

**NORTHWEST COLLEGE  
BOARD OF TRUSTEES MEETING**

Monday, February 5, 2024  
3:00 p.m. – Trustee East Campus (Armory) Tour  
4:00 p.m. – Business meeting  
Yellowstone Conference Center

Zoom: <https://nwc.zoom.us/j/97018646130?pwd=MVRwcGFwVDRlWeVlMlYUJrbUhnM3ZJdz09>  
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 970 1864 6130; Password: 165125

**AGENDA**

- I. Call meeting to order**
- A II. Approve the agenda**
- A III. Consent agenda**

**Minutes**

- A. [Approve minutes of the regular meeting of January 8, 2024](#)
- B. [Approve minutes of the Executive Session of January 8, 2024](#)

**Reports**

- A. Board President
- B. [Board Committees](#)
- C. [College President](#)
  - [Administrative Services and Finance](#)
  - [Academic Affairs](#)
  - [Student Services](#)
  - [Communications and Marketing](#)
  - [Constituent Group Reports](#)
  - [NWC Foundation](#)
  - [Student Center](#)

**Financial reports**

- A. [Check register](#)
- B. [Other financial reports](#)

- IV. Discussion/informational items**
  - A. [Completions and Transfer Summary](#)
  - B. [Workforce Development Activities Report](#)

- V. Citizens' Open Forum (5 p.m.)**

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

**A VI. Unfinished business - None**

**A VII. New business**

- A. [Designation of depositories](#)
- B. [FY2025 Proposed mandatory student fees](#)
- C. [FY2025 Proposed residence hall rates](#)

**VIII. Distribution of Disclosure of Interest Forms for Trustees**

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

- A. March 4, 2024, Upcoming - Cody
  - 1. Quarterly budget adjustments
  - 2. State performance indicators report
  - 3. Schedule Spring Board retreat date
  - 4. Other TBD
- B. Future and follow-up topics

**X. Announcements**

- A. Curriculum Without Borders, February 6, 2024, 4-6 p.m., YB, Powell
- B. 2<sup>nd</sup> Annual Photo Contest Exhibit, February 6, 2024, 7-8:30 p.m., ORB
- C. MBB/WBB vs. LCCC, February 9, 2024, Cheyenne, WY
- D. MBB/WBB vs. EWC, February 10, 2024, Torrington, WY
- E. DELTA High Ropes Course, February 10, 2024, 10-1 p.m., Cabre Gym
- F. DELTA Snowshoeing, February 11, 2024, 8:30 a.m., FAB Annex
- G. WACCT Student Awards, February 12, 2024, 6-8 p.m., Cheyenne, WY
- H. WACCT Meeting, February 15, 2024, 4-6 p.m., LCCC, Cheyenne, WY
- I. WACCT Leg. Reception February 15, 2024, 6:00-8:00 p.m., Cheyenne, WY
- J. WCCC Meeting, February 16, 2024, LCCC, Cheyenne, WY
- K. Western States Communication Tournament, February 16-18, 2023, NV
- L. DELTA Ski Bus, February 17, 2024, 7:30 a.m., TBD
- M. Wrestling Plains Tournament, February 17, 2024, Cabre Gym
- N. MBB/WBB vs. Central, February 17, 2024, Riverton, WY
- O. Jazzfest 2024, February 20, 2024, All day, NPA
- P. MBB/WBB vs. Casper, February 21, 2024, Powell, WY
- Q. MBB/WBB vs. Western, February 24, 2024, Powell, WY
- R. DELTA Cross Country Skiing, February 24, 2024, FAB Annex
- S. Wrestling Nationals, March 1-2, 2024, Council Bluffs, IA
- T. MBB/WBB vs. Gillette College, March 2, 2024, Gillette, WY
- U. **March Board meeting, March 4, 2024, 4:00 p.m., Cody Center, Cody**
- V. Last day of Legislative session, March 8, 2024, Cheyenne
- W. NWC Spring Break March 13 – March 17, 20234

**A XI. Adjournment**

A=Action item

**MISSION:**

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

Cultivate community

Prepare students for transfer, career and life

**be Student centered**

Retain and graduate students

be Forward thinking

**VISION 2030:**

**CHAMPION**  
Student & Employee Success

**INNOVATE**  
Academic Programming

**VISION 2030**

**REVITALIZE**  
NWC Campus

**ATTRACT**  
Students & Employees

DISTINCTION

DESTINATION

**Board Priorities  
FY 2024**

- Support the 2030 Strategic Plan -Annual review of Vision & Pillars efforts, 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 REGULAR MEETING**

January 8, 2024

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

**MEMBERS ABSENT:**

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

**CALL TO ORDER:** President Tara Kuipers called the regular meeting of the Northwest College Board of Trustees to order on Monday, January 8, 2024, at 4:01 p.m. in the Yellowstone Building.

**OATH OF OFFICE:** Ms. Jo Ann Heimer, NWC Business Office Manager and Notary Public, administered the Oath of Office to Trustee R.J. Kost, whom the Board of Trustees selected to fill the Board vacancy position created by former Trustee Spomer's resignation.

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

**MISSION MOMENT:** President Watson introduced and welcomed student Jacob Wells, who was selected as the Shaping Wyoming's Future award winner from Northwest College. The award winners will be celebrated at a reception on February 12 before being recognized during the Joint Legislative Session on February 13 in Cheyenne.

Jacob said that he first attended Northwest College in 2014 upon graduation from high school. After joining and completing his time in the U.S. military, he returned to the College to continue his education. He is enrolled in the Criminal Justice Bachelor's program and hopes to serve his country further by becoming a U.S. Marshall.

President Watson stated that Jacob also serves as the Vice President of the Criminal Justice Club and works part-time for Campus Security.

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

In response to a question from Trustee Housel, Interim Vice President Dave Erickson stated the Quality Initiative proposal is a requirement of the open pathway accreditation that the College received from The Higher Learning Commission (HLC). It is intended to be an initiative the College takes for continued improvement.

Dave stated that research was conducted on the types of initiatives other institutions have taken on, and campus input was gathered for suggestions for the project. President's Staff considered the many ideas and chose to reinvigorate academic program review as its Quality Initiative since it would have the most considerable campus-wide impact. As part of the initiative, the College will add a demand analysis component that examines labor and

business needs and student interest to ensure its offerings align with area needs. Class delivery preferences will also be surveyed to determine the most beneficial to students' ability to access college courses.

As part of the initiative, the College will also expand its definition of co-curricular activities and create a system for assessment. A rotation will be defined for Support Services Program reviews as well.

Dave stated that it is a comprehensive plan and is hopeful the College will learn of HLC's approval by the end of January.

President Watson stated that HLC's intent is to ensure the College is working toward continual improvement. The initiative could be something the institution is already working on, and it was decided that reinvigorating program review and assessing local economic and student needs is necessary to move the college forward continually.

Northwest College will submit a report to HLC on the Quality Initiative around year eight, followed by the year ten review. The standing committee on accreditation consists of the Vice President for Academic Affairs, the Vice President for Administrative Services and Finance, the Vice President for Student Services, the Institutional Researcher, the Library Director, and two to three faculty members. However, working on a comprehensive document of this type is truly a campus-wide effort.

President Watson stated that Lisa Smith, Institutional Researcher, has been named the Accreditation Liaison Officer (ALO), and Martin Stensing, Dean of Instruction, will serve as the instructional advisor to the ALO. They have been participating in training and will attend the HLC Conference as a team.

In response to a question from Trustee Wurzel, President Watson stated the two checks in the register to SHI International Corp. are for Microsoft Renewal. The payments are split between Computing Services and Academic Computing, as certain technology costs are divided between campus operations and instructional expenses.

In response to a question from Trustee Wurzel, President Watson stated that the expenditures represented in the check register related to Trapper Village West are repair costs. A cost analysis performed earlier in the year indicates that the expenses related to remodeling and repair work at Trapper Village West have been recouped as occupancy levels have risen. Deferred maintenance, however, remains a challenge as the units are not eligible for major maintenance funds from the State.

In response to a question she received and as a point of clarification in the check register, President Watson stated that the acronym NCOC stands for Northwest Civic Orchestra and Chorale.

Trustee Housel stated that he appreciated the summary provided at the beginning of the check register and requested that a column be added for technology costs since they have become a significant expense for the College that will presumably continue to rise.

In response to a question from President Kuipers, President Watson stated that the recapture redistribution calculations were typically completed by late summer. However, with the new legislation allowing a month-to-month payment cycle for gas and oil companies, it has been extended to allow for the operational details to be worked out related to payments and the deferred payment options available to producers.

**Motion carried, and the consent agenda, including the minutes of the December 11, 2023, regular meeting and the December 11, 2023, Executive Session, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

Cyber Security Update

Casey Dearcorn stated that the annual summary included in the Board packet is a report showing the results of Cybersecurity efforts at Northwest College. He is pleased with the results and has shared them with the campus community to inform everyone that the training is working.

Casey stated that phishing-prone data indicates that while the Education industry has worsened in the last year (4.1% failures per campaign in 2022; 4.6% in 2023), Northwest College has improved by almost 2% (4.2% failures per campaign in 2022; 2.6% in 2023).

Many colleges use fear-based programming, including firing employees who click on a phishing email. Casey feels the better approach is to be supportive and use failures as learning opportunities.

Casey stated there is a significant amount of training pushed out every month. He is extremely pleased with the College's various groups' completion rates. In 2022, nineteen of the twenty-five groups on campus completed above 75% of the training. In 2023, twenty-two of the twenty-five groups completed above 85% of the training.

Casey has learned from the other colleges that their representatives struggle to get employees to complete the training. He feels the positive as opposed to punitive approach has proven more beneficial. He noted that Powell High School will implement the same training that Northwest College uses because of its success rate.

Casey explained that being vigilant with students' personally identifiable information (PII) is also essential. Training focuses on keeping data safe and not readily available to those walking by a workspace who may take pictures with a cell phone and capture sensitive data.

The phishing emails that are being sent are getting more sophisticated. While many are blocked, keeping employees updated on the growing number of cybersecurity threats is essential.

**CITIZENS' OPEN FORUM**

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

**A UNFINISHED BUSINESS:**

There were no unfinished business items on the agenda.

**A NEW BUSINESS:**

Course Fee Proposals

President Watson clarified that in the proposal in the Board packet, one of the classes (CHEM 1030 – General Chemistry II) was inadvertently listed twice.

In response to a question from Trustee Housel, President Watson stated that she is unaware of students who have chosen not to take a particular class because of its course fee. Course fees are driven by the need to maintain the quality of those classes and the experiential learning the students receive. She has asked Finance Director Mark Grant to analyze course fees across the state to ensure that the College's fees are comparable and reasonable.

**A motion was made by Trustee Laursen and seconded by Trustee Wurzel to approve the course fee proposals as presented. Motion carried.**

Temporary Dining Building  
Conversion Project

President Watson stated that the memo included in the Board packet related to the Temporary Dining Building – Soccer Fieldhouse Conversion is before the Board and will go in front of the Commission in February. From a compliance perspective, the purpose is to clearly state that the intent has always been to convert the building into a soccer field house.

President Watson explained that State Construction is in favor of the conversion, and it is understood that Northwest College will be funding the project. The State recommended that it be clearly stated that the Northwest College Board of Trustees understands, supports, and approves moving the project to completion.

President Watson outlined the various funding sources for the Student Center project and pointed out that the current projected surplus cash available for the Soccer Fieldhouse conversion is \$630,000. Once the Foundation's campaign is complete, the available funding could approximate \$2.1 million.

**A motion was made by Trustee Wurzel and seconded by Trustee Newsome to approve moving the Soccer Fieldhouse conversion project forward with funds provided by Northwest College. Motion carried.**

Set Date for February and March  
2024 meetings

President Kuipers stated that the WACCT reception honoring students named Shaping Wyoming's Future award winners will occur in Cheyenne on the same date as the scheduled February Board meeting. The March meeting is scheduled to take place during Spring Break. Therefore, alternate dates will need to be set to accommodate those who may be off campus during those times.

**A motion was made by Trustee Laursen and seconded by Trustee Kost to move the February Board meeting to Monday, February 5, 2024, and the March meeting to Monday, March 4, 2024. Motion carried.**

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

February 2024, upcoming:

- Designation of depositories
- Disclosure of Interest forms
- Completions and Transfer Summary
- FY2024 Proposed residence hall rates
- FY2024 Proposed meal plan rates
- FY2024 Proposed mandatory student fees
- Other TBD

**ANNOUNCEMENTS:**

MBB/WBB vs. MCC, January 9, 2024, 5:30 p.m., Powell, WY  
State of the College, January 11, 2024, 8:30 a.m., YB, Powell, WY  
MBB/WBB vs. RMC/Jump Start, January 12-13, 2024, Powell, WY  
Salt Lake Invitational, Forensics, January 12-14, 2024, SLC, UT  
NJCAA Wrestling Natl Duals, January 12-13, 2024, Miami, OK  
Classes begin January 16, 2024, Northwest College  
MBB/WBB vs. WWCC, January 19, 2024, Rock Springs, WY  
MBB/WBB vs. Casper, January 20, 2024, Casper, WY  
MBB/WBB vs. EWC, January 25, 2024, Powell, WY  
MBB/WBB vs. LCCC, January 27, 2024, Powell, WY



MBB/WBB vs. CWC, January 30, 2024, Powell, WY  
MBB/WBB vs. Gillette, February 02, 2024, Powell, WY  
WACCT Student Awards, February 12, 2024, 6-8 p.m., Cheyenne, WY  
Next meeting, February TBD, 2024, 4:00 p.m., YB, Powell, WY  
MBB/WBB vs. LCCC, February 9, 2024, Cheyenne, WY  
MBB/WBB vs. EWC, February 10, 2024, Torrington, WY  
WACCT Meeting, February 15, 2024, 4-6 p.m., LCCC, Cheyenne, WY  
WACCT Leg. Reception February 15, 2024, 6:00-8:00 p.m., Cheyenne, WY  
WCCC Meeting, February 16, 2024, LCCC, Cheyenne, WY

**EXECUTIVE SESSION:**

**A motion was made by Trustee Todd and seconded by Trustee Laursen to move into executive session. Motion carried, and the executive session convened at 5:14 p.m.**

**A motion was made by Trustee Wurzel and seconded by Trustee Laursen to adjourn the executive session and move into open session. Motion carried, and the executive session adjourned at 5:48 p.m.**

President Kuipers stated that Trustees initially discussed the President's evaluation during its Fall 2023 retreat. The Board expressed its appreciation for several qualities that President Watson embodies, such as her focus on collaboration and partnership both on and off campus and her straightforward and transparent way of communicating. President Watson's knowledge of the campus, including the people, facilities, budgets, and activities, is notable. She also has the respect of her peers across Wyoming. The Board continues to support President Watson and her professional development.

**A ADJOURNMENT:**

**The meeting adjourned at 5:50 p.m.**

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DENISE LAURSEN, Vice President/Secretary

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Date

## **Board of Trustees Committee Reports**

### Board Finance Committee – Chairman Bob Newsome

No additional Committee meeting was held in January.

### Policy/ Student Success Committee – Chairman Mark Wurzel

No committee meeting was held in January.

### Ad Hoc Committee on Name Change – Trustee House and Trustee Wurzel

No committee meeting was held in January.

### Facilities Committee – Chairman John House

No committee meeting was held in January.

## President's Report

February 1, 2024

### State

#### Legislature

The Joint Appropriations Committee (JAC) held ongoing agency meetings January 8-12 and 15-19. At the end of the meetings, “Round Robin” sessions were held to allow legislators to discuss prior amendments, recommend amendments, or request striking amendments made to date. JAC suggested and approved several budget amendments related to the Community Colleges and Commission. They included:

- All **information technology** requests were approved using reversions from the health insurance (suggested by WCCC staff during the budget hearing)
- **Early childhood data collection** to be housed within and incorporated into SLEDS (approximately \$1.1M)
- **Delete the Governor’s language on the inflation funding** priority limiting distribution to colleges with counties that did not experience increases in ad valorem revenues. Gov supported \$4M in this area
- **Total \$16.5M approved for inflation funding** (not unanimous, but majority)
- **Matching opportunities for all eight college foundations** (\$1M/per college, with the remainder competitive. Total \$10M. Two-year time limit)
- Restore all **Wyoming Investment in Nursing** student grants and both faculty positions requested by the WCCC
- All **Wyoming Public TV** requests supported
- Approved \$2.5M for the **Kickstart Wyoming’s Tomorrow Student Scholarship**
- \$15M of the \$30M requested for **WIP** reduced
- Addition of \$20M for the final push for the **Wyoming’s Tomorrow Student Scholarship**

We appreciate those legislators who are supporting us in these budgetary changes.

