu** had **16K** total users, including **13K** new users, for a total of **82K** views across **39K** sessions*:
 - **18K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
 - **14K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
 - **1K** sessions coming from paid marketing
 - **1K** sessions coming from organic (unpaid) social posts
 - **5K** other (from other sites that link to nwc.edu). NOTE: a significant percentage of this traffic now comes from MFA procedures for employees.

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

ADVERTISING REPORT

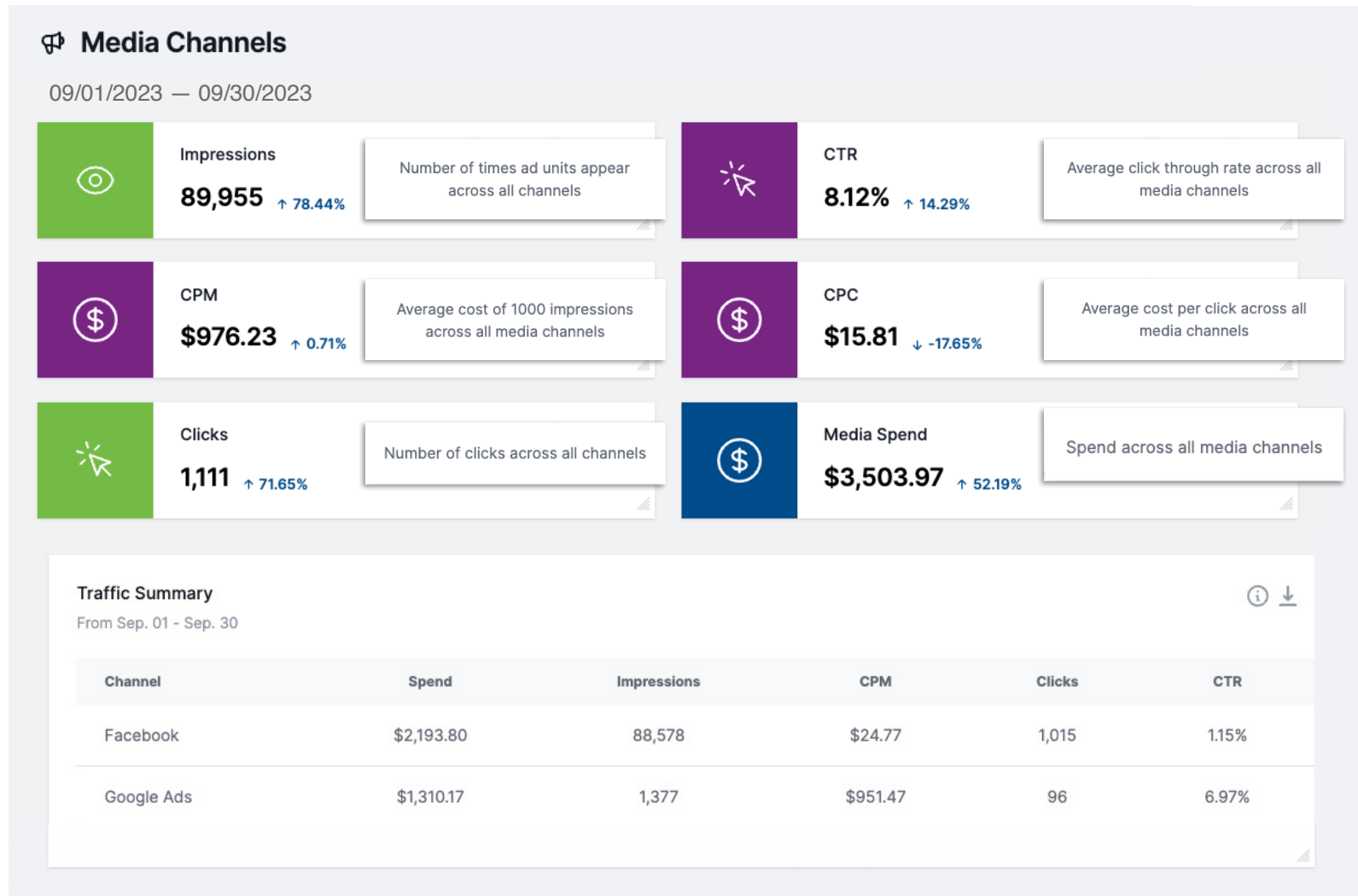
SEPTEMBER 2023



COMMUNICATIONS & MARKETING

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

The digital arm of the FY24 Enrollment Campaign is being run and monitored by the higher education marketing agency Advance 360 Education in collaboration with the NWC Creative Team. These analytics are reported through a proprietary dashboard, so these screenshots are different than what you're used to seeing:



SOCIAL MEDIA REPORT

SEPTEMBER 2023



COMMUNICATIONS & MARKETING

Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

9/1/2023 – 9/30/2023 vs 8/1/2023 – 8/31/2023

Organic and Paid

Impressions

134,186 ↘ 20.5%

Engagements

6,251 ↘ 58.4%

Post Link Clicks

899 ↗ 160.6%

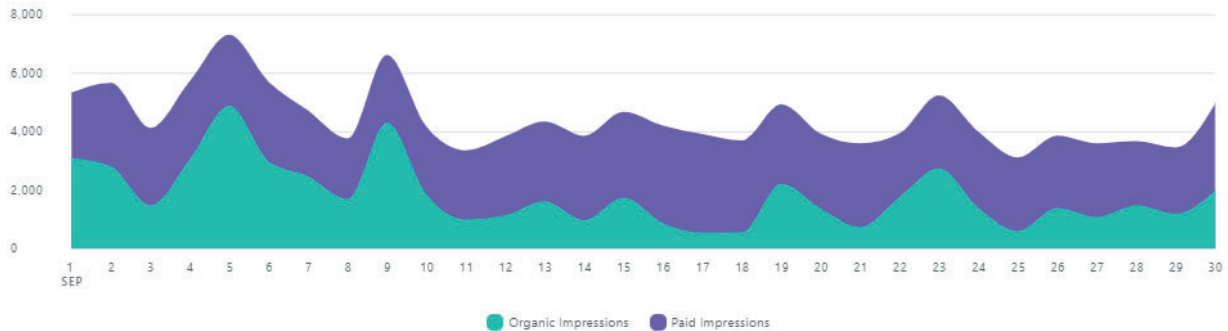
Engagement Rate (per Impression)

4.7% ↘ 47.6%

Impressions

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

Organic and Paid Impressions Breakdown, by Day



Top Posts

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

Descending by Lifetime Engagements

Northwest College
Mon 9/4/2023 9:00 am PDT

The 2023 Trapper Rodeo is happening this weekend at Cody Stampede Park, with the action getting underway at 7 p.m. on both Friday and Saturday nights. #NWCwyoming students are admitted fr...

Northwest College
Tue 9/19/2023 5:05 pm PDT

We loved seeing so many students at our college transfer fair this week in Cabre Gym, whether they were interested in our programs at #NWCwyoming or advancing their education further at other...

Northwest College
Sat 9/9/2023 11:05 am PDT

It was 1999 when Davette Frey and her younger sister decided they wanted to live in Wyoming, a place they'd visited on vacation but was a long way from their home in northern Indiana. The two young...

SOCIAL MEDIA REPORT

SEPTEMBER 2023



**COMMUNICATIONS
& MARKETING**

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

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

9/1/2023 – 9/30/2023 vs 8/1/2023 – 8/31/2023

Organic and Paid

Impressions 54,669 ↗ 37.7%	Organic Engagements 1,619 ↘ 44.2%	Profile Actions 26 ↗ 52.9%
--------------------------------------	---	--------------------------------------

Engagement Rate (per Impression)
3% ↘ 59.5%

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

Organic and Paid | Impressions, by Day

Impressions

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

Descending | by Lifetime Engagements

northwestcollege
Wed 9/6/2023 11:20 am PDT

We had a great time this summer meeting people from around Park and Big Horn counties as we walked the parade routes in Cody, Powell, Lovell, and most recently, Meeteetse. Here are a few shots...

northwestcollege
Fri 9/1/2023 4:06 pm PDT

Thursday afternoon another milestone was reached in the construction of the #NWCwyoming student center. The crew on site raised the ceremonial final beam covered with the signatures of...

northwestcollege
Fri 9/1/2023 6:15 pm PDT

The ceremonial final beam has been placed at the new #NWCwyoming student center on campus and plenty of people added their signatures before it was moved into place on August 31...

SOCIAL MEDIA REPORT

SEPTEMBER 2023



COMMUNICATIONS & MARKETING



Twitter | twitter.com/NWCWyo

Performance Summary

View your key profile performance metrics from the reporting period.

9/1/2023 – 9/30/2023 vs 8/1/2023 – 8/31/2023

Impressions

640 ↘ 25%

Engagements

6 ↘ 76%

Post Link Clicks

0 ↘ 100%

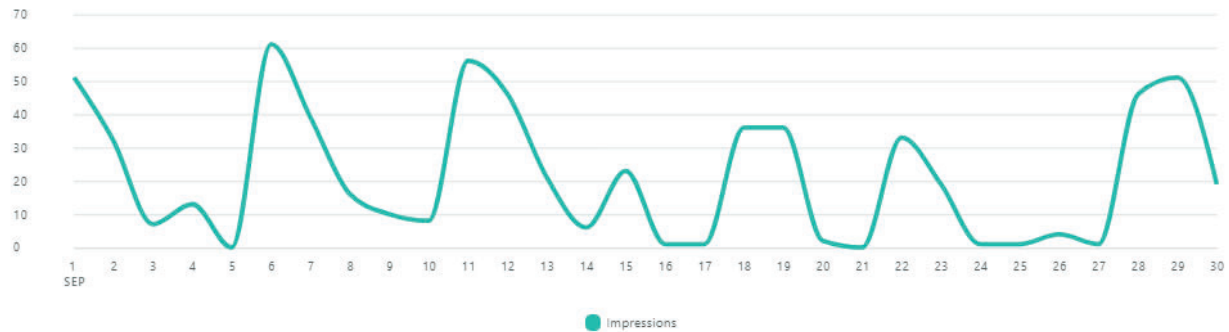
Engagement Rate (per Impression)

0.9% ↘ 68%

Impressions

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

Impressions, by Day



Top Posts

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

Descending by Lifetime Engagements

@NWCWyo
Mon 9/11/2023 3:23 pm UTC

Get the chance to rappel off the top of the Science & Math building today from 11:30 a.m.-1:30 p.m. No cost, no equipment needed. DELTA will provide everything you need. Look for the ropes hanging...

@NWCWyo
Fri 9/29/2023 6:02 pm UTC

NWC's annual Preview Day is Friday, November 17. If you're a prospective student, this is your chance to take a behind-the-scenes peek at everything #NWCWyoming has to offer. The event is free, bu...

@NWCWyo
Thu 9/28/2023 4:00 pm UTC

We've got a special musical presentation today from Dr. Eric Hollenbeck, Assoc. Professor of Percussion at Colorado State U. Dr. Hollenbeck will hold a session from 3-3:50 and perform a solo...

WEBSITE TRAFFIC REPORT

SEPTEMBER 2023



COMMUNICATIONS
& MARKETING

G Google Analytics: [nwc.edu](#) Users | Views | Sessions | Engagement | Top 10 Pages | Top 20 Campaigns | Traffic Sources

Total users 16.3K -11.6%	New users 13.0K -14.4%	Views 81.9K -18.9%	Sessions 39.3K -17.1%	Engaged sessions 18.0K -18.7%	Sep 1, 2023 - Sep 30, 2023
---------------------------------------	-------------------------------------	---------------------------------	------------------------------------	--	----------------------------

[Comparison %s are vs. previous year]

Top Ten Most Viewed Pages

Page title	Views	% Δ	Total users	% Δ	Engagement rate	% Δ
Home :: Northwest College :: Powell, Wyoming	28,805	-22.9%	8,629	-12.4%	41.32%	0.6%
Application for Admission	3,146	-0.9%	663	1.5%	54.17%	132.9%
Programs by Academic Area :: Academics :: Northwest College :: Powell, Wyoming USA	2,280	-	1,251	-	58.64%	-
Home :: Calendar of Events :: Northwest College	2,065	19.8%	309	-10.7%	52.36%	219.5%
Results :: Search :: Northwest College :: Powell, Wyoming USA	2,020	-	1,167	-	52.04%	-
Home :: Academics :: Northwest College :: Powell, Wyoming USA	1,860	-	1,210	-	52.59%	-
Home :: Hinckley Library :: Northwest College :: Powell, Wyoming USA	1,604	-	537	-	52.11%	-
Home :: Campus Life :: Northwest College :: Powell, Wyoming USA	1,179	-	516	-	53.57%	-
Academics :: Northwest College :: Powell, Wyoming USA	1,102	-	607	-	44.46%	-

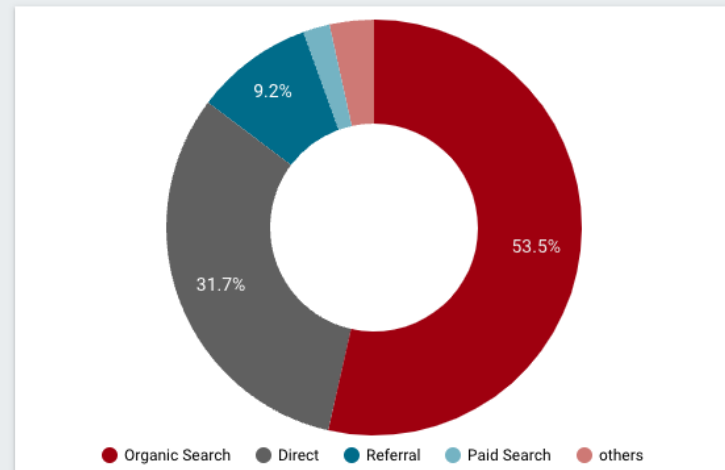
1 - 10 / 146

Top Ten Most Viewed Campaigns (paid and non paid)

Session campaign	Session medium	Session source	Views
1. news	social	Facebook	335
2. A360 PPC - Agriculture	ppc	bing	324
3. a360_facebook_traffic	paid	facebook	243
4. A360 PPC - Allied Health ...	ppc	google	224
5. A360 PPC - Allied Health ...	ppc	bing	139
6. campusreel	social	poster	130
7. A360 PPC - Agriculture G...	ppc	bing	116
8. chatAnswers	trapperChatBot	website	90
9. A360 PPC - Agriculture	ppc	google	69
10. TempDining	PrintedComs	Signage	67

1 - 10 / 22

Traffic Sources



WEBSITE TRAFFIC REPORT

SEPTEMBER 2023



**COMMUNICATIONS
& MARKETING**

G Google Analytics: [nwc.edu](#) *User Count by Region | By Country | By Operating System | By Device | By Browser*

User Count by Region

Region	Total users	% Δ
Wyoming	5,387	-11.9% ↓
Colorado	2,290	0.0% ↑
Montana	1,085	2.3% ↑
California	874	-16.0% ↓
Arizona	813	19.6% ↑
Utah	592	1.7% ↑
Washington	509	-7.5% ↓
Texas	495	-2.6% ↓
New Mexico	417	1.7% ↑
Idaho	413	1.5% ↑

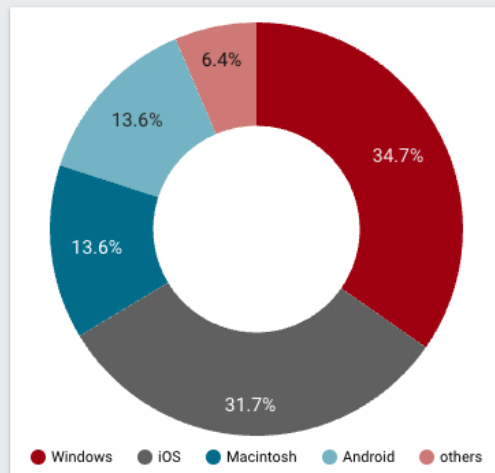
1 - 10 / 45 < >

User Count by Country

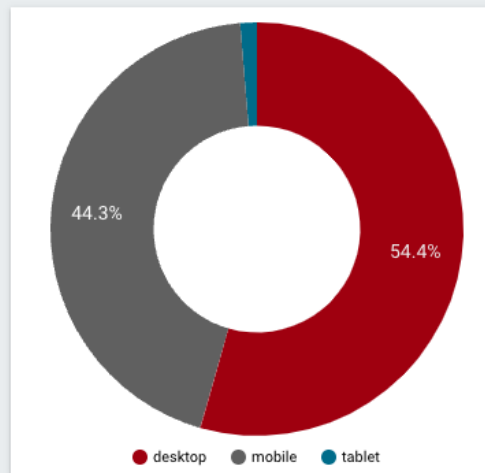
Country	Total users	% Δ
United States	13,598	-11.5% ↓
China	185	-25.7% ↓
Canada	154	8.5% ↑
India	130	21.5% ↑
Nigeria	126	31.3% ↑
United Kingdom	123	11.8% ↑
Japan	112	33.3% ↑
Philippines	92	-3.2% ↓
Pakistan	74	27.6% ↑
Ghana	70	-

1 - 10 / 13 < >

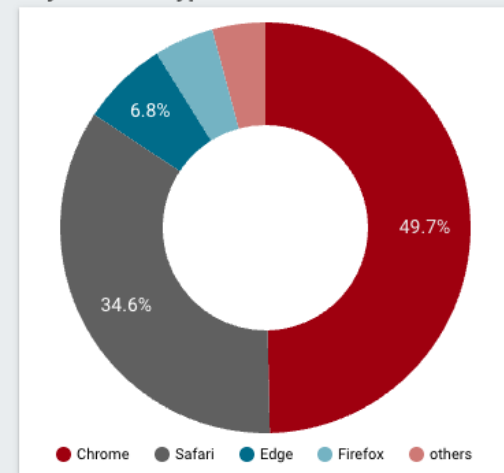
By Operating System



By Device Type



By Browser Type



WEBSITE TRAFFIC REPORT

SEPTEMBER 2023



COMMUNICATIONS
& MARKETING

G Google Analytics: nwc.edu *Top 10 Sources All | Top 10 Sources External | Top Social Sources | Days of the Week*

Top Ten Sources (ALL)

Session source	Session medium	Sessions	% Δ
1. google	organic	15,809	-17.6% ↓
2. (direct)	(none)	9,375	-23.3% ↓
3. login.microsoftonline.com	referral	4,729	-25.4% ↓
4. experience.elluciancloud.com	referral	2,687	277.9% ↑
5. bing	organic	1,205	-17.6% ↓
6. bing	ppc	277	-
7. nwc.wufoo.com	referral	252	-43.6% ↓
8. yahoo	organic	215	-39.1% ↓
9. facebook	paid	208	-
1... google	ppc	150	150.0% ↑

1 - 10 / 182 < >

Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	15,809	-17.6% ↓
2. bing	organic	1,205	-17.6% ↓
3. bing	ppc	277	-
4. yahoo	organic	215	-39.1% ↓
5. facebook	paid	208	-
6. google	ppc	150	150.0% ↑
7. duckduckgo	organic	138	-28.9% ↓
8. Facebook	social	110	-
9. nwc.wyldcatalog.org	referral	57	-
1... higheredjobs.com	referral	50	117.4% ↑

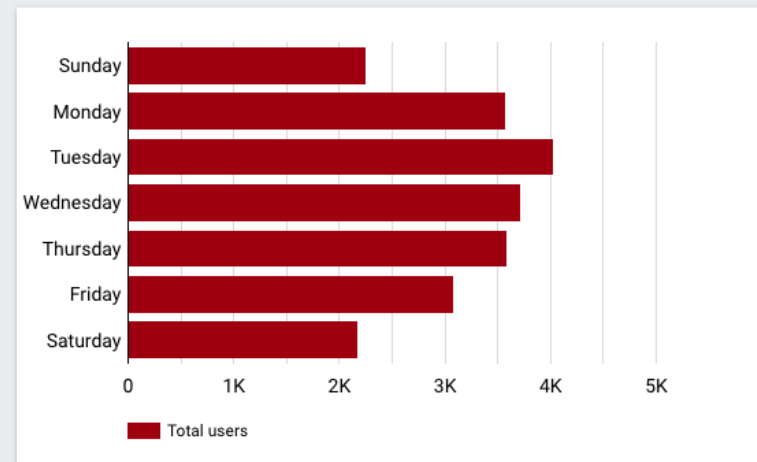
1 - 10 / 170 < >

Sessions by Social Sources

Session source	Sessions	% Δ
1. facebook	226	258.7% ↑
2. m.facebook.com	50	-63.5% ↓
3. l.facebook.com	39	-70.7% ↓
4. lm.facebook.com	30	-6.3% ↓
5. l.instagram.com	19	-38.7% ↓
6. facebook.com	10	-54.5% ↓
7. instagram.com	2	-
8. tiktok.com	1	-

1 - 8 / 8 < >

Most Popular Days of the Week



ADVERTISING REPORT

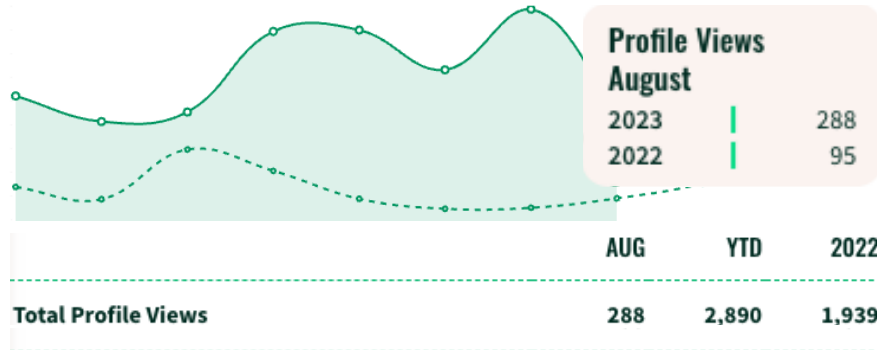
AUGUST 2023*



COMMUNICATIONS & MARKETING

| Partner Insights Report | College Search Profile on niche.com and a display/social/search remarketing campaign

Niche Profile Views:



Promoted Impressions:

	AUG	YTD	2022
Total Promoted Impressions	22,567	151,568	43,895
<i>Performance Details</i>			
Sponsored Listings Impressions	12,960	64,259	15,682
Remarketing Impressions	9,583	87,068	28,060
Triggered Email Sends	24	241	153

Qualified Inquiries and Prospects:

All | Class of 2024 | Class of 2025 & Younger | Adult & Transfer

6,404
qualified inquiries and cross-interest prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	27	152	20-40%

All | **Class of 2024** | Class of 2025 & Younger | Adult & Transfer

3,991
Class of 2024 qualified inquiries and cross-interest prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	19	95	20-40%

All | Class of 2024 | **Class of 2025 & Younger** | Adult & Transfer

1,615
Class of 2025 & Younger qualified inquiries and cross-interest prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	5	30	20-40%

All | Class of 2024 | Class of 2025 & Younger | **Adult & Transfer**

798
Adult & Transfer qualified inquiries and cross-interest prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	3	27	20-40%

Top States

STATE	STUDENTS
Wyoming	97
Montana	11
California	7
Illinois	5
Colorado	3

Source: Niche Partner Portal. (n.d.). Retrieved September 26, 2023, from <https://reports.niche.com>. *September 2023 will be available next month, due to vendor reporting constraints beyond our control.

