

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, May 13, 2024
4:00 p.m. – Business Meeting
Yellowstone Building

Zoom: <https://nwc.zoom.us/j/98998044030?pwd=U1h1Z2VSeEJydzk5QnJob3ZySmRSUT09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 989 9804 4030; Password: 805669

AGENDA

I. Call meeting to order

A II. Approve the agenda

A III. Consent agenda

Minutes

[Approve minutes of the regular meeting of April 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](#)

V. Discussion/informational items

- A. [Powell Valley Community Ed \(PVCE\) contract for services renewal](#)
- B. [Preliminary FY2025 Budget presentation](#)
- C. [President and Board Budgets for FY2025](#)
- D. [Renewal of President's contract](#)
- E. [Perkins V Program Year 2024-2025 – Notice of intent to participate](#)

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

Anyone wishing to address the Board must sign in with the recording secretary. Each speaker may speak for up to six minutes. The Board will listen to comments and may ask questions for clarity but will not respond to individual citizens.

A VII. Unfinished business

A VIII. New business

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

- A. June 10, 2024, Upcoming
 - 1. Quarterly Budget Adjustments
 - 2. Accounts Receivable write-offs
 - 3. Preliminary Budget
 - 4. BOCES Budgets for Greybull, Lovell, and Powell
 - 5. 2025 Board Goals and President Goals
 - 6. Other TBD
- B. Future and follow-up topics

X. Announcements

- A. Summer Classes Begin, June 3, 2024, NWC
- B. WCCC meeting, June 6-7, 2024, CWC Riverton
- C. June Board meeting, June 10, 2024, 4:00 p.m., Yellowstone Building
- D. Yellowstone Summer Music Camp, June 16-21, 2024, NPA

A XI. Adjournment

A=Action item

MISSION:



VISION 2030:



Board Priorities FY 2024

- Support the 2030 Strategic Plan -Annual review of Vision & Pillars efforts, KPIs
- Support campus revitalization efforts – Approve the Level II plan for Nelson Performing Arts and Level II/III Orendorff 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**

April 8, 2024

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

MEMBERS ABSENT: Treasurer MR. BOB NEWSOME; DR. MARK WURZEL

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. DEE HAVIG, Interim Vice President for Student Services; MS. JILL ANDERSON, MR. DUSTIN DICKS, MS. TRACY GASAWAY, MR. MARK GRANT, MS. JILL HARTMAN, 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, 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, April 8, 2024, at 4:02 p.m. in the Yellowstone Building.

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

MISSION MOMENT Shelby Wetzel shared that Northwest College's fourth annual Giving Day was the most successful, raising \$175,735 from 378 donors during the twenty-four-hour period. The total raised was \$38,000 more than last year, with a thirteen percent increase in donors. The Foundation is extremely grateful for the challenge donors who provided gifts to inspire giving and jumpstart participation.

This year, the Foundation utilized a new platform, Give Campus, which provided a more sophisticated tracking process and the opportunity to populate real-time numbers. This allowed people to see the success of the different academic program initiatives.

Shelby stated that the Foundation develops different strategies for Giving Day each year to help drive numbers and activity. With this being the last year of fundraising for the Student Center, the Foundation focused on an all-in promotion for faculty and staff and also rallied retirees to participate. Another strategy to drive giving was the Legacy Wall, where donors had naming opportunities in the study center rooms.

Jill Hartmann, Alumni and Development Coordinator, explained that the “All-In” campaign was an appeal for 100% of current faculty and staff to make a gift to the Student Center. The goal was to offer an opportunity for employees to be unified in their support of the new building and to be proud when the building opened that everyone helped to make it happen.

The campaign was supported by alum Clay Cummins, who offered to match all employee gifts to the Student Center, which meant that employees could have their names added to the Legacy Wall for half the cost. President Watson also incentivized giving by offering each constituency group a reward if 100% of their group participated. Faculty were to receive doubled professional development funds for FY2025 and free lunch in the Dining Hall. The reward for Professional Staff and Classified Staff was a half-day of vacation. Both Professional Staff and Classified Staff reached the goal of 100% giving.

Jill stated that in addition to the All-In initiative, retiree Charlotte Patrick challenged retirees. She offered a 100% match of gifts made to the Student Center, which meant that retirees could also have their names included on the

Legacy Wall for half price. Fifteen retirees took advantage of Charlotte's match; over \$2000 was raised from those gifts.

Cory Ostermiller, Development Manager, stated that the Legacy Wall was an opportunity for donors to leave their mark on the Student Center. Those who participated will have their name permanently attached to the glass on the study room walls. Nearly 200 Giving Day donors participated in the initiative. Different giving levels dictated the size of a person's name on the Legacy Wall. Cory stated it was very successful and heartwarming throughout the day to have alums come in and give in honor of family members who had passed away or for young children who will hopefully become future Trappers. Cory stated that while it was a significant initiative on Giving Day, donors still have the opportunity to leave their mark on the Legacy Wall by visiting the website or contacting the Foundation directly.

Shelby stated that department projects were introduced the previous year as a way for alums to give back to an area of their greatest passion and help students who are following in their footsteps. Seventeen programs joined the initiative this year, and approximately \$25,000 was raised for the various projects. Five of the projects met their goals, and the Foundation is working on plans or possible grants to accomplish the goals of outstanding program areas.

Shelby shared that the Ag department hoped to raise \$2000 for a new drone project. They received the first gift of Giving Day, \$1000, and raised \$4800 in total. It was very exciting to see, and the Foundation wants to continue to have academic projects because people feel good helping provide students with future opportunities.

Shelby stated that the Foundation will soon begin planning for the next Giving Day. They are very grateful to all who supported the event and appreciate the opportunity to present its success to the Trustees.

A CONSENT AGENDA:

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

Trustee Housel recognized the Wrestling team's success at the National NJCAA Tournament, those who placed, and Aziz Fayzullaev, who won his second national championship.

In response to a question from Trustee Housel, President Watson stated that the Regional Needs Assessment research report is considered in draft form and is being reviewed for accuracy. For instance, the assessment states that Northwest College should consider adding an LPN program. The College had a stand-alone LPN program but recently consolidated it into a stacked credential model. Once the report is finalized, it will be shared with Trustees and the campus community.

Trustee Housel expressed his appreciation for Bob Becker and the two students who traveled with him to Cheyenne to judge and recruit high school students at the Wyoming State Speech and Debate Tournament.

Trustee Housel congratulated Dr. Greg Smith for being awarded a 2024 Wyoming NASA Space Grant for his proposal *CSI Powell: Developing an Upper Division Forensic Anthropology Course at Northwest College*.

In response to a question from Trustee Housel, President Watson stated that the new Forensic Anthropology course will be taught as part of the Criminal Justice BAS program, and the grant awarded to Dr. Smith is for equipment for the course.

In response to a question from Trustee Housel, President Watson stated that there have been many discussions about partnering with the Buffalo Bill Center of the West and finding projects that serve both. Keith McCallister has been collaborating with them on a river raft trip as part of the Outdoor Education program. These collaborative experiences with the Museum could build excitement and, in turn, enrollment.

Trustee Housel noted the popularity and appreciation for the Senior Citizen's program at Johnson Fitness Center. He feels that the more community members are engaged in campus activities, the more they will be invested in the College.

In response to a question from Trustee Housel, President Watson explained that the Rocketbooks TRiO students use for note-taking are notebooks that allow the user to save the written content digitally.

Trustee Housel recognized and expressed his appreciation to the faculty leading the effort to bring recycling back to campus.

In response to a question from Trustee Housel, President Watson stated that the Personnel Status Report indicates more open positions than usual as the College is working to convert interim positions on campus to permanent ones. Additionally, some failed searches are now open until filled, so they continue to appear on the report, as do open positions due to retirements.

In response to a question from Trustee Housel, President Watson stated that the national average for the drop in occupancy levels in residence halls from fall to spring semesters due to natural attrition is 12-15%. Northwest College commonly experiences rates within that range. The Fall 2023 to Spring 2024 drop was approximately 15%.

Trustee Laursen noted that the number of students GEAR UP serves indicates that the College meets students' needs.

Trustee Laursen attended Career Day and felt it was an excellent event for students and community members.

In response to a question from Trustee Laursen, Carey Miller explained that the Niche data included in her advertising report reflects February, which is generally a light month for inquiries. Niche is a college search website where prospective students can create a login and search all schools. President Watson explained that Niche is the most commonly used search tool by high school students. While every college has a presence on Niche, having a paid partnership with Niche allows Northwest College to be highlighted and have more control over the information on its Niche profile.

President Watson stated that the College mailed 23,000 postcards, placed social media, and paid advertisements in the newspaper inviting community members to complete the Community Needs survey. It is open until April 30, and everyone is encouraged to participate.

Trustee Housel stated that he appreciates the CDL reports regarding enrollment and completion. He would like to see a similar annual report regarding the Aviation program. President Watson noted that there is a report showing enrollment in all credit programs that can be shared with the Trustees.

Motion carried, and the consent agenda, including the minutes of the March 4, 2024, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Legislative Wrap-Up

In her President's report, President Watson shared a list of bills approved by the Governor and those vetoed directly related to the community colleges. She stated there were great outcomes for students, such as Wyoming's Tomorrow Scholarship Endowment funding and the kickstart money to fund the scholarships for the first year while the endowment builds. The endowment will be very useful for students and the College because it will provide student scholarships for non-credit programmatic areas. It is similar to the Hathaway scholarship but is for adult learners and has more flexibility.

President Watson stated that community colleges also received funding for inflation, which will provide slightly more operational money for things such as utilities. Local levies, however, are not expected to perform the same as in recent years, so there will likely be a decrease in funding received. Enrollment is expected to be slightly lower across the state and the nation because of lower graduation rates. While Northwest College gained money in some areas, there will be losses in others, resulting in a flat budget.

President Watson stated that the Governor vetoed one property tax bill and signed four others. Three signed bills are backfilled with State funds and won't affect the College's funding. However, one of the signed bills, which caps the rate at which property taxes increase, will eventually affect the funding in terms of growth. President Watson expects property taxes to be an interim topic.

The Governor also vetoed the repeal of gun-free zones. While President Watson is unsure if it will be an interim topic, she expects it will be a topic that will continue to be worked on. There were concerns about the legislation and whether it was specific enough or if it addressed areas of concern for the colleges. For instance, thirty-nine WY students in the residence halls are over twenty-one years old. The repeal of gun-free zones legislation would give those students a right to conceal, carry, and keep guns in their homes at any time, including while residing on campus. All residence halls currently have students who are over and under twenty-one. President Watson stated that the colleges are interested in more work being done to offer safeguards or local control and will be following the issue closely.

President Kuipers stated that she serves with Trustee Wurzel as Northwest College's representative to the Wyoming Community College Trustees (WACCT). WACCT is considering writing a letter of support for the Governor's veto of the repeal of the gun-free zones bill.

President Watson stated that the community colleges are not advocating any particular interim topics this year. The Community Colleges work closely with the Education Committee and will provide updates throughout the year, including during the interim.

State Fall Enrollment Report -
Draft NWC

Lisa stated that the report will remain in draft form until the Commission approves it at its April meeting. Once approved, the full report will be available on the WCCC website.

Northwest College's final headcount for fall 2023 was 1,389 students, and FTE was 1,145. The report shows that while NWC's enrollment has declined over ten years, it is consistent with the enrollment trend of other state community colleges.

Since tracking began in 2000, Northwest College has had the highest percentage of full-time enrollment of all community colleges in Wyoming. However, in recent years, the part-time percentage has increased while the full-time percentage has decreased. Most College students take 3-5 credits (25%). The following highest percentage of students take 12-14 credits (22%) and 15-17 credits (20%).

The largest population of Northwest College's students is under 18, including dual and concurrent students. The next largest group is 18-19 years old, including some dual and concurrent students. The older age ranges trail off in percentages.

Most Northwest College students come from its service area (71%). NWC is tied with LCCC with the highest percentage of enrollment from states bordering Wyoming (10%), tied with three other colleges with enrollment from all different states (4%), and has the highest percentage of students from international countries (7%).

Northwest College students typically seek a transfer preparation AAS degree (37%) or are non-degree-seeking (41%), many of whom are dual or concurrent students. Fifteen percent seek only career/technical education, 5% seek multiple degrees across transfer and CTE areas, and 2% are in BAS programs.

Northwest College has the highest percentage of students enrolled in distance education (61%), the highest percentage of dual enrollment (21%), and the lowest percentage of concurrent enrollment (19%). Four percent of students take remedial classes, and four percent take co-requisite courses, which are developmental classes.

The community colleges' funding model is based on the level of instruction (LOI). Every course is assigned at the state level to a level based on its characteristics. Sixty percent of NWC's FTE is from Level 1 (lecture) courses, 27% from Level 2 (lab) courses, and 13% from Level 3 (high technology) courses. The high technology courses are described as having ancillary equipment used to teach them, such as in Welding and Nursing classes.

In response to a question from Trustee Kost, Interim Vice President Erickson stated that twenty courses are taught at Northwest College with the LOI 3 designation. These courses use a lot of technology, are very expensive, and are much more "hands-on" than other classes.

Storm Drain/Retention Basin Project Update

President Watson stated that the Facilities Committee has been working on an agreement with the City on the storm drain/retention basin project and is close to bringing it to the Board for approval. The President has been working with the City, and the document has had many revisions. The College wishes to ensure that some value will be received if it surrenders the land under an easement to the City for the project. The College had heard that the City has until October 1, 2024, to sign a contract with a vendor.

President Watson reiterated that the proposed project is not a retention pond but a retention basin that would hold water for a short period and defer the flow to the storm drain in the event of a major storm. The College would like to

make sure that the water table is accurately identified to ensure that the basin operates as intended when necessary and is otherwise an open grassy area that can still be utilized.

President Watson stated she has negotiated with the City to allow the College to connect the watershed of the Yellowstone, Lewis and Clark, and Simpson Hall fields and parking lots to the City's storm drain.

Trustee Housel stated that the Facilities Committee recognizes that the project is in the public's interest. The Committee addressed ambiguities in the original agreement to ensure nothing was left to chance, such as the high water table during irrigation season. The final detail to be worked out is that the agreement contains a provision identifying the exact location of the water table.

President Watson stated she had been working with a lawyer on how the water table relates to the basin's design. The Committee's feedback has been constructive in working with the City and its engineer. Once the water table has been established, the floor of the basin will be designed to be set one foot higher to allow flexibility if the water table fluctuates over time, serving the best interests of the College and its neighbors.

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:

Major Maintenance Projects

President Watson stated the Major Maintenance project update is presented annually to inform the Board of upcoming projects and the status of those already underway.

President Watson clarified that the memo contains a duplication in FY2024 Major Maintenance projects. Line thirteen is to be stricken as it is the same project described in line eleven.

President Watson also noted that in FY2025, the Major Maintenance project, "Fire Detection Panel Upgrade Phase II," for \$65,000, should be added pending design and bid. Phase I of the project is listed in FY2024 projects. The existing panels are past their life expectancy, and replacement parts are difficult to find. The College will begin replacing the panels through a phased approach, prioritizing the areas of greatest need.

In response to a question from Trustee Housel, President Watson stated that the concrete repairs listed in the report refer to the slab that is north of the Student Center and the Cabre parking lot. While the sidewalks around the new building are included, this concrete is outside the project scope. The concrete was previously damaged by age and use and was identified to be replaced after the construction work. There will also be landscaping improvements made to that area.

A motion was made by Trustee Laursen and seconded by Trustee Kost to approve the Major Maintenance projects as presented. Motion carried.

State of Wyoming Matching
Designation

President Watson stated that the legislation regarding the appropriated donor matching funds for community colleges requires the Board of Trustees to designate the purpose of the matching dollars. The Foundation requests that the Trustees designate the purpose to support the Student Center, scholarships, and campus programs.

In response to a question from Trustee Housel, President Watson stated that early discussions regarding using funds include using \$500,000 toward the Student Center, which would close out the Foundation's campaign.

Match dollars always appeal to donors as they can increase the impact of their contribution to their areas of interest. For example, a few years ago, the College eliminated soft-dollar athletic scholarships. The Foundation began a campaign to replace the soft-dollar amount with hard dollars, and a discussion was held with the President and Foundation Director about using some of the match funds to continue the endowment growth for student-athletes. Match funds may also support other endowments in areas of interest to donors. While discussions are ongoing regarding the use of the match funds, these areas have stood out as needing growth opportunities.

President Watson stated that the Foundation will receive the \$1 million designation upon submission of the board-approved Designation. The State and the WCCC must determine how to allocate the remaining \$1.3 million among the colleges. NWC and the Foundation stand ready to act on the \$1.3 million funds.

A motion was made by Trustee Todd and seconded by Trustee Housel to approve the State of Wyoming Matching Designation as presented. Motion carried.

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

May 13, 2024, upcoming:

- Review President and Board Budget
- Preliminary budget presentation
- Renewal of the President's contract
- PVCE contract for services renewal
- State Fall Enrollment Report
- Other TBD

ANNOUNCEMENTS:

Faculty & Staff Recognition Luncheon, April 11, 2024, Yellowstone Building
Concert Band, Choir, & Percussion Concert April 15, 2024, 7 PM, NPA
Advising Day, April 16, 2024, All Day
Stothart Readings, April 18, 2024, 12 PM, Hinckley Library
Commission Meeting April 18-19, 2024, Casper
Northwest Civic Orchestra, April 20, 2024, 7 PM, NPA
Small Ensembles: Woodwind, Sax & Guitar, April 22, 2024, 7 PM, NPA
Student Academic Showcase, April 26, 2024, Yellowstone Building
Brass Ensemble, April 29, 2024, 7 PM, NPA
Zach Paris Percussion Recital, April 30, 2024, 7 PM, NPA
CTD Open House, May 1, 2024, 4-6 PM, CTD/Armory
Brass Recital, May 1, 2024, 7 PM, NPA
Paramedic Coining Ceremony, May 3, 2024, 4 PM, Yellowstone Building
Faculty Jazz Concert, May 6, 2024, 7 PM, NPA
Final Exams, May 8-10, 2024, NWC

Nursing Pinning Ceremony, May 10, 2024, 3 PM, NPA
Graduation/Commencement, Saturday, May 11, 2024, 10:30 AM, Cabre
May Board meeting, May 13, 2024, 4 PM, Yellowstone Building

A ADJOURNMENT: The meeting adjourned at 5:58 p.m.

DENISE LAURSEN, Vice President/Secretary

Date

Board of Trustees Committee Reports

Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in April.

Policy/ Student Success Committee – Chairman Mark Wurzel

No committee meeting was held in April.

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

No Committee meeting was held in April.

Facilities Committee – Chairman John Housel

No committee meeting was held in April.

President's Report

May 6, 2024

State

Legislature & Economic projections

No legislative meetings were held in April concerning topics related to the Community Colleges. Currently, no Interim Joint Education Committee meetings are scheduled until August.

The April CREG (Consensus Revenue Estimating Group) report, a key indicator of Wyoming's financial condition, was released on April 25, 2024. It brought good news, stating that our current revenue collections directed to the General Fund continued to exceed the pace by 32.3 million (2.2%). The Budget Reserve Account (BRA) is also trending positive, exceeding the forecast by 46.4 million (12.8 percent). The School Foundation Program (SFP) is also performing well, exceeding the forecast pace by 13.1 million (3.1 percent). While we observed declines in market prices for natural gas and coal, coal production, and recent trends in sales and use tax collections, these are expected to revert closer to the CREG forecast in the remaining months of the fiscal year. Dividends and Interest were 11.8% down in the permanent mineral fund, but capital gains were more than enough to cover any shortfall that might occur.

Sales and Use Tax collections are steady but relatively flat at 1.2 percent, and the Common School Account is up 1.4 million or 6.8 percent.

Governor

The State Building Commission met on April 10, 2024. The State Construction Division provided project updates to the Governor and Commission members. The updates included major maintenance and capital projects, with a special focus on the Student Center project.

Wyoming Community College Commission (WCCC)

The Wyoming Community College Commission (WCCC) meeting, held in Casper on April 18 and 19, was a productive one. The workshop discussion covered the Bachelor of Applied Science, Capital Construction projects, and Budgets. A workgroup was formed to discuss whether the rules should be changed to allow more BAS options at the Colleges. The Commission meeting centered on many business tasks such as the meeting schedule, commencement schedule, the strategic plan review, and the Directors' report. A new Commissioner was sworn in to replace Micah Wyatt, who stepped down.

Wyoming Association of Community College Trustees (WACCT)

The WACCT meeting was held in Casper on April 18 to coincide with the Commission meeting. Discussion was centered around post legislative support of the Governor. The role of the Trustees in WACCT and working with their respective Boards on legislative topics.