The 2024 Legislative Session begins February 12<sup>th</sup>, 10:00 a.m. As a Budget Session, it is be a shorter session (20-day schedule).

#### Wyoming Community College Commission (WCCC)

The new Executive Director for the Commission, Ben Moritz, officially assumed his new role in January. He has been quite busy already with the Commission staff working with Legislators, Joint Appropriations, Erin Taylor of WACCT, and the Legislative Services Office on various requests and potential draft legislation.

## Wyoming Association of Community College Trustees (WACCT)

Erin Taylor and the Commission have spent countless hours meeting with legislators, LSOs, and anyone else as needed in preparation for the session.

The WACCT Shaping Wyoming's Future Student Annual Student Awards reception will be February 12, 2024 in Cheyenne.

## **Campus**

Campus geared up for the start of the spring semester in January with the State of the College Address on January 11, 2024. IVPAA Dave Erickson and I met with the Faculty Senate to discuss new faculty positions and potential policy changes associated with Fixed vs. Tenure positions and pathways for tenure positions if available by position.

Classes kicked off Tuesday, January 16th, with enrollment trending steady compared to last spring. Final numbers will be pending for some time.

Several men's and women's Basketball games have been held in January as they are in the thick of their season. I attended the NWC vs. Rocky JV games. Both men and women are showing some good talent and are always a pleasure to watch.

The Apodaca Duals Wrestling meet was held on January 26 and 27 in Powell. Five teams competed in the event, making for lots of action and great spectator viewing. I attended the January 27 matches and cheered with great enthusiasm several of our wrestlers as they won their matches. Of special note, heavyweight, Cody Pinkerton beat Western Wyoming's heavyweight. NWC was ranked #10 against #1 ranked Western Wyoming.

## Strategic Plan

(Pillar 1.5.1) Hanover Research has been working on the scope of work documents for the first 2 phases of work. A meeting was held January 29 to talk through the project work.

(Pillar 1.1.4.) Ellucian Grant Services met with President Watson, IVPAA Erickson, executive Director Wetzel, and Director Grant January 22. Ellucian is preparing a Grant Funding Strategic Priorities document. Discussion has centered around Title III, USDA, and NSF grants. Campus members will be meeting over the next few weeks to discuss priorities and areas of interest.

(Pillar 4.1.2) Construction of the student center continues on schedule. Meeting were held with VPSS Havig, Athletic Director Erickson, Coach Hill and myself to discuss the fieldhouse design before final adjustments are locked down.

(Pillar 4.3.2) The Quality Initiative proposal for programmatic review was submitted to the Higher Learning Commission for review and, hopefully, approval. The College continues to await word from the Commission.

## Powell Economic Partnership

I attended the PEP meeting on January 18, 2024, in Powell. This was the annual and the quarterly longer meeting. The annual meeting was held to elect officers, review depositories, and review financials for PEP and the Foundation. The quarterly meeting discussion centered around the asset based economic development theory with a work session to identify and designate area assets. Other

discussions included scheduling the upcoming annual meeting, the upcoming Ag study meeting (March), and PEP Values.

Forward Cody

Forward Cody met January 30, 2024. The meeting included regular review of financial statements, CEO report and updates on various projects. The election of Board members was held. The Budget is expected to be finalized in March.

Foundation, Alumni, and Booster Club

No meetings were held in January.

Respectfully submitted,



Lisa M. Watson

President

## Administrative Services & Finance

Northwest College

Board of Trustees Report

February 5, 2024

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

### Finance & Budget

December and January

The Business Office has been quite busy preparing for the Spring Semester. January is the month for several federal reports and filled with a flurry of activity from the start of the spring semester. The following are some examples of some of the activities that have been done in the last month.

- Along with the standard monthly payroll, we have completed our quarterly payroll tax reporting, which includes 941's, workers' comp reports, and unemployment reporting. We have also issued over 500 W2's.
- The business office issued a single 1099-MISC, which are for payments not related to contract labor.
- The business office issued over a hundred 1099-NEC's (non-employee Compensation), which is for contracted labor.
- The business office prepared about 1,300 1098T's, which are tax forms that summarize payments and scholarships for tuition and fees.
- With the start of the new semester, the business office staff have been working consistently with new and returning students. The following are a few items that we have done in this process:
  - The business office has issued over 300 refunds to students who have received more financial aid, than their cost of attendance.
  - The business office has worked with hundreds of students to take payments and/or help the students set up payment plans for the spring semester.
  - The Finance director has worked with a few dozen students who have been delinquent on past semesters bills, to establish personalized plans that keep them out of collections and help the student further their pursuit of education.
  - The business office anticipates the work to continue as financial aid is finalized near the beginning of February.

As the Business office looks to the future, the following items have been completed or are in progress:

- The Finance Director and President, with input from the VP's and several directors have analyzed NWC's Mandatory fees. Some factors that were considered were a) Market comparisons of local and regional colleges and universities. b) NWC's historic costs. c) national and regional inflation rates. For further information see the memo submitted on the topic.
- The Finance Director, VP of Student services and College president have discussed various factors related to housing rates and how to strategically place NWC within the current market, while still being cognizant of our housing costs. For further information see the memo submitted on the topic.

- The Grants Leadership team has been working with Ellucian to redesign our grant application and grant monitoring process. Ellucian has identified several upcoming grants, and the NWC grants leadership team is currently evaluating the opportunities to determine which ones will be of most benefit to our college.
- Based upon instruction from our insurance carrier, and industry best practices, the Finance Director and the Policy Specialist have been conducting several interviews and are drafting a policy related to minors on campus.
- The College nursing hybrid cohort has outgrown its space in the Cody Center. The program has transitioned to using lab space in Powell like the other cohorts. Clinicals for all cohorts are spread throughout the Big Horn Basin. The College has moved out of that location (the old UW space), which will allow the County to use the space. The College is still leasing space for the CTD computer lab and classroom, Paramedic, and EMT programs.
- The Finance director and President have had several meetings throughout December and January with local, regional, and national representatives from Sodexo to discuss various meal plan options for the 2024-2025 academic year. For the spring of 2025, the cafeteria will be hosted in the new student center, which has a different layout for meal serving and seating than the old student center. NWC management are in detailed conversations with Sodexo, to determine what our upcoming contract will look like.

### **Facilities Projects**

- Maintenance has been hectic, keeping the campus warm and not freezing up. In January, three buildings had pipes freeze and burst: one house at TVW, the east lobby breezeway at the Yellowstone Building, and the Greenhouse at FAB. All three buildings were caught quickly and had minimal damage. These could have been catastrophic events for the Yellowstone Building and the TVW house if not caught early.
- Ground crews were very busy moving the hybrid nursing equipment from Cody back to Powell.
- Ground crews were also very busy moving Temp Dining back to JFC and setting up that space for dining.

### **Transportation Bus Miles**

- 780 miles with basketball teams to Rock Springs and Casper, WY.

### **Mickelson Field Station**

- Closed

### **Completed Work Orders**

- 266 last 60 days.

### **Human Resources**

#### **December**

- Recruiting: Please see the January Personnel Report.
- Staffing: The NextSource contract was signed on 12/12/23 by President Watson, providing a compliance solution for offering adjunct instruction by out-of-state fully remote adjuncts and replacing the Kelly Education Services contract. The Remote Worker Payrolling Solution service will allow the College to comply with the various state laws and requirements for adjuncts who work remotely and have residency in states other than Wyoming. Martin



Stensing, Dean of Student Learning, and the HR Director are completing checklist items for implementation.

The HR Director has been working with department heads on revising job descriptions and staffing proposals for various areas as positions open up and service needs change.

- **Training:** On 12/13, the HR Director attended a webinar by Lettler-Mendelson on the Pregnant Workers Fairness Act (PWFA), “Pregnancy Accommodations: Navigating Difficult, Yet Common Scenarios to Keep Employers Compliant.” Final PWFA regulations are expected to be released by the Department of Labor on 12/29/2023.
- **Wellness Activities:** A few cases of COVID-19 and flu are still being reported. HR/Payroll continues COVID-19 administration activities as needed.
- **Employee Morale/Events:** The HR Director joined faculty and staff and attended a variety of employee events over the holidays, including the Faculty Jazz Concert, the Tree Lighting, the Festival of Trees in the Library, the Employee Holiday Party, and other festive activities such as cookie decorating and white elephant gift exchange/holiday breakfast potluck during the week of 12/18.

### January

- **Recruiting:** Please see the February Personnel Report. While the number of job openings across the U.S. has dropped from 10.5 M in 2022, there are still 8.8 M openings and only 6.2 M available employees, according to the U.S. Department of Labor for January 2024. Recruiting pools remain smaller than in the past. Staffing has been busy hiring students for the spring semester, identifying search committee members for new searches, and setting up search meetings for the open positions. The HR Director and Finance Director, Mark Grant, have been reviewing federal work-study student employment requirements to identify how to most effectively recruit eligible students and utilize the funds before the semester ends.
- **Compensation:** The College University Professionals Association for HR (CUPA) salary survey was submitted on 1/18. The College’s participation provides reduced survey costs and comprehensive access to their competitive salary market data database in higher education institutions. The Mountain States Salary Survey results for 2023 were released to President Watson on 1/22. The HR Director will review the data for the benchmark positions surveyed.
- **Policy and Compliance:** The HR Director met with the Title IX Coordinator and Policy Specialist Laura Gwinn and Finance Director Mark Grant to discuss risk management practices related to background checks and employees/volunteers who engage with minors on campus. Based on best practices, a college policy is being drafted to address minors on the college campus for college events and ensure their well-being and safety.
- **Records Retention:** During January, the HR Director reviewed candidate recruitment files and purged old files according to the Wyoming Records Retention requirements.
- **Training:** The HR Director held a new Employee Board Policy Orientation session on 1/25. The HR Director and HR Sr. Office Assistant Joan Simpkins are preparing for the annual HR and Title IX/Clery Act compliance training for all employees to roll out in February. This year, the College will use the modules provided through United Educators (UE). The training with UE was piloted last summer and fall with new hires.



On 1/17, the HR Director attended Littler Mendelson's webinar "Conducting Effective Workplace Investigations. " On 1/18, the HR Director attended a webinar for CUPA-HR Legal Updates.

- Wellness Activities: HR/Payroll continues COVID-19 reporting and management activities as there are a few cases on campus.

## Personnel Status Report

### January 2024 Trustees' Report

#### Search Activity to Date - 12/23/2023

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 was canceled and replaced with the VPSS position.
Vice President for Student Services			Position closes internally on 12/19/2023
Instructor/Assistant Professor of Computer Science & STEM - Tenure Track			The position is open until filled.
Senior Office Assistant for Health Professions	1/11/2024	Garyn Johnson	Garyn has a high school diploma.
Academic and Career Advising Coordinator			Candidates are being reviewed.
Website Coordinator			Position closes externally on 12/19/2023
Library Coordinator			Candidates are being reviewed.
Residence and Campus Life Director			Position closes internally on 12/20/2023
Fitness Center Specialist			Position closed internally on 12/12/2023
Instructor/Assistant Professor of Biology - Tenure Track			Applications will be accepted until the position is filled, with applications submitted by 1/22/2024 receiving priority consideration.
Instructor/Assistant Professor of Graphic Design - Tenure Track			Applications will be accepted until the position is filled, with applications submitted by 1/22/2024 receiving priority consideration.
Instructor/Assistant Professor of Music - Tenure Track			Applications will be accepted until the position is filled, with applications submitted by 1/22/2024 receiving priority consideration.

# Personnel Status Report

## February 2024 Trustees' Report

### Search Activity to Date - 01/23/2024

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 Student Services			Candidates are directed to apply at the Pauly Group: <a href="https://paulygroup.com">https://paulygroup.com</a> .
Instructor/Assistant Professor of Computer Science & STEM - Tenure Track			The position is open until filled.
Academic and Career Advising Coordinator	2/12/2024	Susan Larsen	Susan has an Associate of Arts from Northwest College, a dual Bachelors in Elementary Education and Special Education from Montana State - Billings, and a Master of Arts in Teaching from Grand Canyon University. She most recently served as the NWC Financial Aid/Hathaway Scholarship Technician.
Fitness Center Specialist	1/22/2024	Jacob Price	Jacob has an Associate in Criminal Justice from Northwest College and a Personal Trainer certification from the American Sports and Fitness Association. He has most recently served in the role of Admissions Representative.
Website Coordinator			The position is open until filled.
Library Coordinator			Candidates are being reviewed.
Residence and Campus Life Director			The position is open until filled.
Instructor/Assistant Professor of Biology - Tenure Track			Applications will be accepted until the position is filled, with applications submitted by 1/22/2024 receiving priority consideration.
Instructor/Assistant Professor of Graphic Design - Tenure Track			Applications will be accepted until the position is filled, with applications submitted by 1/22/2024 receiving priority consideration.

Instructor/Assistant Professor of Music - Tenure Track			Applications will be accepted until the position is filled, with applications submitted by 1/22/2024 receiving priority consideration.
Gear Up -Student Success Program Specialist			Position closes internally on 1/26/2024
Facilities Director			Position closes internally on 1/29/2024

**Information Technology**

- Computing Services Staff assisted students and staff with technology needs as they returned for the spring semester.
- Computing Services Staff have been converting the old Bosch and Defender Access Control and Video System that are outdated to the New Axis System in the Moyer Building.
- Director Dearcorn, Director Quillen, Security Coordinator Buhmann, VP Havig, and President Watson met with Engineering Design Associates to discuss card reader vendors, campus security goals, prior building prioritization, and next steps. EDA is going to work on costing examples per door.

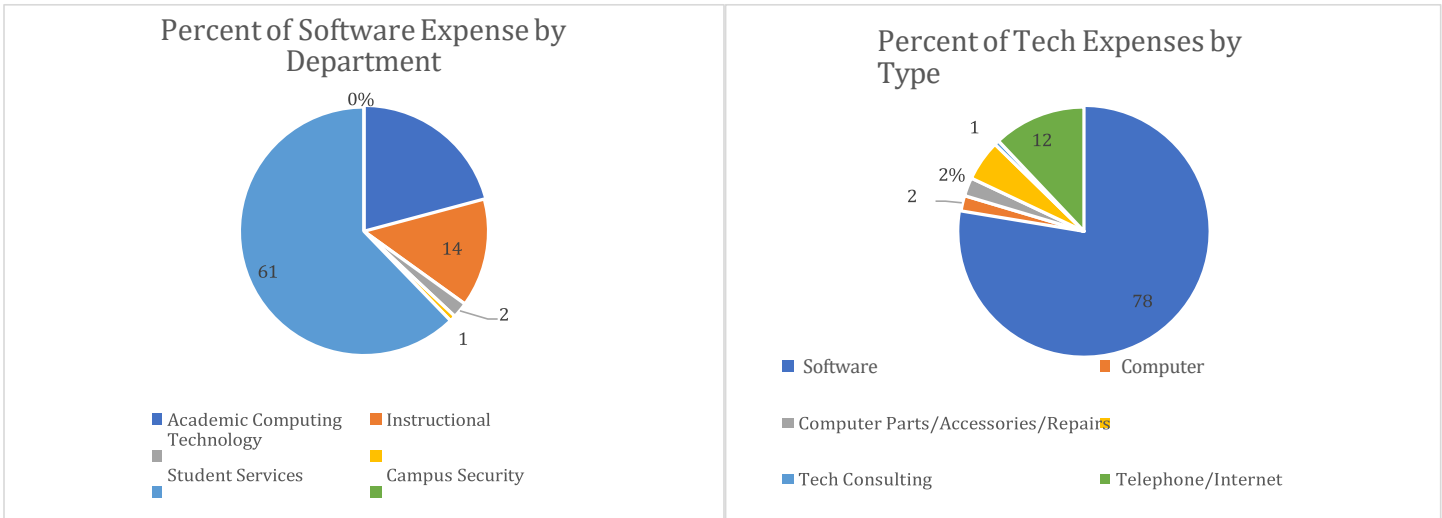
**Technology Expenditure Report**

The following Technology Expenditure Report was developed to advise the President and the Board on technology expenditures as discussed at the last Board meeting.