VIDEO ANALYTICS REPORT

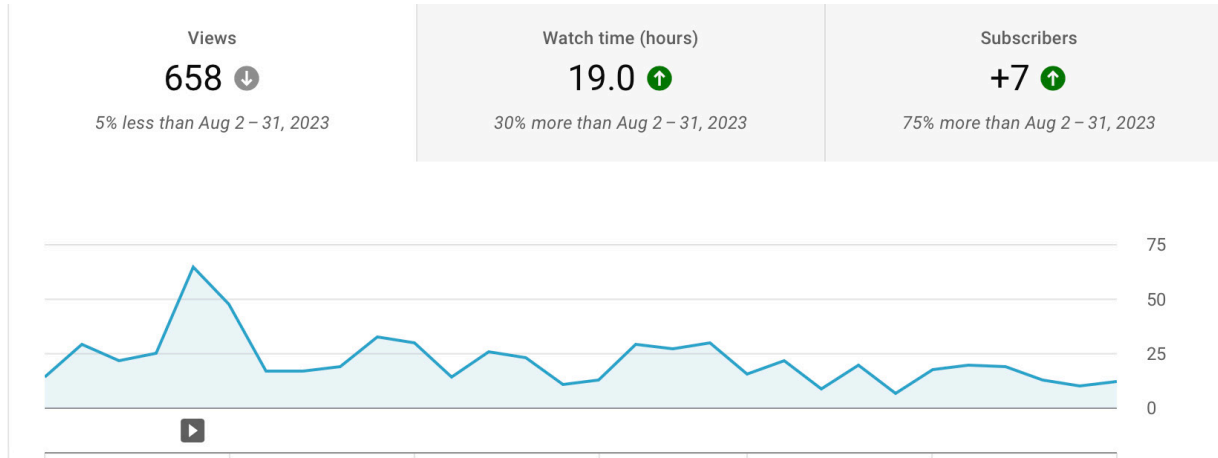
SEPTEMBER 2023



**COMMUNICATIONS
& MARKETING**

YouTube analytics | youtube.com/NorthwestCollege

Performance of videos uploaded to the Northwest College YouTube channel compared to previous month:



Top video content this month:

Content	Views	Average view duration
<p>1 Plagiarism and its consequences Mar 23, 2015</p>	176	3:22 (34.1%)
<p>2 TurnItIn Instructor Tutorial Apr 28, 2015</p>	111	1:11 (12.2%)
<p>3 Equine Studies Jan 19, 2021</p>	82	0:55 (67.4%)
<p>4 Welcome To Wyoming Jun 13, 2023</p>	32	0:37 (53.0%)



Classified Staff

August 2023

Classified Staff September Activities

Classified Staff is planning for a Halloween get together for Classified Staff members.

We also are continuing discussions for future events for the Classified Staff and possible joint events with other constituency groups.

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: September 29, 2023

Faculty Senate hosted its first vote the year to fill empty committee seats and to approve update College Council by-laws. Thirty five out of the fifty-five full time faculty voted creating a 64% voter turnout. Here are the results of the open committee seats.

- Uko Udodong and Renee Dechert will be joining Committee of Faculty Development and Morale for 3-year terms.
- The following faculty will be joining Academic Freedom and Grievance Committee;
 - Eric Atkinson, Deepthi Amarsauriya and Jason Horton will serve a 3-year term.
 - Astrid Northup, Will Rose and Milo Asay will serve a 2-year term.
 - Zach Paris, Walt Jatkowski and Keith McCallister will server a 1-year term.

By majority and almost unanimously, faculty approved the changes to College Council by-laws. These changes to the by-laws were proposed during College Council’s retreat in August.

- Section V – Operations
 - Meetings: Canceling meetings for the lack of agenda materials. (Chair can always call additional meetings if needed)
35 Faculty: Approve 0 faculty: Not Approve
 - Agenda – changing the materials due 10 days before the meeting to 5 days before the meeting and deleting “typical five working days before the scheduled meeting” at the end of the paragraph.
35 Faculty: Approve 0 faculty: Not Approve
- Section VI – Communications
 - Campus 1. – Agenda - changing that materials will be sent out to the campus community at least one business day prior to the meeting.
35 Faculty: Approve 0 faculty: Not Approve
 - Campus 2 – Notes – remove this section provided and sent out by chair
33 Faculty: Approve 2 faculty: Not Approve
 - Campus 3 – Minutes – becomes Campus 2.
33 Faculty: Approve 2 faculty: Not Approve

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

October 2023

Much of this month's report is dedicated to recognizing the various P-Staff members who are committing their time and energy to the various campus committees.

Professional Staff Committee Representation 2023-24

Professional Staff (P-Staff) **Executive Committee** members represent P-Staff on College Council, communicate with and receive feedback from P-Staff members on campus-wide issues, and submit the board report each month.

Executive Committee members for 2023-24 are:

- Tim Carpenter, *Communications/Web & Social Media Specialist*
- Christi Greaham, *Training & Development Program Associate*
- Jeremiah Howe, *Marketing/Graphic Design Specialist*
- Cory Ostermiller, *Development Manager – Foundation*
- Martin Stensing, president, *Dean of Student Learning*
- Becky Voss, *Library Director*

The Professional Staff **Care Committee** plans activities throughout the year to show appreciation for P-Staff and the wider campus community. Care Committee members for 2023-24 are:

- Ty Barrus, *Student Success Programs Manager & Counselor*
- Christi Greaham, *Training & Development Program Associate*
- Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
- Jen Schneider, *Tutoring Coordinator*
- Lisa Smith, chair, *Institutional Research Manager*
- Martin Stensing, *Dean of Student Learning*
- Kristie Sullivan, *Residence and Conference Specialist*
- Jory Yates, *Computing Services Specialist*



nwc.edu/mission

Representatives on campus-wide committees:

- **Budget Committee** – Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
- **Employee Policy Review Committee** – Shaman Quinn, *Financial Aid & Scholarship Director*
- **Institutional Effectiveness Committee** – Brooke Merkel, *Interim Registrar & Registration Coordinator*
- **Grievance Committee**
 - Amy Burton, *Interim TRIO Career & Transfer Associate*
 - Ty Barrus, *Student Success Programs Manager & Counselor*
 - Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
 - Rob Hill, *Men's & Women's Soccer Coach*
 - Kendle Jeffs, *Admissions Coordinator*
 - Brooke Merkel, *Interim Registrar & Registration Coordinator*
 - Jacob Price, *Admissions Representative – Recruitment Data Analyst*
 - Colby Schaefer, *Facilities Supervisor – Grounds & Events*
 - Becky Voss, *Library Director*
 - Shelby Wetzell, *Executive Director of the NWC Foundation*



nwc.edu/vision

Other Activities

Within this month's report, it's also worth noting that the Center for Training and Development had 8 Seniors from Lovell High School enrolled in NWC's Heavy Equipment Program. Dustin, Oscar, and Christi went over to visit the class yesterday and saw how excited these students are. The instructor said that out of the 8 students, 4 would have likely been HS dropouts without this opportunity. The students love this course and are excited to come to school to finish. They will be completing the forklift simulation program and starting the CDL program.



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

NWC Foundation/Alumni Association Boards:

- Completed work with auditors on the Foundation's 2022 Financial Statements.
- Held Development Committee and Governance Committee meetings.
- Collaborated with Lisa Smith to initiate an online Board Assessment survey with Foundation directors.
- Working to extend annual work plan to June 30, 2024, as part of the Foundation's fiscal year transition.
- Developing new leases for farm ground near the College. Also working with tenants of some property that was recently donated.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center. Facilitating communications regarding Student Center project and fundraising efforts.
- 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.
- Distributed solicitation mailings for the fall alumni and community fundraising cycle.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

Marketing/Events:

- Distributed TrapperLink online newsletter.
- Co-hosted Coaches Roundtable reception with TBC members.
- Developed and scheduled advertising supporting the Student Center fundraising. Also coordinating a series of newspaper guest columns.
- Planning 2023 Scholarship events with donors. Breaking the activity into three separate receptions because of space and food service challenges with construction on campus.

Miscellaneous:

- Completed hiring of new Alumni and Development Coordinator.
- Collaborating with Financial Aid and Enrollment Services to evaluate past scholarship awards cycle and determine any necessary adjustments for 2024-25.
- Participating in the development of new Grants Program for NWC.

September 29, 2023

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Temporary Dining Facility

The project has been added to College capital assets at a value of \$ 1,542,155. Design work for the soccer conversion will begin shortly, along with cost estimates and a discussion of the timeline.

Student Center Building

Construction on the Student Center is moving along with a continued focus on framing, steelwork, and concrete pours. The central and east stairways have been completed, decking is substantially complete, and demolition of the Cabre wall is complete. City water and City sewer taps have been completed. A fire hydrant was replaced on 7th Street to move it from the middle of the sidewalk to a better location. A tour of the facility was held on Friday, September 1 with CEO Fred Bronnenberg, Dennis Quillen, and myself. The Communications and Marketing team joined us. The Trustees will tour the space in the next couple of months.

Projected Financing

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.

September 28, 2023

TO: Lisa M. Watson, President

FROM: Mark Grant, Finance Director

RE: Check Register Summary

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

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel / Misc	Utilites/Ins/ Support	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 101,851.71	\$ 163,361.01	\$ 43,091.17	\$ 44,485.09	\$ 12,170.74	\$ -	\$ -	\$ 364,959.72
Fund 11	1,163.90	525.50	3,823.38	54.00	3,733.35	141.75	-	9,441.88
Fund 12	7,105.45	1,476.41	4,594.49	22,101.72	103,196.97	-	8,909.47	147,384.51
Fund 14	53.96	-	-	-	422.81	-	-	476.77
Fund 15	770.68	2,537.50	109.80	415.90	3,610.79	-	-	7,444.67
Fund 22	1,077.30	-	4,211.26	-	2,017.11	19,500.00	-	26,805.67
Fund 70	-	1,125.00	-	-	-	-	-	1,125.00
Fund 71	-	39,030.65	-	-	-	33,654.67	196,660.55	269,345.87
Fund 74	-	-	-	-	-	-	316,700.00	316,700.00
Total	\$ 112,023.00	\$ 208,056.07	\$ 55,830.10	\$ 67,056.71	\$ 125,151.77	\$ 53,296.42	\$ 522,270.02	\$ 1,143,684.09

Please find the attached August 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 - October

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/6/2023	V0279438	Aca Computing	91 Supplies	Hyland LLC	Perceptive software Upgrade	\$28,470.00
10	9/13/2023	V0279640	Acad Affairs VP	91 Supplies	Gestalt Studios	Framing	\$77.00
10	9/22/2023	V0280015	Art	91 Supplies	Synchrony Bank/Amazon	Magnetic label holders	\$30.96
10	9/22/2023	V0280015	Art	91 Supplies	Synchrony Bank/Amazon	Sketchbook, laptop case	\$38.99
10	9/6/2023	V0279439	Athletic Dir	91 Supplies	NJCAA Region IX	Region IX dues	\$175.00
10	9/19/2023	V0279843	Athletic Dir	91 Supplies	Transfer Visa	Meals	\$230.20
10	9/21/2023	V0279924	Athletic Dir	91 Supplies	Fedex	Postage	\$32.42
10	9/6/2023	V0279444	Athletic Trainer	91 Supplies	Henry Schein	Diphenhydramine HCL	\$10.09
10	9/6/2023	V0279445	Athletic Trainer	91 Supplies	Henry Schein	Tape KT Tape Pro Extreme	\$81.32
10	9/7/2023	V0279468	Athletic Trainer	91 Supplies	Henry Schein	Tank stock 150 gallon	\$282.96
10	9/7/2023	V0279469	Athletic Trainer	91 Supplies	Henry Schein	Knee braces, knee	\$349.41
10	9/20/2023	V0279889	Athletic Trainer	91 Supplies	Vision West Inc	Tshirts	\$270.00
10	9/21/2023	V0279907	Athletic Trainer	91 Supplies	Performance Health - Medco	Recovery system connector	\$193.68
10	9/5/2023	V0279426	Biology	91 Supplies	Carolina Biological Sup	Lab supplies	\$435.54
10	9/12/2023	V0279606	Biology	91 Supplies	Carolina Biological Sup	Lab supplies	\$215.70
10	9/12/2023	V0279607	Biology	91 Supplies	Carolina Biological Sup	Lab supplies	\$283.00
10	8/31/2023	V0279354	Bldg Maint	91 Supplies	Ryno's Rental LLC	shop: skyjack rental	\$326.50
10	8/31/2023	V0279356	Bldg Maint	91 Supplies	Big Horn Co-op Marketing	gas/diesel @ shop	\$2,318.94
10	9/5/2023	V0279424	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$23.24
10	9/6/2023	V0279442	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$343.34
10	9/7/2023	V0279455	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding supplies	\$81.80
10	9/7/2023	V0279462	Bldg Maint	91 Supplies	2M Company	shop	\$62.77
10	9/13/2023	V0279636	Bldg Maint	91 Supplies	McIntosh Oil Inc	August 2023 fuel	\$2,248.51

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/20/2023	V0279857	Bldg Maint	91 Supplies	Transfer Visa	Shop filters	\$72.47
10	9/20/2023	V0279859	Bldg Maint	91 Supplies	Transfer Visa	Shop: Filters	\$255.96
10	9/21/2023	V0279913	Bldg Maint	91 Supplies	Grainger	shop: filters	\$123.12
10	9/21/2023	V0279914	Bldg Maint	91 Supplies	Fastenal Company	shop	\$26.41
10	9/22/2023	V0280015	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Grid brace	\$39.69
10	9/22/2023	V0280015	Business Mgmt	91 Supplies	Synchrony Bank/Amazon	Book	\$26.73
10	9/13/2023	V0279636	Campus Security	91 Supplies	McIntosh Oil Inc	August 2023 fuel	\$233.14
10	9/21/2023	V0279899	Chemistry	91 Supplies	MPS	Online chemistry supplime	\$1,312.50
10	9/22/2023	V0280015	College Serv	91 Supplies	Synchrony Bank/Amazon	Air purifier	\$399.99
10	9/6/2023	V0279448	Computer Srv	91 Supplies	Office Shop	Envelope feeder attachmen	\$566.00
10	9/7/2023	V0279475	Computer Srv	91 Supplies	Office Shop	Staple cart for copier	\$70.43
10	9/12/2023	V0279605	Computer Srv	91 Supplies	QUILL	Expo erasers., markers,	\$673.77
10	9/20/2023	V0279881	Computer Srv	91 Supplies	Office Shop	Copier supplies	\$17,990.00
10	9/22/2023	V0280015	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Ergonomic desktop	\$81.99
10	9/26/2023	V0280038	Computer Srv	91 Supplies	Office Shop	Staple cart	\$83.93
10	9/26/2023	V0280035	Criminal Justice	91 Supplies	Powell Welding & Industrial Sup	Co2 cylinders/simulator	\$162.68
10	9/7/2023	V0279460	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$222.20
10	9/12/2023	V0279599	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$1,016.00
10	9/20/2023	V0279857	Cust/Grounds	91 Supplies	Transfer Visa	Purex, distilled water	\$6.96
10	9/21/2023	V0279910	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies/equip	\$4,454.58
10	9/22/2023	V0280015	Education	91 Supplies	Synchrony Bank/Amazon	Post it flip charts, fine	\$224.75
10	9/22/2023	V0280015	Graphic Arts	91 Supplies	Synchrony Bank/Amazon	Book	\$38.80
10	8/31/2023	V0279353	Grounds	91 Supplies	Bradford Sup Co	grounds	\$107.06
10	8/31/2023	V0279357	Grounds	91 Supplies	Pioneer Manufacturing Co	paint for soccer fields	\$645.68

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/31/2023	V0279362	Grounds	91 Supplies	2M Company	grounds	\$810.80
10	9/6/2023	V0279442	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$177.46
10	9/7/2023	V0279454	Grounds	91 Supplies	Heart Mtn Farm Sup Inc	grounds	\$8.82
10	9/7/2023	V0279464	Grounds	91 Supplies	Bradford Sup Co	grounds	\$46.22
10	9/13/2023	V0279646	Grounds	91 Supplies	John Deere Financial	Grounds supplies-gas can	\$313.22
10	9/14/2023	V0279652	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$202.41
10	9/14/2023	V0279660	Grounds	91 Supplies	2M Company	grounds	\$328.44
10	9/22/2023	V0280015	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	SD cards, security camera	\$199.89
10	9/22/2023	V0280015	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	Security cameras	\$159.95
10	9/22/2023	V0280015	Library	91 Supplies	Synchrony Bank/Amazon	Folders, white out,	\$112.74
10	8/31/2023	V0279352	Life/Hlth Sci Div	91 Supplies	AMBA	Student Liability Insuran	\$2,300.00
10	9/13/2023	V0279630	Life/Hlth Sci Div	91 Supplies	Vision West Inc	Embroidery on backpacks	\$16.00
10	9/22/2023	V0280015	Life/Hlth Sci Div	91 Supplies	Synchrony Bank/Amazon	Exam gloves, hand sanitiz	\$1,013.02
10	9/22/2023	V0280015	Life/Hlth Sci Div	91 Supplies	Synchrony Bank/Amazon	Fidget spinners,	\$91.65
10	9/22/2023	V0280015	Life/Hlth Sci Div	91 Supplies	Synchrony Bank/Amazon	Tablecloths	\$18.94
10	9/20/2023	V0279887	Music	91 Supplies	Craig Olson	Music-Sax and Woodwind	\$192.57
10	9/5/2023	V0279408	Nursing	91 Supplies	Coursey Enterprises	CNA skill kits	\$1,971.60
10	9/14/2023	V0279666	Orientation	91 Supplies	Sodexo Operations LLC	KOW food supplies	\$1,603.30
10	9/19/2023	V0279849	Orientation	91 Supplies	Transfer Visa	KOW various supplies	\$276.03
10	9/13/2023	V0279614	Outdoor Ed	91 Supplies	John Deere Financial	Zip ties, storage bins	\$31.15
10	9/22/2023	V0280015	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Backpacking stoves	\$192.35
10	9/22/2023	V0280015	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Bike patches, gloves, pen	\$118.43
10	9/22/2023	V0280015	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Bike patches, gloves,pens	\$43.42
10	9/22/2023	V0280015	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Ipad TV adapter,	\$57.78
10	9/6/2023	V0279450	Photography	91 Supplies	Girl Scout of Montana & Wyoming	Timbercrest camp rental	\$700.00
10	9/22/2023	V0280015	Photography	91 Supplies	Synchrony Bank/Amazon	Coffee urn, packing tape	\$158.72