Wyoming Innovation Partnership (WIP)

The WIP received funding of 15 million from the legislative session. WIP III funding applications were being accepted until May 7, 2024, to extend or renew grants based on previous WIP initiatives. No new initiatives are to be accepted. Northwest College submitted renewals to continue efforts on Tourism, Software Development, and Virtual Reality. Grants will be reviewed and evaluated by the Governor's workgroup, and award letters will be announced in the near future.

Campus

The Faculty and Staff Recognition Luncheon was held on Thursday, April 11. It was a fun gathering with many employees celebrating service awards from 5 to over 50 years. Select employees were recognized as outstanding by their constituents. Char Klein, Dave Patterson, and Jo Ann Heimer were recognized. The International Student & Scholar Services team was recognized for the team award. The Faculty Distinguished Service Award was given to Anthony Polvere and the Distinguished Adjunct was awarded to Jessica Williams. David Austin received tenure and was promoted to Associate Professor.

The Juried Photo Student show was held on April 2, 2024. Student work was juried, and student winners were announced. The Juried Art and Design show was held on April 23, 2024. Student art was juried, and student awards were announced. Both shows reflected the creativity and quality of our NWC students.

The student Awards reception was held on Thursday, April 25, 2024. Outstanding students were recognized in each of the five academic divisions. It was a pleasure to speak and learn more about the students selected to win these awards.

The second annual Student Academic Showcase was held on Friday, April 26, 2024. I was thrilled to welcome everyone to campus and then stayed the entire day to attend all the sessions. Each session filled the conference center with conversations on poster presentations, visual showcases, and oral presentations. The University of Wyoming and the Program Director of Wyoming's Inclusive Excellence Team, Rachel Watson, once again attended with a group of UW grad students and staff. There were more people in attendance from the community and K-12 than last year, and once again, it was an amazing and uplifting day! I want to thank the entire Student Academic Showcase Committee, led by Dr. Amy McKinney, and everyone who worked tirelessly to create the event.

Strategic plan 2030

(Pillar 1.5.1) Hanover Research has been focused on the Community Needs Survey and the Regional Needs Assessment. The survey closed on April 30, and Hanover is currently processing the survey and working through the data. The regional needs assessment analysis is on hold pending budget, grant, and operational priorities. The report will be shared with the campus once finalized.

(Pillar 1.1.4.) The College learned the good news on April 12, that NWC was designated as an eligible institution under Title III. The designation allows us to apply for grants within Title III or Title V programs. We must renew annually but this opens up grant opportunities not otherwise possible to the College. My thanks to Lisa Smith and Mark Grant for preparing the documentation associated with the application and waivers. NWC and Ellucian Grant Services have also identified the TRIO grant as the first grant of focus and support from Ellucian.

(Pillar 4.1.2) Construction of the student center continues on schedule. Drywall, metal siding, concrete polishing and outside landscape work are the current areas of focus. The Soccer Fieldhouse design is

complete; the conversion contract is signed, and demolition of the drop ceiling has begun. The completion date is scheduled for the end of August.

(Pillar 4.3.2) The Institutional Effectiveness Committee met to complete the Support Service Program work for the year.

Powell Economic Partnership

I attended the PEP meeting on April 18, 2024, via Zoom. This two-hour quarterly meeting focused on planning and strategy. The values and mission of PEP were discussed along with the consent agenda and financials.

Forward Cody

I attended the Forward Cody meeting on April 23, 2024. James Klessens provided updates regarding the buildings and potential businesses showing interest in growth and relocation. Additional time was spent on the financials and planning work for the shooting complex.

Foundation and Alumni

The Foundation Board met on April 24, 2024. I had the pleasure of attending and later participating in the joint Foundation, Alumni and Board of Trustees reception.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

May 1, 2024

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

Finance & Budget

- The Northwest College Building Authority Board of Trustees, composed of Mark Westerhold and Dave Gilliatt, convened on April 3rd, 2024. The board was able to appoint a new Trustee, Dusty Spomer. The Board then appointed new officers: Dave Gilliatt as Board President and Dusty Spomer as Secretary/Treasurer. The Board then accepted the resignation of long-serving Board member Mark Westerhold and thanked him for his service. Northwest College currently utilizes the Building Authority to pay the bond related to Simpson Hall. No other projects will need to use the Building Authority's services in the next year or two.
- Pursuant to the memorandum that the Foundation presented to the College Board of Trustees in the April meeting, our College President, Foundation Executive Director, and Finance Director worked with the State Treasurer's office to apply for the matching funds that were appropriated in this past legislative session. The Foundation donated 2.3 million to the College, and the state matched 1.6 million. These funds will be allocated to the new Student Center, scholarships, and campus programs.
- The College President and Finance Director have met with all the Budget Managers and discussed known and potential revenue streams. Overall, state funding is up, the local mil levy is down, and enrollment is primarily flat, giving an overall consistent revenue projection for 2024-2025. The Finance Director has been meeting with several departments across campus and has gathered various needs and adjustments to consider when developing the detailed college budget in the upcoming month.
- The Grants Leadership Team has selected the TRIO Student Success Services Grant as the first of nine grants for Ellucian to help the college develop and write. The RFP opened on May 1 and will close on July 15. The Grants Leadership Team has been pleased with the work and cooperation that Ellucian has provided.
- The Business Office has updated any relevant course fees approved by the Board in December, including fees for student accident insurance, housing rate adjustments, and meal plan rate adjustments. Billing has been turned on for the summer semester.
- The Business Office has been working with several students during early registration and establishing payment plans to help students with significant balances prepare for registration in the fall. The Business Office has also been working with the Registrar's Office, the international office, and others to discuss options for students.
- The Business Office has celebrated the retirement and achievements of Jo Ann Heimer, who has faithfully served the College for over 50 Years. Her institutional knowledge will be missed. Over the past 12 months, she has trained newly hired staff and left the College in capable hands. Jo Ann plans to take it easy for six months before starting the next chapter in her life. We wish her well in her future endeavors.

Facilities Projects

- Bid awarded for north Cabre parking lot replacement.
- Bid awarded for Science & Math Makeup Air Unit replacement.
- Bid awarded for Campus Lighting Ashley Hall.

Mickelson Field Station

- Closed

Transportation Bus Miles

- 2,215 miles with Soccer teams to Salt Lake City, UT, and Billings, MT. Music students to Greely, CO.

Completed Work Orders

- 196 orders over the last 30 days.

Information Technology

- Computing Services Staff have been working on a new helpdesk system and system upgrades that will assist in reporting and organization of assets, contracts, and overall usage.
- Computing Services Staff have been wrapping up projects from the year and planning for summer upgrades.

Human Resources

- Recruiting: Please see the May Personnel Report. Student summer employment begins 5/13. The HR Director has been working with supervisors regarding staffing needs for student summer jobs. The HR Director, Jill Anderson, and Finance Director, Mark Grant, announced that on-campus housing rebates will again be offered to eligible custodial and grounds student employees based on the hours worked each week.
- Community and Student Outreach: The HR Director, Jill Anderson, had an informational table at the NWC Career Fair on 4/3 and spoke with high school and NWC students and community members about job opportunities at NWC and careers in higher education.
- Training: Employees are completing the annual EEO and Title IX compliance training. The HR Director attended a webinar by the law firm Littler Mendelsohn on 4/26/2024, “DOL Announces New FLSA Overtime Salary Threshold. Are You Ready?” for more information.
- Performance Evaluations: The HR Director distributed the FY24 Staff Performance Evaluation form on 4/15. Staff who are off for the summer will have their annual review completed in May. Year-round staff will have their reviews in July, allowing time for the fiscal year to be completed on 6/30 and provide a comprehensive review of the year.
- Legal Compliance: The new Title IX regulations were released on 4/19. The Title IX Coordinator and Policy Review Specialist, Laura Gwinn, met with the HR Director to discuss preliminary recommendations and policy updates. The final regulations are effective on 8/1/24 - a Summary of Key Provisions of the Department of Education’s 2024 Title IX Final Rule can be reviewed at this link: <https://www2.ed.gov/about/offices/list/ocr/docs/t9-final-rule-summary.pdf>
- The updated salary thresholds for overtime exemption were released on 4/23. The Department of Labor (Department) has updated and revised the regulations issued under the Fair Labor Standards Act regarding exemptions from minimum wage and overtime pay requirements for exempt (salaried) employees.

- The HR Director, Finance Director, and President have been anticipating these FLSA salary threshold changes and identifying potential plans for NWC compliance. The College has options such as reclassifying those affected employees with salaries below the threshold as nonexempt (hourly), adjusting affected salaries to meet the thresholds required to maintain exemption from overtime if funds are available, and/or increasing their assignment periods. There are two effective dates for implementation with different levels of salary requirements, 7/1/24 and 1/1/25, so the College may choose to stagger its changes accordingly. The regulations can be found at this link: <https://www.dol.gov/sites/dolgov/files/WHD/flsa/ot-541-final-rule.pdf>

Personnel Status Report

May 2024 Trustees' Report

Search Activity to Date - 4/25/2024

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; the position is on hold while the VPSS search is conducted.
Vice President for Student Services			Candidates are being reviewed.
Instructor/Assistant Professor of Biology - Tenure Track	8/15/2024	Bekki Zeigler	Bekki has a Bachelor's in Animal Science from Ohio State University and a Master's in Biology from Bowling Green State University.
Instructor/Assistant Professor of Graphic Design - Tenure Track			The position is open until filled.
Instructor/Assistant Professor of Music - Tenure Track			The position is open until filled.
Clinical Coordinator - Instructor of Nursing, Fixed Term			The position is open until filled.
Financial Aid Specialist - 2 positions			The position is open until filled.
Cybersecurity Analyst	5/1/2024	Ethan Follett	Ethan has an associate's degree in general studies from Northwest College and a global security certification.
Fixed Term Instructor/Assistant Professor of Mathematics	8/15/2024	Sue Norris	Sue has a Bachelor's in Mathematics from Washington State University and a Master's in Statistics from the University of Idaho. Sue was previously a faculty member at Northwest College from 2009-2013.

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of May 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
Projects Awaiting BOT Approval												
Projects In Process												
<u>PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</u>												
<u>PLANNING/START UP PHASE</u>												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	unkown	\$ 25,000	
<u>PENDING</u>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Approved and Funded	4/8/2019	Pending		\$ 4,000,000	
FY2022/2023 See Masterplan Update												
FY2024 See Masterplan Update												
Powell/Stock Ag	1		MM	AG HVAC/Electrical/ADA Access			In process				\$ 431,000	
Powell Campus	1		MM	Campus lighting - Ashley			Bid Awarded				\$ 100,000	
Powell Campus	1		MM	Colter Offices - Mold Mitigation/Asbestos Abatement			Complete/Restoration in work				\$ 75,000	
Powell/S&M	1		MM	Chiller/MAU/Greenhouse Cooler Replacement			Bid Awarded				\$ 475,000	
FY2025 See Masterplan Update												
Powell/Campus	2		MM	Various Parking Lot Replacement - Cabre/East JFC			Bid Awarded				\$ 600,000	
Powell/Campus	2		MM	Cabre Parking / concrete Lot Repair			Pending Student Center Comp.				\$ 100,000	
PowellCampus	2		MM	Natural Gas Infrastructure			Pending Design				\$ 350,000	
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 1			Pending Rebid				\$ 600,000	
Powell Campus	2		MM	Yellowstone drainage to Division Street			Pending				\$ 50,000	
Powell Campus	2		MM	Irrigation Well Case/Pump Design & Replacement			Pending				\$ 45,000	
Powell Campus	2		MM	Long Controls to Automatic Logic Controls			Pending				\$ 22,000	
FY2026 and beyond See Masterplan Update												
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 2			Pending funds				\$ 200,000	

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of May 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
FY2027 and beyond See Masterplan Update												
Budgetary Notes Cash Reserves												
Fund Balances			<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						
Total Auxillary						\$ 2,114,094						
Plant Fund(70)Main			@6/30/2023			\$ 1,675,172						
Plant Fund(70)Major Maint			@6/30/2023			\$ 537,647						
Plant Fund(70)WCCC Emergency			@6/30/2023			\$ 814,254						
Plant Fund(70)NWC Emergency			@6/30/2023			\$ 139,047						
Completed SEE MM Report												
Powell/Sci & Math	1		MM			Chemistry Lab Hood Controls 100k paid	Complete	12/13/2021			\$ 265,000	
Powell/Campus	1		MM			Campus Lighting	Complete	12/13/2021			\$ 208,870	
Powell/AG	1		MM			Elect/HVAC/Refresh Design	Complete	12/13/2021			\$ 20,000	
Powell/S&M	1		MM			Building Pump Replacements	Complete	inhouse			\$ 30,000	
Powell/Campus	1		MM			Various Parking Lot Replacement - L&C, Shop	Complete				\$ 1,000,000	
Powell/Fagerberg	1		MM			Boiler replacements	Complete				\$ 120,000	
Powell/Library	1		MM			Makeup Air Unit replacement	Complete				\$ 125,000	
Powell/Campus	1		Fund 10			Ashley Hall Boiler Replacement	Complete				\$ 175,300	
Powell Campus	1		MM			Yellowstone Server Room - Fire Suppression	Complete				\$ 25,000	
Powell Campus	1		MM			ATI/Big Voice Upgrade	Complete				\$ 47,500	
Powell/SM	1		MM			Hood controls graphics	Complete				\$ 22,000	
Powell/Campus	1		MM			Moyer Server Room Cooling replacement	Complete				\$ 262,262	

ACADEMIC AFFAIRS

April 2024



ACADEMIC DIVISIONS/DEPARTMENTS

Agriculture (Ag)

On April 1st NWC hosted one in a series of seminars around the state as part of the new UW Ranch Management and Agricultural Leadership program. We had several students and faculty attend. The seminar was focused on getting young people involved in agriculture operations and building strong agricultural leaders.

The Division will host a retirement party for Vern Dooley on May 3 at the Nelson House.

Business

Business faculty hosted the last Entrepreneur Bootcamp/Workshop at NWC on Thursday, April 18 from noon-4:30pm. We had 31 registrants (with a few no-shows) and another 10 subject matter experts/successful entrepreneurs in attendance. All of the feedback from attendees was extremely positive. They really found value in this alternative format, where we replaced formal presentations with more time for attendees to visit one-on-one with SMEs and successful entrepreneurs. Discussions involved the following: digital/social media marketing, branding, sales, operations/supply chain, financing/small business loans, accounting, legal, successful entrepreneurs' experiences, and many more. Our EDA grant funded through UW-IMPACT 307 will shortly expire. However, another great outcome of this workshop was the fact that attendees were able to network with these area resources; therefore, attendees now know who to reach out to in the future for additional help with their startup businesses.

Stacy Kuenn continued Trappernomics for Southside 5th graders. One of the NWC students volunteered throughout, giving a 20-year-old perspective (which is the scenario we give the students in Budgeting and Banking activities). The feedback is positive so far. We are currently doing our 3rd and last group presentations at Southside.

Kevin and Stacy Kuenn also volunteered with Southside 4th graders as the students were "enlisted" into WYTOPP Math Boot Camp. The students completed math problems as they completed obstacle courses to help prepare their minds and bodies for excellence! They acted as mentors, coaches, and tutors. Stacy Kuenn attended and networked with Small Businesses and supporting organizations (WYSBC and PEP) with community events such as Café 307's succession planning meeting, meeting with Devan Cherie Costa-Cargill and Rebekah Burns to investigate resources for students and small businesses, and meeting with Pardner's Café to discuss potential opportunities for community outreach by students. Stacy Kuenn assisted the photography department with interviews of their upcoming graduates.

Communication

NWC's forensics team attended the Phi Rho Pi National Speech and Debate tournament for Community Colleges April 1-6. Bailee Foster (Greybull) earned a silver award in Drama Interpretation. Coach Bob Becker received the Distinguished Service Award for his long service on the Debate Committee, the Tournament Evaluation Committee, and long-time attendance at the tournament.

Equine

Equine Studies hosted a recruiting expo, with a dozen members of the community and prospective students attending. The event streamed on Facebook live and was recorded. It has received over 300 views since it was posted.

Photo

April 13-14

Alternative Process Weekend

The Photographic Communications program hosted its annual Alternative Process weekend allowing students to step back in time to the very beginnings of photography by making Cyanotypes, VanDyke Brown, and this year for the first time Salt prints. This year an endowment grant from the NWC Foundation helped bring in guest speaker Katie Knight from Helena, Montana, an expert in the Cyanotype processes to share some advanced techniques and creative content strategies. Students in Anthony Polvere's View Camera and Lighting and Jennifer Litterer-Trevino's Survey of Photography classes participated in the weekend event.

April 18

Niah Rose Aldrich Lighting Demo

On Thursday April 18th, Photographic Communications alumnus Niah Rose Aldrich presented a lighting and posing seminar in the Dietrich studio in the Fagerberg building. Currently the owner of Niah Rose Photography in Kansas City, Kansas and an official presenter and workshop leader for Sony Cameras, Aldrich demonstrated the latest techniques in portrait and fashion lighting to a mixed group of NWC students, alumni, faculty, and community members. Sony shipped in demo cameras and lenses for participants to use and Adorama Camera donated a Flashpoint 400 light with camera transmitters. Aldrich's visit was supported by an endowed grant from the NWC Foundation.

April 19

Capstone Portfolio Review

On Friday morning April 19th, sophomore students in Dr Christine Garceau's Professional Portfolio II capstone class had their final portfolios reviewed by a panel of outside professionals. This year Jerry Kilts of Alsa Photography in Billings, Montana, Niah Rose Aldrich of Kansas City, Kansas and Craig Satterlee, retired photo faculty, spent the morning reviewing the work of eight graduating photo students. (Craig Satterlee was a last-minute substitute for David Huber of Worland who had a tire blowout in route to the event).

Coming UP - Tuesday, May 7th – 7:00 PM

Opening for Encanto de Espana, the photo exhibit featuring images by students and community members participating in Jennifer Litterer-Trevino's Photo Field-Studies trip to Spain in March will open to the public. Doors to the SinClair Gallery will open at 7:00 PM.

Workforce Development

CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- Park County Outdoor Rec Collab, Next Gen- Tourism and Hospitality, 307 Bootcamp and Wyoming Realtors
- PHS/Shoshone Learning Center- students enrolled in CDL, Forklift, Heavy Equipment and Finance for Small Businesses.
- Simulator traveled to Casper for WYDOT annual Safety Training.
- Attended Wyoming Outdoor Recreation Conference in Casper.
- YEP Program- We are in the final weeks of our Outdoor Youth Empowerment Program. Students learned GPS, Outdoor Survival and how to cook over different types of stoves.

- Held our first Homestead Series- We held 15 sessions that included classes from canning to building a chicken house. This was a great success and will run another session in the fall.
- Safe Driver Day- 75 PHS freshmen attended 4 different sessions that focused on safe driving.

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, ACT, HESI and TEAS
- Ed2Go/Career Step - 64 students in various programs
- CPR/First Aid
- ACT National Testing

CDL Program

April- Numbers ran on 4/30/2024.

- 14 attended Orientation which gives an overview of the program.
- 11 new students enrolled in Theory during March.
- 8 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).
- 1 completed Hazmat Training.

Total students enrolled in theory as of 4/30/2024: Twenty-one (21)

Total working on Behind the Wheel: Eighteen (18)

- High School
 - 2 students ready to start Behind the Wheel as soon as they receive their CLP.
 - 3 High School Students working on their Behind the Wheel.

Received their Commercial Driver’s License (CDL): 3/23/2024-4/30/2024

16 Class A CDL

2 Class B with Passenger and School Bus endorsement

Total CDL received since 12/01/2023 – Thirty-Three (33)

Testing

Northwest College’s Center for Training and Development (CTD) and Powell Valley Community Education (PVCE) continue as a testing center for various proctoring needs in the community. We have partnered with different colleges and universities as well as local high schools.

DELTA- Dedicated to Experiential Learning Through Adventure

- DELTA –offered 3 activities that served 37 students and community members. These events included DELTA activities: High Rope Challenge Courses.

Powell Valley Community Education / Rec Co-Op

- The BOCES Board held its quarterly meeting on April 15, 2024.
- Spring Session of Driver Education is finishing up.
- We have held social media classes, yoga, meditation, crafting, rock wall, small business series, and puppy training classes this month with great attendance.
- The Youth Empowerment Program (YEP) has started.