Research using Educause publications compares NWC to 59 other AA schools in the United States. According to Educause research publications, for the 2021-22 fiscal year, the national average information technology (IT) spending for community colleges averaged 4.8%- 8% of total institutional expenditures.

The following is a summary of the IT expenses for NWC for fiscal year 2023:

Fund	Dept Name	Software	Computers	Computer Parts/ Accessories/ Repairs	Copiers/ Supplies/ Maintenance	Tech Consulting Fees	Telephone/ Internet Service	Total Tech Expense	Software Expense by Dept
10	Academic Computing	\$127,352.00	\$16,033.00					\$143,385.00	21%
10	Instructional Technology	\$ 86,428.00						\$ 86,428.00	14%
10	Student Services	\$ 12,501.00						\$ 12,501.00	2%
10	Administrative Services	\$ 429.00						\$ 429.00	0%
10	Campus Security	\$ 4,800.00						\$ 4,800.00	1%
10	Computer Services	\$380,576.00		\$ 19,222.00	\$ 42,410.00	\$4,988.00	\$96,273.00	\$543,469.00	61%
10	Comm & Marketing	\$ 4,873.00						\$ 4,873.00	1%
12	Resident Halls	\$ -						\$ -	0%
15	Wyo Works CDL	\$ 3,588.00						\$ 3,588.00	1%
		<b>\$620,547.00</b>	<b>\$16,033.00</b>	<b>\$ 19,222.00</b>	<b>\$ 42,410.00</b>	<b>\$4,988.00</b>	<b>\$96,273.00</b>	<b>\$799,473.00</b>	
		78%	2%	2%	5%	1%	12%		



Northwest College’s FY2023 total institutional expenditures were \$28,243,212, with total Information Technology(IT) expenditures of \$799,473. NWC IT spending as a percent of total institutional expenditures in fiscal year 2023 was 5.7%. NWC is within the national average (4.8% to 8%) for IT costs.

As compared to the other 59 AA schools, the number of IT professionals on campus is as follows:

- Minimum number of IT Professionals: 2
- Maximum number of IT professionals: 198
- Median (50th Percentile): 18
- 25th Percentile: 9.8
- 75th Percentile: 26.2
- NWC is in the 26th Percentile with 10 IT Professionals.

According to Gartner, another reputable source, best practices, and national averages for the number of IT professionals and supported individuals should be between 1:70 to 1:100.

The following are some of the Wyoming Community Colleges ratios:

- NWCCD 1:185
- LCCC 1:157
- EWC 1:137
- NWC 1:115
- CWC 1:104

To meet national best practices, NWC would need to invest in two additional IT professionals.

**NORTHWEST COLLEGE  
FACILITIES PROJECT REPORT**

**Report Date : As of February 1st , 2024 - Capital Planning**

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
<b>Projects Awaiting BOT Approval</b>												
<b>Projects In Process</b>												
<a href="#">PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</a>												
<a href="#">PLANNING/START UP PHASE</a>												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
<a href="#">PENDING</a>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Approved and Funded	4/8/2019	Pending		\$ 4,000,000	
<b>FY2022/2023 See Masterplan Update</b>												
<b>FY2024 See Masterplan Update</b>												
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	
<b>FY2025 See Masterplan Update</b>												
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	
PowellCampus	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	
<b>FY2026 and beyond See Masterplan Update</b>												
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 2			Pending funds				\$ 200,000	

**NORTHWEST COLLEGE  
FACILITIES PROJECT REPORT**

**Report Date : As of February 1st , 2024 - Capital Planning**

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
<b>FY2027 and beyond See Masterplan Update</b>												
<b>Budgetary Notes Cash Reserves</b>												
<b>Fund Balances</b>			<u>Final</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						
<b>Total Auxillary</b>						\$ 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						
<b>Completed SEE MM Report</b>												
Powell/Sci & Math	1		MM			Chemistry Lab Hood Controls 100k paid	Complete	12/13/2021			\$ 265,000	
Powell/Campus	1		MM			Campus Lighting	Complete	12/13/2021			\$ 208,870	
Powell/AG	1		MM			Elect/HVAC/Refresh Design	Complete	12/13/2021			\$ 20,000	
Powell/S&M	1		MM			Building Pump Replacements	Complete	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			ATI/Big Voice Upgrade	Complete				\$ 47,500	
Powell/Campus	1		MM			Moyer Server Room Cooling replacement	Complete				\$ 262,262	

## ACADEMIC AFFAIRS

January 2024



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### ***ACADEMIC DIVISIONS/DEPARTMENTS***

#### **Photo:**

**December:** The NWC Photo Department conducted a “Flash Point Sale” of original photographic prints (from our Yellowstone trip FA23) as part of a community service component of our freshman seminar class with all of the proceeds donated to a worthy cause. All the proceeds were donated to help “The Food Pantry” (an organization affiliated with St. John’s Episcopal Church). This year the sale generated \$360 for the Food Pantry.

#### **Communication**

On January 13, the NWC Forensics Team traveled to Salt Lake City to compete in the UTEP Classic hosted by the University of Texas at El Paso. Julieta Anaya Aguilar, Farangiz Halmuradova, Mariia Kutsenko, and Seid Orazgulyyev competed in multiple events against competitors from the University of Utah, Weber State, and College of Southern Idaho, among others. It was a successful day for the Northwest College Forensics team, winning second place in community colleges. Two of our students placed in their events. Mariia Kutsenko placed sixth for her persuasive speech. Julieta Anaya Aguilar placed seventh in Poetry and first in POI, in a final round against students from the University of Texas, El Paso, and Cal State Fullerton.

#### **Anthropology:**

Greg Smith spent most of his Winter Break in Pakistan. He was invited to teach a 3-day workshop on the uses of photogrammetry in archaeology at Shah Abdul Latif University. His audience was junior archaeology faculty and museum curators from all over Pakistan. After the workshop, he joined his research colleagues from the Pratt Institute in Brooklyn and York University to do research at the Bronze Age city of Mohenjo Daro, the largest and most famous archaeological site of the Indus Civilization. He has the distinction of being the first archaeologist to completely map the site using a drone. After such a rewarding trip, he is definitely planning on going back next winter.

#### **Social Sciences:**

The Criminal Justice club hosted a nice reception for Law Enforcement Appreciation Day, recognizing the service provided by agencies from Park and Big Horn counties. It was a way to also say thank you to about a dozen retired officers who had a combined 300 years of service.

The Dept of Social Sciences presents the National Holocaust Remembrance Day Presentation by Andrew Laszlo, Jr on Thursday February 1<sup>st</sup> at 6:30 pm in the Yellowstone Building Conference Center. Laszlo Jr. will present about his father’s life as a survivor of the Holocaust as well as sign his father’s books after the presentation.

#### **Health Professions:**

EMS-Paramedic Program Certificate is going before the WCCC for final approval. The launch of the next paramedic program will be this summer (2024). The EMS instructional team is looking forward to taking the

current paramedic students to their capstone experience in Oklahoma City, OK, February 3-17th. The students will engage hand-on with the EMS team in Oklahoma and learn important aspects of urban EMS service.

**Outdoor Education**-The Outdoor Education Coordinator is working on a collaboration with Buffalo Bill Center of the West, NWC Biology and Social Science Division faculty to potentially expand learning opportunities while on the planned rafting trip to Utah. Discussion is centered on establishing outcomes that address environmental, historical, and recreational use of public lands.

**Nursing**-The annual NCLEX-RN pass rate is 91.67% for 2023. This represents a 33.6% increase from the previous calendar year 2022. This increase is due to the hard work on behalf of the nursing faculty to review the curriculum, implement required dosage calculation exam passing benchmarks, and incorporation of [HURST review product](#) into a required NCLEX review course. The nursing program set a record in hybrid cohort entry by admitting 24 new hybrid students this January. Total enrollment in the nursing program currently is 69 and the current staffing for the nursing program consists of 6 full-time instructors and two adjunct instructors.

## **Workforce Development**

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

- Conferences/Meetings- Human Trafficking, Park County Outdoor Rec Collab, Next Gen- Tourism and Hospitality.
- PHS/Shoshone Learning Center- students enrolled in HVAC, CDL, and Forklift. Also held mock interviews for High School Seniors.
- 7 Lovell High School students finished their Small Wheel Loader.
- 7 Lovell High School students started the CDL program.
- Greybull, Burlington, Powell, Lovell program tours.

### **Cody CTD**

- Test proctoring- Wyoming Highway Patrol, WorkKeys, HESI and TEAS
- Ed2Go- Eight (8) students in various programs
- CPR/First Aid
- MSHA Training
- Community EMT Course
- Surgical Tech

### **CDL Program as of 12/20/23**

- 12 attended Orientation which gives an overview of the program.
- 17 new students enrolled in Theory during December.
- 10 students completed their Entry Level Driving Training (online theory ELDT) making them eligible to start the Behind the Wheel as soon as they receive the Commercial Learners Permit (CLP).

#### **Total students enrolled in theory as of 12/20/2023: 24**

3 new December students working on Behind the Wheel.

#### **Total working on Behind the Wheel: 13**

High School

- 2 students working on Theory.

2 students ready to start Behind the Wheel as soon as they receive their CLP.

#### **Received their Commercial Driver's License (CDL): 12/1/2023-12/31/2023**

5 Class A CDL - Dec

1 Class B Passenger/Bus – Dec

**Total Since 12/1/2023 - 6**

### **CDL Program as of 01/24/24**



### **January- Numbers run on 1/24/2024**

- 30 attended Orientation which gives an overview of the program.
- 25 new students enrolled in Theory during January.
- 5 students completed their Entry Level Driving Training (online theory ELDT) making them eligible to start the Behind the Wheel as soon as they receive the Commercial Learners Permit (CLP).

### **Total students enrolled in theory as of 1/24/2024: 38**

5 new January students working on Behind the Wheel.

### **Total working on Behind the Wheel: 14**

High School

- 2 students working on Theory.
- 2 students ready to start Behind the Wheel as soon as they receive their CLP.
- 7 Lovell HS

### **Received their Commercial Driver's License (CDL): 1/1/2023-1/24/2023**

3 Class A CDL

1 Class B Passenger/Bus

### **Total Since 12/01/2023 – 10**

### **Testing**

Northwest College's Center for Training and Development (CTD) continues 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 3 activities that served 36 students and community members. These events included DELTA activities: Ice Climbing, Skiing and Lovell BOCES Survival Course.

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

- PVCE Classes included fitness, rock wall, and crafting
- Upcoming classes are puppy training, computer, small business marketing, website building, fitness, social media awareness, and crafting
- BOCES will hold its quarterly meeting on 2/7/2024.
- Co-Op has started checking out winter gear for students, community, and classes

### ***INTERNATIONAL STUDEN AND SCHOLAR SERVICES (ISSS)***

#### **December:**

- Held our annual ISSS Fall Graduation Celebration at the Bloom-Wilson Intercultural House (53 people in attendance).
  - 3 international students graduated at the end of the FA/23 semester.
- The ISSS Manager attended the 2023 ICEF Conference in Miami. Through their networking events, ICEF brings together education institutions with carefully chosen study abroad agents.
  - Had 24 meetings with 24 different agents from Colombia, Vietnam, Honduras, Brazil, Ecuador, Sweden, Uzbekistan, Kazakhstan, and Uruguay.
- Represented NWC in the Powell Lighted Parade (18 students)
- The ISSS Manager attended the Undergraduate International Studies and Foreign Language (UISFL) Grant Yellowstone Consortium kick off and welcome meeting held by Montana State University in Billings.

#### **January:**

- Held our Spring International Student Orientation
  - Welcome 11 new international students (8 from Turkmenistan and 3 from Japan)
  - Held online recruitment webinars for:

- TeamSugi (Japan) – 4 students in attendance
- Nam Anh Education (Vietnam) – agent training

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

Peer Tutoring began offering its services to students on Thursday, January 18. The center has nine tutors on board and offers approximately 82 hours of tutoring a week. Students can get assistance in Business, History, Math, Science, and Writing. This semester, we have two tutors embedded in Accounting and College Algebra. On January 15, Tutoring Coordinator Jen Schneider introduced Tutoring Services to new students at the spring orientation.

# MONTHLY REPORT TO PRESIDENT WATSON

## Student Services

January 2024



### ATHLETICS:

- Wrestling attended the NJCAA Coaches Duals in Oklahoma to start the season and went 2-3. Apodaca Duals are January 26-27. Northwest College has the great opportunity to host Districts this year. All 6 teams will compete on February 17<sup>th</sup> in Cabre Gym
- Women's Basketball is 11-8 and 0-2 in Region 9
- Men's Basketball is 9-11 and 0-2 in Region 9
- Rodeo has their annual GALA event on February 3<sup>rd</sup> in Cody, WY
- Esports start their season the first week of February
- The Johnson Fitness Center has hired Jacob Price as the JFC Specialist. He started his new position on January 22<sup>nd</sup>

### ENROLLMENT SERVICES

- Ongoing work with statewide institutions regarding the course sharing initiative
- Ongoing Catalog revisions/work are underway for the 2024-25 NWC College Catalog
- Final grading/end of semester processes including: final grading processes, Satisfactory Academic Progress, 2023 Fall Honor Roll awardees, 2023 Fall Graduate process/verification
- Preparation for Spring 2024 semester including: ongoing new and returning student registrations, new student orientation, course waitlist management, and pre-requisite evaluation process
- Ongoing recruitment communications (text messages, email, direct mail, phone calls) to prospective students
- Ongoing campus tours for prospective students, families, and groups
- Process preparation for the BAS degree program 2024 internal admission process and BAS application review
- Preparation and communications ongoing for our Experience Day event, which will take place on March 22<sup>nd</sup>. This recruitment event highlights academic and service programs at NWC
- Organized and hosted the annual Wyoming Academic Challenge on Saturday, January 6<sup>th</sup>. This event features high school teams from Wyoming competing in a knowledge Bowl format

### FINANCIAL AID

- The Office completed 23/FA end-of-semester reconciliations (all F's, Pell Enrollment Verification, Administrative Withdrawal) and SAP calculations
- The Office released eligible FSA disbursements for the 24/SP semester and continues to work through late aid requests. Eligible institutional scholarships & Wyoming financial aid to be released after the semester's census day
- The Office certified enrollments for new and late registered VA students
- The Office began evaluation of incoming 24/FA high school transcripts for provisional Hathaway awards
- The Office submitted revisions through the Federal Student Aid E-APP process to update its Trustee roster, to add CIO contact information, and to update the College's NASM reaccreditation date. A revised E-CAR remains pending as of this report
- The Office coordinated with the WY Department of Workforce Services to author & distribute (to other WY colleges) standardized administrative processes for its limited time WY Health Train (ARPA) and WY EMS (WIP) grants

- The Office began preparing for a staff search to find a successor for Susan Larsen (all WY financial aid products) after she transitions to the Office of Academic Affairs in early February to become NWC's next Academic and Career Advising Coordinator
- The Office continues to monitor developments related to regulatory changes associated with the FAFSA Simplification Act of 2020 and those approved through Negotiated Rulemaking, all which take effect in the 2024-25 award year forward

## **GEAR UP**

- Our new GEAR UP Program Coordinator is Callee Erickson.
- NWC GEAR UP is currently serving 211 students (minimum 225) and will reach that through are current recruiting process
- Working with High School Seniors to complete the FAFSA as well as scholarship applications and college applications. We have 55 Seniors that have completed
- We started the Fall 2023 semester with 19 Freshman attending NWC and we have 17 continuing onto the SP24 semester
- Search is underway to fill the Gear Up Student Success Program Specialist