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/13/2023	V0279636	Pres Office	91 Supplies	McIntosh Oil Inc	August 2023 fuel	\$113.01
10	9/21/2023	V0279904	Pres Office	91 Supplies	QUILL	4 X 6 lined yw notes	\$13.25
10	9/21/2023	V0279924	Registrar Off	91 Supplies	Fedex	Postage	\$14.25
10	9/13/2023	V0279636	Rodeo Men	91 Supplies	McIntosh Oil Inc	August 2023 fuel	\$1,911.16
10	9/6/2023	V0279432	Rodeo Women	91 Supplies	DB Farms	Hay	\$11,094.30
10	9/20/2023	V0279872	Rodeo Women	91 Supplies	Hugh McKeen	68.12 ton hay	\$8,515.00
10	9/22/2023	V0280015	Social Sci Div	91 Supplies	Synchrony Bank/Amazon	Desk calendar, wall	\$32.98
10	9/19/2023	V0279844	Speech	91 Supplies	Transfer Visa	NCA reg fees	\$200.00
10	9/22/2023	V0280015	Stu Success Prog	91 Supplies	Synchrony Bank/Amazon	Books	\$40.47
10	9/22/2023	V0280015	Tutoring	91 Supplies	Synchrony Bank/Amazon	Book	\$40.41
10	9/20/2023	V0279887	Visual/Perf Art Div	91 Supplies	Craig Olson	Paper, ink	\$37.30
10	9/5/2023	V0279421	Welding	91 Supplies	Norco	Glass lens, welding	\$722.60
10	9/7/2023	V0279466	Welding	91 Supplies	Norco	Gloves, reading glasses,	\$326.47
10	9/7/2023	V0279467	Welding	91 Supplies	Norco	Torch kits	\$1,208.70
10	9/7/2023	V0279471	Welding	91 Supplies	Powell Ace Hardware LLC	Padlock, joint compound	\$25.17
10	9/13/2023	V0279643	Welding	91 Supplies	Norco	Acetylene, oxygen	\$783.62
10	9/20/2023	V0279896	Welding	91 Supplies	Norco	Compressed oxygen	\$97.40
10	9/26/2023	V0280037	Welding	91 Supplies	Norco	Oxygen	\$97.40
10	8/31/2023	V0279399	Womens Soccer	91 Supplies	Brinley Jade Hunter	Binder, paper clips,	\$17.10
			Sum:	91 Supplies			\$101,851.71
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/14/2023	V0279678	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Greybull Recreation District	Classroom use fee fy23/24	\$50.00
10	8/31/2023	V0279366	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	ADOBE PDF software renew	\$3,154.14
10	8/31/2023	V0279366	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Adobe Acrobat Pro DC	\$0.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/31/2023	V0279366	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	ADOBE PDF software renew	\$1,056.00
10	8/31/2023	V0279366	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	ADOBE PDF software renew	\$9,504.00
10	8/31/2023	V0279366	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	ADOBE PDF software renew	\$23,760.00
10	9/21/2023	V0279905	Athletic Trainer	92 Servs/Fees/Repr/Maint	Powell Valley Health Care	Aug 2023 sports med	\$2,800.00
10	8/31/2023	V0279353	Bldg Maint	92 Servs/Fees/Repr/Maint	Bradford Sup Co	bldg repair	\$118.77
10	8/31/2023	V0279361	Bldg Maint	92 Servs/Fees/Repr/Maint	G & R Controls Inc	equip repair sci/math	\$1,859.56
10	9/5/2023	V0279424	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Various bldg repairs	\$736.19
10	9/6/2023	V0279442	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$126.38
10	9/7/2023	V0279458	Bldg Maint	92 Servs/Fees/Repr/Maint	O'Connor Company	eq repair: phone room	\$2,683.72
10	9/7/2023	V0279463	Bldg Maint	92 Servs/Fees/Repr/Maint	Northwest Pipe Fit Inc	bldg repair: library	\$1,411.73
10	9/14/2023	V0279650	Bldg Maint	92 Servs/Fees/Repr/Maint	Sherwin Williams	bldg repair: armory	\$145.75
10	9/14/2023	V0279655	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	bldg repair: orb	\$6,749.80
10	9/14/2023	V0279661	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnstone Supply	bldg repair	\$516.85
10	9/20/2023	V0279857	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Equipment repairs	\$1,049.15
10	9/20/2023	V0279860	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$2,440.79
10	9/21/2023	V0279909	Bldg Maint	92 Servs/Fees/Repr/Maint	Absaroka Door	bldg repair: door hardwar	\$4,192.00
10	9/21/2023	V0279911	Bldg Maint	92 Servs/Fees/Repr/Maint	Polished Concrete of Wyoming	concrete work at armory	\$6,000.00
10	9/21/2023	V0279912	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	light bulbs	\$2,009.55
10	9/22/2023	V0280015	Bldg Maint	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Rechargeable batteries	\$139.95
10	9/13/2023	V0279647	College Serv	92 Servs/Fees/Repr/Maint	NCHERM Group LLC	Title IX hearing officer	\$106.25
10	9/26/2023	V0280048	Comm & Mktg	92 Servs/Fees/Repr/Maint	Powell Tribune	Enrollment campaign ads	\$574.00
10	9/6/2023	V0279447	Computer Srv	92 Servs/Fees/Repr/Maint	ConvergeOne Inc	Cisco Smartnet Renew-NWC	\$5,785.50
10	9/7/2023	V0279472	Computer Srv	92 Servs/Fees/Repr/Maint	Ellucian Inc	Software fees	\$23,495.00
10	9/7/2023	V0279473	Computer Srv	92 Servs/Fees/Repr/Maint	Ellucian Inc	Software fees	\$2,477.29
10	9/7/2023	V0279474	Computer Srv	92 Servs/Fees/Repr/Maint	Office Shop	Copier maintenance	\$1,752.04
10	9/13/2023	V0279612	Computer Srv	92 Servs/Fees/Repr/Maint	ConvergeOne Inc	Phone system services	\$4,958.62

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/13/2023	V0279613	Computer Srv	92 Servs/Fees/Repr/Maint	RefurbUPS.com	12Volt12Amp battery	\$139.98
10	9/13/2023	V0279613	Computer Srv	92 Servs/Fees/Repr/Maint	RefurbUPS.com	10 12Volt9Amp Batteries	\$1,599.96
10	9/13/2023	V0279613	Computer Srv	92 Servs/Fees/Repr/Maint	RefurbUPS.com	Freight	\$575.00
10	9/20/2023	V0279882	Computer Srv	92 Servs/Fees/Repr/Maint	Systrap, LLC	Upgrade BIG-IP devices	\$300.00
10	9/20/2023	V0279883	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Aug 1-Aug 31 on call	\$300.00
10	9/20/2023	V0279884	Computer Srv	92 Servs/Fees/Repr/Maint	Ellucian Inc	Software fees	\$13,748.00
10	9/20/2023	V0279893	Computer Srv	92 Servs/Fees/Repr/Maint	RefurbUPS.com	APC Symmetra LX Bundle	\$1,699.99
10	9/20/2023	V0279893	Computer Srv	92 Servs/Fees/Repr/Maint	RefurbUPS.com	Shipping	\$35.00
10	9/21/2023	V0279910	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	equip repair	\$205.33
10	9/13/2023	V0279634	Extend Camp	92 Servs/Fees/Repr/Maint	Nwc Bookstore	ELAP books	\$1,331.54
10	9/14/2023	V0279657	Grounds	92 Servs/Fees/Repr/Maint	Big Horn Co-op Marketing	grounds: new atv tires	\$652.00
10	9/13/2023	V0279632	Mens Soccer	92 Servs/Fees/Repr/Maint	Montana Soccer Assigning LLC	Men's soccer officials	\$2,420.00
10	9/13/2023	V0279641	Mens Soccer	92 Servs/Fees/Repr/Maint	Blue13creative	2023 official assignor	\$2,500.00
10	9/20/2023	V0279886	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Aug 23 piano tuning	\$450.00
10	9/22/2023	V0280015	Music	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Studio mac cables	\$198.16
10	9/12/2023	V0279597	Outdoor Ed	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	1/2" EMT conduit	\$27.18
10	9/22/2023	V0280015	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Bike tube	\$27.84
10	9/7/2023	V0279459	Plant Admin	92 Servs/Fees/Repr/Maint	Otis Elevator	logistics & fuel impact	\$400.00
10	9/14/2023	V0279649	Plant Admin	92 Servs/Fees/Repr/Maint	Northern Indust Hygiene Inc	3 bldg air samples	\$3,330.00
10	9/14/2023	V0279651	Plant Admin	92 Servs/Fees/Repr/Maint	Orkin Pest Control Inc	qrtly pest control	\$703.00
10	9/20/2023	V0279873	Rodeo Arena	92 Servs/Fees/Repr/Maint	Cody Stampede Inc	Arena sand	\$3,600.00
10	9/6/2023	V0279433	Rodeo Women	92 Servs/Fees/Repr/Maint	Del Nose	Sept 2023 cattle lease	\$3,150.00
10	9/7/2023	V0279467	Welding	92 Servs/Fees/Repr/Maint	Norco	Torch kits	\$6,240.00
10	9/13/2023	V0279632	Womens Soccer	92 Servs/Fees/Repr/Maint	Montana Soccer Assigning LLC	Women's soccer officials	\$2,420.00
10	9/13/2023	V0279641	Womens Soccer	92 Servs/Fees/Repr/Maint	Blue13creative	2023 official assignor	\$3,500.00
10	8/31/2023	V0279401	Womens VB	92 Servs/Fees/Repr/Maint	Carl J. Horrocks	08/24-26/23 Officiate	\$1,070.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2023	V0279419	Womens VB	92 Servs/Fees/Repr/Maint	Kyle Crawford	Officiate Trapper	\$1,070.00
10	9/13/2023	V0279639	Womens VB	92 Servs/Fees/Repr/Maint	NWC Foundation	Officials lodging Trapper	\$150.00
10	9/19/2023	V0279850	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Membership/reg fees conf	\$1,168.00
10	9/21/2023	V0279906	Womens VB	92 Servs/Fees/Repr/Maint	Callee A. Erickson	VB Book Trapper	\$400.00
10	9/13/2023	V0279631	Wrestling	92 Servs/Fees/Repr/Maint	Lamplighter Inn	Recruit lodging July	\$297.00
			Sum:	92 Servs/Fees/Repr/Maint			\$163,361.01

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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/19/2023	V0279844	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Airfare-B Becker-	\$612.40
10	9/19/2023	V0279844	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Visa	Airfare for J Jatkowski	\$612.40
10	9/22/2023	V0280015	ADA Compliance	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	LiveScribe notebooks	\$64.32
10	9/21/2023	V0279898	College Serv	93 Assoc/Travel/Misc	American Marketing Association	AMA Symposium reg fees	\$4,416.60
10	9/26/2023	V0280051	College Serv	93 Assoc/Travel/Misc	Rovenna Cooley	Installation of Temp	\$250.00
10	9/20/2023	V0279863	Enroll Serv	93 Assoc/Travel/Misc	Kendle R. Jeffs	Meals, mileage reimburse-	\$386.58
10	9/21/2023	V0280014	Extend Camp	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$82.35
10	9/26/2023	V0280049	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Entry fees, per diem CSI	\$286.00
10	9/21/2023	V0280014	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$1,132.00
10	9/26/2023	V0280036	Internt'l Recruit	93 Assoc/Travel/Misc	Sodexo Operations LLC	4 meals	\$35.00
10	9/5/2023	V0279418	Library	93 Assoc/Travel/Misc	Kanopy	30 views July	\$60.00
10	9/14/2023	V0279677	Library	93 Assoc/Travel/Misc	Kanopy	3 Views June	\$6.00
10	9/21/2023	V0280014	Library	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$635.85
10	9/14/2023	V0279672	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Meals/snacks	\$138.33
10	9/19/2023	V0279851	Mens BB	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$181.73
10	9/7/2023	V0279480	Mens Soccer	93 Assoc/Travel/Misc	NWC Foundation	International athlete	\$225.00
10	9/21/2023	V0279915	Mens Soccer	93 Assoc/Travel/Misc	Sodexo Operations LLC	Early in food for Mens	\$780.31

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/21/2023	V0280014	Mens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$8,182.35
10	9/6/2023	V0279435	Music	93 Assoc/Travel/Misc	Natl Assoc Schools of Music	09-01-23 to 08-31-24 dues	\$1,175.00
10	9/12/2023	V0279600	Nursing	93 Assoc/Travel/Misc	ACEN	01-01-24 to 12-31-24 Dues	\$2,975.00
10	9/21/2023	V0280014	Orientation	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$315.00
10	9/19/2023	V0279840	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Donuts	\$14.99
10	9/20/2023	V0279874	Plant Admin	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem-Gatlin, Simpkins	\$444.00
10	9/7/2023	V0279478	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Lodging deposits	\$632.66
10	9/7/2023	V0279478	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Meal	\$21.23
10	9/7/2023	V0279478	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Webinars, meals	\$197.61
10	9/21/2023	V0279918	Pres Office	93 Assoc/Travel/Misc	Sodexo Operations LLC	Presidents BBQ	\$400.00
10	9/20/2023	V0279885	Student Compliance	93 Assoc/Travel/Misc	Laura L. Gwinn	Pizza	\$59.56
10	9/21/2023	V0280014	Student Compliance	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$270.45
10	9/19/2023	V0279844	Theatre	93 Assoc/Travel/Misc	Transfer Visa	NCA membership	\$185.00
10	9/5/2023	V0279431	Tutoring	93 Assoc/Travel/Misc	Redrock Software Corp	Annual support Tutor Trac	\$1,049.00
10	9/6/2023	V0279439	Womens BB	93 Assoc/Travel/Misc	NJCAA Region IX	W BBall dues	\$50.00
10	9/6/2023	V0279439	Womens Soccer	93 Assoc/Travel/Misc	NJCAA Region IX	Soccer dues	\$50.00
10	9/21/2023	V0279915	Womens Soccer	93 Assoc/Travel/Misc	Sodexo Operations LLC	Earlyin food womens	\$780.30
10	9/6/2023	V0279439	Womens VB	93 Assoc/Travel/Misc	NJCAA Region IX	Volleyball dues	\$450.00
10	9/13/2023	V0279637	Womens VB	93 Assoc/Travel/Misc	BSN Sports	Volleyball team gear	\$4,453.90
10	9/19/2023	V0279850	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Coaches gear-tshirts,	\$413.90
10	9/19/2023	V0279850	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$2,840.61
10	9/19/2023	V0279850	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals, snacks	\$2,983.48
10	9/19/2023	V0279850	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Snacks, food supplies	\$104.71
10	9/20/2023	V0279876	Womens VB	93 Assoc/Travel/Misc	Mystic Athletic Club	VBall Tournament entry	\$400.00
10	9/20/2023	V0279888	Womens VB	93 Assoc/Travel/Misc	BSN Sports	Tshirts	\$153.70
10	9/21/2023	V0280014	Womens VB	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$4,583.85

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	93 Assoc/Travel/Misc			\$43,091.17
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2023	V0279429	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$329.61
10	9/6/2023	V0279449	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$155.70
10	9/7/2023	V0279476	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,537.03
10	9/7/2023	V0279477	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$124.00
10	9/7/2023	V0279477	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$176.26
10	9/7/2023	V0279477	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,212.31
10	9/7/2023	V0279477	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$123.81
10	9/7/2023	V0279477	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$104.90
10	9/14/2023	V0279668	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$497.35
10	9/26/2023	V0280042	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$82.98
10	9/20/2023	V0279877	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Sept 23 Cody Center Rent	\$5,463.47
10	9/7/2023	V0279457	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station electric	\$223.46
10	9/14/2023	V0279653	Field Camp	94 Utilities/Ins/Support	Blakeman Propane	field station: tank renta	\$99.00
10	8/31/2023	V0279355	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo heat aug23	\$89.46
10	9/7/2023	V0279456	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo aug23	\$386.52
10	8/31/2023	V0279358	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	july-aug ag rodeo	\$368.75
10	8/31/2023	V0279363	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster fees:	\$1,130.00
10	9/5/2023	V0279423	Utilities	94 Utilities/Ins/Support	Powell City of	July 23 Electricity	\$20,097.99
10	9/5/2023	V0279423	Utilities	94 Utilities/Ins/Support	Powell City of	July 23 sanitation	\$2,433.90
10	9/5/2023	V0279423	Utilities	94 Utilities/Ins/Support	Powell City of	July 23 sewer	\$590.78
10	9/5/2023	V0279423	Utilities	94 Utilities/Ins/Support	Powell City of	July 23 water	\$2,404.64
10	9/7/2023	V0279451	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	armory & soccer porta pot	\$440.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/7/2023	V0279456	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	electricity aug23	\$1,598.12
10	9/12/2023	V0279609	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 23 heat:FAB,Ag,Ihouse	\$243.68
10	9/14/2023	V0279654	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster service call	\$80.00
10	9/14/2023	V0279665	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 23 heat	\$151.10
10	9/14/2023	V0279679	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	\$207.90
10	9/20/2023	V0279861	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2023 heat	\$132.37
			Sum:	94 Utilities/Ins/Support			\$44,485.09

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2023	V0279416	Admin Serv	97 Other Operating Exp	Transfer Print Shop	claim voucher forms	\$507.50
10	9/5/2023	V0279416	Admin Serv	97 Other Operating Exp	Transfer Print Shop	personnel notepad	\$6.06
10	9/5/2023	V0279416	Admin Serv	97 Other Operating Exp	Transfer Print Shop	window envelope, 1000	\$103.80
10	9/21/2023	V0279924	Art	97 Other Operating Exp	Fedex	Postage	\$11.00
10	9/5/2023	V0279416	Asc Dean Intr	97 Other Operating Exp	Transfer Print Shop	business card martin	\$46.00
10	9/5/2023	V0279416	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball game program 8/24	\$56.85
10	9/5/2023	V0279416	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball team books	\$19.45
10	9/5/2023	V0279416	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	vball team poster, 200	\$372.50
10	9/5/2023	V0279416	Biology	97 Other Operating Exp	Transfer Print Shop	microbiology lab manual	\$14.10
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	fa23 newspaper insert	\$1,445.00
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	ptr23 assorted signage	\$53.90
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	ptr23 food vouchers	\$72.35
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	ptr23 promo poster	\$407.50
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	ptr23 table tent	\$165.00
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	temp dining flyers	\$60.00
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	temp dining res hall post	\$180.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2023	V0279416	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	temp dining shuttle signs	\$10.80
10	9/6/2023	V0279446	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital advertising	\$5,420.00
10	9/7/2023	V0279481	Comm & Mktg	97 Other Operating Exp	Northern Wyoming News	Newspaper inserts	\$200.00
10	9/26/2023	V0280033	Comm & Mktg	97 Other Operating Exp	Lovell Chronicle	Inserts	\$110.00
10	9/26/2023	V0280034	Comm & Mktg	97 Other Operating Exp	Basin Republican Rustler	Inserts	\$200.00
10	9/12/2023	V0279608	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$15.26
10	9/21/2023	V0279902	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Postage	\$316.70
10	9/21/2023	V0279903	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$35.31
10	9/5/2023	V0279416	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	23-24 viewbook, handling	\$200.00
10	9/5/2023	V0279416	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	acadmic calendar insert	\$150.00
10	9/5/2023	V0279416	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	cost cards, 1000	\$230.00
10	9/5/2023	V0279416	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	program brochures	\$337.50
10	9/21/2023	V0279919	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Soccer recruitment meals	\$26.25
10	9/21/2023	V0279920	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Catering college fair	\$59.40
10	9/26/2023	V0280046	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Wrestlining recruits	\$29.25
10	9/5/2023	V0279416	Equine Studies	97 Other Operating Exp	Transfer Print Shop	stall signage	\$25.90
10	9/5/2023	V0279416	Human Anatomy	97 Other Operating Exp	Transfer Print Shop	anatomy lecture notes	\$76.20
10	9/5/2023	V0279416	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	business cards, 2	\$92.00
10	9/5/2023	V0279416	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	letterhead envelope	\$142.00
10	9/5/2023	V0279416	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	signage	\$60.75
10	9/5/2023	V0279416	Math	97 Other Operating Exp	Transfer Print Shop	1400 workbooks	\$50.46
10	9/5/2023	V0279416	Math	97 Other Operating Exp	Transfer Print Shop	1405 workbooks	\$32.40
10	9/5/2023	V0279416	Math	97 Other Operating Exp	Transfer Print Shop	2205 worksheets	\$22.80
10	9/5/2023	V0279416	Orientation	97 Other Operating Exp	Transfer Print Shop	kow disc golf poster	\$12.00
10	9/5/2023	V0279416	Orientation	97 Other Operating Exp	Transfer Print Shop	kow folded schedule	\$51.25
10	9/5/2023	V0279416	Photography	97 Other Operating Exp	Transfer Print Shop	freshman seminar copywork	\$477.50

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2023	V0279416	Photography	97 Other Operating Exp	Transfer Print Shop	spain poster	\$9.00
10	9/5/2023	V0279416	Student Compliance	97 Other Operating Exp	Transfer Print Shop	mandated employ checklist	\$15.00
10	9/5/2023	V0279416	Student Compliance	97 Other Operating Exp	Transfer Print Shop	title ix brochure	\$150.00
10	9/5/2023	V0279416	Stu Success Prog	97 Other Operating Exp	Transfer Print Shop	business cards, jen kim	\$92.00
			Sum:	97 Other Operating Exp			\$12,170.74
			Sum:				\$364,959.72

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/5/2023	V0279409	Human Resource	91 Supplies	Backgrounds Online	Pre employ background	\$1,163.90
			Sum:	91 Supplies			\$1,163.90

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/13/2023	V0279642	1M College Services	92 Servs/Fees/Repr/Maint	Williams Porter Day & Neville Pc	Legal services	\$137.50
11	9/21/2023	V0279923	1M College Services	92 Servs/Fees/Repr/Maint	Crowley Fleck PLLP	Legal services	\$325.00
11	9/26/2023	V0280045	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	Sept 2023 legal services	\$63.00
			Sum:	92 Servs/Fees/Repr/Maint			\$525.50

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/26/2023	V0280052	1M College Services	93 Assoc/Travel/Misc	Amer Assoc Comm Colleges	Annual membership dues	\$2,805.00
11	9/7/2023	V0279478	Trustees Board	93 Assoc/Travel/Misc	Transfer Visa	Lodging, deposits	\$1,018.38
			Sum:	93 Assoc/Travel/Misc			\$3,823.38

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/21/2023	V0279964	1M College Services	94 Utilities/Ins/Support	Hub International Mtn. States	Insurance	\$54.00
			Sum:	94 Utilities/Ins/Support			\$54.00

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/26/2023	V0280048	1M College Services	97 Other Operating Exp	Powell Tribune	2023 Paint the Town Red	\$1,904.00
11	9/5/2023	V0279410	Human Resource	97 Other Operating Exp	Northern Wyoming News	Electricians ads	\$7.56
11	9/12/2023	V0279603	Human Resource	97 Other Operating Exp	Sodexo Operations LLC	Meals/snacks VP Stem	\$463.43
11	9/12/2023	V0279604	Human Resource	97 Other Operating Exp	Mr. Joshua R. Buhmann	Mileage reimbursement	\$356.63
11	9/13/2023	V0279644	Human Resource	97 Other Operating Exp	Thermop Independent Record	Electrician ads (2)	\$32.50
11	9/13/2023	V0279648	Human Resource	97 Other Operating Exp	Jeffrey Liles	Travel exp reimbursement	\$964.36
11	9/5/2023	V0279416	Trustees Board	97 Other Operating Exp	Transfer Print Shop	august board book	\$4.87
			Sum:	97 Other Operating Exp			\$3,733.35