- Co-Op is starting to pick up with checkouts for Powell and Cody community members as well as NWC students.
- We are working on our summer class schedule with excursions and regular classes.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

- ISSS hosted the 2024 NWC Global Studies Seminar on campus on Friday, April 12. This event was free and open to the public. The Global Studies Seminar featured two sessions for faculty and staff on creating, expanding, and implementing collaborative and trans-disciplinary faculty-led study abroad (7 people attended), a lunch talk featuring global peacebuilder and educator Aziz Abu Sara (31 people attended), a panel discussion on international students’ perspectives on cultural exchange and academic adaptation (36 people attended), and a talk by Sybil Tubs, Education Manager at the Heart Mountain WY Foundation, titled “The Fear of Foreigners: A Look at Xenophobia in America” (24 people attended).
- David Austin, Assistant Professor of Psychology, was awarded one of six \$6,000 Undergraduate International Studies and Foreign Languages (UISFL) Course Development Faculty Grants for year one of the UISFL Grant. These \$6,000 grants are to be used to support the design of new courses or the re-design of existing courses to include demonstrable, measurable Global Studies Learning Outcomes. Austin plans to travel to Portugal this May.
- Jo-el Sauers, Fixed Term Instructor of Education, was awarded one of seven \$3,000 UISFL Program Development Grants for year one of the UISFL Grant. These Program Development Grants are awarded to academic and non-academic programs to further the international engagement of their programs, offices, centers, or units. Sauers will use this grant to organize an International Literacy Family Night in Powell in the fall and build an international library in the NWC Education Department of Children’s Books that promote culturally responsive teaching.
- Hosted recruitment webinars for the following agents:
 - Team Sugi – Japan (3 students attended)
 - College Dream – Honduras (5 students and their parents attended)

PEER TUTORING SERVICE

Peer Tutoring Services:

- Provided 139 scheduled one-on-one/group tutoring sessions.
- Provided 28 drop-in tutoring sessions (including writing).
- Provided 70 help desk assistance visits.

Tutoring Coordinator Jen Schneider assisted with the Student Academic Showcase on Friday, April 26.

HINCKLEY LIBRARY

- We welcome Susan Adkins Library Coordinator to our team!
- This semester we taught 14 library instruction classes to 240 students and have continued hosting the monthly Stothart Readings.
- During the District Music festival in April, we welcomed the NWC choirs to rehearse in the amphitheater and provided a safe space for the high school students performing on campus. We also welcomed all the FFA students who came to Northwest for the judging competition.
- The library was able to display several art exhibits, including wire sculptures, skateboard graphics, Graphic art heroes, and ceramics from around the world.

- Along with the other Wyoming community college libraries, ours was awarded a grant to house a set of 25 virtual reality goggles and charging stations for our students to use in upcoming classes. Faith will be going down to Laramie in May for training.
- In April we hosted the Wyoming Connections Academy for their WYTOPP state standards testing.
- We saw a dramatic increase in library usage this semester. Our database usage is already up by 1000 searches over last year, and our gate count is 5000 higher than last fall!

Academic & Career Advising

- Assigned or changed 35 student advisors.
- Met with UW Recruitment & Enrollment Staff to coordinate an on-campus Signing Day for NWC graduating students transferring to UW. The event will take place May 2 from 11am – 1pm in the Hinckley Library.
- Helped promote our Annual Career/Job Fair.
- Posted off-campus NWC student job and internship opportunities in the Big Horn Basin to the campus advertisement monitors and boards.
- Spring Advising Day: Assisted 54 students in person, 6 via phone, and 4 via Zoom with SU & FA 2024 registrations.
- Assisted 26 prospective NWC Students with questions and inquiries that came through email, phone calls, and the NWC Chat Bot.
- Completed 36 Help Alerts for April.

MONTHLY REPORT TO PRESIDENT WATSON

Student Services

April 2024



ATHLETICS:

- Men's Rodeo finished in 3rd place in the Big Sky Region. We have three student-athletes going to the CNFR – Gunner Plenty, Jayson Carl and Christopher Staley
- Esports finished their season with a few teams placing at Nationals; 3rd place – FIFA and 3rd place – Fortnite -No-Build. We had 47 active competitors on the team
- All other teams are busy recruiting for next season
- Johnson Fitness Center had a record month with logins. The Senior Citizen class is completely full

ENROLLMENT SERVICES

- Ongoing implementation and testing for the Dual and Concurrent Admissions Applications within the Element 451 CRM system
- Hosted the 2024 Big Horn Basin Career Fair on Wednesday, April 4th. This event drew over 400 local high school students and was open to NWC students and the public. Sixty local and regional businesses participated by engaging with students and sharing information about career opportunities within their company and industry. A date is being scheduled for next spring
- Completed and launched the 2024-25 NWC College Catalog and is now available on the NWC website
- Completed and launched Degree Audit and Course maps in conjunction with the launch of the 24-25 Catalog launch
- Spring 2024 graduation will take place on Saturday, May 11th at 10:30 a.m. in Cabre Gym
- Ongoing campus tours for prospective students, families, and groups
- Ongoing recruitment communications (text messages, email, direct mail, phone calls) to prospective students
- Traveled to Big Horn Basin high schools to work with prospective students on pre-registration preparation – These sessions consist of preparing students for their upcoming fall class enrollment
- The application for Bachelor of Applied Science in Criminal Justice Studies and Professional Studies opened in early April

FINANCIAL AID

- The Office continued to package 2023-24 summer semester aid, offered familial application advice on the substantially revised 2024-25 FAFSA process, notified 2024-25 scholarship applicants of the 5.1.24 scholarship acceptance deadline, and determined estimated 2024-25 Hathaway awards
- The Office, in conjunction with Admissions, sent WUE & Welcome to Wyoming scholarship letters to new students
- The Office prepared its Maximum Timeframe calculations after publication of the 2024-25 College Catalog
- The Office began testing 2024-25 Colleague programming and functionality with newly released Federal Student Aid FAFSA Simplification test Institutional Student Information Records/ISIRs (the product of student submitted FAFSAs)

- The Office collaborated with Enrollment Services and Academic Affairs on required student enrollment disclosure information for the new Software Development, A.S. program within the College Catalog and across other advising resources
- The Office, in conjunction with Institutional Research, Registrar's Office, Academic Affairs, and the Business Office, continues to monitor developments with Gainful Employment/Financial Value Transparency reporting. The IR Manager, Registrar, and FA Director participated in a Federal Student Aid register for an FSA/NLSLDS GE/FVT webinar to occur on 5.1.24
- The Office attended the Wyoming Association of Student Financial Aid Administrators/WYASFAA conference in Casper, WY
- The Office continues its search for qualified applicants to fill staff vacancies

GEAR UP

- NWC GEAR UP is currently serving 272 students of the 225 minimum that is required
- For Objective #1 we are required to serve 225 students and we currently have 272 students. Out of the 272, 244 have had some service es (which puts us at 108% for Objective #1). Students with an hour or more of service we are sitting at 98.6%
- For Objective #6 we are required to get 60% of our seniors to complete the FAFSA and we are sitting at 67% and still working to complete more. We will continue throughout the summer to assist those students on completing their FAFSA and enrolling in post secondary education
- For Objective #9 we are required to get 45% of parents of GUWY students who receive services for at least one year will participate in activities associated with assisting students in understanding and/or obtaining scholarships and/or financial aid for college. We are currently sitting at 72% and plan to get higher before the end of the grant year
- We have 9 spots for Summer Academy and possibly going to get a few more. We currently have 12 students that have turned in applications to attend
- The current grant cycle will end this year and the University of Wyoming has submitted a new grant application for another 7 years
- I was informed that our GEAR UP College Freshman that are also in the TRIO program are saying that they understand the FAFSA vs. non-GEAR UP students. The work we are doing with our students is working

SAFETY & SECURITY OFFICE

- Taught Nursing Cohort class on Dealing with Weapons during the Mass Casualty Exercises (April 3)
- Facilitated Mass Casualty Exercise on April 9th, involving Nursing, EMT, Paramedic, and Outdoor Education entities through partnerships with local medical response resources
- Coordinated with Park County Emergency Management Coordinator Jeff Martin and Park County Public Health Emergency Management Facilitator, Geoff Weimer, to be present for the mass casualty exercise to look at the future integration of other emergency management entities for the event as it grows in the future
- Participated in the Mass Casualty Exercise debrief with EMT/Paramedic/Nursing/Emergency Management faculty, staff and students (April 11)
- Attended Maxient Level 5 online training to learn how to use underutilized Maxient features (April 16)
- Disbursed Annual Crime reporting forms to all identified Campus Security Authorities
- Attended Title IX online training covering an overview of the new regulations (April 24) and a Q & A regarding those regulations (April 26)
- Attended webinar on Alternative Response Approaches for Campus Safety on April 30th

RESIDENCE LIFE

Housing

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- All Resident Assistants (RA's) facilitated programs in April. They were given \$80-\$120 to promote the programs. Attendance for those programs ranged from 4-150 students participating in 16 programs
- Housing assignments for fall are being distributed
- Mandatory Fire Drills were conducted in all the halls
- Residence Life held a closing banquet to celebrate our Residence Assistants and thank them for all their hard work this year

Activities

- Other events to wrap up the year included Wallyball, Disney themed Trivia Night and Rave
- Last Blast Week, in conjunction with, Outdoor Education was held from April 29 – May 3rd. Activities included: Water Fun Day, High Ropes Course, Tie Dye & Bonfire, Outdoor Olympics, Outdoor Movie, Last Blast Carnival, Pirate Theme Dance and Capture the Flag. Last Blast week was established in 1988 and has been a student favorite even prior to Finals Week

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 161 visits in April
- 515 cumulative visits for calendar year 2024

Counseling Services

- 56 Counseling sessions (includes face-to-face, Zoom and phone)
- 2 After hours contacts
- Attend Residence Life Team meetings
- 6 BASICS Alcohol intervention sessions for alcohol violations
- Continuing Education Webinars
- Behavioral Intervention Team (BIT) coordination
- Facilitating a “Better Together” peer support group with activities (Bunko Dice Night, 2 meet and greet lunches)
- Sports Psychology sessions (weekly) with Women’s Volleyball Team

Disability Services

- 40 disabilities sessions (includes face-to-face, Zoom and phone)
- 135 Students registered with Disability Services for SP/24
- 471 Accommodation letters processed for SP/24
- Process Coordinator for services and emotional support assistance animal requests
- 49 Tests proctored in testing center
- Present to faculty on accommodations
- Visit with Worland High School Seniors
- Participated in an Association on Higher Education and disability Webinar on Service and Emotional support animals
- Completed compliance trainings/Title IX

TITLE IX

- Completed all training in FYS classrooms and residence halls. Total number of students trained this school year: **602**

- Performed three individual Title IX prevention and awareness functions with students, faculty, Title IX team and administrators
- Review and analyze 1600 pages of new Federal Title IX regulations which contain over 70% of new regulations. Implementation date set is August 1, 2024
- Discuss with administration on the new regulations, team requirements and process for implementation
- Attend numerous meetings for new V.P. for Student Services position
- Performed nine individual Title IX prevention and awareness functions with students, Title IX team and administration
- Participated in WY Title IX Coordinator meeting, and reviewed MOU for draft Title IX assistance across the state
- Participation in several staff meetings on campus
- Began making changes to Policy 5700 on sexual misconduct/harassment
- Attend monthly WY Title IX meetings
- Participated in four webinars pertaining to new Title IX regulations, including pregnancy and parenting mandates

TRIO STUDENT SUPPORT SERVICES

- 156 eligible students are active in TRIO. Currently 78.18% of our participants are low-income and first-generation, students with disabilities, or students with disabilities who are low income
- Students have utilized TRIO 277 times in April
- Peer mentoring is available for 10-20 hours per week by appointment and drop-in. We have five trained Peer Mentors
- In 2023, 81% of our students persisted or graduated with an Associates degree
- The Department of Education released the TRIO SSS Request for Proposal (RFP), May 1st. The application is due July 15, 2024
- 37 NWC TRIO students will be graduating in May
- NWC TRIO student, Taryn Hill finished 3rd in the nation representing our Esports team at the Spring 2024 NJCAA National Playoffs
- TRIO students recognized during the Student Recognition Reception. Michelle Montalvo-Hernandez (Criminal Justice), Thea Farrington (Psychology), Haylee Baver (Art), Shalee Arthur (Graphic Design), Aili Georger (Music), Meyja McArthur (Japanese)
- The TRIO game night was held April 17th. The event is growing and has become a family event for non-traditional students with families
- TRIO Spring Birthday Celebration was April 19, 2024
- TRIO hosted a cultural event on April 27th. Students and staff attended the Billings Symphony which featured Mozart and Mahler
- TRIO Graduation Celebration will be held May 10, 2024

Monthly Report to President Watson

April 2024

COMMUNICATIONS & MARKETING ACTIVITIES FOR

- Social Feature: Leslie Bigham
- Annual Juried Student Photography Exhibit
- Annual Juried Student Art & Design Exhibit
- Community Needs Survey
- Joint mass casualty training event on campus
- NWC & UW Drone Flight Training
- Northwest Civic Orchestra spring concert
- Education Program: Joyful Learning Workshop 2024
- Education Program: activities celebrating 2023-24 practicum students and their mentor teachers across the Big Horn Basin
- Niah Rose Photography Presentation
- Student Academic Showcase 2024
- Standing FY23 Enrollment Campaign initiatives

WEBSITE

- Completed content audit in preparation for the migration from the old CMS system into the new.
- Continued regular meetings with Modern Campus; the development and configuration phase begins soon. We are on track for a late summer 2024 launch.
- Continued individual meetings with campus stakeholders to game plan for the transition of their area’s Web content to the new website.

PHOTOGRAPHY & VIDEOGRAPHY

- April 9: Mass Casualty Training (Ronnie & Tim)
- April 12: Global Studies Seminar (Tim)
- April 15: Band, Choir and Percussion Concert (Tim)
- April 18: Niah Rose Presentation (Tim)
- April 25: Student Awards Reception (Tim)
- April 26: Student Academic Showcase (Ronnie & Tim)

PRINTING SERVICES

- 36 offices/programs/areas served
- 67 projects completed
- 9,244 pieces printed

CMO & PRINTING SERVICES STAFF

Carey Miller

Communications & Marketing Director

Keith Smith

Website Coordinator

Tim Carpenter

Communications / Web & Social Media Specialist

Jeremiah Howe

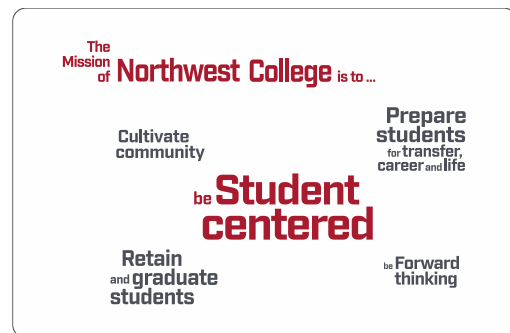
Marketing / Graphic Design Specialist

Ronnie Wolfe

Interim Multimedia Production Specialist

Kim Lawson

Printing Services Specialist



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

ADVERTISING REPORT

MARCH 2024



Advance 360 Education | FY24 Enrollment Campaign | Paid search campaign and paid social campaign

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

Search ads (Google and Bing)	Impressions	Clicks	CTR	Impression Share
	4,776	505	10.66%	33.18%
Social ads ⁺	Impressions	Clicks	CTR	
	127,462	1,492	1.17%	

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved May 2, 2024, from <https://reporting.advanceanalytics.io>

Facebook and Instagram ⁺ | Non FY24 Enrollment Campaign | Paid social advertising and post/event boosts

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
Post: "DEADLINE EXTENDED TO MARCH 10!"	6,921	28,656	129	1.20%
Event: Cody Writers Series	6,733	20,912	162	4.89%
Event: Experience Day	7,559	18,343	136	3.35%
Post: "Apply to attend an Artist Professional..."	2,021	3,276	24	2.84%
NWC Adult Ed SP24 - 2	495	554	24	4.15%

Source: Facebook Ads Manager. (n.d.). Retrieved Month D, 2024, from <https://business.facebook.com/adsmanger/>

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

SOCIAL MEDIA REPORT

MARCH 2024



**COMMUNICATIONS
& MARKETING**

Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

Organic and Paid

<p>Impressions</p> <p>206,007 ↗ 6.9%</p>	<p>Engagements</p> <p>2,896 ↘ 67.5%</p>	<p>Post Link Clicks</p> <p>198 ↘ 84.2%</p>
<p>Engagement Rate (per Impression)</p> <p>1.4% ↘ 69.6%</p>		

📅 3/1/2024 – 3/31/2024 vs 2/1/2024 – 2/29/2024

Impressions

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

Organic and Paid Impressions Breakdown, by Day

Day	Organic Impressions	Paid Impressions	Total Impressions
1	2,500	4,500	7,000
2	2,000	5,000	7,000
3	2,000	4,000	6,000
4	2,000	3,000	5,000
5	4,500	6,000	10,500
6	3,500	7,000	10,500
7	3,000	6,500	9,500
8	2,500	6,000	8,500
9	2,000	6,000	8,000
10	2,000	6,000	8,000
11	2,000	4,000	6,000
12	2,000	4,000	6,000
13	2,000	4,500	6,500
14	2,000	4,500	6,500
15	2,000	4,500	6,500
16	2,000	4,500	6,500
17	2,000	4,000	6,000
18	2,500	4,500	7,000
19	2,500	5,000	7,500
20	2,500	4,500	7,000
21	2,500	4,000	6,500
22	2,500	4,000	6,500
23	2,500	4,000	6,500
24	2,500	4,000	6,500
25	2,500	4,000	6,500
26	2,500	4,000	6,500
27	2,500	4,000	6,500
28	2,500	4,000	6,500
29	2,500	4,000	6,500
30	2,500	4,000	6,500
31	2,500	4,000	6,500

Top Posts

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

Descending by Lifetime Engagements

Northwest College
Wed 3/27/2024 11:05 am PDT

#NWCwyoming is hosting another round of the Business Bootcamp Entrepreneur Workshop series with a free half-day event scheduled for Thursday, April 18 in the Yellowstone Business Conference Center. Th...

Business Bootcamp Entrepreneurship Workshop Scheduled for...

Northwest College
Tue 3/5/2024 3:46 pm PST

DEADLINE EXTENDED TO MARCH 10! Apply to attend an Artist Professional Development Workshop offered through the Wyoming Innovation Partnership (WIP), and scheduled for Saturday, March 23...

Investing in Wyoming's Creative Economy

Northwest College
Wed 3/20/2024 11:06 am PDT

Thank you 🙏 to all the area healthcare employers and universities who participated in today's Nursing Career Fair at #NWCwyoming. So many of our students, alums, and other job-seeking healthcare...

Source: Sprout Social Analytics. (n.d.) Retrieved April 29, 2024, from <https://sproutsocial.com>

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SOCIAL MEDIA REPORT

MARCH 2024



**COMMUNICATIONS
& MARKETING**

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

Performance Summary

View your key profile performance metrics from the reporting period.

📅 3/1/2024 – 3/31/2024 vs 2/1/2024 – 2/29/2024

Organic and Paid

<u>Impressions</u> 23,905 ↘ 11.9%	<u>Organic Engagements</u> 579 ↘ 14.7%	<u>Profile Actions</u> 21 ↘ 8.7%
---	--	--

Engagement Rate (per Impression)
2.4% ↘ 0.2%

Impressions

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

Organic and Paid Impressions, by Day

● Impressions

Top Posts

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

Descending by Lifetime Engagements

northwestcollege

Fri 3/15/2024 1:13 pm PDT

Yes, the #NWCwyoming Agriculture program does provide hands-on experience for students planning to work in that industry. That includes an artificial insemination course you may take if you're...

northwestcollege

Thu 3/7/2024 9:29 am PST

Good morning everyone, and welcome to another 307 Day! Enjoy this magnificent mid-morning view looking north across Hayden Valley, one of the spots that makes the 307 area code so special. Even bette...

northwestcollege

Thu 3/28/2024 3:30 pm PDT

Quick reminder... #NWCwyoming will be closed on Friday and next Monday for spring recess. But we'll be back to work and classes on Tuesday to begin the final stretch.