## **SAFETY & SECURITY OFFICE**

- Attended "Campus Safety Online Summit" training (12/6-7/23) with presentations on active shooter response, stalking, threat assessments, reunification, crisis communication, leading in times of change, and safety & security technology
- Attended Title IX Investigator training on credibility assessment
- Drafted "student right to appeal letter" for use with Maxient
- Modified all Emergency Response Guides to show current contact information
- Met with Acting Police Chief, Lt. McCaslin, to streamline the process by which NWC issues trespass orders and reports them to Powell PD so that all officers will be immediately aware if they contact an individual in violation of a trespass order
- Completed MOU (Memorandum of Understanding) with Powell Police Department and MOU was signed by College President and Powell Mayor
- Distributed new Clery Travel form required for criminal records checks on NWC student travel
- Began working with Physical Plant and Computer Services on policy for surveillance camera and access control systems
- Residence Hall Fire Drills conducted on 12/07/23 using the security staff to check responses of RD's and RA's
- Conducted Campus Security Authority Training (CSA) with all Resident Directors (RD's) and Resident Assistants (RA's) prior to the residence halls opening for SP24
- Met with Division Chairs during AAC meeting to discuss Clery travel reporting requirements
- Attended webinar related to "Active Killer on Campus" and working to prepare the campus community through tabletop and scenario training
- Met with international students during American Culture class, HUMN 2445, to discuss NWC security and answer questions about American culture
- Met with Laura Gwinn (Title IX) to discuss finalizing official list of NWC Campus Security Authorities (CSA's)

## **RESIDENCE LIFE**

### **Housing**

- SP/24 housing numbers are currently at 271, compared with 256 at this same time last year
- Mandatory Fire Drills were conducted in all the halls
- Continued para-professional training for RA staff

## Activities

- Activities staff is preparing for several February activities
- Intramural 5X5 basketball
- Trivia Night
- Welcome Back Dance

## STUDENT SUCCESS CENTER

### Student Success Center Usage- In Office

- 75 visits thru 1/23/24
- 93 cumulative visits for calendar year 2023
- 23 counseling visits

### Counseling Services

- 58 Counseling sessions (includes face-to-face, Zoom and phone)
- 3 After hours contacts
- Attend Residence Life Team meetings
- 2 BASICS Alcohol intervention sessions for alcohol violations
- Continuing Education Webinars
- Behavioral Intervention Team (BIT) meetings
- Facilitating a “Better Together” peer support group
- Presented to Intercultural class
- Presented to new nursing cohort

### Disability Services

- 42 disabilities sessions (includes face-to-face, Zoom and phone)
- 106 Students registered with Disability Services for SP/24
- 340 Accommodation letters processed for SP/24
- Process Coordinator for services and emotional support assistance animal requests
- 0 Tests proctored in testing center
- Presented to Intercultural class
- Presented to new nursing cohort

## TITLE IX

- Completed training in 4 First year Seminar (FYS) classes on campus
- **Total trained this semester: 68 students**
- Review current cases and input data into Maxient
- Participated in WY Title IX Coordinator meeting
- Revise and review new policy and begin formal meetings with stakeholders
- Attend monthly WY Title IX meetings
- Set up Credibility Assessment training for all Title IX Investigators in February
- Met with Campus Security to evaluate and identify all personnel that are Campus Security Authorities (CSA), per the Clery Act, and notify them of their responsibilities
- Continued review of Minors on Campus policy

## TRIO STUDENT SUPPORT SERVICES

- 138 eligible students are active in TRIO

- Students have utilized TRIO 101 times in January
- Peer mentoring is available for 10-20 hours per week by appointment and drop-in
- TRIO now has a recognized campus club to build a TRIO community for social events and service projects
- Our Annual Performance Report (APR) was successfully submitted in January. The highlights of the report were that in 2022-23, 81% of TRIO students persisted and 97% had academic good standing. 66% of the reported students graduated from NWC and 31% transferred
- Planning underway for the University of Wyoming transfer trip in March

**Monthly Report to President Watson***December 2023 and January 2024***COMMUNICATIONS & MARKETING ACTIVITIES FOR:**

- Social feature, staff: Keli Borders
- Vespers Concert
- Parade of Trees
- NWC Foundation's Partner's Press
- NWC Foundation's 2024 calendar mailing
- Paramedic program (application window)
- 2<sup>nd</sup> Annual NWC Community Photography Contest and Exhibition
- NWC Bookstore, spring semester promotions
- *Shaping Wyoming's Future* nominee Jacob Wells
- International Education Week
- Communications for the return of Temp Dining to the JFC
- Wayfinding signage for Security office, Housing office, and Dining offices in the Yellowstone Building
- Standing FY23 Enrollment Campaign initiatives

**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).
- The search for a Website Coordinator to join our team is currently under way.

**NOTE**

The analytics report will return in March.

**PHOTOGRAPHY & VIDEOGRAPHY COVERAGE:**

- 4x4 art sale
- Tree lighting
- Student center construction
- Parade of Trees
- December Nurses Pinning
- Bighorn Basin Science Fair

**PRINTING SERVICES:****December 2023**

- 15 offices/programs/areas served
- 20 projects completed
- 16,883 pieces printed

**January 2024**

- 24 offices/programs/areas served
- 45 projects completed
- 6,698 pieces printed

**CMO & PRINTING SERVICES STAFF****Carey Miller**

Communications &amp; Marketing Director

**Tim Carpenter**

Communications / Web &amp; Social Media Specialist

**Jeremiah Howe**

Marketing / Graphic Design Specialist

**Ronnie Wolfe**

Interim Multimedia Production Specialist

**George Laughlin**Printing Services Supervisor (*retired 1/15/24*)**Kim Lawson**

Printing Services Specialist



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## **Classified Staff**

**January 2024**

### **Classified Staff Winter Activities**

#### **December –**

The Classified Executive Staff provided cookies and hot cocoa for the Christmas Tree Lighting Ceremony and decorated a Christmas Tree for the Hinckley Library Parade of Trees. In addition, the Professional Staff, Faculty and Classified Staff Executive Committees hosted the NWC Wassail. Classified Staff also hosted a pre-Christmas celebration where ornaments were made by NWC Staff. The ornaments and handwritten Christmas Cards were given to the residents of the Manor.

#### **January –**

On January 11<sup>th</sup>, the Classified Staff provided a homemade dinner for both the Men and Women's Basketball teams. Traditionally Wrestling has been included, however they were traveling for a tournament.

We continue to discuss ways to show our appreciation to the Classified Staff for their dedication and to show our support for the NWC Community.

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: January 25, 2024

After a nice long break, faculty spent the first part of January preparing for the Spring 2024 semester. On January 11<sup>th</sup>, Faculty Senate hosted a meeting with President Lisa Watson, Interim Vice President of Academic Affairs Dave Erickson, and faculty. During this meeting there was healthy and informative discussion regarding fixed term and tenured faculty positions in regard with Pillar 3 of the Strategic plan. Faculty are hoping that moving some fixed term faculty into tenured positions will fulfill Strategy 3 (Develop and retain a highly qualified faculty and staff) and Strategy 4 (Enhance employee benefits) of Pillar 3.

Even though it was a very cold outside when classes resumed on January 16<sup>th</sup>, faculty warmly welcome both returning and new students to their classrooms. It has been a successful start to Spring 2024 semester.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

## January 2024

The Professional Staff participated in many activities during the month of December and enjoyed spending time together to spread some holiday cheer. Some of the activities the members were involved in where:

**Gift Boxes:** P-Staff members collected donations for students staying on campus over the holiday break (primarily consisting of international students and student athletes). The boxes contained an assortment of “health” food items and pots and pans were donated to student housing for student use.



**Wassail Party:** The constituent groups (C-staff, Faculty, and P-Staff) spent time socializing and enjoying each other’s company on Dec. 6 during the Wassail party. Sodexo supplied food and drinks and individuals brought pot-luck style items to share as well.

**Christmas Tree:** P-Staff members gathered to decorate a “Candy” tree for participation in the annual Parade of Trees at the Hinckley Library on Dec. 12.

**Faux Gingerbread Houses:** P-Staff members sponsored a faux gingerbread house building activity (using graham crackers in place of gingerbread) on December 19 as part of the holiday activities that took place during the week. Note: Not all “houses” were edible!



**Brunch and gift exchange:** Members from all constituencies gathered for a pot-luck brunch and White Elephant gift exchange.



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



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



TO: Lisa Watson, NWC President  
FROM: Shelby Wetzel, NWC Foundation Executive Director  
RE: NWC Foundation Activities for January 2024

**The NWC Foundation's 2023 fundraising activity resulted in donations of \$1,245,000.**

We are pleased to provide positive impacts throughout the College. Highlights from the year include:

- Contributions of \$409,815 for the Student Center. The total raised now stands at \$2,765,671 with an additional \$734,329 to be secured to close out our \$3.5 million Vibrancy Campaign project.
- We received scholarship gifts totaling \$494,781, of which \$160,840 is dedicated to athletics as we continue working to develop ongoing revenue to support the NWC coaches' recruiting efforts.
- A new gift of land will endow support to students pursuing workforce training when the property is eventually sold.
- We also raised nearly \$100,000 for academic/other program enhancements across campus.
- Attached you'll also find a report of the Total Cash Support made to Northwest College by the Foundation during the past year.

**NWC Foundation/Alumni Association Boards:**

- Developing new farm leases for ground near the College, plus working with property leases associated with new land gift.
- Completing year-end financial work and tax reporting. Set endowment payout rate for 2024. Developed new contract with auditors.
- Facilitating investment/financial schedule to complete Student Center payments to NWC.
- Extended annual work plan through June 2024 to shift to fiscal-year operations. Extended annual work plan through June 2024 to shift to fiscal-year operations.
- Initiating Foundation governance/policy review process.
- Developing strategic plan goals for Alumni Association Board.

**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.
- Conducting solicitation work with prospects supporting athletic scholarships/programs.
- Developing plans for 2024 Giving Day from noon to noon on March 21-22.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

**Marketing/Events:**

- Distributed Cumulative Giving mailing honoring benchmark levels/years of giving.
- Sponsoring Holocaust Speaker on campus on February 1.
- Collaborating with Marketing and Communications regarding website re-design.
- Orchestrating plans for an Alumni Trivia Night at Cody Craft Brewing on February 27.
- Collaborating with planning for NWC Career Fair on April 3. Working on plans for Alumni Mentoring Program.
- Initiated nominations for Distinguished Alumni Award.
- Developed planned giving marketing schedule for the upcoming year.

**Miscellaneous:**

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



### Annual Foundation Support to NWC (Cash Basis)

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Scholarships	\$ 1,186,740	\$ 1,294,374	\$ 1,219,549	\$ 1,243,711	\$ 1,285,396	\$ 1,658,835	\$ 1,708,570
Scholarships and CTD Grants- Park County Relief Fund	\$ -	\$ -	\$ -	\$ 34,857	\$ 244,816	\$ 5,184	\$ -
Program Support (from endowments)	\$ 86,662	\$ 109,736	\$ 100,538	\$ 54,883	\$ 62,108	\$ 86,027	\$ 109,265
Program Support (annual gifts)	\$ 75,785	\$ 61,050	\$ 90,862	\$ 44,103	\$ 30,906	\$ 26,589	\$ 81,162
Athletics (non-scholarship support)	\$ 4,306	\$ 8,239	\$ 8,555	\$ 7,921	\$ 20,183	\$ 23,938	\$ 9,154
Price Economic Development Grants	\$ -	\$ 18,300	\$ 75,607	\$ 14,327	\$ 28,266	\$ 36,044	\$ 47,034
Paul Stock (student employment/support)	\$ 34,699	\$ 41,200	\$ 34,688	\$ 22,999	\$ 41,999	\$ 44,999	\$ 34,995
Instructional Technology Grants	\$ 42,484	\$ 90,309	\$ 50,485	\$ 21,191	\$ 82,864	\$ 22,777	\$ 45,542
Foundation General Grants	\$ 39,423	\$ 14,876	\$ 25,350	\$ 8,157	\$ 18,464	\$ 19,430	\$ 646
Student Center/Temp Dining Facility Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Farm Lease Income (for animal feed)	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ 2,400	\$ -
Academic Impressions Training	\$ 3,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 1,000	\$ 1,000
WY Assoc. of Community College Trustees Dues	\$ -	\$ -	\$ -	\$ -	\$ 20,500	\$ 20,500	\$ 20,500
NWC Presidents Discretionary Fund (\$3,000)	\$ 2,696	\$ 1,699	\$ 1,521	\$ 61	\$ 1,120	\$ 216	\$ 133
NWC Hospitality & Public Relations (\$5,000)	\$ 1,976	\$ 1,845	\$ 2,983	\$ 394	\$ 2,569	\$ 2,971	\$ 2,170
NWC Foundation Staff Salaries/Benefits	\$ 228,030	\$ 232,350	\$ 243,123	\$ 246,373	\$ 264,997	\$ 310,639	\$ 323,828
	\$ 1,707,501	\$ 1,877,178	\$ 1,856,462	\$ 1,702,179	\$ 2,104,187	\$ 2,761,550	\$ 2,383,998
Percent of total Foundation payroll paid for by the Foundation	56.19%	56.81%	54.94%	54.32%	61.55%	66.69%	67.67%
College Portion of Foundation Staff Salaries/Benefits	177,820	176,631	199,368	207,225	165,575	155,169.56	154,678.23
Total	405,851	408,981	442,491	453,599	430,571	465,809	478,506

January 26, 2024

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

### Temporary Dining Facility

The College will submit a Temporary Dining Facility to Soccer Fieldhouse conversion packet to the Commission for approval on February 16, 2024. The approval ensures all phases of the project are in compliance for construction. The Trapper Fieldhouse has been on the master plan since the 2000's. The College is paying for the costs of conversion from its own sources, as noted from the inception of the Student Center project.

### Student Center Building

Construction on the Student Center Building is at 50% completion. The building has been encapsulated with some windows still pending. Work is focused on the interior. The weather has allowed for work to continue on most days.

### 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 4.6 million to the State of Wyoming.

January 26, 2024

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:

	<b>Supplies</b>	<b>Servs/Fees/ Repr/ Maint</b>	<b>Assoc/Travel / Misc</b>	<b>Utilites/Ins/ Support</b>	<b>Other Operating Exp</b>	<b>Capital/ Equip</b>	<b>New Constr/ Cap Impr</b>	<b>Total</b>
<b>Fund 10</b>	\$ 28,615.95	\$ 43,045.66	\$ 9,649.61	\$ 33,309.36	\$ 19,215.27	\$ -	\$ -	\$ 133,835.85
<b>Fund 11</b>	362.45	46.00	1,032.20	-	501.75	1,000.00	-	2,942.40
<b>Fund 12</b>	358.40	2,585.70	470.46	12,317.73	82,946.10	-	23,879.49	122,557.88
<b>Fund 15</b>	2,253.24	6,088.00	150.00	793.71	1,300.27	-	-	10,585.22
<b>Fund 22</b>	2,287.86	-	707.95	-	10.30	-	-	3,006.11
<b>Fund 70</b>	-	2,100.00	-	-	-	-	-	2,100.00
<b>Fund 71</b>	-	8,203.68	-	-	-	1,530.00	109,723.72	119,457.40
<b>Total</b>	<b>\$ 33,877.90</b>	<b>\$ 62,069.04</b>	<b>\$ 12,010.22</b>	<b>\$ 46,420.80</b>	<b>\$ 103,973.69</b>	<b>\$ 2,530.00</b>	<b>\$ 133,603.21</b>	<b>\$ 394,484.86</b>

Please find the attached December 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 - January 2024