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/13/2023	V0279633	1M College Services	98 Expend--Capital/Equip	NWC Accounts Receivable	Mobile rock wall-title,	\$25.00
11	9/22/2023	V0280015	Human Resource	98 Expend--Capital/Equip	Synchrony Bank/Amazon	Display/sandwich board	\$116.75
			Sum:	98 Expend--Capital/Equip			\$141.75
			Sum:				\$9,441.88

12 Auxiliary Fund

12	9/5/2023	V0279424	Food Service	91 Supplies	Aldrich's Lumber	Dining supplies	\$143.00
12	9/5/2023	V0279425	Food Service	91 Supplies	Bloedorn Lumber	Temp dining concrete	\$24.06
12	9/6/2023	V0279442	Food Service	91 Supplies	Powell Ace Hardware LLC	Dining hall/TRAP supplies	\$193.86
12	9/5/2023	V0279417	Print Srv	91 Supplies	Powell Tribune	Printing plates	\$20.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/7/2023	V0279479	Print Srv	91 Supplies	Veritiv	Fuel surcharge	\$7.50
12	9/12/2023	V0279599	Res Halls	91 Supplies	Sodexo Operations LLC	Toilet paper, paper	\$721.98
12	9/22/2023	V0280015	Res Halls	91 Supplies	Synchrony Bank/Amazon	Swivel TV stand,	\$63.98
12	9/5/2023	V0279411	Stabling	91 Supplies	Double Stitched Enterprises Inc	Equine center hay	\$5,220.00
12	9/13/2023	V0279636	Stabling	91 Supplies	McIntosh Oil Inc	August 2023 fuel	\$50.16
12	9/20/2023	V0279892	Stabling	91 Supplies	Big Horn Co-op Marketing	Push broom, durafork	\$112.95
12	9/20/2023	V0279895	Stabling	91 Supplies	John Deere Financial	Hoof tester, equine	\$87.98
12	9/20/2023	V0279895	Stabling	91 Supplies	John Deere Financial	Manure carts	\$459.98
			Sum:	91 Supplies			\$7,105.45

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/20/2023	V0279860	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Temp dining-trailer	\$60.08
12	9/20/2023	V0279860	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Temp dining-trailer fan	\$167.90
12	9/5/2023	V0279424	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$30.18
12	9/6/2023	V0279442	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$41.32
12	9/12/2023	V0279598	Res Halls	92 Servs/Fees/Repr/Maint	Grainger	Colter hall restroom	\$288.80
12	8/31/2023	V0279400	Trap Vil Main	92 Servs/Fees/Repr/Maint	Grainger	TV main repairs	\$90.71
12	9/6/2023	V0279442	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main repairs	\$229.94
12	9/13/2023	V0279646	Trap Vil West	92 Servs/Fees/Repr/Maint	John Deere Financial	TV West repairs-Bare	\$389.98
12	9/20/2023	V0279862	Trap Vil West	92 Servs/Fees/Repr/Maint	3B's Plumbing	TV West:1315 Bayshore	\$177.50
			Sum:	92 Servs/Fees/Repr/Maint			\$1,476.41

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/5/2023	V0279427	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$82.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/12/2023	V0279601	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Drivers per diem	\$326.00
12	9/13/2023	V0279638	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$26.00
12	9/19/2023	V0279840	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$150.08
12	9/19/2023	V0279850	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$336.96
12	9/20/2023	V0279857	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$602.70
12	9/20/2023	V0279859	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$1,232.82
12	9/20/2023	V0279860	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	CC45 fuel 2nd driver	\$35.00
12	9/26/2023	V0280043	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Drivers per diem	\$164.00
12	9/5/2023	V0279406	Res Halls	93 Assoc/Travel/Misc	Sodexo Operations LLC	RA training meals	\$1,260.00
12	9/19/2023	V0279849	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Breakfast	\$53.58
12	9/21/2023	V0280014	Res Halls	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$325.35
			Sum:	93 Assoc/Travel/Misc			\$4,594.49

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/21/2023	V0279922	College Farm	94 Utilities/Ins/Support	Shoshone Irrigation Dist	2024 Tax Levy	\$2,377.20
12	9/20/2023	V0279877	Food Service	94 Utilities/Ins/Support	Park County Clerk	Sept 23 Kitchen rent	\$1,000.00
12	9/5/2023	V0279423	Res Halls	94 Utilities/Ins/Support	Powell City of	July 23 res halls electri	\$5,124.31
12	9/5/2023	V0279423	Res Halls	94 Utilities/Ins/Support	Powell City of	July 23 Res halls sanitat	\$1,347.11
12	9/5/2023	V0279423	Res Halls	94 Utilities/Ins/Support	Powell City of	July 23 Res halls sewer	\$326.98
12	9/5/2023	V0279423	Res Halls	94 Utilities/Ins/Support	Powell City of	July 23 Res halls water	\$1,330.91
12	9/7/2023	V0279477	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	9/14/2023	V0279665	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 23 heat	\$63.41
12	9/20/2023	V0279861	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2023 heat	\$55.55
12	9/5/2023	V0279423	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 23 TM electricity	\$326.79
12	9/5/2023	V0279423	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 23 TM sanitation	\$151.20

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/5/2023	V0279423	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 23 TM sewer	\$36.70
12	9/5/2023	V0279423	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 23 TM water	\$149.38
12	9/14/2023	V0279665	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 23 heat	\$7.12
12	9/20/2023	V0279861	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2023 heat	\$6.24
12	9/5/2023	V0279422	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2023 Recycle	\$1.88
12	9/5/2023	V0279422	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2023 sanitation	\$1,017.90
12	9/5/2023	V0279422	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2023 Sewer	\$226.68
12	9/5/2023	V0279422	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2023 water	\$1,078.91
12	9/5/2023	V0279422	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 23 electricity	\$3,734.36
12	9/5/2023	V0279430	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light pole	\$7.83
12	9/12/2023	V0279609	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 23 heat-TV West	\$331.26
			Sum:	94 Utilities/Ins/Support			\$22,101.72

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/21/2023	V0279916	Food Service	97 Other Operating Exp	Sodexo Operations LLC	5 Meal plan	\$95,534.85
12	8/31/2023	V0279359	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc32 replace ac/fan belts	\$360.00
12	8/31/2023	V0279360	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 wiper blade/fan belt	\$296.21
12	8/31/2023	V0279365	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	CC15 replace parts	\$121.20
12	9/5/2023	V0279427	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	Second driver per diem	\$41.00
12	9/6/2023	V0279442	Motor Pool	97 Other Operating Exp	Powell Ace Hardware LLC	Fleet supplies	\$25.35
12	9/7/2023	V0279452	Motor Pool	97 Other Operating Exp	VeriskyInsurance Info Exchange	motot vehicle reports	\$308.04
12	9/7/2023	V0279453	Motor Pool	97 Other Operating Exp	Napa Auto Parts	fleet supplies	\$311.12
12	9/7/2023	V0279461	Motor Pool	97 Other Operating Exp	R & A Safety LLC	dot drug screen	\$90.50
12	9/7/2023	V0279465	Motor Pool	97 Other Operating Exp	R & A Safety LLC	d tryon dot drug screen	\$90.50
12	9/7/2023	V0279478	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$262.34

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/13/2023	V0279636	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	August 2023 fuel	\$2,731.40
12	9/14/2023	V0279656	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc45 repair windshield	\$60.00
12	9/14/2023	V0279657	Motor Pool	97 Other Operating Exp	Big Horn Co-op Marketing	cc25 flat repair	\$25.00
12	9/14/2023	V0279658	Motor Pool	97 Other Operating Exp	Prevost	cc15 & 19 parts for repai	\$155.86
12	9/14/2023	V0279659	Motor Pool	97 Other Operating Exp	Coulter Car Care	cc45 oil change	\$107.49
12	9/20/2023	V0279857	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$745.50
12	9/20/2023	V0279857	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies	\$25.00
12	9/20/2023	V0279857	Motor Pool	97 Other Operating Exp	Transfer Visa	Paper towels, kleenex	\$46.48
12	9/20/2023	V0279859	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$1,030.25
12	9/20/2023	V0279860	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies	\$461.78
12	9/21/2023	V0279908	Motor Pool	97 Other Operating Exp	Western Collision Repair Inc	cc11 replace windshield	\$316.00
12	9/5/2023	V0279416	Res Halls	97 Other Operating Exp	Transfer Print Shop	ra training manual	\$27.30
12	9/5/2023	V0279416	Res Halls	97 Other Operating Exp	Transfer Print Shop	tw employee red book	\$6.40
12	9/5/2023	V0279416	Res Halls	97 Other Operating Exp	Transfer Print Shop	tw red book	\$6.60
12	9/5/2023	V0279416	Stabling	97 Other Operating Exp	Transfer Print Shop	horse stabling agreement	\$10.80
			Sum:	97 Other Operating Exp			\$103,196.97
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/5/2023	V0279424	Trap Vil Main	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	TV Main repairs	\$418.55
12	9/5/2023	V0279424	Trap Vil West	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	TV West repairs	\$2,537.07
12	9/6/2023	V0279443	Trap Vil West	99 Exp-New Constr/Cap Impr	DJW Plumbing LLC	TV West-1412A Hawthorne	\$5,953.85
			Sum:	99 Exp-New Constr/Cap Impr			\$8,909.47
			Sum:				\$147,384.51

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/7/2023	V0279482	Paint The Town Red	91 Supplies	Powell Ace Hardware LLC	Rope, pool scimmer pole,	\$53.96
			Sum:	91 Supplies			\$53.96

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/26/2023	V0280051	Paint The Town Red	97 Other Operating Exp	Rovenna Cooley	Paint the Town Red banner	\$422.81
			Sum:	97 Other Operating Exp			\$422.81
			Sum:				\$476.77

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/5/2023	V0279405	Workforce Dev	91 Supplies	Sodexo Operations LLC	Meals	\$51.68
15	9/20/2023	V0279852	Workforce Dev	91 Supplies	Transfer Visa	Wy state parks pass	\$8.00
15	9/21/2023	V0279917	Workforce Dev	91 Supplies	Sodexo Operations LLC	Catering	\$195.00
15	9/21/2023	V0279921	Workforce Dev	91 Supplies	Sodexo Operations LLC	Catering	\$154.00
15	9/5/2023	V0279428	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing	\$181.00
15	9/21/2023	V0279897	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug tests	\$181.00
			Sum:	91 Supplies			\$770.68

15 Continuing Educ Fund

15	9/6/2023	V0279440	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	Workkeys	\$37.50
15	9/12/2023	V0279610	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	Sept 23 Kenworth Lease	\$2,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,537.50

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/21/2023	V0280014	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	Aug 2023 mileage	\$109.80
			Sum:	93 Assoc/Travel/Misc			\$109.80

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/5/2023	V0279422	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2023 electricity	\$243.02
15	9/5/2023	V0279422	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2023 recycle	\$0.12
15	9/5/2023	V0279422	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2023 sanitation	\$66.24
15	9/5/2023	V0279422	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2023 sewer	\$14.75
15	9/5/2023	V0279422	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2023 water	\$70.21
15	9/12/2023	V0279609	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 23 heat-CTD	\$21.56
			Sum:	94 Utilities/Ins/Support			\$415.90

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/19/2023	V0279839	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$60.00
15	9/5/2023	V0279420	Wyo Works CDL	97 Other Operating Exp	Rimrock Tire	Tire repairs	\$61.95
15	9/12/2023	V0279611	Wyo Works CDL	97 Other Operating Exp	Rocky Mountain Wash LLC	Truck wash	\$21.00
15	9/13/2023	V0279635	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	CDL sup-socket adapter,	\$27.57
15	9/13/2023	V0279636	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	August 2023 fuel	\$1,729.07
15	9/20/2023	V0279852	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	DOT testing	\$175.00
15	9/20/2023	V0279891	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Def ultra, oil, power	\$74.93
15	9/22/2023	V0280015	Wyo Works CDL	97 Other Operating Exp	Synchrony Bank/Amazon	Window squeegee	\$21.14
15	9/26/2023	V0280039	Wyo Works CDL	97 Other Operating Exp	Caden B. Sherman	CDL truck maint/oil	\$1,440.13
			Sum:	97 Other Operating Exp			\$3,610.79
			Sum:				\$7,444.67

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/19/2023	V0279841	Athletic Concession	91 Supplies	Transfer Visa	Chips, tortillas	\$19.92
22	9/20/2023	V0279875	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Candy, hot dogs, popcorn,	\$785.47
22	9/22/2023	V0280015	Athletic Concession	91 Supplies	Synchrony Bank/Amazon	Nacho trays, click counte	\$205.86
22	9/20/2023	V0279853	Colter Council	91 Supplies	Transfer Visa	Colter Hall program food	\$16.12
22	9/20/2023	V0279853	Lewis/Clark Counc	91 Supplies	Transfer Visa	L & C program food sup	\$19.18
22	9/20/2023	V0279853	Simpson Council	91 Supplies	Transfer Visa	Simpson Hall program food	\$30.75
			Sum:	91 Supplies			\$1,077.30
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/22/2023	V0280015	Lewis/Clark Counc	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Masks	\$14.62
22	8/31/2023	V0279351	Library One Time	93 Assoc/Travel/Misc	Thomson Reuters - West	WestLaw Database access	\$4,196.64
			Sum:	93 Assoc/Travel/Misc			\$4,211.26
22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/22/2023	V0280015	Brodrick Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$1,438.31
22	9/5/2023	V0279416	Graduation	97 Other Operating Exp	Transfer Print Shop	diploma	\$0.40
22	9/5/2023	V0279416	Graduation	97 Other Operating Exp	Transfer Print Shop	SU23 diplomas	\$9.40
22	9/5/2023	V0279416	SAAE (Financial Aid)	97 Other Operating Exp	Transfer Print Shop	envelopes, 1 carton	\$173.00
22	9/5/2023	V0279416	SAAE (Financial Aid)	97 Other Operating Exp	Transfer Print Shop	letterhead, 4000	\$396.00
			Sum:	97 Other Operating Exp			\$2,017.11
22 General Restricted Fund							

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/7/2023	V0279470	Instruction Support	98 Expend--Capital/Equip	Don R. Foote, Jr.	Rock wall purchase	\$19,500.00
			Sum:	98 Expend--Capital/Equip			\$19,500.00
			Sum:				\$26,805.67

70 Plant Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
70	9/5/2023	V0279413	WCCC Contgncy	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Ashley building heating	\$1,125.00
			Sum:	92 Servs/Fees/Repr/Maint			\$1,125.00
			Sum:				\$1,125.00

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/12/2023	V0279602	Ag Pavilion ER	92 Servs/Fees/Repr/Maint	Point Architects	Ag renovation	\$375.00
71	9/5/2023	V0279412	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	L & C paving lot	\$25,812.98
71	9/5/2023	V0279413	Campus PLANNING	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Campus lighting	\$2,640.00
71	9/5/2023	V0279414	Campus PLANNING	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Soccer well rehabilitatio	\$1,412.45
71	9/5/2023	V0279415	Campus PLANNING	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Campus lighting	\$2,265.22
71	9/21/2023	V0279901	Fab Bldg	92 Servs/Fees/Repr/Maint	Barker & Associates LLC	FAB fire alarm	\$2,100.00
71	9/5/2023	V0279413	Moyer CC AC	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Moyer Heating & Cooling	\$2,550.00
71	9/12/2023	V0279602	Moyer CC AC	92 Servs/Fees/Repr/Maint	Point Architects	Moyer cooling & elect	\$375.00
71	9/5/2023	V0279413	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math lab hoods	\$1,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$39,030.65

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/20/2023	V0279871	Student Center	98 Expend--Capital/Equip	Office Scapes of Denver LLC	Student Center Furniture	\$33,654.67
			Sum:	98 Expend--Capital/Equip			\$33,654.67

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/5/2023	V0279424	Ashley Hall	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	Ashley hall remodel	\$474.50
71	9/5/2023	V0279425	Ashley Hall	99 Exp-New Constr/Cap Impr	Bloedorn Lumber	Ashley hall remodel	\$126.90
71	9/6/2023	V0279442	Ashley Hall	99 Exp-New Constr/Cap Impr	Powell Ace Hardware LLC	Ashley hall remodel	\$99.63
71	9/26/2023	V0280050	Campus Paving	99 Exp-New Constr/Cap Impr	Harris Trucking & Construction	L & C parking lot	\$190,818.52
71	9/6/2023	V0279441	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	G & R Controls Inc	Sci/Math retrofit hoods	\$5,141.00
			Sum:	99 Exp-New Constr/Cap Impr			\$196,660.55
			Sum:				\$269,345.87

74 Retirement of Indebtness

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
74	9/20/2023	V0279890	Revenue Bonds	99 Exp-New Constr/Cap Impr	Wyoming Bank and Trust	Bond Interest	\$316,700.00
			Sum:	99 Exp-New Constr/Cap Impr			\$316,700.00
			Sum:				\$316,700.00

Operating Funds – As of August 31, 2023

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,821,813	1,903,154	-1,918,659	50%			
Fees	1,167,000	616,223	-550,777	53%			
State Appropriations	12,210,826	3,835,366	-8,375,460	31%			
Local Tax Levy	3,972,000	145,559	-3,826,441	4%			
Other Sources	599,593	52,667	-546,926	9%			
Reserve Utilization			0	0%			
Total Revenue	21,771,232	6,552,969	-15,218,263				
Expenditures by Program							
					On Budget	Monitor	Concern
Instruction	7,771,808	66,453	7,705,355	1%			
Public Service	96,455	3,280	93,175	3%			
Academic Support	1,714,940	297,162	1,417,778	17%			
Student Services	3,272,812	488,357	2,784,454	15%			
Institutional Support	5,599,742	724,063	4,875,679	13%			
Operations and Maint/Plant	2,539,476	386,002	2,153,473	15%			
Scholarships	776,000	20,838	755,162	3%			
Total Expenditures	21,771,232	1,986,155	19,785,077				

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 2024 budget with no reserve utilization.

Auxiliary Fund – As of August 31, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,012,800	599,525	-413,275	59%			
Residence Halls	1,254,429	638,114	-616,315	51%			
Bookstore	20,000	3,158	-16,842	16%			
Copy Center	177,143	10,657	-166,486	6%			
Motor Pool	213,950	2,539	-211,411	1%			
Other	753,306	319,963	-433,343	42%			
Total Revenue	3,431,628	1,573,956	-1,857,671				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	1,012,800	21,905	990,895	2%			
Residence Halls	1,272,577	119,311	1,153,265	9%			
Bookstore	20,000	0	20,000	0%			
Copy Center	176,645	30,841	145,804	17%			
Motor Pool	186,460	10,343	176,117	6%			
Other	763,145	72,752	690,393	10%			
Total Expenditures	3,431,628	255,152	3,176,476				

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 2024 was divided between Simpson, Lewis and Clark, and Colter Halls. As of September 8, 2023, Northwest College's Fall 2023 occupancy was 315 students.

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

Memorandum

Date: October 16, 2023
To: Board of Trustees
From: Lisa M. Watson, President
Subject: FY2023 Strategic Plan Update and Discussion

November 2023 marked the approval of the NWC 2022-2030 Strategic Plan. The following report provides an update on the work completed relating through October 2023.

Pillar I - Innovate Academic Programming

- Strategic Plan Tactical Activity Pillar 1 – All college departments and employees were invited to collaborate, develop, and submit tactical plans. (Winter 2022/Spring 2023)

Strategy 1.1 Identify and implement academic programs that support economic development and workforce needs at state, regional, and local levels.

- Strategic Plan Tactical Activity 1.1.1 – *Monitor job trends for the nation, state, and region. Monitor state priorities for economic and workforce development.* Key faculty members, with the support from Academic Affairs, developed the BAS in Criminal Justice Studies. State and national job trends and wage data were utilized in the decision-making process. (Fall 2022)
- Strategic Plan Tactical Activity 1.1.2 – *Identify needed workforce training, CTD, and academic programs by collaborating with high schools, Skills USA, State, Universities, and industry.* NWC entered into partnership with the University of Wyoming and other state colleges to gain state WIP-approved funds in the areas of Travel and Tourism, Software Development, Virtual Reality classroom instruction, and the Creative Economy. The Training & Development Program monitored workforce needs, attended workforce and CTD statewide workshops, and provided programming options whenever possible. (FY2023)
- Strategic Plan Tactical Activity 1.1.3 – *Implement selected workforce training, CTD, and workforce programs through partnerships with industry other CCs, the University of Wyoming, State, and Local agencies.* NWC worked with the University of Wyoming through an EDA grant as part of the statewide Impact 307 initiative. NWC faculty worked with Impact 307 and presented at two different workshops to assist community members interested in entrepreneurial efforts. CTD provided several customized training courses to businesses and state agencies for CDL, bus drivers, and snowplow operators. (FY2023)

- Strategic Plan Tactical Activity 1.1.4 - *Participate in programs and seek grant opportunities for programmatic expansion that is sustainable and supports economic development and workforce needs.* NWC collaborated with several CCs and UW to obtain WIP II grant funds for tourism, creative economy, software development, and maker space.
- Strategic Plan Tactical Activity 1.1.5 – *Move workforce training from noncredit to credit programming as viable.* NWC converted its EMT program to a credit program. (FY2022-FY2023)

Strategy 1.2 Expand BAS offerings or pathways as feasible.