Source: Sprout Social Analytics. (n.d.) Retrieved April 29, 2024, from <https://sproutsocial.com>

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SOCIAL MEDIA REPORT

MARCH 2024



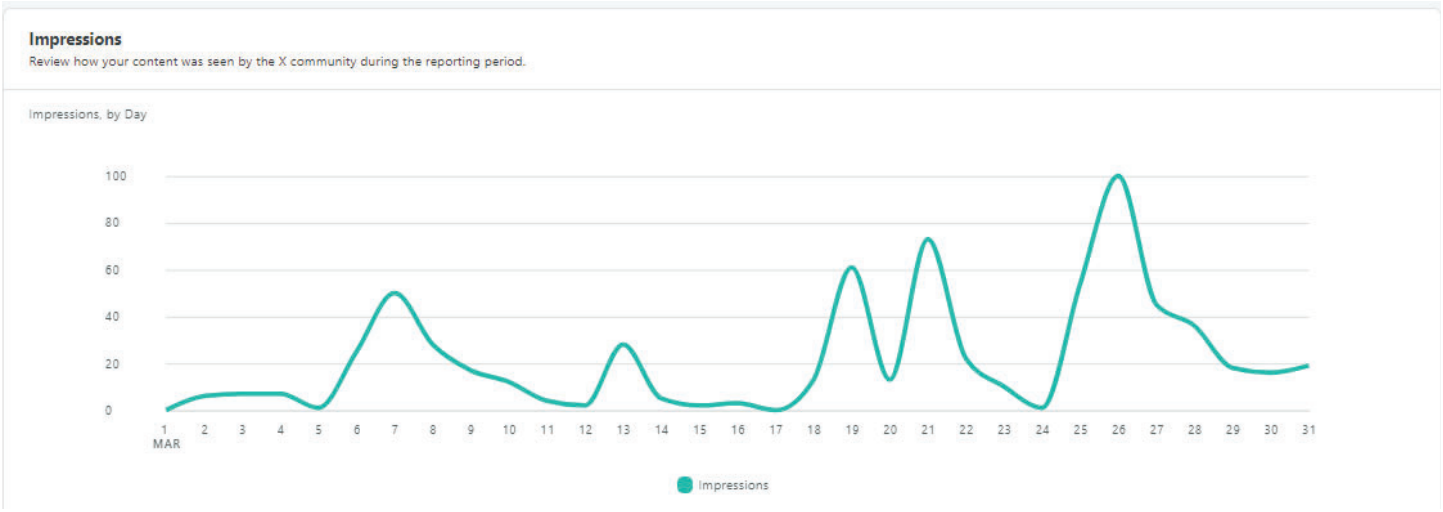
**COMMUNICATIONS
& MARKETING**

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

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

3/1/2024 – 3/31/2024 vs 2/1/2024 – 2/29/2024

Impressions 678 ↗ 2.3%	Engagements 30 ↗ 57.9%	Post Link Clicks 1 → 0%
Engagement Rate (per Impression) 4.4% ↗ 54.4%		



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

Descending by Lifetime Engagements

@NWCWyo
Fri 3/8/2024 5:28 pm UTC

Spring Break is about to begin! If you're staying on campus or nearby for the break, check out the list of activities you can do next week through the [#NWCwyoming DELTA](#) program. Info and registration at...

@NWCWyo
Thu 3/21/2024 4:20 pm UTC

[#NWCwyoming](#) is seeking input from our service area residents of Park, Big Horn, and Washakie counties as part of a Community Needs Survey relating to the College and its academic offerings. Residents...

@NWCWyo
Wed 3/27/2024 6:05 pm UTC

[#NWCwyoming](#) is hosting another round of the Business Bootcamp Entrepreneur Workshop series with a free half-day event on April 18 in the Yellowstone Business Conference Center, from 12-4:30 p.m. Lunc...

WEBSITE TRAFFIC REPORT

MARCH 2024



**COMMUNICATIONS
& MARKETING**

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

Total users 19.3K ↑ 5.0%	New users 16.6K ↑ 8.2%	Views 89.4K ↑ 7.5%	Sessions 38.3K ↑ 1.6%	Engaged sessions 18.5K ↑ 5.4%	Mar 1, 2024 - Mar 31, 2024
---------------------------------------	-------------------------------------	---------------------------------	------------------------------------	--	----------------------------

[Comparison %s are vs. previous year]

Top Ten Most Viewed Pages

Page title	Views	% Δ	Total users	% Δ	Engagement r...	% Δ
Home :: Northwest College :: Powell, Wyoming	24,216	-11.2% ↓	7,672	-12.1% ↓	46.13%	11.2% ↑
Search for Courses & Syllabi :: Class Schedule :: Academics :: Northwest College	3,111	311,000....	571	57,000....	81.72%	-18.3% ↓
Application for Admission	3,018	57.1% ↑	643	20.9% ↑	78.14%	235.3% ↑
黒料不打烊_今日黒料_黒料不打烊吃瓜网	2,889	-	2,567	-	26.16%	-
Programs by Academic Area :: Academics :: Northwest College :: Powell, Wyoming USA	2,495	-	1,250	-	92.16%	-
Home :: Calendar of Events :: Northwest College	2,204	17.3% ↑	373	29.5% ↑	78.37%	358.4% ↑
Results :: Search :: Northwest College :: Powell, Wyoming USA	2,036	-	1,101	-	88.39%	-
Home :: Academics :: Northwest College :: Powell, Wyoming USA	1,744	-	1,146	-	95.33%	-
Home :: Human Resources :: Northwest College :: Powell, Wyoming USA	1,246	-	803	-	82.26%	-

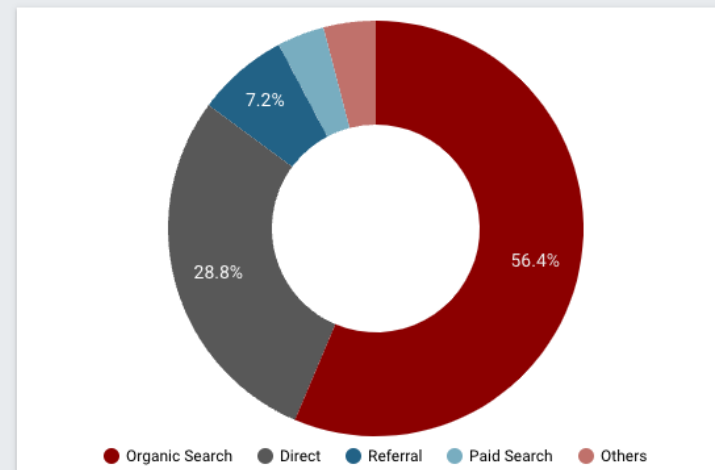
1 - 10 / 3089 < >

Top Ten Most Viewed Campaigns (paid and non paid)

Session campaign	Session medium	Session source	Views
1. A360 PPC - Agriculture G...	ppc	bing	983
2. A360 PPC - Agriculture [B...	ppc	bing	805
3. news	social	Facebook	560
4. a360_facebook_traffic	paid	facebook	315
5. A360 PPC - Allied Health ...	ppc	google	314
6. A360 PPC - Allied Health ...	ppc	bing	290
7. A360 PPC - Photographic...	ppc	bing	107
8. chatAnswers	trapperChatBot	website	99
9. A360 PPC - Agriculture	ppc	google	84
10. A360 PPC - Agriculture G...	ppc	google	33

1 - 10 / 26 < >

Traffic Sources



REMEMBER! Previous year data comparisons *will be skewed between April 2023 to April 2024* (due to changes in way Google Analytics gathers and reports the data).

Source: Google Analytics. (n.d.). Retrieved May 2, 2024, from <https://datastudio.google.com/reporting>

WEBSITE TRAFFIC REPORT

MARCH 2024



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

User Count by Region

Region	Total users	% Δ
Wyoming	5,876	11.1% ↑
Colorado	2,406	23.4% ↑
Montana	1,055	0.2% ↑
(not set)	1,038	60.7% ↑
Arizona	905	10.4% ↑
California	850	-9.7% ↓
Utah	553	-6.0% ↓
Texas	526	18.5% ↑
Washington	464	5.5% ↑
Idaho	436	10.4% ↑

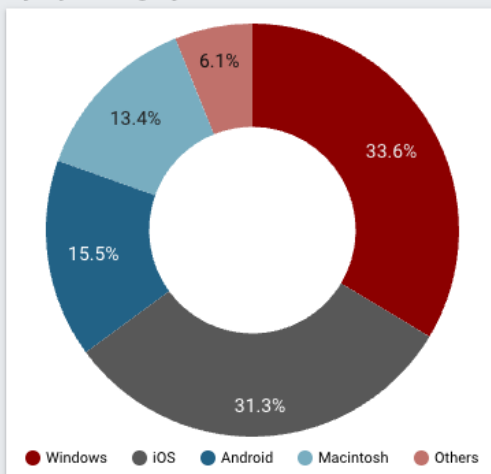
1 - 10 / 467 < >

User Count by Country

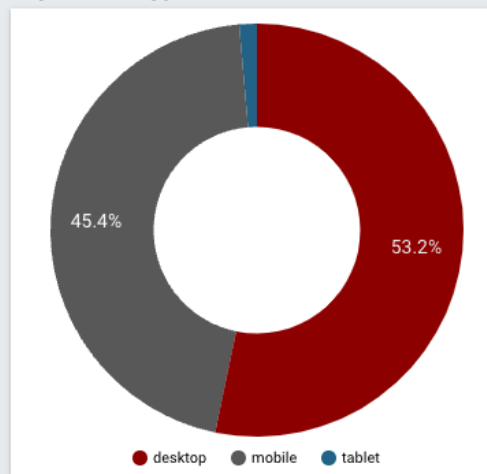
Country	Total users	% Δ
United States	14,627	5.6% ↑
China	432	10.5% ↑
Hong Kong	214	4,180.0...
United Kingdom	199	121.1%...
Japan	170	126.7%...
Canada	161	25.8% ↑
Germany	131	184.8%...
India	92	-7.1% ↓
Nigeria	68	-23.6% ↓
Singapore	57	850.0%...

1 - 10 / 114 < >

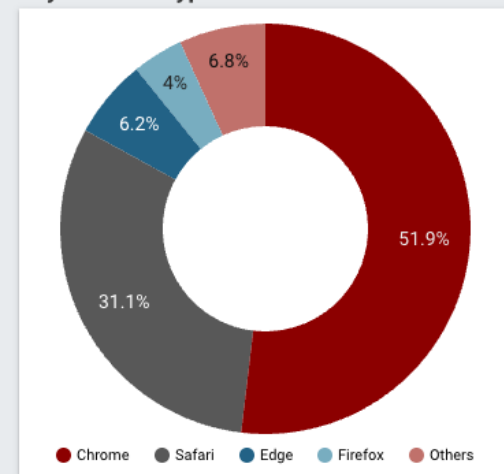
By Operating System



By Device Type



By Browser Type



WEBSITE TRAFFIC REPORT

MARCH 2024



COMMUNICATIONS
& MARKETING

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

Top Ten Sources (ALL)

Session source	Session medium	Sessions	% Δ
1. google	organic	16,916	16.8% ↑
2. (direct)	(none)	9,981	8.2% ↑
3. login.microsoftonline.com	referral	4,080	-24.0% ↓
4. experience.elluciancloud.com	referral	2,777	1.6% ↑
5. bing	organic	1,283	23.7% ↑
6. bing	ppc	420	110.0% ↑
7. facebook	paid	345	-
8. m.facebook.com	referral	306	183.3% ↑
9. eee-prod-web-content-private...	referral	279	-
1... yahoo	organic	257	23.0% ↑

1 - 10 / 184 < >

Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	16,916	16.8% ↑
2. bing	organic	1,283	23.7% ↑
3. bing	ppc	420	110.0% ↑
4. facebook	paid	345	-
5. m.facebook.com	referral	306	183.3% ↑
6. yahoo	organic	257	23.0% ↑
7. google	ppc	203	1,094.1% ↑
8. duckduckgo	organic	157	4.7% ↑
9. l.facebook.com	referral	152	52.0% ↑
1... nwc.wyldcatalog.org	referral	128	-13.5% ↓

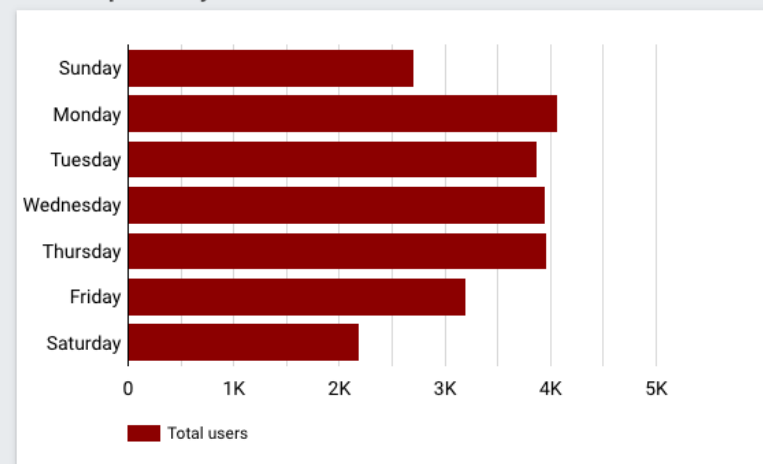
1 - 10 / 173 < >

Sessions by Social Sources

Session source	Sessions...	% Δ
1. facebook	345	11,400.0% ↑
2. m.facebook.com	306	180.7% ↑
3. l.facebook.com	152	40.7% ↑
4. lm.facebook.com	81	131.4% ↑
5. facebook.com	20	-16.7% ↓
6. l.instagram.com	4	-82.6% ↓
7. instagram.com	1	-83.3% ↓
8. snapchat.com	1	-
Grand total	912	196.1% ↑

1 - 9 / 9 < >

Most Popular Days of the Week





Classified Staff

April 2024

Classified Staff Spring Activities

Classified Staff members have completed the election of their Executive Committee and College Council representatives for the 2024-2025 term. The newly elected representatives shall begin their term in May of 2024. Those new representatives are as follows.

Cheri Mateo will serve as the Classified Staff president with the Classified Staff Executive Committee consisting of Nancy Gilmore, Jason Hardy, Ruth Peyton, Kara Peterson and Kara Warren.

Those members serving on College Council will be Joe Atkinson, Sami Ashcraft, and Holly Berryman.

The Classified Staff Executive Committee is currently holding two raffles which will benefit the Classified Staff "We care" Scholarship. One raffle is a 50/50 raffle, and the other raffle is for beautiful photography donated by our talented faculty, Jennifer Littere-Trevino, Anthony Polvere, and Christine Garceau. The drawing for the raffle winners will be held at the end of the Classified Staff Recognition Luncheon, on Friday May 3rd, 2024. Those receiving longevity awards at the recognition luncheon are as follows.

- Holly Berryman – 25 Years
- Carri Dobbins – 15 Years
- Franklin Boyd – 10 Years
- Esperanza Juardo – 5 Years

Thank you,

Holly

2023 – 2024 Classified Staff Executive Committee:

Holly Berryman -President

Cheri Mateo – President Elect

Kara Warren, Nydia Jurado Ruiz, and 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: April 30, 2024

Faculty Senate held elections for officers and committee seats. For the 2024/2025 academic year the Faculty Senator President will be Jennifer Litterer-Trevino (Assistant Professor of Photography), Faculty Senate Vice President will be Dave Patterson (Assistant Professor of Criminal Justice) and Faculty Senate Secretary and Treasurer will be Stacy Kuenn (Instructor of Business). Both Keith McCallister (Assistant Professor of Health and Outdoor), Dr. Walt Jatkowski (Associate Professor of Political Science) and Dr. David Austin (Associate Professor of Psychology) will serve a three-year term on Academic Freedom and Grievance. Dr. Jennifer Dare (Associate Professor of English) will serve a three-year term on Policy Review Committee and Neil Waite (Associate Professor of Mathematics) will serve a three-year term as the faculty representative for College Council.

On Monday April 29th, the Faculty Senate and Committee on Faculty Development and Morale hosted a discussion and social hour at the Nelson house. Along with Dave Erickson, Interim Vice President of Academic Affairs, twenty faculty were present for the health in person discussion was regarding the policy language for fixed term faculty pathway to tenure in Policy 3110. The ad hoc committee will continue to work on the policy over the summer.

Faculty are preparing for finals and the last two weeks of the semester. They are looking forward to celebrating the upcoming 2024 NWC graduates on May 11th.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

May 2024

Some of the activities that P-Staff members participated in during April were:

Career Fair: NWC staff and faculty organized and hosted the Career Fair on April 3rd. Area employers were in attendance to visit with area high school students, NWC students, and the general public.

Concurrent Enrollment Meetings: NWC welcomed high school counselors and concurrent enrollment instructors for a half-day of discussions and trainings centered around NWC's concurrent enrollment offerings. The concurrent enrollment instructors met with NWC faculty to collaborate on course alignment.

Lunch-and-Learn: Members from the P-Staff Care Committee helped organize and present a lunch-and-learn event on April 10th where FERPA rules and regulations were discussed. Additional credit goes out to NWC's registrar, Brooke Merkel, who was present to help guide follow-up discussions and answer questions.

Advising Day: Advising Day was April 16th. This is a day where members from across the college participate in helping guide our students in their next steps toward their academic goals. Faculty, Admissions Staff, the Advising Coordinator, and the Business Office work hard to help register our students for the upcoming summer and fall semesters.



nwc.edu/mission



nwc.edu/vision



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

NWC Foundation/Alumni Association Boards:

- Conducted Development, Donor Accountability and Stewardship, Executive, and Finance committee meetings.
- Held quarterly Foundation Board meeting on April 24. Hosted Board Member Mixer for Board of Trustees, Foundation, Alumni Association and Trapper Booster Club representatives following business meeting.
- Facilitated campus grants supporting a forensics lab to support the CJ BAS program, database software for managing music events, expansion of the frisbee golf course, and build-out of the trailer for CTD's new construction trades mobile workshop.
- Conducting a communications audit to streamline publications and messaging to various audiences. Will survey a selection of alumni and donors about preferences as part of this evaluation process.

Fundraising:

- Conducting major gift solicitations to secure Vibrancy Campaign commitments for the Student Center. Coordinating follow-up on Facility Naming to develop donor signage within the building.
- Worked to complete paperwork with the State Treasurer's Office to secure matching gift money.
- Conducting solicitation work to support Athletic scholarships/programs.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

Marketing/Events:

- Distributed TrapperLink email newsletter.
- Coordinating Alumni Board Luncheon with the 2024 Distinguished Alumni Award recipient. Also, planning for Alumni Association Board meeting.
- Initiated planning the Foundation's 2023 Annual Report.
- Planning for a Hard Hat Tour of the Student Center for Presidential Partner donors.
- Coordinating a Livestock Judging Alumni Reunion on June 21-23.
- Planning for Alumni Outreach event in Lovell during Mustang Days in June.
- Launching promotions for Trapper Classic Car Show on June 29.

Miscellaneous:

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

May 2, 2024

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Temporary Dining Facility -Soccer Fieldhouse

The design work for the Fieldhouse is complete. Groathouse Construction has begun dismantling the drop ceiling, reviewing plans, ordering materials, and marking the concrete for wall placement. Current estimates put the completion of the fieldhouse in late August, assuming all materials arrive promptly.

Student Center Building

The construction of the Student Center Building is progressing impressively, with the installation of the metal panel siding nearing completion. Earthwork is in full swing to clean up the construction site, and concrete and landscaping will be the focus for the near future on the outside. The hanging of drywall inside the building is almost complete, and concrete floors are being polished along with ongoing texturing, plumbing, and electrical work. The project's steady pace continues to bring a sense of reassurance and excitement to campus.

The Foundation will host a Hard Hat Tour on June 4th for the Presidential Partner donors to tour the Student Center.

Project Financing

With generous donations from the foundation and matching funds from the state, Northwest College has sufficient funding for the rest of the student center and soccer fieldhouse conversion. The College is scheduled to pay the remaining 2.6 million to the State of Wyoming over the next few months as we wrap up the project.



