

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, December 11, 2023
3:00 p.m. – Student Center Tour
4:00 p.m. – Business meeting
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/93072886257?pwd=d0crVUtGanJpdndLU3B2ZW96NDA1Zz09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 930 7288 6257; Password: 947718

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- III. Study Session: Student Center Tour**
- A IV. Consent agenda**
 - Minutes**
 - A. [Approve minutes of special meeting/retreat of November 9, 2023](#)
 - B. [Approve minutes of regular meeting of November 13, 2023](#)
 - Reports**
 - A. Board President
 - B. [Board Committees](#)
 - C. [College President](#)
 - [Administrative Services and Finance](#)
 - [Academic Affairs](#)
 - [Student Services](#)
 - [Communications and Marketing](#)
 - [Constituent Group Reports](#)
 - [NWC Foundation](#)
 - [Student Center](#)
 - Financial reports**
 - A. [Check register](#)
 - B. [Other financial reports](#)
 - C. [Quarterly Budget Adjustments](#)
- V. Discussion/informational items**
 - A. Marketing update

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

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

A VII. New business

- A. [FY2023 Audit Approval](#)
- B. [Academic Program approval – Paramedic Certificate, Software Development](#)
- C. Project pay – VPASF duties

A VIII. Executive Session: Board Vacancy

A IX. New business (cont.)

- E. Board Vacancy

A X. Unfinished business

A XI. Election of officers and committee appointments

XII. Annual signing of the Board Code of Ethics

Distribution of Disclosure of Interest forms *(to be completed by January meeting)*

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

- A. January 8, 2024, Upcoming
 - 1. Disclosure of Interest form completion
 - 2. Legislative session talking points/advocacy
 - 3. Other TBD
- B. Future and follow-up topics

XIV. Announcements

- A. Faculty Jazz Christmas Concert, Dec 11, 2023, 7:00 p.m., NPA
- B. Final Exams, December 13-15, 2023
- C. Women & Men Basketball, December 15-16, 2023, 5:30 p.m. Cabre Gym
- D. Nursing Pinning, December 15, 2023, 3:00 p.m. Yellowstone Building
- E. Residence Halls Close, December 16, 2023, Powell
- F. Campus Closed Holiday Break, December 22, 2023 - January 1, 2024
- G. Next meeting, January 8, 2024, 4:00 p.m., Yellowstone Building, Powell

A XV. Adjournment

A=Action item

MISSION:



VISION 2030:



**Board Priorities
FY 2024**

- Support the 2030 Strategic Plan -Annual review of Vision & Pillars efforts, KPIs
- 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 SPECIAL MEETING/RETREAT**

November 9, 2023

MEMBERS PRESENT: President DR. MARK WURZEL; Vice President/Secretary MS. TARA KUIPERS; Treasurer MR. BOB NEWSOME; Trustees MR. JOHN HOUSEL, MR. BOB NEWSOME, MR. DUSTY SPOMER, and DR. LARRY TODD

OTHERS PRESENT: MS. LISA WATSON, President; MS. KELI BORDERS, Interim Executive Secretary for the President, and the Board of Trustees

CALL TO ORDER: The Northwest College Board of Trustees held a retreat on Thursday, November 9, 2023, beginning at 8:30 a.m. at Best Western Premier Ivy in Cody, WY.

DISCUSSION: The Board met informally to discuss Board and campus operations and to receive updates. No action was taken.
The retreat ended at 3:00 p.m.

TARA KUIPERS, Vice President/Secretary

Date

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

November 13, 2023

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

MEMBERS ABSENT:

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. JO ANN HEIMER; MR. WEST HERNANDEZ; MS. JEN LITTERER-TREVIÑO; MR. CORY OSTERMILLER; MS. LISA SMITH; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MS. BRITTANY WILSON; 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, November 13, 2023, at 3:34 p.m. in the Meeteetse School cafeteria.

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

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

In response to a question from Trustee Housel, President Watson stated that a description correction was needed to change Volleyball to Women's Basketball for Officials. This is for 19 games.

In response to a question from Trustee Housel, President Watson stated the payment to Modern Campus is a one-time full payment for the website redesign.

In response to a question from Trustee Housel, President Watson stated that the two payments in the check register for shower curtains were split between two departments and were not duplicate entries.

President Wurzel noted that the NWC 2022-2030 Strategic Plan was approved by the Board in November 2022, not November 2023, as stated in the minutes. President Watson said the minutes would be amended accordingly.

In response to a question from Trustee Housel, President Watson stated that the College will be researching federal grants of significant size, collaborative grants within the state, private donation grants, etc. The work with Ellucian is currently in the initial phases, with rollout meetings taking place.

In response to a question from Trustee Housel, President Watson stated that the College has signage related to health and wellness posted throughout campus that reminds employees and students that if they are sick, they should stay home. A few cases of COVID-19 have been reported this fall, but not many.

Trustee Kuipers congratulated the Communications and Marketing team for winning two of the *Education Digital Marketing Awards* and receiving national recognition for the outstanding work by that department.

Trustee Kuipers noted the report related to cybersecurity is remarkable, given the increased proficiency numbers demonstrated by the campus community year over year and especially compared to the industry standard.

Trustee Kuipers also appreciated the exceptional work of many faculty and staff on Advising Day. The time and commitment are very valuable to students.

Motion carried, and the consent agenda, including the minutes of the October 16, 2023, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Preliminary Audit Report

Brittany Wilson, CPA and Partner of McGee, Hearne & Piaz, LLP (MHP), presented the College's financial compliance report results for the fiscal year ending June 30, 2023.

As an overview, Brittany stated that the audit has three parts: 1) Generally Accepted Auditing Standards, 2) Government Auditing Standards, and 3) Uniform Grant Guidance. Her report will include financial statement highlights, significant accounting estimates, and a new accounting standard adopted this year. Finally, the Report to the Board of Trustees summarizes the audit results.

Brittany stated that the Independent Auditor's Report is under Generally Accepted Auditing Standards set by the AICPA. It applies to all audits and relates to the financial statements and notes. In this draft, MHP is issuing an unmodified (clean opinion). There is also an Emphasis of Matter – Change in Accounting Principle paragraph at the end of the report. This refers to the newly adopted GASB Statement, *Subscription-Based Information Technology Arrangements*, which brings changes to the financial statement.

The Management's Discussion and Analysis provides high-level comparative information. The financial unrestricted equity is negative \$3,846,376. If the effect of pension and retiree health is backed out, the unrestricted equity is positive \$20,737,922.

The Statements of Revenues, Expenses, and Changes in Net Position, the equivalent of the College's income statement, show an overall increase of almost \$7.4 million. Last year showed an increase of \$2.7 million, indicating two strong financial years. There was a decrease in the non-operating Federal grants and contracts related to COVID funds. There were increases in tuition and fees, auxiliary charges, local appropriations, and net investment income.

Brittany pointed out that significant accounting estimates are included in the footnotes of the financial statements. Note 1 states that there were no changes to any significant accounting policies; however, the GASB statement related to the subscription-based information technology arrangements is added.

Note 2 details the College's deposits with financial institutions and investment portfolio, ensuring that all deposits are fully collateralized as required by State statute.

Note 5 details the net pension liability, which is the College's portion of the funding deficit in the Wyoming Retirement System. The financial statement reports the College's share of the liability to be close to \$6.2 million. Note 7 details the OPEB liability resulting from the College participating in the State of Wyoming employee group insurance retiree's health plan. This results in a subsidized liability.

Brittany explained that these are not liabilities representing future cash outflows for the College. Once these liabilities are backed out, there is a better understanding of the net position of the College.

Brittany stated that two other significant accounting estimates within the financial statements don't have footnotes with additional information. There is

a scholarship allowance in the Statement of Revenues, Expenses, and Changes in Net Position related to scholarship allowance. This contra revenue is related to institutional aid provided to students. The last is unavailable property taxes, which are assessed in January each year but are not levied until the next fiscal year. They are reported as receivable but deferred on the financial statements and not recognized as revenue until they are levied in the subsequent year.

Brittany further explained the new GASB statement, No. 96, which refers to IT software with an agreement lasting more than a year. It is referred to in the financial statements as a right-to-use asset with subscription liability.

The second report, the Government Auditing Standards, covers internal control or financial reporting and compliance with other matters, such as state statutes. The audit found no internal control deficiencies or noncompliance.

The third report, the Uniform Grant Guidance, relates to the audit of federal dollars expended by the College. Northwest College expended approximately \$3.8 million in federal funds during the year, down roughly \$2 million from the prior year, including COVID funds.

Brittany stated that the major fund audited this year was the Student Financial Aid Cluster. All direct and material compliance requirements and related internal controls were tested, and no deficiencies were noted.

Brittany concluded her presentation with the Report to the Board of Trustees, which is a required communication to those charged with government under professional standards. The report states that there were no changes to significant accounting policies except those required by the adoption of GASB 96. There were also no significant unusual transactions, disagreements with management, significant issues, or difficulties. Brittany stated that, from her perspective, the audit went very well.

In response to a question from President Wurzel, Brittany stated that because an actuary is involved, the estimated liabilities related to pensions and retiree insurance are a best guess. The actuary considers health trend rates, how long people live, participation rates, etc., to make significant assumptions.

In response to a question from Trustee Housel, Brittany stated that the language used in the Independent Auditor's Report, specifically, "...the financial statements referred to above present fairly..." is standard language. Auditors are not required under the Standards of Auditing to guarantee that everything in the financial statement is 100% accurate. However, she feels very confident in the College's statements.

In response to a question from Trustee Housel, Brittany stated that the term "auditee qualified as a low-risk auditee" relates to the fact that based on the Uniform Grant Guidance, the last two years' financial statements indicate that the College completed them accurately and in a timely manner, and that there were no material weaknesses. If the auditee meets those requirements, 20% of the federal dollars expended during the fiscal year must be audited. If the auditee is not considered low-risk, 40% of the federal dollars must be audited.

In response to a question from Trustee Kuipers, Brittany stated the program selected to be audited is dictated by criteria outlined in the Uniform Grant Guidance. If a program such as Financial Aid expends more than \$750,000 has not been audited within the past two years, it must be audited in that given year.

Wyoming Postsecondary Education Options

Lisa Smith reported that all Wyoming community colleges submit concurrent enrollment (CE) and dual enrollment (DE) information from the previous year to the Wyoming Community College Commission (WCCC) annually. The full report can be found on the WCCC website under Post Secondary Options.

Lisa reminded Council members that Concurrent enrollment courses are taught by college-approved high school teachers at the high school. Dual enrollment courses are taught by college instructors on campus, through an outreach center, or distance learning technology.

Lisa reported that in 2022-23, Northwest College had 294 Concurrent students and 411 Dual students. There were 536 students enrolled in 4809 concurrent or dual credits, an average of nine credits per student. Students from all public schools in the College's service area participated, as well as alternative, virtual, private high schools and homeschooled students. Northwest College students completed 96% of concurrent and 91% of dual enrolled credits with a C- or higher grade.

Lisa explained that concurrent enrollment revenue from the school districts covers tuition and fees. Dual enrollment revenue covers mandatory and additional course fees but not tuition. Revenue from and expenditures paid to school districts for concurrent enrollment are equal. BHCS D #3 BOCES pays Greybull dual enrollment fees, and PCS D #1 BOCES offsets tuition costs for Powell dual enrollment. Through the Wyoming Community College's funding formula, colleges received \$129 for every one credit hour enrolled in the FY23 funding model.

Lisa noted that concurrent expenditures include 5.6% of the student services budget since 5.6% of all Northwest College credits were concurrent. Total dual expenditures include 12% of the combined student services and instructional expenses since 12% of all Northwest College enrolled credits were dual.

In response to a question from Trustee Laursen, President Watson stated that from an operational standpoint, a dual or concurrent student is a Northwest College student and, therefore, utilizes the same services.

In response to a question from Trustee Spomer, President Watson stated it would be possible to obtain copies of the agreements the other colleges have with their school districts to investigate the College's potential to generate more revenue from dual and concurrent students.

President Watson stated that the BOCES budgets were built many years ago and have not changed significantly. However, K-12 schools have flexibility in delivering education and are looking to expand student offerings. They also have funds to work with the College to expand what is available to dual and concurrent students.

In response to a question from Trustee Housel, Lisa stated the Big Horn Basin High School report designates how many incoming freshmen participated in dual or concurrent classes. She will include this information in next year's Wyoming Postsecondary Education Options report.

In response to a question from Trustee Laursen, President Watson stated the MOUs between the College and the area high schools are the same. However, there are differences in the classes that are agreed upon for each school district.

In response to a question from Trustee Kuipers, President Watson stated the revenue received is based on the number of credits enrolled and not on the

number of credits completed.

ACCT Conference Report Out

President Watson, President Wurzel, Trustee Laursen, and Keli Borders attended the ACCT (Association of Community College Trustees) Leadership Congress in Las Vegas in early October. On the first day, attendees participated in pre-congress academies such as “The Chair’s Academy,” “Effective Board Governance,” and “The Trustees Role in Advocacy.”

Over the next three days, attendees could attend track sessions related to enrollment strategies, technology-supported innovation, uplifting students, and transforming communities. Each reported on their takeaways from the conference and that it was valuable and relevant.

Review Board Self-Assessment

President Wurzel stated that Trustees completed a self-assessment document, with a follow-up discussion at the Board Retreat on November 9, 2023.

Trustee Kuipers stated that the self-assessment is less about evaluating past performance and more about understanding Trustees’ perspectives. The reflection and dialogue it generates are valuable in understanding opportunities and challenges.

Nomination Committee for Board Officers and Committees

President Wurzel requested Trustees Kuipers, Spomer, and Todd serve on the Nomination Committee and charged them with developing a slate of Officers and Committee assignments before the December meeting. He asked the Trustees to notify the Committee of their areas of interest.

CITIZENS' OPEN FORUM

The Citizens' Open Forum convened at 4:30 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 Laursen to approve the proposed course fees. Motion carried.

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

December 11, 2023, upcoming:

- Statewide legislative update
- Quarterly budget adjustments
- Oath of office for new Trustees
- Marketing update
- Election of officers
- Annual signing of Ethics Policy
- Disclosure of Interest forms distributed
- Acceptance of audit
- Other TBD

ANNOUNCEMENTS:

Brass Recital, November 13, 2023, 7:00 p.m. NPA
Trapper Preview Day, November 17, 2023, Powell Campus
WBB/MBB Collins Classic, November 17-18, 2023, Cabre GymMen’s
WBB/MBB at Rocky Mtn College, November 22, 2023, 4:00 pm Billings
Thanksgiving Break, November 22-24, 2023, NWC Closed
27th Annual Native Ways Buffalo Feast, November 30, 2023, 6 p.m. YB
WBB/MBB vs. NIC & RSL, November 30- Dec 2, 2023, 5:30 p.m., Cabre
NCO Christmas Concert, December 2, 2023, 7 p.m., NPA

Vespers Choir Concert, December 6, 2023, 7:00 p.m., 1st United Methodist
Holiday Party, December 8, 2023, 5:30 p.m., The Commons
WBB/MBB Booster Club Tournament, December 8-9, 2023, Cabre
Faculty Jazz Christmas Concert, Dec 11, 2023, 7:00 p.m., NPA
Next meeting, December 11, 2023, 4:00 p.m., YB Powell

A ADJOURNMENT:

The meeting adjourned at 5:37 p.m.

TARA KUIPERS, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Bob Newsome

The Finance Committee met on December 1, 2023, to discuss the Wyoming CREG report, the Governor's budget, and a review of the funding sources. An update was given on the Ellucian Grant Services work. An update was also given on the Student Center project. With the whole project under budget, the College will work with State Construction to determine if an amendment can be made within the project to complete the temp dining conversion into the soccer facility as intended. Funds would come from the College, as always known, but still within the total scope of the original project budget.

Policy/ Student Success Committee – Chairman Tara Kuipers

No committee meeting was held in November.

Ad Hoc Committee on Name Change – Trustee Housel and Trustee Spomer

The Ad Hoc Committee met on November 13, 2023, to review prior discussions and to ask the President to include this work in the FY25 operational plan.

Facilities Committee – Chairman Dusty Spomer

The Facilities Committee met on November 27, 2023, to receive an update on the Student Center and temp dining building. A discussion was held on the viability of completing the temp dining conversion within the project budget. The College will discuss the options for an amendment with State Construction, knowing the building has always been planned as a soccer facility. The Committee then reviewed and discussed the retention basin and storm drain agreement. Additional changes were determined to be needed before being brought to the Board.

President's Report

December 1, 2023

State

Legislature

The Interim Joint Education Committee met on November 14 and 15 in Cheyenne. Commission Staff met with the Committee on November 15 to provide updates on various topics, including WYO Transfer, Common Course Numbering, SLEDS, Wyoming Works, and Wyoming's Tomorrow. Director Taylor from WACCT presented legislative priorities for building a stronger Wyoming, and WIP Director Schoenfeld presented WIP Phase I achievements. The Interim Joint Appropriations Committee did not meet in November.

Governor's Budget 2025 2026

The Governor's Budget was released on November 17, 2023. Funding for the Community Colleges remains flat. The CC's did not receive inflationary funding, but a modest compensation increase was included for only "One Year," interpreted as the second year of the budget. No budget requests relating to staffing, technology, or an impact study were supported by the Governor. Capital Construction projects were included for Eastern and Gillette. The WIP initiative was funded with 30 million one-time monies, but Wyoming Works grant funds and Wyoming's Tomorrow Endowment was not supported. Kickstart Wyoming's Tomorrow one-time funds were funded again. The Governor has left 48.9 million in undesignated funds that can be applied to savings or used for other initiatives as approved by the legislature. WYIN faculty funding was partially funded, as was WYIN student grant funds. The Governor approved increases to the College Library Fund for subscription increases and to support the Gillette College library subscription costs. The Governor called for a conservative budget and swept 265 million in savings to the Permanent Mineral Trust Fund.

Wyoming Association of Community College Trustees (WACCT)

The WACCT met on November 13 via Zoom. I attended the meeting, and the topic of conversation was focused on advocacy, the talking points/requests, and the upcoming Governor's Budget.

Wyoming Community College Commission (WCCC)

No Commission meetings were held in November. A special meeting was held on December 5, 2023, to discuss the Executive Director Search. An executive Session was scheduled to allow for the search work. The position is expected to be filled later in December.

Wyoming Innovation Partnership (WIP) Pillar I (Innovate Academic Programming)

The WIP Tourism/Hospitality component held Zoom meetings on November 13 and 27. Each College provided updates on their respective program work. UW reported that the gap analysis continues to be worked on. The President's Steering Group met on November 28. Discussion was held on the course sharing platform and next steps after learning that the Acadeum product was not compliant with Cyber Security regulations. The Commission CIO will revisit the non-compliance issue to learn if steps are being taken to fix their regulatory gaps. Additional discussions will also continue with other potential

vendors. Kalen Marketing Solution provided an update on the marketing efforts related to WIP. Marketing pieces for the WIP are being well received.

Campus

Strategic plan 2030

(Pillar 1.5.1) President Watson and IVPAA Erickson completed their reviews of academic program vendors. Ruffalo Noel Levitz, 3E, and Hanover Research were evaluated. Hanover was selected for a three-year term (that can be canceled annually). Hanover will assist NWC with committed staffing and research efforts. A community survey, student survey, academic portfolio review, and labor market/demand analysis are several projects to be undertaken as part of the Innovate academic programming pillar.

(Pillar 1.1.4.) Ellucian Grant Services continued its initial start-up work, hosting input sessions for departments, staff, and faculty across campus. Grant Funding Input sessions provided introductions and an overview and asked the same questions to all participants. They were 1) Top Five Institutional Challenges, 2) Strategies to address challenges, 3) Top Funding Challenges, 4) Institutional Priorities, and 5) Funding or Grant Programs of Interest. Ellucian has spent time reviewing our Mission, Vision, Strategic Plan, and Accreditation, to name a few areas. Meeting with campus members was a great way to learn about different perspectives, needs, operations, and ideas. Ellucian will meet with the Grants Oversight Group (ED Foundation, Finance Director, IVPAA, and President) on December 8 to discuss highlights, themes, and insights from their perspective. The Grants Oversight Committee met on Monday, December 4, 2023, to discuss developing the grants process for campus. Currently, the process exists around existing grants sought for years or random grants that come forward through communication or involvement in other efforts. Ellucian provided samples of task lists and flowcharts for review that will be reworked to serve the needs of NWC.

(Pillar 1.3.1) To support Strategy 1.3 Research and expand experiential learning, a permanent budget line was established to support Tactic 1.3.1 Establish a student showcase. \$5000 has been provided for the academic showcase with a request for the Student Senate to support this event.

(Pillar 4.1.2) Work on the Student Center continues on budget and within a reasonable schedule. Meetings were held with State Construction to discuss the option to amend the contract to allow the soccer conversion to move forward as part of the temp dining building's intended purpose. The project continues to be under budget with contingency available.

(Pillar 4.3.2) Identify and design implementation of the HLC Quality Initiative. IVPAA Erickson, Dean Stensing, and ALO/IR Smith have been meeting and writing the proposal for the Quality Initiative. Academic program review has been selected as the project to submit for approval. The proposal is expected to be complete and submitted to HLC before the Holiday break. NWC should hear back from HLC no later than six weeks from submission and holiday breaks.

Powell Economic Partnership

I attended the PEP meeting on November 16, 2023, in Powell. An update was given on the financials (on track for the year), and the rest of the time focused on strategic efforts related to PEP's values

(Passion, Authenticity, and Community Leadership). I also attended the Chamber Ribbon Cutting for the Core Financial Group relocation on Tuesday, November 22.

Forward Cody

I attended the Forward Cody meeting in Cody on November 28, 2023. The agenda included a review of financials, a discussion on upcoming board member elections, the statewide shooting complex, and operational efforts with Stryk Group, Wyoming Legacy Meats, and Wyoming Authentic Products. Kylie McConnell was introduced as Forward Cody's new Marketing Coordinator/Executive Assistant.

Campus Activities

November kicked off the music performance season with a Brass recital on November 13, the Woodwinds, Sax, and Guitars on November 20, and the NCO Christmas Concert on December 2. The Men's and Women's Basketball season started with trips to Glendive, Billings, and at home. The wrestling team continued their season with trips to Colorado and Montana.

The holiday party was held Friday, December 8, 2023, at the Powell Commons. A wonderful evening was spent enjoying each other's good company and a delicious meal with dessert prepared by Sodexo. Chris Dugger provided music, and the Foundation provided a variety of beverages.

Student Center

The Student Center construction work continues its focus on steelwork and framing. While the exterior walls continue to be built, additional focus has been on the roof structure. The Board and campus employees will be welcome to do a quick tour of the building at the Board meeting on December 11 before the regular Board meeting.

Foundation, Alumni, and Booster Club

The Alumni Board met on Tuesday, November 7, 2023. Discussion included alumni merchandise, alumni holiday gift labels, and events committee updates. No Foundation meeting was held.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

December 11, 2023

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

Finance & Budget

- The Business office was busy at the beginning of November with early registration for the spring semester and clearing up previous financial holds on student accounts.
- As the financial audit is wrapped up, the business office has closed the books for the fiscal year 2023.
- Ellucian's (the company that owns Colleague and Banner) grant service team, as part of our 3-year contract and part of our planning phase, has been interviewing several constituency groups across campus to gain a better understanding of the history, needs, and interests of the College.
- The business office has assigned staff to complete Grant Training.
- The Finance Director has been reviewing the October CREG report and the Governor's recommended budget in anticipation of the upcoming 25-26 biennium budget cycles.
- The Business Office turned on billing for the spring 2024 semester on December 1, 2023.
- The Finance Director has started the paperwork with the Bank of Powell to open a few CD accounts, allowing the College to receive a higher interest rate on the deposits held at the Bank of Powell.

Facilities Projects

- The Campus Lighting project is complete in and around ORB and the Mall except for minor punch list items. Lighting replacements are planned for the three lights along 7th Street in front of Yellowstone and the lights in front of the Cabre Gym. The old Student Union powered both locations. Once these areas are complete, Ashley Hall outdoor lights will be next.
- Ashley Hall boiler installations were completed and operational. This was from the failure that occurred this summer.
- Fagerberg boiler installations completed and operational.
- The library's new Makeup Air unit was installed and operational.
- Bid awarded for Ag major maintenance repairs/renovations. Work has started.

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 have been working hard to complete the tasks within the new risk management software (Drata).

Human Resources

- Recruiting: Please see the December Personnel Report.
- Staffing: The Human Resources Director has been actively collaborating with department managers to assess and reevaluate various positions within the organization. Turnover has presented opportunities to restructure roles to align with evolving departmental needs.
- The HR Director, in coordination with Dean of Student Learning Martin Stensing and Interim VPAA Dave Erickson, is diligently working to identify a new vendor for payroll services supporting fully remote adjuncts residing outside of Wyoming. The imperative for an Employer of Record/Remote Worker Payrolling Solution service stems from ensuring the College complies with diverse state laws and requirements governing adjuncts working remotely and residing outside of Wyoming. Notification from the current vendor, Kelly Education Services (KES), indicated their inability to support adjunct employees in 13 states for the Spring 2024 term. Since the College currently engages fully remote adjuncts in several states, identifying a new vendor is paramount. Meetings have been conducted with potential vendors, including NextSource on 11/14 and TCWGlobal on 11/17, with subsequent discussions on 11/20 with NextSource regarding contractual agreements and implementation processes.
- Grants: On 11/13, the HR Director participated in a focus group with FRM Impact regarding grant support and needs.
- Benefits: The Annual Open and Flexible Benefits Enrollment period took place throughout November and concludes at 5:00 p.m. MST on 11/30.
- Training: The HR Director conducted a New Employee Board Policy Orientation meeting on 11/20. Additionally, on 11/6, the HR Director participated in a webinar hosted by SHRM titled "How to Start or Improve Stay Conversations."
- COVID-19 Activities: The HR/Payroll team continues to administer COVID-19-related activities as needed, with a few reported cases.

Personnel Status Report

December 2023 Trustees' Report

Search Activity to Date - 11/29/2023

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.
Instructor/Assistant Professor of Computer Science & STEM - Tenure Track			The position is open until filled.
Senior Office Assistant for Visual and Performing Arts & Humanities	12/4/2023	Kara Peterson	Kara has a Bachelor's in Art/Graphic Design from the University of Wyoming.
Senior Office Assistant for Health Professions			Candidates are being reviewed.
Gear Up Program Coordinator	12/12/2023	Callee Erickson	Callee has a Bachelor's in Psychology from the University of Wyoming and an Associate of Science (Pre-Physical Therapy) from Northwest College. She was previously a Gear Up Specialist for NWC for several years.
TRIO Student Success Program Associate - Career and Transfer	11/13/2023	Amy Burton	Amy has an Associate's in Sociology from Northwest College and a Bachelor's in Social Sciences from the University of Wyoming. She has recently been serving as an interim in this role.
TRIO Student Success Program Associate - Academic Success	11/13/2023	Ashley O'Neil	Ashley has a Bachelor's in History from Mount St. Mary's University and has recently served as an interim in this role.
Facilities Assistant - Utility	12/4/2023	Blake Schwan	Blake has a high school diploma and completed two years of study in the NWC Electrical Apprenticeship program.

Personnel Status Report (cont)

December 2023 Trustees' Report

Search Activity to Date - 11/29/2023

Facilities Assistant - Custodial	11/6/2023	Channing Owen	Channing has an Associate's in General Studies from Northwest College and has most recently served as an Interim Facilities Assistant - Custodial.
Academic and Career Advising Coordinator			Candidates are being reviewed.
Website Coordinator			Position closes externally on 12/19/2023
Library Coordinator			Position closes externally on 12/01/2023

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of December 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												
FY2024 See Masterplan Update												
Powell/Stock Ag	1		MM	AG HVAC/Electrical/ADA Access			Bid Awarded				\$ 431,000	
Powell/SM	1		MM	Hood controls graphics			Pending Graphics				\$ 22,000	
Powell Campus	1		MM	Campus lighting - Ashley			Pending design				\$ 100,000	
Powell Campus	1		MM	Colter Offices - Mold Mitigation/Asbestos Abatement			Pending startup				\$ 75,000	
Powell Campus	1		MM	ATI/Big Voice Upgrade			Pending startup				\$ 48,000	
FY2025 See Masterplan Update												
Powell/Campus	2		MM	Various Parking Lot Replacement - JFC East, Oliver Yard			Design/Awaiting Funding				\$ 600,000	
Powell/Campus	2		MM	Cabre Parking / concret Lot Repair			Pending Student Center Comp.				\$ 100,000	
Powell/Campus	2		MM	FAB Annex RTU and Ducting			Pending design				\$ 55,000	
Powell/Campus	2		MM	Natural Gas Infrastructure			Gas Supply Oliver/Fab Annex/Daycare/JFC/Hinkley				\$ 350,000	
Powell/S&M	2		MM	Chiller/MAU/Greenhouse Cooler Replacement			Design/Awaiting Funding				\$ 475,000	
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 1			Pending Rebid				\$ 300,000	
Powell Campus	2		MM	Yellowstone drainage to Division Street			Pending				\$ 50,000	
Powell Campus	2		MM	Irrigation Well Case/Pump Design & Replacement			Pending				\$ 45,000	
Powell Campus	2		MM	Long Controls to Automatic Logic Controls			Pending				\$ 22,000	
FY2026 and beyond See Masterplan Update												
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 2			Pending funds				\$ 200,000	

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

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

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
FY2027 and beyond See Masterplan Update												
Budgetary Notes Cash Reserves												
Fund Balances			<u>Estimated</u>			<u>2023</u>						
Operating Fund (10)			@6/30/2023			\$ 4,267,300						
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			\$ 1,675,172						
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	1		MM			Various Parking Lot Replacement - L&C, Shop	Complete				\$ 1,000,000	
Powell/Fagerberg	1		MM			Boiler replacements	Complete				\$ 120,000	
Powell/Library	1		MM			Makeup Air Unit replacement	Complete				\$ 125,000	
Powell/Campus	1		Fund 10			Ashley Hall Boiler Replacement	Complete				\$ 175,300	
Powell Campus	1		MM			Yellowstone Server Room - Fire Suppression	Complete				\$ 25,000	
Powell/Campus	1		MM			Moyer Server Room Cooling replacement	Complete				\$ 262,262	

ACADEMIC AFFAIRS

November 2023



ACADEMIC DIVISIONS/DEPARTMENTS

Humanities: The Writers Series in Cody, supported by a grant from the Wyoming Humanities Council and a matching fund from the Northwest College Foundation, continues to provide a platform for literary enthusiasts to engage with accomplished writers. This semester, the series hosted poet Dave Caserio, known for his works such as "This Vanishing" and "Wisdom for a Dance in the Street." The event took place on Thursday, November 9, at 6:00 PM in the Grizzly Room of the Park County Library, drawing an audience of approximately 15 individuals.

Music:

The Northwest College Music Department was excited to host the annual North Bighorn Basin District Clinic November 17-18. The top band and choir students from around the Bighorn Basin were selected to perform in the All-District Band and Choir. We had close to 200 high school students in our music building for the event. The students went through a long day and a half of rehearsals before concluding the experience with a concert for the families and community. The auditorium was packed!

This event was a great opportunity to have the region's top music students in our music building at the same time. The NWC students and faculty also presented a showcase concert for the students as an excellent recruiting opportunity. Northwest College remains the only college in the state that hosts a District Clinic event, as the rest of the districts rotate the host site between the various high schools. This is a huge networking and recruiting opportunity for us, and we plan to continue hosting this event annually.

Our NWC Studio Singers Vocal Jazz Ensemble had the opportunity to perform a half-hour set for the attendees of the Northern Bighorn Basin High School District Clinic which was hosted here on campus. This event brings in music students and teachers from ten high schools throughout the state of Wyoming including Burlington, Cody, Greybull, Hot Springs County, Lovell, Powell, Rocky Mountain, Ten Sleep, Worland, and Riverside. Our 12-student ensemble was accompanied by a piano, bass, and drums trio made up of NWC music faculty, and we were able to promote our students and school through this event.