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/10/2024	V0281431	Aca Computing	91 Supplies	TCT WEST INC	TAC funds emergency phones	\$14,133.90
10	1/10/2024	V0281419	Admin Serv	91 Supplies	Fedex	Postage	\$12.64
10	1/10/2024	V0281442	Art	91 Supplies	NWC Foundation	Banner	\$150.00
10	1/10/2024	V0281440	Biology	91 Supplies	Sodexo Operations LLC	Field trip food supplies	\$158.00
10	1/3/2024	V0281405	Bldg Maint	91 Supplies	Fastenal Company	fast bin	\$184.56
10	1/11/2024	V0281465	Bldg Maint	91 Supplies	Fastenal Company	shop: supplies, filters	\$439.56
10	1/11/2024	V0281472	Bldg Maint	91 Supplies	Big Valley Bearing & Sup	shop: belts	\$34.28
10	1/11/2024	V0281478	Bldg Maint	91 Supplies	Sweet Automotive Inc	shop	\$82.45
10	1/11/2024	V0281492	Bldg Maint	91 Supplies	Specialty Tool & Attachment	floor scraper rental	\$60.00
10	1/11/2024	V0281493	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding	\$83.85
10	1/11/2024	V0281494	Bldg Maint	91 Supplies	Rovenna Cooley	Harriet House sign	\$476.00
10	1/12/2024	V0281501	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$7.89
10	1/17/2024	V0281624	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies/parts	\$299.39
10	1/18/2024	V0281681	Bldg Maint	91 Supplies	McIntosh Oil Inc	Dec 2023 fuel	\$842.68
10	1/19/2024	V0281687	Business Mgmt	91 Supplies	Transfer Visa	Lodging, meals	\$188.76
10	1/18/2024	V0281681	Campus Security	91 Supplies	McIntosh Oil Inc	Dec 2023 fuel	\$180.87
10	1/16/2024	V0281604	Criminal Justice	91 Supplies	Powell Welding & Industrial Sup	CRMJ C02 cylinders	\$172.44
10	1/10/2024	V0281413	Drafting	91 Supplies	Powell Ace Hardware LLC	Fasteners	\$5.40
10	1/10/2024	V0281423	Drafting	91 Supplies	Robert A. Townsend	Electric stapler	\$35.18
10	1/17/2024	V0281649	EMS Prog	91 Supplies	Joshua David Chavarria	Meals, mileage reimburse	\$417.02
10	1/22/2024	V0281701	ESports	91 Supplies	Transfer Visa	Meals	\$55.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/10/2024	V0281441	Graphic Arts	91 Supplies	Rovenna Cooley	Decals Art 2120	\$432.00
10	1/10/2024	V0281442	Graphic Arts	91 Supplies	NWC Foundation	Banner	\$150.00
10	1/11/2024	V0281478	Grounds	91 Supplies	Sweet Automotive Inc	grounds	\$199.75
10	1/11/2024	V0281491	Grounds	91 Supplies	John Deere Financial	grounds	\$135.91
10	1/16/2024	V0281602	Instr Tech Sup	91 Supplies	Bloedorn Lumber	Switch box, screws,	\$17.14
10	1/18/2024	V0281658	Instr Tech Sup	91 Supplies	Interactive Digital Solutions Inc	Yellowstone AV equip	\$4,002.75
10	1/16/2024	V0281614	Nursing	91 Supplies	Coursey Enterprises	Nursing course fees	\$1,473.76
10	1/16/2024	V0281615	Nursing	91 Supplies	Sodexo Operations LLC	Lunch, lemonade, water	\$307.89
10	1/17/2024	V0281647	Nursing	91 Supplies	Vision West Inc	Logo on tablecloth	\$30.00
10	1/17/2024	V0281648	Nursing	91 Supplies	R & A Safety Training	Drug screening	\$65.00
10	1/10/2024	V0281414	Outdoor Ed	91 Supplies	Powell Ace Hardware LLC	Christmas lights	\$44.77
10	1/17/2024	V0281631	Outdoor Ed	91 Supplies	Powell Ace Hardware LLC	Batteries, epoxy	\$25.17
10	1/10/2024	V0281419	Photography	91 Supplies	Fedex	Postage	\$16.67
10	1/19/2024	V0281687	Photography	91 Supplies	Transfer Visa	Batteries, stands, module	\$2,647.90
10	1/19/2024	V0281687	Photography	91 Supplies	Transfer Visa	Membership dues PPA	\$323.00
10	1/18/2024	V0281681	Pres Office	91 Supplies	McIntosh Oil Inc	Dec 2023 fuel	\$141.76
10	1/18/2024	V0281681	Rodeo Men	91 Supplies	McIntosh Oil Inc	Dec 2023 fuel	\$163.42
10	1/18/2024	V0281682	Stu Success Prog	91 Supplies	Transfer Visa	Training	\$69.99
10	1/18/2024	V0281680	Welding	91 Supplies	Norco	2 sets - 8 piece burr set	\$349.20
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$28,615.95</b>
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/10/2024	V0281435	ADA Compliance	92 Servs/Fees/Repr/Maint	Accessible Infor Mgmt LLC	Database & hosting serv	\$2,745.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/10/2024	V0281449	Athletic Trainer	92 Servs/Fees/Repr/Maint	Powell Valley Health Care	Athletic trainer contract	\$2,800.00
10	1/2/2024	V0281404	Bldg Maint	92 Servs/Fees/Repr/Maint	G & R Controls Inc	check set point in variou	\$621.50
10	1/11/2024	V0281467	Bldg Maint	92 Servs/Fees/Repr/Maint	Elogic Inc	ashley boilers	\$1,100.00
10	1/11/2024	V0281471	Bldg Maint	92 Servs/Fees/Repr/Maint	Absaroka Door	bldg repair yb door	\$444.50
10	1/11/2024	V0281475	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnstone Supply	bldg repair: i house	\$347.22
10	1/11/2024	V0281478	Bldg Maint	92 Servs/Fees/Repr/Maint	Sweet Automotive Inc	maint vehicle repair	\$18.78
10	1/12/2024	V0281499	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	Electrical repairs	\$961.14
10	1/12/2024	V0281501	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$4,672.36
10	1/17/2024	V0281624	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$151.46
10	1/18/2024	V0281653	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical repairs	\$827.87
10	1/18/2024	V0281654	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Sky Fire Protection Serv LLC	armory bldg repair	\$494.93
10	1/10/2024	V0281451	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant fees	\$2,250.00
10	1/11/2024	V0281466	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	custodial equip repair	\$170.30
10	1/10/2024	V0281429	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn Cty School Dist #3	FALL 2023 concurrent	\$2,118.00
10	1/10/2024	V0281430	Extend Camp	92 Servs/Fees/Repr/Maint	Park Cty School Dist #16	Fall 2023 concurrent	\$5,942.47
10	1/19/2024	V0281686	Extend Camp	92 Servs/Fees/Repr/Maint	Transfer Visa	Shelving	\$2,835.00
10	1/12/2024	V0281523	Intern'tl Recruit	92 Servs/Fees/Repr/Maint	SMAPSE Educ LTD	Agent commission	\$1,685.25
10	1/10/2024	V0281457	Mens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	01/12 & 13/24 MBB	\$80.00
10	1/17/2024	V0281644	Mens BB	92 Servs/Fees/Repr/Maint	NWC Foundation	Lodging 12/14-17/23	\$150.00
10	1/10/2024	V0281415	Music	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Screwdriver	\$6.59
10	1/10/2024	V0281444	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Dec 2023 piano tuning	\$450.00
10	1/16/2024	V0281617	Outdoor Ed	92 Servs/Fees/Repr/Maint	Signature Research Inc	OEPR class certifications	\$375.00
10	1/17/2024	V0281621	Outdoor Ed	92 Servs/Fees/Repr/Maint	Signature Research Inc	FA 2023 Ropes course	\$2,000.00
10	1/4/2024	V0281406	Plant Admin	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Semi-Annual hood inspect	\$445.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/12/2024	V0281498	Plant Admin	92 Servs/Fees/Repr/Maint	WorldWash LLC	Hood cleaning	\$1,150.00
10	1/10/2024	V0281445	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Jan 2024 cattle lease	\$3,150.00
10	1/10/2024	V0281457	Womens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	01-12-24 WBB scorebook	\$40.00
10	1/17/2024	V0281622	Wrestling	92 Servs/Fees/Repr/Maint	Black Hills Nationals Wrestling	01/26&27/24 Apodaca duals	\$2,100.00
10	1/17/2024	V0281623	Wrestling	92 Servs/Fees/Repr/Maint	Black Hills Nationals Wrestling	02-17-24 Officials NJCAA	\$2,800.00
10	1/19/2024	V0281694	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals, tournament	\$113.29
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$43,045.66</b>
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/18/2024	V0281682	Admin Serv	93 Assoc/Travel/Misc	Transfer Visa	Class reg fees	\$404.25
10	1/18/2024	V0281682	Admin Serv	93 Assoc/Travel/Misc	Transfer Visa	Membership dues	\$280.00
10	1/16/2024	V0281605	Enroll Serv	93 Assoc/Travel/Misc	Jessica J. Kasinger	Mileage reimbursement	\$171.00
10	1/18/2024	V0281660	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem & entry fees	\$660.00
10	1/18/2024	V0281673	Forensic	93 Assoc/Travel/Misc	Transfer Visa	Lodging reservations	\$1,559.68
10	1/23/2024	V0281704	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals, transport	\$784.63
10	1/23/2024	V0281704	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Visa	NAFSA membership renewal	\$858.00
10	1/23/2024	V0281704	Internt'l Recruit	93 Assoc/Travel/Misc	Transfer Visa	Water	\$9.30
10	1/16/2024	V0281608	Library	93 Assoc/Travel/Misc	Kanopy	Dec 2023 32 views	\$64.00
10	1/11/2024	V0281482	Mens BB	93 Assoc/Travel/Misc	Andy Ward	Alumni meals	\$217.31
10	1/10/2024	V0281427	Pres Office	93 Assoc/Travel/Misc	Cody Country Chamber Comm	Membership	\$412.50
10	1/16/2024	V0281607	Pres Office	93 Assoc/Travel/Misc	Sodexo Operations LLC	State of College - Brkfst	\$367.99
10	1/10/2024	V0281432	Womens BB	93 Assoc/Travel/Misc	Sew Much More LLC	Tshirts, sweat pants,	\$795.95
10	1/10/2024	V0281433	Womens BB	93 Assoc/Travel/Misc	Synergy Sports Tech	Video database	\$1,000.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/10/2024	V0281434	Womens BB	93 Assoc/Travel/Misc	Vision West Inc	Tshirts	\$2,065.00
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$9,649.61</b>
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/10/2024	V0281431	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer servi internet	\$124.00
10	1/10/2024	V0281431	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$213.98
10	1/10/2024	V0281431	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,964.61
10	1/10/2024	V0281431	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$161.53
10	1/10/2024	V0281431	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$104.90
10	1/10/2024	V0281450	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,792.54
10	1/10/2024	V0281452	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone services	\$333.63
10	1/19/2024	V0281684	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$162.58
10	1/19/2024	V0281685	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$135.52
10	1/10/2024	V0281424	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Jan 2023 cody center rent	\$5,463.47
10	1/10/2024	V0281437	Field Camp	94 Utilities/Ins/Support	Delta C. Brooks	Telephone easement	\$150.00
10	1/11/2024	V0281470	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station elect dec23	\$909.32
10	1/11/2024	V0281468	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo 12/23	\$582.86
10	1/11/2024	V0281477	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	dec 23 rodeo heat	\$1,165.29
10	1/17/2024	V0281640	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Jan-March 2024 garbage	\$364.50
10	1/18/2024	V0281682	Stu Success Prog	94 Utilities/Ins/Support	Transfer Visa	Liability insurance	\$119.00
10	1/11/2024	V0281468	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	ob trlr ag shop eq 12/23	\$2,302.23
10	1/11/2024	V0281469	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	ag ihouse sc fab	\$2,488.66
10	1/11/2024	V0281473	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster fees ag eq dinin	\$1,490.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/17/2024	V0281635	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 23 heat	\$6,897.52
10	1/18/2024	V0281650	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 23 PP, Trlr EQ heat	\$1,314.80
10	1/18/2024	V0281652	Utilities	94 Utilities/Ins/Support	Quality Propane Service Inc	equine - propane	\$668.42
10	1/18/2024	V0281655	Utilities	94 Utilities/Ins/Support	Park County Landfill	landfill dec23	\$400.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$33,309.36</b>

### 10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/18/2024	V0281657	Athletic Dir	97 Other Operating Exp	NWC Aux Print Shop	Northwest Rodeo council	\$1,729.41
10	1/10/2024	V0281428	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital enrollment	\$5,420.00
10	1/10/2024	V0281416	Computer Srv	97 Other Operating Exp	US Postmaster	Bulk mail/Business reply	\$10,000.00
10	1/10/2024	V0281417	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip postage	\$240.75
10	1/10/2024	V0281418	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$96.55
10	1/10/2024	V0281419	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$977.91
10	1/17/2024	V0281632	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$38.04
10	1/17/2024	V0281645	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	\$461.60
10	1/16/2024	V0281603	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Student Orient. Snacks	\$251.01
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$19,215.27</b>
			<b>Sum:</b>				<b>\$133,835.85</b>

### 11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/23/2024	V0281704	Class Staf Dev	91 Supplies	Transfer Visa	Cookies	\$34.95
11	1/2/2024	V0281403	Human Resource	91 Supplies	Backgrounds Online	2 background checks	\$327.50
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$362.45</b>

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/10/2024	V0281426	1M College Services	92 Servs/Fees/Repr/Maint	CopenhaverKitchen&KolpitckeLlc	Dec 2023 legal services	\$46.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$46.00</b>
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/10/2024	V0281425	1M College Services	93 Assoc/Travel/Misc	Sesac Inc	Annual Music License	\$374.59
11	1/18/2024	V0281651	1M College Services	93 Assoc/Travel/Misc	RMASFAA	Fin Aid Membership dues	\$200.00
11	1/18/2024	V0281683	1M College Services	93 Assoc/Travel/Misc	Broadcast Music Company	Annual Music License	\$405.36
11	1/18/2024	V0281682	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Food supplies/beverages	\$52.25
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$1,032.20</b>
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/2/2024	V0281402	Human Resource	97 Other Operating Exp	Powell Tribune	job ads	\$215.25
11	1/10/2024	V0281446	Human Resource	97 Other Operating Exp	Cody Enterprise	Job advertising	\$286.50
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$501.75</b>
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/10/2024	V0281448	1M College Services	98 Expend--Capital/Equip	C & B Operations	Tractor rental	\$1,000.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$1,000.00</b>
			<b>Sum:</b>				<b>\$2,942.40</b>

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/10/2024	V0281436	Food Service	91 Supplies	Quality Propane Service Inc	Food service propane	\$27.20
12	1/12/2024	V0281497	Food Service	91 Supplies	Quality Propane Service Inc	Propane for food truck	\$15.30
12	1/17/2024	V0281624	Food Service	91 Supplies	Powell Ace Hardware LLC	Dining hall sup-tubing	\$0.39
12	1/18/2024	V0281679	Stabling	91 Supplies	Big Horn Co-op Marketing	Tire, tube	\$76.00
12	1/18/2024	V0281681	Trap Vil West	91 Supplies	McIntosh Oil Inc	Dec 2023 fuel	\$239.51
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$358.40</b>
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/12/2024	V0281498	Food Service	92 Servs/Fees/Repr/Maint	WorldWash LLC	Fairgrounds & food trailer	\$1,750.00
12	1/12/2024	V0281501	Food Service	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Dining food serv repairs	\$32.28
12	1/12/2024	V0281499	Res Halls	92 Servs/Fees/Repr/Maint	Crum Electric	L & C electrical repairs	\$39.99
12	1/17/2024	V0281624	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Resident hall repairs	\$55.33
12	1/12/2024	V0281495	Trap Vil West	92 Servs/Fees/Repr/Maint	3B's Plumbing	TV West Barracks #6	\$148.89
12	1/12/2024	V0281499	Trap Vil West	92 Servs/Fees/Repr/Maint	Crum Electric	TV West electrical repair	\$474.63
12	1/12/2024	V0281500	Trap Vil West	92 Servs/Fees/Repr/Maint	Consolidated Electrical Distr.	TV West electrical-1408	\$84.58
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$2,585.70</b>
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/22/2024	V0281701	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Hall closing-snacks, food	\$470.46
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$470.46</b>



12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/10/2024	V0281424	Food Service	94 Utilities/Ins/Support	Park County Clerk	Jan 2024 Kitchen rent	\$1,000.00
12	1/10/2024	V0281431	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	1/10/2024	V0281459	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	\$368.00
12	1/17/2024	V0281635	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 23 heat	\$2,897.83
12	1/10/2024	V0281459	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable	\$476.53
12	1/17/2024	V0281635	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 23 heat	\$325.26
12	1/10/2024	V0281459	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable	\$1,255.61
12	1/10/2024	V0281460	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West light pole	\$7.83
12	1/18/2024	V0281650	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 23 TV West heat	\$2,586.67
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$12,317.73</b>
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/10/2024	V0281447	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Dec 2023 cost of operatio	\$81,465.47
12	1/11/2024	V0281464	Motor Pool	97 Other Operating Exp	Prevost	fleet and credit	\$350.69
12	1/11/2024	V0281474	Motor Pool	97 Other Operating Exp	Verisk	motor vehicle reports	\$16.15
12	1/11/2024	V0281476	Motor Pool	97 Other Operating Exp	Interstate Tire Service	cc19 tire repair	\$35.00
12	1/11/2024	V0281478	Motor Pool	97 Other Operating Exp	Sweet Automotive Inc	fleet	\$44.97
12	1/18/2024	V0281681	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Dec 2023 fuel	\$953.07
12	1/19/2024	V0281694	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$80.75
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$82,946.10</b>