Administrative Services

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

April 30, 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:

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel / Misc	Utilites/Ins/ Support	Schlrs/Grants /Waivers	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 43,158.74	\$ 262,598.68	\$ 41,217.50	\$ 56,869.89	\$ 159,983.25	\$ 21,108.36	\$ 120.00	\$ -	\$ 585,056.42
Fund 11	433.00	4,355.00	6,251.13	-	-	7,794.41	2,000.00	-	20,833.54
Fund 12	11,525.06	21,924.33	2,540.19	31,556.31	-	118,654.14	3,600.00	-	189,800.03
Fund 14	671.48	45.00	750.00	-	-	112.00	-	-	1,578.48
Fund 15	6,998.07	11,114.00	497.10	3,145.73	-	6,144.94	-	-	27,899.84
Fund 22	601.61	33,838.50	17,076.12	-	-	1,422.90	10.00	-	52,949.13
Fund 71	-	19,881.07	-	-	-	-	1,530.00	112,054.00	133,465.07
Fund 76	-	3,730.10	-	-	-	-	-	1,537.69	5,267.79
Total	\$ 63,387.96	\$ 357,486.68	\$ 68,332.04	\$ 91,571.93	\$ 159,983.25	\$ 155,236.75	\$ 7,260.00	\$ 113,591.69	\$ 1,016,850.30

Please find the attached 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
- 76 MAJOR MAINTENANCE

91 Current Funds Fee Revenue Distribution Clearing

Boces removed from funds January 1999 – re-opened July 2017

NORTHWEST COLLEGE CHECK REGISTER - APRIL 2024

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/18/2024	V0283289	ABE,GED,ESL	91 Supplies	Sandy Myers	Pens, paper plates	\$43.88
10	4/29/2024	V0283375	Acad Affairs VP	91 Supplies	Sodexo Operations LLC	Cake, nuts, mints, coffee	\$212.30
10	4/26/2024	V0283369	ADA Compliance	91 Supplies	Synchrony Bank/Amazon	Digital recorders,	\$138.45
10	4/25/2024	V0283354	Agriculture	91 Supplies	Big Horn Co-op Marketing	Bedding, fuel	\$279.60
10	3/25/2024	V0282925	Allied Health	91 Supplies	Billings Clinic	CPR cards	\$230.00
10	3/25/2024	V0282926	Allied Health	91 Supplies	Billings Clinic	PALS eCards	\$30.00
10	3/25/2024	V0282927	Allied Health	91 Supplies	Billings Clinic	CPR cards	\$12.00
10	4/9/2024	V0283118	Allied Health	91 Supplies	Billings Clinic	PALS & CPR cards	\$24.00
10	4/10/2024	V0283163	Allied Health	91 Supplies	Synchrony Bank/Amazon	Binders	\$18.14
10	4/10/2024	V0283163	Anthropology	91 Supplies	Synchrony Bank/Amazon	Book	\$29.36
10	3/26/2024	V0282976	Art	91 Supplies	Transfer Visa	Water	\$17.45
10	4/3/2024	V0283027	Art	91 Supplies	Powell Ace Hardware LLC	Spray bottles, skewers	\$41.51
10	4/4/2024	V0283082	Art	91 Supplies	Powell Ace Hardware LLC	Sponges, towels, screens	\$83.09
10	4/10/2024	V0283163	Art	91 Supplies	Synchrony Bank/Amazon	Clay modeling tools	\$27.99
10	4/17/2024	V0283245	Art	91 Supplies	Robert L. Goton	Matting JSAD	\$300.00
10	4/25/2024	V0283356	Art	91 Supplies	Gestalt Studios	Linen cloth tape	\$22.40
10	4/29/2024	V0283378	Art	91 Supplies	Sodexo Operations LLC	Cookies, brownies,	\$162.54
10	3/26/2024	V0282983	Athletic Dir	91 Supplies	Transfer Visa	Fruit tray, donuts, rolls	\$311.98
10	3/26/2024	V0282983	Athletic Dir	91 Supplies	Transfer Visa	Powell Tribune subscript	\$50.00
10	4/24/2024	V0283334	Athletic Dir	91 Supplies	Howies Athletic Tape	07-13-23 athletic tape	\$1,121.34
10	4/24/2024	V0283334	Athletic Trainer	91 Supplies	Howies Athletic Tape	07/13/23 / 04/19/24 tape	\$750.00
10	3/27/2024	V0282986	Biology	91 Supplies	Eric C. Atkinson	Lab sup-spinach	\$13.47
10	4/3/2024	V0283023	Biology	91 Supplies	Powell Ace Hardware LLC	Batteries, pencils	\$76.95

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/3/2024	V0283031	Biology	91 Supplies	Carolina Biological Sup	Live organisms	\$162.57
10	4/3/2024	V0283032	Biology	91 Supplies	Carolina Biological Sup	Ants, termites, seeds	\$124.23
10	4/10/2024	V0283163	Biology	91 Supplies	Synchrony Bank/Amazon	Capstone research supplie	\$86.32
10	4/10/2024	V0283163	Biology	91 Supplies	Synchrony Bank/Amazon	Chaulk	\$57.90
10	4/10/2024	V0283163	Biology	91 Supplies	Synchrony Bank/Amazon	External hard disc	\$148.99
10	4/10/2024	V0283163	Biology	91 Supplies	Synchrony Bank/Amazon	Lab Pipetters	\$388.06
10	4/10/2024	V0283163	Biology	91 Supplies	Synchrony Bank/Amazon	SD cards	\$149.80
10	4/17/2024	V0283240	Biology	91 Supplies	Carolina Biological Sup	Ants	\$63.70
10	4/26/2024	V0283369	Biology	91 Supplies	Synchrony Bank/Amazon	Ant farm	\$23.39
10	4/26/2024	V0283369	Biology	91 Supplies	Synchrony Bank/Amazon	Muller Hinton agar	\$234.73
10	3/25/2024	V0282921	Bldg Maint	91 Supplies	Transfer Visa	Filters	\$205.04
10	3/26/2024	V0282973	Bldg Maint	91 Supplies	Transfer Visa	CC389 fuel	\$88.28
10	3/26/2024	V0282974	Bldg Maint	91 Supplies	Transfer Visa	Shop: filters	\$1,428.45
10	4/4/2024	V0283054	Bldg Maint	91 Supplies	Big Valley Bearing & Sup	shop: belts	\$19.12
10	4/4/2024	V0283058	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding supplies	\$83.85
10	4/4/2024	V0283067	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	\$93.75
10	4/9/2024	V0283110	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	\$23.36
10	4/10/2024	V0283171	Bldg Maint	91 Supplies	McIntosh Oil Inc	March 2024 fuel	\$812.17
10	4/17/2024	V0283217	Bldg Maint	91 Supplies	Crum Electric	Shop tools	\$17.21
10	4/18/2024	V0283253	Bldg Maint	91 Supplies	Grainger	shop: filters	\$71.88
10	4/29/2024	V0283381	Bldg Maint	91 Supplies	Transfer Visa	Shop-filters	\$228.39
10	4/29/2024	V0283382	Bldg Maint	91 Supplies	Transfer Visa	Shop: filters	\$1,664.56
10	4/10/2024	V0283171	Campus Security	91 Supplies	McIntosh Oil Inc	March 2024 fuel	\$290.16
10	3/26/2024	V0282936	Chemistry	91 Supplies	MPS	Online labs	\$1,296.00
10	4/11/2024	V0283197	College Serv	91 Supplies	Transfer Visa	Labor law posters	\$65.50
10	4/10/2024	V0283163	Comm & Mktg	91 Supplies	Synchrony Bank/Amazon	Office Chair	\$139.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/26/2024	V0283369	Comm & Mktg	91 Supplies	Synchrony Bank/Amazon	USB docking station,	\$128.00
10	4/10/2024	V0283163	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Batteries, USB C to C	\$108.68
10	4/10/2024	V0283163	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Keyboards	\$567.90
10	4/10/2024	V0283163	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Mailing labels, thermal	\$170.91
10	3/25/2024	V0282921	Cust/Grounds	91 Supplies	Transfer Visa	Cleaners	\$14.78
10	3/26/2024	V0282972	Cust/Grounds	91 Supplies	Transfer Visa	Cleaner	\$6.99
10	4/10/2024	V0283163	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Paper towels, dispensers	\$571.20
10	4/10/2024	V0283163	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Toilet paper	\$674.50
10	4/17/2024	V0283238	Cust/Grounds	91 Supplies	KB Commercial Products	Trash bags	\$409.68
10	4/26/2024	V0283369	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Paper towels	\$258.65
10	4/29/2024	V0283383	Cust/Grounds	91 Supplies	Transfer Visa	Cleaners, bleach	\$19.77
10	4/29/2024	V0283407	Drafting	91 Supplies	Transfer Visa	Ink	\$1,189.00
10	4/17/2024	V0283225	EMS Prog	91 Supplies	Nwc Bookstore	Polo shirts	\$525.48
10	4/26/2024	V0283369	EMS Prog	91 Supplies	Synchrony Bank/Amazon	Laptop memory, Headphone	\$48.89
10	4/29/2024	V0283378	English	91 Supplies	Sodexo Operations LLC	Coffee, cookies	\$50.76
10	4/10/2024	V0283163	Enroll Serv	91 Supplies	Synchrony Bank/Amazon	Pencils, sticky notes	\$22.88
10	4/18/2024	V0283267	Enroll Serv	91 Supplies	McGraw Hill	ALEKS testing fees	\$2,235.00
10	4/26/2024	V0283369	Enroll Serv	91 Supplies	Synchrony Bank/Amazon	Mouse pads/ wrist support	\$13.96
10	4/11/2024	V0283174	ESports	91 Supplies	Transfer Visa	ESports streaming	\$72.79
10	4/11/2024	V0283174	ESports	91 Supplies	Transfer Visa	Meals	\$73.48
10	4/26/2024	V0283369	ESports	91 Supplies	Synchrony Bank/Amazon	Cabinet light for trophie	\$59.99
10	3/26/2024	V0282978	Extend Camp	91 Supplies	Transfer Visa	Conf reg fees	\$75.00
10	4/9/2024	V0283140	Extend Camp	91 Supplies	Sodexo Operations LLC	Coffee, tea, water,	\$237.33
10	3/26/2024	V0282976	Graphic Arts	91 Supplies	Transfer Visa	Stickers	\$104.00
10	4/17/2024	V0283245	Graphic Arts	91 Supplies	Robert L. Goton	Matting JSAD	\$300.00
10	4/26/2024	V0283369	Graphic Arts	91 Supplies	Synchrony Bank/Amazon	Printer maintenance tank	\$33.99

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/26/2024	V0283369	Graphic Arts	91 Supplies	Synchrony Bank/Amazon	Skateboard wall mount	\$21.99
10	3/26/2024	V0282972	Grounds	91 Supplies	Transfer Visa	Grounds supplies	\$184.08
10	4/4/2024	V0283051	Grounds	91 Supplies	Sweet Automotive Inc	grounds	\$49.98
10	4/4/2024	V0283067	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	\$5.76
10	4/11/2024	V0283180	Grounds	91 Supplies	Bradford Sup Co	grounds	\$38.39
10	4/11/2024	V0283182	Grounds	91 Supplies	John Deere Financial	grounds	\$216.33
10	4/26/2024	V0283369	History	91 Supplies	Synchrony Bank/Amazon	Shipping labels	\$25.43
10	3/26/2024	V0282945	Human Anatomy	91 Supplies	Sodexo Operations LLC	Box lunches for field	\$139.30
10	4/9/2024	V0283105	Human Anatomy	91 Supplies	Transfer Motor Pool	March 2024 mileage	\$490.50
10	4/26/2024	V0283369	Human Anatomy	91 Supplies	Synchrony Bank/Amazon	Surgical blades, posters,	\$274.84
10	4/10/2024	V0283163	Instr Tech Sup	91 Supplies	Synchrony Bank/Amazon	Cables, antenna	\$331.77
10	3/26/2024	V0282977	Library	91 Supplies	Transfer Visa	Chargers, febreze	\$67.90
10	3/26/2024	V0282977	Library	91 Supplies	Transfer Visa	Trophy plaque	\$21.30
10	4/26/2024	V0283369	Life/Hlth Sci Div	91 Supplies	Synchrony Bank/Amazon	Lens cleaners, Batteries,	\$85.90
10	4/18/2024	V0283258	Math	91 Supplies	Brian Beauvais	Math articulation speaker	\$100.00
10	4/18/2024	V0283261	Math	91 Supplies	Buffalo Bill Center of the West	04-12-24 catering meals	\$2,267.10
10	4/10/2024	V0283163	Microbiology	91 Supplies	Synchrony Bank/Amazon	Darkfield condensor lens	\$103.01
10	4/10/2024	V0283163	Microbiology	91 Supplies	Synchrony Bank/Amazon	Darkfield Microscope	\$400.89
10	4/26/2024	V0283369	Microbiology	91 Supplies	Synchrony Bank/Amazon	Darkfield condensor	\$228.02
10	3/26/2024	V0282976	Music	91 Supplies	Transfer Visa	Kleenex, batteries	\$84.46
10	3/26/2024	V0282976	Music	91 Supplies	Transfer Visa	Meals	\$100.00
10	4/17/2024	V0283214	Music	91 Supplies	Sodexo Operations LLC	Jazz night catering	\$453.33
10	4/23/2024	V0283303	Music	91 Supplies	Maclin B. Wiley	Bass - Jazz Concert	\$250.00
10	3/25/2024	V0282928	Nursing	91 Supplies	R & A Safety LLC	Drug testing	\$255.00
10	4/9/2024	V0283136	Nursing	91 Supplies	Castlebranch, Inc	Nursing student trackers	\$497.00
10	4/26/2024	V0283369	Nursing	91 Supplies	Synchrony Bank/Amazon	Position tool, childbirth	\$83.40

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/10/2024	V0283163	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	First aid supplies	\$40.99
10	4/10/2024	V0283163	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Stickers	\$52.45
10	4/18/2024	V0283287	Outdoor Ed	91 Supplies	Vision West Inc	Hoodies	\$220.00
10	4/19/2024	V0283294	Outdoor Ed	91 Supplies	Transfer Visa	Shirt	\$65.58
10	4/26/2024	V0283369	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Bear spray trainer cans,	\$151.82
10	4/8/2024	V0283093	Photography	91 Supplies	Transfer Visa	Gallery bulbs, developmen	\$1,893.53
10	4/8/2024	V0283093	Photography	91 Supplies	Transfer Visa	Replacement bulbs	\$55.48
10	4/10/2024	V0283163	Photography	91 Supplies	Synchrony Bank/Amazon	Replacement triggers,	\$604.61
10	4/17/2024	V0283241	Photography	91 Supplies	Alsa Photography	Portfolio review	\$100.00
10	4/17/2024	V0283242	Photography	91 Supplies	Dave J Huber	Portfolio reiview	\$100.00
10	4/26/2024	V0283369	Photography	91 Supplies	Synchrony Bank/Amazon	Audio grips	\$197.26
10	4/26/2024	V0283369	Photography	91 Supplies	Synchrony Bank/Amazon	Mailers, brushes	\$90.10
10	4/26/2024	V0283369	Photography	91 Supplies	Synchrony Bank/Amazon	Replacement batteries	\$200.81
10	4/18/2024	V0283261	Physics	91 Supplies	Buffalo Bill Center of the West	04-12-24 Catering meals	\$385.00
10	4/10/2024	V0283163	Plant Admin	91 Supplies	Synchrony Bank/Amazon	Toner	\$79.74
10	4/10/2024	V0283171	Rodeo Men	91 Supplies	McIntosh Oil Inc	March 2024 fuel	\$263.90
10	3/27/2024	V0282995	Rodeo Women	91 Supplies	DB Farms	Hay	\$8,091.00
10	4/10/2024	V0283153	Social Sci Div	91 Supplies	Transfer Visa	Facebook ads	\$206.93
10	4/29/2024	V0283400	Stu Serv VP	91 Supplies	360 Office Solutions	Desk, chair	\$1,594.80
10	4/26/2024	V0283369	Stu Success Prog	91 Supplies	Synchrony Bank/Amazon	Coffee	\$55.09
10	3/26/2024	V0282942	Welding	91 Supplies	Norco	Oxygen, tips, stringer	\$449.18
10	4/3/2024	V0283020	Welding	91 Supplies	Norco	Leather gloves, cutting	\$115.24
10	4/3/2024	V0283028	Welding	91 Supplies	Powell Ace Hardware LLC	Rivet tool kit assortment	\$15.99
10	4/4/2024	V0283083	Welding	91 Supplies	Norco	Head gear, welding gloves	\$414.54
10	4/17/2024	V0283243	Welding	91 Supplies	Norco	MIG gun, #20 Jam nut, gas	\$689.04
10	4/18/2024	V0283247	Welding	91 Supplies	Norco	Plug w/cord, propane,	\$312.52

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	91 Supplies			\$43,158.74
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/10/2024	V0283153	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Transfer Visa	Facebook ads	\$244.73
10	4/10/2024	V0283154	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Transfer Visa	Facebook ads	\$13.49
10	4/11/2024	V0283192	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Transfer Visa	Facebook ads	\$41.78
10	4/25/2024	V0283353	Agriculture	92 Servs/Fees/Repr/Maint	Wy Dept Ag	Scale license	\$40.00
10	4/9/2024	V0283129	Art	92 Servs/Fees/Repr/Maint	Beth Korth	2024 JSAD jurying	\$200.00
10	4/3/2024	V0283021	Athletic Dir	92 Servs/Fees/Repr/Maint	Alan D. Hill	Region 9 fuel reimburseme	\$156.03
10	4/9/2024	V0283116	Athletic Trainer	92 Servs/Fees/Repr/Maint	Powell Valley Health Care	March 24 sports med	\$2,800.00
10	3/26/2024	V0282955	Bldg Maint	92 Servs/Fees/Repr/Maint	Grainger	bldg repair: fab	\$40.00
10	3/26/2024	V0282956	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical supply	\$60.26
10	3/26/2024	V0282958	Bldg Maint	92 Servs/Fees/Repr/Maint	Crum Electric	electrical repair	\$16.45
10	3/26/2024	V0282959	Bldg Maint	92 Servs/Fees/Repr/Maint	DH Pace Company	bldg repair: fab hardware	\$465.67
10	3/26/2024	V0282972	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$1,336.87
10	3/26/2024	V0282973	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	I House bldg repairs	\$69.53
10	4/4/2024	V0283057	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Horn Roofing	repair ctd roof flashing	\$191.71
10	4/4/2024	V0283065	Bldg Maint	92 Servs/Fees/Repr/Maint	3B's Plumbing	ORB plumbing repairs	\$160.00
10	4/4/2024	V0283067	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	\$396.62
10	4/4/2024	V0283071	Bldg Maint	92 Servs/Fees/Repr/Maint	Bighorn Testing LLC	bolier testing	\$1,225.00
10	4/9/2024	V0283110	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	\$279.53
10	4/9/2024	V0283110	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	CC\$\$-insulate line inside	\$956.58
10	4/11/2024	V0283179	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc43 oil change	\$72.49
10	4/11/2024	V0283185	Bldg Maint	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	armory plumbing	\$2,719.66
10	4/18/2024	V0283253	Bldg Maint	92 Servs/Fees/Repr/Maint	Grainger	eq repair: orb	\$409.15

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/18/2024	V0283254	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	cc44 oil change	\$104.99
10	4/18/2024	V0283263	Bldg Maint	92 Servs/Fees/Repr/Maint	Yellowstone Motors	repair cc35	\$444.94
10	4/26/2024	V0283369	Bldg Maint	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Bulbs	\$122.76
10	4/26/2024	V0283369	Bldg Maint	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	CC44-eye bolts	\$19.98
10	4/29/2024	V0283381	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	\$4,392.32
10	4/18/2024	V0283269	Campus Security	92 Servs/Fees/Repr/Maint	Coulter Car Care	Service security truck	\$129.99
10	4/23/2024	V0283313	College Serv	92 Servs/Fees/Repr/Maint	Baypath University	prof dev enrollment mgt	\$2,490.00
10	4/4/2024	V0283084	Computer Srv	92 Servs/Fees/Repr/Maint	Softdocs	Software fees	\$3,988.85
10	4/4/2024	V0283085	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant fees	\$300.00
10	4/9/2024	V0283114	Computer Srv	92 Servs/Fees/Repr/Maint	Rave Mobile Safety	Rave Mobile Safety Renew	\$8,190.05
10	4/24/2024	V0283332	EMS Prog	92 Servs/Fees/Repr/Maint	Univ Oklahoma Health Sci Center	Medical director oversight	\$1,500.00
10	4/23/2024	V0283305	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn School District #4	Concurrent Enrollment	\$36,783.85
10	4/23/2024	V0283306	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn Cty School Dist 1	Concurrent Enrollment	\$16,137.00
10	4/25/2024	V0283350	Extend Camp	92 Servs/Fees/Repr/Maint	Washakie Cty School Dist # 2	SP24 concurrent enrollmen	\$4,401.00
10	4/25/2024	V0283351	Extend Camp	92 Servs/Fees/Repr/Maint	Big Horn Cty School Dist #3	SP24 concurrent enrollmen	\$29,013.00
10	4/10/2024	V0283163	Grounds	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Filters, bulbs, nuts	\$52.11
10	4/9/2024	V0283121	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Yuja Inc	Software fees 04/24 to	\$22,546.13
10	4/17/2024	V0283237	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Turnitin LLC	Feedback Studio	\$7,327.00
10	3/25/2024	V0282932	Inst Support OneTime	92 Servs/Fees/Repr/Maint	VMware Inc	vSAN 8 3yr and Cloud	\$80,262.00
10	4/18/2024	V0283265	Internt'l Recruit	92 Servs/Fees/Repr/Maint	Ramazan Nazarov	Agent commission pmt	\$1,685.25
10	3/26/2024	V0282976	Music	92 Servs/Fees/Repr/Maint	Transfer Visa	UNC Greeley Jazz festival	\$1,504.29
10	4/3/2024	V0283018	Music	92 Servs/Fees/Repr/Maint	Tom Bibbey Music Service	Bassoon repairs	\$52.00
10	4/3/2024	V0283036	Music	92 Servs/Fees/Repr/Maint	Craig Olson	March 2024 piano tuning	\$450.00
10	3/27/2024	V0282997	Outdoor Ed	92 Servs/Fees/Repr/Maint	Cody Parks Recreation & Public Faci	Pool usage	\$136.00
10	4/4/2024	V0283073	Outdoor Ed	92 Servs/Fees/Repr/Maint	NASAR	WFA certs	\$180.00
10	4/9/2024	V0283119	Outdoor Ed	92 Servs/Fees/Repr/Maint	Northwest River Sup	Shipping	\$55.48