Agriculture:

Block and Bridle students helped as servers at the Briess Growers Dinner

Business:

- Stacy Kuenn met with 5th grade teachers at Southside Elementary about assisting them with their economics coursework (specifically budget and banking).
- NWC Business faculty collaborated once again with IMPACT 307 to help early-stage entrepreneurs and budding entrepreneurs in our service areas. On November 3, NWC and IMPACT 307 hosted another successful, all-day entrepreneur bootcamp on our campus (30 attendees). Subject matter experts spoke on numerous areas of interest to entrepreneurs (idea validation, intellectual property law, sales & marketing, financing the venture, brand development, operations, etc.). The event concluded with a small panel of successful entrepreneurs sharing their start-up experiences. One such entrepreneurial

panel member won partial funding this past year from our inaugural Park County startup competition. Formal attendee feedback continues to validate the need for these types of business and entrepreneurial services in our communities. Many thanks to the entire NWC team for planning, coordinating, and implementing these bootcamps and workshops (marketing department, CTD, business office, catering, faculty – as well as thanks to our partners at IMPACT 307)!

Communication:

- Nine students from the NWC Forensics Team competed in the Mahaffey Invitational tournament hosted by Linfield College. Jacob Lukas (Lewis, Colorado) advanced to elimination rounds in Public Debate.
- Bob Becker and Jessica Jatkowski attended the National Communication Association (NCA) Convention, participating in a panel discussion of international students in forensics. Bob Becker is President of the Association for Communication Administration Interest Group and was elected Vice Chair elect of the Community College interest group of NCA.

Anthropology:

Dr. Greg Smith will be traveling to Pakistan this Winter Break to co-lead a workshop on the uses of photogrammetry in archaeology at Shah Abdul Latif University. Afterwards, he will be applying his photogrammetry skills by joining some archaeological colleagues at the Bronze Age city of Mohenjo-daro to conduct some archaeological fieldwork.

Health Professions: Nursing Student Pinning for 7 students takes place on December 15th at 3 pm.

Workforce Development

November was extremely busy with us moving into the new building. We are now officially moved into our new location and getting everything set up.

CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- Next Gen- Tourism and Hospitality, Brighter Futures, Healthy Park County, Plans of Safe Care, Wyoming DFS and 307 Bootcamp
- PHS/Shoshone Learning Center- students enrolled in HVAC, CDL, and Forklift
- Lovell High School students are finishing up the first phase of the Heavy Equipment Certification in the Small Wheel Loader
- Red Lodge High School Tour
- CIT Training for the Big Horn Basin
- Powell High School College and Career Day

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- Ed2Go- Speed Spanish, The Creative Classroom, Teaching Students with Autism
- CPR/First Aid
- MSHA Training
- Community EMT Course

CDL Program

- 41 students enrolled in the program.
- 4 PCSD #1 Students
- 28 working on their Theory.
- 13 Skills and BW (Behind the Wheel Driving)
- 11 students attended the orientation.
- 8 Students passed and received their CDL's.
 - 7 Class A
 - 1 School Bus

- We can now test our own students for Bus and Passenger Endorsements

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 one activity that served 9 students and community members. These events included DELTA activities: Red Lodge High Ropes Course

Powell Valley Community Education/Rec Co-Op

- Classes this month were yoga, group fitness, driver education, rock wall, self-defense, and meditation classes.
- We have a series of holiday classes and events set up for our December schedule.
- Co-Op bicycles are due back by winter break for their semester inspection and maintenance. Winter equipment is ready to be checked out.

INTERCULTURAL PROGRAM

- Celebrated International Education Week (Nov. 13-17) with a series of lunches held at the Bloom-Wilson Intercultural House. The lunches featured a:
 - Japanese Lunch (51 people in attendance)
 - Spanish Lunch (58 people in attendance)
 - Turkmen Lunch (63 people in attendance)
 - Brazilian Lunch (65 people in attendance)
 - Kiwi (New Zealand) Lunch (61 people in attendance)
- Participated in the 31st Annual Cody Cowboy Christmas Lighted Parade (14 students attended)
- Took students to Billings to go shopping (32 students attended).
- Hosted our annual Thanksgiving Dinner at the Bloom-Wilson Intercultural House (32 people in attendance).
- Hosted Abby Cook (Assistant Director) and Kaoru Mori (Japan Outreach Initiative Coordinator) from the Office of International Studies from Montana State University in Billings on our campus for a day. Abby and Kaoru held an information session on study abroad (7 people in attendance), a transfer session (11 people in attendance), and a Calligraphy workshop (13 people in attendance).
- The International Student and Scholar Services Manager held a webinar on community colleges and the transfer process for 3 EducationUSA advisors who were visiting the University of Wyoming. The EducationUSA advisors were from Brazil, Colombia and Mexico.
- Attended the Rotary Fall Festival. This event was organized by the Powell Rotary Club specifically for our international students (20 students in attendance).

HINCKLEY LIBRARY

Faith and Becky have been busy at the library this semester, holding down the fort until a new librarian is hired. So far the library has hosted:

- 21 instructional classes reaching 276 students
- A Stothart Reading which 15 people attended
- An open house on Advising Day for students to decorate cookies, make ornaments, create black out poetry, and enjoy a scavenger hunt. We had 30 students who participated.
- 17 groups have reserved a Christmas tree for our annual Parade of Trees which will happen on December 12 from 4:00 – 6:30 pm.

PEER TUTORING SERVICE

- Provided 59 scheduled one-on-one tutoring sessions.

- Provided 44 drop-in tutoring sessions.
- Provided 12 writing sessions.
- Provided one first-year experience/class presentation (9 attendees).
- Provided 31 help desk assistance visits.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

November 2023



ATHLETICS:

- Wrestling is 2-3 and had a great weekend competing against two Region 9 teams. They won 42-14 and 41-3
- Women's Basketball is 6-3 with 8 home games before Region 9 play begins
- Men's Basketball is 2-7 with 9 home games before Region 9 play begins
- All other teams are recruiting in the offseason
- Esports has multiple teams competing in the playoffs
- The Johnson Fitness Center membership and usage has remained steady through November (+1,400)

ENROLLMENT SERVICES

- Hosted Preview Day on Friday, November 17th with a total of 81 prospective students attending the event. Preview Day offers students the opportunity to meet with faculty and attend academic open houses, visit the residence halls, tour the campus, and join us for lunch in the Dining Hall
- Planning and preparation ongoing for 2024 recruitment events. Some adjustments are being considered for these events due to Student Center construction
- Ongoing Catalog revisions/work are underway for the 2024-25 NWC College Catalog
- Preparation for end-of-semester grading and graduation processes are underway. Final grades for Fall semester are due on Wednesday, December 20th at 5 p.m.
- Ongoing work within the CRM (Element 451) software relating to prospective student communications and workflows
- Preparation underway for our Spring semester Career Fair, which will take place in early April
- Ongoing campus tours for prospective students, families, and groups
- Ongoing high school visits in Wyoming, Montana, Idaho, and South Dakota – These events expose NWC to high school students across each state
- Ongoing NWC Application Days within service area recruitment events within the Big Horn Basin High Schools
- Ongoing communication (text messages, email, direct mail, phone calls) to prospective students

FINANCIAL AID

- The Office continues to package tardy 23/FA and new 24/SP requests for financial aid alike. Awarding for 2024-25 NWC Scholarships, with close expenditure monitoring from the Foundation, continues
- The Office reopened its online application for Wyoming Works Student Grants for 24/SP forward
- The Office successfully submitted 2022 tax year FWS wages to Federal Student Aid's Common Origination & Disbursement/COD repository in preparation for the 2024-25 FAFSA launch on 12.31.23. (As a refresher, the *FAFSA Simplification Act of 2020* now requires student record-level FWS wages to be reported by all Title IV institutions to the COD system by October 1st of each year, in order to be included as income in the SAI calculation for individual FAFSA filers after October 1st. Since the 2024-25 FAFSA's launch is delayed until 12.31.23, FWS data is due this year by December 2023)
- The Office collaborated with Registration & Records Office to refine its administrative processes to address situations where an instructor's Administrative Withdrawal request to remove a student

from a current course leaves the student solely registered for a course that begins later in the semester (programs offered in modules)

- The Office began attending information sessions in the 2023 Federal Student Aid Annual Conference. The virtual conference runs from 11.28.23 – 12.1.23

GEAR UP

- Our new GEAR UP Program Coordinator is Callee Erickson. Callee formerly worked for NWC GEAR UP from 2012-2021.
- Currently working with 187 students

SAFETY & SECURITY OFFICE

- A Clery Map was designed to provide guidance on Clery Geography to campus security and CSA staff. This was prepared to assist in Clery reporting and to be used in the event of Department of Education Audits
- Worked with Laura Gwinn to create a Campus Security Authority (CSA) list as a guide for NWC Clery reporting and CSA Training
- Trapper Alert Test conducted as a campus-wide test on 11/27/23 at noon. This was the first campus-wide test conducted since COVID
- Residence Hall Fire Drills conducted on 11/15/2023
- Attended “Health Park County Coalition” monthly meeting on Diabetes Awareness & Education
- Campus security Officer Chris Christen attended a 40-hour Crisis Intervention Training (CIT) hosted by the Powell Police Department and attended by all local law enforcement agencies
- Participated in webinar on Off-Campus Trips and Excursions with NWC athletics and student services staff
- Completed training through the Clery Center on Arrests & Referrals reporting to maintain compliance with the Clery Act
- Participated in the Park County Local Emergency Planning Committee (LEPC) meeting which included an After Action Review (AAR) on the Vigilant Guard Park County Active Shooter & Radiological exercise that was conducted on the NWC Campus on June 14th

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
- Fall Intent Process is underway to reserve rooms for spring semester
- Continued para-professional training for RA staff

Activities

- Activities staff is preparing for several December activities
- Intramural Volleyball is ongoing and there is 50-90 students participating

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 124 visits in November
- 1173 cumulative visits for calendar year 2023

Counseling Services

- 58 Counseling sessions (includes face-to-face, Zoom and phone)
- 9 After hours contacts
- Attend Residence Life Team meetings
- 2 BASICS Alcohol intervention sessions for alcohol violations
- Continuing Education Webinars
- Continued meetings with Women’s Volleyball team
- Behavioral Intervention Team (BIT) meetings
- Facilitating a “Better Together” peer support group
- Applied for a Foundation Grant (successfully awarded \$12,000 for Mental Health initiatives)
- Presented to First Year Seminars

Disability Services

- 19 disabilities sessions (includes face-to-face, Zoom and phone)
- 101 Students registered with Disability Services for FA/23
- 413 Accommodation letters processed for FA/23
- Attended AHEAD Virtual Mini-Conference
- Process Coordinator for services and emotional support assistance animal requests
- Met with STEM Division to discuss Disability Services
- 20 Tests proctored in testing center
- One (1) IEP meeting at Rocky Mountain High School
- Presented to First Year Seminar classes

TITLE IX

- Performed nine individual Title IX prevention and awareness functions with students, faculty and staff
- **Total trained this semester: 41 different groups and reached 471 students**
- Organized and participated in a webinar on Off-Campus Trips and Excursions
- Performed eight individual Title IX prevention and awareness functions with students, Title IX team and administration, including supportive measures
- Attended several campus meetings and Budget Manager meeting
- Attend monthly WY Title IX meetings
- Attend one online webinar on proposed new regulations for Pregnant and Parenting Students
- Attended meeting reviewing the campus-wide survey on Title IX Athletic Compliance
- Begin review of Minors on Campus policy
- Meeting with Campus Security regarding Clery training and what NWC still needs to do to be compliant with Clery Act
- Prepare Credibility Assessment training packets and discussion questions for Title Investigators and sent case study for review before November 6th training

TRIO STUDENT SUPPORT SERVICES

- 136 eligible students are active in TRIO
- Students have utilized TRIO 147 times in November
- Students received 50 in-person sessions for goal setting, time management, academic success strategies, and transfer counseling
- Peer mentoring is available for 10-20 hours per week by appointment and drop-in
- Note-taking with Rocketbooks seminar will be November 8 – 10 participants
- Stress-relieving holiday crafts and cocoa open house Nov. 29-Dec 1st
- TRIO now has a recognized campus club to build a TRIO community for social events and service projects

- MSU-Bozeman Transfer Trip – 4 students attended
- TRIO had a successful Fall Birthday Celebration

Monthly Report to President Watson

November 2023

HIGHLIGHTS

The Communications & Marketing team recently attended the 2023 AMA Symposium for the Marketing of Higher Education in Chicago from November 12-15, 2023.

The Printing Services team recently took a tour of the Casper College printing operation and spent time with their staff, talking shop and comparing notes.

COMMUNICATIONS & MARKETING ACTIVITIES FOR

- Advising Day
- Board of Trustees vacancy
- Features
 - Faculty highlight: Jason Horton
 - Student highlight: Kyelynn Coombe
- Native Ways Buffalo Feast
- Northwest Civic Orchestra
- *Shaping Wyoming's Future* student nominations
- Standing FY23 Enrollment Campaign initiatives
- Student Academic Showcase logo competition

WEBSITE

- Weekly meetings with Modern Campus; one specifically for design and content, the other for learning and configuring the new web content management system (Omni CMS)
- Began individual meetings with campus stakeholders to game plan for the transition of their area's Web content to the new website (began planning what content to add, enhance, trim or eliminate)

PHOTOGRAPHY & VIDEOGRAPHY

- Business Bootcamp Entrepreneur Workshop
- Cody Cowboy Christmas parade
- Cody Writers Series (Dave Caserio)
- Esports playoffs
- International Education Week activities
- Native Ways Buffalo Feast
- Scholarship donor events
- Skip Martin's (Kool & the Gang) visit with music students
- Stothart Readings
- Trapper Preview Day

PRINTING SERVICES

- 20 offices/programs/areas served
- 30 projects completed
- 8,095 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

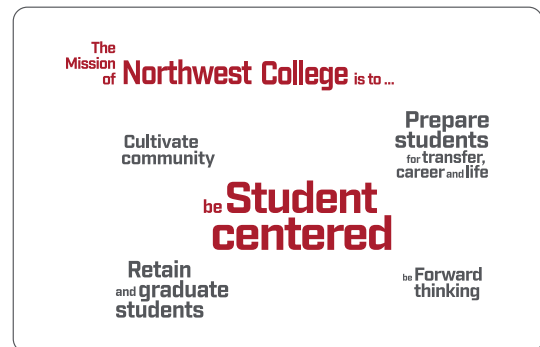
Interim Multimedia Production Specialist

George Laughlin

Printing Services Supervisor

Kim Lawson

Printing Services Specialist



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

ANALYTICS REPORT SUMMARY

NOVEMBER 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 website report (which is compared to previous year).

- Our various **digital campaigns** (paid posts) delivered **61K** impressions, were clicked on **1K** times, for an average click-through rate of **8.83%** overall and a **12.75%** rate for our enrollment campaign ads on both social and search.
 - Our **organic Facebook efforts** (non-paid posts) saw a total of **142K** impressions with **5K** engagements and **1K** post link clicks. Engagement rate per impression was **3.9%**.
 - Our **organic Instagram** account (non-paid posts) were not accurately measured for November 2023 due to a glitch in the reporting tool.
 - Our **organic X (formerly known as Twitter)** account (non-paid posts) saw a total of **729** impressions with **21** engagements, **4** post link clicks. Engagement rate per impression was **2.9%**.
 - Our **Niche** profile yielded **57** qualified inquiries in the current reporting month (one month behind); Our CampusReel profile yielded **7** leads.
- Our website at **nwc.edu** had **16.3K** total users, including **13.3K** new users, for a total of **82K** views across **36K** sessions*:
 - **17K** sessions coming from search engines (like Google and Bing—*this is why Search Engine Optimization is important*)
 - **16K** sessions coming direct (from bookmarks, email links or typed-in web addresses)
 - **1K** sessions coming from paid marketing
 - **1K** sessions coming from organic (unpaid) social posts
 - **1K** other (from other sites that link to nwc.edu)

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

ADVERTISING REPORT

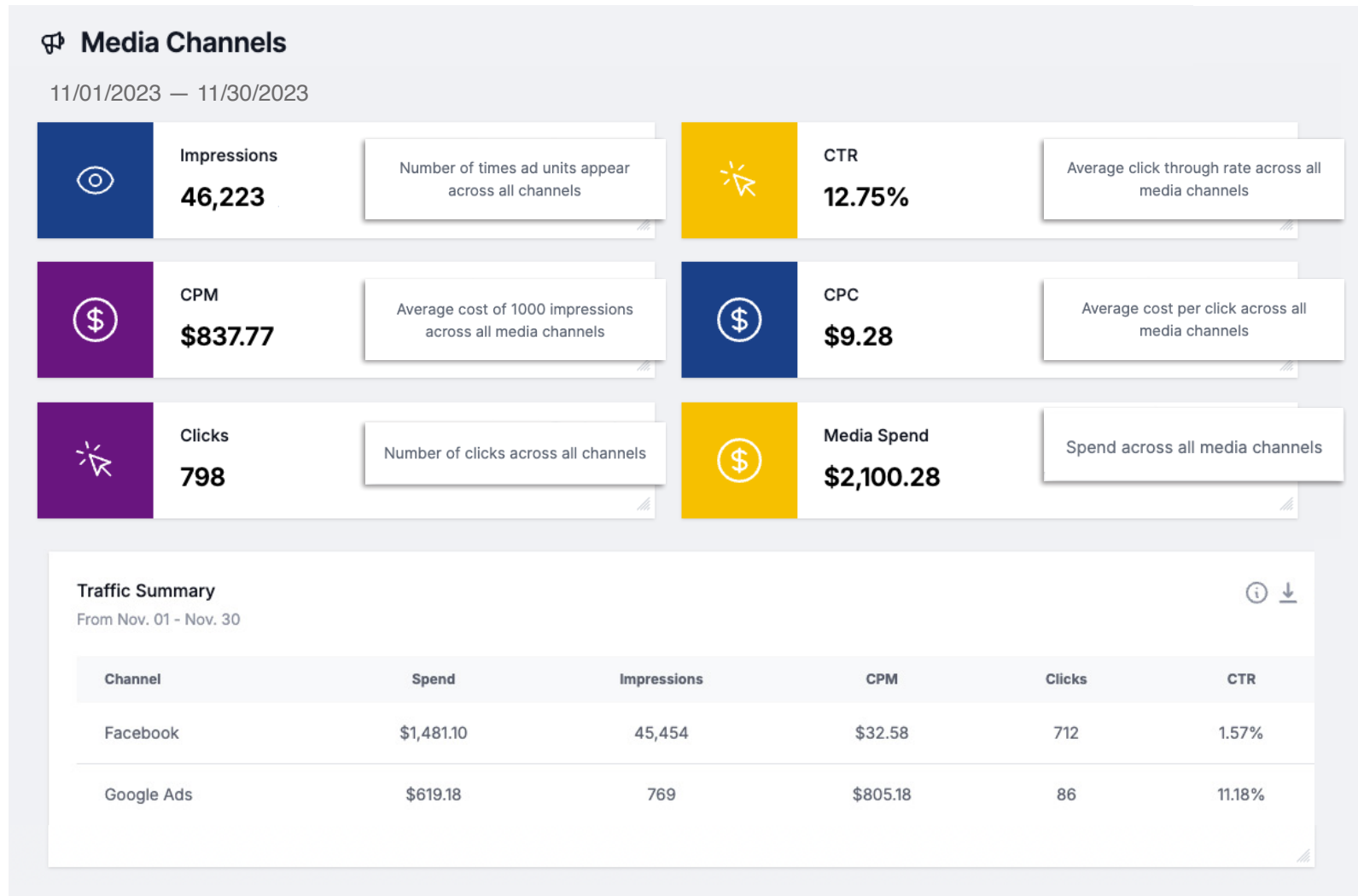
NOVEMBER 2023



COMMUNICATIONS & MARKETING

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

The digital arm of the FY23 Enrollment Campaign is being run and monitored by the higher education marketing agency Advance 360 Education in collaboration with the NWC Creative Team. These analytics are reported through a proprietary dashboard, so these screenshots are different than what you're used to seeing:



ADVERTISING REPORT

NOVEMBER 2023



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

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
Event: Cody Writers Series, Featuring Poet, Teacher, and Performer Dave Caserio	2,438	6,355	57	4.91%
Event: Trapper Preview Day	998	4,452	15	2.18%
Post: "ATTENTION entrepreneurs and business owners in..."	1,903	3,662	3	3.00%
Total results 3 / 3 rows displayed	4,595 Accounts Center accou...	14,469 Total	75 Total	3.59% Per Impressions

+ includes 17 different placements: Facebook and Instagram feeds; Instagram profile feeds; Facebook marketplace ads; Facebook video feeds; Facebook right column ads; Facebook business and Instagram Explore tool; Messenger inbox and sponsored messages; Facebook, Instagram and Messenger Stories; Facebook and Instagram Reels; Facebook in-stream videos; Facebook search results; Facebook instant articles; audience network (partner sites and apps, 40+); Oculus (VR) mobile app feed and app search results.

ADVERTISING REPORT

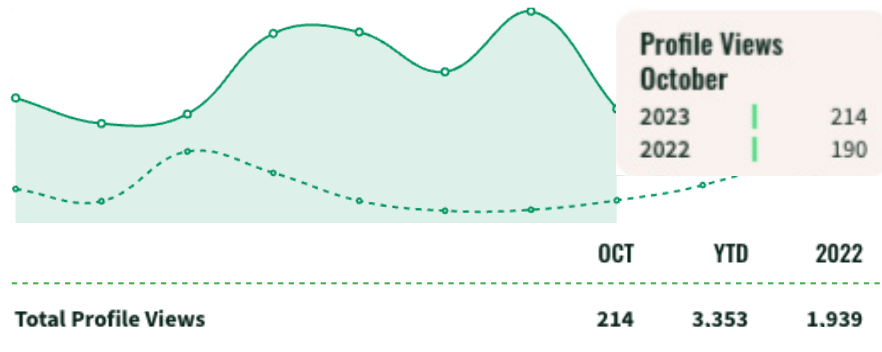
OCTOBER 2023*



COMMUNICATIONS & MARKETING

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

Niche Profile Views:



Promoted Impressions:

	OCT	YTD	2022
Total Promoted Impressions	21,907	194,485	43,895
Sponsored Listings Impressions	13,435	91,752	15,682
Remarketing Impressions	8,404	102,360	28,060
Triggered Email Sends	68	373	153

Qualified Inquiries and Prospects (↑↓ previous month):

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

9,405 ↑

qualified inquiries and cross-interest prospects generated for your school

	OCT	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	57	302	20-40%

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

6,235 ↑

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

	OCT	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	47	225	20-40%

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

2,369 ↑

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

	OCT	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	9	48	20-40%

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

801 ↑

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

	OCT	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	1	29	20-40%

In-State Traffic	Out-of-State Traffic	International Traffic
22%	63%	16%

Top States

STATE	STUDENTS
Wyoming	220
Montana	22
California	8
Illinois	7
Texas	6

Source: Niche Partner Portal. (n.d.). Retrieved December 1, 2023, from <https://reports.niche.com>. *November 2023 will be available next month, due to vendor reporting constraints beyond our control.

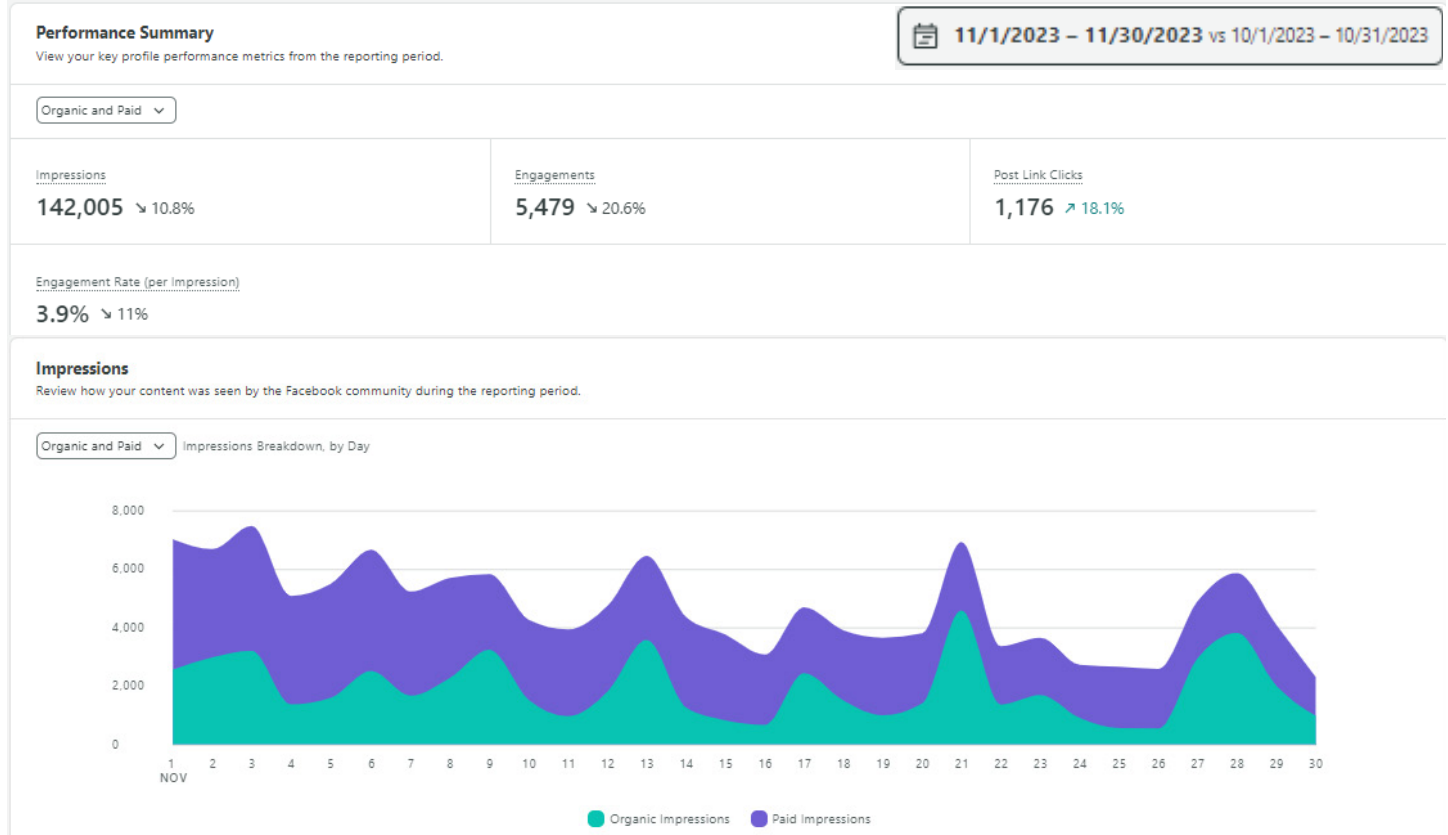
SOCIAL MEDIA REPORT

NOVEMBER 2023



**COMMUNICATIONS
& MARKETING**

Facebook | facebook.com/NorthwestCollegeWyo



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
Tue 11/28/2023 3:20 pm PST

If you've ever wondered what it was like for our esports team when they're competing for a national championship, here it is. We've got scenes from this year's NJCAA playoffs, which continue throughout...

Northwest College
Mon 11/6/2023 4:15 pm PST

We've got a new group of champions from #NWCwyoming to brag about! The Equine Judging Team are Reserve World Champions, and two team members were in the Top 5 Overall in the Junior College...

Northwest College
Wed 11/8/2023 4:22 pm PST

You won't believe who we had on campus today. If the man on stage in the Nelson Performing Arts Auditorium looks familiar it's because you've either seen or heard him before. Yes, we had Grammy and...

SOCIAL MEDIA REPORT

NOVEMBER 2023



COMMUNICATIONS
& MARKETING

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

* We've been alerted that there was a major glitch in the way Instagram measured traffic for parts of November. These numbers are not accurate.

Performance Summary

View your key profile performance metrics from the reporting period.

11/1/2023 – 11/30/2023 vs 10/1/2023 – 10/31/2023

Organic and Paid

Impressions *
22,032 ↘ 60.1%

Organic Engagements *
299 ↘ 80.7%

Profile Actions *
16 ↗ 14.3%

Engagement Rate (per Impression) *
1.4% ↘ 51.7%

Impressions

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

Organic and Paid

Impressions, by Day



Top Posts

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

Descending

by Lifetime Engagements

northwestcollege
Thu 11/23/2023 3:01 pm PST

We hope everyone has been enjoying Thanksgiving, and a break from work or classes. We even got a reminder today that winter is on the way, so we thought this would be a good time to share a short video...

northwestcollege
Tue 11/28/2023 3:25 pm PST

If you've ever wondered what it was like for our esports team when they're competing for a national championship, here it is. We've got scenes from this year's NJCAA playoffs, which continue throughout...

northwestcollege
Mon 11/27/2023 4:45 pm PST

The holiday season is officially underway, and we helped kick things off at the Cody Cowboy Christmas Stroll and Lighted Parade last Saturday. And that reminds us, to remind you, we'll be out there again...

SOCIAL MEDIA REPORT

NOVEMBER 2023



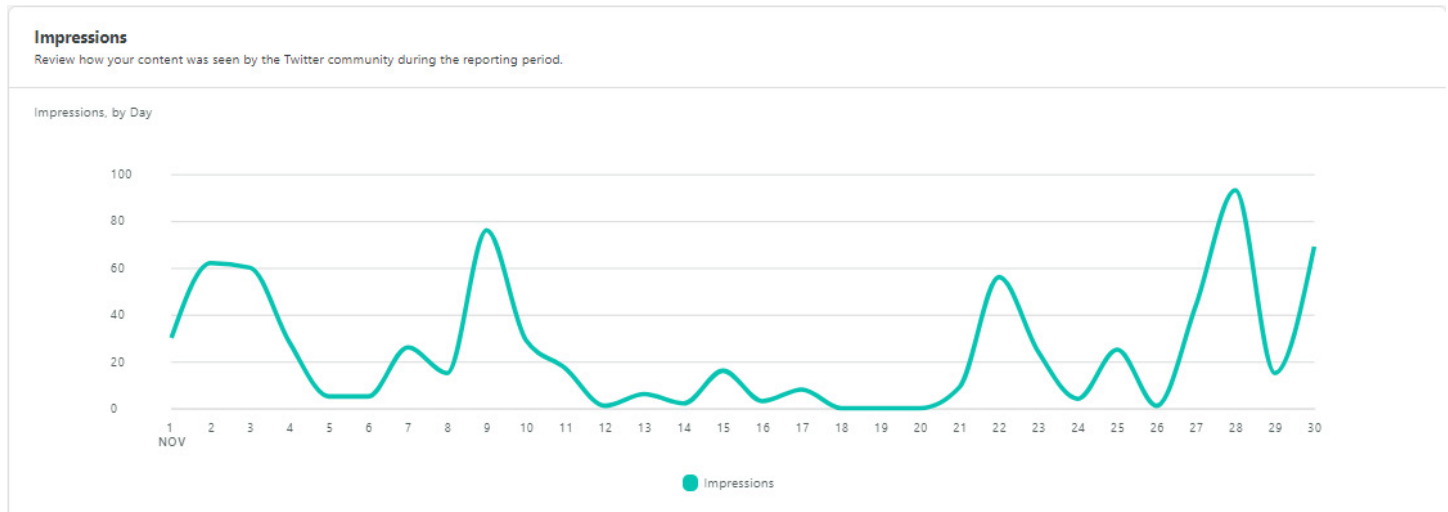
**COMMUNICATIONS
& MARKETING**

X (formerly known as Twitter) | twitter.com/NWCWyo

Performance Summary 📅 11/1/2023 – 11/30/2023 vs 10/1/2023 – 10/31/2023

View your key profile performance metrics from the reporting period.

<p>Impressions</p> <p>729 ↗ 9.3%</p>	<p>Engagements</p> <p>21 ↗ 10.5%</p>	<p>Post Link Clicks</p> <p>4 ↗ 300%</p>
<p>Engagement Rate (per Impression)</p> <p>2.9% ↗ 1.1%</p>		



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

Descending ▾ by Lifetime Engagements

@NWCWyo
Wed 11/1/2023 6:16 pm UTC

Help us celebrate International Education Week, Nov. 13-17. [#NWCWyoming](#) is proud to have nearly 100 international students this year from 30 different countries, and you're invited to join us for ...