12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/12/2024	V0281496	Trap Vil West	99 Exp-New Constr/Cap Impr	DJW Plumbing LLC	TV West plumbing repairs	\$6,094.02
12	1/12/2024	V0281501	Trap Vil West	99 Exp-New Constr/Cap Impr	Aldrich's Lumber	TV West repairs/improvmnts	\$16,619.11
12	1/17/2024	V0281624	Trap Vil West	99 Exp-New Constr/Cap Impr	Powell Ace Hardware LLC	TV West repairs	\$1,166.36
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>\$23,879.49</b>
			<b>Sum:</b>				<b>\$122,557.88</b>

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/10/2024	V0281411	Workforce Dev	91 Supplies	R & A Safety Training	MSHA refresher	\$200.00
15	1/10/2024	V0281412	Workforce Dev	91 Supplies	Powell Ace Hardware LLC	Hanging strips	\$44.35
15	1/17/2024	V0281621	Workforce Dev	91 Supplies	Signature Research Inc	FA 2023 Ropes course	\$1,087.39
15	1/10/2024	V0281411	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL drug testing	\$271.50
15	1/23/2024	V0281702	Wyo Works CDL	91 Supplies	Transfer Visa	CDL class fees	\$75.00
15	1/23/2024	V0281702	Wyo Works CDL	91 Supplies	Transfer Visa	Student access for class	\$125.00
15	1/23/2024	V0281702	Wyo Works CDL	91 Supplies	Transfer Visa	Student class fees	\$450.00
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$2,253.24</b>

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/11/2024	V0281480	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	Jan 2024 truck lease	\$2,500.00
15	1/11/2024	V0281481	Wyo Works CDL	92 Servs/Fees/Repr/Maint	Jason Boudreau	ELDT Training CDL software	\$3,588.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$6,088.00</b>

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/11/2024	V0281479	Wyo Works CDL	93 Assoc/Travel/Misc	Wyoming Trucking Association	Annual membership dues	\$150.00
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$150.00</b>

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/18/2024	V0281650	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 23 CTD heat	\$168.33
15	1/11/2024	V0281469	Wyo Works CDL	94 Utilities/Ins/Support	Montana Dakota Utilities Co	armory	\$625.38
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>\$793.71</b>

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/18/2024	V0281672	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly charge	\$60.00
15	1/17/2024	V0281630	Wyo Works CDL	97 Other Operating Exp	Sweet Automotive Inc	Filter	\$13.93
15	1/18/2024	V0281681	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Dec 2023 fuel	\$1,213.87
15	1/23/2024	V0281702	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Toy truck	\$12.47
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$1,300.27</b>
			<b>Sum:</b>				<b>\$10,585.22</b>

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/10/2024	V0281420	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Popcorn, hot dogs, candy	\$176.18
22	1/10/2024	V0281421	Athletic Concession	91 Supplies	Denise K. Kobbe	Chips, pickles, hot dog	\$57.22
22	1/17/2024	V0281633	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	\$205.90

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/17/2024	V0281634	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	\$1,099.15
22	1/17/2024	V0281643	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Candy, hot dogs, popcorn	\$570.07
22	1/22/2024	V0281698	Athletic Concession	91 Supplies	Transfer Visa	Buns	\$21.72
22	1/22/2024	V0281698	Athletic Concession	91 Supplies	Transfer Visa	Chips	\$9.00
22	1/22/2024	V0281698	Athletic Concession	91 Supplies	Transfer Visa	Hot dog buns	\$28.82
22	1/22/2024	V0281698	Athletic Concession	91 Supplies	Transfer Visa	Tortillas	\$5.97
22	1/10/2024	V0281443	NCOC	91 Supplies	Maurine Akin	Cookies	\$113.83
			<b>Sum:</b>	<b>91 Supplies</b>			<b>\$2,287.86</b>
<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/16/2024	V0281616	Library One Time	93 Assoc/Travel/Misc	Cengage Learning	Gale Ebook hosting fee	\$300.00
22	1/22/2024	V0281701	Simpson Council	93 Assoc/Travel/Misc	Transfer Visa	Program food sup	\$46.00
22	1/22/2024	V0281701	Simpson Council	93 Assoc/Travel/Misc	Transfer Visa	Simpson supplies	\$155.99
22	1/19/2024	V0281690	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Food for finals event	\$7.10
22	1/19/2024	V0281690	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Food supplies	\$118.20
22	1/19/2024	V0281690	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Puzzles, game, plants	\$32.96
22	1/19/2024	V0281690	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Student employees	\$47.70
			<b>Sum:</b>	<b>93 Assoc/Travel/Misc</b>			<b>\$707.95</b>
<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/11/2024	V0281463	Ashley Council	97 Other Operating Exp	Wyoming Dept of Revenue	Oct 23-Dec 23 sales tax	\$8.58
22	1/11/2024	V0281463	Colter Council	97 Other Operating Exp	Wyoming Dept of Revenue	Oct 23-Dec 23 sales tax	\$1.72
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>\$10.30</b>
			<b>Sum:</b>				<b>\$3,006.11</b>

70 Plant Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
70	1/10/2024	V0281458	WCCC Contgncy	92 Servs/Fees/Repr/Maint	Elogic Inc	Ashley boilers	\$2,100.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$2,100.00</b>
			<b>Sum:</b>				<b>\$2,100.00</b>

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	1/11/2024	V0281484	Ag Pavilion ER	92 Servs/Fees/Repr/Maint	Point Architects	Ag pavillion	\$1,592.50
71	1/10/2024	V0281455	Campus PLANNING	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Prof fees:Campus lighting	\$586.18
71	1/11/2024	V0281486	Colter Hall	92 Servs/Fees/Repr/Maint	Northern Indust Hygiene Inc	Colter Hall abatement	\$5,500.00
71	1/11/2024	V0281485	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math lab hoods	\$525.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>\$8,203.68</b>

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	1/11/2024	V0281461	Student Center	98 Expend--Capital/Equip	Office Scapes of Denver LLC	Jan 2024 furniture storag	\$1,530.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>\$1,530.00</b>

71 Capital Construction							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	1/16/2024	V0281606	Ag Pavilion ER	99 Exp-New Constr/Cap Impr	Jims Building Service Inc	Ag Pavillion Improvements	\$78,909.74
71	1/10/2024	V0281454	Campus Paving	99 Exp-New Constr/Cap Impr	Engineering Associates Inc	L & C parking lot	\$1,312.50
71	1/10/2024	V0281453	Moyer CC AC	99 Exp-New Constr/Cap Impr	Elogic Inc	Moyer cooling & Electric	\$400.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	1/17/2024	V0281641	Phys Plant Bldg	99 Exp-New Constr/Cap Impr	ATI Systems Inc	Big voice/security upgrade	\$22,316.48
71	1/10/2024	V0281456	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	Bighorn Testing LLC	Sci/Math exhaust hoods	\$6,785.00
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>\$109,723.72</b>
			<b>Sum:</b>				<b>\$119,457.40</b>
			<b>Sum:</b>				<b>\$394,484.86</b>

## Operating Funds – As of November 30, 2023

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,821,813	3,452,783	-369,030	90%			
Fees	1,167,000	1,094,586	-72,414	94%			
State Appropriations	12,210,826	9,122,769	-3,088,057	75%			
Local Tax Levy	3,972,000	2,143,277	-1,828,723	54%			
Other Sources	508,793	113,399	-395,394	22%			
Reserve Utilization			0	0%			
<b>Total Revenue</b>	<b>21,680,432</b>	<b>15,926,813</b>	<b>-5,753,619</b>				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,678,679	2,402,236	5,276,443	31%			
Public Service	96,455	5,144	91,311	5%			
Academic Support	1,714,940	764,380	950,560	45%			
Student Services	3,280,780	1,658,590	1,622,190	51%			
Institutional Support	5,594,102	2,229,667	3,364,435	40%			
Operations and Maint/Plant	2,539,476	1,221,387	1,318,089	48%			
Scholarships	776,000	422,327	353,673	54%			
<b>Total Expenditures</b>	<b>21,680,432</b>	<b>8,703,730</b>	<b>12,976,702</b>				

### Comments

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

**State Appropriations-** The Wyoming Community College Commission has completed the recapture redistribution calculation for FY 2023. NWC is slated to receive a little over \$100,000.

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

## Auxiliary Fund - As of November 30, 2023

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,012,800	1,122,048	109,248	111%			
Residence Halls	1,272,968	1,220,075	-52,893	96%			
Bookstore	20,000	12,075	-7,925	60%			
Copy Center	177,143	47,202	-129,941	27%			
Motor Pool	213,950	117,871	-96,079	55%			
Other	733,267	608,355	-124,911	83%			
<b>Total Revenue</b>	<b>3,430,128</b>	<b>3,127,626</b>	<b>-302,502</b>				
Expenditures by Service							
Food Service	1,012,800	535,641	477,160	53%			
Residence Halls	1,272,968	622,813	650,155	49%			
Bookstore	20,000	0	20,000	0%			
Copy Center	177,143	79,887	97,256	45%			
Motor Pool	213,950	116,330	97,620	54%			
Other	733,267	298,138	435,129	41%			
<b>Total Expenditures</b>	<b>3,430,128</b>	<b>1,652,808</b>	<b>1,777,320</b>				

### Comments

**Food Service-** Northwest College budgeted 275 meal plans for Fall 2023 and 265 for Spring 2024. As of August 29, 2023, Northwest College had sold 320 meal plans for Fall 2023. Food service continues to operate on a modified contract with Sodexo under a cost model with a capped management fee of \$10,000. Northwest College continues to work with Sodexo's management to provide our students with the best food service product at a cost within budget. Additional costs (transportation, compostables) have been incurred as part of the Student Center project and will continue until the project is complete.

**Residence Halls-** Northwest College budgeted 275 students to live in the residence halls for Fall 2023 and 265 for Spring 2024. Occupancy for Fall 2023 and Spring 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. Management is reviewing internal charge rates for Motor Pool and the Copy Center.





To: Lisa Watson, President  
 From: Lisa Smith, Institutional Research Manager  
 RE: 2022-23 Completion and Transfer Summary  
 Date: January 26, 2024

Since many students' college goals are to complete an associate degree or take courses that will transfer to a bachelor's degree program, completion and transfer information helps us identify a measure of student success.

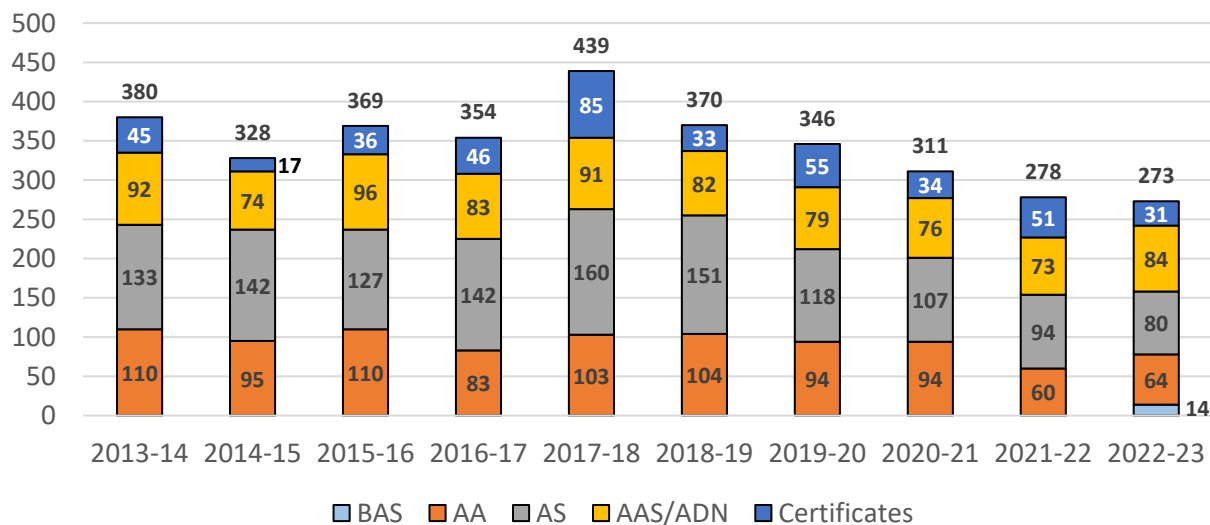
These measurements help guide discussion as we address the priorities of our Strategic Plan (SP) 2030, such as sustaining high levels of degree or certificate attainment and building on our successful history of student retention and completion initiatives (SP 2030 3.1). Program faculty and Academic Affairs leadership use completion and transfer information as they review academic programs (SP 2030 1.5.1).

Below is an overview of the numbers of completions and transfers for 2022-23 students.

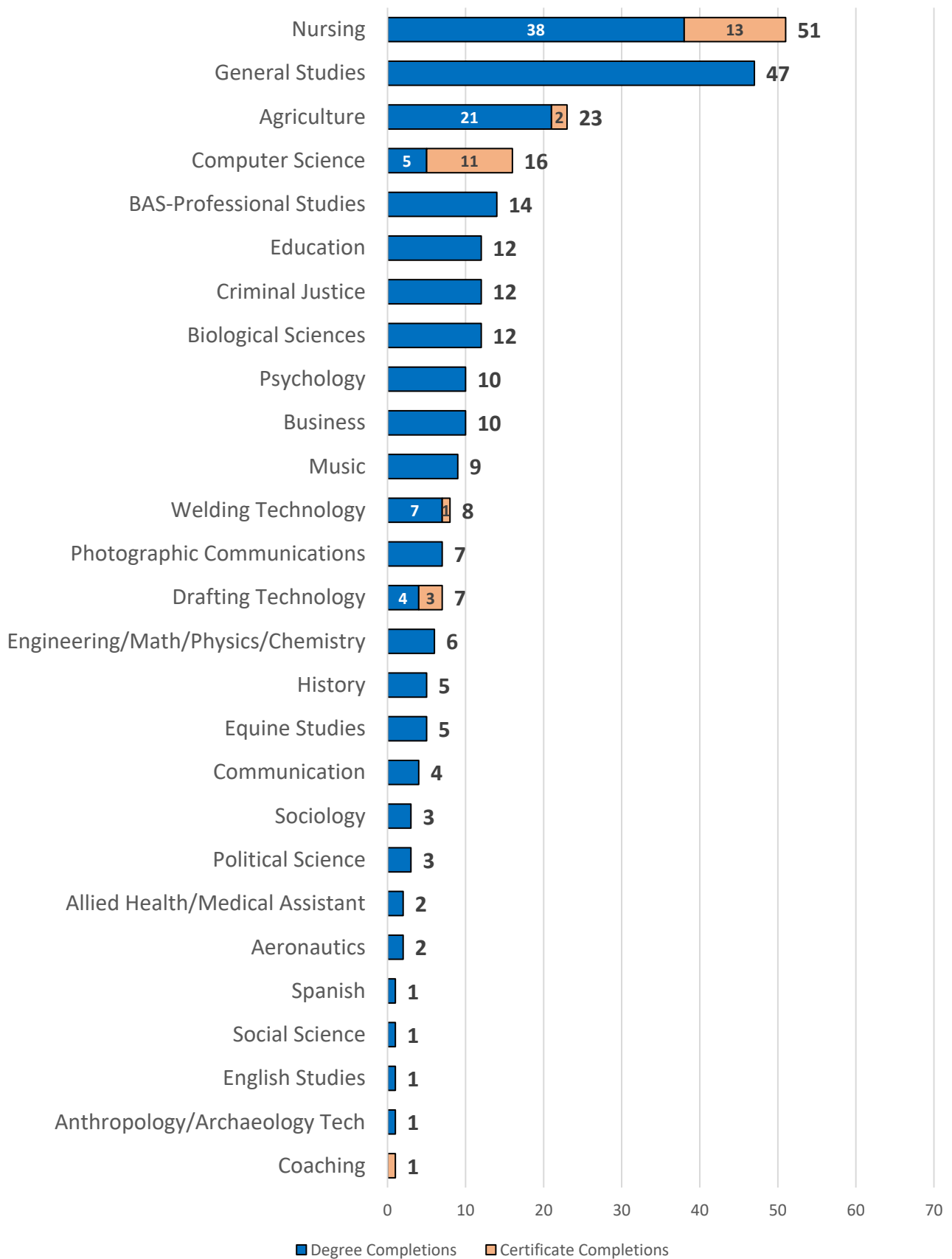
2022-23	Number of Graduates (Completers)	Number of Credentials Awarded (Completions)
Degrees	224	242
Certificates	31	31
<b>Total</b>	<b>248</b>	<b>273</b>