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/11/2024	V0283193	Outdoor Ed	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals, snacks	\$65.57
10	3/26/2024	V0282954	Plant Admin	92 Servs/Fees/Repr/Maint	Rapid Fire Protection Inc	soccer annual alarm monit	\$540.00
10	3/26/2024	V0282960	Plant Admin	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	campus fire alarm testing	\$21,193.54
10	4/4/2024	V0283061	Plant Admin	92 Servs/Fees/Repr/Maint	Orkin Pest Control Inc	qtrly campus pest control	\$738.00
10	3/27/2024	V0282996	Rodeo Arena	92 Servs/Fees/Repr/Maint	Powell Garage Door	Overhead door repair	\$1,406.00
10	4/3/2024	V0283025	Rodeo Arena	92 Servs/Fees/Repr/Maint	Rimrock Tire Inc	Tire repair	\$155.90
10	4/3/2024	V0283026	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	April 2024 cattle lease	\$3,150.00
10	4/10/2024	V0283152	Womens VB	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals	\$109.25
10	3/25/2024	V0282933	Wrestling	92 Servs/Fees/Repr/Maint	Hired Intelligence LLC	Clock rental for District	\$200.00
10	3/26/2024	V0282970	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Breakfast	\$17.55
10	3/26/2024	V0282970	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging	\$297.00
10	3/26/2024	V0282970	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Lodging (Jan 2024)	\$277.00
10	3/26/2024	V0282970	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals	\$130.33
10	3/26/2024	V0282970	Wrestling	92 Servs/Fees/Repr/Maint	Transfer Visa	Meals, Montana state	\$154.00
			Sum:	92 Servs/Fees/Repr/Maint			\$262,598.68

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/9/2024	V0283131	Acad Affairs VP	93 Assoc/Travel/Misc	Cammy Rowley	Per diem Casper	\$88.50
10	4/9/2024	V0283132	Acad Affairs VP	93 Assoc/Travel/Misc	Joel Theriot Sauers	Per diem Casper	\$88.50
10	4/11/2024	V0283200	Acad Affairs VP	93 Assoc/Travel/Misc	Martin E. Stensing	Per diem Chicago	\$286.00
10	4/11/2024	V0283201	Acad Affairs VP	93 Assoc/Travel/Misc	Lisa D. Smith	Per diem Chicago	\$286.00
10	4/17/2024	V0283232	Acad Affairs VP	93 Assoc/Travel/Misc	David C Erickson	Per diem Commission meet	\$214.00
10	4/18/2024	V0283257	Acad Affairs VP	93 Assoc/Travel/Misc	Zachary B. Paris	Lodging, meals, fuel	\$730.90
10	4/11/2024	V0283197	ADA Compliance	93 Assoc/Travel/Misc	Transfer Visa	Webinar fees	\$177.00
10	3/26/2024	V0282975	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$1,082.70

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/26/2024	V0282975	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$455.64
10	4/9/2024	V0283105	Animal Judge	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$26.55
10	4/9/2024	V0283107	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Airfare, contest fee	\$1,917.28
10	4/9/2024	V0283107	Animal Judge	93 Assoc/Travel/Misc	Transfer Visa	Nebraska contest	\$450.00
10	4/26/2024	V0283369	Campus Security	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Body cameras/mounts,	\$198.97
10	4/23/2024	V0283310	College Serv	93 Assoc/Travel/Misc	Lisa D. Smith	Travel to HLC conference	\$353.05
10	3/26/2024	V0282950	Enroll Serv	93 Assoc/Travel/Misc	Jessica J. Kasinger	Mileage reimbursement	\$22.05
10	4/9/2024	V0283105	Enroll Serv	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$32.95
10	4/29/2024	V0283404	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$135.67
10	4/29/2024	V0283405	Enroll Serv	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$633.50
10	4/11/2024	V0283176	ESports	93 Assoc/Travel/Misc	Transfer Visa	Esports subscriptions	\$75.87
10	4/18/2024	V0283255	Forensic	93 Assoc/Travel/Misc	NWC Accounts Receivable	Phi Rho Pi per diem	\$980.00
10	4/9/2024	V0283105	Gear Up 16	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$53.10
10	4/9/2024	V0283105	Instr Tech Sup	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$26.55
10	4/9/2024	V0283105	Intern'l Recruit	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$23.85
10	4/3/2024	V0283049	Library	93 Assoc/Travel/Misc	Kanopy	Electronic resources 24	\$24.00
10	4/9/2024	V0283105	Mens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$6,223.23
10	4/24/2024	V0283333	Nursing	93 Assoc/Travel/Misc	Powell Valley Health Care	Denise Schuler class fees	\$250.00
10	4/9/2024	V0283105	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$68.40
10	4/29/2024	V0283407	Outdoor Ed	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$108.13
10	3/25/2024	V0282921	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Donuts, cookies	\$15.98
10	4/29/2024	V0283381	Plant Admin	93 Assoc/Travel/Misc	Transfer Visa	Donuts	\$9.99
10	4/25/2024	V0283366	Rodeo Men	93 Assoc/Travel/Misc	NWC Accounts Receivable	Miles City Rodeo per diem	\$840.00
10	4/18/2024	V0283248	Rodeo Women	93 Assoc/Travel/Misc	NWC Accounts Receivable	Rodeo per diem Bozeman	\$880.00
10	4/18/2024	V0283250	Rodeo Women	93 Assoc/Travel/Misc	John Deere Financial	Calf head/rods, batteries	\$348.91
10	4/9/2024	V0283105	Speech	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$400.95

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/26/2024	V0282979	Student Compliance	93 Assoc/Travel/Misc	Transfer Visa	Tshirts, sticky note sets	\$1,519.29
10	4/29/2024	V0283372	Student Compliance	93 Assoc/Travel/Misc	Atixa	Membership dues	\$5,250.00
10	4/8/2024	V0283092	Stu Serv VP	93 Assoc/Travel/Misc	Transfer Visa	Airfare	\$832.70
10	4/9/2024	V0283105	Visual/Perf Art Div	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$91.35
10	4/3/2024	V0283033	Womens BB	93 Assoc/Travel/Misc	Lauren K. Davis	Airfare reimbursement	\$634.70
10	4/9/2024	V0283105	Womens BB	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$4,133.67
10	4/10/2024	V0283161	Womens BB	93 Assoc/Travel/Misc	Lauren K. Davis	Ubers, meals	\$135.23
10	3/26/2024	V0282970	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Lodging, meals	\$1,061.35
10	3/26/2024	V0282970	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$589.84
10	3/26/2024	V0282970	Wrestling	93 Assoc/Travel/Misc	Transfer Visa	Rental car, baggage fees,	\$7,857.89
10	4/3/2024	V0283030	Wrestling	93 Assoc/Travel/Misc	NWC Accounts Receivable	Per diem Nationals	\$1,450.00
10	4/9/2024	V0283105	Wrestling	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$49.05
10	4/24/2024	V0283331	Wrestling	93 Assoc/Travel/Misc	Jim R Zeigler	Meals reimbursement	\$104.21
			Sum:	93 Assoc/Travel/Misc			\$41,217.50

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/25/2024	V0283352	College Serv	94 Utilities/Ins/Support	Vision West Inc	Employee tshirts	\$250.00
10	3/26/2024	V0282944	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$102.13
10	4/4/2024	V0283086	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$334.05
10	4/4/2024	V0283087	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$5,150.96
10	4/4/2024	V0283088	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer services interne	\$124.00
10	4/4/2024	V0283088	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Emergency Phones & YAB	\$404.74
10	4/4/2024	V0283088	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$213.98
10	4/4/2024	V0283088	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP Trunk	\$1,236.90
10	4/4/2024	V0283088	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$161.53

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/4/2024	V0283088	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & Test	\$52.45
10	4/11/2024	V0283189	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$155.80
10	4/11/2024	V0283190	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$99.91
10	4/9/2024	V0283124	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Apr 24 caddy center rent	\$5,463.47
10	4/4/2024	V0283056	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	mar24 field station elect	\$955.02
10	4/3/2024	V0283024	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Sanitation-Apr-June 24	\$364.50
10	4/4/2024	V0283052	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	mar24 rodeo electric	\$756.76
10	4/4/2024	V0283055	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	mar24 rodeo heat	\$905.86
10	4/18/2024	V0283260	Rodeo Men	94 Utilities/Ins/Support	Hub International Mtn. States	Rodeo truck insurance	\$73.50
10	4/18/2024	V0283260	Rodeo Women	94 Utilities/Ins/Support	Hub International Mtn. States	Rodeo truck insurance	\$73.50
10	3/26/2024	V0282957	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	mar24 water rodeo ag	\$1,214.00
10	4/4/2024	V0283052	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	mar24 electric eq shop ob	\$2,063.67
10	4/4/2024	V0283060	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	eq ag dumpster fees	\$320.00
10	4/4/2024	V0283070	Utilities	94 Utilities/Ins/Support	Powell City of	Electricity	\$23,122.55
10	4/4/2024	V0283070	Utilities	94 Utilities/Ins/Support	Powell City of	Sanitation	\$2,409.90
10	4/4/2024	V0283070	Utilities	94 Utilities/Ins/Support	Powell City of	Sewer	\$732.82
10	4/4/2024	V0283070	Utilities	94 Utilities/Ins/Support	Powell City of	Water	\$2,639.03
10	4/11/2024	V0283184	Utilities	94 Utilities/Ins/Support	Park County Landfill	landfill charges	\$131.30
10	4/11/2024	V0283198	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	March 2024 heat	\$2,726.36
10	4/11/2024	V0283199	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Ihouse, Ag,Fab,EQ,PP,trlr	\$2,536.42
10	4/18/2024	V0283291	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Mar 2024 heat	\$820.78
10	4/25/2024	V0283343	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water apr24	\$1,274.00
			Sum:	94 Utilities/Ins/Support			\$56,869.89
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/18/2024	V0283256	NWC	96 Schlrs/Grants/Waivers	NWC Current Fund	Dual waiver payment	\$159,983.25
			Sum:	96 Schlrs/Grants/Waivers			\$159,983.25
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/9/2024	V0283145	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	business card, larsen	\$46.00
10	4/9/2024	V0283145	Admin Serv	97 Other Operating Exp	Transfer Print Shop	cc expense form	\$25.00
10	4/9/2024	V0283145	Ag Tech Bus Div	97 Other Operating Exp	Transfer Print Shop	trappernomics activity	\$44.09
10	4/9/2024	V0283145	Ag Tech Bus Div	97 Other Operating Exp	Transfer Print Shop	TY cards, blank envelopes	\$3.50
10	4/11/2024	V0283172	Athletic Dir	97 Other Operating Exp	Wyoming Dept of Revenue	Jan-Mar 24 sales tax	\$121.20
10	3/25/2024	V0282934	Comm & Mktg	97 Other Operating Exp	Powell Little League Baseball	Dugout banner	\$400.00
10	3/26/2024	V0282938	Comm & Mktg	97 Other Operating Exp	Park Cty School Dist #16	Full page advertisement	\$150.00
10	4/9/2024	V0283145	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	business card, keith	\$30.00
10	4/9/2024	V0283145	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	web redesign plan sheets	\$10.00
10	4/10/2024	V0283153	Comm & Mktg	97 Other Operating Exp	Transfer Visa	Cody Enterprise subscript	\$49.00
10	4/10/2024	V0283160	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital enrollment	\$5,420.00
10	3/26/2024	V0282961	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$21.28
10	4/3/2024	V0283016	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$17.75
10	4/3/2024	V0283017	Computer Srv	97 Other Operating Exp	Fedex	Postage	\$8.60
10	4/4/2024	V0283081	Computer Srv	97 Other Operating Exp	US Postmaster	EPS Bulk mail/Bus reply	\$10,000.00
10	4/23/2024	V0283300	Computer Srv	97 Other Operating Exp	Quadient Inc	Meter rental, online adva	\$461.55
10	4/23/2024	V0283301	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip shipping postage	\$313.27
10	4/25/2024	V0283357	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$30.02
10	4/9/2024	V0283145	Drafting	97 Other Operating Exp	Transfer Print Shop	blank reams paper, 2	\$28.00
10	4/9/2024	V0283145	EMS Prog	97 Other Operating Exp	Transfer Print Shop	envelope, digital lthd	\$12.50
10	4/10/2024	V0283153	EMS Prog	97 Other Operating Exp	Transfer Visa	Facebook ads	\$3.79

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	3/26/2024	V0282951	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Cookies, experience day	\$734.21
10	4/9/2024	V0283123	Enroll Serv	97 Other Operating Exp	Kerrie A. Spinney	11 cases water	\$40.59
10	4/9/2024	V0283139	Enroll Serv	97 Other Operating Exp	Sodexo Operations LLC	Cookies math competition	\$414.60
10	4/9/2024	V0283145	Enroll Serv	97 Other Operating Exp	Transfer Print Shop	business cards, elizabeth	\$54.00
10	4/10/2024	V0283153	Enroll Serv	97 Other Operating Exp	Transfer Visa	Facebook ads	\$52.27
10	4/10/2024	V0283154	Enroll Serv	97 Other Operating Exp	Transfer Visa	Facebook ads	\$6.82
10	4/10/2024	V0283163	Enroll Serv	97 Other Operating Exp	Synchrony Bank/Amazon	Prize drop disc game	\$99.95
10	4/11/2024	V0283192	Enroll Serv	97 Other Operating Exp	Transfer Visa	Facebook ads	\$190.89
10	4/26/2024	V0283369	Enroll Serv	97 Other Operating Exp	Synchrony Bank/Amazon	Headphones, aipods,	\$251.34
10	4/17/2024	V0283229	Extend Camp	97 Other Operating Exp	Wyoming Trucking Association	Ad Truker magazine	\$275.00
10	3/26/2024	V0282939	Gear Up 16	97 Other Operating Exp	Danielle M. Weber	Sales tax	\$1.50
10	3/26/2024	V0282940	Gear Up 16	97 Other Operating Exp	Danielle M. Weber	Sales tax	\$3.50
10	4/9/2024	V0283145	Graphic Arts	97 Other Operating Exp	Transfer Print Shop	patron saints cards	\$277.50
10	4/9/2024	V0283145	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	glob stud seminar poster	\$173.00
10	4/9/2024	V0283145	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	UISFL flyer	\$27.50
10	4/26/2024	V0283369	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Books	\$1,164.37
10	4/9/2024	V0283145	Photography	97 Other Operating Exp	Transfer Print Shop	student show postcard	\$30.15
10	4/9/2024	V0283145	STEM - Physical Sci Div	97 Other Operating Exp	Transfer Print Shop	math 1400 wkbk, 40	\$57.20
10	4/9/2024	V0283145	STEM - Physical Sci Div	97 Other Operating Exp	Transfer Print Shop	math 1405 wkbk, 22	\$32.32
10	4/9/2024	V0283145	STEM - Physical Sci Div	97 Other Operating Exp	Transfer Print Shop	math 2205 wkbk, 15	\$24.60
10	4/9/2024	V0283145	Tutoring	97 Other Operating Exp	Transfer Print Shop	blank sheets paper	\$1.50
			Sum:	97 Other Operating Exp			\$21,108.36
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	4/9/2024	V0283111	Fitness Center	98 Expend--Capital/Equip	Vision West Inc	2 Sweatshirts	\$120.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	98 Expend--Capital/Equip			\$120.00
			Sum:				\$585,056.42

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/9/2024	V0283105	Class Staf Dev	91 Supplies	Transfer Motor Pool	March 2024 mileage	\$171.90
11	4/29/2024	V0283406	Class Staf Dev	91 Supplies	Transfer Visa	Zoo Montana entry fees	\$80.00
11	4/3/2024	V0283035	Human Resource	91 Supplies	Backgrounds Online	Background checks	\$147.50
11	4/19/2024	V0283294	Prof Staff Dev	91 Supplies	Transfer Visa	84 candy bars	\$33.60
			Sum:	91 Supplies			\$433.00

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/23/2024	V0283304	1M College Services	92 Servs/Fees/Repr/Maint	Crowley Fleck PLLP	March Legal Services	\$2,275.00
11	4/23/2024	V0283308	Human Resource	92 Servs/Fees/Repr/Maint	CUPA	HR Data on Demand	\$2,080.00
			Sum:	92 Servs/Fees/Repr/Maint			\$4,355.00

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/4/2024	V0283078	1M College Services	93 Assoc/Travel/Misc	Charlene L. Kline	2024 Employee recognition	\$100.00
11	4/4/2024	V0283079	1M College Services	93 Assoc/Travel/Misc	Jo Ann Heimer	2024 Employee Recognition	\$100.00
11	4/4/2024	V0283080	1M College Services	93 Assoc/Travel/Misc	Powell Valley Chamber	2024 Outstanding Team	\$60.00
11	4/4/2024	V0283089	1M College Services	93 Assoc/Travel/Misc	David W. Patterson	2024 Employee Recognition	\$100.00
11	4/11/2024	V0283197	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Wy Sec state annual	\$27.00
11	4/17/2024	V0283222	1M College Services	93 Assoc/Travel/Misc	NASFAA Membership Services	Membership dues	\$1,497.00
11	4/24/2024	V0283314	1M College Services	93 Assoc/Travel/Misc	Sodexo Operations LLC	2024 employee recognition	\$1,780.23

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/9/2024	V0283130	Faculty Dev	93 Assoc/Travel/Misc	Greg Smith	Per diem	\$235.00
11	4/9/2024	V0283141	Faculty Dev	93 Assoc/Travel/Misc	Sodexo Operations LLC	Boxed lunches	\$432.90
11	4/23/2024	V0283307	Faculty Dev	93 Assoc/Travel/Misc	Marnee Crawford	Registration for ACEN	\$684.00
11	4/29/2024	V0283407	Faculty Dev	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$235.00
11	4/11/2024	V0283186	Trustees Board	93 Assoc/Travel/Misc	Rebecca Brantz	Board purchase award	\$125.00
11	4/11/2024	V0283187	Trustees Board	93 Assoc/Travel/Misc	Sager L. Hamilton	Board purchase awards	\$250.00
11	4/11/2024	V0283188	Trustees Board	93 Assoc/Travel/Misc	Joshua M. Schuler	Board purchase award	\$125.00
11	4/17/2024	V0283233	Trustees Board	93 Assoc/Travel/Misc	Cecilia Rose Harder	Board Purchase award	\$150.00
11	4/17/2024	V0283234	Trustees Board	93 Assoc/Travel/Misc	Haylee Baver	Board Purchase award	\$100.00
11	4/17/2024	V0283235	Trustees Board	93 Assoc/Travel/Misc	Hailey S. Stutzman	Board Purchase award	\$150.00
11	4/17/2024	V0283236	Trustees Board	93 Assoc/Travel/Misc	Patrick Kelly	Board Purchase award	\$100.00
			Sum:	93 Assoc/Travel/Misc			\$6,251.13

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	3/25/2024	V0282935	1M College Services	97 Other Operating Exp	Cody Enterprise	Legal ad:Notice of Public	\$193.07
11	3/26/2024	V0282946	1M College Services	97 Other Operating Exp	Cody Enterprise	Legal Ad:budget modificat	\$50.40
11	4/18/2024	V0283262	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Lighting Update	\$464.40
11	4/18/2024	V0283262	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Parking Lot Bids	\$448.92
11	3/26/2024	V0282976	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$201.23
11	3/27/2024	V0282987	Human Resource	97 Other Operating Exp	Publishing Concepts, Inc	Ad in Wyoming Nurses	\$750.00
11	4/3/2024	V0283034	Human Resource	97 Other Operating Exp	Powell Tribune	Job ads	\$250.75
11	4/3/2024	V0283047	Human Resource	97 Other Operating Exp	Sodexo Operations LLC	VPSS candidate meals	\$705.09
11	4/9/2024	V0283125	Human Resource	97 Other Operating Exp	Jill M. Anderson	Candy for career day	\$22.43
11	4/9/2024	V0283128	Human Resource	97 Other Operating Exp	Cody Enterprise	Jobs advertising	\$184.50
11	4/11/2024	V0283197	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$148.20