- Strategic Plan Tactical Activity 1.2.1 – *Expand the existing BAS programs to offer additional pathways.* No activity to date.
- Strategic Plan Tactical Activity 1.2.2 – *Partner with other colleges to advocate for a rule change regarding the number of BAS programs.* NWC President met with other Presidents and the Commission to discuss current BAS rules, national data, and research. The Commission pulled together information and led a BAS discussion at the October Commission meeting for Commissioners, Presidents, and Trustees. (Summer/Fall 2023)
- Strategic Plan Tactical Activity 1.2.3 – *Place all BAS classes on WYCLASS to expand enrollment opportunities.* No activity to date.
- Strategic Plan Tactical Activity 1.2.4 – *Investigate possible viable BAS programs.* Evaluation of viable BAS programs was held with Faculty for the 2nd BAS program. With support from Academic Affairs, key faculty members developed a BAS in Criminal Justice Studies. This is the College's second and final BAS program, as allowed. The BAS was approved by the WCCC and HLC and the program began in Fall 2023. (FY2023)

Strategy 1.3 Research and expand experiential learning options (research, internships, & apprenticeships).

- Strategic Plan Tactical Activity 1.3.1 – *Establish a student showcase.* NWC faculty and staff developed and offered a successful student showcase event. (April 2023)
- Strategic Plan Tactical Activity 1.3.2 – *Increase resources and opportunities for internships.* NWC partnered with UW to participate in the Impact 307 EDA grant. Student intern assisted with the grant activities. (FY2023)

Strategy 1.4 Innovate course delivery.

- Strategic Plan Tactical Activity 1.4.1 – *Evaluate the feasibility of increased block programming by 2025.* Block programming is utilized in some CTD courses.
- Strategic Plan Tactical Activity 1.4.2 – *Offer short courses that increase community engagement.* PVCE courses are designed to be short courses serving community interests. The College also offers NWC Field Studies courses, which are comprised of travel abroad opportunities. In FY2023, a trip to Greece was offered, and a trip to Japan. (Spring 2023)
- Strategic Plan Tactical Activity 1.4.3 – *Increase opportunities for micro-credentialing.* The Interim VPAA and Dean of Instruction met a micro-credentialing vendor to explore possibilities. (Fall 2023)
- Strategic Plan Tactical Activity 1.4.4 – *Identify and recruit guest lecturers.* NWC hosted Fulbright Scholar Peter Savilla for a lecture titled "The Middle East: A Crisis of Identity: An Insider's Testimony

on the Struggles of Christian Life” and a lecture titled “In Search of a Common Sense of Justice! A Historical Review of the American Role in The Middle East Process (1948-2023).” (September 2023)

- Strategic Plan Tactical Activity 1.4.5 – *Expand hybrid/ high flex course delivery*. The BAS in Criminal Justice started delivering their course offerings in the Hyflex delivery model for Fall 2023. The BAS in Professional Studies also continues to offer courses in this format. (FY2023)
- Strategic Plan Tactical Activity 1.4.6 – *Expand Universal Design for course accessibility*. NWC worked heavily on accessibility improvements during the pandemic. The College utilizes software to monitor accessibility. (FY2023)
- Strategic Plan Tactical Activity 1.4.7 – *Add all Zoom / Synchronous courses to WYCLASS*. NWC added all Zoom/ Synchronous courses to WYCLASS. (FY2023)
- Strategic Plan Tactical Activity 1.4.8 – *Evaluate options to expand open educational resource (OER) utilization and reduce cost of attendance*. VPAA sent a query to the faculty for a baseline measurement to see if faculty use (OER). Several faculty members reported using some open educational resources in their courses. (May 2023)

Strategy 1.5 Promote and enhance programming that aligns with distinction and/or destination of place.

- Strategic Plan Tactical Activity 1.5.1 - *Commit funds to expand or refine programs to align with the vision*. NWC Interim VPAA, Dean of Instruction, and Division Chairs have been working to revitalize program reviews to improve program needs and faculty staffing. Division chairs were reinstated with three credit hours of release each semester to focus on programming. (July 2023)

Pillar II - Attract New Students and Quality Employees

- Strategic Plan Tactical Activity Pillar 2 – All college departments and employees were invited to collaborate, develop, and submit tactical plans. (Winter 2022/Spring 2023)

Strategy 2.1 Enhance the NWC Brand through new investment in marketing and communications to improve recruitment, institutional reputation, and alumni engagement across the state and region.

- Strategic Plan Tactical Activity 2.1.1 - *Develop and implement a robust marketing plan that aligns with enrollment goals and industry best practices*. NWC enrollment and marketing workgroup attended two conferences regarding enrollment and marketing. NWC determined that a new website is a top priority for Enrollment and Marketing. RFP was written, responses evaluated, and vendor Modern Campus was selected for new Website Design, Search Engine Optimization, Content Management System, ADA, Directory and calendar, and Academic Pathways enhancement. (FY2023)
- Strategic Plan Tactical Activity 2.1.2 – *Continue to monitor communication and marketing trends, adhere to industry best practice guidelines while making room for innovation, and pivot tactics to achieve high performance*. NWC workgroup attended RNL and 3E conferences for enrollment and marketing to get industry updates, best practice information, and ideas. The Marketing creative team

meets weekly, and the Enrollment and Marketing Directors now meet biweekly with the President. (FY2023)

- Strategic Plan Tactical Activity 2.1.3 – *Expand video offerings across various platforms.* NWC hired an Interim Multimedia production specialist to expand video offerings for enrollment and campus brand efforts. (Fall 2022)
- Strategic Plan Tactical Activity 2.1.4 – *Continue enhancements to all marketing content, clear messaging, and dynamic rituals. Eliminate inconsistent, confusing, and poorly constructed branding.* NWC's creative team meets weekly to review all marketing and communications for enhancements. (FY2023)
- Strategic Plan Tactical Activity 2.1.5 – *Ensure the website serves the needs of its target audience, supports enrollment initiatives, and adheres to regulatory requirements.* NWC determined that a new website is a top priority for Enrollment and Marketing. RFP was written, responses evaluated, and vendor Modern Campus was selected for new Website Design, Search Engine Optimization, Content Management System, ADA, Directory and calendar, and Academic Pathways enhancement. (FY2023)
- Strategic Plan Tactical Activity 2.1.6 – *Explore and develop a significant college rebranding effort to better communicate the College's story in a fresh, compelling, and modern way; use the lens of Distinction or Destination to inform and clarify brand initiatives.* Marketing and Communications has a weekly creative meeting to discuss efforts through the Vision statement. (FY2023)
- Strategic Plan Tactical Activity 2.1.7 – *Explore the feasibility of renaming the college as part of the rebranding effort; build a case documenting all considerations and present findings to the Board for their consideration.* No activity to date.

Strategy 2.2 Elevate Strategic Enrollment Efforts.

- Strategic Plan Tactical Activity 2.2.1 – *Develop and implement a more robust Strategic Enrollment Plan that supports the Vision and follows higher education best practices.* NWC enrollment and marketing workgroup attended two conferences regarding enrollment and marketing. NWC determined that a new website is a top priority for Enrollment and Marketing. NWC hosted two different workshops for faculty and staff for strategy input. NWC hosted an RNL enrollment vendor for campuswide assessment and enrollment review. NWC continued efforts with the Element 451 student enrollment platform, CampusReel video platform, and Niche enrollment application. (FY2023)
- Strategic Plan Tactical Activity 2.2.2 – *Develop and target enrollment goals emphasizing student groups with the highest growth potential.* NWC enrollment team meets weekly to discuss enrollment efforts and potential improvements to the enrollment and student admissions processes. (FY2023)
- Strategic Plan Tactical Activity 2.2.3 – *Embrace diversity in ideas, experiences, and identity in recruiting students.* NWC focused on the Welcome to Wyoming Scholarship and the diversity of recruiting through the international program admitting students from over 31 countries. (FY2023)
- Strategic Plan Tactical Activity 2.2.4 – *Integrate a comprehensive communications plan in enrollment initiatives.* NWC enrollment and marketing collaborated on enrollment communications and held joint retreats during the year to focus on enrollment initiatives. (FY2023)
- Strategic Plan Tactical Activity 2.2.5 – *Ensure enrollment and admissions process is efficient and student-centered.* NWC worked all year to improve the enrollment process through Element 451

software. Computing Services designed a new automated process to streamline dual and concurrent enrollments for high schools. (FY2023)

- Strategic Plan Tactical Activity 2.2.6 – *Streamline the Scholarship Award process*. Financial Aid and Enrollment Services collaborated with the Foundation on enhancements to various administrative aspects of the College's Trapper Scholarship Program as part of the College's strategic plan to bolster student recruitment. (September 2022) Financial Aid, Enrollment Services, the Foundation, and Communications and Marketing partnered to finalize and implement its 2023-24 NWC scholarship administrative revisions as part of the College's Strategic Plan. (October 2022) Financial Aid and the Foundation began donor matching and student notification in accordance with the new accelerated student notification timeline. (March 2023) Financial Aid collaborated with the Foundation to enact early student notification/acceptance of 2023-24 NWC Scholarship awards. (April 2023)

Strategy 2.3 Attract and hire highly qualified faculty and staff.

- Strategic Plan Tactical Activity 2.3.1 – *Enhance messaging about the benefits of NWC and the community*. NWC created a recruiting video for employee recruiting and updated recruiting information. (Fall 2023)
- Strategic Plan Tactical Activity 2.3.2 - *Streamline hiring processes*. NWC implemented a search committee participation worksheet to streamline committee membership. Committee membership is as efficient as possible to minimize conflicting schedules. (FY2023)
- Strategic Plan Tactical Activity 2.3.3 - *Embrace diversity of ideas and experiences and identify in faculty and staff recruitment*. NWC posts position openings through national search engines, local newspapers in our service area, social media, etc. (FY2023)

Pillar III - Champion Student and Employee Retention and Success

- Strategic Plan Tactical Activity Pillar 3 – All College departments and employees were invited to collaborate, develop, and submit tactical plans. (Winter 2022/Spring 2023)

Strategy 3.1 Sustain high levels of degree or certificate attainment.

- Strategic Plan Tactical Activity 3.1.1 – *Maintain retention at or above the state average*. NWC has a retention committee that meets throughout the year to discuss retention, including leadership positions from faculty, academics, student services, and administrative services. (FY2023)
- Strategic Plan Tactical Activity 3.1.2 – *Maintain completion at or above the state average*. NWC VPAA, Dean of Instruction, IR, Faculty, and Presidents Staff discuss best practices, review student surveys, and monitor help alerts to support students and assess needs. (FY2023)
- Strategic Plan Tactical Activity 3.1.3 – *Increase awareness of programming and access to student support services*. NWC actively promotes student support services to students through emails and face-to-face outreach from faculty and staff. (FY2023)
- Strategic Plan Tactical Activity 3.1.4 - *Build on NWC's successful history of student retention and completion initiatives*. NWC provided the First Year Seminar, the Help Alert system, and the Hero Grant to support retention and completion initiatives. (FY2023)

Strategy 3.2 Enhance extracurricular activities to extend learning experiences beyond the classroom.

- Strategic Plan Tactical Activity 3.2.1 – *Design and implement extracurricular and co-curricular opportunities that provide intellectual, social, and emotional growth.* No activity to date.
- Strategic Plan Tactical Activity 3.2.2 - *Provide individual and group awards/recognition for student extracurricular and co-curricular engagement.* No activity to date.
- Strategic Plan Tactical Activity 3.2.3 – *Ensure student housing experience enriches students' social, intellectual, and emotional growth.* No activity to date.
- Strategic Plan Tactical Activity 3.2.4 – *Embrace global engagement to support diversity, equity, and inclusion in the NWC experience.* NWC maintains an international department that recruits international students and scholars. It organizes and holds multicultural events and activities. NWC participates in a UISFL grant that supports foreign language, foreign studies, and the enhancement of coursework through a multicultural lens. (FY2023)
- Strategic Plan Tactical Activity 3.2.5 – *Expand awareness of and engagement in student activities, athletics, and campus events.* NWC maintains a student activities coordinator for student activities, offers multiple sports for athletes and hosts multiple campus events throughout the year. (FY2023)

Strategy 3.3 Develop and retain highly qualified faculty and staff.

- Strategic Plan Tactical Activity 3.3.1 – *Design and fund a Teaching and Learning Center to serve all employees.* NWC maintains an annual subscription for higher education training that employees can access. Professional development funds are available, and the Faculty Teaching and Learning Center is available for utilization. (FY2023)
- Strategic Plan Tactical Activity 3.3.2 – *Fund a Professional Development Endowment.* The NWC President and Finance Director identified previous and current funds from Bookstore Commissions and rental income for use as a Professional Development corpus. A restricted Professional Development fund was created to hold the funds while working with the Foundation. (June 2023)
- Strategic Plan Tactical Activity 3.3.3 – *Develop an onboarding system for all employees to connect them to the College.* No activity is scheduled.
- Strategic Plan Tactical Activity 3.3.4 – *Advocate for compensation and benefits.* NWC President advocated with other Colleges for compensation increases for FY2023. The legislature funded and compensation was allocated to all employees. The HR Director and President performed annual compensation reviews to assist with legislative compensation requests and allocations. (FY2023)
- Strategic Plan Tactical Activity 3.3.5 – *Incentivize employee service in college-sponsored events.* No activity to date.

Strategy 3.4 Enhance employee benefits.

- Strategic Plan Tactical Activity 3.4.1 – *Increase awareness of current benefits.* NWC HR and Payroll meet with all new employees to review benefits. Emails were distributed throughout the year to employees regarding benefits (EAP, holidays, leave, benefit changes, etc. (FY2023)
- Strategic Plan Tactical Activity 3.4.2 – *Identify opportunities to enhance employee benefits.* President, HR Director, and Payroll Specialist followed national trends, and state meetings for options. (FY2023)
- Strategic Plan Tactical Activity 3.4.3 – *Evaluate and design a flexible work arrangement model.* NWC has been researching current trends and potential models for higher education. (FY2023)

Pillar IV - Revitalize Campus

- Strategic Plan Tactical Activity Pillar 4 – All College departments and employees were invited to collaborate, develop, and submit tactical plans. (Winter 2022/Spring 2023)

Strategy 4.1 Build, enhance, and support campus infrastructure to compete with regional institutions.

- Strategic Plan Tactical Activity 4.1.1 – *Complete and implement a new Facilities Master Plan.* No activities to date.
- Strategic Plan Tactical Activity 4.1.2 – *Lead construction of new Student Center.* NWC has been fully engaged through Physical Plant, the President, the Foundation, and campuswide departments as needed for the Student Center project. Design plans, funding and campaign efforts, the RFP for construction, and the temporary dining facility were complete. The old Student Center was torn down, and construction of the new building was started. (FY2023)
- Strategic Plan Tactical Activity 4.1.3 – *Advocate for Master plan funding.* The President met with Legislators, Commission staff, the State Building Commission, and the Community College Commission to advocate for funding to support improvements associated with the Master Plan and campus operations. Funds were received to support the capital renewal of the ORB building. (FY2023)

Strategy 4.2 Grow revenue to improve affordability and accessibility.

- Strategic Plan Tactical Activity 4.2.1 – *Expand and strengthen community engagement throughout the Big Horn Basin.* The Foundation Director and Alumni Association hosted an Ice Cream Social at the Big Horn County Fair. CTD and the President were also in attendance. (August 2023)
- Strategic Plan Tactical Activity 4.2.2 – *Advocate for legislative support.* NWC President advocated for legislative support through personal meetings with legislators, committee meetings, and agency engagement to support legislative needs. The College and Foundation submitted articles to the newspapers and via social media to increase awareness of the College's work for the community and the value of the College in educating students. (FY2023)
- Strategic Plan Tactical Activity 4.2.3 – *Investigate and expand sanctioned/recognized student activity expansion opportunities if viable.* No activities to date.
- Strategic Plan Tactical Activity 4.2.4 – *Investigate and expand athletic team expansion opportunities if viable.* No activities FY2023.

Strategy 4.3 Retain the focus on operational efficiencies.

- Strategic Plan Tactical Activity 4.3.1 – *Create a culture that understands and is supportive of the Strategic plan and is committed to its fulfillment.* The President, the President's Staff, IEC, and campus departments held workshops, meetings, and discussions to educate campus members about the Strategic Plan and develop tactics, activities, and outcomes for year one. (FY2023)
- Strategic Plan Tactical Activity 4.3.2 - *Set standards for academic and support program effectiveness and efficiency that align with higher education best practices.* NWC utilizes a support service program assessment process. A reworked academic program review project was drafted. (FY2023)

Strategy 4.4 Partner with the Foundation to align fundraising initiatives to support College strategic goals.

- Strategic Plan Tactical Activity 4.4.1 – *Structure Scholarship Awards to be competitive and support enrollment.* Financial Aid, the Foundation & Enrollment Services Offices implemented enhancements to various administrative aspects and doubled the amount of money awarded to most student through the College's Trapper Scholarship Program as part of the College's strategic plan to bolster student recruitment. Athletic Scholarship initiative is two million endowed to date (September 2022)
- Strategic Plan Tactical Activity 4.4.2 – *Complete fundraising for the Vibrancy Campaign and a new Student Center.* The foundation actively engaged in campaign work, naming opportunities, and educating community members on student center needs. 75% of funds raised to date. (2022-2023)
- Strategic Plan Tactical Activity 4.4.3 – *Identify opportunities to establish additional endowed chairs.* Designed and implemented the endowed chair process with the College. Received applications and selected faculty for the inaugural year. (FY2023)
- Strategic Plan Tactical Activity 4.4.4 – *Expand partnerships with program-related industries for scholarships and program support.* The Foundation continues to evaluate all potential donors to match interested supporters with areas of interest. (FY2023)
- Strategic Plan Tactical Activity 4.4.5 - *Collaborate with academic departments and programs. Identify successful alumni and engage them in strategic campus initiatives.* Foundation staff were assigned to academic divisions as Liaisons. The Foundation worked with Academic departments to create Giving Day projects and recruited alumni to assist with peer-to-peer outreach. (March 2023)



To: Lisa Watson, President
From: Lisa Smith, Institutional Research Manager
RE: Longitudinal Enrollment Report – October 2023
Date: September 29, 2023

Each year, we examine NWC’s enrollment trends. Looking at enrollment over a 10-year cycle with various breakdowns aids in understanding how populations are changing. This information will be beneficial to consider as we determine our strategic enrollment efforts to recruit and retain students.

Attracting new students and championing student retention and success are part of the pillars of the Strategic Plan 2030. Priorities for these areas from the President’s Office Operational Plan FY24 include expanding marketing strategies for strategic enrollment, ensuring the website serves the target audiences and supports enrollment initiatives, assessing and refining the strategic enrollment structure, and creating a Strategic Enrollment Plan.

Please see the attached *Longitudinal Enrollment Report – October 2023* to view the variety of enrollment and student success breakdowns.



Longitudinal Enrollment Report
October 2023

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Preliminary Fall 2023 Enrollment*

Headcount	1368
FTE	1133

Enrollment Status	Headcount	% of Total
Full-Time	647	47%
Part-Time	721	53%
<i>Total</i>	<i>1368</i>	<i>100%</i>

First-Time and Degree-Seeking Status	Headcount	% of Total
First-Time Degree-Seeking	275	20%
All Other Degree-Seeking	556	41%
Non-Degree-Seeking	537	39%
<i>Total</i>	<i>1368</i>	<i>100%</i>

Residency	Headcount	% of Total
Wyoming Service Area	965	71%
Wyoming Out-of-Service Area	108	8%
WUE State	161	12%
Other Out-of-State	134	10%
<i>Total</i>	<i>1368</i>	<i>100%</i>

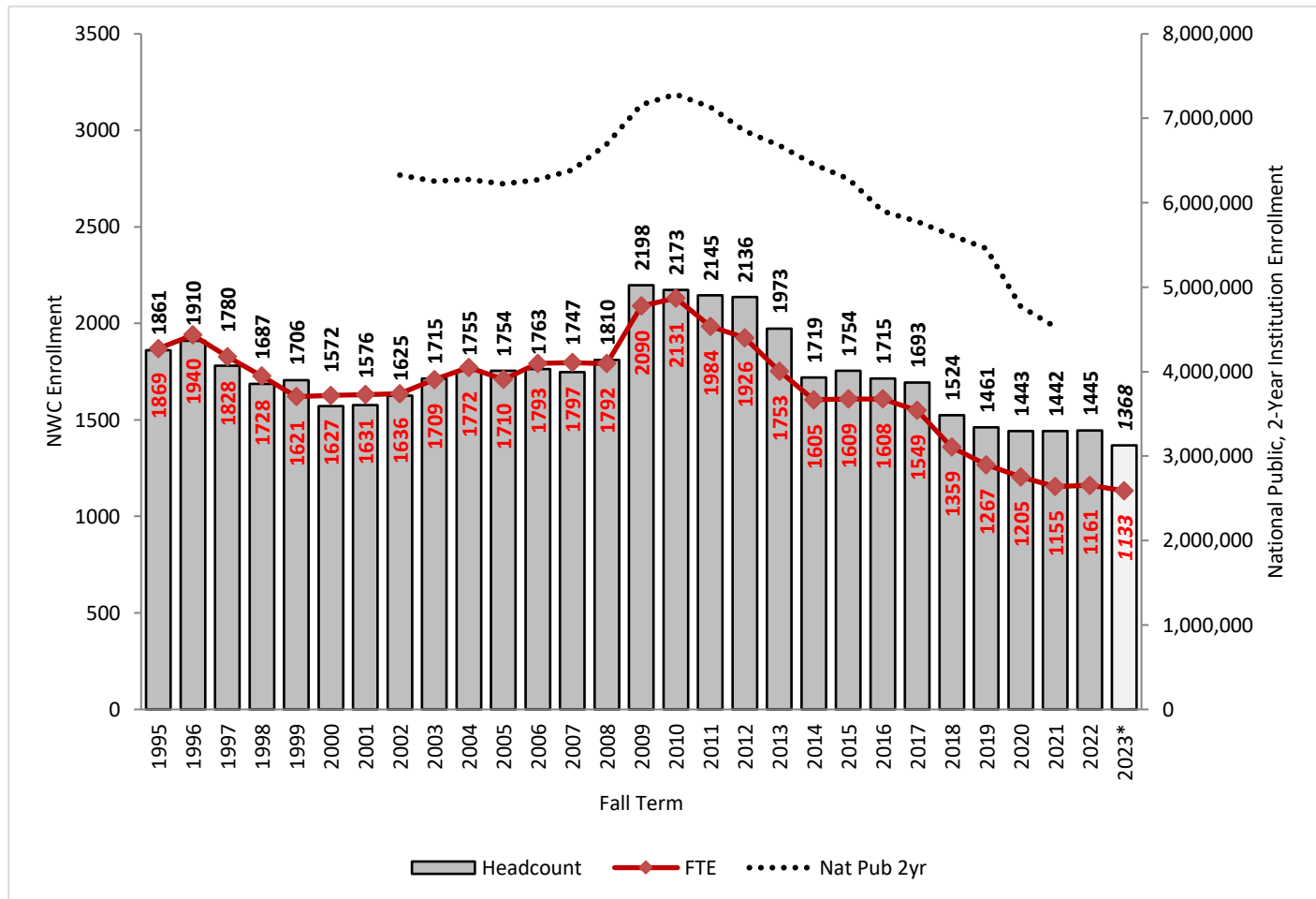
Age	Headcount	% of Total
<18	445	33%
18-21	577	42%
22-29	171	13%
>=30	175	13%
<i>Total</i>	<i>1368</i>	<i>100%</i>

Concurrent/Dual Enrolled	Headcount	% of Total
Concurrent/Dual	429	31%
Non-Concurrent/Dual	939	69%
<i>Total</i>	<i>1368</i>	<i>100%</i>

Program Areas with 10 Highest Numbers of Degree-Certificate Majors	23/FA	22/FA
General Studies	124	131
Health Science (Non-Nursing)	112	149
Business	73	77
Agriculture	72	80
Nursing	62	74
Criminal Justice	54	43
Biology (including Pre-Professional Sciences)	53	51
Education	47	67
Art/Graphic Design	42	31
Welding Technology	28	36

*Fall 2023 enrollment is preliminary, as of 9/27/2023.
Official fall enrollment will be available in February 2024.