@NWCWyo
Fri 11/3/2023 2:31 pm UTC

Advising day (Nov. 7) is almost here. If you haven't already, [#NWCWyoming](#) students need to schedule a meeting with your advisor on or before that date for priority registration for fall 2024....

@NWCWyo
Mon 11/27/2023 7:28 pm UTC

The Northwest Civic Orchestra marks the holiday season with an evening of Christmas music and more. "Making Spirits Bright" happens Dec. 2, at 7:00 pm in the Nelson Performing Arts Auditorium. Gen. ad...

Source: Sprout Social Analytics. (n.d.) Retrieved December 1, 2023, from <https://sproutsocial.com>

WEBSITE TRAFFIC REPORT

NOVEMBER 2023



**COMMUNICATIONS
& MARKETING**

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

Total users 16.3K -12.8%	New users 13.3K -14.5%	Views 82.0K -15.1%	Sessions 36.0K -17.3%	Engaged sessions 17.4K -12.4%	Nov 1, 2023 - Nov 30, 2023
---------------------------------------	-------------------------------------	---------------------------------	------------------------------------	--	----------------------------

[Comparison %s are vs. previous year]

Top Ten Most Viewed Pages

Page title	Views	% Δ	Total users	% Δ	Engagement r...	% Δ
Home :: Northwest College :: Powell, Wyoming	26,240	-18.5%	8,142	-12.1%	46.11%	13.2%
Application for Admission	3,086	-12.5%	620	-13.3%	70.94%	180.8%
Programs by Academic Area :: Academics :: Northwest College :: Powell, Wyoming USA	2,818	-	1,449	-	91.99%	-
Home :: Academics :: Northwest College :: Powell, Wyoming USA	2,235	-	1,359	-	95.82%	-
Results :: Search :: Northwest College :: Powell, Wyoming USA	2,067	-	1,174	-	88.52%	-
Home :: Calendar of Events :: Northwest College	1,789	-11.7%	310	-19.5%	88.98%	323.4%
Class Schedule & Syllabi :: Academics :: Northwest College :: Powell, Wyoming USA	1,774	-	725	-	88.26%	-
Academics :: Northwest College :: Powell, Wyoming USA	1,217	-	734	-	69.15%	-
Home :: Hinckley Library :: Northwest College :: Powell, Wyoming USA	1,194	-	417	-	66.67%	-

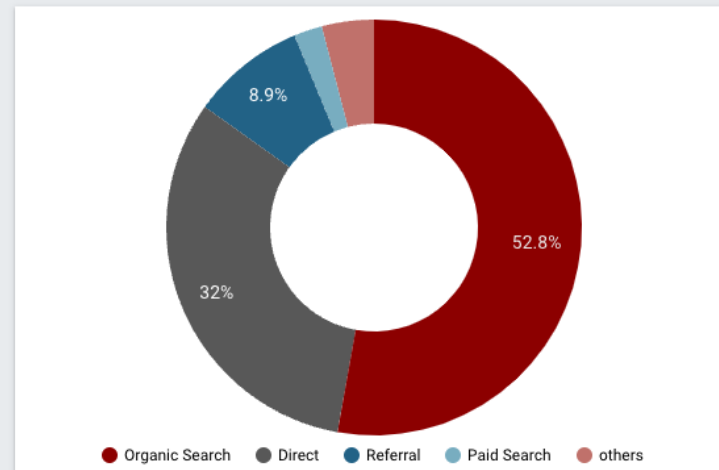
1 - 10 / 2258

Top Ten Most Viewed Campaigns (paid and non paid)

Session campaign	Session medium	Session source	Views
1. news	social	Facebook	330
2. A360 PPC - Allied Health ...	ppc	google	296
3. A360 PPC - Agriculture	ppc	bing	283
4. a360_facebook_traffic	paid	facebook	208
5. A360 PPC - Allied Health ...	ppc	bing	116
6. A360 PPC - Agriculture G...	ppc	bing	113
7. A360 PPC - Agriculture	ppc	google	90
8. chatAnswers	trapperChatBot	website	73
9. NEWS	Social	Twitter	72
10. A360 PPC - Photographic...	ppc	google	44

1 - 10 / 28

Traffic Sources



WEBSITE TRAFFIC REPORT

NOVEMBER 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	5,117	-11.5% ↓
Colorado	2,165	-11.8% ↓
Montana	1,161	-1.4% ↓
Arizona	927	30.6% ↑
California	752	-15.5% ↓
Utah	605	7.5% ↑
(not set)	460	-45.0% ↓
Washington	450	-13.6% ↓
Texas	431	-19.1% ↓
Illinois	428	-1.4% ↓

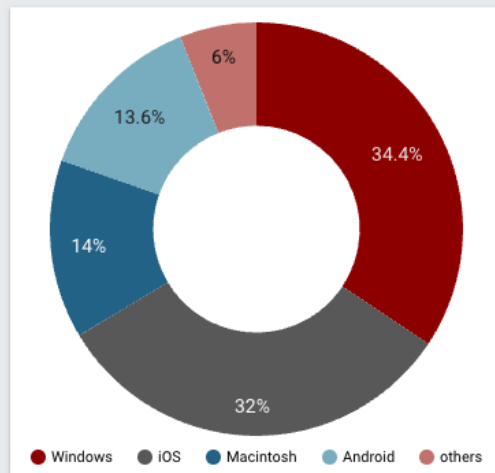
1 - 10 / 363 < >

User Count by Country

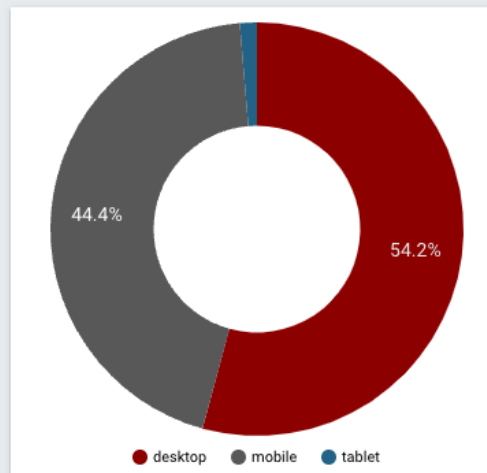
Country	Total users	% Δ
United States	13,549	-10.6% ↓
China	184	-65.3% ↓
Nigeria	138	46.8% ↑
Canada	125	-10.1% ↓
Japan	112	45.5% ↑
United Kingdom	105	2.9% ↑
Brazil	86	-13.1% ↓
India	86	-35.3% ↓
Ghana	65	132.1%...
Pakistan	54	-40.0% ↓

1 - 10 / 113 < >

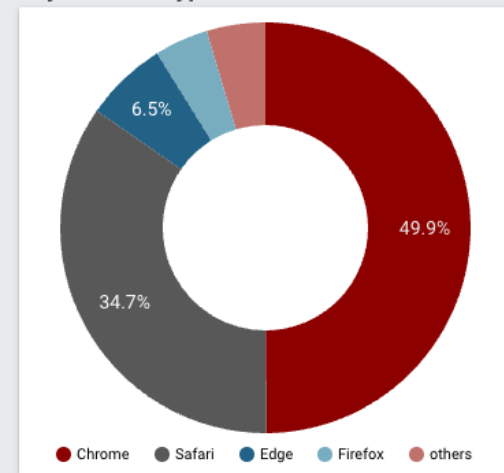
By Operating System



By Device Type



By Browser Type



WEBSITE TRAFFIC REPORT

NOVEMBER 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	14,371	-13.3% ↓
2. (direct)	(none)	8,418	-19.6% ↓
3. login.microsoftonline.com	referral	3,665	-42.6% ↓
4. experience.elluciancloud.com	referral	2,401	-6.9% ↓
5. bing	organic	1,112	-7.8% ↓
6. nwc.wufoo.com	referral	489	5.2% ↑
7. bing	ppc	240	182.4% ↑
8. yahoo	organic	229	-25.4% ↓
9. facebook	paid	195	-
1... google	ppc	164	-44.2% ↓

1 - 10 / 174 < >

Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	14,371	-13.3% ↓
2. bing	organic	1,112	-7.8% ↓
3. bing	ppc	240	182.4% ↑
4. yahoo	organic	229	-25.4% ↓
5. facebook	paid	195	-
6. google	ppc	164	-44.2% ↓
7. m.facebook.com	referral	130	66.7% ↑
8. duckduckgo	organic	122	-2.4% ↓
9. Facebook	social	88	-
1... l.facebook.com	referral	86	28.4% ↑

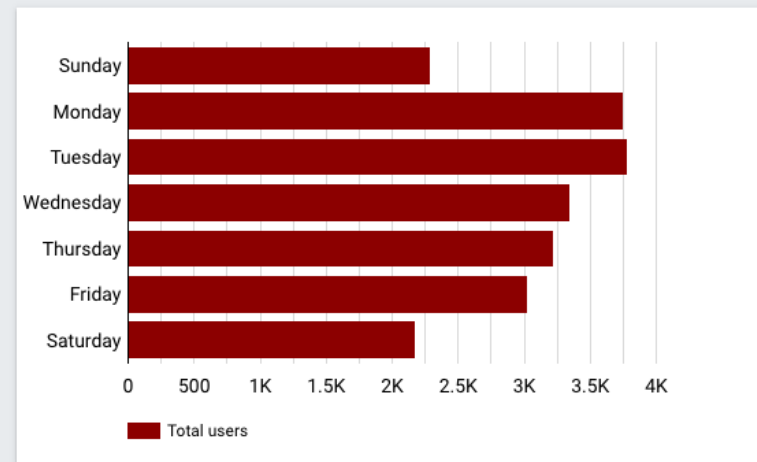
1 - 10 / 162 < >

Sessions by Social Sources

Session source	Sessions...	% Δ
1. facebook	198	6,500.0% ↑
2. m.facebook.com	130	66.7% ↑
3. l.facebook.com	86	28.4% ↑
4. lm.facebook.com	29	93.3% ↑
5. l.instagram.com	21	-67.2% ↓
6. facebook.com	11	-76.6% ↓
7. instagram.com	4	-
8. m.youtube.com	1	-
9. youtube.com	1	-

1 - 9 / 9 < >

Most Popular Days of the Week



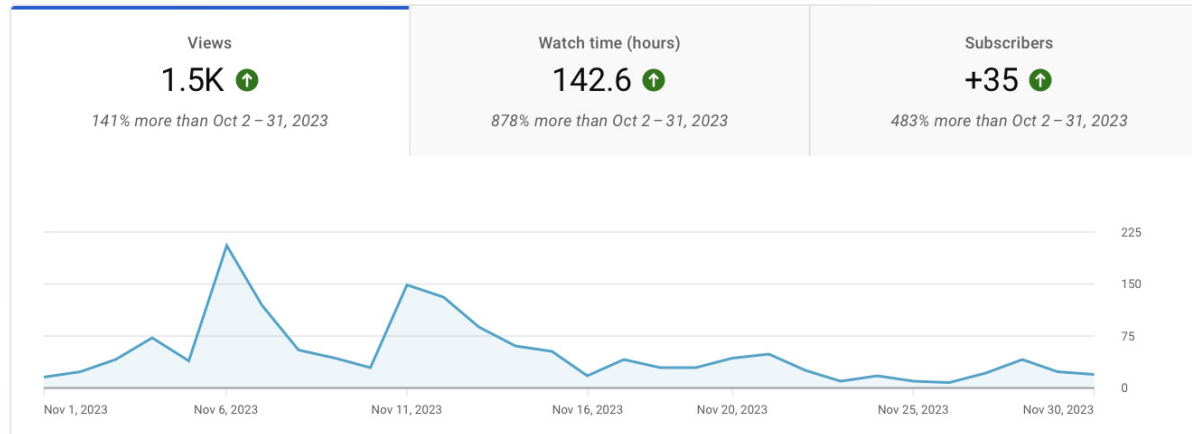
VIDEO ANALYTICS REPORT

NOVEMBER 2023



YouTube analytics | youtube.com/NorthwestCollege

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



Top video content this month:

Rank	Video Title	Duration	Percentage	Views
1	NWC Collegiate Chorale, Percussion Ensemble, and Wind Ensemble Nov 7, 2023	9:03	(13.2%)	370
2	Northwest College Jazz Expo Nov 12, 2023	8:13	(7.3%)	332
3	TurnItIn Instructor Tutorial Apr 28, 2015	1:24	(14.5%)	120
4	Welcome To Wyoming Jun 13, 2023	0:44	(64.2%)	96
5	Take Flight - Northwest Civic Orchestra Nov 5, 2023	10:58	(16.0%)	86



Classified Staff

November 2024

Classified Staff November Activities

The Classified Executive Staff continued planning for December Activities.

We will be providing hot cocoa and cookies for the Tree Lighting Ceremony, which will be held December 7th, 2023.

Classified Staff, in Conjunction with Faculty and Professional Staff, have decided to revive the traditional NWC Wassail holiday gathering, which will be held on December 6th, 2023. Classified staff will be collecting food donations for the NWC Pantry, which benefits NWC Students.

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: December 1, 2023

On November 15th, the Committee of Faculty Development and Morale hosted a lunch and learn addressing AI in the classroom at the TLC. Eighteen faculty members from different disciplines attended in person or on zoom. There was very engaging and educational discussion on how faculty addressed and even used AI in the classroom. Faculty that are using AI shared best practices as well resources for the faculty members that are contemplating adding AI to their courses.

Ellucian hosted two zoom meetings specifically with faculty members to learn about challenges and opportunities for grants. The first meeting had five faculty members but the second meeting which include most of the faculty senate members had ten faculty members. Faculty shared experiences with existing grants such as INBRE and Perkins. Faculty also spoke about other grant opportunities that they knew about but didn't not have the time or resources to apply.

Faculty are preparing for upcoming finals and Spring semester courses.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

December 2023

Gift Baskets: P-Staff members are working to put together gift baskets for students staying on campus over the holiday break. Members are gathering food and cookware donations to be assembled and distributed to students the week after final exams conclude.

Wassail Party: The Constituent groups (C-staff, Faculty, and P-Staff) are joining forces to bring back a NWC tradition with a Wassail party on Dec. 6 from 11am - 2pm in YB 103. Funds from these groups will cover Wassail, spiced nuts, and a 7-layer dip. Other treats will be provided by attendees.

Christmas Tree: P-Staff members are participating in campus holiday activities and have committed to decorating a tree for the Parade of Trees at the Hinckley Library on Dec. 12.

Gingerbread Houses: P-Staff members are sponsoring a gingerbread house building activity on December 19 as part of the holiday activities that take place during the week.

Last Month: During the month of November, the Care Committee organized a massage day for P-staff members and provided an opportunity for 25 registrants to enjoy 10-minute mini-massages.





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

NWC Foundation/Alumni Association Boards:

- Addressing various administrative changes necessary as part of the Foundation's fiscal year transition. Collaborating with auditors regarding financial transition and scheduling.
- Developing new farm leases for ground near the College.
- Held Alumni Association Board meeting on November 7.
- Launched an online Alumni merchandise site and developed a Christmas promotion to prompt shopping.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center. Coordinating publicity to educate the public about the project.
- 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 personal follow-up for the fall alumni and community donors to encourage donor retention as we approach our fundraising year end.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

Marketing/Events:

- Distributed Partners Press newsletter to recent donors.
- Facilitated a second newspaper guest column about the Student Center.
- Conducted three Scholarship Donor Receptions with agriculture, athletics and multi-purpose audiences because of space and food service challenges with construction on campus.
- Distributed NWC Gift Tags as holiday gifts for alumni supporters.
- Sent holiday issue of TrapperLink email newsletter.
- Coordinating a 'Cap and Gown Photo Op' for December graduates on December 12.
- Collaborated with Printing Services for production of the Foundation's 2024 Calendar for donors.
- Conducting planning for an Alumni Trivia Night at Cody Craft Brewing on February 27.

Miscellaneous:

- Participating in the development of a new Grants Program for NWC.

December 4, 2023

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Temporary Dining Facility

Design work for the soccer conversion is estimated to begin December 1, 2023. Cost estimates and project timelines will be developed in consideration of the entire project. The College is working with State Construction to prepare an amendment that would allow the design and construction work to be completed within the timeline of the student center project. The building has always been presented as a temporary dining facility to be used long term as a soccer facility.

Student Center Building

Construction on the Student Center continues to focus on framing, steelwork, and concrete pours. The steel work relating to the exterior walls continues and the roof of the building is now under construction. The weather has allowed for work to continue on most days. The Trustees will tour the building this month.

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. Northwest College still needs to send 5.6 million to the State of Wyoming.



Administrative Services

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

December 4, 2023

TO: Lisa M. Watson, President

FROM: Mark Grant, Finance Director

RE: Check Register Summary

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

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel / Misc	Utilites/Ins/ Support	Schlr/Grants /Waivers	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 37,102.14	\$ 234,865.70	\$ 54,015.62	\$ 48,316.62	\$ 151,935.00	\$ 18,964.96	\$ -	\$ -	\$ 545,200.04
Fund 11	1,776.00	42,055.00	577.00	-	-	1,844.50	38,331.78	-	84,584.28
Fund 12	11,810.33	2,783.35	1,194.51	28,156.18	-	154,744.46	6,783.07	2,252.32	207,724.22
Fund 14	103.53	-	-	-	-	-	-	-	103.53
Fund 15	3,492.19	2,500.00	1,347.33	686.11	-	1,841.70	-	-	9,867.33
Fund 22	2,350.71	14,923.00	4,023.79	-	-	379.00	-	-	21,676.50
Fund 70	-	1,460.74	-	-	-	-	-	-	1,460.74
Fund 71	-	4,485.09	-	-	-	-	61,514.50	13,440.00	79,439.59
Total	\$ 56,634.90	\$ 303,072.88	\$ 61,158.25	\$ 77,158.91	\$ 151,935.00	\$ 177,774.62	\$ 106,629.35	\$ 15,692.32	\$ 950,056.23

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 -

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/28/2023	V0280902	Admin Serv	91 Supplies	Sheridan College	Voc Rehab pmts	\$1,771.00
10	11/14/2023	V0280815	Agriculture	91 Supplies	Transfer Visa	Gloves, bags for meat	\$238.78
10	11/28/2023	V0280930	Anthropology	91 Supplies	Fedex	Postage	\$15.19
10	11/8/2023	V0280716	Art	91 Supplies	Powell Ace Hardware LLC	Spray bottles, tape,	\$51.53
10	11/8/2023	V0280745	Art	91 Supplies	Red Lodge Clay Center	Clay, glazes	\$2,902.90
10	11/28/2023	V0280915	Art	91 Supplies	Gestalt Studios	Pen, matboard cuts	\$61.07
10	11/8/2023	V0280752	Athletic Dir	91 Supplies	Vision West Inc	Youth Wrestling shirts	\$450.00
10	11/9/2023	V0280768	Athletic Dir	91 Supplies	Intrepid Sportswear	MBB All uniforms	\$2,936.00
10	11/14/2023	V0280820	Athletic Dir	91 Supplies	Transfer Visa	Food supplies	\$24.23
10	11/28/2023	V0280908	Athletic Dir	91 Supplies	Sodexo Operations LLC	Coffee station BBall	\$61.17
10	11/16/2023	V0280892	Biology	91 Supplies	Eric C. Atkinson	Lockout assistance	\$60.00
10	11/2/2023	V0280657	Bldg Maint	91 Supplies	Casper Winnelson Co	shop: gasket kits (6)	\$280.02
10	11/2/2023	V0280663	Bldg Maint	91 Supplies	DH Pace Company	shop supplies	\$330.50
10	11/2/2023	V0280674	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding supplies	\$81.80
10	11/2/2023	V0280682	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$61.67
10	11/7/2023	V0280714	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$488.78
10	11/8/2023	V0280719	Bldg Maint	91 Supplies	McIntosh Oil Inc	Oct 2023 fuel	\$1,614.45
10	11/9/2023	V0280756	Bldg Maint	91 Supplies	John Deere Financial	shop	\$27.99
10	11/16/2023	V0280860	Bldg Maint	91 Supplies	Colorado Doorways	repair key cutter	\$417.50
10	11/9/2023	V0280781	Business Mgmt	91 Supplies	Stacy L. Kuenn	SHRM test & certification	\$435.00
10	11/8/2023	V0280719	Campus Security	91 Supplies	McIntosh Oil Inc	Oct 2023 fuel	\$248.16
10	11/2/2023	V0280678	Computer Srv	91 Supplies	Office Shop	Toner	\$289.39
10	11/28/2023	V0280910	Computer Srv	91 Supplies	ABS Inc	Toner	\$370.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/2/2023	V0280668	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies/equip	\$6,314.91
10	11/16/2023	V0280853	Cust/Grounds	91 Supplies	Transfer Visa	Soap	\$12.58
10	11/16/2023	V0280859	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	\$557.17
10	11/16/2023	V0280871	Cust/Grounds	91 Supplies	Sodexo Operations LLC	Paper towels, toilet	\$832.52
10	11/7/2023	V0280706	EMS Prog	91 Supplies	Megan N. Poff	NRP certification course	\$45.00
10	11/8/2023	V0280726	EMS Prog	91 Supplies	Jesse Snyder	NRP certification course	\$45.00
10	11/8/2023	V0280727	EMS Prog	91 Supplies	Evan James Bartel	NRp certification course	\$45.00
10	11/8/2023	V0280728	EMS Prog	91 Supplies	Samuel Miller	NRP certification course	\$45.00
10	11/8/2023	V0280740	EMS Prog	91 Supplies	Vision West Inc	Embroidery on backpacks	\$16.00
10	11/2/2023	V0280666	Grounds	91 Supplies	Team Laboratory Chem	grounds: glyphosalte	\$236.00
10	11/7/2023	V0280714	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$35.42
10	11/9/2023	V0280756	Grounds	91 Supplies	John Deere Financial	grounds	\$349.28
10	11/9/2023	V0280763	Grounds	91 Supplies	O'Reilly Auto Parts	grounds	\$159.89
10	11/14/2023	V0280817	Intern'tl Recruit	91 Supplies	Transfer Visa	Coffees	\$30.00
10	11/9/2023	V0280773	Mens BB	91 Supplies	Andy Ward	Beanies	\$45.42
10	11/28/2023	V0280916	Music	91 Supplies	JW Pepper and Son Inc	Choir music	\$575.99
10	11/7/2023	V0280707	Nursing	91 Supplies	R & A Safety LLC	Random drug testing	\$110.00
10	11/8/2023	V0280739	Nursing	91 Supplies	Gaumard Scientific Co Inc	Veins, arm skins, blood	\$276.00
10	11/13/2023	V0280808	Outdoor Ed	91 Supplies	Transfer Visa	Smartwaiver	\$194.00
10	11/13/2023	V0280809	Outdoor Ed	91 Supplies	Transfer Visa	Membership, drop box	\$214.88
10	11/14/2023	V0280815	Photography	91 Supplies	Transfer Visa	Paper, chemistry, film	\$945.13
10	11/14/2023	V0280823	Photography	91 Supplies	Fedex	Postage	\$16.67
10	11/2/2023	V0280676	Plant Admin	91 Supplies	Mountain West Computers	office supplies: credit	\$6.99
10	11/8/2023	V0280719	Pres Office	91 Supplies	McIntosh Oil Inc	Oct 2023 fuel	\$219.24
10	11/28/2023	V0280919	Rodeo Men	91 Supplies	DB Farms	Hay	\$12,370.10
10	11/8/2023	V0280730	Welding	91 Supplies	Norco	Oxygen	\$97.40

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/8/2023	V0280743	Welding	91 Supplies	Mountain West Computers	Steno notebooks	\$75.41
10	11/15/2023	V0280845	Welding	91 Supplies	Norco	Hinge with grease fitting	\$14.01
			Sum:	91 Supplies			\$37,102.14
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/8/2023	V0280723	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Jessica A. Smith	HiSET test fees	\$15.00
10	11/2/2023	V0280659	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Sky Fire Protection Serv LLC	bldg repair: armory	\$330.00
10	11/2/2023	V0280664	Bldg Maint	92 Servs/Fees/Repr/Maint	Graybar Electric Co	cabre: blue strobe beacon	\$405.45
10	11/2/2023	V0280665	Bldg Maint	92 Servs/Fees/Repr/Maint	Absaroka Door	armory: mirror	\$58.32
10	11/2/2023	V0280675	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	Electrical	\$200.72
10	11/2/2023	V0280682	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$1,182.81
10	11/7/2023	V0280708	Bldg Maint	92 Servs/Fees/Repr/Maint	HTO Chemical Co LLC	Armory boiler	\$877.00
10	11/7/2023	V0280714	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$588.56
10	11/9/2023	V0280756	Bldg Maint	92 Servs/Fees/Repr/Maint	John Deere Financial	equip repair	\$283.44
10	11/9/2023	V0280761	Bldg Maint	92 Servs/Fees/Repr/Maint	Production Machine Co	bldg repair greenhouse	\$184.32
10	11/9/2023	V0280762	Bldg Maint	92 Servs/Fees/Repr/Maint	Sweet Automotive Inc (NAPA)	bldg repair	\$218.55
10	11/16/2023	V0280858	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical repairs	\$1,045.36
10	11/16/2023	V0280862	Bldg Maint	92 Servs/Fees/Repr/Maint	3B's Plumbing	armory plumbing	\$555.55
10	11/16/2023	V0280865	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Sky Fire Protection Serv LLC	fire sprinkler repair	\$602.66
10	11/7/2023	V0280705	Campus Security	92 Servs/Fees/Repr/Maint	Coulter Car Care	Oil change	\$104.99
10	11/16/2023	V0280868	College Serv	92 Servs/Fees/Repr/Maint	NCHERM Group LLC	Aug/Sept services	\$14,165.64
10	11/9/2023	V0280765	Computer Srv	92 Servs/Fees/Repr/Maint	Office Shop	Fee to move copier	\$150.00
10	11/9/2023	V0280767	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant fees	\$600.00
10	11/9/2023	V0280772	Computer Srv	92 Servs/Fees/Repr/Maint	Midwest Connect	Bulk mailer 5 proPackage	\$2,460.00
10	11/13/2023	V0280798	Computer Srv	92 Servs/Fees/Repr/Maint	Element451 Inc	Software & fees	\$50,000.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/15/2023	V0280846	Computer Srv	92 Servs/Fees/Repr/Maint	Hyland LLC	Software	\$14,170.97
10	11/15/2023	V0280847	Computer Srv	92 Servs/Fees/Repr/Maint	Midwest Connect	Address printer maint	\$1,733.00
10	11/15/2023	V0280848	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant fees Sept 23	\$300.00
10	11/16/2023	V0280859	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial repairs	\$368.30
10	11/15/2023	V0280842	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn Cty School Dist 1	Concurrent enrollment	\$16,626.00
10	11/28/2023	V0280900	Extend Camp	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR/First aid	\$550.00
10	11/28/2023	V0280937	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn Cty School Dist #3	Fall 2023 Concurrent	\$20,634.00
10	11/28/2023	V0280938	Extend Camp	92 Servs/Fees/Repr/Maint	Park County School Dist #1	Fall 2023 concurrent	\$70,654.30
10	11/8/2023	V0280751	Mens Soccer	92 Servs/Fees/Repr/Maint	Southeast Comm College	2023 Mens Soccer	\$200.00
10	11/16/2023	V0280850	Mens Soccer	92 Servs/Fees/Repr/Maint	David Gilliatt	Soccer honorarium	\$6,508.26
10	11/8/2023	V0280715	Music	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Bolts, washers, nuts	\$10.56
10	11/8/2023	V0280746	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Oct 2023 piano tuning	\$450.00
10	11/14/2023	V0280811	Music	92 Servs/Fees/Repr/Maint	Sound Success Inc	Convocation speaker	\$250.00
10	11/2/2023	V0280661	Plant Admin	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	correct monitoring issues	\$1,952.82
10	11/2/2023	V0280662	Plant Admin	92 Servs/Fees/Repr/Maint	API Systems Integrators	armory monitoring	\$282.00
10	11/16/2023	V0280864	Plant Admin	92 Servs/Fees/Repr/Maint	USDA Forest Service	forest service fees	\$525.54
10	11/8/2023	V0280734	Rodeo Arena	92 Servs/Fees/Repr/Maint	Ryno's Rental LLC	Skid steer rental	\$363.65
10	11/2/2023	V0280655	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Nov 2023 cattle lease	\$3,150.00
10	11/28/2023	V0280935	Stu Serv OneTime	92 Servs/Fees/Repr/Maint	Niche.Com Inc	Annual year 2 renew	\$12,501.00
10	11/16/2023	V0280849	Womens Soccer	92 Servs/Fees/Repr/Maint	Alexa L. Banks	Soccer honorarium	\$6,508.26
10	11/8/2023	V0280724	Womens VB	92 Servs/Fees/Repr/Maint	Kyle Crawford	09/29-30/23 VBall official	\$435.00
10	11/14/2023	V0280827	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Airfares	\$1,025.20
10	11/14/2023	V0280827	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Balloons	\$52.17
10	11/14/2023	V0280827	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging	\$199.72
10	11/14/2023	V0280827	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging, meals	\$763.28
10	11/14/2023	V0280827	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging, meals	\$518.30

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/14/2023	V0280827	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals	\$25.00
10	11/8/2023	V0280750	Wrestling	92 Servs/Fees/Repr/Maint	Nevin Jacobs	11-04-23 announcer	\$80.00
			Sum:	92 Servs/Fees/Repr/Maint			\$234,865.70
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/3/2023	V0280693	Acad Affairs VP	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$352.35
10	11/8/2023	V0280733	Admin Serv	93 Assoc/Travel/Misc	Tracy Gasaway	Mileage reimbursement	\$243.00
10	11/3/2023	V0280693	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$1,217.70
10	11/28/2023	V0280904	College Serv	93 Assoc/Travel/Misc	Tim Carpenter	Meal reimbursement	\$27.19
10	11/3/2023	V0280693	EMS Prog	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$26.55
10	11/3/2023	V0280693	Enroll Serv	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$3,277.80
10	11/9/2023	V0280774	Equine Judge	93 Assoc/Travel/Misc	Pamila K. Thiel	Rental car reimbursement	\$163.15
10	11/9/2023	V0280784	Equine Judge	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem Oklahoma City	\$168.53
10	11/2/2023	V0280685	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem student/coaches	\$773.00
10	11/3/2023	V0280693	Forensic	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$1,564.65
10	11/14/2023	V0280810	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$1,462.06
10	11/14/2023	V0280810	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals-Portland	\$2,921.60
10	11/14/2023	V0280833	Forensic	93 Assoc/Travel/Misc	Linfield University	Entry fees	\$294.00
10	11/28/2023	V0280913	Forensic	93 Assoc/Travel/Misc	Bob Becker	NCA meals per diem	\$200.00
10	11/3/2023	V0280693	Interntl Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$47.70
10	11/8/2023	V0280718	Interntl Recruit	93 Assoc/Travel/Misc	Kara C. Ryf	Uber reimbursement	\$107.58
10	11/7/2023	V0280712	Library	93 Assoc/Travel/Misc	Kanopy	Oct 2023 service 46 views	\$94.00
10	11/28/2023	V0280897	Library	93 Assoc/Travel/Misc	Infobase Learning	Electronics resources	\$1,950.24
10	11/3/2023	V0280693	Mens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$2,940.18
10	11/9/2023	V0280773	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Meals	\$226.44