*\*Total Number of Graduates is not the sum of degree and certificate graduates because some students earned both.*

Number of Completions by Degree Type or Certificate



**2022-23 Degree/Certificate Completions by Program Area**  
*Program areas include related degree and certificate programs*



**Transfer Summary**  
- Following Northwest College Attendance -

<b>Degree/Cert-Seeking Transfer Students</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Total Deg/Cert-Seeking (DS) Students who Did Not Return to NWC in Following Fall	673	669	691	613	583
# Who Transferred by Following Fall	224	187	182	166	150
<i>% Who Transferred by Following Fall</i>	<i>33%</i>	<i>28%</i>	<i>26%</i>	<i>27%</i>	<i>26%</i>

<b>2-Year/4-Year Institutions</b>					
# of Transfers to 4-Year Institutions	171	143	133	114	114
<i>% 4-Year Transfers out of Total Transfers</i>	<i>76%</i>	<i>76%</i>	<i>73%</i>	<i>69%</i>	<i>76%</i>
# of Transfers to 2-Year Institutions	53	44	49	52	36
<i>% 2-Year Transfers out of Total Transfers</i>	<i>24%</i>	<i>24%</i>	<i>27%</i>	<i>31%</i>	<i>24%</i>

<b>Top 5 Transfer 4-Year Institutions (number of transfers)</b>					
1	U of Wyoming (88)	U of Wyoming (69)	U of Wyoming (60)	U of Wyoming (56)	U of Wyoming (57)
2	Montana State U-Billings (10)	Montana State U-Billings (10)	Montana State U-Billings (7)	Montana State U-Billings (13)	Western Governors U (6)
3	Brigham Young U-Idaho (9)	Montana State U (6)	Black Hills State U (6)	Montana State U (4)	Brigham Young U-Idaho (4)
4	Western Governors U (3)	Black Hills State U (5)	Chadron State College (4)	Utah State U (3)	Montana State U-Billings (4)
5	Adams State U (2)	Western Governors U (3)	Brigham Young U-Idaho (3)	Western Governors U (3)	U of Montana (3)
	Arizona State U (2)		Montana State U (3)		
	Colorado Mesa U (2)		South Dakota State U (3)		
	Montana State U-Bozeman (2)		Western Governors U (3)		
	Rocky Mountain College (2)				
	South Dakota School of Mines (2)				
	South Dakota State U (2)				
	Sull Ross State U (2)				
	U of Montana-Western (2)				
	West Texas A&M U (2)				

Sources: NWC Colleague; National Student Clearinghouse  
IR: 1/19/2024



**CENTER FOR TRAINING AND DEVELOPMENT**  
**2023**

# CENTER FOR TRAINING AND DEVELOPMENT

## CERTIFICATIONS OFFERED

2023



Surgical Tech	Cody Center
Wilderness First Aid and Wilderness First Responder	Powell
Climbing Wall Instructor Certification	Powell
CPR/First Aid	Powell and Cody Center
Forklift Certification	Powell
HVAC	Powell
Plumbing	Powell
MSHA Part 46- New Miner (Mine Safety and Health Administration)	Cody Center
MSHA Refresher Part 46 - (Mine Safety and Health Administration)	Cody Center
ServSafe	Cody Center
Trauma Emergency Casualty Care - Law Enforcement (TECC)	Cody
Trauma Emergency Casualty Care (TECC)	Cody
EMT Refresher- Basic, Advanced and Paramedic	Cody
National Association for Search and Rescue (NASAR)	Sheridan
EPA 608 and EPA 609	Powell
CIT Crisis Training	Powell
AI Short Course	Powell
Pediatric Advanced Life Support (PALS)	Powell and Cody Center
Advanced Cardiac Life Support (ACLS)	Powell and Cody Center
Basic Live Support (BLS)	Powell and Cody Center
White Water Kayaking	Powell
Facilities Maintenance- Interplay	Powell and Cody Center
Appliance Repair- Interplay	Powell and Cody Center
CDL Course	Powell
Rock Climbing Certification	Powell and Cody Center
Swift Water Rescue Certification	Powell and Cody Center
Avalanche Level 1 Certification	Cody Center
EMS Basic	Cody Center
Advanced Wilderness Life Support	Cody Center
High Ropes Rescue	Cody Center
CDL Hazmat	Powell
School Bus Training	Powell



# CENTER FOR TRAINING AND DEVELOPMENT

## Courses Offered

2023

Crisis Intervention Police Training	Powell
Intro to QuickBooks	Powell and Cody Center
Suicide Prevention Training	Powell
Ten Sleep School District Bus Safety Training	Powell
Basic Wilderness Navigation	Powell
Intro to Welding	Powell
DELTA– Avalanche Awareness Training	Powell
DELTA– Bear Awareness	Powell
DELTA– Leave No Trace	Powell
Human Trafficking Training	Powell
Rope Rescue	Powell
Snow Plow Training	Various

## CareerStep

### Online Learning Platform

#### CareerStep Programs with students enrolled

<b><i>Program</i></b>	<b><i>Location of Student</i></b>
Medical Transcription Editor	Powell, WY
Medical Coding and Billing for Out Patients	Powell, WY



# CENTER FOR TRAINING AND DEVELOPMENT

## CDL Program

### 2023

Laramie County Community College, Eastern Wyoming College and Northwest College formed a consortium and were awarded the Wyoming Works Grant, of which NWC was awarded \$327,000.00 in 2019-2020.

New Federal mandates were passed on February 7, 2022 requiring all CDL students to take the Entry Level Driver Training. Additionally, individuals wishing to receive their Commercial Driver’s License now must attend an approved program listed with the Federal Motor Carrier Safety Administration.

### *Numbers for 2023*

Attended CDL Orientation	153
Completed and Passed CDL Test	75
Hazmat Endorsement	14
Completed and Passed CDL Under 21	4
School Bus Endorsement	6

### *Program Overview*

- Orientation
- Theory
- Simulator/Classroom
- Skill and Behind the Wheel
- CDL Final Road Test

### *CDL Training Costs Per Student*

Class A	\$4,675.00
Class B	\$3,975.00

Endorsement Training

\$99.00 - \$2,275.00



## CENTER FOR TRAINING AND DEVELOPMENT

2023

Dual-enrollment only covers costs for credit courses, leaving high schools students having to pay for CTD courses out-of-pocket. Thankfully BOCES (Powell)- Board of Cooperative Educational Services awarded CTD \$10,000 which allowed us to serve 48 students with free classes from Powell High School and the Shoshone Learning Center. Also, in 2023 BOCES (Lovell) supported 8 Lovell High School students to take the Heavy Equipment and CDL trainings.

Special Drivers Education Class	14
Workforce Effectiveness Program	6
CDL	14
Forklift Certification	3
Innerplay (Plumbing/HVAC)	4
Intro to Welding	5
Stable Management	2
Heavy Equipment	8

### ***Apprenticeships***

Wyoming has numerous Apprenticeship programs which will continue to assist Wyoming in meeting our need for a skilled workforce. Apprenticeships are unique flexible training programs which utilize job-related technical training and on-the-job learning experiences. Apprenticeships enable trainees to gain a license or certificate to practice in their selected craft. Most of the training is done while working for an employer who helps the apprentice learn their trade or profession while working with an approved apprenticeship training provider.

ELAP- Electrical Apprenticeship	36
Plumbing/HVAC	4
Total	36



*Conference and Training Services Offered*



STEM Science Fair

STEM Camp- Grades 4-6th

Poverty Coalition

PEP Advisory Board

Healthy Park County

Park County School District #1

Mental Health Training

Career Fair

Dispatch Training

High School Safe Driver Day

Heart Mountain Wyoming Foundation

University of Wyoming Ag Tour

Local Emergency Planning Committee

Crisis Intervention Training

Impact 307 Bootcamp

Park County Outdoor Recreation Collaborative

Northwest Healthcare

Alzheimer's Awareness

Leadership Wyoming

Next Gen– Tourism and Hospitality



# CENTER FOR TRAINING AND DEVELOPMENT

## Ed2Go- Career Courses

2023

### Ed2Go Career Programs and Classes Offered

#### ***Programs***

Administrative Dental Assistant  
Video Game Design & Development  
Veterinary Assistant  
Freight Broker/Agent Training  
Medical Coding and Billing  
Digital Court Reporting w/Legal Transcription

#### **Classes**

Accounting Fundamentals	Solving Classroom Discipline
Mastering your Digital SLR Camera	Video Game Design
Computer Skills for the Workplace	Intro to MS Word
Intro to MS Excel 2019/Office	Digital Camera
Secrets of Better Photography	Veterinary Assistant
Response to Intervention: Reading Strategies that Work	Empowering Students
Accounting Fundamentals	Teaching Students with Autism
SAT/ACT Prep Series	Certified Information (CISSP)
The Craft of Magazine Writing	The Creative Classroom
Write Effective Web Content	Teaching Smarter/Smart Boards
Keyboarding	Solving Classroom Discipline
Introduction to Journaling	
Teaching Students with ADHD	
Digital Court Reporting w/Legal Transcription	
Freight Broker/Agent Training	



# CENTER FOR TRAINING AND DEVELOPMENT

2023

## Students and Participants Served

	Number Served 2022	Number Served 2023
CTD Courses		
Powell	257	201
Cody	32	92
Other– DELTA, Conference, Events and Specialized Trainings		
Powell	2015	2188
Cody	32	31
Apprenticeship Courses		
ELAP, Plumbing and HVAC	36	40
Total Test Proctoring		
Powell and Cody	117	310
<b>Total Number Served</b>	<b>2,489</b>	<b>2,862</b>
		<b>+373</b>



Grants

**TANF GRANT**

Temporary Assistance for Needy Families  
Grant Award from Park County Commissions

2023-2024                      \$12,787

This grant can be used for any CTD Program as long as the student qualifies. Student must live in Park County, have at least one child in the house and be low income.

**BOCES- AWARD**

BOCES- has awarded CTD funds to continue working with Park County School District #1 Students

2023-2024                      \$10,000

Currently students are enrolled in CDL, Healthcare, and Workforce Effectiveness.

**VIRTUAL REALITY**

**Virtual Reality**

This grant will be used to purchase programs and equipment to add VR to DELTA/Outdoor Programming.

Awarded                              \$4770

**UW GRANT**

**Mobile Construction Trailer**

This mobile construction trailer will be able to go anyplace in our service area and teach basic construction skills.

Awarded                              \$74,500

**PRE-HIRE**

**Workforce Development Training Fund**

Funds from this grant will go towards tuition for CDL students.

TBD

February 1, 2024

TO: Board of Trustees

RE: Approval of banks as depositories

Wyoming law 9-4-806 requires financial depositories to take certain action with their board of directors and then submit to us, as a public entity, a corresponding application to be designated as a depository for public funds.

Five banks have taken such action and submitted the proper documentation required by statute.

These banks are:     Bank of Powell\*  
                          Big Horn Federal  
                          First Bank\*  
                          US Bank  
                          Wells Fargo

\*Northwest College funds are currently deposited in these banks.

Their documentation is in order and these institutions are being recommended for approval.

Recommended Action: Approve listed banks as depositories for Northwest College funds.

January 26, 2024

TO: Lisa Watson, President

FROM: Dee Havig, Interim Vice President for Student Services

Mark Grant, Finance Director

RE: Northwest College FY2025 Student Fees Budget Review and Needs Assessment

Northwest College student fees are reviewed annually as part of the budget and needs assessment process. These fees fund various student and campus needs. The revenue generated by these fees varies from year to year based on student enrollment.

For fiscal 2024, these fees increased from \$51.00 per credit to \$53.00 per credit. This increase assisted with the significant increase in technology and facility costs.

The below table compares FY 2024 student fees to the proposed student fees for FY 2025.

Student Fee	Fund	2024 Cost per Credit	Proposed 2025 Cost per credit
Student Senate	Various	\$3.50	\$3.50
Instructional Fee	Restricted	\$2.50	\$2.50
Student Technology Fee	Operating	\$19.50	\$19.50
Student Services Fee	Operating	\$19.00	\$19.00
Facilities Fee	Plant	\$8.50	\$8.50
<b>Total</b>		<b>\$53.00</b>	<b>\$53.00</b>

### Recommendation

The Board is requested to maintain Mandatory Student Fees for FY 2025. The current rate of \$53 per credit hour is keeping pace with costs, student service needs, and continuing support requested.

## POINTS OF CONSIDERATION

### **Inflation**

The College includes the effect of inflation in its evaluation of student fees. For 2023, the Commonfund Higher Education Price Index (HEPI) reported inflation at 4.0 percent, while the State of Wyoming - All items inflation rate reflected 7.7 percent. Student fees include facilities, so the College reviewed RSMeans City Cost Index-2021 Quarter 4, which provided a Wyoming average of 0.00 percent for material and an average cost of 0.56 percent. Based on these indexes, inflationary increases could range from \$0.00 to \$4.08 on \$53.00. System limitations require incremental changes of \$.50 or larger. A \$1.00 increase per credit hour at 15 credit hours would add \$15.00 per semester cost to our students.

### **Areas of Consideration**

All five mandatory student fees were reviewed and evaluated for their structure and purpose, including supporting current operations, future needs, and external factors.

### **Fixed Fee/Student Senate**

The purpose of the fixed fee is to support Student Senate and Student Activities. The current student fee supports student senate and activities needs, so there is no recommendation to increase this fee.

### **Instruction Fee**

The instruction fee supports instructional equipment needs. This fee operates independently of student course fees tied directly to the consumables needed for coursework. This fee currently meets academic needs, so there is no recommendation to increase this fee.

### **Student Technology Fee**

The purpose of this fee is to support technology that directly benefits students. The College increased this fee in FY 2024 by \$1.00 to maintain technology services at the level desired by our students. This fee currently supports student technology needs, so there is no recommendation to increase this fee.

### **Student Services Fee**

This fee was established through a transfer of the previous fixed fee/student senate fee in FY2022. The fee supports services available to all students on and off campus. The fee provides adequate funding for support services, so there is no recommendation to increase this fee.

### **Facilities Fee**

College facilities require continual improvements and repairs to maintain or enhance the student learning experience. The College increased this fee in FY2024 by \$1.00. At this time, the fee provides adequate funding for improvements, so there is no recommendation to increase this fee.

### Cap on Mandatory Student Fees

Northwest College does not have a cap on student fees and recommends continuing this for FY 2023.

### Discussion of fees with Students

The decision to maintain fees in any scenario should consider student needs and the cost to our students. President Watson, Interim VP Havig, attended Student Senate meetings to garner feedback regarding student fees and the current budget. Students supported retaining the fee structure this year as adequate.

### Comparison to Other Institutions

As part of this analysis, Northwest College's student fee schedule was compared to other colleges in our region to review competitive rates and identify unmet needs. The College continues to closely monitor fees from a competitive advantage. See the following comparison.