Historical Fall Enrollment



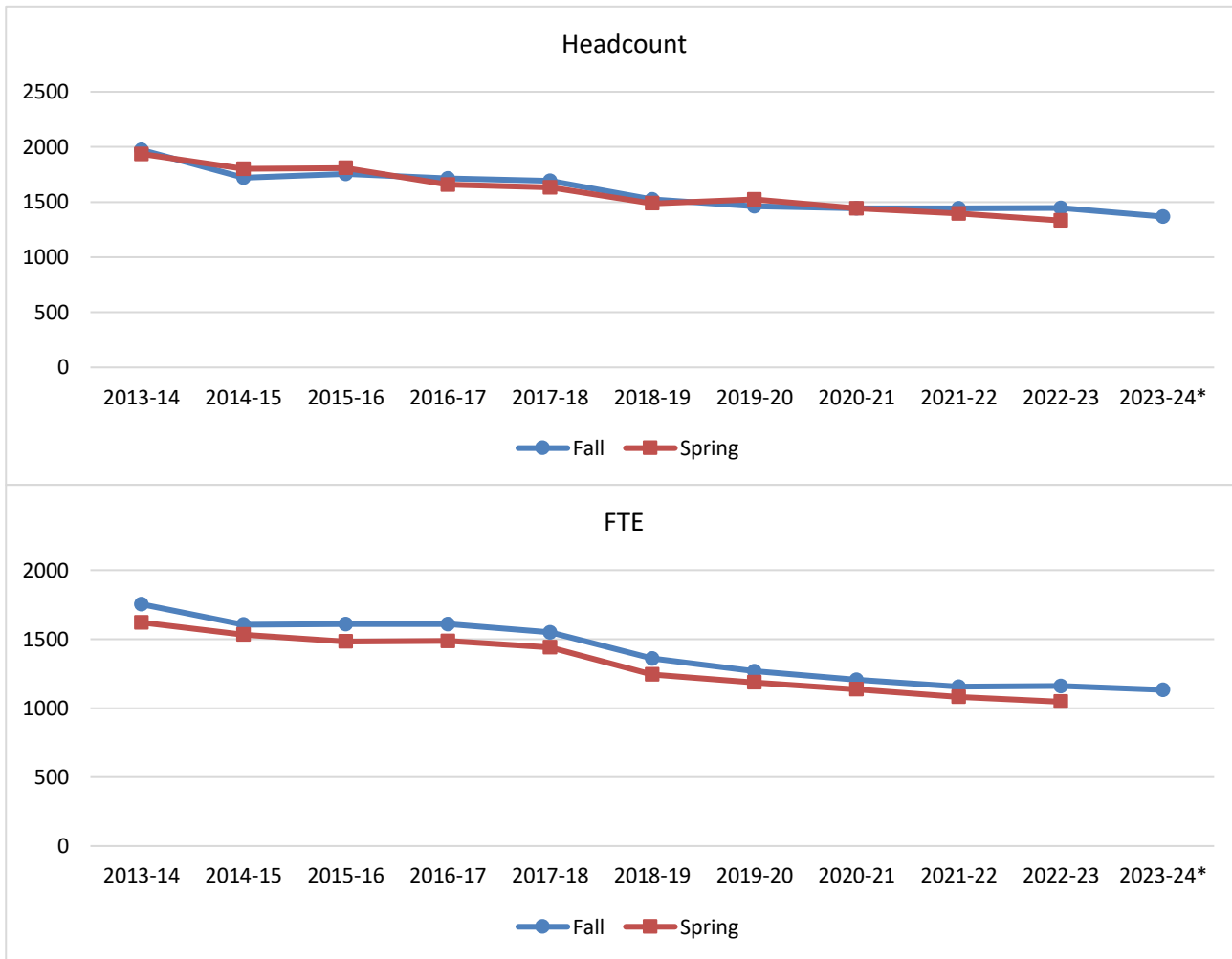
*2023 enrollment is preliminary, as of 9/27/2023, and will increase before the end of term. Enrollment for all previous terms is final.

Definition: **Headcount** is the unduplicated number of students who were enrolled (a student is counted once, no matter how many credits the student is taking). **Full-time equivalent (FTE)** enrollment is the number of credits in which all students are enrolled divided by 12 (the number that represents a full-time load for one term).

Summary: Prior to NWC's enrollment peak in Fall 2009 and Fall 2010, FTE followed the unduplicated headcount closely. Since then, FTE has been notably lower than the headcount. This is due to the increasing percentage of students taking part-time loads, in particular high school concurrent and dual students.

Enrollment numbers reported by the National Center for Education Statistics (U.S. Department of Education) show that enrollment for all public, two-year institutions follows a similar path to NWC's for most years with a more dramatic decrease in Fall 2020. (Only Fall 2002 through Fall 2021 is available at this point nationally.)

Fall and Spring Enrollment



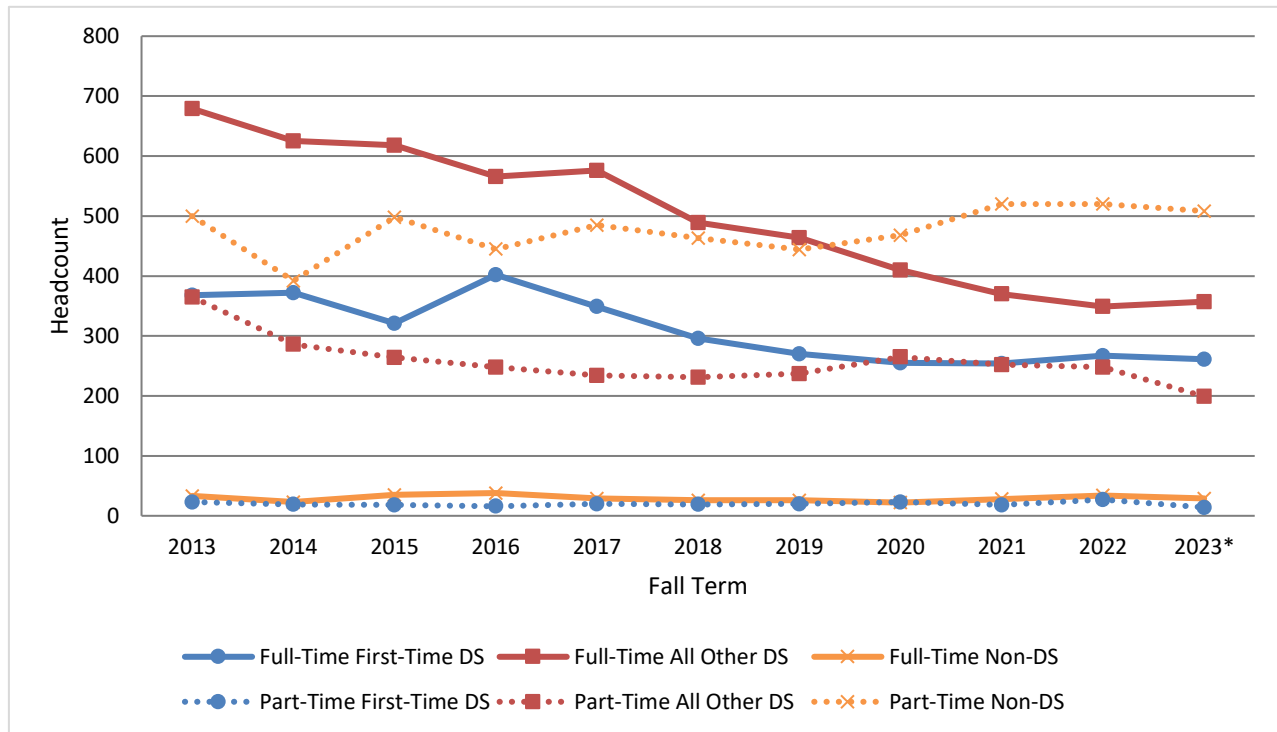
*2023 enrollment is preliminary, as of 9/27/2023.

Summary: Over the past decade, headcount has averaged a 1% decrease from the fall to the spring of an academic year, though from year to year, spring has fluctuated between being a little higher to a little lower than the preceding fall.

Full-time equivalent (FTE) has consistently been lower in the spring than the fall. On average, spring FTE has been 7% lower than the fall.

Therefore, though a similar number of students enroll in both terms of an academic year, students tend to take fewer credits in the spring than in the fall.

Enrollment by First-Time and Degree-Seeking Status



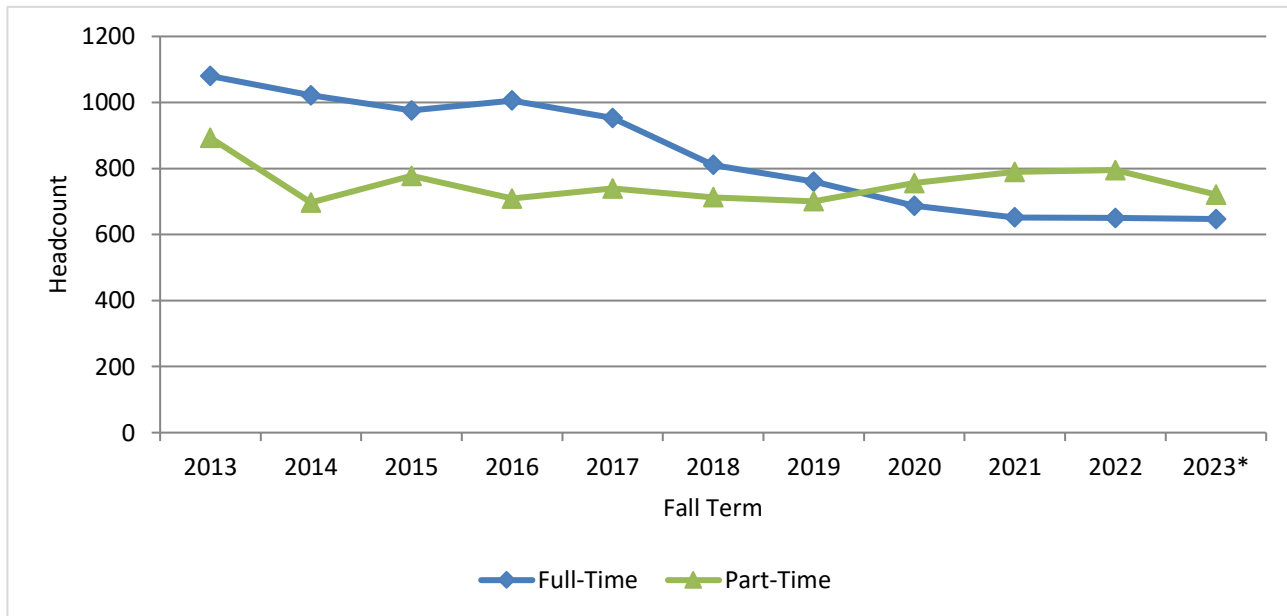
*2023 enrollment is preliminary, as of 9/27/2023.

Definition: **Degree-seeking (DS) students** are those majoring in either a degree and/or a certificate program. **First-time students** are students who have not enrolled in college since graduating from high school (they may have taken concurrent/dual courses in high school). **All other degree-seeking students** include returning and transfer students. **Non-degree-seeking students** are not pursuing a degree or certificate (includes concurrent/dual enrolled high school students).

Summary: Historically, full-time "all other degree-seeking students" was the largest group of students. Fall 2020 marked the first year where part-time enrollment was larger than full-time enrollment. In Fall 2023, the largest group is **part-time non-degree-seeking students** (primarily concurrent and dual students), making up 37% of total population, followed by **full-time "all other degree-seeking students"** (returning and transfer students), making up 26% of total population. **Full-time, first-time degree-seeking students** account for 19% of total enrollment, the third largest group.

	<i>Percent of Total Enrollment - Fall 2023</i>
Full-Time	
First-Time Degree-Seeking	19%
All Other Degree-Seeking	26%
Non-Degree-Seeking	2%
Part-Time	
First-Time Degree-Seeking	1%
All Other Degree-Seeking	15%
Non-Degree-Seeking	37%

Enrollment by Full-Time and Part-Time Status



**2023 enrollment is preliminary, as of 9/27/2023.*

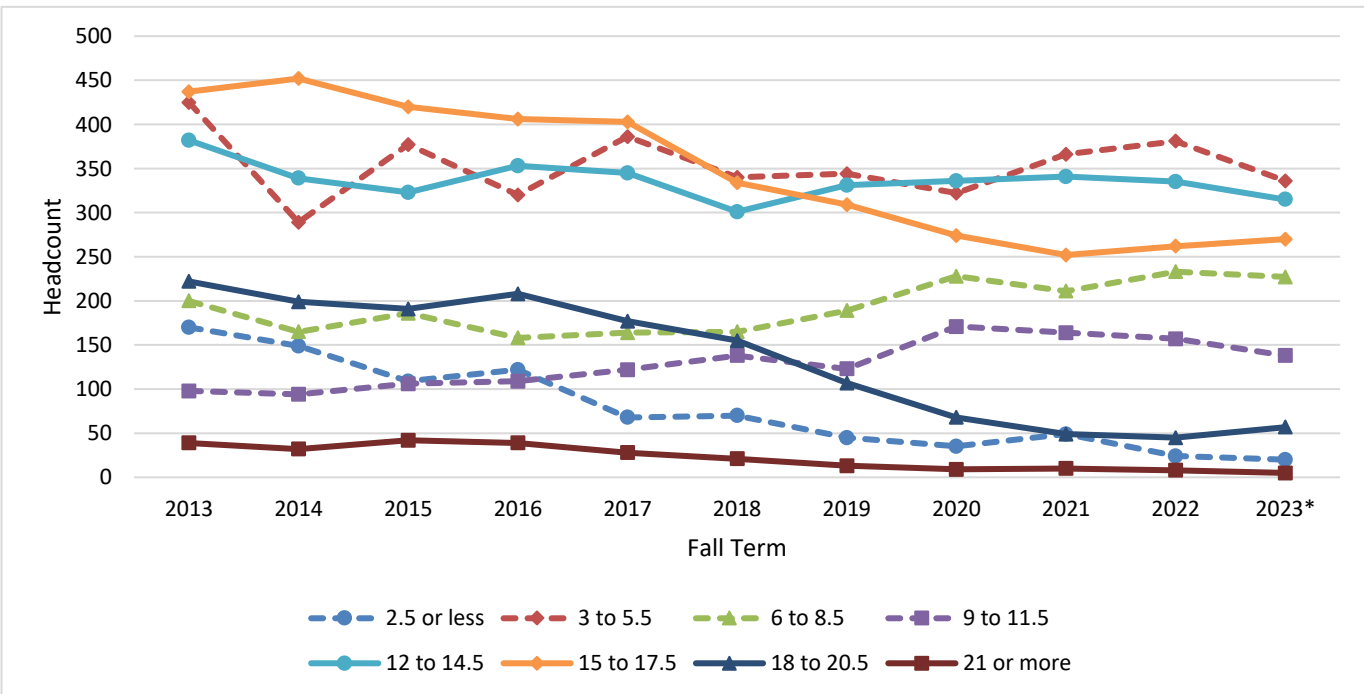
Definition: A **full-time student** is enrolled in 12 credits or more during an enrollment term. A **part-time student** is enrolled in 0.5 to 11.5 credits. Both degree-seeking and non-degree-seeking students are included in this measure.

Summary: In Fall 2013, full-time students accounted for 55% of total headcount. Part-time students became the majority population starting in Fall 2020. In Fall 2023, full-time make up 47% of enrollment.

Students are enrolling in fewer credits than they did ten years ago. However, students in Fall 2023 enrolled in larger credit loads than they did in Fall 2022.

Some of the increase in part-time enrollment is due to an increase in concurrent and dual enrollment over this time.

Enrollment by Credit Hour Load



*2023 enrollment is preliminary, as of 9/27/2023.

Definition: This measure shows how many students (unduplicated headcount) are enrolled in each **credit hour range**.

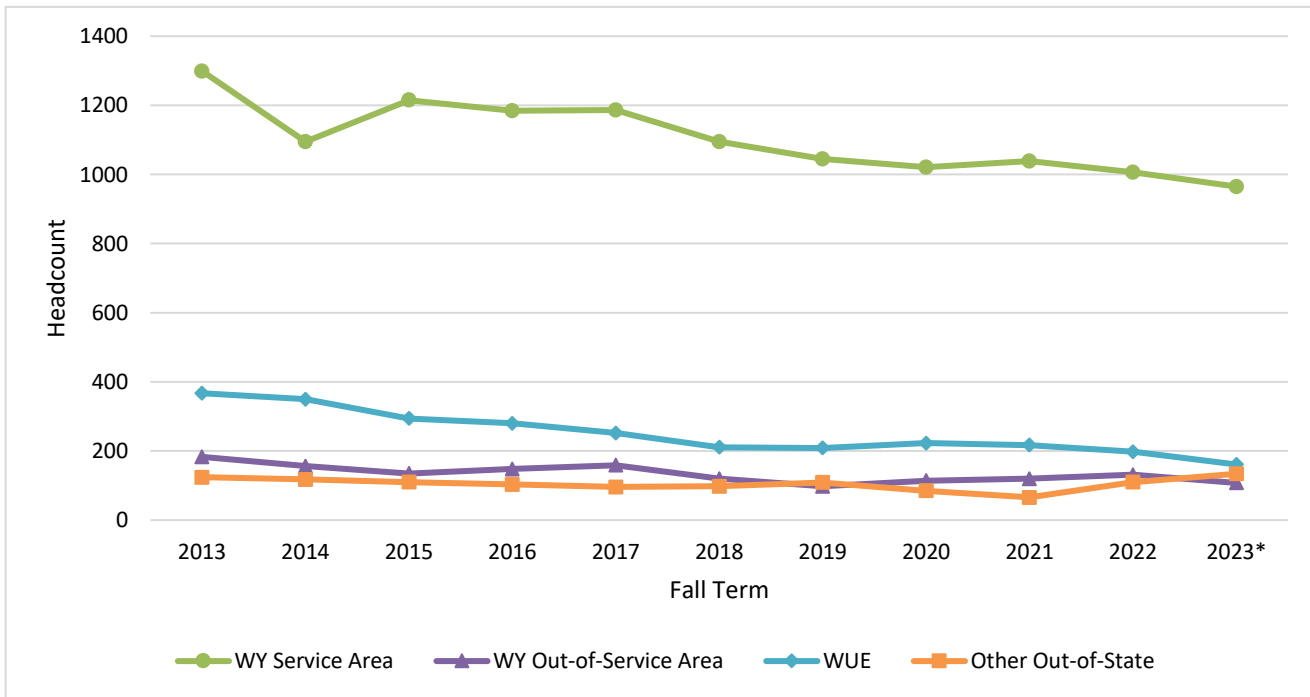
Full-time loads - solid lines on graph; part-time loads - dashed lines.

Summary: Over the past decade, the largest numbers of students enrolled in 3 to 5.5 credits, 12 to 14.5 credits, and 15 to 17.5 credits.

In Fall 2023, we are seeing increases in the 15-20.5 credit ranges and decreases in the part-time ranges, particularly in the 3-5.5 credit range. This has led to an increase in the average credits enrolled per student, compared to Fall 2022.