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/9/2023	V0280773	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Snacks	\$51.19
10	11/15/2023	V0280835	Mens BB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$2,933.83
10	11/15/2023	V0280835	Mens BB	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$981.47
10	11/28/2023	V0280899	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Lodging	\$595.14
10	11/28/2023	V0280899	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Meals	\$180.60
10	11/28/2023	V0280907	Mens BB	93 Assoc/Travel/Misc	BSN Sports	Team gear	\$528.56
10	11/3/2023	V0280693	Mens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$870.98
10	11/8/2023	V0280741	Mens Soccer	93 Assoc/Travel/Misc	Park Cty School Dist # 6	Field rental Mens Soccer	\$50.00
10	11/9/2023	V0280777	Mens Soccer	93 Assoc/Travel/Misc	Leigh Tuten	Cody HS field staff	\$400.00
10	11/14/2023	V0280816	Music	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$697.51
10	11/3/2023	V0280693	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$104.85
10	11/3/2023	V0280693	Photography	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$339.75
10	11/14/2023	V0280812	Pres Office	93 Assoc/Travel/Misc	Forward Cody Wyoming Inc	FY 2024 membership dues	\$500.00
10	11/3/2023	V0280693	Registrar Off	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$112.95
10	11/16/2023	V0280867	Stu Serv VP	93 Assoc/Travel/Misc	Sodexo Operations LLC	Boxed lunches	\$142.50
10	11/3/2023	V0280693	TRIO 16	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$436.95
10	11/14/2023	V0280816	TRIO 16	93 Assoc/Travel/Misc	Transfer Visa	Fuel	\$80.47
10	11/3/2023	V0280693	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$309.15
10	11/3/2023	V0280693	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$10,031.02
10	11/28/2023	V0280899	Womens BB	93 Assoc/Travel/Misc	Andy Ward	Lodging	\$595.14
10	11/3/2023	V0280693	Womens Soccer	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$5,812.42
10	11/3/2023	V0280693	Womens VB	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$6,833.50
10	11/14/2023	V0280827	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Backpacks, blankets	\$178.68
10	11/14/2023	V0280827	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Blankets	\$183.43
10	11/14/2023	V0280827	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Flowers, balloons	\$79.19
10	11/14/2023	V0280827	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Frames, crafts sup	\$101.93

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/14/2023	V0280827	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals, snacks	\$2,775.21
10	11/14/2023	V0280827	Womens VB	93 Assoc/Travel/Misc	Transfer Visa	Postage, muffins, fruit,	\$51.48
			Sum:	93 Assoc/Travel/Misc			\$54,015.62
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/2/2023	V0280680	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$332.91
10	11/2/2023	V0280681	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$124.00
10	11/2/2023	V0280681	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$213.98
10	11/2/2023	V0280681	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,240.33
10	11/2/2023	V0280681	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$161.53
10	11/2/2023	V0280681	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$104.90
10	11/8/2023	V0280729	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,624.09
10	11/9/2023	V0280766	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$99.77
10	11/9/2023	V0280783	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$680.99
10	11/28/2023	V0280911	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$112.00
10	11/7/2023	V0280709	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Nov 2023 cody center rent	\$5,463.47
10	11/9/2023	V0280758	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station electric	\$842.00
10	11/2/2023	V0280660	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo heat oct23	\$89.63
10	11/9/2023	V0280759	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo oct 23	\$492.74
10	11/2/2023	V0280658	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	armory restrooms cleaned	\$2,540.00
10	11/2/2023	V0280684	Utilities	94 Utilities/Ins/Support	Powell City of	Sept 23 electricity	\$18,053.72
10	11/2/2023	V0280684	Utilities	94 Utilities/Ins/Support	Powell City of	Sept 23 sanitation	\$2,456.30
10	11/2/2023	V0280684	Utilities	94 Utilities/Ins/Support	Powell City of	sept 23 sewer	\$693.62
10	11/2/2023	V0280684	Utilities	94 Utilities/Ins/Support	Powell City of	Sept 23 water	\$2,596.84
10	11/8/2023	V0280720	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2023 heat	\$1,081.25

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/9/2023	V0280759	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	shop eq ag trlr ob	\$2,105.37
10	11/14/2023	V0280828	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Oct 2023 heat	\$3,142.68
10	11/16/2023	V0280863	Utilities	94 Utilities/Ins/Support	Park County Landfill	landfill charges	\$64.50
			Sum:	94 Utilities/Ins/Support			\$48,316.62

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/13/2023	V0280799	NWC	96 Schlrs/Grants/Waivers	NWC Current Fund	Dual waivers	\$151,935.00
			Sum:	96 Schlrs/Grants/Waivers			\$151,935.00

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	11/8/2023	V0280745	Art	97 Other Operating Exp	Red Lodge Clay Center	Freight	\$75.00
10	11/7/2023	V0280713	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital advertising	\$5,420.00
10	11/8/2023	V0280725	Comm & Mktg	97 Other Operating Exp	Nextgrad	Digital posters in	\$5,000.00
10	11/8/2023	V0280735	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Enrollment campaign ads	\$418.78
10	11/9/2023	V0280785	Comm & Mktg	97 Other Operating Exp	Lee Enterprises of Montana	MT/WY Fall Coll guide split	\$999.50
10	11/14/2023	V0280822	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$32.89
10	11/14/2023	V0280823	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$10.26
10	11/9/2023	V0280785	Enroll Serv	97 Other Operating Exp	Lee Enterprises of Montana	MT/WY Fall Coll guide split	\$999.50
10	11/13/2023	V0280802	Enroll Serv	97 Other Operating Exp	Univ Wyoming Student Media	Student planner ad	\$500.00
10	11/7/2023	V0280710	Library	97 Other Operating Exp	OCLC Inc	Equipment rental	\$5,509.03
			Sum:	97 Other Operating Exp			\$18,964.96
			Sum:				\$545,200.04

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/16/2023	V0280851	1M College Services	91 Supplies	Jason Baldes	Performer Buffalo feast	\$966.50
11	11/14/2023	V0280821	Class Staf Dev	91 Supplies	Sodexo Operations LLC	CStaff halloween luncheon	\$176.00
11	11/2/2023	V0280669	Human Resource	91 Supplies	Backgrounds Online	Background checks	\$58.50
11	11/16/2023	V0280854	Prof Staff Dev	91 Supplies	Carter Mountain Massage & Yoga	Mini massages	\$575.00
			Sum:	91 Supplies			\$1,776.00

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/8/2023	V0280753	1M College Services	92 Servs/Fees/Repr/Maint	McGee Hearne & Paiz	Audit services	\$41,600.00
11	11/13/2023	V0280801	1M College Services	92 Servs/Fees/Repr/Maint	Crowley Fleck PLLP	Legal services	\$455.00
			Sum:	92 Servs/Fees/Repr/Maint			\$42,055.00

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/8/2023	V0280732	1M College Services	93 Assoc/Travel/Misc	Wyoming Business Alliance	Membership dues	\$275.00
11	11/16/2023	V0280890	1M College Services	93 Assoc/Travel/Misc	Amanda Enriquez	Parade entry fee	\$10.00
11	11/28/2023	V0280912	Human Resource	93 Assoc/Travel/Misc	Jill M. Anderson	SHRM prof assoc dues	\$244.00
11	11/13/2023	V0280788	Trustees Board	93 Assoc/Travel/Misc	Park Cty School Dist #16	Facilities use fee	\$48.00
			Sum:	93 Assoc/Travel/Misc			\$577.00

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/8/2023	V0280735	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Notice of payment	\$157.50
11	11/8/2023	V0280735	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Notice payment-	\$157.50
11	11/2/2023	V0280670	Human Resource	97 Other Operating Exp	Powell Tribune	Job ads	\$373.25
11	11/9/2023	V0280764	Human Resource	97 Other Operating Exp	YourMembership.com inc	Ads for VPA and job flash	\$848.00
11	11/13/2023	V0280791	Human Resource	97 Other Operating Exp	Cody Enterprise	Job ads	\$308.25

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	97 Other Operating Exp			\$1,844.50
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	11/9/2023	V0280787	1M College Services	98 Expend--Capital/Equip	Signature Auto Sales Llc	2002 Bobcat-Rodeo	\$37,288.00
11	11/28/2023	V0280917	1M College Services	98 Expend--Capital/Equip	Bobcat of the Big Horn Basin	2002 bobcat filters	\$76.94
11	11/28/2023	V0280918	1M College Services	98 Expend--Capital/Equip	Interstate Tire Service	4 new tires 2002 bobcat	\$966.84
			Sum:	98 Expend--Capital/Equip			\$38,331.78
			Sum:				\$84,584.28

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/16/2023	V0280871	Food Service	91 Supplies	Sodexo Operations LLC	Paper towels, toilet	\$206.38
12	11/28/2023	V0280914	Livestock	91 Supplies	Big Horn Co-op Marketing	Diesel fuel	\$133.28
12	11/8/2023	V0280738	Print Srv	91 Supplies	Modern Litho	3000 foundation annual	\$2,019.49
12	11/8/2023	V0280754	Print Srv	91 Supplies	Veritiv	Endurance silk text	\$1,541.49
12	11/8/2023	V0280755	Print Srv	91 Supplies	Yellowstone Paper Co	Paper, envelopes	\$267.34
12	11/13/2023	V0280800	Print Srv	91 Supplies	Alsco	Final finance charge	\$2.01
12	11/7/2023	V0280714	Res Halls	91 Supplies	Powell Ace Hardware LLC	Res halls supplies	\$117.10
12	11/16/2023	V0280853	Res Halls	91 Supplies	Transfer Visa	Soap	\$12.58
12	11/16/2023	V0280871	Res Halls	91 Supplies	Sodexo Operations LLC	Paper towels, toilet	\$681.28
12	11/2/2023	V0280656	Stabling	91 Supplies	Rocky Mountain Compost Inc	Horse bedding	\$2,200.00
12	11/8/2023	V0280719	Stabling	91 Supplies	McIntosh Oil Inc	Oct 2023 fuel	\$73.47
12	11/9/2023	V0280776	Stabling	91 Supplies	John Deere Financial	Shop towels, bucket,	\$66.24
12	11/15/2023	V0280834	Stabling	91 Supplies	Wyoming Hay & Cattle Co LLC	Hay	\$3,000.00
12	11/16/2023	V0280855	Stabling	91 Supplies	Big Horn Co-op Marketing	Battery, fuel, grease	\$99.92

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/7/2023	V0280714	Trap Vil Main	91 Supplies	Powell Ace Hardware LLC	TV Main supplies	\$11.99
12	11/7/2023	V0280714	Trap Vil West	91 Supplies	Powell Ace Hardware LLC	TV West supplies	\$1,255.92
12	11/8/2023	V0280719	Trap Vil West	91 Supplies	McIntosh Oil Inc	Oct 2023 fuel	\$121.84
			Sum:	91 Supplies			\$11,810.33

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/2/2023	V0280667	Motor Pool	92 Servs/Fees/Repr/Maint	Express Toll	toll charges cc19 denver	\$89.00
12	11/9/2023	V0280760	Motor Pool	92 Servs/Fees/Repr/Maint	Express Toll	denver toll charges cc22	\$13.45
12	11/2/2023	V0280682	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	\$5.36
12	11/8/2023	V0280721	Res Halls	92 Servs/Fees/Repr/Maint	Crum Electric	Colter/L & C halls repair	\$204.13
12	11/15/2023	V0280840	Res Halls	92 Servs/Fees/Repr/Maint	Altimus Distributing Inc	Simpson dryer repairs	\$88.53
12	11/2/2023	V0280675	Trap Vil West	92 Servs/Fees/Repr/Maint	Crum Electric	TV West: 1303 bayshore	\$25.48
12	11/14/2023	V0280829	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Garage Door	TV West repairs	\$425.00
12	11/15/2023	V0280844	Trap Vil West	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	TV West 1405 Hawthorne	\$1,932.40
			Sum:	92 Servs/Fees/Repr/Maint			\$2,783.35

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/2/2023	V0280672	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Drivers per diem	\$338.00
12	11/13/2023	V0280797	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$231.00
12	11/15/2023	V0280838	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$231.00
12	11/16/2023	V0280853	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$255.51
12	11/28/2023	V0280932	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$108.00
12	11/28/2023	V0280933	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$31.00
			Sum:	93 Assoc/Travel/Misc			\$1,194.51

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/7/2023	V0280709	Food Service	94 Utilities/Ins/Support	Park County Clerk	Nov 2023 kitchen rent	\$1,000.00
12	11/2/2023	V0280681	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	11/2/2023	V0280684	Res Halls	94 Utilities/Ins/Support	Powell City of	Sept 23 res halls electri	\$9,429.03
12	11/2/2023	V0280684	Res Halls	94 Utilities/Ins/Support	Powell City of	Sept 23 res halls sanitat	\$1,360.71
12	11/2/2023	V0280684	Res Halls	94 Utilities/Ins/Support	Powell City of	Sept 23 res halls sewer	\$384.23
12	11/2/2023	V0280684	Res Halls	94 Utilities/Ins/Support	Powell City of	Sept 23 res halls water	\$1,438.52
12	11/2/2023	V0280692	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	\$368.00
12	11/14/2023	V0280828	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	October 2023 heat	\$1,320.33
12	11/2/2023	V0280684	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Sept 23 TMain electricity	\$631.99
12	11/2/2023	V0280684	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Sept 23 TMain sanitation	\$152.73
12	11/2/2023	V0280684	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Sept 23 TMain sewer	\$43.13
12	11/2/2023	V0280684	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	Sept 23 TMain water	\$161.46
12	11/2/2023	V0280692	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable/internet	\$1,255.61
12	11/14/2023	V0280828	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	October 2023 heat	\$148.19
12	11/2/2023	V0280683	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Sept 2023 Electricity	\$3,276.76
12	11/2/2023	V0280683	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Sept 2023 recycle	\$1.88
12	11/2/2023	V0280683	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Sept 2023 Sanitation	\$1,027.68
12	11/2/2023	V0280683	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Sept 2023 sewer	\$158.70
12	11/2/2023	V0280683	Trap Vil West	94 Utilities/Ins/Support	Powell City of	Sept 2023 water	\$967.37
12	11/2/2023	V0280691	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West electric	\$7.83
12	11/2/2023	V0280692	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable/internet	\$476.53
12	11/8/2023	V0280720	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2023 heat	\$1,145.50
			Sum:	94 Utilities/Ins/Support			\$28,156.18

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/13/2023	V0280793	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Cost of operations Oct 23	\$145,190.21
12	11/2/2023	V0280668	Motor Pool	97 Other Operating Exp	KB Commercial Products	fleet: window cleaner	\$151.28
12	11/2/2023	V0280677	Motor Pool	97 Other Operating Exp	Verisk	motor vehicle reports	\$36.32
12	11/7/2023	V0280714	Motor Pool	97 Other Operating Exp	Powell Ace Hardware LLC	Fleet supplies	\$29.98
12	11/8/2023	V0280719	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Oct 2023 fuel	\$5,083.16
12	11/9/2023	V0280757	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc27 clear code	\$168.95
12	11/9/2023	V0280762	Motor Pool	97 Other Operating Exp	Sweet Automotive Inc (NAPA)	bus fuel/additive	\$346.39
12	11/9/2023	V0280762	Motor Pool	97 Other Operating Exp	Sweet Automotive Inc (NAPA)	fleet supplies	\$91.41
12	11/14/2023	V0280810	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$625.56
12	11/14/2023	V0280815	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$70.69
12	11/14/2023	V0280816	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$76.06
12	11/14/2023	V0280827	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$184.38
12	11/15/2023	V0280835	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$279.20
12	11/16/2023	V0280853	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$313.16
12	11/16/2023	V0280856	Motor Pool	97 Other Operating Exp	Temsa North America Inc	cc32 window & credit	\$1,424.00
12	11/16/2023	V0280857	Motor Pool	97 Other Operating Exp	Prevost	cc19 parts	\$452.66
12	11/16/2023	V0280861	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc32 replace alternator	\$130.55
12	11/16/2023	V0280866	Motor Pool	97 Other Operating Exp	R & A Safety LLC	pre-employ dot	\$90.50
			Sum:	97 Other Operating Exp			\$154,744.46
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/9/2023	V0280775	Livestock	98 Expend--Capital/Equip	Nile Livestock Eval	Resale animals	\$6,759.27

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/28/2023	V0280909	Livestock	98 Expend--Capital/Equip	Wyoming Livestock Board	Brand inspection	\$23.80
			Sum:	98 Expend--Capital/Equip			\$6,783.07

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	11/2/2023	V0280682	Trap Vil West	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	TV West repairs	\$2,252.32
			Sum:	99 Exp-New Constr/Cap Impr			\$2,252.32
			Sum:				\$207,724.22

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	11/8/2023	V0280747	Art Gallery	91 Supplies	Sodexo Operations LLC	Cookies, cider	\$103.53
			Sum:	91 Supplies			\$103.53
			Sum:				\$103.53

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/13/2023	V0280794	Workforce Dev	91 Supplies	Sodexo Operations LLC	11-09-23 catering	\$115.68
15	11/13/2023	V0280795	Workforce Dev	91 Supplies	Sodexo Operations LLC	11-06-23 Pizza, salad,	\$44.97
15	11/13/2023	V0280807	Workforce Dev	91 Supplies	Transfer Visa	Hesi testing	\$124.00
15	11/13/2023	V0280807	Workforce Dev	91 Supplies	Transfer Visa	HESI testing	\$62.00
15	11/28/2023	V0280905	Workforce Dev	91 Supplies	Pearson Education	EMS books & codes	\$2,858.21
15	11/7/2023	V0280704	Wyo Works CDL	91 Supplies	John Deere Financial	Tarps	\$55.98
15	11/8/2023	V0280717	Wyo Works CDL	91 Supplies	Powell Ace Hardware LLC	Cable ties, picture hang	\$50.35
15	11/13/2023	V0280796	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug testing	\$90.50
15	11/28/2023	V0280900	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug test	\$90.50

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	91 Supplies			\$3,492.19
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/14/2023	V0280814	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	Nov 2023 truck lease	\$2,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,500.00
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/9/2023	V0280769	Impact 307	93 Assoc/Travel/Misc	Sodexo Operations LLC	Food catering for 307	\$647.33
15	11/3/2023	V0280693	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	October 2023 mileage	\$480.00
15	11/15/2023	V0280841	Wyo Works CDL	93 Assoc/Travel/Misc	Transfer Visa	Membership dues	\$220.00
			Sum:	93 Assoc/Travel/Misc			\$1,347.33
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	11/2/2023	V0280683	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sept 2023 electricity	\$213.24
15	11/2/2023	V0280683	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sept 2023 recycle	\$0.12
15	11/2/2023	V0280683	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sept 2023 sanitation	\$66.88
15	11/2/2023	V0280683	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sept 2023 sewer	\$10.33
15	11/2/2023	V0280683	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sept 2023 Water	\$62.95
15	11/8/2023	V0280720	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2023 heat	\$74.55
15	11/8/2023	V0280720	Wyo Works CDL	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Oct 2023 heat	\$258.04
			Sum:	94 Utilities/Ins/Support			\$686.11
15 Continuing Educ 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
15	11/13/2023	V0280807	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$60.00
15	11/8/2023	V0280719	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Oct 2023 fuel	\$1,590.30
15	11/9/2023	V0280770	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Screws	\$5.98
15	11/9/2023	V0280771	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Extension cords, auto	\$125.57
15	11/15/2023	V0280841	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Bucket pump	\$59.85
			Sum:	97 Other Operating Exp			\$1,841.70
			Sum:				\$9,867.33

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/14/2023	V0280820	Athletic Concession	91 Supplies	Transfer Visa	Food supplies	\$22.97
22	11/14/2023	V0280830	Athletic Concession	91 Supplies	Transfer Visa	Chips	\$14.00
22	11/28/2023	V0280898	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	\$357.70
22	11/28/2023	V0280903	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Popcorn, hot dogs	\$202.96
22	11/13/2023	V0280808	Misc-Accts Rec	91 Supplies	Transfer Visa	Apple watches, airpods	\$1,419.60
22	11/16/2023	V0280883	NCOC	91 Supplies	Maurine Akin	NCO refreshments	\$103.96
22	11/16/2023	V0280884	NCOC	91 Supplies	Maurine Akin	NCO Sheet music	\$229.52
			Sum:	91 Supplies			\$2,350.71

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/8/2023	V0280744	Art Prog Don	92 Servs/Fees/Repr/Maint	Beth Korth	10/23-26/23 visiting	\$500.00
22	11/28/2023	V0280901	Indirect Cost Cent	92 Servs/Fees/Repr/Maint	Ellucian Inc	Grant advisory services	\$13,748.00
22	11/16/2023	V0280885	NCOC	92 Servs/Fees/Repr/Maint	Teresa Lawrence	11-04-23 performance	\$135.00
22	11/16/2023	V0280886	NCOC	92 Servs/Fees/Repr/Maint	Michael A. Pryczynski	11-04-23 performance	\$135.00
22	11/16/2023	V0280887	NCOC	92 Servs/Fees/Repr/Maint	Barbara Kirk	11-04-23 performance	\$135.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/16/2023	V0280888	NCOC	92 Servs/Fees/Repr/Maint	Tim Schoessler	11-04-23 performance	\$135.00
22	11/16/2023	V0280889	NCOC	92 Servs/Fees/Repr/Maint	Kristin Ostwalt	11-04-23 performance	\$135.00
			Sum:	92 Servs/Fees/Repr/Maint			\$14,923.00

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/8/2023	V0280742	Art Prog Don	93 Assoc/Travel/Misc	NWC Foundation	10/23-27/23 lodging	\$300.00
22	11/15/2023	V0280837	Ashley Council	93 Assoc/Travel/Misc	Transfer Visa	Apple cider, hot chocolat	\$6.48
22	11/15/2023	V0280837	Colter Council	93 Assoc/Travel/Misc	Transfer Visa	Colter hall food supplies	\$115.60
22	11/14/2023	V0280824	Foundation Concess	93 Assoc/Travel/Misc	Powell City of	Commons fee Holiday Party	\$175.00
22	11/15/2023	V0280837	Lewis/Clark Counc	93 Assoc/Travel/Misc	Transfer Visa	Cream cheese, jalapenos,	\$30.66
22	11/28/2023	V0280896	Library One Time	93 Assoc/Travel/Misc	Infobase Learning	CC state E resources	\$1,995.00
22	11/16/2023	V0280885	NCOC	93 Assoc/Travel/Misc	Teresa Lawrence	Mileage reimbursement	\$81.00
22	11/16/2023	V0280886	NCOC	93 Assoc/Travel/Misc	Michael A. Pryczynski	Mileage reimbursement	\$216.00
22	11/16/2023	V0280887	NCOC	93 Assoc/Travel/Misc	Barbara Kirk	Mileage reimbursement	\$82.80
22	11/28/2023	V0280931	Photo Prog Donations	93 Assoc/Travel/Misc	St John's Outreach	Fundraiser proceeds	\$400.00
22	11/13/2023	V0280805	Rec Co-Op Donation	93 Assoc/Travel/Misc	Powell Ace Hardware LLC	Bike lock	\$11.97
22	11/15/2023	V0280837	Simpson Council	93 Assoc/Travel/Misc	Transfer Visa	Simpson hall food supplie	\$45.73
22	11/8/2023	V0280722	Stu Success IDC	93 Assoc/Travel/Misc	Rebecca S. Moncur	Apple cider, coffee,	\$42.75
22	11/14/2023	V0280818	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Food for student meeting	\$78.88
22	11/14/2023	V0280818	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Pizza	\$27.96
22	11/14/2023	V0280818	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Pizza for students	\$27.96
22	11/28/2023	V0280895	Wolsborn Environ	93 Assoc/Travel/Misc	Greg Smith	Pakistan trip advance	\$250.00
22	11/13/2023	V0280803	Writers Series	93 Assoc/Travel/Misc	Milo Asay	Meals reimbursement	\$136.00
			Sum:	93 Assoc/Travel/Misc			\$4,023.79

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	11/7/2023	V0280711	Nelson Shoemaker Library	97 Other Operating Exp	Amer Chemical Society	Journal of Chemical Educ	\$331.00
22	11/16/2023	V0280872	Nelson Shoemaker Library	97 Other Operating Exp	Northern Wyoming News	Subscription	\$48.00
			Sum:	97 Other Operating Exp			\$379.00
			Sum:				\$21,676.50

70 Plant Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
70	11/7/2023	V0280708	WCCC Contgncy	92 Servs/Fees/Repr/Maint	HTO Chemical Co LLC	Ashley Boiler	\$877.00
70	11/13/2023	V0280792	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Point Architects	Ashley boilers	\$583.74
			Sum:	92 Servs/Fees/Repr/Maint			\$1,460.74
			Sum:				\$1,460.74

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	11/13/2023	V0280792	Ag Pavilion ER	92 Servs/Fees/Repr/Maint	Point Architects	Ag Renovations	\$3,978.76
71	11/13/2023	V0280792	Moyer CC AC	92 Servs/Fees/Repr/Maint	Point Architects	Moyer server room cooling	\$506.33
			Sum:	92 Servs/Fees/Repr/Maint			\$4,485.09

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	11/14/2023	V0280813	Student Center	98 Expend--Capital/Equip	Office Scapes of Denver LLC	Student Center Furniture	\$61,514.50
			Sum:	98 Expend--Capital/Equip			\$61,514.50

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	11/15/2023	V0280839	Colter Hall	99 Exp-New Constr/Cap Impr	O'Connor Company	Colter hall mold/asbestos	\$13,440.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	99 Exp-New Constr/Cap Impr			\$13,440.00
			Sum:				\$79,439.59
			Sum:				\$950,056.23

Operating Funds – As of October 31, 2023

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,821,813	1,960,867	-1,860,946	51%			
Fees	1,167,000	625,386	-541,614	54%			
State Appropriations	12,210,826	6,901,889	-5,308,937	57%			
Local Tax Levy	3,972,000	691,671	-3,280,329	17%			
Other Sources	599,789	85,601	-514,188	14%			
Reserve Utilization			0	0%			
Total Revenue	21,771,428	10,265,415	-11,506,013				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,774,578	1,241,355	6,533,223	16%			
Public Service	96,651	3,315	93,336	3%			
Academic Support	1,714,940	451,123	1,263,817	26%			
Student Services	3,285,380	1,088,643	2,196,737	33%			
Institutional Support	5,584,403	1,436,198	4,148,205	26%			
Operations and Maint/Plant	2,539,476	788,358	1,751,118	31%			
Scholarships	776,000	268,300	507,700	35%			
Total Expenditures	21,771,428	5,277,293	16,494,135				

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. Work continues on collection of gas and oil revenue details from all taxed counties.

Reserve Utilization- The Board of Trustees approved an FY 2024 budget with no reserve utilization.

Auxiliary Fund – As of October 31, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,012,800	605,773	-407,028	60%			
Residence Halls	1,254,429	654,031	-600,398	52%			
Bookstore	20,000	11,404	-8,596	57%			
Copy Center	177,143	32,176	-144,966	18%			
Motor Pool	213,950	54,209	-159,741	25%			
Other	753,306	344,720	-408,586	46%			
Total Revenue	3,431,628	1,702,313	-1,729,314				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	1,012,800	264,613	748,187	26%			
Residence Halls	1,272,577	533,035	739,542	42%			
Bookstore	20,000	0	20,000	0%			
Copy Center	176,645	53,594	123,051	30%			
Motor Pool	186,460	67,608	118,852	36%			
Other	763,145	174,098	589,047	23%			
Total Expenditures	3,431,628	1,092,948	2,338,679				

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 the copy center (print services) and motor pool are recorded the month following when services are performed.

November 30, 2023

TO: Lisa M. Watson, President

RE: Second Quarter Budget Adjustments

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

We have recorded revenue and expense budgets for the grant funds beginning later in the 2024 fiscal year.

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

FIRST QUARTER BUDGET ADJUSTMENTS FOR FISCAL 2024

UNRESTRICTED CURRENT FUNDS

OPERATING FUND		
Revenue		
Expense		
Decrease in Revenue	-	
Increase in Expense	-	

RESTRICTED CURRENT FUNDS

* INBRE 24		
Revenue	12,500	Increase to Grant
Expense	(12,500)	
* Academic Showcase		
Revenue	5,000	Increase budget
Expense	(5,000)	
* Impact 307 Statewide Program 24		
Revenue	26,000	Cultivate Entrepreneurship
Expense	(26,000)	
* Gear Up Grant 2024		
Revenue	285,525	Record New Grant Year
Expense	(285,525)	
NET	0.00	

TOTAL CURRENT FUNDS	ORIGINAL ADOPTED	Prior Adjustment	This Quarter	ADJUSTED BUDGET
Budgeted Revenue	30,846,014	1,206,963.00	329,025.00	32,382,002
Budgeted Expense	(30,846,014)	(1,206,963.00)	(329,025.00)	(32,382,002)
Annual Balance	-	-	-	-

NORTHWEST COLLEGE
FINANCIAL AND COMPLIANCE REPORT
JUNE 30, 2023 AND 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Northwest College
Powell, Wyoming

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the business-type activities of Northwest College (the College) as of and for the years ended June 30, 2023 and 2022, and its discretely presented component unit, the Northwest College Foundation (the Foundation), as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the College as of June 30, 2023 and 2022 and its discretely presented component unit as of December 31, 2022 and 2021, and the respective changes in their financial position and, where applicable, their cash flows thereof for the years then ended, respectively, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal-control-related matters that we identified during the audit.

Emphasis of Matter - Change in Accounting Principle

As discussed in Notes 1 and 9 to the financial statements, the College adopted new accounting guidance based on the provisions of Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*, which require governments to recognize subscription assets and corresponding subscription liabilities for qualifying arrangements. Our opinion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management’s Discussion and Analysis on pages 4 through 14, the Schedule of the College’s Proportionate Share of the Net Pension Liability on page 48, the Schedule of the College’s Contributions on page 49, the Schedule of the College’s Proportionate Share of the Total OPEB Liability on page 50, and the Notes to Required Supplementary Information on pages 51 and 52 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the GASB who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the College’s basic financial statements. The combining schedules and the Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audits of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, this information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated [REDACTED], 2023 on our consideration of the College’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College’s internal control over financial reporting and compliance.

Cheyenne, Wyoming
[REDACTED], 2023

NORTHWEST COLLEGE

MANAGEMENT’S DISCUSSION AND ANALYSIS

The following Management’s Discussion and Analysis (MD&A) is designed to assist readers in understanding the accompanying financial statements and provide an overview of Northwest College’s (the College) financial position and activities for the fiscal year ended June 30, 2023, with selected comparative information for the fiscal years ended June 30, 2022 and 2021. It has been prepared by management to be read in conjunction with the financial statements and the notes thereto, which follow this section.

This financial report focuses on the College as the primary entity, including the Northwest College Building Authority (the Authority) as a blended component unit, but also includes financial information for the Northwest College Foundation (the Foundation) as a discretely presented component unit. Analysis in this section will focus on the College’s financials without drawing any conclusions about the Foundation’s financials. It is important to note that the College operates on a July to June fiscal year, while the Foundation uses the calendar year as its fiscal year.

The College’s financial statements consist of the following funds:

Unrestricted Funds

- Operating Fund
- One Mill Fund
- Auxiliary Fund
- Community Education Non-Credit Fund
- Continuing Education Contract Training Fund

Restricted Funds

- General Restricted Fund
- Federal Pell/Supplemental Educational Opportunity Grant/Work-Study Fund
- Federal Funds Fund
- Restricted Scholarships Fund
- Workforce Restricted Fund

Endowment Fund

- Northwest College Quasi Endowment Fund

Custodial Funds

- Custodial Fund
- Custodial-Foundation Pass-Through Fund

Plant Funds

- Plant Renewal and Replacement Fund
- Plant Construction Fund
- Fixed Assets Fund
- Retirement of Indebtedness Fund

It is the College’s duty to be accountable to the public and provide information that responds to the three primary groups of users of its financial report:

- The citizenry;
- The governing board, the Wyoming Community College Commission (WCCC), and oversight bodies; and
- Investors and creditors.

Financial reports and accompanying notes provide information useful for assessing financial condition and results of operations; assisting in determining compliance with finance-related laws, rules, and regulations; and evaluating the uses of monetary resources.

NORTHWEST COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS

FINANCIAL STATEMENTS

The College's annual financial report consists of three components, in accordance with required reporting standards: (1) this MD&A section; (2) the financial statements; and (3) the notes to the financial statements. The College's financial statements include the Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows.

Certain interfund eliminations and adjustments are necessary for the preparation of these entity-wide financial statements when compared to internally generated financial statements by fund.

Statement of Net Position

The Statement of Net Position reflects the College's financial and capital resources. This statement presents the financial position of the College at the end of the fiscal year and includes all assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the College. In addition, this statement segregates the assets and liabilities into current and noncurrent components. The difference between the assets and deferred outflows of resources and the liabilities and deferred inflows of resources represents the College's net position. The net position is displayed in four components: net investment in capital assets, restricted non-expendable, restricted expendable, and unrestricted.