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	4/17/2024	V0283212	Human Resource	97 Other Operating Exp	Sodexo Operations LLC	Meals for VPSS candidates	\$674.55
11	4/17/2024	V0283221	Human Resource	97 Other Operating Exp	Jill M. Anderson	Postage	\$9.92
11	4/18/2024	V0283288	Human Resource	97 Other Operating Exp	Chronicle of Higher Educ	Unlimited job postings	\$2,500.00
11	4/29/2024	V0283370	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$268.55
11	4/29/2024	V0283374	Human Resource	97 Other Operating Exp	Yellowstone County News	Ad-Financial Aid Special	\$61.20
11	4/29/2024	V0283399	Human Resource	97 Other Operating Exp	Susan L. Adkins	Airfare, mileage reimburs	\$784.14
11	4/29/2024	V0283405	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$77.06
			Sum:	97 Other Operating Exp			\$7,794.41

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	3/26/2024	V0282949	1M College Services	98 Expend--Capital/Equip	C & B Operations	April 2024 tractor rental	\$1,000.00
11	4/29/2024	V0283409	1M College Services	98 Expend--Capital/Equip	C & B Operations	May 2024 tractor rental	\$1,000.00
			Sum:	98 Expend--Capital/Equip			\$2,000.00
			Sum:				\$20,833.54

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/25/2024	V0282922	Livestock	91 Supplies	Hay Guys LLC	Hay	\$1,811.00
12	4/9/2024	V0283107	Livestock	91 Supplies	Transfer Visa	(2) 4 head judging rack,	\$3,208.00
12	4/9/2024	V0283107	Livestock	91 Supplies	Transfer Visa	Chains	\$47.84
12	3/26/2024	V0282980	Print Srv	91 Supplies	Transfer Visa	Postcards	\$1,857.83
12	4/9/2024	V0283133	Print Srv	91 Supplies	Goodyear Printing	Envelopes	\$149.00
12	4/24/2024	V0283330	Print Srv	91 Supplies	Goodyear Printing	Envelopes	\$350.00
12	4/26/2024	V0283369	Print Srv	91 Supplies	Synchrony Bank/Amazon	Binditek clear PVC	\$85.74
12	4/29/2024	V0283408	Print Srv	91 Supplies	Transfer Visa	Foundation gift annuity	\$469.25

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/26/2024	V0282974	Res Halls	91 Supplies	Transfer Visa	Res halls filters	\$356.43
12	4/8/2024	V0283092	Res Halls	91 Supplies	Transfer Visa	Phone case	\$67.59
12	4/8/2024	V0283092	Res Halls	91 Supplies	Transfer Visa	Visa gift card	\$355.95
12	4/10/2024	V0283163	Res Halls	91 Supplies	Synchrony Bank/Amazon	Paper towels	\$347.34
12	4/10/2024	V0283163	Res Halls	91 Supplies	Synchrony Bank/Amazon	Toilet paper	\$549.20
12	4/17/2024	V0283216	Res Halls	91 Supplies	Sodexo Operations LLC	Cookies, trail mix, chips	\$139.11
12	4/17/2024	V0283238	Res Halls	91 Supplies	KB Commercial Products	Cleaners	\$885.15
12	4/19/2024	V0283294	Res Halls	91 Supplies	Transfer Visa	Mug/spoon, hooks,	\$256.88
12	4/25/2024	V0283346	Res Halls	91 Supplies	Sodexo Operations LLC	Meals new hires	\$312.30
12	4/26/2024	V0283369	Res Halls	91 Supplies	Synchrony Bank/Amazon	Paper towels	\$155.19
12	4/10/2024	V0283171	Stabling	91 Supplies	McIntosh Oil Inc	March 2024 fuel	\$42.10
12	4/10/2024	V0283171	Trap Vil West	91 Supplies	McIntosh Oil Inc	March 2024 fuel	\$79.16
			Sum:	91 Supplies			\$11,525.06

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/4/2024	V0283067	Food Service	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Food service repairs	\$79.96
12	4/9/2024	V0283110	Food Service	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Food service trailer	\$11.96
12	3/26/2024	V0282972	Res Halls	92 Servs/Fees/Repr/Maint	Transfer Visa	Res Halls repairs	\$180.50
12	3/26/2024	V0282984	Res Halls	92 Servs/Fees/Repr/Maint	Johnson Controls Fire Protection	Ashley: LCD annunceator	\$2,262.35
12	4/4/2024	V0283065	Res Halls	92 Servs/Fees/Repr/Maint	3B's Plumbing	Colter hall plumbing	\$135.00
12	4/4/2024	V0283067	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	\$88.77
12	4/17/2024	V0283217	Res Halls	92 Servs/Fees/Repr/Maint	Crum Electric	Simpson Hall panel	\$640.00
12	4/17/2024	V0283218	Res Halls	92 Servs/Fees/Repr/Maint	2M Company	Colter hall boiler repair	\$1,013.48
12	4/17/2024	V0283219	Res Halls	92 Servs/Fees/Repr/Maint	2M Company	Simpson equip repairs	\$477.76
12	4/29/2024	V0283382	Res Halls	92 Servs/Fees/Repr/Maint	Transfer Visa	Res halls repairs-Colter	\$127.91

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/29/2024	V0283383	Res Halls	92 Servs/Fees/Repr/Maint	Transfer Visa	Cleaners	\$14.78
12	4/4/2024	V0283067	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main repairs	\$59.57
12	4/9/2024	V0283110	Trap Vil Main	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV main repairs	\$13.59
12	3/26/2024	V0282973	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV West filters	\$329.47
12	4/4/2024	V0283066	Trap Vil West	92 Servs/Fees/Repr/Maint	LM Construction LLC	TV West:1408 Bismarck	\$6,435.00
12	4/4/2024	V0283067	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	\$333.69
12	4/9/2024	V0283109	Trap Vil West	92 Servs/Fees/Repr/Maint	Bloedorn Lumber	TV West:repairs	\$76.72
12	4/9/2024	V0283110	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV West repairs:	\$7,931.21
12	4/10/2024	V0283163	Trap Vil West	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	TV West:1412 Hawthorne	\$470.30
12	4/23/2024	V0283302	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Garage Door	1412 Hawthorne Door repai	\$535.00
12	4/29/2024	V0283381	Trap Vil West	92 Servs/Fees/Repr/Maint	Transfer Visa	TV West:1412 Hawthorne	\$707.31
			Sum:	92 Servs/Fees/Repr/Maint			\$21,924.33

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	3/25/2024	V0282921	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$347.20
12	3/26/2024	V0282972	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$198.00
12	4/10/2024	V0283162	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$198.00
12	4/17/2024	V0283220	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$256.00
12	4/24/2024	V0283323	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$208.00
12	4/29/2024	V0283381	Motor Pool	93 Assoc/Travel/Misc	Transfer Visa	Lodging	\$468.92
12	3/26/2024	V0282979	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Conf reg fees	\$349.00
12	4/11/2024	V0283174	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$51.56
12	4/11/2024	V0283176	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Housing books	\$304.75
12	4/19/2024	V0283294	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Meals	\$145.26
12	4/19/2024	V0283294	Res Halls	93 Assoc/Travel/Misc	Transfer Visa	Training/dev supplies	\$13.50

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	93 Assoc/Travel/Misc			\$2,540.19
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/11/2024	V0283199	DeWitt Stu Center	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Studnet Cent Mar 24 heat	\$1,983.15
12	4/9/2024	V0283124	Food Service	94 Utilities/Ins/Support	Park County Clerk	Apr 24 kitchen rent	\$1,000.00
12	4/4/2024	V0283070	Res Halls	94 Utilities/Ins/Support	Powell City of	Res halls electricity	\$9,302.66
12	4/4/2024	V0283070	Res Halls	94 Utilities/Ins/Support	Powell City of	Res halls sanitation	\$1,334.96
12	4/4/2024	V0283070	Res Halls	94 Utilities/Ins/Support	Powell City of	Res halls sewer	\$405.95
12	4/4/2024	V0283070	Res Halls	94 Utilities/Ins/Support	Powell City of	Res halls water	\$1,461.93
12	4/4/2024	V0283088	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res Halls internet	\$3,400.00
12	4/10/2024	V0283163	Res Halls	94 Utilities/Ins/Support	Synchrony Bank/Amazon	Cable tethers	\$129.95
12	4/11/2024	V0283198	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	March 2024 heat	\$1,145.41
12	4/17/2024	V0283215	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	\$368.00
12	4/18/2024	V0283291	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Mar 2024 heat	\$344.84
12	4/4/2024	V0283070	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	TV main electricity	\$632.67
12	4/4/2024	V0283070	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	TV main sanitation	\$149.84
12	4/4/2024	V0283070	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	TV main sewer	\$45.56
12	4/4/2024	V0283070	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	TV main water	\$164.09
12	4/11/2024	V0283198	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	March 2024 heat	\$128.56
12	4/17/2024	V0283215	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable	\$476.53
12	4/18/2024	V0283291	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	March 2024 heat	\$38.70
12	4/4/2024	V0283063	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West electric	\$8.27
12	4/4/2024	V0283068	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West electricity	\$3,720.86
12	4/4/2024	V0283068	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West recycle	\$1.88
12	4/4/2024	V0283068	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West sanitation	\$1,008.11

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/4/2024	V0283068	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West sewer	\$158.70
12	4/4/2024	V0283068	Trap Vil West	94 Utilities/Ins/Support	Powell City of	TV West water	\$967.37
12	4/11/2024	V0283199	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	TV West Mar 24 heat	\$1,922.71
12	4/17/2024	V0283215	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable	\$1,255.61
			Sum:	94 Utilities/Ins/Support			\$31,556.31

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/10/2024	V0283164	Food Service	97 Other Operating Exp	Sodexo Operations LLC	March 2024 operation cost	\$112,665.08
12	3/25/2024	V0282921	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$200.00
12	3/26/2024	V0282953	Motor Pool	97 Other Operating Exp	Yellowstone Motors	cc27 replace temp sensor	\$138.57
12	3/26/2024	V0282970	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$39.02
12	3/26/2024	V0282972	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$105.50
12	3/26/2024	V0282973	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$273.57
12	3/26/2024	V0282975	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$226.80
12	3/26/2024	V0282976	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$70.67
12	3/27/2024	V0282985	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc32 replace rear wheel s	\$744.60
12	4/4/2024	V0283051	Motor Pool	97 Other Operating Exp	Sweet Automotive Inc	bue fuel: def	\$113.16
12	4/4/2024	V0283053	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc15 repalce headlight	\$247.86
12	4/4/2024	V0283059	Motor Pool	97 Other Operating Exp	Verisk	motor vehicle reports	\$48.10
12	4/4/2024	V0283067	Motor Pool	97 Other Operating Exp	Powell Ace Hardware LLC	Fleet supplies	\$37.96
12	4/4/2024	V0283069	Motor Pool	97 Other Operating Exp	R & A Safety LLC	random dot screening	\$206.00
12	4/8/2024	V0283096	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$70.47
12	4/10/2024	V0283162	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$150.00
12	4/10/2024	V0283163	Motor Pool	97 Other Operating Exp	Synchrony Bank/Amazon	Hose, fittings	\$21.34
12	4/10/2024	V0283171	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	March 2024 fuel	\$1,865.07

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/11/2024	V0283181	Motor Pool	97 Other Operating Exp	Prevost	cc15 parts	\$155.99
12	4/11/2024	V0283183	Motor Pool	97 Other Operating Exp	R & A Safety LLC	m. kramp dot pre employ	\$90.50
12	4/18/2024	V0283252	Motor Pool	97 Other Operating Exp	Prevost	cc15 parts	\$391.82
12	4/25/2024	V0283342	Motor Pool	97 Other Operating Exp	Coulter Car Care	cc37 tire sensor replaced	\$75.00
12	4/29/2024	V0283381	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$315.94
12	4/29/2024	V0283383	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	\$150.00
12	4/29/2024	V0283404	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$55.30
12	4/29/2024	V0283405	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	\$195.82
			Sum:	97 Other Operating Exp			\$118,654.14

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	4/11/2024	V0283202	Livestock	98 Expend--Capital/Equip	Casper College	Pigs and sheep	\$3,600.00
			Sum:	98 Expend--Capital/Equip			\$3,600.00
			Sum:				\$189,800.03

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	3/26/2024	V0282976	Jazz Festival	91 Supplies	Transfer Visa	Meals/food supplies	\$588.25
14	3/26/2024	V0282976	Jazz Festival	91 Supplies	Transfer Visa	Plates, cutlery, granola	\$83.23
			Sum:	91 Supplies			\$671.48

14 Comm Serv/Non-Credit Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	4/29/2024	V0283377	Art Gallery	92 Servs/Fees/Repr/Maint	Beth Korth	Mileage JSAD awards	\$45.00
			Sum:	92 Servs/Fees/Repr/Maint			\$45.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	4/9/2024	V0283112	Paint The Town Red	93 Assoc/Travel/Misc	Dynamic Sound & Lighting	08-23-24 deposit	\$750.00
			Sum:	93 Assoc/Travel/Misc			\$750.00
14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	4/10/2024	V0283153	Jazz Festival	97 Other Operating Exp	Transfer Visa	Facebook ads	\$92.28
14	4/10/2024	V0283154	Jazz Festival	97 Other Operating Exp	Transfer Visa	Facebook ads	\$7.72
14	4/9/2024	V0283145	Music Festival	97 Other Operating Exp	Transfer Print Shop	jazz night concert poster	\$12.00
			Sum:	97 Other Operating Exp			\$112.00
			Sum:				\$1,578.48

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/9/2024	V0283138	Workforce Dev	91 Supplies	Sodexo Operations LLC	Ag meeting meals	\$1,910.62
15	4/9/2024	V0283142	Workforce Dev	91 Supplies	Sodexo Operations LLC	Training food supplies	\$1,851.10
15	4/10/2024	V0283155	Workforce Dev	91 Supplies	Transfer Visa	Liners, wet mop	\$27.76
15	4/10/2024	V0283155	Workforce Dev	91 Supplies	Transfer Visa	Water, Cky platter 36 ct	\$14.38
15	4/26/2024	V0283369	Workforce Dev	91 Supplies	Synchrony Bank/Amazon	Office chair	\$239.99
15	3/26/2024	V0282978	Workforce HS NC	91 Supplies	Transfer Visa	CDL logins	\$150.00
15	4/10/2024	V0283156	Workforce HS NC	91 Supplies	Transfer Visa	Carabiners, ethics	\$67.06
15	4/10/2024	V0283163	Workforce HS NC	91 Supplies	Synchrony Bank/Amazon	Folding cat/dog pool,	\$348.82
15	4/29/2024	V0283380	Workforce HS NC	91 Supplies	Transfer Visa	Water	\$7.38
15	3/26/2024	V0282978	Wyo Works CDL	91 Supplies	Transfer Visa	CDL class ELDT	\$100.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	3/26/2024	V0282978	Wyo Works CDL	91 Supplies	Transfer Visa	CDL training	\$125.00
15	3/26/2024	V0282978	Wyo Works CDL	91 Supplies	Transfer Visa	CDL truck pretrip photos	\$80.96
15	3/26/2024	V0282978	Wyo Works CDL	91 Supplies	Transfer Visa	Snap on wrench set	\$66.52
15	4/3/2024	V0283029	Wyo Works CDL	91 Supplies	Powell Ace Hardware LLC	Command strips	\$11.99
15	4/4/2024	V0283074	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing	\$181.00
15	4/4/2024	V0283076	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing	\$1,513.00
15	4/9/2024	V0283106	Wyo Works CDL	91 Supplies	Transfer Visa	CDL testing	\$150.00
15	4/10/2024	V0283156	Wyo Works CDL	91 Supplies	Transfer Visa	ELDT class codes	\$25.00
15	4/10/2024	V0283163	Wyo Works CDL	91 Supplies	Synchrony Bank/Amazon	Wall calendar	\$36.99
15	4/18/2024	V0283259	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing	\$90.50
			Sum:	91 Supplies			\$6,998.07

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	3/26/2024	V0282978	Workforce Dev	92 Servs/Fees/Repr/Maint	Transfer Visa	Delta ski trip	\$1,412.00
15	4/4/2024	V0283074	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR/First Aid	\$200.00
15	4/4/2024	V0283076	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	CPR/First Aid	\$150.00
15	4/10/2024	V0283156	Workforce Dev	92 Servs/Fees/Repr/Maint	Transfer Visa	Skiing	\$1,458.00
15	4/10/2024	V0283165	Workforce Dev	92 Servs/Fees/Repr/Maint	Cengage Learning	Course codes	\$66.00
15	4/10/2024	V0283169	Workforce Dev	92 Servs/Fees/Repr/Maint	Sensible Grant Strategies LLC	Grant writing workshop	\$525.00
15	4/11/2024	V0283193	Workforce Dev	92 Servs/Fees/Repr/Maint	Transfer Visa	Lift tickets, skis,	\$1,763.00
15	4/18/2024	V0283293	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	CTD MSHA minor &	\$3,040.00
15	4/17/2024	V0283230	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	Truck lease April 2024	\$2,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$11,114.00

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/9/2024	V0283105	Workforce Dev	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$497.10
			Sum:	93 Assoc/Travel/Misc			\$497.10
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/4/2024	V0283068	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Electricity	\$242.14
15	4/4/2024	V0283068	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Recycle	\$0.12
15	4/4/2024	V0283068	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sanitation	\$65.60
15	4/4/2024	V0283068	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Sewer	\$10.33
15	4/4/2024	V0283068	Workforce Dev	94 Utilities/Ins/Support	Powell City of	Water	\$62.95
15	4/11/2024	V0283199	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	CTD March 2024 heat	\$125.12
15	3/26/2024	V0282952	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	electric	\$800.34
15	3/26/2024	V0282952	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	sanitation	\$95.68
15	3/26/2024	V0282952	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	sewer	\$28.30
15	3/26/2024	V0282952	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	water	\$127.81
15	4/11/2024	V0283199	Wyo Works CDL	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Armory March 2024 heat	\$569.37
15	4/25/2024	V0283341	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	electric	\$770.96
15	4/25/2024	V0283341	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	garbage, fuel charge	\$95.68
15	4/25/2024	V0283341	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	sewer	\$26.49
15	4/25/2024	V0283341	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	water	\$124.84
			Sum:	94 Utilities/Ins/Support			\$3,145.73
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/10/2024	V0283155	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly charge	\$60.00
15	4/11/2024	V0283196	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	\$60.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	4/3/2024	V0283037	Wyo Works CDL	97 Other Operating Exp	Rocky Mountain Wash LLC	Truck wash	\$59.50
15	4/4/2024	V0283077	Wyo Works CDL	97 Other Operating Exp	Sweet Automotive Inc	CDL repairs	\$127.93
15	4/9/2024	V0283137	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Trucks repairs/service	\$2,436.37
15	4/10/2024	V0283163	Wyo Works CDL	97 Other Operating Exp	Synchrony Bank/Amazon	Antifreeze, locking fuel	\$142.14
15	4/10/2024	V0283171	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	March 2024 fuel	\$2,776.81
15	4/17/2024	V0283230	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Truck repairs	\$353.43
15	4/17/2024	V0283231	Wyo Works CDL	97 Other Operating Exp	Carquest Auto Parts	Truck repairs	\$128.76
			Sum:	97 Other Operating Exp			\$6,144.94
			Sum:				\$27,899.84

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	3/26/2024	V0282983	Athletic Concession	91 Supplies	Transfer Visa	Chips, hot dogs	\$54.83
22	3/26/2024	V0282983	Athletic Concession	91 Supplies	Transfer Visa	Tortillas, Mt Olive Jlpn,	\$40.92
22	4/9/2024	V0283108	Athletic Concession	91 Supplies	Tweeds Wholesale Co	Candy, popcorn, hot dogs	\$144.38
22	4/8/2024	V0283092	Colter Council	91 Supplies	Transfer Visa	Dominos pizza program	\$40.54
22	3/26/2024	V0282976	Instruction Support	91 Supplies	Transfer Visa	Musicians friend supplies	\$183.01
22	4/24/2024	V0283315	NCOC	91 Supplies	Maurine Akin	Cookies, fruit, juice	\$114.39
22	4/8/2024	V0283092	Simpson Council	91 Supplies	Transfer Visa	RA program food sup	\$23.54
			Sum:	91 Supplies			\$601.61