Students paid the same tuition rate for 12 to 20 credits for all years before Fall 2019. In Fall 2019, Wyoming community colleges changed the tuition flat rate (rate cap) to 15 to 20 credits. In Fall 2021, this rate cap was eliminated completely, so students then paid for all credits enrolled. This change may have impacted the number of credits in which students enroll.

Enrollment by Residence



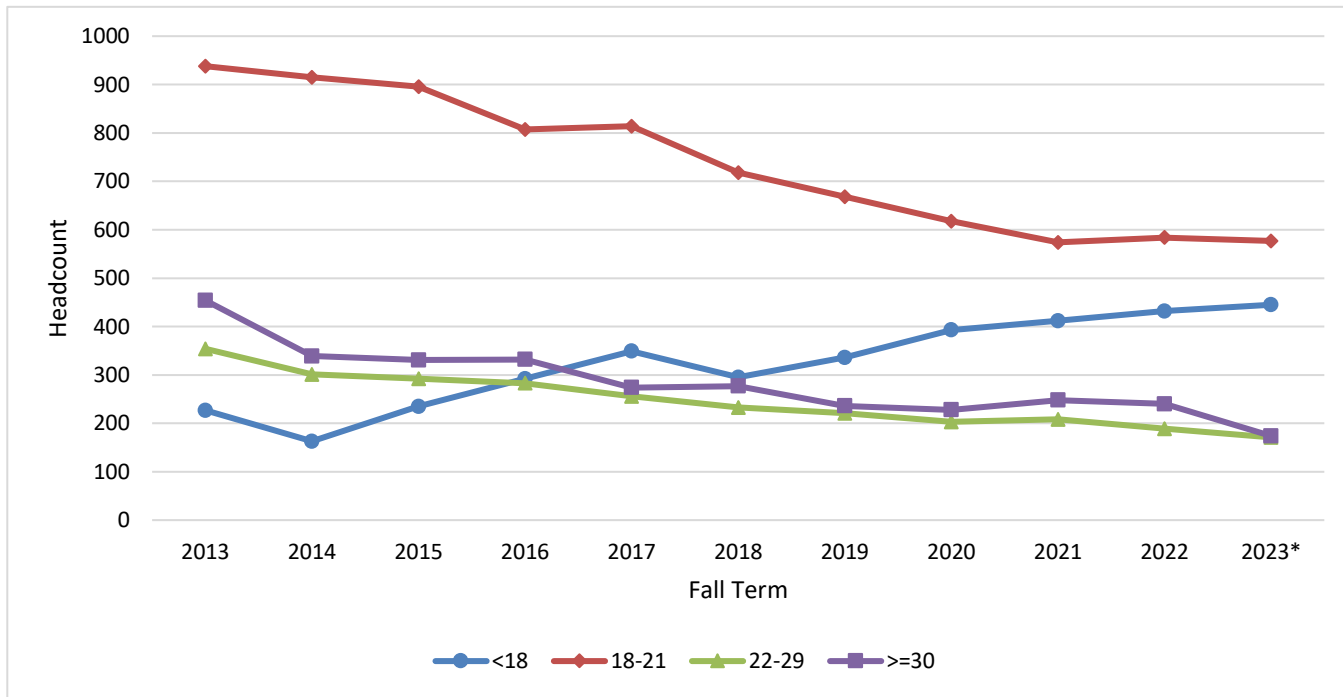
*2023 enrollment is preliminary, as of 9/27/2023.

Definition: Residence location is determined by a student's **residence county and state**. **Service area** consists of Park, Big Horn, and Washakie counties in Wyoming. **Western Undergraduate Exchange (WUE)** states consist of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and the US Pacific Territories and Freely Associated States (Nebraska residents are also given the WUE rate at NWC). Students from other countries and US states outside Wyoming and WUE states are included in **Other Out-of-State**.

Summary: In Fall 2023, 71% of students came from NWC's service area, 12% came from WUE states, 10% came from out-of-state or international (non-WUE), and 8% came from Wyoming counties outside NWC's service area.

After the decline in international enrollment due to COVID-19, the Welcome to Wyoming Scholarship was offered for the first time in Fall 2022, which boosted Other Out-of-State (including international and athletic) enrollments.

Enrollment by Age



**2023 enrollment is preliminary, as of 9/27/2023.*

Definition: This measure shows unduplicated headcount enrollment by **age**.

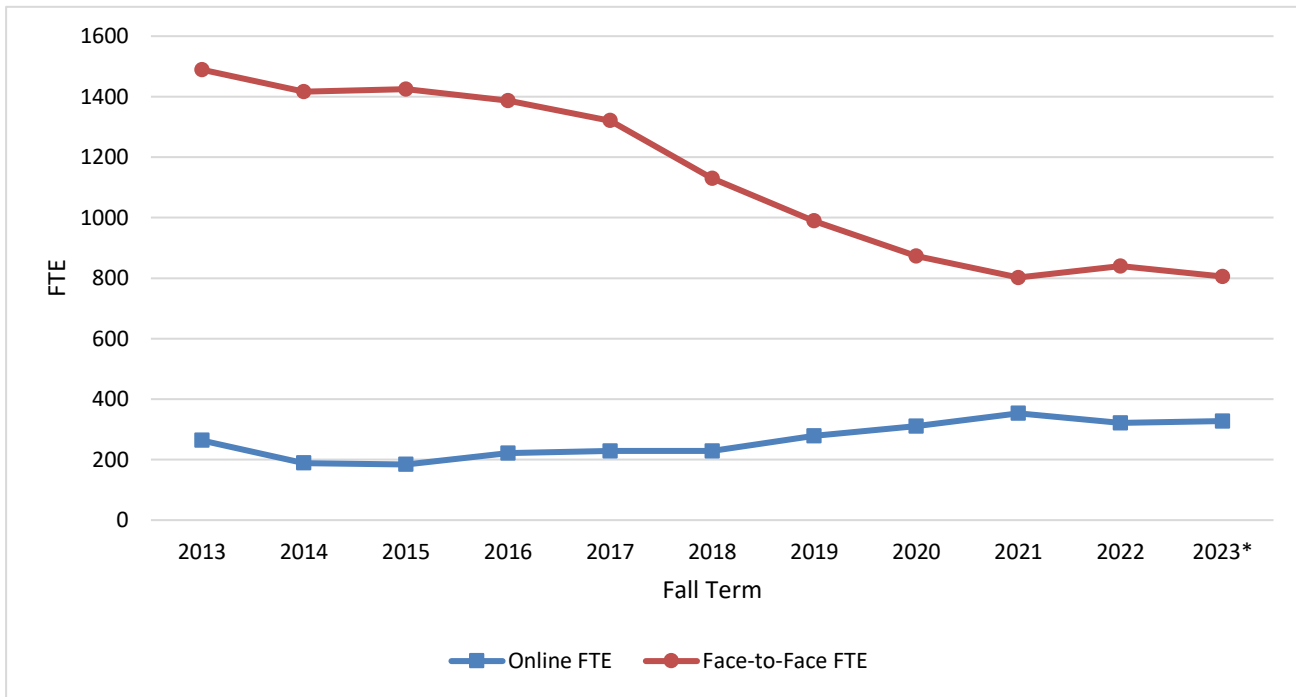
Summary: In Fall 2023, the median age is 18 years, and the average (mean) age is 22. We are seeing a decrease in the number of students 30 years and over this year.

The number of students under 18 has increased over the past ten years, which corresponds to the increase of concurrent and dual enrollment.

Percent of total population:

- 18-21 years: 42%
- Less than 18 years: 33%
- Greater than or equal to 30 years: 13%
- 22-29 years: 13%

Enrollment by Online and Face-to-Face



*2023 enrollment is preliminary, as of 9/27/2023.

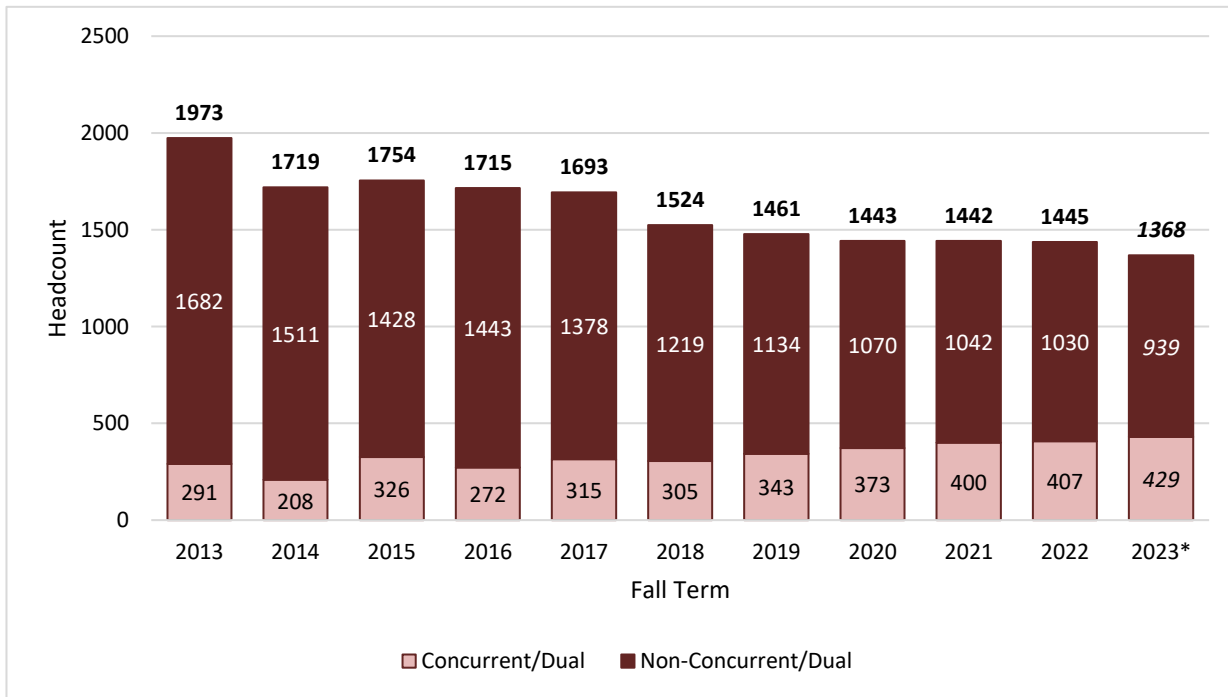
Definition: **Online** courses are taken completely through distance methods. **Face-to-face** courses are partially or fully taught in person.

Summary: *Disclaimer: Due to the coronavirus pandemic, some Fall 2020 classes originally scheduled to be face-to-face had to use alternative delivery methods to accommodate social distancing. They are still considered to be face-to-face for this chart. This chart represents enrollment by how classes were originally scheduled.*

Enrollment in courses scheduled to be delivered online has increased 24% over the past ten years.

In Fall 2023, FTE (credits/12) for online courses made up 29% of total FTE, compared to 15% in Fall 2013.

Enrollment by Concurrent and Dual - Fall



*2023 enrollment is preliminary, as of 9/27/2023.

Definition: **Concurrent** students are enrolled in credit courses taught in high schools by college-approved high school teachers. **Dual** students are enrolled in credit courses taught by NWC faculty.

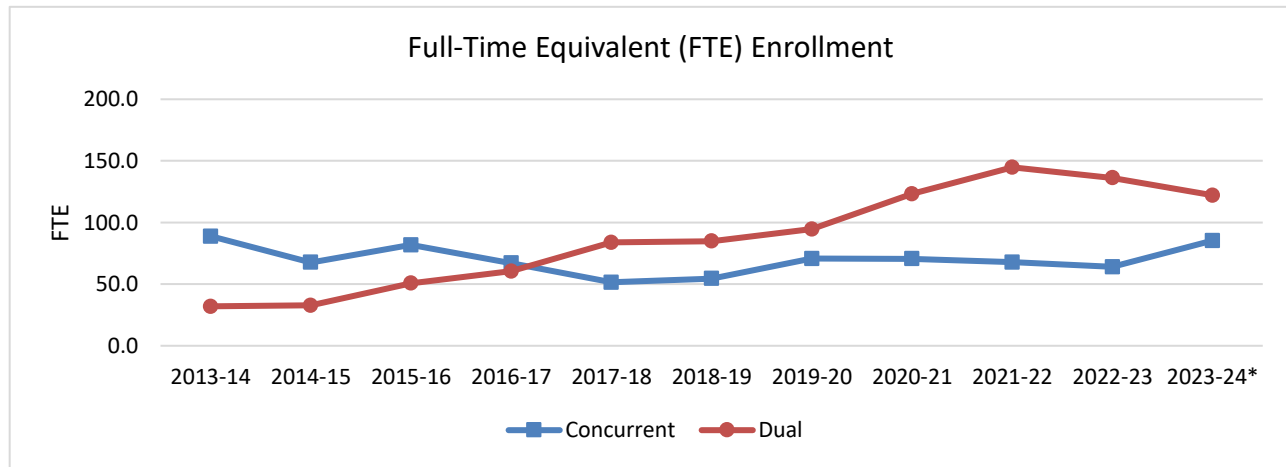
Summary: Concurrent enrollment began with a pilot program in Spring 2009 and was fully implemented at all Big Horn Basin (BHB) high schools in Fall 2009. Dual enrollment has been available prior to 2009.

All service area high schools participate in dual and concurrent enrollment. Homeschooled students began participating in dual and concurrent enrollment in 2014-15.

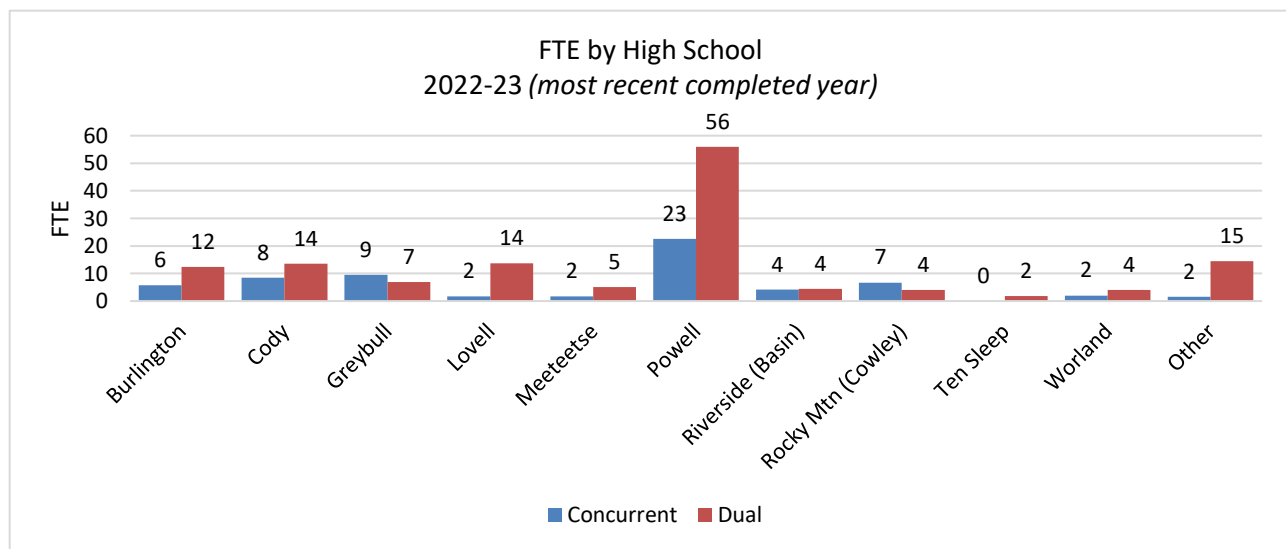
In Fall 2023, concurrent and dual enrollment headcount makes up 31% of total headcount, compared to 15% in Fall 2013.

Concurrent and dual credits make up 18% of Fall 2023 credits, compared to 6% in Fall 2013.

Concurrent and Dual Enrollment Breakdown - Annual



*2023-24 concurrent FTE is preliminary and only represents Fall 2023.

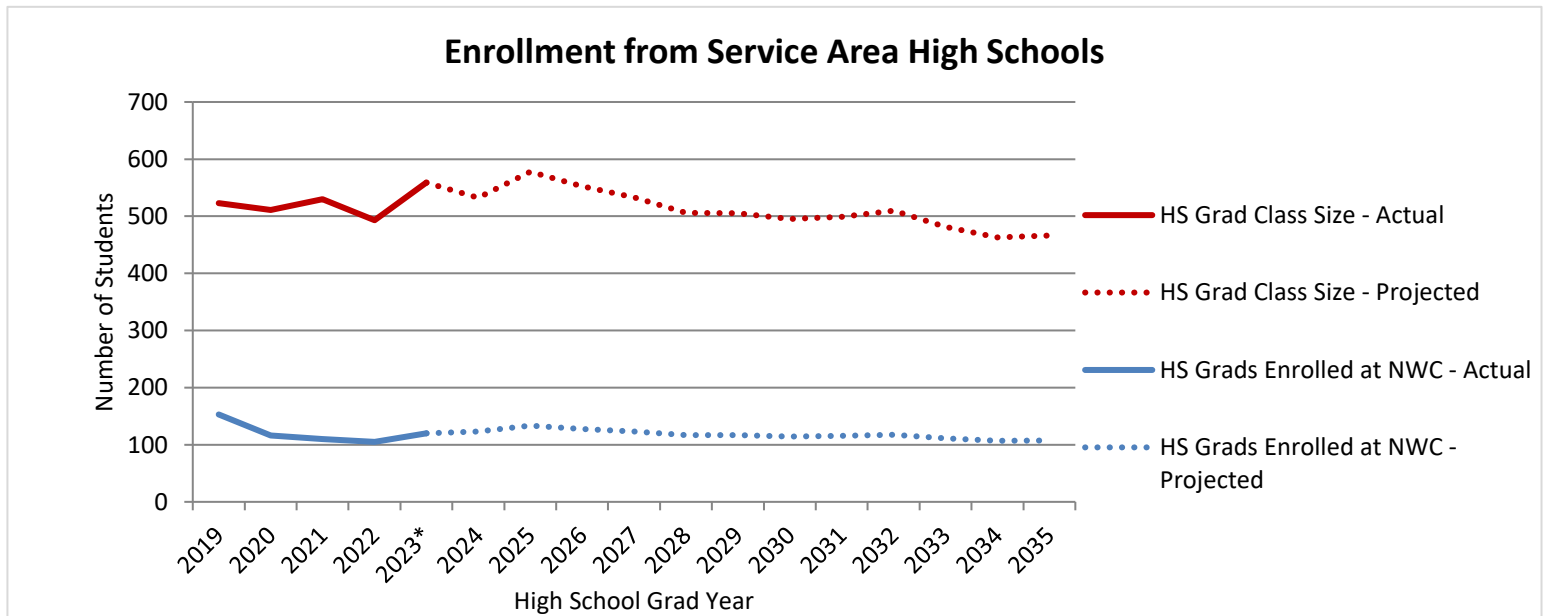


Definition: **Concurrent** students are enrolled in credit courses taught in high schools by college-approved high school teachers. **Dual** students are enrolled in credit courses taught by NWC faculty. **Annual full-time equivalent (FTE)** is the sum of enrolled credits divided by 24.

Summary: Dual enrollment FTE has more than tripled since 2012-13.

Concurrent enrollment is expected to increase for 2023-24, due to the increased number of high school faculty approved to teach concurrent classes on high school campuses.

Service Area High School Graduates - Projected



*2023 enrollment is preliminary since the 2023-24 academic year is still in progress.

Past 5-Year Ave (% of HS Grads Enrolled at NWC):	23%
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Definition: This measure shows actual and projected numbers of:
 - **service area high school graduating class sizes**
 - **students from the high schools who attended (or are projected to attend) NWC** within a year following high school graduation.

Actual graduating class sizes were obtained from final high school transcripts. Projected class sizes are from the Wyoming Department of Education's current reported class sizes adjusted for average retention and graduation rates over the most recent three years available. The projected number of graduates who will enroll at NWC was calculated by taking the average enrollment yield over the past five years and multiplying by the projected class sizes.

Service area high schools are the public high schools within Park, Big Horn, and Washakie counties, including Shoshone Learning Center (Powell) and Heart Mountain Academy (Cody).

Summary: Over the past five years, 23% of service area high school graduates have enrolled at NWC within a year of graduation. Assuming this enrollment yield continues, NWC may see an increase in enrollment from service area high schools through 2025 (projected 133 graduates enrolling) and then a gradual decrease through 2035 (projected 108 graduates enrolling). This corresponds with the projected statewide and nationwide decrease in high school graduate numbers.

Service Area High School Graduates - By High School

Percent of High School Graduates Enrolled at NWC

School	2019	2020	2021	2022	2023*	5-Yr Ave
Burlington	35%	10%	21%	32%	23%	25%
Cody	34%	25%	14%	14%	21%	21%
Greybull	15%	24%	22%	17%	9%	17%
Heart Mountain Academy			16%	5%	22%	14%
Lovell	28%	31%	23%	46%	32%	32%
Meeteetse	13%	0%	0%	0%	25%	7%
Powell	46%	36%	34%	32%	27%	35%
Riverside (Basin)	16%	17%	16%	14%	20%	16%
Rocky Mtn (Cowley)	43%	20%	30%	26%	28%	30%
Shoshone Learning Center	46%	0%	8%	100%	0%	22%
Ten Sleep	0%	0%	0%	50%	0%	6%
Worland	10%	9%	11%	8%	13%	10%
Average	29%	23%	21%	21%	21%	23%

*2023 information is preliminary since the 2023-24 academic year is still in progress.

Blue - percent of graduates enrolled at NWC was **HIGHER** than service area average for year.

Orange - percent of graduates enrolled at NWC was **LOWER** than service area average for year.