- **Net investment in capital assets:** Net investment in capital assets represents the College's total investment at historical cost in capital assets, property, plant, equipment, and infrastructure, net of accumulated depreciation, and outstanding debt obligations related to those capital assets, including accounts payable related to the acquisition of capital assets. The College capitalizes assets that have a value above \$5,000 for equipment, \$25,000 for land and site improvements, and \$50,000 for buildings and building improvements.
- **Restricted net position (non-expendable):** Restricted net position (non-expendable) consists of endowment and similar-type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity and invested for the purpose of producing present and future income, which may be either expended or added to principal.
- **Restricted net position (expendable):** Restricted net position (expendable) includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external parties and/or donors.
- **Unrestricted net position:** Unrestricted net position represents all other funds available to the institution, which may be used for the operation of the College at the discretion of the Board of Trustees.

Net position is one indicator of the current financial condition of the College, while the change in net position is an indicator of whether the overall financial condition has improved or deteriorated during the year.

NORTHWEST COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Statement of Net Position includes all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting. All of the current year's revenues and expenses are taken into account, regardless of when cash is actually received or paid. Assets and liabilities are generally measured using current values; one exception is capital assets, which are stated at historical cost, less an allowance for depreciation.

Condensed Statements of Net Position at June 30 are presented below:

	2023	2022	2021
Assets			
Current assets	\$ 32,560,078	\$ 30,857,947	\$ 23,229,460
Noncurrent assets	50,847,327	44,276,692	47,336,168
Total assets	83,407,405	75,134,639	70,565,628
Deferred Outflows of Resources			
Pension-related deferred outflows	931,780	623,864	529,622
Other postemployment benefits (OPEB)-related deferred outflows	5,224,246	7,128,165	6,689,997
Debt defeasance	87,926	96,719	105,511
Total deferred outflows of resources	6,243,952	7,848,748	7,325,130
Liabilities			
Current liabilities	4,961,768	2,984,664	2,569,912
Noncurrent liabilities	22,518,197	27,403,255	28,889,381
Total liabilities	27,479,965	30,387,919	31,459,293
Deferred Inflows of Resources			
Pension-related deferred inflows	1,196,546	3,647,788	1,903,477
OPEB-related deferred inflows	9,675,302	4,512,543	3,972,743
Lease deferred inflows	215,910	151,125	190,497
Unavailable property taxes	3,808,703	4,373,176	3,131,473
Total deferred inflows of resources	14,896,461	12,684,632	9,198,190
Net Position			
Net investment in capital assets	32,555,803	26,655,807	27,185,659
Restricted non-expendable	10,801,707	10,801,707	10,801,707
Restricted expendable - scholarships	5,881,090	5,624,236	3,492,027
Restricted expendable - capital projects	1,882,707	1,589,901	1,137,660
Unrestricted	(3,846,376)	(4,760,815)	(5,383,778)
Total net position	\$ 47,274,931	\$ 39,910,836	\$ 37,233,275

NORTHWEST COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS

Total net position increased \$7,364,095 in fiscal year 2023 to a total of \$47,274,931. Total net position increased \$2,677,561 in fiscal year 2022 to a total of \$39,910,836. Unrestricted net position of (\$6,684,829) in 2023, (\$4,760,815) in 2022, and (\$5,383,778) in 2021 was available for future operating and capital needs of the College.

Current assets include cash and cash equivalents, accounts and lease receivables, property taxes receivable, advance construction payments, and prepaids. Unrestricted cash (decreased) increased by (\$3,741,013), \$3,660,025, and \$2,746,815 during 2023, 2022, and 2021, respectively.

The ad valorem tax, based on market values of local mineral production, was put into effect by Senate Bill 60, which was enacted into law in 2021. Before Senate Bill 60, ad valorem mineral taxes were assessed in August for the previous calendar year and then collected in the following September and March. This process resulted in an 18-month average delay between production and cash collection. Senate Bill 60 did not affect the timing of the August levy, but it did affect the timing of cash collections for mineral taxes. Senate Bill 60 resulted in a four- to five-month delay from production to collection, which is a significant change. As a result, the College is collecting mineral taxes before the levy and, therefore, has a reduction in receivables. The cash collected before the levy is also unearned tax revenue and will be presented as a current liability on the Statements of Net Position. This liability will remain until the levy in August of the following fiscal year, at which time the College can recognize the revenue as being earned.

Park County property and mineral values increased in 2023. However, because of the expedited cash collections, property taxes receivable decreased from \$4,481,189 in 2022 to \$4,265,045 in 2023. See the additional discussion of the increase in assessed property values in the Statement of Revenues, Expenses, and Changes in Net Position section below.

Noncurrent assets of \$50,847,327 and \$44,276,692 at June 30, 2023 and 2022, respectively, are made up of land, buildings, improvements, construction in progress, equipment, library books, right-to-use assets, lease receivable, and the endowment challenge. These are valued based on original amounts, less depreciation and/or amortization, except for the endowment challenge, which is valued at fair value. In 2023, \$7,949,714 was spent on new or in-progress capital improvements, which included the construction of a new student center and a temporary dining facility; electrical upgrades; upgrading the server room in the Moyer building; heating, ventilation and air conditioning (HVAC); campus paving; heavy equipment simulator; and several vehicles. In 2022, \$1,931,205 was spent on new or in-progress capital improvements, which included the construction of a new student center and a temporary dining facility, electrical upgrades, upgrading the CABRE Gym HVAC unit, campus paving, and rodeo arena upgrades. See Note 3 to the financial statements. The College's endowment held by the Foundation increased (decreased) by \$1,030,108, (\$2,367,870), and \$3,437,668 for the years ended June 30, 2023, 2022, and 2021, respectively.

NORTHWEST COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS

Total liabilities as of June 30, 2023 were \$27,479,965, compared to \$30,387,919 as of June 30, 2022. The decrease in total liabilities is due to a decrease in the total OPEB liability, offset by an increase in the net pension liability, as established by Governmental Accounting Standards Board (GASB) Statement No. 75 and Statement No. 68, respectively. These GASB statements are discussed below.

The long-term maturity of notes payable refers to the amount to be repaid in a time period longer than the next 12 months for a loan associated with Simpson Hall in the Authority. The balance will decrease over time as required debt payments are made. See Note 4 to the financial statements for the College's long-term liabilities.

Total current liabilities as of June 30, 2023 were \$4,961,768, compared to \$2,984,664 as of June 30, 2022. This increase was primarily related to the timing associated with cash receipts of ad valorem mineral taxes. Senate Bill 60 resulted in expedited cash collections but did not change the timing of when taxes are levied and earned.

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, was implemented in fiscal year 2015. This statement requires the College to recognize its proportionate share of the total net pension liability as calculated by the Wyoming Retirement System's actuarial firm. Based on the calculations performed by the actuarial firm, the College's 2023 portion of the pension-related outflows, the pension-related inflows, and the net pension liability is \$931,780, \$1,196,546, and \$6,199,769, respectively. This is in comparison to fiscal year 2022, with pension-related outflows, pension-related inflows, and a net pension liability of \$623,864, \$3,647,788, and \$4,013,727, respectively. These amounts were recorded on the Statements of Net Position. See Note 5 to the financial statements.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, was implemented in fiscal year 2018. This statement requires the College to recognize its proportionate share of the total OPEB liability as calculated by the State of Wyoming's (the State) actuarial firm. Based on the calculation performed by the actuarial firm, the College's 2023 portion of the OPEB-related outflows, OPEB-related inflows, and total OPEB liability is \$5,224,246, \$9,675,302, and \$13,668,707, respectively. This is in comparison to fiscal year 2022, with OPEB-related outflows, OPEB-related inflows, and total OPEB liability of \$7,128,165, \$4,512,543, and \$20,521,403, respectively. These amounts were recorded on the Statements of Net Position. See Note 7 to the financial statements.

Statement of Revenues, Expenses, and Changes in Net Position

The Statement of Revenues, Expenses, and Changes in Net Position presents the College's results of operations and supports the total change in net position for the year. Revenues and expenses are classified as operating or nonoperating. "Operating" is defined by the GASB as resulting from transactions involving exchanges of goods or services for payment. The College receives revenue from several sources; operating revenues are directly related to the operation of the College and include tuition and fees, Federal grants, State and local grants and contracts, and auxiliary enterprises.

NORTHWEST COLLEGE

MANAGEMENT’S DISCUSSION AND ANALYSIS

“Nonoperating” is defined by the GASB as resulting from transactions not involving the exchange of goods or services for payment. Nonoperating revenues are not directly related to, or derived from, a College operation and include State and local appropriations and endowments from the State. The College shows a substantial “operating loss” in the Statement of Revenues, Expenses, and Changes in Net Position primarily because the GASB requires that State appropriations and district levy revenues be reported as “nonoperating.”

The following shows the change in net position from revenues and expenses for the years ended June 30:

	2023	2022	2021
Operating Revenues			
Tuition and fees (net of scholarship allowance)	\$ 3,741,447	\$ 3,498,142	\$ 2,755,687
Federal grants and contracts	1,487,258	817,158	841,340
State and local grants and contracts	521,490	314,391	953,324
Auxiliary enterprise charges (net of scholarship allowance)	2,538,787	2,075,212	1,683,352
Other operating revenues	984,963	650,832	832,814
Total operating revenues	9,273,945	7,355,735	7,066,517
Operating Expenses			
Instruction	7,285,420	7,533,568	8,399,579
Public service	200,772	133,655	116,222
Academic support	1,490,595	1,818,279	6,760,186
Student services	3,857,463	3,652,251	3,151,342
Institutional support	4,194,311	6,061,773	4,586,977
Operation and maintenance of plant	2,786,856	2,286,527	2,306,969
Scholarships	581,128	1,894,475	1,358,585
Auxiliary enterprises	2,994,671	2,725,336	2,992,729
Amortization	55,103	63,284	5,274
Depreciation	2,475,843	2,517,952	2,632,825
Total operating expenses	25,922,162	28,687,100	32,310,688
Operating (loss)	(16,648,217)	(21,331,365)	(25,244,171)
Nonoperating Revenues	24,012,312	24,008,926	30,337,083
Increase in net position	\$ 7,364,095	\$ 2,677,561	\$ 5,092,912

NORTHWEST COLLEGE

MANAGEMENT’S DISCUSSION AND ANALYSIS

The WCCC is responsible for setting the tuition rates for all Wyoming colleges, and those rates are set based on a June 30 fiscal year. The WCCC set the in-state tuition rates at \$105, \$105, and \$99 per credit hour for 2023, 2022, and 2021, respectively. The College is responsible for setting fixed fees and course fee rates. The Board of Trustees approves the College’s fixed fee rates annually. These rates were set at \$53, \$51, and \$41 per credit hour for 2023, 2022, and 2021, respectively. Fluctuations in enrollment have offset these increases in tuition and fixed-fee rates. The College’s enrollment headcount was as follows:

Year Ended	Fall Semester	Spring Semester	Combined
June 30, 2023	1,445	1,332	2,777
June 30, 2022	1,442	1,396	2,838
June 30, 2021	1,443	1,443	2,886

Based on the above enrollment history, the \$274,621 increase in tuition and fees in 2023 before the scholarship allowance was due to an increase in out-of-state enrollment and out-of-state tuition. The \$626,131 increase in tuition and fees in 2022 before the scholarship allowance was due to an increase in tuition and fee rates while enrollment remained steady. The \$237,817 decrease in tuition and fees in 2021 before the scholarship allowance was due to a decline in enrollment while the tuition and fee rates remained steady. Reported tuition and fee revenues are offset by the amount of the scholarship allowance, which represents the discount that the College awards and must be netted against the tuition charged to the students. The scholarship allowance offsetting tuition and fee revenues was \$1,409,221, \$1,377,905, and \$1,494,229 in 2023, 2022, and 2021, respectively.

State appropriations normally make up the bulk of the College’s total revenues and represent approximately 46%, 51%, and 34% of total revenue in 2023, 2022, and 2021, respectively. The decrease in the fiscal year 2023 percentage is related to a decrease in non-exchange Federal and State grants due to the global pandemic relief funds provided to the College both from the State and the Federal government. During 2023, total State appropriations decreased by \$843,209 compared to 2022. The change in State appropriations was largely due to a decrease of \$589,328 that was recaptured by the WCCC; approximately \$1.8 million received for the Wyoming Innovation Partnership program in fiscal year 2022 that was not received in fiscal year 2023; and approximately \$2.4 million in additional funding that was received for the student center, as compared to fiscal year 2022. Another factor that affected State appropriations was less funding related to the major maintenance program. During 2022, total State appropriations increased by \$2,984,884 compared to 2021. The increase in State appropriations was due to \$1,850,000 received under the Wyoming Innovation Partnership program and approximately \$1,100,000 received under the major maintenance program.

NORTHWEST COLLEGE

MANAGEMENT’S DISCUSSION AND ANALYSIS

Local appropriations are included in nonoperating revenues. Local appropriations include both mill levy revenue based on Park County property tax valuation, market value of mineral production, and motor vehicle registration fees. As the majority of local appropriations are property tax and mineral tax valuation, the following table represents the Park County assessed value for the previous five fiscal years and the current fiscal year:

Fiscal Year	County Valuation	% Change
June 30, 2023	\$874,635,153	39.65%
June 30, 2022	626,294,645	(11.32%)
June 30, 2021	706,271,171	3.92%
June 30, 2020	679,629,861	12.34%
June 30, 2019	604,982,133	(5.49%)
June 30, 2018	640,120,277	0.28%

Local appropriations revenue increased \$1,284,102 from 2022 to 2023 and decreased \$299,149 from 2021 to 2022, representing approximately 15%, 12%, and 11% of total revenue in 2023, 2022, and 2021, respectively. Senate Bill 60 adjusted the timing of cash collections but did not affect the levying of taxes for revenue recognition. Changes in revenue are primarily due to the change in valuation rather than the timing of cash collections.

Auxiliary services consist primarily of housing and dining services. Income in these areas varies annually based on enrollment and rates charged by these auxiliary services. Occupancy in the residence halls and meal plans sold had declined during previous years but stabilized in fiscal year 2022. Auxiliary enterprise revenues are also reported net of the scholarship allowance. Currently, the auxiliary allowance is calculated at 35% of the institutional, Foundation, and Hathaway scholarships; in 2023, auxiliary revenue increased by \$480,437 before the scholarship allowance, while expenses increased by \$269,335. Revenue increased due to an increase in the occupancy of College-owned housing and the sale of additional meal plans. Expenses increased due to increased food service costs. Food service increased due to additional meal plans that were purchased and increased costs related to the temporary dining facilities. In 2022, auxiliary enterprise revenue increased by \$329,225 before the scholarship allowance, while expenditures decreased by \$267,393. Revenue increased due to an increase in the occupancy of College-owned housing. Expenses decreased significantly due to transferring positions from the Auxiliary Fund to the General Fund based on changes in revenue sources.

In 2023 and 2022, the Wyoming Challenge Match Endowment cost basis remained the same. The College’s portion of the Wyoming Challenge Match Endowment held by the Foundation had a book value of \$12,007,170 and a market value of \$15,426,143 as of June 30, 2023.

NORTHWEST COLLEGE

MANAGEMENT’S DISCUSSION AND ANALYSIS

Statement of Cash Flows

Information from the Statement of Cash Flows reflects the College’s operating cash flows. Its primary purpose is to provide relevant information about the cash receipts and cash payments of the College during the fiscal year. Below is a summary of the Statements of Cash Flows for the years ended June 30, found on pages 20 and 21:

	2023	2022	2021
Cash (Used in) Provided by:			
Operating activities	\$ (15,105,371)	\$ (17,981,965)	\$ (22,299,639)
Noncapital financing activities	23,864,164	26,774,164	26,547,917
Capital and related financing activities	(10,484,585)	(471,710)	(5,835,552)
Investing activities	1,524,341	(2,024,061)	3,840,259
Net (decrease) increase in cash and cash equivalents, and restricted cash and cash equivalents	(201,451)	6,296,428	2,252,985
Cash and Cash Equivalents, and Restricted Cash and Cash Equivalents, beginning of year	24,195,644	17,899,216	15,646,231
Cash and Cash Equivalents, and Restricted Cash and Cash Equivalents, end of year	\$ 23,994,193	\$ 24,195,644	\$ 17,899,216

In summary, the 2023 cash provided by noncapital financing and investing activities was less than the cash used in operating and capital and related financing activities by \$201,451. In 2022, the cash provided by noncapital financing was more than the cash used in operating, capital and related financing, and investing activities by \$6,296,428. In 2021, the cash provided by noncapital financing activities was more than the cash used in operating and capital and related financing activities by \$2,252,985.

OTHER CONSIDERATIONS

The Higher Learning Commission accredits the College. The Higher Learning Commission completed an on-site comprehensive evaluation in September 2017, in which the College was affirmed and accredited in the Open Pathway. The Higher Learning Commission completed its four-year assurance review in September 2022 with no changes to the College’s accreditation status. In addition, three College departments hold national accreditations through the following subject matter accrediting bodies: the National Association of Schools of Art & Design, the National Association of Schools of Music, and the Accreditation Commission for Education in Nursing.

NORTHWEST COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS

The College is required by Wyoming State Statutes to have a facility master plan. In the master plan that was updated in March 2014, the Nelson Performing Arts Center and the DeWitt Student Center were identified as top priorities for capital improvements. The Wyoming State Legislature appropriated \$1,000,000 for Level 3 construction plans for a new student center during the Spring 2021 legislative session, to be matched by the College. During the Spring 2022 legislative session, \$12,565,378 was appropriated for the construction of a new student center and a temporary dining facility, which must be matched by the College. The College completed the new temporary dining facility, demolished the old student center, and has begun construction of the new student center. The Wyoming State Legislature has yet to appropriate funds for a performing arts center; however, the State Building Commission still supports this facility and will continue to request funding during future legislative sessions.

Funding received from State and local appropriations significantly decreased for fiscal years 2017 and 2018. Appropriations were steady for fiscal years 2019 and 2020. Funding decreased 13% for 2021 and an additional 10% for 2022. Revenue stabilized for fiscal year 2023 due to the stabilization of revenue from mineral and extraction taxes. However, a reliance on revenue from mineral and extraction taxes, coupled with a lack of economic diversification, could result in less revenue and have long-term negative effects for the State, Park County and, ultimately, the College itself. As part of reviewing all revenue sources for the Wyoming community colleges, the WCCC voted to increase in-state tuition by \$6 per credit hour for fiscal year 2022, along with removing the tuition cap. Both measures were designed to help protect the Wyoming community colleges from significant swings in State and local appropriations, but declining enrollments have not provided the tuition income that was originally projected. The WCCC voted to hold tuition rates steady for fiscal years 2023 and 2024. Finally, the community colleges are now included under the Joint Education Interim Committee for the Wyoming State Legislature, thus allowing an additional forum for the community colleges to educate and request funding from the Wyoming State Legislature. This change resulted in increased State appropriations at the WCCC for fiscal years 2023 and 2024, primarily associated with compensation increases. Due to volatility related to mill valuations and cash collections from the counties, the WCCC recaptured \$535,158 in State appropriations from the College. As a result of the recapture, State appropriations decreased for fiscal year 2023.

In March 2020, the College began monitoring the coronavirus global pandemic daily and taking many pre-emptive measures to ensure the safety and health of its students, employees, and community. The College has been working closely with the State during the pandemic, including following public health orders and applying for coronavirus relief funding through grants. The overall impact of the pandemic remains unknown, and as such, the College remains conservative in its spending while also monitoring student enrollment. At this time, it is unknown if or how long adverse global and economic conditions may last and if there will be any adverse financial impact on the College. The continued assessment of local, regional, and national economic conditions, along with robust enrollment management efforts, must be ongoing and diligent. The College is proud of the academic program development that is happening to meet the needs of its students and community. The College's student completion and retention rates far exceed national rates and reflect the College's commitment to its mission.

NORTHWEST COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS



NORTHWEST COLLEGE

STATEMENTS OF NET POSITION
June 30, 2023 and 2022

	2023	2022
ASSETS		
Current Assets		
Cash and cash equivalents (Note 2)	\$ 18,307,968	\$ 19,057,540
Cash and cash equivalents, restricted (Notes 2 and 12)	5,686,225	5,138,104
Accounts receivable, net of allowance of \$200,000 for 2023 and 2022	1,729,010	1,326,214
Property taxes receivable	4,265,045	4,481,189
Current portion of lease receivable (Note 8)	75,313	40,159
Advance construction payments (Note 3)	2,243,610	710,426
Prepays	252,907	104,315
Total current assets	32,560,078	30,857,947
Noncurrent Assets		
Capital assets, net of accumulated depreciation (Note 3)	35,185,200	29,711,681
Lease receivable, less current portion (Note 8)	140,597	110,966
Right-to-use lease asset, net of accumulated amortization (Note 8)	-	58,010
Right-to-use subscription assets, net of accumulated amortization (Note 9)	95,387	-
Investments held by others (Note 2)	15,426,143	14,396,035
Total noncurrent assets	50,847,327	44,276,692
Total assets	83,407,405	75,134,639
DEFERRED OUTFLOWS OF RESOURCES		
Pension-Related Deferred Outflows (Note 5)	931,780	623,864
OPEB-Related Deferred Outflows (Note 7)	5,224,246	7,128,165
Debt Defeasance	87,926	96,719
Total deferred outflows of resources	6,243,952	7,848,748

Continued

NORTHWEST COLLEGE

STATEMENTS OF NET POSITION, *Continued*
June 30, 2023 and 2022

	2023	2022
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 825,177	\$ 1,097,891
Payroll and related liabilities	661,531	660,877
Accrued compensated absences (Note 4)	406,370	386,490
Accrued interest payable	5,844	6,350
Advance payments	682,595	188,640
Unearned mineral production receipts	1,834,148	86,584
Custodial deposits (Note 12)	285,071	262,335
Lease liability (Note 8)	-	58,010
Current maturities of note payable (Note 4)	243,567	237,487
Current maturities of subscription liabilities (Note 9)	17,465	-
Total current liabilities	4,961,768	2,984,664
Noncurrent Liabilities		
Accrued compensated absences (Note 4)	135,457	128,830
Note payable, less current maturities (Note 4)	2,495,729	2,739,295
Net pension liability (Note 5)	6,199,769	4,013,727
Total OPEB liability (Note 7)	13,668,707	20,521,403
Subscription liabilities, less current maturities (Note 9)	18,535	-
Total noncurrent liabilities	22,518,197	27,403,255
Total liabilities	27,479,965	30,387,919
DEFERRED INFLOWS OF RESOURCES		
Pension-Related Deferred Inflows (Note 5)	1,196,546	3,647,788
OPEB-Related Deferred Inflows (Note 7)	9,675,302	4,512,543
Lease Deferred Inflows (Note 8)	215,910	151,125
Unavailable Property Taxes	3,808,703	4,373,176
Total deferred inflows of resources	14,896,461	12,684,632
NET POSITION		
Net Investment in Capital Assets	32,555,803	26,655,807
Restricted		
Non-expendable	10,801,707	10,801,707
Expendable:		
Scholarships	5,881,090	5,624,236
Capital projects	1,882,707	1,589,901
Unrestricted	(3,846,376)	(4,760,815)
Total net position	\$ 47,274,931	\$ 39,910,836

See Notes to Financial Statements.

NORTHWEST COLLEGE
COMPONENT UNIT - NORTHWEST COLLEGE FOUNDATION

STATEMENTS OF FINANCIAL POSITION
December 31, 2022 and 2021

	2022	2021
ASSETS		
Cash and Cash Equivalents, including \$23,307 and \$23,220, respectively, held for Youth Clubs of Park County (Note 2)	\$ 184,983	\$ 612,507
Investments (Note 2)	552,124	1,870,096
Contributions Receivable	319,984	419,545
Accounts Receivable	-	57,502
Cash and Cash Equivalents Restricted by Donors for Long-Term Purposes (Note 2)	1,589,934	1,228,227
Investments for Long-Term Purposes, including \$875,105 and \$1,178,099, respectively, held for Youth Clubs of Park County (Note 2)	45,275,201	53,947,434
Beneficial Interest in Perpetual Trust	550,447	1,039,012
Property and Equipment, net of accumulated depreciation	406,365	-
Other Assets	318,280	670,279
Total assets	\$ 49,197,318	\$ 59,844,602
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable and accrued expenses	\$ 43,080	\$ 9,320
Investments held for others (Note 2)	15,382,270	18,368,862
Assets held in trust	909,051	1,632,831
Liabilities associated with charitable gift annuities	29,223	130,039
Accrued expenses and other current liabilities	928,679	-
Total liabilities	17,292,303	20,141,052
Net Assets		
Without donor restrictions:		
Designated	2,236,534	1,668,211
Undesignated	(1,929,540)	1,413,824
With donor restrictions	31,598,021	36,621,515
Total net assets	31,905,015	39,703,550
Total liabilities and net assets	\$ 49,197,318	\$ 59,844,602

See Notes to Financial Statements.

NORTHWEST COLLEGE

**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN
NET POSITION**

Years Ended June 30, 2023 and 2022

	2023	2022
Operating Revenues		
Tuition and fees, net of scholarship allowance of 2023 \$1,409,221; 2022 \$1,377,905	\$ 3,741,447	\$ 3,498,142
Federal grants and contracts	1,487,258	817,158
State and local grants and contracts	521,490	314,391
Auxiliary enterprise charges, net of scholarship allowance of 2023 \$758,811; 2022 \$741,949	2,538,787	2,075,212
Other operating revenues	984,963	650,832
Total operating revenues	9,273,945	7,355,735
Operating Expenses (Note 13)		
Instruction	7,285,420	7,533,568
Public service	200,772	133,655
Academic support	1,490,595	1,818,279
Student services	3,857,463	3,652,251
Institutional support	4,194,311	6,061,773
Operation and maintenance of plant	2,786,856	2,286,527
Scholarships	581,128	1,894,475
Auxiliary enterprises	2,994,671	2,725,336
Amortization (Note 9)	55,103	63,284
Depreciation	2,475,843	2,517,952
Total operating expenses	25,922,162	28,687,100
Operating (loss)	(16,648,217)	(21,331,365)
Nonoperating Revenues (Expenses)		
Non-exchange Federal and state grants	2,011,203	5,402,475
State appropriations	15,231,425	16,074,634
Local appropriations	5,152,620	3,868,518
Private gifts, grants, and contracts	104,499	755,845
Net investment income (loss)	1,524,341	(2,024,061)
Interest expense	(75,699)	(81,640)
Gain on sale of assets	63,923	13,155
Total nonoperating revenues	24,012,312	24,008,926
Increase in net position	7,364,095	2,677,561
Net Position, beginning	39,910,836	37,233,275
Net Position, ending	\$ 47,274,931	\$ 39,910,836

See Notes to Financial Statements.

NORTHWEST COLLEGE
COMPONENT UNIT - NORTHWEST COLLEGE FOUNDATION

STATEMENTS OF ACTIVITIES
Years Ended December 31, 2022 and 2021

	2022	2021
Changes in Net Assets Without Donor Restrictions		
Revenues, gains, and other support:		
Contributions	\$ 12,355	\$ 14,598
Investment (loss) income, net	(2,040,468)	279,150
In-kind contributions	159,545	169,950
Administrative fees	487,385	475,629
Miscellaneous	82,012	68,788
Modifications of net asset restrictions	(148,249)	-
Net assets released from restrictions	2,856,199	1,686,783
Total revenues, gains, and other support	1,408,779	2,694,898
Expenses:		
Program services:		
College support	3,540,275	2,008,947
Management	281,326	264,282
Fundraising	362,219	306,639
Total expenses	4,183,820	2,579,868
(Decrease) increase in net assets without donor restrictions	(2,775,041)	115,030
Changes in Net Assets With Donor Restrictions		
Contributions	1,228,693	4,261,064
Investment (loss) income, net	(3,171,230)	5,360,937
Royalty income	10,724	6,826
Changes in liabilities associated with charitable gift annuities	100,816	44,536
Changes in present value of beneficial interest and perpetual trusts	(488,565)	85,889
Miscellaneous income	4,018	69,487
Modifications of net asset restrictions	148,249	-
Net assets released from restrictions	(2,856,199)	(1,686,783)
(Decrease) increase in net assets with donor restrictions	(5,023,494)	8,141,956
Change in net assets	(7,798,535)	8,256,986
Net Assets, beginning of year	39,703,550	31,446,564
Net Assets, end of year	\$ 31,905,015	\$ 39,703,550

See Notes to Financial Statements.

NORTHWEST COLLEGE

STATEMENTS OF CASH FLOWS
Years Ended June 30, 2023 and 2022

	2023	2022
Cash Flows From Operating Activities		
Received from students and customers	\$ 8,869,198	\$ 7,324,455
Payments to employees and benefits	(14,854,125)	(14,368,764)
Payments to vendors and suppliers	(8,562,052)	(9,042,459)
Payments for scholarships	(581,128)	(1,894,475)
Other receipts (payments)	22,736	(722)
Net cash (used in) operating activities	(15,105,371)	(17,981,965)
Cash Flows From Noncapital Financing Activities		
Non-exchange Federal and state grants	2,011,203	5,402,475
State appropriations	15,196,607	16,531,411
Local appropriations	6,551,855	4,084,433
Gifts, endowments, and grants for other than capital purchase	104,499	755,845
Net cash provided by noncapital financing activities	23,864,164	26,774,164
Cash Flows From Capital and Related Financing Activities		
Purchases of capital assets	(5,238,028)	(1,477,175)
Proceeds from sale of capital assets	64,275	14,571
Advance construction payment	(4,383,267)	(1,000,000)
Lease payments	-	(63,284)
Interest paid on note	(76,206)	(82,133)
Principal payments on subscription liabilities	(114,490)	-
Payment of note principal	(237,487)	(231,559)
State endowment invested in the Foundation	(499,382)	2,367,870
Net cash (used in) capital and related financing activities	(10,484,585)	(471,710)
Cash Flows From Investing Activities		
Interest received (paid) on investment	1,524,341	(2,024,061)
Net cash provided by (used in) investing activities	1,524,341	(2,024,061)
Net (decrease) increase in cash and cash equivalents, and restricted cash and cash equivalents	(201,451)	6,296,428
Cash and Cash Equivalents, and Restricted Cash and Cash Equivalents		
Beginning of year	24,195,644	17,899,216
End of year	\$ 23,994,193	\$ 24,195,644

Continued

NORTHWEST COLLEGE

STATEMENTS OF CASH FLOWS, *Continued*
Years Ended June 30, 2023 and 2022

	2023	2022
Reconciliation of Operating (Loss) to Net Cash (Used in) Operating Activities		
Operating (loss)	\$ (16,648,217)	\$ (21,331,365)
Adjustments to reconcile operating (loss) to net cash (used in) operating activities:		
Depreciation	2,475,843	2,517,952
Amortization	55,103	63,284
Debt defeasance amortization	8,793	8,792
Changes in assets and liabilities:		
Receivables, net	(367,978)	(123,948)
Prepays	(148,592)	72,113
Accounts payable and related liabilities	(110,927)	238,219
Advance payments	(36,769)	92,668
Accrued compensated absences	26,507	(30,323)
Net pension liability	2,186,042	(2,552,117)
Deferred outflows - pension	(307,916)	(94,242)
Deferred inflows - pension	(2,451,242)	1,744,311
Total OPEB liability	(6,852,696)	1,311,059
Deferred outflows - OPEB	1,903,919	(438,168)
Deferred inflows - OPEB	5,162,759	539,800
Net cash (used in) operating activities	\$ (15,105,371)	\$ (17,981,965)
Supplementary Disclosures of Cash Flows Information		
Capital assets included in accounts payable	\$ 37,414	\$ 175,811
Capital assets purchased with advance construction payment funds	2,850,083	289,574
Write-off of right-to-use lease asset and lease liability	58,010	-
Acquisition of right-to-use subscription assets financed by subscription liabilities	150,490	-

See Notes to Financial Statements.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies

Nature of activities: Northwest College (the College) is a public institution of higher education created in 1946. The College's main campus is located in Powell, Wyoming, with outreach centers in Cody and Worland, Wyoming. It is governed by a Board of Trustees (the Board) comprising seven elected trustees and is subject to the laws of the State of Wyoming. The College is a municipal corporation formed under, and subject to, the requirements of Wyoming State Statutes.

Reporting entity: The financial reporting entity, as defined by the Governmental Accounting Standards Board (GASB), consists of the College as the primary government, organizations for which the College is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion could cause the financial statements to be misleading or incomplete.