	FY 2022 fees per credit hour	FY 2023 fees per credit hour	FY 2024 fees per credit hour	2024 Student Fees 15 hours
<b>Wyoming Community College</b>				
Eastern Wyoming College	\$ 38	\$ 38.00	\$ 38.00	\$ 570.00
Casper College	\$ 40	\$ 42.00	\$ 42.00	\$ 630.00
Western Wyoming Community College	\$ 45	\$ 45.00	\$ 45.00	\$ 675.00
Laramie County Community College	\$ 49	\$ 48.75	\$ 48.75	\$ 731.25
Central Wyoming College	\$ 51	\$ 51.00	\$ 51.00	\$ 765.00
Northwest College	\$ 51	\$ 51.00	\$ 53.00	\$ 795.00
Northern Wyoming Community College	\$ 48	\$ 56.00	\$ 56.00	\$ 840.00
<b>Regional Colleges and Universities</b>				
Miles Community College	\$ 57	\$ 57.00	\$ 85.00	\$ 1,275.00
MSUB- City College	\$ 51	\$ 65.29	\$ 76.14	\$ 1,142.10
University of Wyoming (includes optional recreation, health, athletic fee)	\$ 80	\$ 68.27	\$ 68.36	\$ 1,025.33
Montana State- University- Billings	\$ 67	\$ 88.62	\$ 140.00	\$ 502.00



February 1, 2024

TO: Lisa M. Watson, Interim President

FROM: Dee Havig, Interim Vice President for Student Services  
Mark Grant, Finance Director

RE: Fiscal Year 2025 Student Housing Rate Proposal

Student housing rates are reviewed annually as part of Northwest College’s ongoing operational assessment and budget work. Several factors are evaluated in preparing the annual proposal, including inflation, peer institutional pricing, debt service needs, operating and maintenance costs, financial solvency, occupancy levels, and student affordability. Considering these factors, the proposal for fiscal year(FY) 2024-2025 is below.

**Proposed Housing Rates**

	2024	2025	\$ Increase	% Increase
<b><u>Residence Hall Choices** / PRICES PER SEMESTER</u></b>				
Standard Double Room - Ashley/Lewis & Clark	1,495	1,555	\$ 60	4.01%
Small Single Room -Lewis & Clark	1,795	1,870	\$ 75	4.18%
Suite Style Rooms -Simpson Hall	2,395	2,485	\$ 90	3.76%
Super Single Room - Ashley/Lewis & Clark	1,895	1,975	\$ 80	4.22%
*Assumes Ashley Hall is closed				
<b><u>Trapper Village Main Apartments/PRICES PER MONTH/BILLED BY SEMESTER</u></b>				
One Bedroom (Single Student)	575	600	\$ 25	4.545%
Two Bedroom (per student, 2 person occupancy)	475	495	\$ 20	4.444%
<b><u>Trapper Village West Apartments/PER MONTH/ BILLED BY SEMESTER</u></b>				
One Room Studio Apartment	485	505	\$ 20	4.26%
Two Room Studio Apartment	535	555	\$ 20	3.85%
Two bedroom Apartment	785	815	\$ 30	4.03%
Three bedroom Apartment	1,070	1,115	\$ 45	4.41%
Four Bedroom Apartment	1,270	1,325	\$ 55	4.55%
Three Bedroom House	1,220	1,270	\$ 50	4.29%
Four Bedroom House	1,450	1,510	\$ 60	4.33%

**Recommendation:** The Board of Trustees is requested to approve the Student Housing rates for Fiscal 2025, as outlined above.

## **Points of Consideration**

### **Historical**

The Board of Trustees modified FY2023 residence hall rates ranging from -5 % to 0% and increased non-traditional housing by 4%. The reduction in residence hall rates was for small single and super single rooms due to changing the residence hall model to be focused on occupancy in single rooms. It was also noted that Generation Z students are price-conscious and used to their own private living spaces. Non-traditional housing rates increased based on inflation and the local housing market. It was determined that the FY2024 rates would remain the same as FY2023 to keep competitive. The FY2025 proposal includes a review of inflationary growth, local apartment rental rates, peer institution rates, continued deferred maintenance needs, and the ongoing effect of enrollment uncertainty.

### **Long Term Residential Planning**

The Board of Trustees passed the Residence Life Master Plan in March 2020, before the Coronavirus pandemic. The pandemic caused significant revenue declines for the State and forced changes to occupancy models to meet best practices as outlined by the CDC. The Board of Trustees remains committed to the long-term residence life plan, including a renewal schedule for existing housing inventory, recommended actions for failing and aging facilities, and long-term planning based on occupancy levels.

### **Inflation**

Inflation was reviewed using the 2023 inflation indexes. The first inflationary index is the Commonfund Higher Education Price Index (HEPI) at 4%. The second inflationary index is the Wyoming Cost of Living Index for the Second Quarter of 2023 at 4.6% for all goods or 6.1% for housing. The report also lists a 5.5% inflation rate for apartments in Park County.

When comparing residence hall rates and apartment rates to peer institutions and community rental rates, the market supports an inflationary increase to apartments and residence halls to keep the College competitive. In addition, the modest rate increases allow the College to minimize impacts from inflation, including utilities, without causing significant changes to rates for our students.

## **Other Areas of Consideration**

### **Inventory**

- **Residence Halls**

The rate proposals encourage increased occupancy, including meeting super single room interest while maintaining occupancy in residence halls. According to the phase 1 improvement project outlined in the Residence Life Master Plan, Cody Hall will remain closed for FY 2025. In addition, Ashley Hall could reopen if Colter Hall is utilized for administrative use with the Orendorff project. Ashley Hall has a greater occupancy capacity than Colter Hall and has more flexibility for increased enrollment.

- **Trapper Village Main**

Trapper Village Main provides apartment-style housing on the main campus. The qualifications for living in Trapper Village Main seek to attract a pool of qualified students who want to live apartment-style with the benefits of remaining on campus. The renovation of these units was completed for FY 2021, and the College has been able to operate these units at nearly full occupancy since the renovations were completed. It expects the same occupancy levels for FY 2025.

- **Trapper Village West**

Trapper Village West rates align with local and state-wide rental rates. Trapper Village West is currently providing housing for students and employees. Occupancy is holding at 72% or 86% of all rentable units (roughly 43 units rented) for FY2024, compared to pre-pandemic levels at 67% or 78% accordingly (approximately 35 units). Occupancy declined slightly from FY2023 due to mandatory renovations to bring units up to code. Occupancy remains high due to the tight rental market in Powell. Ten units have been determined to be unrentable, including seven 3-bedroom units and three 2-bedroom units. Physical plant has worked to repair and maintain operational units by consolidating existing material to maintain units in a rentable status. Trapper Village West units are continually being monitored for needed repairs. All previous investments in improvements for the last eight years were recaptured in FY2023. Remodeling of existing unrentable units will occur as funds and staffing allow.

### **Staffing**

Northwest College surveyed the staffing patterns for residence life programs compared to the other 7 Wyoming Community Colleges in Spring 2021. The survey results confirmed that Northwest College's staffing model and operations are consistent with the other colleges.

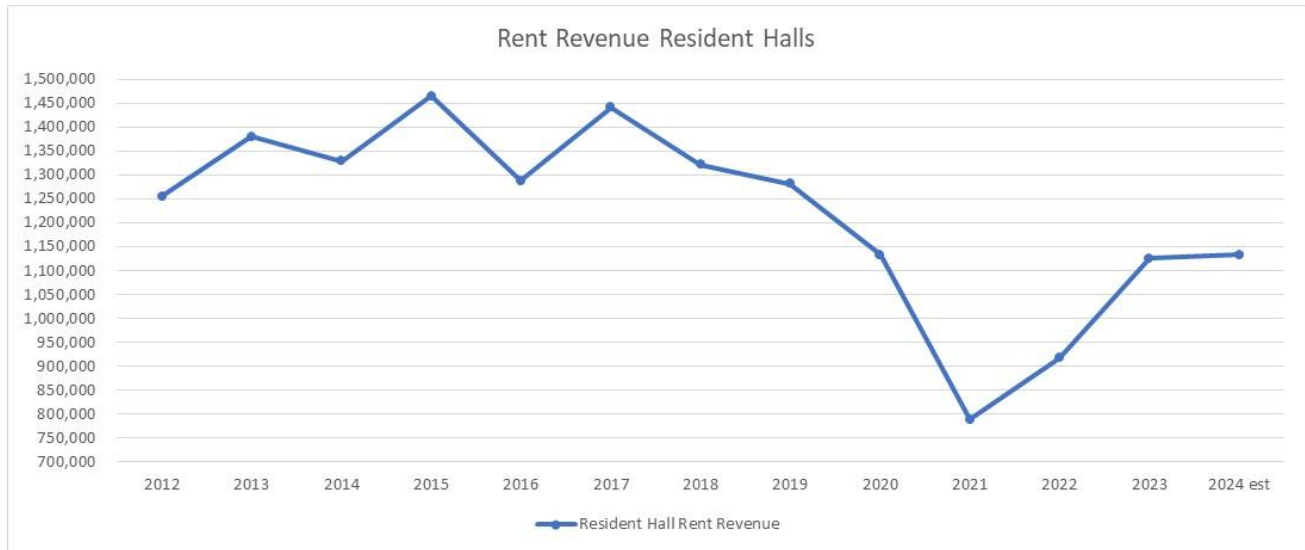
### **Occupancy and Revenue**

Northwest College saw an increase in occupancy of residence halls for Fall 2023, with approximately 315 residents. This is an increase of roughly 15 students compared to prior years. Based on current enrollment numbers, the College is conservatively projecting Fall 2024 occupancy at approximately 260 students, consistent with Fall 2022 and 2021 occupancy. Additional recruiting, enrollment efforts, and affordable housing options may contribute to increased occupancy next year but cannot be guaranteed, and as such, budgeted occupancy remains conservative.

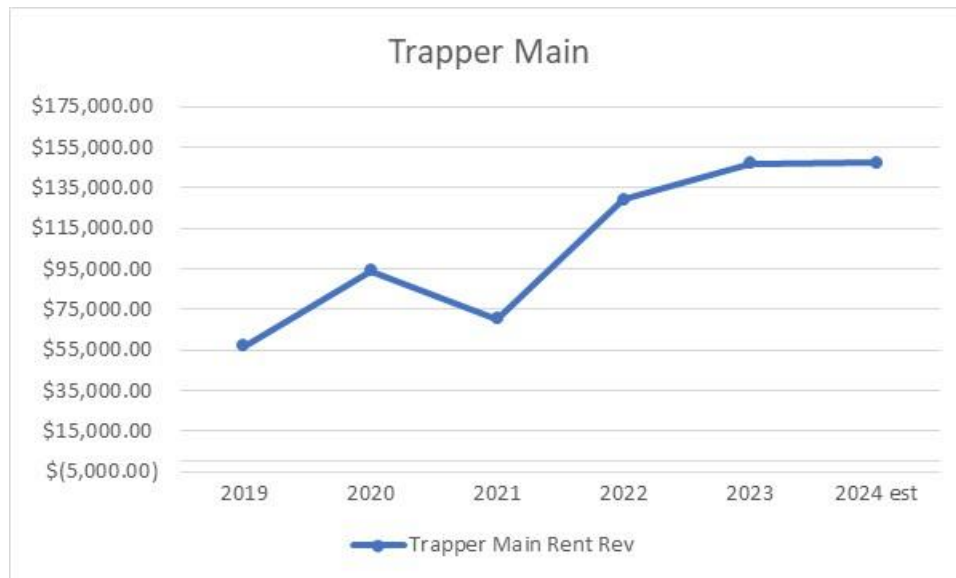
Northwest College evaluated its fiscal 2023 housing model and determined the fiscal year 2023 occupancy model should be built with students selecting super single rooms compared to historical double occupancy rooms. The premise was that students had become accustomed to living in single rooms due to the pandemic and liked having their own rooms. The 260 budgeted residences are divided between 122 living in Simpson Suites and 138 living in the traditional double-loaded corridor halls, with 50 students in double-occupancy rooms. Northwest College

believes this model shift provides a recruiting advantage as the single occupancy rooms are priced affordably compared to other institutions.

The maximum occupancy for FY 2024 is 388 residence hall beds. With Colter Hall being used for administration and Ashley Hall reopening, the maximum occupancy for FY 2025 will be 492 residence hall beds. See below for historic resident hall rent revenue.



See below for apartment rent revenue.

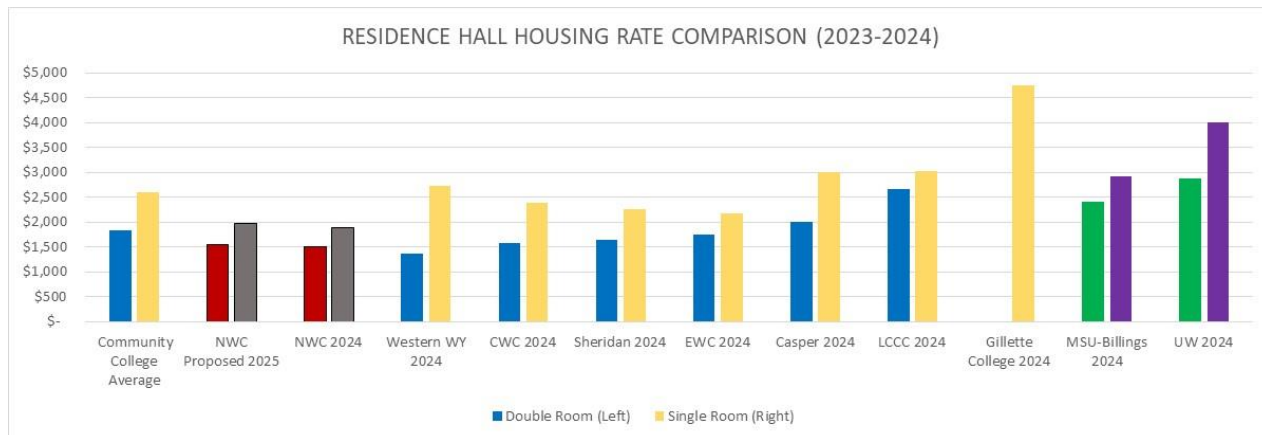




The demand for apartments increased in FY 2022 and 2023 due to the interior renovation of Trapper Village Main. In addition, due to the tight rental market, the demand for Trapper Village West Units increased in FY 2023. FY 2024 has projected a slight decline in Trapper Village West Occupancy due to increased unrentable units. However, the percentage of rentable units has increased from FY 2023 to FY 2024. Northwest College expects occupancy to remain consistent for FY 2025 but continues to budget conservatively.

**Comparison to Other Colleges and Community:**

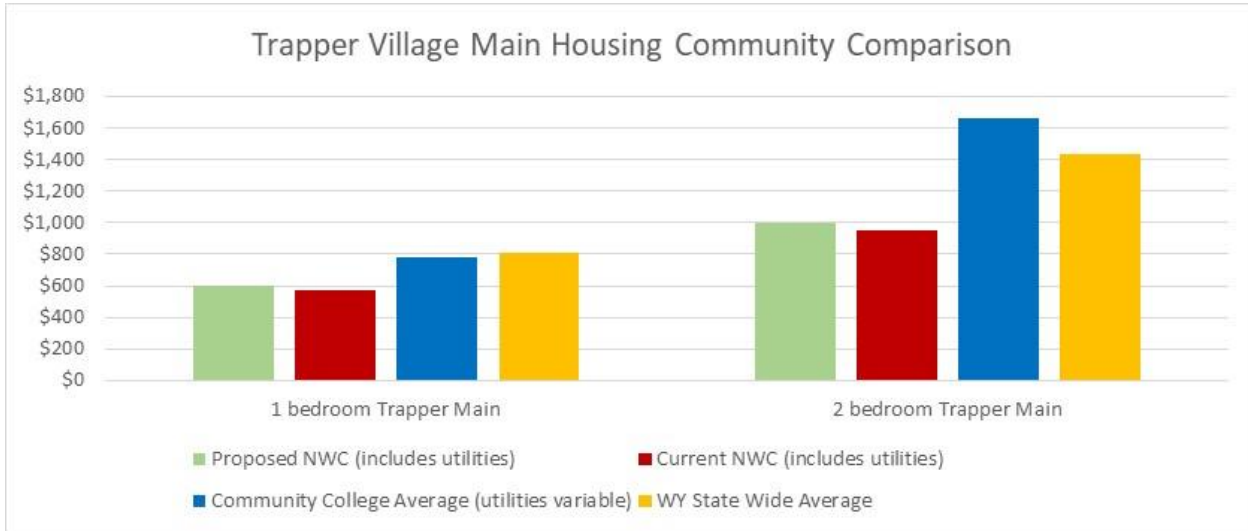
Northwest College reviewed the other colleges' rates for the fiscal year 2024. See the comparison by College below.



A small increase in residence hall housing rates allows the College to remain competitive with other Colleges in the State, even when comparing super single rates to other colleges' double occupancy rates. In addition, a small increase in super single-room rates will keep these

rooms affordable to students accustomed to having no roommate. The College continues to monitor student trends post-pandemic.

### Trapper Village Main



### Trapper Village West