High School Graduating Class Sizes

School	2019	2020	2021	2022	2023
Burlington	17	10	19	19	22
Cody	122	126	109	132	136
Greybull	47	34	27	29	33
Heart Mountain Academy			19	22	9
Lovell	47	32	52	41	56
Meeteetse	8	9	8	9	8
Powell	114	128	137	110	138
Riverside (Basin)	19	24	19	22	20
Rocky Mtn (Cowley)	30	30	30	23	32
Shoshone Learning Center	13	13	13	4	8
Ten Sleep	10	7	6	4	7
Worland	96	98	91	78	90
Average	523	511	530	493	559

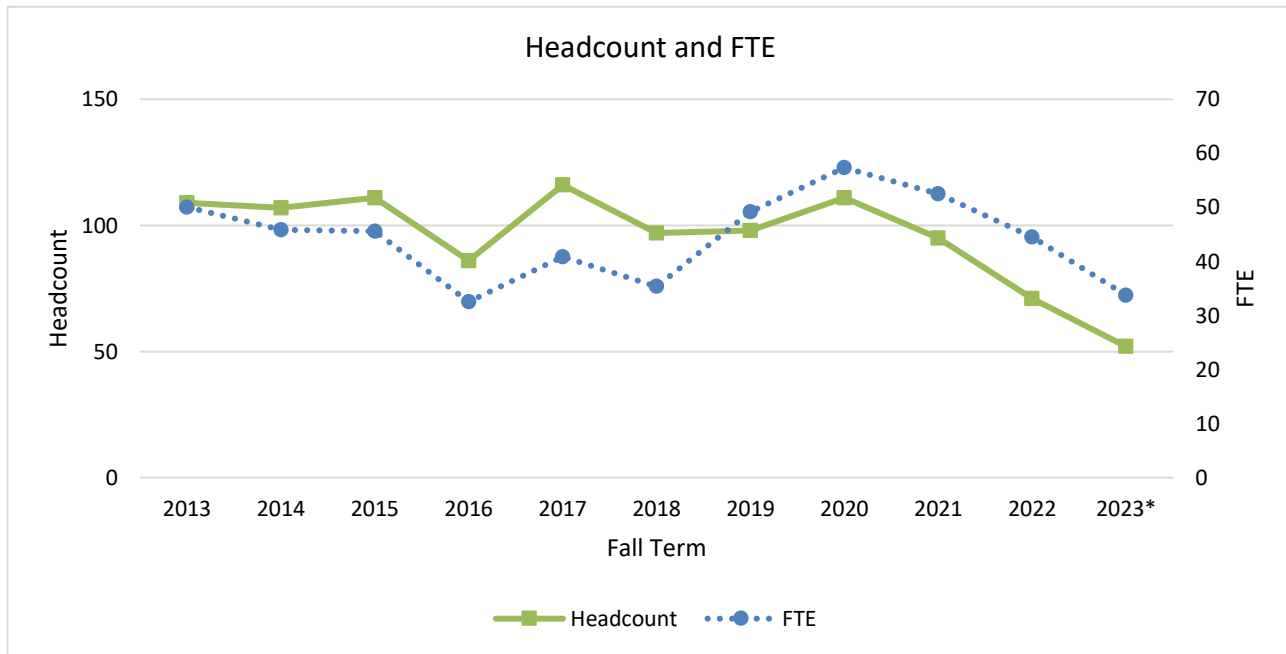
Source: NWC Admissions Office (High School Transcripts)

Definition: This measure shows the percentage of **high school graduates who enrolled at NWC** in the academic year following high school graduation. Service area includes Big Horn, Park, and Washakie counties.

Summary: Over the past five years, 23% of service area high school graduates have enrolled at NWC within a year of graduation.

- **Highest:** Powell (35% of grads), Lovell (32%), Rocky Mountain (Cowley) (30%)
- **Lowest:** Ten Sleep (6%), Meeteetse (7%), Worland (10%)

Enrollment at Cody Center

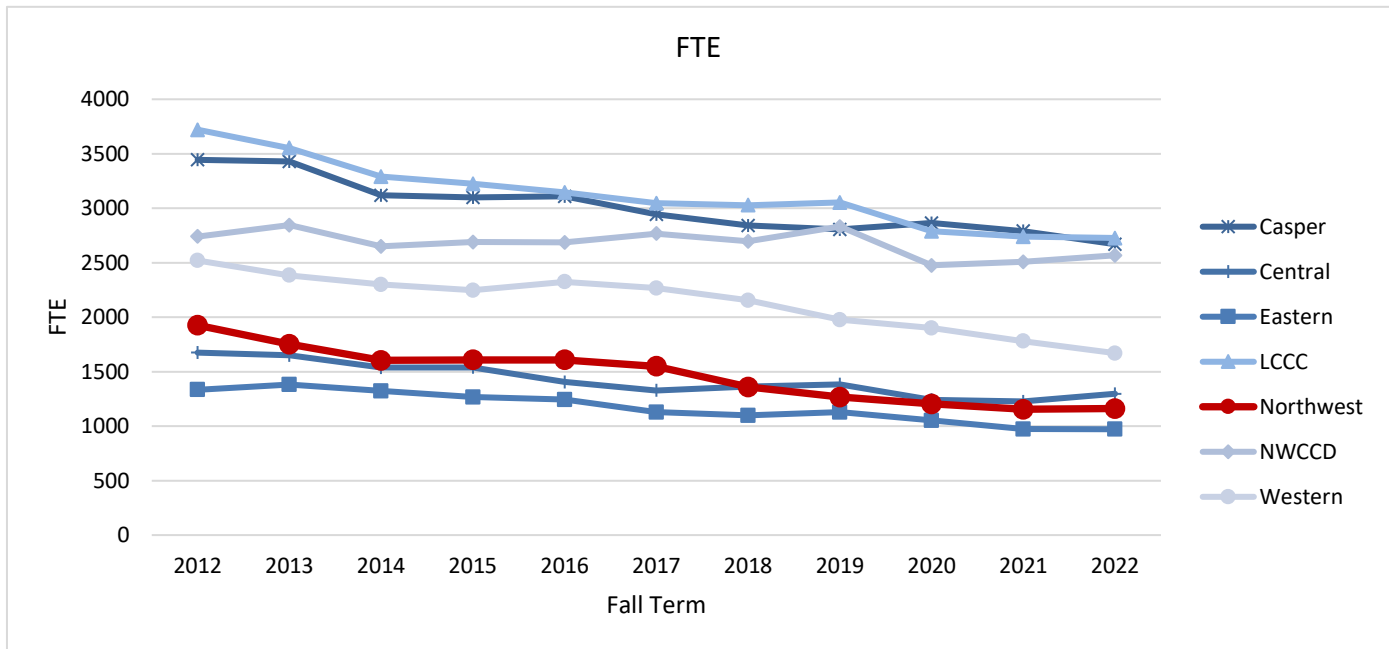


**2023 enrollment is preliminary, as of 9/27/2023.*

Definition: This measure counts headcount and FTE for **students enrolled in credit classes at the Cody Center**. Concurrent enrollment (taken by high school students in the high schools) and non-credit enrollment are not included.

Summary: Since 2019, Cody Center FTE has been greater than the headcount, indicating students are taking larger credit loads, due to their participation in academic programs based out of the Cody Center. NWC has developed non-credit programs in Cody and transitioned them to credit programs, particularly in allied health areas.

Wyoming Community College FTE Enrollment - Fall



Fall 2022 statewide results not available until February 2023.

Source: Wyoming Community College Commission Enrollment Reports

Definition: This measure shows a comparison of **fall student full-time equivalent (FTE)** enrollment for NWC and the other six Wyoming community colleges.

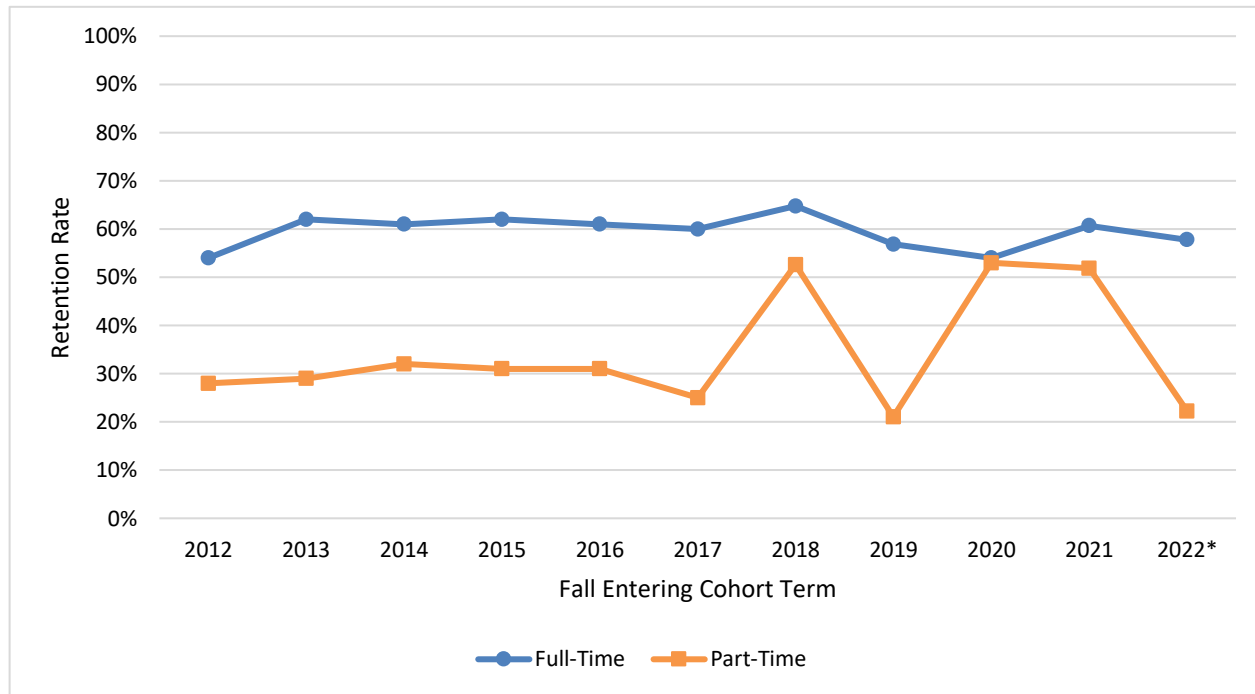
Summary: In Fall 2022, NWC's FTE accounted for 9% of statewide FTE and NWC's headcount accounted for 8% of statewide headcount.

Though NWC's enrollment is among the lowest in Wyoming, students tend to take larger credit loads at NWC than at the other colleges, which boosts NWC's FTE.

**Note percent changes are based on Fall 2021 as most recent official enrollment. Fall 2022 results are not available until February 2023.*

Headcount	NWC	All Colleges	FTE	NWC	All Colleges
1-year	0%	-2%	1-year	0%	-1%
5-year	-15%	-13%	5-year	-25%	-13%
10-year	-32%	-24%	10-year	-40%	-25%

Fall-to-Fall Retention Rate



*Fall 2022 retention rate is preliminary, as of 9/27/2023.

Source: WCCC Performance Indicators Report (2016 forward; statewide changed method of identifying first-time cohort with 2020 cohort); IPEDS Fall Enrollment Survey (2015 and prior)

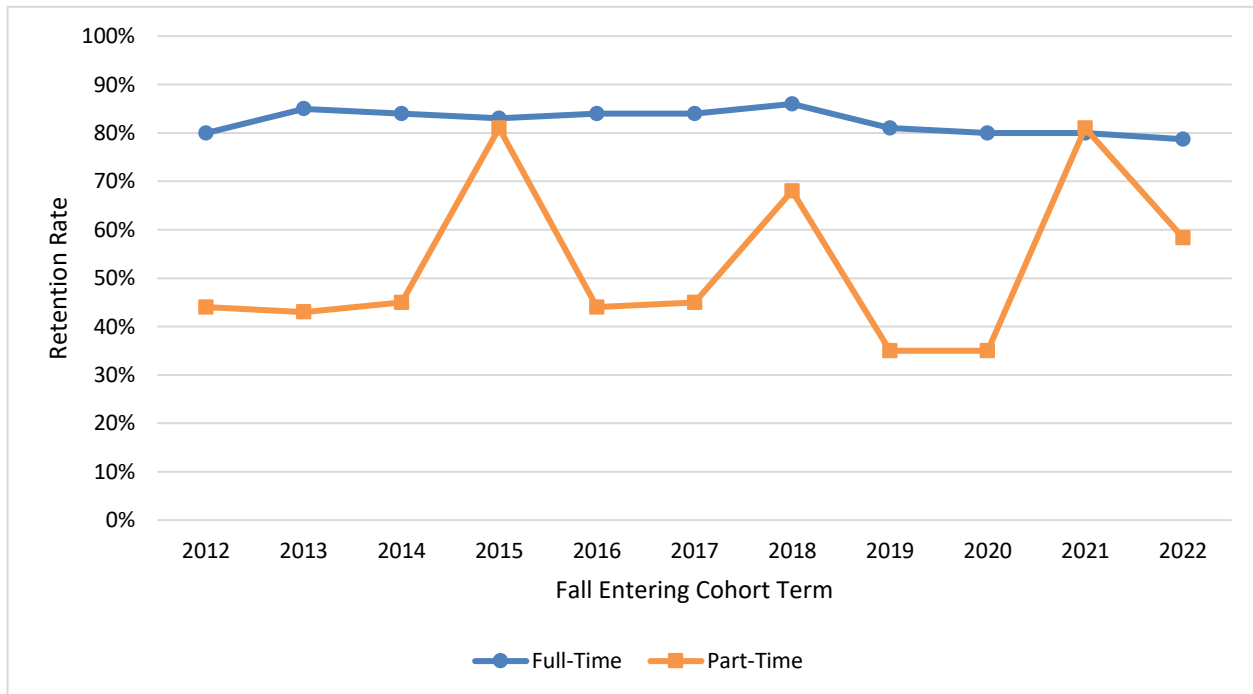
Definition: **Fall-to-fall retention rate** is the percentage of students who enrolled in college for the first time in one fall term (cohort fall) and either are still enrolled in or completed their program of study by the following fall term at NWC. This measure is only calculated for **first-time, degree-seeking students**.

Summary: Preliminary results show that 58% of the 263 full-time, first-time, degree-seeking students in Fall 2022 returned to NWC or graduated by Fall 2023. Statewide and national Fall 2022 retention rates are not yet available for comparison.

NWC has commonly ranked among the highest for full-time retention rate of the Wyoming colleges. NWC's retention rate has typically been comparable to national rates, which have ranged from 60-63% during the past decade.

NWC's preliminary part-time retention rate for the Fall 2022 cohort is 22%. The part-time, first-time, degree-seeking cohort is small, most recently 36 students, so the difference of a few students makes a large change in the retention rate. Part-time retention rates tend to be lower than full-time nationwide.

Fall-to-Spring Retention Rate

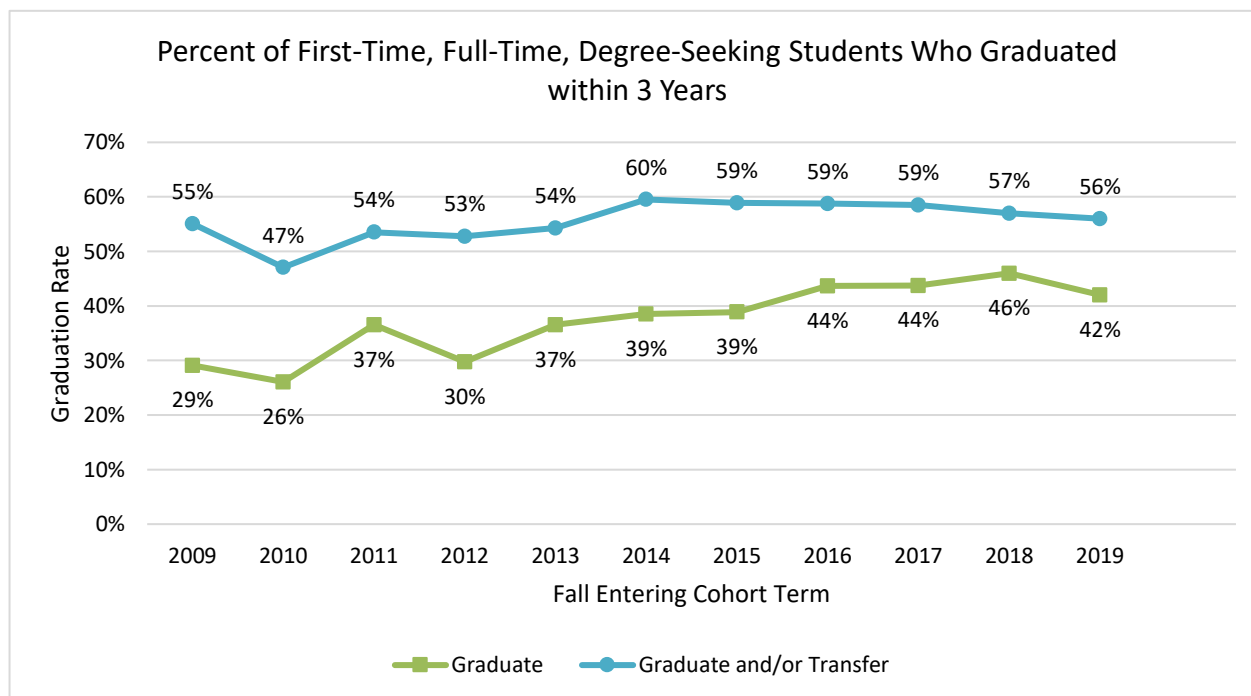


Definition: **Fall-to-spring retention rate** is the percentage of students who enrolled in college for the first time in one fall term (cohort fall) and either are still enrolled in or completed their program of study by the following spring term at NWC. This measure is only calculated for **first-time, degree-seeking students**.

Summary: Of Fall 2022 full-time, first-time, degree-seeking students, 79% returned in Spring 2023. The full-time fall-to-spring retention rate has been in the upper 70% to mid-80% range since NWC has been tracking it.

Part-time fall-to-spring retention has typically been in the mid-30 to mid-40% range, with three spikes in the past ten years. The part-time, first-time, degree-seeking cohort is small, most recently 36 students, so the difference of a few students makes a large change in the retention rate.

Graduation Rates



Source: IPEDS Graduation Rates Survey (2017 cohorts and before); 2018 cohorts and after, National Community College Benchmark Project (calculated using same method as for IPEDS)

Definition: **Graduation rate** (a.k.a. "**completion rate**") is the percentage of **first-time, full-time, degree-seeking students** who enter in one fall term (cohort fall) and graduate in a degree or certificate program within 150% of normal time to completion (3 years for an associate degree).

Summary: NWC's graduation rate has climbed over the past decade, reaching the highest on record several times. The Fall 2019 cohort graduated by Summer 2022 at a still high rate (42%), though lower than the previous three cohorts. It is likely that the COVID-19 pandemic impacted this rate.

During the past decade, NWC incorporated retention and completion initiatives, such as 15-to-Finish, first-year seminars, the Advising Center, the HERO grant, co-requisite math and English courses, and Help Alerts.

NWC's graduation rates are typically higher than or equal to the state average.

National graduation rates for the most recent ten years at public, two-year institutions increased from 21% to 31%, as institutions across the country engage in completion initiatives. NWC has been well above the national average every year.

Some students' primary goal is to transfer from NWC rather than complete a degree, so by combining the completion and transfer rates, we see that 56% of Fall 2019 entering students either completed their program of study or transferred to another institution by the end of Summer 2022.

September 29, 2023

TO: Lisa M. Watson, President

FROM: Dennis R. Quillen, Interim Facilities Director

RE: NWC major maintenance projects Update II -2023

Overview

Annually, Northwest College is required to submit its list of major maintenance projects to the State of Wyoming, State Construction Department – Construction Management Division.

This list includes new projects for the upcoming fiscal years, project updates, changes in scope, or cancellations to prior years' projects. The list may change due to funding levels, emergencies, project costs, project scope, and contractor availability.

Recommendation:

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

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

1. Electrical Infrastructure Project – Campus Lighting. Advertised and bid April 2022. Phase Three final. Estimated at \$208,870. Project to be complete by the end of August 2023
2. Science and Math Chemistry Exhaust Hood Controls-Estimate at \$265,000 total cost. \$100,000 paid in FY2022 and the remaining balance FY2023.
3. Card Reader Access/Security Cameras Selected Buildings-Estimated \$350,000. Project to be rolled forward to FY2024/2025.
4. Moyer Server Room Cooling-Estimated \$250,000.
5. Science and Math HVAC Building Pumps-Estimated \$30,000. Complete September 2023

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

1. Parking Lot Maintenance FY 2023- Estimated \$521,125 – Complete Lewis & Clark and Shop parking lot replacement. Correct drainage issues affecting the Lewis & Clark Shop and West of Simpson Hall.

2. Stock Ag Pavilion Design-Electrical, HVAC building renovations. Estimated at \$400,000.
3. Boiler Replacements Fagerberg Building-Estimated \$70,832.
4. Makeup Air Unit Replacement Hinkley Library- Estimated \$36,050.

Northwest College has identified the following additional major maintenance projects for FY2024

5. Campus Lighting North Cabre- Estimated \$100,000.
6. Yellowstone Server Room Clean Agent Fire Suppression- Estimated \$25,000.
7. Colter Offices Mold Mitigation/Asbestos Abatement- Estimated \$75,000.
8. ATI/BigVoice Hardware and Software Upgrade- Estimated \$48,000.

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

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



MEMORANDUM

October 16, 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".

COURSE FEE REQUESTS
Presented to the Board of Trustees on October 16, 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
Nursing CNA	NRST 1510 Certified Nursing Assistant	\$40	\$50	60	\$3000	\$600	Spring 2024	The cost of the CNA skill kit has increased.