Component units: The financial reporting entity consists of the primary government, as well as its discretely presented component unit, the Northwest College Foundation (the Foundation), and its blended component unit, the Northwest College Building Authority (the Authority). The Foundation is a legally separate, tax-exempt organization supporting the College. The Foundation acts primarily as a fundraising organization to supplement the resources that are available to the College in support of its programs. The 28-member board of the Foundation is self-perpetuating and consists of graduates and friends of the College. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is discretely presented in the College's financial statements.

The Foundation's year-end is December 31. The Foundation is reported in separate financial statements because of the difference in its reporting model, as further described below.

Financial statements for the Foundation can be obtained by calling the Foundation at (307) 754-6110.

The Foundation is a private not-for-profit organization that has adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 958, *Not-for-Profit Entities*, as the basis of presentation of its financial statements. As such, certain presentation features are different from the GASB's presentation features. No modifications have been made to the Foundation's financial statements, which have been presented separately within the College's financial statements. In addition, significant note disclosures to the Foundation's financial statements have been incorporated into the College's notes to the financial statements.

The Authority was created on July 2, 2008 as a public benefit corporation for the purpose of financing the construction, ownership, and operation of real and personal property to be used by the College. The Authority is a separate legal entity from the College but is treated as a blended component unit of the College due to its financial dependence on the College and is reported in its financial statements.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies, *Continued*

Northwest College:

Basis of accounting: For financial reporting purposes, the College is considered a special-purpose government entity engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

Non-exchange transactions, in which the College receives value without directly giving equal value in return, include property taxes, most private gifts and grants, state appropriations, and other contributions. On an accrual basis, revenue from property taxes is recognized in the period the levy is intended to finance. Revenue from grants, state appropriations, and other contributions is recognized in the year all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the College must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the College on a reimbursement basis.

Jointly governed organizations (not included in the College reporting entity): Under provisions of Wyoming State Statutes 21-20-101 *et seq.*, the College has joined with Park County School District No. 1 to form the Park County School District No. 1 Board of Cooperative Educational Services. The purpose of this board is to provide adult, community, and continuing education. The transactions of this board are not included in these financial statements.

Cash and cash equivalents: For purposes of the Statements of Cash Flows, the College considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Restricted cash and cash equivalents: Restricted cash and cash equivalents include amounts for which the use is constrained through external restrictions or imposition by law. Restricted purposes include gifts and endowments, debt- or state-funded construction projects, and debt service reserves.

Investments and investment (loss) income: The College accounts for its investments at fair value, as determined by quoted market prices, in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*, and GASB Statement No. 79, *Certain Investment Pools and Pool Participants*. Changes in the unrealized gain (loss) on the carrying value of investments are reported as a component of net investment (loss) income in the Statements of Revenues, Expenses, and Changes in Net Position.

Accounts receivable: Accounts receivable consist of tuition and fee charges to students and auxiliary enterprise services provided to students, faculty, and staff. Accounts receivable also include amounts due from the Federal government, state and local governments, or private sources in connection with the reimbursement of allowable expenditures made pursuant to contracts and grants. Accounts receivable are recorded net of estimated uncollectible amounts.

Property taxes receivable: Property taxes receivable include the delinquent property taxes receivable and property taxes assessed during the year that will be levied and billed in the subsequent year.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies, *Continued*

Lease receivable: Lease receivable includes the present value of future payments associated with a lessor lease.

Fair value measurements: The College categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

The College has the following recurring fair value measurements as of June 30, 2023 and 2022:

- Investments held by the Foundation of \$15,426,143 and \$14,396,035, respectively, are valued using significant other observable inputs (Level 2).

Capital assets: The College capitalizes assets that have a donated value or cost in excess of \$5,000 for equipment, \$50,000 for building improvements, \$25,000 for land and site improvements, and \$50,000 for buildings at the date of acquisition and an expected useful life of more than one year. Library books are generally not considered to have a useful life of more than one year, unless they are part of a collection and expensed in the year of acquisition.

Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is expensed as incurred. Routine repairs and maintenance are charged to operating expenses in the year the expense was incurred.

The College does not capitalize works of art or historical treasures that are held for exhibition, education, research, and public service. These collections are neither disposed of for financial gain nor encumbered by any means. Accordingly, such collections are not recognized or capitalized for financial statement purposes.

Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which are generally three to 14 years for equipment; 15 to 20 years for building improvements, and land and site improvements; and 40 years for buildings.

Right-to-use lease assets: The College capitalizes the right-to-use lease asset obtained under a lease in accordance with GASB Statement No. 87, *Leases*. The asset is calculated utilizing the value of the lease liability plus any lease prepayments made for future periods, as well as any direct ancillary costs necessary to place the asset into service. The asset will be amortized over the years remaining on the lease. The College utilized the same capitalization thresholds utilized for capital assets.

Right-to-use subscription assets: The College capitalizes the right-to-use subscription-based information technology (IT) assets obtained under contracts in accordance with GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The assets are calculated utilizing the value of the subscription liabilities plus any contract prepayments made for future periods, as well as any capitalizable initial implementation costs. The assets will be amortized over the years remaining on the term.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies, *Continued*

Impairment: The College evaluates prominent events or changes in circumstances that affect capital assets to determine whether impairment of a capital asset has occurred. Such events or changes in circumstances that may be indicative of impairment include evidence of physical damage, the enactment or approval of laws or regulations or other changes in environmental factors, technological changes or evidence of obsolescence, changes in the manner or duration of use of a capital asset, and construction stoppage. The College will consider an asset impaired if both the decline in service utility of the capital asset is large in magnitude and the event or change in circumstance is outside the normal life cycle of the capital asset. The College will recognize an impairment loss when it considers a capital asset impaired and will recognize the capital asset at the lower of the carrying value or fair value.

Compensated absences: It is the College's policy to provide full-time and eligible part-time staff with sick leave, personal leave, and vacation. Accrued sick leave is paid to benefited staff upon termination. Staff are entitled to accrued vacation leave upon termination. All leave pay is accrued when incurred, and a liability for these amounts is reported in compliance with GASB Statement No. 16, *Accounting for Compensated Absences*. The College considers approximately 75% of this liability current and due within one year.

Unearned mineral production receipts: Unearned mineral production receipts consist of mineral ad valorem taxes that have been distributed to the College but will not be recognized as revenue until a subsequent year.

Bond issuance costs: Bond issuance costs are expensed when incurred.

Unavailable property taxes: Unavailable property taxes consist of property taxes assessed for the year that will be levied and recognized as revenue in the subsequent year.

Noncurrent liabilities: Noncurrent liabilities include estimated amounts for accrued compensated absences, subscription liabilities, the net pension liability, the note payable, and total obligations for postemployment benefits other than pensions (OPEB) that will not be paid within the next fiscal year.

Deferred outflows of resources and deferred inflows of resources: The College reports the consumption of net position that is applicable to a future period as deferred outflows of resources. Deferred outflows of resources as of June 30, 2023 and 2022 consist of deferred losses on previous debt defeasance and items related to the College's pension and OPEB retirement benefit plans.

The College reports an acquisition of net position that is applicable to a future period as deferred inflows of resources. Deferred inflows of resources as of June 30, 2023 and 2022 consist of unavailable property taxes and items related to the College's lessor leases and pension and OPEB retirement benefit plans.

Net position: The College's net position is classified as follows:

Net investment in capital assets: This represents the College's total investment in capital assets, net of accumulated depreciation and debt related to the purchase or construction of those assets, including accounts payable and retentions payable.

Restricted net position - non-expendable: This includes amounts for the endowment challenge, of which the corpus is not to be spent but earnings are used for scholarships. Accounts are held by the Foundation.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies, *Continued*

Restricted net position - expendable (scholarships): This includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

Restricted net position - expendable (capital projects): This includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties for the purchase of capital assets.

Unrestricted net position: This includes resources derived from student tuition and fees, state and local appropriations, and sales and services of educational departments and auxiliary enterprises. These resources are used for transactions relating to the educational and general operations of the College and may be used at the discretion of the governing board to meet current expenses for any purpose.

When both restricted and unrestricted resources are available for use, it is the College's policy to use restricted resources first and then unrestricted resources as needed.

Classification of revenues: The College classified its revenue as either operating or nonoperating revenues according to the following criteria:

Operating revenues: Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances; (2) sales and services of auxiliary enterprises, net of scholarship allowances; and (3) Federal, state, and local grants and contracts considered to be exchange activities.

Nonoperating revenues: Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenue sources that are defined as nonoperating revenues by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities that Use Proprietary Fund Accounting*, and GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, such as state and local appropriations, certain Federal and state programs, and investment income.

Property taxes: Property taxes are assessed and attach as an enforceable lien on property as of January 1 of the preceding levy year. Taxes are levied on or about September 1. Real property taxes are payable in two installments on November 1 and May 1 or the tax may be paid in full by December 31. Park County bills and collects its own real property taxes and those for all municipalities and political subdivisions within Park County, including the College. Mineral ad valorem property taxes are billed and collected by the State of Wyoming Department of Revenue monthly, with a true-up following the annual assessment on January 1. The College's property tax revenues are recognized when assessed. Property taxes receivable include property taxes assessed for the year that will be levied and billed in the subsequent year and delinquent property taxes.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies, *Continued*

Scholarship discounts and allowances: Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the Statements of Revenues, Expenses, and Changes in Net Position. Scholarship discounts and allowances are the difference between the stated charge for the goods and services provided by the College and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, such as Pell Grants, and other Federal, state, or nongovernmental programs are recorded as either operating or nonoperating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

Accounting estimates: The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual amounts could differ from those estimates.

Federal direct loans: For the years ended June 30, 2023 and 2022, the College received and disbursed funds under the Federal Direct Loan Program in the amount of \$908,505 and \$1,008,404, respectively. The College does not recognize these transactions as revenues or expenses based on the nature of the transactions.

Reclassifications: To be consistent with the year ended June 30, 2023, certain components of revenues and expenses for the year ended June 30, 2022 have been reclassified. There was no effect on the change in net position.

Defined benefit pensions: For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wyoming Retirement System (WRS), and additions to/deductions from the WRS's fiduciary net position have been determined on the same basis as they are reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

OPEB: The total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense associated with the State of Wyoming Employee Group Insurance Retiree Health Plan have been determined on the same basis as they are reported by the State of Wyoming. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

Recent pronouncements: In May 2020, the GASB issued Statement No. 96, which provided guidance regarding the accounting and financial reporting for subscription-based IT arrangements (SBITA). It establishes that a SBITA results in a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability. The provisions of the statement were effective for fiscal years beginning after June 15, 2022 and all reporting periods thereafter. The College implemented GASB Statement No. 96 for the fiscal year ended June 30, 2023 and retroactively applied the effects to all years presented.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 2. Deposits With Financial Institutions and Investments

Northwest College: Wyoming State Statutes authorize agencies of the State of Wyoming to deposit public funds in financial institutions authorized to do business in Wyoming. These deposits must be fully insured by the Federal Deposit Insurance Corporation or secured by a pledge of assets, including any bonds, debentures, and other securities in which the Wyoming State Treasurer may, by law, invest, or a depository may pledge conventional real estate mortgages and notes connected with mortgages at a ratio of 1.05:1 of the value of public funds secured by the securities. The College has restricted deposits for the custodial funds, Federal funds received to be expended, departmental donations with donor restrictions, and funds restricted for the purchase of capital assets totaling \$5,686,225 and \$5,138,104 as of June 30, 2023 and 2022, respectively.

Custodial credit risk: Custodial credit risk for deposits of the College is the risk that in the event of a bank failure, the College's deposits may not be returned to the College. At June 30, 2023 and 2022, the carrying amount of the College's deposits was \$23,874,598 and \$24,087,184, respectively, and the bank balance was \$24,514,154 and \$24,661,833, respectively. As of June 30, 2023 and 2022, all deposits of the College were fully collateralized, as required by Wyoming State Statutes.

Northwest College Foundation:

Fair value measurements: FASB ASC Topic 820-10, *Fair Value Measurements*, establishes a framework for fair value measurement and disclosure. It requires assets and liabilities carried at fair value to be classified and disclosed in one of the following three categories:

Level 1: Quoted market prices in active markets for identical assets or liabilities.

Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data.

Level 3: Unobservable inputs that are not corroborated by market data.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. Level 2 valuations are based on quoted market prices for identical assets in less-than-active markets.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 2. Deposits With Financial Institutions and Investments, *Continued*

Investments in marketable securities, including agency investments held for Youth Clubs of Park County, consist of the following at December 31:

	2022		2021	
	Cost	Fair Value	Cost	Fair Value
Level 1:				
Mutual/index funds, including REITs	\$ 4,788,863	\$ 4,077,053	\$ 4,716,831	\$ 4,859,205
Equity	30,724,886	37,526,405	30,378,473	45,501,917
Total Level 1	35,513,749	41,603,458	35,095,304	50,361,122
Level 2:				
U.S. Treasury securities	1,707,072	1,518,682	2,017,930	2,070,792
Other U.S. government bonds	668,641	783,377	739,699	747,800
Corporate bonds	1,159,900	1,023,512	1,068,096	1,081,791
Investment in hedge fund	500,000	391,946	-	-
Brokered certificate of deposit	391,946	506,350	1,000,000	1,556,025
Total Level 2	4,427,559	4,223,867	4,825,725	5,456,408
Total investments held by the Foundation	\$ 39,941,308	\$ 45,827,325	\$ 39,921,029	\$ 55,817,530

The Foundation maintains cash balances in one financial institution located in Powell, Wyoming and with several investment service firms. The carrying amount of cash with the investment service firms, totaling \$1,219,033 and \$1,085,642 at December 31, 2022 and 2021, respectively, is insured by the Securities Investor Protection Corporation up to \$250,000 per broker account.

The bank balance of cash with the financial institution was \$574,704 and \$726,651 at December 31, 2022 and 2021, respectively. The book balance of cash with the financial institution was \$555,884 and \$755,092 at December 31, 2022 and 2021, respectively. At December 31, 2022, \$250,000 was insured by the Federal Deposit Insurance Corporation.

Concentration of credit risk: The Foundation expects the investment managers to maintain diversified portfolios by using the following guidelines in accordance with investment policies:

Diversification: The portfolio should be diversified among cash and cash equivalents, high-quality equity, and fixed-income securities.

Equity investments: Equity investments may range from 45% to 75% of the value of the fund.

At the time of purchase, small-cap equities shall not represent more than 10% of fund assets.

Investments in international equities shall not represent more than 20% of fund assets at the time of the purchase.

Equity investments may include common stocks and mutual funds that invest in equity securities.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 2. Deposits With Financial Institutions and Investments, *Continued*

Benchmarks: The benchmark for measuring equity performance shall be the Standard & Poor’s (S&P) 500 Index.

In the event that asset allocation guidelines are violated for reasons including, but not limited to, market price fluctuations, the Investment Committee will instruct the investment manager(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible.

Interest rate risk: The Foundation is also exposed to investment fair value loss arising from increased interest rates. The Foundation’s policy for fixed-income portfolios is as follows:

Fixed-income investments may represent 33% to 43% of fund assets. Fixed-income obligations other than cash equivalents and high-yield securities shall have an average quality rating of “A” or better by Moody’s, S&P, or another nationally recognized bond rating agency. No more than 10% of fund assets may be invested in high-yield (junk) bonds. The Investment Committee requests that investment managers advise it in writing prior to initiating purchases of high-yield bonds or high-yield bond funds.

Permissible fixed-income investments include U.S. government and agency bonds, investment-grade corporate bonds, and fixed-income securities of foreign governments and corporations.

Managers may also elect to use mutual funds that invest in these securities. However, mutual funds charge fees that add to the total cost of operating the fund. Therefore, if investment managers choose to utilize mutual funds, they should consider whether the additional cost is warranted in order to carry out their particular strategy.

The benchmark for measuring fixed-income performance shall be the Lehman Government/Credit Intermediate Index.

The following tables show the fixed-income investments by type, amount, and maturity for the endowed scholarship fund, which includes the endowment challenge funds, at June 30:

	2023			
	Fair Value	Investment Maturities (in Years)		
		Less Than 1	1 to 5	More Than 5
Investment type:				
U.S. Treasury	\$ 1,664,422	\$ 67,939	\$ 802,528	\$ 793,955
U.S. government obligations	888,833	-	2,650	886,183
	\$ 2,553,255	\$ 67,939	\$ 805,178	\$ 1,680,138

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 2. Deposits With Financial Institutions and Investments, *Continued*

	2022			
	Fair Value	Investment Maturities (in Years)		
		Less Than 1	1 to 5	More Than 5
Investment type:				
U.S. Treasury	\$ 1,769,198	\$ 11,756	\$ 1,200,439	\$ 557,003
U.S. government obligations	790,780	-	4,563	786,217
	<u>\$ 2,559,978</u>	<u>\$ 11,756</u>	<u>\$ 1,205,002</u>	<u>\$ 1,343,220</u>

The quality rating of debt securities in the Foundation’s investment portfolio at fair value as of June 30, 2023 is as follows:

U.S. government investments (S&P rating AA+) \$ 2,553,255

Investments held for others: The Foundation has received funds from the College to invest on its behalf pursuant to the requirements of the Wyoming Community College Endowment Challenge Program under Wyoming Session Laws, Chapter 117. Under the terms of this program, the Foundation has solicited contributions for its endowment fund. These contributions were reported to the State of Wyoming, which made a matching contribution to the College. The College invested these funds with the Foundation, as required by Wyoming State Statutes. The Foundation is required to invest the money and use the investment earnings to fund the same endowments consistent with the original donor’s intent.

As of December 31, 2022 and 2021, the Foundation held \$15,382,270 and \$18,368,862, respectively, of investments for the College.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 3. Capital Assets

A summary of changes in capital assets for the years ended June 30, 2023 and 2022 is as follows:

	Balance June 30, 2022	Additions	Deletions	Transfers (Out) In	Balance June 30, 2023
Capital assets not being depreciated:					
Land	\$ 1,464,663	\$ -	\$ -	\$ -	\$ 1,464,663
Art, literature, and artifacts	50,000	-	-	-	50,000
Construction in progress	1,311,264	7,275,569	-	(3,249,085)	5,337,748
Total capital assets not being depreciated	\$ 2,825,927	\$ 7,275,569	\$ -	\$ (3,249,085)	\$ 6,852,411
Other capital assets:					
Land improvements	\$ 2,393,348	\$ 8,928	\$ -	\$ 734,007	\$ 3,136,283
Buildings	70,843,973	43,701	(100,775)	2,515,078	73,301,977
Machinery and equipment	8,085,508	621,516	(104,289)	-	8,602,735
Total other capital assets	81,322,829	674,145	(205,064)	3,249,085	85,040,995
Less accumulated depreciation for:					
Land improvements	1,041,881	158,053	-	-	1,199,934
Buildings	46,924,077	1,733,687	(100,775)	-	48,556,989
Machinery and equipment	6,471,117	584,103	(103,937)	-	6,951,283
Total accumulated depreciation	54,437,075	2,475,843	(204,712)	-	56,708,206
Other capital assets, net	\$ 26,885,754	\$ (1,801,698)	\$ (352)	\$ 3,249,085	\$ 28,332,789
Capital assets summary:					
Capital assets not being depreciated	\$ 2,825,927	\$ 7,275,569	\$ -	\$ (3,249,085)	\$ 6,852,411
Other capital assets, at cost	81,322,829	674,145	(205,064)	3,249,085	85,040,995
Total cost of capital assets	84,148,756	7,949,714	(205,064)	-	91,893,406
Less accumulated depreciation	54,437,075	2,475,843	(204,712)	-	56,708,206
Capital assets, net	\$ 29,711,681	\$ 5,473,871	\$ (352)	\$ -	\$ 35,185,200

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 3. Capital Assets, *Continued*

	Balance June 30, 2021	Additions	Deletions	Transfers (Out) In	Balance June 30, 2022
Capital assets not being depreciated:					
Land	\$ 1,464,663	\$ -	\$ -	\$ -	\$ 1,464,663
Art, literature, and artifacts	50,000	-	-	-	50,000
Construction in progress	670,215	1,825,522	-	(1,184,473)	1,311,264
Total capital assets not being depreciated	\$ 2,184,878	\$ 1,825,522	\$ -	\$ (1,184,473)	\$ 2,825,927
Other capital assets:					
Land improvements	\$ 2,393,348	\$ -	\$ -	\$ -	\$ 2,393,348
Buildings	69,659,500	-	-	1,184,473	70,843,973
Machinery and equipment	8,158,105	105,683	(178,280)	-	8,085,508
Total other capital assets	80,210,953	105,683	(178,280)	1,184,473	81,322,829
Less accumulated depreciation for:					
Land improvements	892,223	149,658	-	-	1,041,881
Buildings	45,122,767	1,801,310	-	-	46,924,077
Machinery and equipment	6,080,997	566,984	(176,864)	-	6,471,117
Total accumulated depreciation	52,095,987	2,517,952	(176,864)	-	54,437,075
Other capital assets, net	\$ 28,114,966	\$ (2,412,269)	\$ (1,416)	\$ 1,184,473	\$ 26,885,754
Capital assets summary:					
Capital assets not being depreciated	\$ 2,184,878	\$ 1,825,522	\$ -	\$ (1,184,473)	\$ 2,825,927
Other capital assets, at cost	80,210,953	105,683	(178,280)	1,184,473	81,322,829
Total cost of capital assets	82,395,831	1,931,205	(178,280)	-	84,148,756
Less accumulated depreciation	52,095,987	2,517,952	(176,864)	-	54,437,075
Capital assets, net	\$ 30,299,844	\$ (586,747)	\$ (1,416)	\$ -	\$ 29,711,681

In August 2021, the State of Wyoming approved \$1 million in funding for the Level 3 planning of a new student center project. The funding required a match of \$1 million from the College. On October 17, 2022, the College signed a Memorandum of Understanding (MOU) with the State of Wyoming State Construction Department. The MOU notes that the College will pay the agency \$11,219,088, which will be combined with \$11,219,088 of Strategic Investment Projects Account funds from the State of Wyoming for the costs of the demolition of the existing building and the design, construction, geotechnics, surveying and artwork for the construction of the new Northwest College Student Center. The project is being managed by the State of Wyoming State Construction Department and required the College to submit its matching funds at the beginning of the project. The total project expenditures are shown above in construction in progress. Funds submitted to the State of Wyoming but not yet expended for the project are shown as advance construction payments within the Statements of Net Position.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 4. Long-Term Liabilities

Note payable: The Authority issued a \$4,480,000 Series 2015 lease revenue note payable on May 26, 2015. The note is a limited obligation of the Authority and does not constitute an obligation or guarantee of the College or of its agencies or political subdivisions. The note is unsecured, and repayments will be made through lease payments by the College for the use of the assets. This note was incurred when existing bonds payable were refinanced, which lowered future debt payments and resulted in a deferred outflow of resources.

Interest on the note is 2.56% and payable semiannually. The note requires annual principal payments through June 1, 2033.

The aggregate principal, including interest, required on the note at June 30, 2023 is as follows:

Years ending June 30:	Principal	Interest
2024	\$ 243,567	\$ 70,126
2025	249,802	63,891
2026	256,197	57,496
2027	262,756	50,937
2028	269,482	44,211
2029-2033	1,457,492	113,941
	\$ 2,739,296	\$ 400,602

Long-term liability activity, other than the note payable, for the years ended June 30, 2023 and 2022 was as follows:

	Balance			Balance	Amount
	June 30, 2022	Additions	Deletions	June 30, 2023	Due Within
					One Year
Other liabilities:					
Accrued compensated absences	\$ 515,320	\$ 641,278	\$ (614,771)	\$ 541,827	\$ 406,370
Total other liabilities	\$ 515,320	\$ 641,278	\$ (614,771)	\$ 541,827	\$ 406,370

	Balance			Balance	Amount
	June 30, 2021	Additions	Deletions	June 30, 2022	Due Within
					One Year
Other liabilities:					
Accrued compensated absences	\$ 545,643	\$ 539,432	\$ (569,755)	\$ 515,320	\$ 386,490
Total other liabilities	\$ 545,643	\$ 539,432	\$ (569,755)	\$ 515,320	\$ 386,490

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 5. Retirement Commitment - WRS

Plan description: Substantially all employees of the College, excluding those participating in the Teachers Insurance and Annuity Association of America (TIAA) defined contribution plan, are provided with pensions through the Public Employee Pension Plan, a statewide cost-sharing multiple-employer defined benefit contributory retirement plan administered by the WRS. The authority to establish and amend benefits and contribution rates rests with the Wyoming State Legislature. The WRS is granted the authority to administer the plan by Wyoming State Statutes 9-3-401 through 432. The WRS issues a publicly available financial report that may be requested from the WRS or accessed through its website at <https://retirement.wyo.gov/About/Reports?Label=Financial#categories>.

Benefits provided: The determination of retirement benefits is dependent upon each employee's initial employment date.

Service Retirement Tier 1: Full retirement at age 60 or qualifies for the Rule of 85. Early retirement is permitted at age 50 or 25 years of service. The formula for retirement equals 2.125% times the number of years of service times the three-year highest average salary for the first 15 years and 2.25% times the number of years of service times the three-year highest average salary after 15 years.

Service Retirement Tier 2: Full retirement at age 65 or qualifies for the Rule of 85. Early retirement is permitted at age 55 or 25 years of service. The formula for retirement equals 2% times the number of years of service times the five-year highest average salary.

Disability benefits: Partial or total disability retirement is available to any member who becomes incapacitated, mentally or physically, and cannot continue in the performance of his/her duties. To qualify, the member must have at least 10 years of service and be "in service" at the time of application for disability retirement. Upon retirement for a partial disability, the member receives a monthly disability retirement benefit for the period of his/her disability equal to 50% of the normal benefit payable to the member, as if the member was eligible for normal retirement benefits. Upon retirement for a total disability, the member receives a monthly disability benefit equal to 100% of his/her service retirement benefit, as if the member was eligible for normal retirement benefits. Disability benefits are payable for the life of the member or until death.

Survivor's benefits: Certain surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased, as well as the benefit option selected by the member at the date of retirement.

Contributions: Per Titles 9-3-412 and 413 of Wyoming State Statutes, effective July 1, 2022 and 2021, member and employer contributions were required to be 9.25% and 9.37% of compensation, respectively. In accordance with Title 9-3-412(c)(ii) of Wyoming State Statutes, for the years ended June 30, 2023 and 2022, the College has elected to pay 5.57% of each member's contribution in addition to the employer's contribution. Total contributions to the pension plan from the College were \$642,376 and \$648,655 for the years ended June 30, 2023 and 2022, respectively.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 5. Retirement Commitment - WRS, *Continued*

Pension liabilities, pension expense, and deferred outflows of resources and deferred inflows of resources related to pensions: At June 30, 2023 and 2022, the College reported a liability of \$6,199,769 and \$4,013,727, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022 and 2021, respectively, and the total pension liability used to calculate the net pension liability was determined by actuarial valuations as of January 1, 2022 and 2021, respectively. There were no assumption changes for the 2022 actuarial valuation. The 2021 actuarial valuation incorporated assumption changes adopted by the WRS Board at its November 17, 2021 and February 17, 2022 meetings. The College's proportion of the net pension liability was based on the relationship of the College's total contributions to the plan for the years ended December 31, 2022 and 2021 to the contributions of all participating employers for the same period. At December 31, 2022, the College's proportion was 0.2268639%, which was a decrease from its December 31, 2021 proportion of 0.2632433%.

For the years ended June 30, 2023 and 2022, the College recognized pension (offset) of (\$169,395) and (\$490,515), respectively. At June 30, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2023		2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 31,091	\$ 39,301	\$ 75,276	\$ 6,167
Changes in assumptions	166,387	-	324,792	-
Net difference between projected and actual earnings on pension plan investments	533,678	-	-	2,668,063
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	1,157,245	22,445	973,558
Contributions subsequent to the measurement date	200,624	-	201,351	-
	\$ 931,780	\$ 1,196,546	\$ 623,864	\$ 3,647,788

The amount of \$200,624 at June 30, 2023, reported as deferred outflows of resources related to pensions resulting from the College's contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ending June 30, 2024. The other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions at June 30, 2023 will be recognized in pension expense, as follows:

Years ending June 30:	
2024	\$ (837,488)
2025	(296,938)
2026	92,100
2027	576,936
	\$ (465,390)

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 5. Retirement Commitment - WRS, *Continued*

Actuarial assumptions: The total pension liability in the January 1, 2022 and 2021 actuarial valuations was determined using the following actuarial assumptions adopted by the WRS Board, effective at its November 17, 2021 and February 17, 2022 meetings, and applied to the December 31, 2022 and 2021 measurement dates:

Inflation	2.25%
Salary Increases	2.50%-6.50%, including inflation
Payroll Growth Rate	2.50%
Cost of Living Increase	0.00%
Investment Rate of Return	6.80%, net of pension plan investment expense, including inflation
Pre-Retirement Mortality	Mortality rates were based on the PUB-2010 General Active Mortality Table, amount-weighted, fully generational, projected with the MP-2020 Ultimate Scale. Males had no setback, with a multiplier of 100%, and females had no setback, with a multiplier of 100%.
Post-Retirement Mortality	Mortality rates were based on the PUB-2010 General Healthy Annuitant Mortality Table, amount-weighted, fully generational, projected with the MP-2020 Ultimate Scale. Males had no setback, with a multiplier of 100%, and females had no setback, with a multiplier of 103%.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 5. Retirement Commitment - WRS, *Continued*

Long-term expected rate of return: The long-term expected rate of return on pension plan investments was determined using a building-block method, in which expected future real rates of return (expected arithmetic returns, net of pension plan investment expense and inflation) are developed for each major asset class. These real rates of return are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. Each major asset class is included in the pension plan’s target asset allocation as of January 1, 2022 and 2021. These best estimates are summarized in the following tables:

Asset Class	2022		
	Target Allocation	Long-Term Expected Geometric Rate of Return	Long-Term Expected Arithmetic Rate of Return
Cash	0.50%	0.30%	0.32%
Gold	1.50%	2.34%	0.72%
Fixed income	20.00%	3.59%	4.05%
Equity	51.50%	7.09%	9.00%
Marketable alternatives	16.00%	5.14%	6.02%
Private real assets	10.50%	6.05%	7.67%
	<u>100.00%</u>		
Asset Class	2021		
	Target Allocation	Long-Term Expected Geometric Rate of Return	Long-Term Expected Arithmetic Rate of Return
Cash	2.00%	-0.50%	-0.50%
Fixed income	21.00%	1.32%	1.63%
Equity	48.50%	5.63%	7.54%
Marketable alternatives	19.00%	3.74%	4.63%
Private real assets	9.50%	4.84%	5.99%
	<u>100.00%</u>		

Experience analysis: An experience study was conducted on behalf of all WRS plans covering the five-year period ended December 31, 2020. That study provided a detailed analysis concerning the development of the long-term inflation rate, real rate of return, and discount rate. The study also analyzed each major actuarial assumption (e.g., mortality, salary increases, retirement, termination, and disability) and proposed assumptions consistent with the findings.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 5. Retirement Commitment - WRS, *Continued*

Discount rate: The discount rate used to measure the total pension liability as of December 31, 2022 and December 31, 2021 was 6.80%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the current contribution rate. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the College’s proportionate share of the net pension liability to changes in the discount rate: The following presents the College’s proportionate share of the net pension liability as of June 30, 2023 and 2022, calculated using the discount rate of 6.80%, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (5.80%)	Current Discount Rate (6.80%)	1% Increase (7.80%)
Proportionate share of the net pension liability	\$ 9,154,833	\$ 6,199,769	\$ 3,750,823

Pension plan fiduciary net position: Detailed information about the pension plan’s fiduciary net position is available in the separately issued WRS financial report, which may be accessed through its website at <https://retirement.wyo.gov/About/Reports?Label=Financial#categories>.

Note 6. Retirement Commitment - TIAA

Eligible College employees may elect to participate in TIAA instead of the WRS. TIAA is a private defined contribution pension plan that is portable to other institutions and states. For the years ended June 30, 2023 and 2022, the College’s contributions to TIAA were \$820,367 and \$786,630, respectively.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 7. OPEB Commitment

General information about the OPEB plan:

Plan description: Eligible employees of the College are provided with OPEB through the State of Wyoming Employee Group Insurance Retiree Health Plan (the Plan), a multiple-employer defined benefit OPEB plan administered by the State of Wyoming Employee Group Insurance (EGI). Any employee of a participating employer is eligible for retiree coverage under the Plan at premium rates established by EGI, provided that:

1. The employee had coverage in effect under the Plan for at least one year prior to retirement; and
2. The employee is eligible to receive a retirement benefit under the WRS or TIAA and either:
 - a. Has reached age 50 with at least four years of service credit as an employee of one of the employing entities participating in the Plan; or
 - b. Has at least 20 years of service credit as an employee of one of the employing entities participating in the Plan.

Retirement eligibility varies under the WRS. The Public Employee Pension Plan, which is the Plan applicable to the College, requires 25 years of service credit.

The Wyoming State Legislature has the authority to establish and amend the benefit terms of the Plan. The Plan does not issue a separate financial report; however, additional Plan information can be obtained from the State of Wyoming's Annual Comprehensive Financial Report, which may be accessed through its website at <http://sao.wyo.gov/publications>.

Benefits provided: The Plan provides medical and prescription drug benefits for retirees and their dependents through the payment of insurance premiums for life. Surviving spouses are allowed to continue coverage after the retiree's death, provided that they were covered at the time of death.

Funding policy: The State of Wyoming finances this program on a pay-as-you-go basis, and there are no assets held in trust for pre-funding the obligations of the Plan. The Wyoming State Legislature has the authority for establishing and amending the funding policy.

OPEB liabilities, OPEB expense, and deferred outflows of resources and deferred inflows of resources related to OPEB: At June 30, 2023 and 2022, the College reported a liability of \$13,668,707 and \$20,521,403, respectively, for its proportionate share of the collective total OPEB liability. The collective total OPEB liability was measured as of June 30, 2022 and 2021, respectively, and the total OPEB liability used to calculate the collective total OPEB liability was determined by actuarial valuations as of June 30, 2023 and 2022, respectively. The College's proportion of the collective total OPEB liability was based on a projection of the College's expected benefit payments during the measurement period attributable to retirees of the College relative to the expected benefit payments during the measurement period attributable to all retirees of the Plan, actuarially determined. The projection of the sharing of benefit-related costs is based on an established pattern of practice. At June 30, 2023, the College's proportion was 1.30231%, which was a decrease from its June 30, 2022 proportion of 1.55615%.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 7. OPEB Commitment, *Continued*

For the years ended June 30, 2023 and 2022, the College recognized OPEB expense of \$213,982 and \$1,412,691, respectively. At June 30, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	2023		2022	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,343,373	\$ 1,380,847	\$ 2,014,003	\$ 1,956,941
Changes in assumptions	2,740,986	4,900,608	3,814,477	1,510,506
Change in proportionate share of expected payments	899,649	3,393,847	1,054,515	1,045,096
Expected benefit payments subsequent to measurement date	240,238	-	245,170	-
	\$ 5,224,246	\$ 9,675,302	\$ 7,128,165	\$ 4,512,543

The amount of \$240,238 at June 30, 2023, reported as deferred outflows of resources related to OPEB resulting from expected benefit payments subsequent to the measurement date, will be recognized as a reduction of the total OPEB liability in the year ending June 30, 2024. The other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB at June 30, 2023 will be recognized in the College's OPEB expense, as follows:

Years ending June 30:	
2024	\$ 780,972
2025	780,972
2026	780,972
2027	643,163
2028	906,436
Thereafter	798,779
	\$ 4,691,294

Actuarial assumptions: The total OPEB liability was determined by actuarial valuations as of June 30, 2023 and 2022 using the following actuarial assumptions applied to all periods included in the measurement, unless otherwise specified:

Measurement Dates	June 30, 2022 and 2021, respectively (based on June 30, 2021 and 2020 census data, respectively)
Inflation	2.25%
Salary Increases	2.50%-6.50%

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 7. OPEB Commitment, *Continued*

Mortality Rates

Pre-Retirement:

General: Headcount-Weighted Pub 2010 General Employee, projected generationally with the two-dimensional Scale MP-2020.

Safety: Headcount-Weighted Pub-2010 Safety Employee, projected generationally with the two-dimensional Scale MP-2020.

Post-Retirement:

General: Headcount-Weighted Pub-2010 Non-Safety Health Retiree, projected generationally with the two-dimensional Scale MP-2020.

Safety: Headcount-Weighted Pub-2010 Safety Health Retiree, projected generationally with the two-dimensional Scale MP-2020.

Disabled:

General: Headcount-Weighted Pub-2010 General Disabled, projected generationally with the two-dimensional Scale MP-2020.

Safety: Headcount-Weighted Pub-2010 Safety Disabled, projected generationally with the two-dimensional Scale MP-2020.

Healthcare Cost Trend Rates

Pre-Medicare:

7.25% and 7.50%, respectively, decreasing annually until reaching the ultimate trend rate of 4.50%.

Medicare:

7.25% and 7.50%, respectively, decreasing annually until reaching the ultimate trend rate of 4.50%.

Participation Rate

65% will elect coverage, and 30% will cover a spouse.

Spouse Age Differential

Males are assumed to be two years older than females.

Cost Method

Entry age normal. Under this method, the actuarial accrued liability is based on a prorated portion of the present value of all benefits earned to date over the expected future working lifetime, as defined by the GASB. The proration is determined so that the cost, with respect to service accrued from the date of hire, is recognized as a level percentage of pay over the year. The normal cost is equal to the prorated cost for the year of the valuation.

Benefits Excluded

Benefits related to retiree dental and life insurance have been excluded from this valuation.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 7. OPEB Commitment, *Continued*

The healthcare cost trend rate assumptions were developed using Segal’s internal guidelines, which are established each year using data sources such as the Segal Health Trend Survey, internal client results, trends from other published surveys prepared by the S&P Dow Jones Indices, consulting firms and brokers, and Consumer Price Index statistics published by the Bureau of Labor Statistics.

Significant assumptions are based on an experience study that covered the five-year period ended December 31, 2020. Significant assumptions varied within the various retirement plans within the WRS.

Discount rate: The discount rate used to measure the total OPEB liability was 3.54% at June 30, 2022, which represents an increase from the discount rate of 2.16% utilized for the June 30, 2021 measurement date. As the Plan is unfunded, the Plan has no fiduciary net position from which to make future benefit payments. Therefore, the discount rate is based on the Bond Buyer General Obligation 20-Bond Municipal Bond Index.

Sensitivity of the College’s proportionate share of the collective total OPEB liability to changes in the discount rate: The table below presents the College’s proportionate share of the collective total OPEB liability, calculated using the discount rate of 3.54%, as well as what the College’s proportionate share of the collective total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease (2.54%)	Current Discount Rate (3.54%)	1% Increase (4.54%)
Proportionate share of the collective total OPEB liability	\$ 16,585,791	\$ 13,668,707	\$ 11,416,970

Sensitivity of the College’s proportionate share of the collective total OPEB liability to changes in the healthcare cost trend rates: The table below presents the College’s proportionate share of the collective total OPEB liability, as well as what the College’s proportionate share of the collective total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current healthcare cost trend rates:

	1% Decrease	Current Healthcare Cost Trend Rates	1% Increase
Pre-Medicare	6.25%	7.25%	8.25%
Medicare	6.25%	7.25%	8.25%
Proportionate share of the collective total OPEB liability	\$ 11,549,478	\$ 13,668,707	\$ 16,476,878

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 8. Leasing Arrangements

Lessee arrangements: As of June 30, 2023, the College has no lease arrangements as a lessee that are reasonably certain to extend beyond 12 months. As such, in accordance with GASB Statement No. 87, the College has not recorded a right-to-use lease asset, accumulated amortization, or lease liability as of June 30, 2023.

As of June 30, 2022, the College recognized a right-to-use lease asset of \$126,568, which was reported net of accumulated amortization of \$68,558. Lease expense recognized for the years ended June 30, 2023 and 2022 was \$58,010 and \$63,284, respectively.

Lessor leases: The College has entered into various lease arrangements as a lessor for clinical and office space. The current lease terms conclude between February 2026 and June 2026, with all reasonably certain extensions being included in the current terms. To the extent possible, all variable payments that the College is reasonably certain to receive have been included in the lease receivable amount as of year-end. The College does not have any leases containing residual value guarantees, and therefore, no residual value guarantees have been included in the lease receivable amount as of year-end. Further, the College is not owed any commitments under leases that occurred prior to the lease terms outlined below. The College recognized \$67,890 and \$39,372 related to lease revenue during the years ended June 30, 2023 and 2022, respectively.

Future lease receivables of principal consist of the following:

Years ending June 30:	
2024	\$ 75,313
2025	76,756
2026	<u>63,841</u>
	<u>\$ 215,910</u>

Note 9. Right-to-Use Subscription Assets and Related Subscription Liabilities

The College has SBITAs related to various right-to-use subscription assets, including cloud link encryption software, video licenses, virtual job shadow software, internet safety software, simulation learning software, recruiting software, and multimedia and creativity software products. Terms range from two to five years, with start dates ranging from May 2018 to January 2023 and end dates ranging from February 2024 to October 2025. Many of these subscriptions are paid in total at the beginning of the term by the College. The College recognized right-to-use subscription assets of \$150,490 at June 30, 2023 using the prime rate in effect at the commencement of the SBITAs. The accumulated amortization on the right-to-use subscription assets was \$55,103 at June 30, 2023.

There were no outflows of resources recognized in the reporting period for variable payments not previously included in the measurement of the related subscription liabilities. There were also no significant outflows of resources recognized for other payments, including termination penalties, not previously included in the measurement of the subscription liabilities.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 9. Right-to-Use Subscription Assets and Related Subscription Liabilities, *Continued*

Future minimum subscription-based payments under the SBITAs as of June 30, 2023 are as follows:

	Principal	Interest	Total
Years ending June 30:			
2024	\$ 17,465	\$ 1,492	\$ 18,957
2025	18,535	372	18,907
	<u>\$ 36,000</u>	<u>\$ 1,864</u>	<u>\$ 37,864</u>

There were no significant commitments under the SBITAs that existed before the commencement of the subscription terms or significant losses associated with impairment.

Note 10. Commitments and Contingencies

Amounts expended under the terms of certain grants are subject to audit and possible adjustment by governmental agencies. In the opinion of management, adjustments, if any, will not have a material effect on the accompanying financial statements.

Note 11. Risk Management

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended June 30, 2023, the College contracted with various insurance companies for property insurance (including machinery), general liability insurance, professional insurance, and vehicle insurance. The coverage under each type of insurance policy varies in amounts and deductibles. The College has not had significant settlements exceeding insurance coverage in any of the past three fiscal years. The College has had no significant reductions in insurance coverage from coverage in the prior year.

The College pays a premium into the State of Wyoming's workers' compensation system for hazardous employees based on a rate per covered payroll. This annual rate is calculated based on accident history and administrative costs. For nonhazardous employees, the College purchases a third-party workers' compensation policy, in which annual premiums are based on historical accident history, administrative costs and estimated annual covered payroll.

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 12. Custodial Deposits

The College holds funds collected by various student groups. A liability for these funds is included in current liabilities in the accompanying Statements of Net Position. The following summarizes activity within the Student Activity Funds during the years ended June 30:

	<u>2023</u>	<u>2022</u>
Beginning of year	\$ 262,335	\$ 263,057
Additions:		
Student fees	126,974	116,103
Interest	2,479	11,292
Donations	21,924	13,728
Other	430,684	394,904
Scholarships and grants	2,081,262	1,970,765
Total additions	<u>2,663,323</u>	<u>2,506,792</u>
Deductions:		
Supplies	6,924	5,370
Printing	678	283
Contractual	2,000	3,788
Scholarships and grants	1,983,942	1,957,794
Various	647,043	540,279
Total deductions	<u>2,640,587</u>	<u>2,507,514</u>
End of year	<u>\$ 285,071</u>	<u>\$ 262,335</u>

NORTHWEST COLLEGE

NOTES TO FINANCIAL STATEMENTS

Note 13. Natural Classifications With Functional Classifications

The College's operating expenses by natural classification were as follows for June 30:

Functional Classification	2023				
	Natural Classification				
	Compensation and Benefits	Supplies and Services	Amortization and Depreciation	Scholarships	Total
Instruction	\$ 6,694,538	\$ 590,882	\$ -	\$ -	\$ 7,285,420
Public service	127,244	73,528	-	-	200,772
Academic support	700,848	789,747	-	-	1,490,595
Student services	2,586,689	1,270,774	-	-	3,857,463
Institutional support	2,824,048	1,370,263	-	-	4,194,311
Operation and maintenance of plant	1,588,785	1,198,071	-	-	2,786,856
Scholarships	-	-	-	581,128	581,128
Auxiliary enterprises	780,374	2,214,297	-	-	2,994,671
Amortization	-	-	55,103	-	55,103
Depreciation	-	-	2,475,843	-	2,475,843
Total operating expenses	\$ 15,302,526	\$ 7,507,562	\$ 2,530,946	\$ 581,128	\$ 25,922,162

Functional Classification	2022				
	Natural Classification				
	Compensation and Benefits	Supplies and Services	Amortization and Depreciation	Scholarships	Total
Instruction	\$ 6,956,608	\$ 576,960	\$ -	\$ -	\$ 7,533,568
Public service	91,029	42,626	-	-	133,655
Academic support	763,782	1,054,497	-	-	1,818,279
Student services	2,757,101	895,150	-	-	3,652,251
Institutional support	2,914,173	3,147,600	-	-	6,061,773
Operation and maintenance of plant	1,363,880	922,647	-	-	2,286,527
Scholarships	-	-	-	1,894,475	1,894,475
Auxiliary enterprises	885,744	1,839,592	-	-	2,725,336
Amortization	-	-	63,284	-	63,284
Depreciation	-	-	2,517,952	-	2,517,952
Total operating expenses	\$ 15,732,317	\$ 8,479,072	\$ 2,581,236	\$ 1,894,475	\$ 28,687,100

REQUIRED SUPPLEMENTARY INFORMATION

NORTHWEST COLLEGE

**SCHEDULE OF THE COLLEGE'S PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY**

**Public Employee Pension Plan
Last 10 Fiscal Years***

	College's Proportion of the Net Pension Liability	College's Proportionate Share of the Net Pension Liability	College's Covered Payroll	College's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.355973138%	\$ 5,412,217	\$ 6,111,538	88.56%	81.10%
2015	0.345549783%	6,097,890	6,042,994	100.91%	79.08%
2016	0.327364883%	7,625,467	5,880,121	129.68%	73.40%
2017	0.327219500%	7,910,532	5,852,723	135.16%	73.42%
2018	0.303276300%	6,912,699	5,329,146	129.71%	76.35%
2019	0.318540300%	9,700,478	5,542,349	175.02%	69.17%
2020	0.321510400%	7,555,257	5,724,305	131.99%	76.83%
2021	0.302105700%	6,565,844	5,503,813	119.30%	79.24%
2022	0.263243300%	4,013,727	4,808,064	83.48%	86.03%
2023	0.226863900%	6,199,769	4,303,091	144.08%	75.47%

** The amounts presented for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.*

See Notes to Required Supplementary Information.

NORTHWEST COLLEGE

**SCHEDULE OF THE COLLEGE'S CONTRIBUTIONS
Public Employee Pension Plan
Last 10 Fiscal Years**

	Statorily Required Contribution	Contributions in Relation to the Statorily Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2014	\$ 440,321	\$ 440,321	\$ -	\$ 6,184,286	7.12%
2015	452,233	452,233	-	5,934,819	7.62%
2016	487,234	487,234	-	5,821,196	8.37%
2017	469,367	469,367	-	5,607,730	8.37%
2018	442,922	442,922	-	5,291,780	8.37%
2019	503,198	503,198	-	5,865,918	8.58%
2020	484,554	484,554	-	5,462,841	8.87%
2021	490,765	490,765	-	5,381,192	9.12%
2022	406,199	406,199	-	4,335,097	9.37%
2023	402,473	402,473	-	4,295,336	9.37%

See Notes to Required Supplementary Information.

NORTHWEST COLLEGE

**SCHEDULE OF THE COLLEGE'S PROPORTIONATE SHARE
OF THE TOTAL OPEB LIABILITY**

**State of Wyoming Employee Group Insurance Retiree Health Plan
Last Six Fiscal Years***

	College's Proportion of the Total OPEB Liability	College's Proportionate Share of the Total OPEB Liability	College's Covered Payroll	College's Proportionate Share of the Total OPEB Liability as a Percentage of its Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
2018	1.58329%	\$ 12,523,691	N/A	N/A	0.00%
2019	1.63359%	16,653,561	N/A	N/A	0.00%
2020	1.48119%	14,012,152	N/A	N/A	0.00%
2021	1.47021%	19,210,344	N/A	N/A	0.00%
2022	1.55615%	20,521,403	N/A	N/A	0.00%
2023	1.30231%	13,688,707	N/A	N/A	0.00%

** This schedule is to be built prospectively until it contains 10 years of data.*

See Notes to Required Supplementary Information.

NORTHWEST COLLEGE

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

Note 1. Retirement Commitment - Wyoming Retirement System (WRS)

Changes in benefit terms: There were no changes in benefit terms between the initial measurement date reflected below and the December 31, 2022 measurement date.

Changes in assumptions: Healthcare trend rates were updated, along with the assumptions relating to mortality rates, retirement rates, withdrawal rates, disability rates, and salary increase rates, based on the WRS's December 31, 2020 actuarial experience study. Further, there have been various assumption changes from the initial measurement date reflected below through the December 31, 2022 measurement date, as indicated in the table below:

Measurement Date (Plan Year-End)	Discount Rate	Inflation Rate	Investment Rate of Return	Salary Increase Rate (Including Inflation)	Payroll Growth Rate	Cost of Living Increases
2014	7.75%	3.25%	7.75%	4.25%-6.00%	4.25%	0.00%
2015	7.75%	3.25%	7.75%	4.25%-6.00%	4.25%	0.00%
2016	7.75%	3.25%	7.75%	4.25%-6.00%	4.25%	0.00%
2017	7.75%	3.25%	7.75%	4.25%-6.00%	4.25%	0.00%
2018	7.00%	2.25%	7.00%	4.75%-8.75%	2.50%	0.00%
2019	7.00%	2.25%	7.00%	2.50%-6.50%	2.50%	0.00%
2020	7.00%	2.25%	7.00%	2.50%-6.50%	2.50%	0.00%
2021	6.80%	2.25%	6.80%	2.50%-6.50%	2.50%	0.00%
2022	6.80%	2.25%	6.80%	2.50%-6.50%	2.50%	0.00%

Note 2. Other Postemployment Benefits Commitment

Changes in benefit terms: There were no changes in benefit terms between the June 30, 2016 measurement date through the June 30, 2022 measurement date.

Changes in assumptions: The plan has experienced the following changes in assumptions:

Measurement Date (Year Ended)	Discount Rate	Inflation Rate	Salary Increase Rate	Pre-Medicare HTC*	Medicare HTC*
2016	2.85%	2.50%	2.50%-6.50%	6.50%	7.50%
2017	3.58%	2.50%	2.50%-6.50%	6.50%	7.50%
2018	3.87%	2.25%	2.50%-6.50%	7.60%	8.10%
2019	3.51%	2.50%	2.50%-6.50%	7.20%	7.60%
2020	2.21%	2.25%	2.50%-6.50%	7.20%	7.60%
2021	2.16%	2.25%	2.50%-6.50%	7.50%	7.50%
2022	3.54%	2.25%	2.50%-6.50%	7.25%	7.25%

* Healthcare trend rate.

NORTHWEST COLLEGE

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

Note 2. Other Postemployment Benefits Commitment, *Continued*

In addition, the following assumptions are updated annually as necessary:

- Healthcare claims costs based on recent experience.
- Retiree contributions.
- Healthcare trend rates.
- Spouse age differential.
- Mortality rates, retirement rates, withdrawal rates, and disability rates based on the WRS's December 31, 2020 actuarial experience study.

SUPPLEMENTARY INFORMATION

NORTHWEST COLLEGE

COMBINING SCHEDULE OF NET POSITION

June 30, 2023

	Northwest College	Northwest College Building Authority	Eliminations	Total
ASSETS				
Current Assets				
Cash and cash equivalents	\$ 18,285,514	\$ 22,454	\$ -	\$ 18,307,968
Cash and cash equivalents, restricted	5,686,225	-	-	5,686,225
Accounts receivable, net	1,729,010	-	-	1,729,010
Current maturities of investment in direct financing lease	-	243,567	(243,567)	-
Interest receivable	-	60,143	(60,143)	-
Property taxes receivable	4,265,045	-	-	4,265,045
Current portion of lease receivable	75,313	-	-	75,313
Advance construction payments	2,243,610	-	-	2,243,610
Prepays	252,907	-	-	252,907
Total current assets	32,537,624	326,164	(303,710)	32,560,078
Noncurrent Assets				
Investment in direct financing lease, less current maturities	-	2,495,730	(2,495,730)	-
Capital assets, net	35,185,200	-	-	35,185,200
Lease receivable, less current portion	140,597	-	-	140,597
Right-to-use subscription assets, net	95,387	-	-	95,387
Investments held by others	15,426,143	-	-	15,426,143
Total noncurrent assets	50,847,327	2,495,730	(2,495,730)	50,847,327
Total assets	83,384,951	2,821,894	(2,799,440)	83,407,405
DEFERRED OUTFLOWS OF RESOURCES				
Pension-Related Deferred Outflows	931,780	-	-	931,780
OPEB-Related Deferred Outflows	5,224,246	-	-	5,224,246
Debt Defeasance	-	87,926	-	87,926
Capital Lease Defeasance	62,923	-	(62,923)	-
Total deferred outflows of resources	6,218,949	87,926	(62,923)	6,243,952

Continued

NORTHWEST COLLEGE

COMBINING SCHEDULE OF NET POSITION, *Continued*
June 30, 2023

	Northwest College	Northwest College Building Authority	Eliminations	Total
LIABILITIES				
Current Liabilities				
Accounts payable	\$ 825,177	\$ -	\$ -	\$ 825,177
Payroll and related liabilities	661,531	-	-	661,531
Accrued compensated absences	406,370	-	-	406,370
Accrued interest payable	60,143	5,844	(60,143)	5,844
Advance payments	682,595	-	-	682,595
Unearned mineral production receipts	1,834,148	-	-	1,834,148
Custodial deposits	285,071	-	-	285,071
Capital lease obligation	243,567	-	(243,567)	-
Current maturities of note payable	-	243,567	-	243,567
Current maturities of subscription liabilities	17,465	-	-	17,465
Total current liabilities	5,016,067	249,411	(303,710)	4,961,768
Noncurrent Liabilities				
Accrued compensated absences	135,457	-	-	135,457
Capital lease obligation	2,495,730	-	(2,495,730)	-
Note payable, less current maturities	-	2,495,729	-	2,495,729
Net pension liability	6,199,769	-	-	6,199,769
Total OPEB liability	13,668,707	-	-	13,668,707
Subscription liabilities, less current maturities	18,535	-	-	18,535
Total noncurrent liabilities	22,518,198	2,495,729	(2,495,730)	22,518,197
Total liabilities	27,534,265	2,745,140	(2,799,440)	27,479,965
DEFERRED INFLOWS OF RESOURCES				
Pension-Related Deferred Inflows	1,196,546	-	-	1,196,546
OPEB-Related Deferred Inflows	9,675,302	-	-	9,675,302
Lease Deferred Inflows	215,910	-	-	215,910
Unavailable Property Taxes	3,808,703	-	-	3,808,703
Capital Lease Defeasance	-	62,923	(62,923)	-
Total deferred inflows of resources	14,896,461	62,923	(62,923)	14,896,461
NET POSITION				
Net Investment in Capital Assets	32,530,799	(2,651,370)	2,676,374	32,555,803
Restricted				
Non-expendable	10,801,707	-	-	10,801,707
Expendable:				
Scholarships	5,881,090	-	-	5,881,090
Capital projects	1,882,707	-	-	1,882,707
Unrestricted	(3,923,129)	2,753,127	(2,676,374)	(3,846,376)
Total net position	\$ 47,173,174	\$ 101,757	\$ -	\$ 47,274,931

NORTHWEST COLLEGE

**COMBINING SCHEDULE OF REVENUES, EXPENSES, AND
CHANGES IN NET POSITION**

Year Ended June 30, 2023

	Northwest College	Northwest College Building Authority	Eliminations	Total
Operating Revenues				
Tuition and fees, net	\$ 3,741,447	\$ -	\$ -	\$ 3,741,447
Federal grants and contracts	1,487,258	-	-	1,487,258
State and local grants and contracts	521,490	-	-	521,490
Auxiliary enterprise charges, net	2,538,787	-	-	2,538,787
Other operating revenues	984,963	-	-	984,963
Total operating revenues	9,273,945	-	-	9,273,945
Operating Expenses				
Instruction	7,285,420	-	-	7,285,420
Public service	200,772	-	-	200,772
Academic support	1,490,595	-	-	1,490,595
Student services	3,857,463	-	-	3,857,463
Institutional support	4,194,311	-	-	4,194,311
Operation and maintenance of plant	2,776,063	10,793	-	2,786,856
Scholarships	581,128	-	-	581,128
Auxiliary enterprises	2,994,671	-	-	2,994,671
Amortization	55,103	-	-	55,103
Depreciation	2,475,843	-	-	2,475,843
Total operating expenses	25,911,369	10,793	-	25,922,162
Operating (loss)	(16,637,424)	(10,793)	-	(16,648,217)
Nonoperating Revenues (Expenses)				
Non-exchange Federal and state grants	2,011,203	-	-	2,011,203
State appropriations	15,231,425	-	-	15,231,425
Local appropriations	5,152,620	-	-	5,152,620
Private gifts, grants, and contracts	104,499	-	-	104,499
Net investment income	1,516,754	7,587	-	1,524,341
Direct financing income	-	84,897	(84,897)	-
Interest expense	(84,897)	(75,699)	84,897	(75,699)
Gain on sale of assets	63,923	-	-	63,923
Total nonoperating revenues	23,995,527	16,785	-	24,012,312
Increase in net position	7,358,103	5,992	-	7,364,095
Net Position, beginning	39,815,071	95,765	-	39,910,836
Net Position, ending	\$ 47,173,174	\$ 101,757	\$ -	\$ 47,274,931

NORTHWEST COLLEGE

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Pass-Through Entity Identifying Number	Assistance Listing Number	Total Federal Expenditures
U.S. Department of Education:			
Student Financial Aid Cluster:			
Federal Direct Student Loans	N/A	84.268	\$ 908,505
Federal Pell Grant Program	N/A	84.063	1,187,194
Federal Work-Study Program	N/A	84.033	12,306
Federal Supplemental Educational Opportunity Grants	N/A	84.007	66,612
Total Student Financial Aid Cluster			2,174,617
TRIO Cluster:			
TRIO Student Support Services	P042A201943	84.042A	248,749
Total TRIO Cluster			248,749
Passed through Wyoming Community College Commission:			
Adult Education - Basic Grants to States	AE/State21R05	84.002A	56,161
Adult Education - Basic Grants to States - Special Project	AE22SP05	84.002A	6,000
Total Adult Education - Basic Grants to States			62,161
Passed through Wyoming Department of Education:			
Career and Technical Education - Basic Grants to States	1550PPS23	84.048A	141,615
Passed through University of Wyoming:			
Gaining Early Awareness and Readiness for Undergraduate Programs	1004098C-NWC	84.334S	305,370
Passed through Montana State University Billings:			
Undergraduate International Studies and Foreign Language Programs	P016A200036	84.016	41,249
Total other programs			488,234
Total U.S. Department of Education			2,973,762
U.S. Department of Health and Human Services:			
Research and Development Cluster:			
Passed through University of Wyoming:			
Biomedical Research and Research Training	Multiple	93.859	124,388
Total Research and Development Cluster			124,388

Continued

NORTHWEST COLLEGE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, *Continued*
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Pass-Through Entity Identifying Number	Assistance Listing Number	Total Federal Expenditures
U.S. Department of Health and Human Services, <i>Continued</i> :			
477 Cluster:			
Passed through Wyoming Department of Family Services:			
Child Care and Development Block Grant	N/A	93.575	\$ 170,859
U.S. Department of Labor:			
477 Cluster:			
Passed through Park County Commissioners:			
Temporary Assistance for Needy Families	N/A	93.558	8,550
Total 477 Cluster			<u>179,409</u>
Total U.S. Department of Health and Human Services			<u>295,247</u>
Total U.S. Department of Labor			<u>8,550</u>
National Aeronautics and Space Administration:			
Passed through Wyoming NASA Space Grant Consortium:			
Science Mission Directorate	80NSSC20M0113	43.001	8,971
Total National Aeronautics and Space Administration			<u>8,971</u>
U.S. Department of the Treasury:			
Passed through Wyoming Community College Commission:			
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	N/A	21.027	501,422
Total U.S. Department of the Treasury			<u>501,422</u>
U.S. Department of Commerce:			
Economic Development Cluster:			
Passed through University of Wyoming:			
Economic Adjustment Assistance	N/A	11.307	19,376
Total Economic Development Cluster			<u>19,376</u>
Total U.S. Department of Commerce			<u>19,376</u>
Total expenditures of Federal awards			<u><u>\$ 3,807,328</u></u>

See Notes to Schedule of Expenditures of Federal Awards.

NORTHWEST COLLEGE

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Note 1. Summary of Significant Accounting Policies

Expenditures reported on the accompanying Northwest College (the College) Schedule of Expenditures of Federal Awards (the Schedule) are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), wherein certain types of expenditures are not allowable or are limited as to reimbursement. The College provided no Federal funds to subrecipients.

Note 2. De Minimis Cost Rate

The College did not elect to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Note 3. Basis of Presentation

The Schedule includes Federal award activity of the College under programs of the Federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the Uniform Guidance. Because the Schedule presents only a selected portion of the operations of the College, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of the College.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees
Northwest College
Powell, Wyoming

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the business-type activities of Northwest College (the College) as of and for the year ended June 30, 2023, and its discretely presented component unit, the Northwest College Foundation (the Foundation), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon, dated [REDACTED], 2023. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Foundation.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cheyenne, Wyoming
[REDACTED], 2023



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
THE MAJOR FEDERAL PROGRAM AND REPORT ON
INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees
Northwest College
Powell, Wyoming

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited Northwest College's (the College) compliance with the types of compliance requirements identified as subject to audit in the Office of Management and Budget *Compliance Supplement* that could have a direct and material effect on the College's major Federal program for the year ended June 30, 2023. The College's major Federal program is identified in the Summary of Independent Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major Federal program for the year ended June 30, 2023.

Basis for Opinion on the Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major Federal program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the College's major Federal program.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of the major Federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.


Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Cheyenne, Wyoming
, 2023

NORTHWEST COLLEGE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

I. SUMMARY OF INDEPENDENT AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major Federal program:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None Reported

Type of auditor's report issued on compliance for major Federal program: Unmodified

- Any audit findings disclosed that are required to be reported in accordance with Section 2 Code of Federal Regulations 200.516(a)? Yes No

Identification of major Federal program:

Assistance Listing Number	Name of Federal Program or Cluster
Cluster	Student Financial Aid

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes No

II. FINANCIAL STATEMENT FINDINGS

None.

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

NORTHWEST COLLEGE

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2023

I. FINANCIAL STATEMENT PRIOR AUDIT FINDINGS

There were no financial statement findings for the year ended June 30, 2022.

II. FEDERAL AWARD PRIOR AUDIT FINDINGS

2022-001: Procurement, and Suspension and Debarment

<i>Assistance Listing Number and Title: #84.425, Education Stabilization Fund</i>
<i>Federal Agency Name: U.S. Department of Education</i>
<i>Pass-Through Entity Name (if applicable): N/A</i>
<i>Award Numbers/Names:</i> 1. P425E202427 2. P425E202427 - 20A 3. P425E202427 - 20B 4. P425F200204 5. P425F200204 - 20A 6. P425F200204 - 20B
<i>Award Years:</i> 1. April 25, 2020 - May 11, 2022 2. April 25, 2020 - April 24, 2021 3. April 25, 2020 - January 15, 2022 4. May 4, 2020 - May 11, 2022 5. May 4, 2020 - May 3, 2021 6. May 4, 2020 - January 15, 2022

Condition/context: Five transactions were subject to the requirements of procurement based on the transaction price. Of the three transactions tested during the audit, all three were identified as not having the proper documentation supporting the procurement method.

Five vendors were subject to the requirements of suspension and debarment. Of the three vendors tested during the audit, all three were identified as not having the proper documentation supporting the review of the suspension and debarment requirements prior to funds being expended. None of the entities were suspended or debarred.

Status: Northwest College (the College) performed a review of its procurement policies, including purchasing thresholds, record retention of supporting documentation regarding the method of procurement utilized, and maintaining supporting documentation regarding suspension and debarment for all contracts or purchases expected to equal or exceed \$25,000 of Federal funds. The College considered the need to revise its procurement policy as necessary and in accordance with College's policies.

Auditor's response: The College did not expend any funds under Assistance Listing #84.425, *Education Stabilization Fund*, in the fiscal year ended June 30, 2023. As such, the condition has been resolved.

NORTHWEST COLLEGE

**REPORT TO THE
BOARD OF TRUSTEES**

**REGARDING THE
FINANCIAL AND COMPLIANCE AUDIT
FOR THE
YEAR ENDED JUNE 30, 2023**



To the Board of Trustees
Northwest College
Powell, Wyoming

We are pleased to present this report related to our audit of the basic financial statements of Northwest College (the College) as of and for the year ended June 30, 2023. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the College's financial and related compliance reporting process.

This report is intended solely for the information and use of the Board of Trustees and management, and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to Northwest College.

Cheyenne, Wyoming
[REDACTED], 2023

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<hr/>	
EXHIBIT A	SIGNIFICANT WRITTEN COMMUNICATIONS BETWEEN MANAGEMENT AND OUR FIRM
	<ul style="list-style-type: none">• Audit Representation Letter
<hr/>	

REQUIRED COMMUNICATIONS

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the basic financial statement audit, as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process:

OUR RESPONSIBILITIES WITH REGARD TO THE FINANCIAL STATEMENT AND COMPLIANCE AUDIT

Our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our Engagement Letter dated August 30, 2023. Our audit of the basic financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

OVERVIEW OF THE PLANNED SCOPE AND TIMING OF THE FINANCIAL STATEMENT AND COMPLIANCE AUDIT

We have issued a separate communication dated August 30, 2023 regarding the planned scope and timing of our audit and have discussed with you our identification of significant risks of material misstatement.

ACCOUNTING POLICIES AND PRACTICES

Accounting Policies and Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 1 to the basic financial statements.

Adoption of, or Change in, Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the College. There have been no changes in existing significant accounting policies during the current period. The following is a description of a significant accounting policy or its application that was initially selected during the year:

- The College adopted Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*, effective July 1, 2022. Under GASB Statement No. 96, a lessee is required to recognize a subscription liability and a right-to-use subscription asset, thereby enhancing the relevance and consistency of information about a government's subscription activities. See the discussion of the related accounting policies in Note 1 to the basic financial statements.

Significant Accounting Policies

We did not identify any significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Unusual Transactions

We did not identify any significant unusual transactions.

Management’s Judgments and Accounting Estimates

Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached *Summary of Significant Accounting Estimates*.

Financial Statement Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the College’s basic financial statements relate to:

- The disclosure of the net pension liability in Note 5 to the basic financial statements.
- The disclosure of the total other postemployment benefits (OPEB) liability in Note 7 to the basic financial statements.
- The disclosure of right-to-use subscription assets and subscription liabilities in Note 9 to the basic financial statements.

The financial statement disclosures are neutral, consistent, and clear.

AUDIT ADJUSTMENTS AND UNCORRECTED MISSTATEMENTS

Audit adjustments, other than those that are clearly trivial, proposed by us and recorded by the College, as well as any adjustments provided by management of the College after presenting the original trial balance for audit, are included in the audit representation letter in Exhibit A within the *Summary of Recorded Adjustments*.

Uncorrected misstatements or matters underlying these uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if we have concluded that the uncorrected misstatements are immaterial to the basic financial statements under audit. We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

DEPARTURE FROM THE AUDITOR’S STANDARD REPORT

Emphasis-of-Matter Paragraph

The College adopted the provisions of GASB Statement No. 96, effective July 1, 2022. In light of this matter, we included an emphasis-of-matter paragraph in the auditor’s report. Our opinion is not modified with respect to this matter.

OBSERVATIONS ABOUT THE AUDIT PROCESS

Disagreements With Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management’s judgments on any significant matters, the scope of the audit or significant disclosures to be included in the basic financial statements.

Consultations With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed With Management

We generally discuss a variety of matters with management each year, including the application of accounting principles and auditing standards and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the College’s auditors.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

Difficult or Contentious Matters That Required Consultation

We did not encounter any significant and difficult or contentious matters that required consultation outside the engagement team.

SHARED RESPONSIBILITIES: INDEPENDENCE

The American Institute of Certified Public Accountants (AICPA) and the Government Accountability Office (GAO) regularly emphasize that auditor independence is a **joint responsibility** and managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with AICPA and GAO independence rules. For MHP to fulfill its professional responsibility to maintain and monitor independence, management, the Board of Trustees, and MHP each play an important role.

MHP's Responsibilities

- AICPA and GAO rules require independence, both of mind and in appearance, when providing audit and other attestation services. MHP is to ensure that the AICPA's and the GAO's general requirements for performing non-audit services are adhered to and included in all letters of engagement.
- Maintain a system of quality control over compliance with independence rules and firm policies.

The College's Responsibilities

- Timely inform MHP, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, officers, or people in financial reporting and compliance oversight roles.
 - Changes in the reporting entity impacting affiliate determinations, such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, jointly governed organizations, etc.
- Provide necessary affiliate information, such as new or updated structure charts, as well as financial information required to perform materiality calculations.
- Understand and conclude on the permissibility prior to the College and its affiliates, officers, directors, or people in a decision-making capacity engaging in business relationships with MHP.
- Not entering into relationships resulting in MHP, MHP-covered people or their close family members temporarily or permanently acting as an officer, director, or person in an accounting or financial reporting oversight role at the College.
- Not entering into arrangements of non-audit services resulting in MHP being involved in making management decisions on behalf of the College.

SIGNIFICANT WRITTEN COMMUNICATIONS BETWEEN MANAGEMENT AND OUR FIRM

A copy of significant written communications between our firm and the management of the College, specifically the representation letter provided to us by management, is attached as Exhibit A.

SUMMARY OF SIGNIFICANT ACCOUNTING ESTIMATES

Accounting estimates are an integral part of the preparation of financial statements and are based upon management’s current judgment. The process used by management encompasses its knowledge and experience about past and current events, and certain assumptions about future events.

The Board of Trustees may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following summarizes the significant accounting estimates reflected in the College’s June 30, 2023 basic financial statements:

SIGNIFICANT ACCOUNTING ESTIMATES	
Pension Liability	
<i>Accounting Policy</i>	The liability of the College to employees for defined benefit pensions (net pension liability) is measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees’ past periods of service (total pension liability), less the amount of the pension plan’s fiduciary net position.
<i>Management’s Estimation Process</i>	Use of the Wyoming Retirement System GASB Statement No. 68 Report and the College’s proportionate share of the pension liability.
<i>Basis for Our Conclusion on the Reasonableness of the Estimate</i>	We obtained a copy of the report referenced above in order to evaluate the estimate. We evaluated the estimation process and noted that it appeared reasonable.
OPEB Liability	
<i>Accounting Policy</i>	The liability of the College to former employees for postemployment benefits (total OPEB obligation) is measured as the portion of the present value of projected benefit payments to be provided through the OPEB plan to former employees that is attributed to those employees’ past periods of service (total OPEB liability).
<i>Management’s Estimation Process</i>	Use of the State of Wyoming Employee Group Insurance Retiree Health Plan actuarial valuation report and the College’s proportionate share of the total OPEB liability.
<i>Basis for Our Conclusion on the Reasonableness of the Estimate</i>	We obtained a copy of the report referenced above in order to evaluate the estimate. We evaluated the estimation process and noted that it appeared reasonable.

SIGNIFICANT ACCOUNTING ESTIMATES, *CONTINUED*

Unavailable Property Taxes

<i>Accounting Policy</i>	Property taxes assessed during the year will be levied and recognized as revenue in the subsequent year.
<i>Management's Estimation Process</i>	Five mills of Park County valuation.
<i>Basis for Our Conclusion on the Reasonableness of the Estimate</i>	We confirmed the property tax balances with Park County to evaluate the estimate. We evaluated the estimation process and noted that it appeared reasonable.

Scholarship Allowance

<i>Accounting Policy</i>	Scholarship discounts and allowances are the difference between the stated charge for the goods and services provided by the College and the amount that was paid by the students or third parties making payments on the students' behalf.
<i>Management's Estimation Process</i>	National Association of College and University Business Officers (NACUBO) Guidelines.
<i>Basis for Our Conclusion on the Reasonableness of the Estimate</i>	We reviewed the College's calculation in conjunction with the guidelines provided by NACUBO. We evaluated the estimation process and noted that it appeared reasonable.

EXHIBIT A

SIGNIFICANT WRITTEN COMMUNICATIONS BETWEEN MANAGEMENT AND OUR FIRM

Wyoming Community College Commission

NEW PROGRAM REQUEST FORM

College	Northwest College				
Date	11-2-2023				
Program Title	EMS Education				
Type of Credential	<input type="checkbox"/> AA	<input type="checkbox"/> AS	<input type="checkbox"/> AFA	<input type="checkbox"/> AAS	<input checked="" type="checkbox"/> Certificate
	<input type="checkbox"/> Other				
Total Credit Hours	43				
CIP Code	51.0904				
Classification of Instructional Programs/CIP obtained from the National Center for Educational Statistics at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 . Double check your recommendation with the course coordinator and/or Student Records.					
Title	Paramedic Certificate Option				

Rationale for request	
Type of Program	<input type="checkbox"/> Transfer preparation <input type="checkbox"/> Short term workforce placement <input checked="" type="checkbox"/> One-year workforce placement <input type="checkbox"/> Special need endorsement
Certificate Questions <i>More than one may apply</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No local or state employer or industry specific <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No nationally recognized <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No examination or licensure preparation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No practicum <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No stackable <u>Title IV</u> Financial Aid Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>minimum of 16 semester hours</i>) <i>(Stafford Loans, Perkins Grants, Pell Grants and Federal Campus-based Grants)</i>
New program start	<input type="checkbox"/> NA OR identify the semester the program will start: Summer 2024
Taught by non-accredited vendors?	<input type="checkbox"/> YES (see below) <input checked="" type="checkbox"/> NO
WCCC or State Priority	<input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO Economic Work force Development

Program Curriculum	
Program Description	The four semester Paramedic Program Certificate Option is designed for working EMS professionals to fulfill the role of the paramedic by providing immediate primary emergency care to people in health crisis. The graduate of this certificate program will be able to offer advanced life support to all age groups and populations. Students within the Paramedic Program Certificate option have well-rounded urban and rural clinical experiences, skill instruction, and didactic learning opportunities throughout

	the certificate program to prepare the student to successfully achieve the national registry paramedic certification. The primary goal of this certificate program is to provide the working Advanced EMT with career mobility and an avenue to provide safe, competent care as an entry-level paramedic.				
New Curriculum	<input type="checkbox"/> YES (see below) <input checked="" type="checkbox"/> NO				
<i>List the new courses alphabetically. Include prefix, course number, course title, credit hours. Check the Wyoming Transfer Catalog for possible courses and numbers. Additionally, WCCC has a statewide common course numbering system (CCNS). Colleges must ensure all new courses are aligned with the CCNS. Confirm this alignment with the course coordinator and/or Student Records. Note that CCNS alignment and/or new course title and number requests to the WCCC will take at least a week to process.</i>					
College Catalog Considerations (check all that apply)	Prefix	Number	Title	Credits	[^] LOI
<input type="checkbox"/> New course <input type="checkbox"/> New number <input checked="" type="checkbox"/> New prefix <input type="checkbox"/> New title <input checked="" type="checkbox"/> CCNS alignment	EMS	2600	Paramedic I	8	2
<input type="checkbox"/> New course <input type="checkbox"/> New number <input checked="" type="checkbox"/> New prefix <input type="checkbox"/> New title <input checked="" type="checkbox"/> CCNS alignment	EMS	2700	Paramedic II	13	2
<input type="checkbox"/> New course <input type="checkbox"/> New number <input checked="" type="checkbox"/> New prefix <input type="checkbox"/> New title <input checked="" type="checkbox"/> CCNS alignment	EMS	2800	Paramedic III	14	2
<input type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input checked="" type="checkbox"/> New prefix <input type="checkbox"/> New title <input checked="" type="checkbox"/> CCNS alignment	EMS	2895	Paramedic IV (Paramedic Capstone)	8	3
TOTAL CREDITS				43	

Similar programs in Wyoming (Community Colleges or UW)? <i>(See WCCC Program List)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No LCCC has Credit Diploma and Casper College has certificate option
Discussions with other Community Colleges and/or UW	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (see rationale below) LCCC, Casper College and NWC have been involved in State course alignment meetings.
Additional Resources (faculty, support services, equipment or supplies)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No STAFFING IMPACT: None. No additional staff needed. BUDGET IMPACT: None. No additional resources needed.
Primary Student Audience	This program is geared toward students already in the Emergency Medical profession, EMT & AEMT, who wish to continue to a higher level of licensure. Currently the availability of only the AAS in Paramedicine has been a barrier to an increase in Advanced Life Support capabilities, as these are only found in the paramedic license level. Maintaining the option for the AAS but by also adding an avenue to those who wish to move forward but do not feel they can meet the requirements to obtain the degree, will add valuable EMS ALS professionals to the field much sooner and equally as prepared as their AAS counterparts.

Anticipated three-year unduplicated headcount	Year one: 12	Year two: 12	Year three: 12
--	-------------------------	-------------------------	---------------------------

Projected Demand Nationally and in Wyoming

(Labor market anticipated demand upon completion of the program and wages for this career field)

Suggested data sources for Occupational Outlook and Wages:

- Career One Stop- [US Department of Labor](https://www.dol.gov/)
- Bureau of Labor Statistics (occupational outlook handbook) <https://www.bls.gov/ooh/>
- Wyoming Labor Market Information (WLMI) <http://doe.state.wy.us/lmi/>

Projected Demand: Paramedics

Location	Employment			
	Year 2022	+10 years	Percent Change	Job Openings
UNITED STATES	98,300	103,600	5%	18,000
	Data Source: https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm#tab-6			

Location	Employment			
	Year 2020	+10 years	Percent Change	Job Openings
WYOMING	699	783	12%	84
	Data Source: Wyoming Department of Employment Research & Planning http://doe.state.wy.us/lmi/proj2005/long_occ2014			

State and National Wages: Paramedics

Location	Pay Period	Year 2022				
		10%	25%	Median	75%	90%
UNITED STATES	Hourly	\$17.54	\$19.45	\$23.60	\$29.22	\$36.84
	Yearly	\$36,490	\$40,660	\$49,090	\$60,780	\$76,630
Data Source: https://www.bls.gov/oes/current/oes292043.htm#st						

Location	Pay Period	Year 2022				
		10%	25%	Median	75%	90%
WYOMING	Hourly	\$16.18	\$19.42	\$23.37	\$29.56	\$31.74
	Yearly	\$33,650	\$40,390	\$48,400	\$61,490	\$66,020
	Data Source: http://www.bls.gov/eos./oes_dl.htm					

APPENDIX A- PROGRAM TERM BY TERM PLAN

Provide the program’s term by term plan below

WCCD PROPOSED PROGRAM OF STUDY FOR: Paramedic Certificate Option

RECOMMENDED CURRICULUM SEQUENCE: PROPOSED			
COURSE			
Prefix	Number	Title	Credits
<i>Summer Semester 1st Year</i>			
EMS	2600	Paramedic I	8
Approved Elective options in this semester: X n/a			
TOTAL SUMMER SEMESTER			8
<i>Fall Semester 1st Year</i>			
EMS	2700	Paramedic II	13
Approved Elective options in this semester: X n/a			
TOTAL FALL SEMESTER			13
<i>Spring Semester 2nd Year</i>			
EMS 2650	2650	Paramedic III	14
Approved Elective options in this semester: X n/a			
TOTAL SPRING SEMESTER			14
<i>Summer Semester 2nd Year</i>			
EMS 2985	2985	Paramedic IV (Paramedic Capstone)	8
Approved Elective options in this semester: X n/a			
TOTAL SUMMER SEMESTER			8
TOTAL PROPOSED PROGRAM CREDITS			43

EMS EDUCATION

Steven Haggard
Northwest College EMS Education Program Director
Yellowstone Building Office 157
331 W 7th Street, Powell, WY 82435
307-754-6035
steven.haggard@nwc.edu

Wyoming Community College Commission,

This cover letter is to accompany the request for a program change to a Certificate option in our Paramedic Program with a start date in the summer term of 2024.

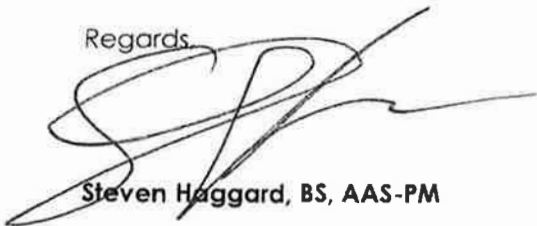
Our certificate program will fall into the short-term workforce development and one-year workforce placement. It will require 43 credit hours to complete.

After deliberation and study, it was determined that due to the nature of workforce development, our program should offer the certificate program in conjunction with our AAS program for Paramedic. This option allows students, both traditional and nontraditional, the opportunity to complete all Paramedic Program National Registry requirements in a more direct and shortened timeframe. This will allow for an increase in the potential candidates for the open positions in the emergency medical services throughout the state.

This change will better align Northwest College with the WCCC strategic plan and provide enhanced transfer opportunities with other programs across the state.

Thank you for your consideration in allowing Northwest College to add this option to better serve our communities.

Regards,



Steven Haggard, BS, AAS-PM

EMS EDUCATION PROGRAM DIRECTOR

NORTHWEST COLLEGE
Request for New or Revised Degree or Certificate Program

Northwest College Certificates provide a concentrated amount of college-level course work in a highly-specialized area of study within a designated period of time and varying credit requirements. Three certificates are offered at Northwest College: a Certificate (60 credits), a Comprehensive Skills Certificate (30 - 59 credits), and a Skills Certificate (6 - 29 credits). Recommended total combined credits for an associate's of art degree is 12 -21; recommended total combined credits for an associate's of science degree is 15 – 24. College-level courses taken for a certificate may be applied to a Northwest College degree.

All degree programs require at least 60 credits. The recommended number of core credits required and elective credits typically combine to equal no more than:

- Associate of Arts 12 to 21
- Associate of Science 15 to 24
- Associate of Applied Science 41 (At least one course elective is also desirable in AAS programs.)

In addition to division and NWC Curriculum Committee approval, ALL new degrees or certificates also require approval by the NWC Board of Trustees and three state-wide groups: the Academic Vice Presidents, the Presidents, and the Wyoming Community College Commission.


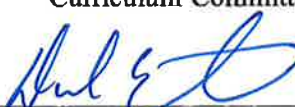
Minimum Requirements (approved by AAC 10.12.04): Successful completion of a degree or certificate requires a minimum 2.0 GPA overall in the degree or certificate courses and a minimum AC-@ in all required core courses. Unless specified otherwise in the proposal, it will be necessary for students to earn a grade of AC-A or better in degree or certificate courses in order to have the courses count toward completion of the degree or certificate. If a department desires to use a different requirement, they need to specify that option in this proposal and provide a rationale.

Proposer's name and title	Steven Haggard, EMS Education Program Coordinator	Date	11/6/23
Degree or Certificate Title	Paramedic Technical Certificate		

SIGNATURES

Proposer		Date	11/6/23
Division Chair: (Signature verifies review and approval by Division)		Date	11/6/23

Submit original form to the Academic Affairs Office to be reviewed by the Curriculum Committee.

<input checked="" type="radio"/> approved	<input type="radio"/> denied		Date: 11/14/23
		Curriculum Committee Chairperson	
<input type="radio"/> approved	<input type="radio"/> denied		Date: 12/11/23
		Vice President for Academic Affairs	

SIGNATURE PAGE

By signing below the Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the community college Board of Trustees has approved this program request as per institutional policy.

Submitted by the Vice President for Academic Affairs:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the WCCC Academic Affairs Council:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the Program Review Committee:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Wyoming Community College Commission

NEW PROGRAM REQUEST FORM

College	Northwest College				
Date	November 6, 2023				
Program Title	Software Development				
Type of Credential	<input type="checkbox"/> AA	<input checked="" type="checkbox"/> AS	<input type="checkbox"/> AFA	<input type="checkbox"/> AAS	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Other	Click or tap to enter text.			
Total Credit Hours	67-71				
CIP Code	11.0201				
Classification of Instructional Programs/CIP obtained from the National Center for Educational Statistics at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 . Double check your recommendation with the course coordinator and/or Student Records.					
Title	Software Development A.S.				

Rationale for request	
Type of Program	<input checked="" type="checkbox"/> Transfer preparation <input type="checkbox"/> Short term workforce placement <input type="checkbox"/> One-year workforce placement <input type="checkbox"/> Special need endorsement
Certificate Questions <i>More than one may apply</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No local or state employer or industry specific <input type="checkbox"/> Yes <input type="checkbox"/> No nationally recognized <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No examination or licensure preparation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No practicum <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No stackable <u>Title IV</u> Financial Aid Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (<i>minimum of 16 semester hours</i>) <i>(Stafford Loans, Perkins Grants, Pell Grants and Federal Campus-based Grants)</i>
New program start	<input type="checkbox"/> NA OR identify the semester the program will start: Fall 2024
Taught by non-accredited vendors?	<input type="checkbox"/> YES (see below) <input checked="" type="checkbox"/> NO Click or tap to enter text.
WCCC or State Priority	<input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO <i>(See the WCCC website, there are several programs which have a state priority, such as the Governor's Economically Needed Diversity Options for Wyoming/ENDOW</i> <p>As part of the WIP initiative, this program is a top priority for community colleges and UW. With visibility at the highest levels of academia and government, there is considerable work being done to finalize the articulation plan. This program would also articulate with WGU Software Development program.</p>

Program Curriculum					
Program Description	The Associate of Science in Software Development program combines practical experience with current programming languages, tools, and processes in the field of computer science. The course covers a wide range of topics that are sought after by employers including programming for web applications using languages such as Python, HTML and JavaScript, Databases, Mobile, DevOps, and Security. The program incorporates working with real clients from industry on exciting, team-based projects that bring together the knowledge and skills acquired during the program.				
New Curriculum	x <input type="checkbox"/> YES (see below) <input type="checkbox"/> NO				
List the new courses alphabetically . Include prefix, course number, course title, credit hours. Check the Wyoming Transfer Catalog for possible courses and numbers. Additionally, WCCC has a statewide common course numbering system (CCNS). Colleges must ensure all new courses are aligned with the CCNS. Confirm this alignment with the course coordinator and/or Student Records. Note that CCNS alignment and/or new course title and number requests to the WCCC will take at least a week to process.					
College Catalog Considerations (check all that apply)	Prefix	Number	Title	Credits	[^] LOI
X <input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	2150	Agile Project Management	3	1
X <input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	INET	2010	Data Driven Websites	3	1
X <input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	2300	DevOps	3	1
X <input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	COSC	2050	Intro to SQL	3	1
X <input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	2100	Mobile Development	3	1
X <input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	1200	Programming Python	3	1
X <input type="checkbox"/> New course <input type="checkbox"/> New number	SDEV	2200	Secure Software	3	1

<input checked="" type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	2395	Software Development Capstone	3	1
<input checked="" type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	1000	Software Development Skills I	3	1
<input checked="" type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	1100	Software Development Skills II	3	1
<input checked="" type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	SDEV	2250	Web App Client Frameworks	3	1
<input checked="" type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	INTE	1650	Web Programming I	3	1
<i>Add new rows to this table by clicking the "+" at the end of the row above.</i>					
TOTAL CREDITS				36	

^Course Coordinator can provide.

Similar programs in Wyoming (Community Colleges or UW)? (See WCCC Program List)	<input checked="" type="checkbox"/> Yes (list Colleges below) <input type="checkbox"/> No In accordance with the mission of the Wyoming Innovation Partnership (WIP), the new program, A.S. in Software Development, will be provided as a shared effort among participating community colleges. All of the coursework is currently available online through (one or more) Sheridan College, Western Wyoming Community College, and Central Wyoming College (soon to be joined by NWC). General education requirements, as well as STAT 2050 and COSC 1010 can be taught by current and planned NWC faculty. Apart from this program, no other similar offerings are available within the state of Wyoming.
Discussions with other Community Colleges and/or UW	<input checked="" type="checkbox"/> Yes (see below) <input type="checkbox"/> No (see rationale below) The A.S./B.S. degree in Software Development, created through a collaboration between UW and the community colleges, creates a new and innovative 4-year program that opens the field of Computer Science to more Wyoming students and provides graduates with the applied skills that employers are seeking to quickly integrate new hires as productive members of their company. As part of the WIP initiative, the Software Development degree program is a top priority for community colleges and UW. With

	<p>visibility at the highest levels of academia and government, there is considerable work being done to finalize the articulation plan.</p> <p>After students complete the A.S. in Software Development at a Wyoming community college, they can transfer to the University of Wyoming to complete a fully articulated B.S. in Software Development degree.</p>		
<p>Additional Resources (faculty, support services, equipment or supplies)</p>	<p><input checked="" type="checkbox"/> Yes (see below) <input type="checkbox"/> No</p> <p>The new courses in the Software Development program will be delivered in cooperation with the other participating Wyoming community colleges. Northwest College is currently seeking to fill a Computer Science and STEM faculty position. The successful candidate for this position would be able to provide instruction for some or all of the new courses in the proposed Software Development program.</p> <p>STAFFING IMPACT: In accordance with the mission of the Wyoming Innovation Partnership (WIP), the new coursework will be provided as a shared effort among participating community colleges. All of the coursework is currently available online through (one or more) Sheridan College, Western Wyoming Community College, and Central Wyoming College. General education requirements, as well as STAT 2050 and COSC 1010 can be taught by current and planned NWC faculty.</p> <p>BUDGET IMPACT: Additional facilities and services are not needed at this time. Budgets for faculty, administration and marketing have been supplied by the WIP program.</p>		
<p>Primary Student Audience</p>	<p>Currently, the path to a 4-year degree in Computer Science requires students to successfully complete several math and science courses. With a requirement of 30+ credit hours of dedicated math classes, starting with Calculus I the first semester, this program quickly excludes a very large population of Wyoming students from enrolling in this ever-growing field. A field that Wyoming itself has labeled vital to the future of Wyoming's economy.</p> <p>The A.S./B.S. degree in Software Development, created through a collaboration between UW and the community colleges, creates a new and innovative 4-year program that opens the field of Computer Science to more Wyoming students and provides graduates with the applied skills that employers are seeking to quickly integrate new hires as productive members of their company.</p>		
<p>Anticipated three-year unduplicated headcount</p>	<p>Year one: 5</p>	<p>Year two: 10</p>	<p>Year three: 15</p>

Projected Demand Nationally and in Wyoming

(Labor market anticipated demand upon completion of the program and wages for this career field)

Suggested data sources for Occupational Outlook and Wages:

- Career One Stop- [US Department of Labor](https://www.dol.gov/)
- Bureau of Labor Statistics (occupational outlook handbook) <https://www.bls.gov/ooh/>
- Wyoming Labor Market Information (WLMI) <http://doe.state.wy.us/lmi/>

Projected Demand

Location	Employment			
	Year 2020-2030	+10 Years	Percent Change	Job Openings
UNITED STATES Software Developers SOC 15-1256	1,847,000	2,257,400	22%	189,200
	Data Source: Source: Career One Stop ~ Software Developers, Wyoming & USA https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Software%20Developers&onetcode=15125200&location=Wyoming			
	(from NWCCD Software Development AS 022522.docx)			

	Employment			
	Year 2018-2028	+10 Years	Percent Change	Job Openings
WYOMING	n/a	n/a	n/a	n/a
Data Source: From NWCCD Software Development AS 022522.docx				

State and National Wages Software Developers

SOC 15-1256

Location	Pay Period	Year 2020-2030				
		10%	25%	Median	75%	90%

UNITED STATES	Hourly	\$31.35	\$40.39	\$52.95	\$67.53	\$81.78
	Yearly	\$65,210	\$84,020	\$110,140	\$140,470	\$170,100
<p>Data Source: Source: Career One Stop ~ Software Developers, Wyoming & USA https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Software%20Developers&onetcode=15125200&location=Wyoming</p> <p>(from NWCCD Software Development AS 022522.docx)</p>						

Location	Pay Period	Year 2020-2030				
		10%	25%	Median	75%	90%
WYOMING	Hourly	\$21.67	\$25.27	\$33.65	\$41.28	\$56.59
	Yearly	\$45,070	\$52,560	\$69,980	\$85,860	\$117,710
	<p>Data Source: Source: Career One Stop ~Software Developers, Wyoming & USA https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Software%20Developers&onetcode=15125200&location=Wyoming</p> <p>(from NWCCD Software Development AS 022522.docx)</p>					

APPENDIX A- PROGRAM TERM BY TERM PLAN

Provide the program’s term by term plan below

WCCD PROPOSED PROGRAM OF STUDY FOR: Click or tap to enter program name and credential type.

RECOMMENDED CURRICULUM SEQUENCE: PROPOSED			
COURSE			
Prefix	Number	Title	Credits
<i>Fall Semester 1st Year</i>			
COSC	1010	Intro to Computer Programming	4
INET	1650	Web Programming I	3
SDEV	1000	Software Development Skills I	3
*	*	GenEd – Government	3
ENGL	1010	English Composition I	3
ES *	1000 *	Orientation to Engineering Study Or GenEd FYS	1-3
Approved Elective options in this semester: <input checked="" type="checkbox"/> n/a Click or tap here to enter text.			
TOTAL FALL SEMESTER			17-19
<i>Spring Semester 1st Year</i>			
SDEV	1200	Programming Python	3
COSC	2050	Intro to SQL	3
SDEV	1100	Software Development Skills II	3
*	*	GenEd – PNW (Science)	4
*	*	GenEd – Communications	3
Approved Elective options in this semester: <input type="checkbox"/> n/a Click or tap here to enter text.			
TOTAL SPRING SEMESTER			16
<i>Summer Semester 1st Year</i>			
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Approved Elective options in this semester: <input type="checkbox"/> n/a Click or tap here to enter text.			

TOTAL SUMMER SEMESTER			Click or tap here to enter text.
<i>Fall Semester 2nd Year</i>			
INET	2010	Data Driven web Sites	3
SDEV	*	Elective: SDEV 2100 Mobile Development OR SDEV 2250 Web App Client Frameworks	3
SDEV	2150	Agile Project Management	3
*	*	GenEd – Human Condition	3
*	*	GenEd – QR (MATH 1400 College Algebra or higher)	3-4
*	*	GenEd – Human Condition	3
Approved Elective options in this semester: <input type="checkbox"/> n/a SDEV 2100 or SDEV 2250 (See Above).			
TOTAL FALL SEMESTER			18-19
<i>Spring Semester 2nd Year</i>			
SDEV	2395	Software Development Capstone	3
SDEV	2200	Secure Software	3
SDEV	2300	DevOps	3
*	*	GenEd – Creativity: ENTK 1500 Engineering Graphics OR GEOG 2310 Intro to GIS	3-4
STAT	2500	Fundamentals of Statistics	4
Approved Elective options in this semester: <input checked="" type="checkbox"/> <input type="checkbox"/> n/a Click or tap here to enter text.			
TOTAL SPRING SEMESTER			16-17
<i>Summer Semester 2nd Year</i>			
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Approved Elective options in this semester: <input type="checkbox"/> n/a Click or tap here to enter text.			
TOTAL SUMMER SEMESTER			Click or tap here to enter text.

TOTAL PROPOSED PROGRAM CREDITS	67-71
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SIGNATURE PAGE

By signing below the Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the community college Board of Trustees has approved this program request as per institutional policy.

Submitted by the Vice President for Academic Affairs:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the WCCC Academic Affairs Council:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the Program Review Committee:

_____	_____
Signature	Date
_____	_____
Printed Name	Title