22 General Restricted Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/3/2024	V0283039	Indirect Cost Cent	92 Servs/Fees/Repr/Maint	Ellucian Inc	Grant advisory services	\$13,748.00
22	4/3/2024	V0283040	Indirect Cost Cent	92 Servs/Fees/Repr/Maint	Ellucian Inc	Grant advisory services	\$13,748.00
22	4/24/2024	V0283316	NCOC	92 Servs/Fees/Repr/Maint	Megan Karls	04-20-24 concert	\$300.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/24/2024	V0283317	NCOC	92 Servs/Fees/Repr/Maint	Lisa Bollman	04-20-24 contract	\$135.00
22	4/24/2024	V0283318	NCOC	92 Servs/Fees/Repr/Maint	Kathleen Dalbey	04-20-24 contract	\$135.00
22	4/24/2024	V0283319	NCOC	92 Servs/Fees/Repr/Maint	Susan M. Logan	04-20-24 contract	\$135.00
22	4/24/2024	V0283320	NCOC	92 Servs/Fees/Repr/Maint	Vikki Payne	04-20-24 contract	\$135.00
22	4/24/2024	V0283321	NCOC	92 Servs/Fees/Repr/Maint	Michael A. Pryczynski	04-20-24 contract	\$135.00
22	4/24/2024	V0283322	NCOC	92 Servs/Fees/Repr/Maint	Teresa Lawrence	04-20-24 Contract	\$135.00
22	4/18/2024	V0283268	WY Innovation Partner	92 Servs/Fees/Repr/Maint	Signature Research Inc	Indoor consulting: Ropes	\$5,232.50
			Sum:	92 Servs/Fees/Repr/Maint			\$33,838.50

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	3/26/2024	V0282943	Academic Showcase	93 Assoc/Travel/Misc	Eternal Light Creations	Stickets, charging cables	\$1,090.00
22	4/18/2024	V0283262	Academic Showcase	93 Assoc/Travel/Misc	Powell Tribune	SAS backpacks	\$598.42
22	4/18/2024	V0283262	Academic Showcase	93 Assoc/Travel/Misc	Powell Tribune	SAS beanies	\$1,355.49
22	4/26/2024	V0283369	Academic Showcase	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	ID badge holder	\$18.98
22	4/26/2024	V0283369	Academic Showcase	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Lanyards	\$141.64
22	4/8/2024	V0283093	Ag Dept Donations	93 Assoc/Travel/Misc	Transfer Visa	FFA meat contest meats	\$1,173.11
22	3/26/2024	V0282964	Anthro Field Study	93 Assoc/Travel/Misc	William Royce Lineberger	SE Asia trip grant	\$333.33
22	3/26/2024	V0282965	Anthro Field Study	93 Assoc/Travel/Misc	Alissa Ventura Megargel	SE Asia trip grant	\$333.33
22	3/26/2024	V0282966	Anthro Field Study	93 Assoc/Travel/Misc	Zoe Elizabeth Eakins	SE Asia trip grant	\$333.33
22	3/26/2024	V0282967	Anthro Field Study	93 Assoc/Travel/Misc	Meyja Magdalena McArthur	SE Asia trip grant	\$333.33
22	3/26/2024	V0282968	Anthro Field Study	93 Assoc/Travel/Misc	Madison Paige Trail	SE Asia trip grant	\$333.33
22	3/26/2024	V0282969	Anthro Field Study	93 Assoc/Travel/Misc	Leah Marie Wallace	SE Asia trip grant	\$333.33
22	4/9/2024	V0283134	Anthro Field Study	93 Assoc/Travel/Misc	Cody Coffee Roaster LLC	Coffee for fundraiser	\$425.50
22	4/9/2024	V0283135	Anthro Field Study	93 Assoc/Travel/Misc	William Royce Lineberger	Coffee fundraiser	\$314.50
22	4/24/2024	V0283335	Athletic Concession	93 Assoc/Travel/Misc	Sodexo Operations LLC	Athletic awards banquet	\$3,123.62

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/10/2024	V0283157	Lewis/Clark Council	93 Assoc/Travel/Misc	Kadriya G. Gaynutdinova	Pizza for program	\$27.85
22	4/10/2024	V0283163	Lewis/Clark Council	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Lego supplies, fire stick	\$99.37
22	4/11/2024	V0283174	Lewis/Clark Council	93 Assoc/Travel/Misc	Transfer Visa	Meals, easter supplies	\$222.11
22	4/26/2024	V0283369	Lewis/Clark Council	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Program legos	\$80.00
22	4/24/2024	V0283316	NCOC	93 Assoc/Travel/Misc	Megan Karls	Mileage reimbursement	\$277.20
22	4/24/2024	V0283317	NCOC	93 Assoc/Travel/Misc	Lisa Bollman	Mileage reimbursement	\$82.80
22	4/24/2024	V0283318	NCOC	93 Assoc/Travel/Misc	Kathleen Dalbey	Mileage reimbursement	\$82.80
22	4/24/2024	V0283319	NCOC	93 Assoc/Travel/Misc	Susan M. Logan	Mileage reimbursement	\$54.00
22	4/24/2024	V0283320	NCOC	93 Assoc/Travel/Misc	Vikki Payne	Mileage reimbursement	\$82.80
22	4/24/2024	V0283321	NCOC	93 Assoc/Travel/Misc	Michael A. Pryczynski	Mileage reimbursement	\$216.00
22	4/24/2024	V0283322	NCOC	93 Assoc/Travel/Misc	Teresa Lawrence	Mileage reimbursement	\$76.50
22	4/17/2024	V0283224	Photo Prog Donations	93 Assoc/Travel/Misc	Anthony M. Polvere	Lodging reimbursement	\$274.88
22	4/29/2024	V0283371	SAAE (Financial Aid)	93 Assoc/Travel/Misc	Dawn Kasinger	Lodging, meals, mileage	\$478.41
22	4/11/2024	V0283176	Simpson Council	93 Assoc/Travel/Misc	Transfer Visa	Food supplies	\$23.95
22	4/9/2024	V0283105	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Motor Pool	March 2024 mileage	\$3,495.75
22	4/10/2024	V0283150	Stu Success IDC	93 Assoc/Travel/Misc	Transfer Visa	Pizza	\$34.95
22	4/3/2024	V0283048	WIP Creative Econ Prog	93 Assoc/Travel/Misc	Sodexo Operations LLC	WIP workshop catering-	\$713.97
22	4/9/2024	V0283113	Writers Series	93 Assoc/Travel/Misc	Milo Asay	Meals reimbursement	\$207.27
22	4/9/2024	V0283145	Writers Series	93 Assoc/Travel/Misc	Transfer Print Shop	cody writer series poster	\$20.00
22	4/11/2024	V0283192	Writers Series	93 Assoc/Travel/Misc	Transfer Visa	Facebook ads	\$82.67
22	4/18/2024	V0283264	Writers Series	93 Assoc/Travel/Misc	Cody Enterprise	Cody writers series ad	\$201.60
			Sum:	93 Assoc/Travel/Misc			\$17,076.12
22 General Restricted Fund							
22	4/11/2024	V0283172	Athletic Concession	97 Other Operating Exp	Wyoming Dept of Revenue	Jan-Mar 24 sales tax	\$479.60
22	4/11/2024	V0283172	Colter Council	97 Other Operating Exp	Wyoming Dept of Revenue	Jan-Mar 24 sales tax	\$8.55

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/9/2024	V0283145	Graduation	97 Other Operating Exp	Transfer Print Shop	diplomas, 2	\$0.80
22	4/24/2024	V0283340	Graduation	97 Other Operating Exp	Herff Jones	Diploma covers	\$706.84
22	4/11/2024	V0283172	Lewis/Clark Counc	97 Other Operating Exp	Wyoming Dept of Revenue	Jan-Mar 24 sales tax	\$5.26
22	4/9/2024	V0283145	SAAE (Financial Aid)	97 Other Operating Exp	Transfer Print Shop	blue 20lb bond, case	\$110.00
22	4/11/2024	V0283172	Simpson Council	97 Other Operating Exp	Wyoming Dept of Revenue	Jan-Mar 24 sales tax	\$5.41
22	4/9/2024	V0283145	WIP Creative Econ Prog	97 Other Operating Exp	Transfer Print Shop	WIP creative econ flyer	\$3.50
22	4/11/2024	V0283192	WIP Creative Econ Prog	97 Other Operating Exp	Transfer Visa	Facebook ads	\$102.94
			Sum:	97 Other Operating Exp			\$1,422.90

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	4/18/2024	V0283251	State WIP Makerspace II	98 Expend--Capital/Equip	NWC Accounts Receivable	Registration & plates for	\$10.00
			Sum:	98 Expend--Capital/Equip			\$10.00
			Sum:				\$52,949.13

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	4/3/2024	V0283019	Ashley Hall	92 Servs/Fees/Repr/Maint	Plan One Architects	Ashley hall remodel	\$1,535.00
71	3/26/2024	V0282963	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Cabre parking lot	\$11,734.07
71	4/10/2024	V0283170	Colter Hall	92 Servs/Fees/Repr/Maint	Northern Indust Hygiene Inc	Colter hall mold clearanc	\$1,695.00
71	3/26/2024	V0282963	Lighting	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Campus lighting project	\$3,067.00
71	4/3/2024	V0283044	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math AMU replacement	\$1,850.00
			Sum:	92 Servs/Fees/Repr/Maint			\$19,881.07

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	4/3/2024	V0283041	Student Center	98 Expend--Capital/Equip	Office Scapes of Denver LLC dba Sla	Student center furniture	\$1,530.00
			Sum:	98 Expend--Capital/Equip			\$1,530.00

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	4/3/2024	V0283045	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley hall entry remodel	\$25,000.00
71	4/10/2024	V0283168	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley hall remodel	\$23,349.00
71	3/26/2024	V0282937	Colter Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Colter dry wall after	\$18,900.00
71	3/26/2024	V0282948	Colter Hall	99 Exp-New Constr/Cap Impr	Environmental Contractors LLC	Colter:Abatement	\$19,567.00
71	4/10/2024	V0283168	Colter Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Colter hall abatement	\$25,238.00
			Sum:	99 Exp-New Constr/Cap Impr			\$112,054.00
			Sum:				\$133,465.07

76 Major Maintenance

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	4/23/2024	V0283311	Ag Pavilion ER	92 Servs/Fees/Repr/Maint	Point Architects	Ag Pavillion Profes fees	\$437.50
76	4/23/2024	V0283311	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	Point Architects	Sci/Math Profess Fees	\$2,542.60
76	4/29/2024	V0283376	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math AMU project	\$750.00
			Sum:	92 Servs/Fees/Repr/Maint			\$3,730.10

76 Major Maintenance

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	4/24/2024	V0283325	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	2M Company	Sci/Math MAU project	\$1,537.69
			Sum:	99 Exp-New Constr/Cap Impr			\$1,537.69
			Sum:				\$5,267.79

			Sum:				\$1,016,850.30
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Operating Funds - As of March 31, 2024

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,821,813	3,905,315	83,503	102%			
Fees	1,167,000	1,201,580	34,580	103%			
State Appropriations	12,210,826	11,467,584	-743,242	94%			
Local Tax Levy	3,972,000	3,116,556	-855,444	78%			
Other Sources	510,658	168,655	-342,003	33%			
Reserve Utilization			0	0%			
Total Revenue	21,682,297	19,859,691	-1,822,606				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,680,544	4,381,003	3,299,541	57%			
Public Service	96,455	21,128	75,327	22%			
Academic Support	1,714,940	977,893	737,047	57%			
Student Services	3,280,780	2,391,992	888,788	73%			
Institutional Support	5,594,102	3,288,304	2,305,798	59%			
Operations and Maint/Plant	2,539,476	1,900,294	639,182	75%			
Scholarships	776,000	684,226	91,774	88%			
Total Expenditures	21,682,297	13,644,841	8,037,456				

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 received a little over \$100,000.

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

Auxiliary Fund – As of March 31, 2024

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,012,800	1,121,148	108,348	111%			
Residence Halls	1,272,968	1,252,939	-20,029	98%			
Bookstore	20,000	24,396	4,396	122%			
Copy Center	177,143	65,873	-111,270	37%			
Motor Pool	213,950	139,755	-74,195	65%			
Other	733,267	719,588	-13,679	98%			
Total Revenue	3,430,128	3,323,698	-106,430				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	1,012,800	816,651	196,149	81%			
Residence Halls	1,272,968	829,708	443,260	65%			
Bookstore	20,000	0	20,000	0%			
Copy Center	177,143	104,714	72,429	59%			
Motor Pool	213,950	168,340	45,610	79%			
Other	733,267	508,974	224,292	69%			
Total Expenditures	3,430,128	2,428,387	1,001,741				

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 and 275 meals for the spring. 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 and as of February 22, 2024, Northwest College's Spring 2024 occupancy was 269 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. Internal Rate changes will be considered and implemented for fiscal year 2024-2025.

CONTRACT FOR SERVICES

THIS AGREEMENT is made and entered into by and between PARK COUNTY SCHOOL DISTRICT NO. 1 BOARD OF COOPERATIVE EDUCATIONAL SERVICES, (hereinafter "BOCES"), and NORTHWEST COMMUNITY COLLEGE DISTRICT, d/b/a NORTHWEST COLLEGE (hereinafter "NWC").

In consideration of the services to be provided by NWC as set forth below, BOCES agrees to pay to NWC \$100,000.00. BOCES agrees to pay NWC funds at least twice a year- with half paid by January 30th and half paid by June 30th. The NWC management fee shall not exceed 8%.

For and in consideration of the payment by BOCES to NWC as referenced above, NWC agrees to provide the following services and/or facilities and equipment to facilitate providing community educational services through BOCES:

1. Provide personnel, such as a Workforce Coordinator and/or a Community Education Specialist to operate the community education program. NWC personnel shall assist in coordinating meetings of BOCES, sending out notices, taking minutes, and otherwise assist in operating the day-to-day activities of the BOCES. NWC shall be solely responsible for employing these individuals and for all payroll costs, expenses and/or benefits associated with individuals employed by Northwest College to assist BOCES.
2. Manage the funds paid to NWC from BOCES as reasonably appropriate so as to utilize as much of the funds as possible for programming (materials, books, instructors, advertising, etc.). These funds shall be utilized to operate the community education programs, including the costs of instructors, travel, supplies, as well as direct and any indirect costs or expenses.
3. The receipt and expenditure of funds paid by BOCES to NWC shall be accounted for and managed by the NWC Business Office. NWC shall annually provide an accounting to BOCES of the expenditures of the contracted amount paid to NWC and shall also provide such other information relative to that funding as may be requested by BOCES.
4. Assist the BOCES Board in creating an annual budget.
5. Provide facilities, together with all infrastructure (furniture, phone, technology, etc.) to house the BOCES program and personnel provided by NWC to operate the program and to pay all overhead, costs and expenses associated with such facility/office.
6. Develop partnerships with other community education providers in the Park County School District #1 service area.
7. Facilitate an annual planning process with the BOCES Board to develop strategic initiatives with programming goals and parameters.
8. Contract with facilitators/instructors as necessary for the community education programs.

9. Prepare specialized advertising for community education classes.
10. Recruit students.
11. Reserve and/or schedule, as necessary, facilities and/or rooms in which to conduct the community education classes.
12. Manage registrations and determine fees for such classes.
13. Evaluate community education programs and provide information regarding the community education offerings to the BOCES Board quarterly.
14. Continually strive to improve and increase program offerings based on the anticipated needs of the community. Increase in programming will be evaluated by the BOCES Board and supported by an operational funds increase if necessary.

BOCES and NWC agree to annually review with each other the services requested by BOCES and those being provided by NWC. It is anticipated that this review should occur at or about the time the BOCES budget is being developed.

This agreement may be terminated by either party giving to the other party not less than ninety (90) days written notice of the intent to terminate this Contract. Unless terminated, this Contract shall be renewed annually beginning July 1st of each fiscal year, subject to the terms and conditions set forth herein.

This Contract may be amended by a written amendment approved by both parties to the Contract.

Date: _____, 2024

Board of Cooperative Educational Services

By: _____
Chairman

Date: _____, 2024

Northwest College

By: _____
President

May 1, 2024

TO: Board of Trustees
FROM: Lisa M. Watson, VPASF, President
RE: FY202 Budget Review

Northwest College FY202 Budget Overview

FY2025 Budget Message

Northwest College, in its commitment to a student-centered mission and high-quality educational programs, crafted the 2030 Strategic Plan in Spring 2022. This plan, a culmination of recent transformative exercises and the College's rich history, sets the course for the campus and community service in the years ahead. The vision statement, "Destination and Destination of Place," guides our future endeavors and upholds our mission.

FY2025 marks the start of the biennium budget for State appropriations. The initial allocation model was based on weighted credit hours from FY2020 and FY2021, completed weighted credit hours from FY2021, and weighted degrees and certificates from FY2021. However, the final model will use 2023 academic completed degrees and certificates. Northwest College anticipates a slight decrease in its funding allocation model, from approximately 11% to 10.75%. The 2024 Wyoming Legislative Session approved \$ 16,050,021 for the Wyoming Community Colleges (CC) for inflationary funding for the 2025-26 biennium. This funding, allocated through the fixed cost formula, is projected to increase Northwest College's funding by approximately \$800,000 for FY2025. Considering the decrease in the funding allocation model and the overall increase in allocated funding, Northwest College's overall increase is estimated to be about \$450,000 for fiscal year 2025.

The 2024 legislative session allocated an additional \$1,187,455 to the CCs for compensation, including taxes and benefits, for the FY2026 fiscal year of the biennium. Northwest College appreciates this funding, which is crucial for supporting operations and staffing. We will continue to advocate for additional compensation and inflationary cost increases whenever possible.

As a reminder, based on the 2023 legislative session, the level of instruction for completed credit hours will be updated to increase the value of online instruction courses from 80% to 100% within the weighted credit hour calculation. This change in definition is effective July 1, 2023, and will be used for the 2023-24 academic year. Therefore, the funding allocation model will not be affected until FY2026, when the 2024 academic year data is utilized. Based on current estimates, this definition change will have minimal impact on Northwest College.

During the 2021 Wyoming Legislature, a new statute modified how oil and gas companies would pay mineral taxes. This legislation removed the 18-month delayed payment between production and when taxes are due. This change increases mineral revenue in years of high production but also reduces revenue and removes the 18-month delay in years of reduced production. In 2022, mineral and gas companies could elect to defer payments from the 2021 gas production over the next 13

years. Many companies elected to pay the 2021 gas production taxes and paid the 2022 production taxes. Few companies took the deferral.

For Park County, mineral taxes represent approximately 35% of the assessed valuation. According to the January 2024 Wyoming CREG (Consensus Revenue Estimating Group) report, production and forecasted prices for oil are estimated to remain consistent for FY2025. The CREG report also estimates a reduction in the production of Natural Gas but an increase in the forecasted price per production. Northwest College forecasts consistent mineral tax cash collections for FY 2025. County assessments for property taxes have been at all-time highs for the past few years. Current assessment estimations for Calendar year 2023, to be collected in fiscal year 2024-25, are lower than previous years.

For adult (non-traditional) learners, the Big Horn Basin unemployment rates have remained steady over the last few years. For traditional learners, the May 2023 high school graduating class was the largest in recent years. The May 2024 class is also projected to be one of the largest classes in recent years but smaller than in 2023. This could result in a slight decrease in enrollment for Fall 2024. Northwest College will remain conservative on its enrollment for FY 2025. In addition, the Wyoming Community College Commission did not raise tuition rates or modify the tuition structure for FY 2025.

As of April 29, the College is projecting the following FY2025 Operating Fund (Funds 10, 14, 15) and One Mill Fund (Fund 11) revenue budgets. Local appropriation increases assume that other CC service district levies will also increase at rates comparable to Park County's.

	Approved	Projected			
	FY 24 Budget	FY 25 Budget	Difference	% Change	% of Fund
Operating Fund					
State Appropriations	\$ 12,210,826	\$ 12,663,635	\$ 452,809	4%	57%
Local Appropriations	3,972,000	3,936,711	(35,289)	-1%	18%
Tuition	3,821,813	3,739,300	(82,513)	-2%	17%
Fees	1,167,000	1,187,550	20,550	2%	5%
Other Sources	508,793	510,000	1,207	0%	2%
Reserve Utilization	-	-	-	0%	0%
Total	\$ 21,680,432	\$ 22,037,196	\$ 356,764	2%	
Other Funds					
One Mill Fund	\$ 1,175,446	\$ 1,075,000	\$ (100,446)	-9%	
Total	\$ 22,855,878	\$ 23,112,196	\$ 256,318	1%	

Revenue sources

State Appropriation: Northwest College receives approximately 56% of its operating revenue from the State of Wyoming general fund appropriations. As noted above, Northwest College's percentage of the funding allocation is estimated to be consistent between FY2024 and FY2025. Estimated revenue has remained consistent due to the influx of funding by the 2024 Wyoming State Legislature. The table below provides an overview of funding allocation model components.

Weighted Credit Hours Produced									
	Casper	CWC	EWC	LCCC	Northwest	Northern	Western	Total	
FY 2020	74,232	32,358	30,153	81,039	32,877	69,599	50,105	370,363	
% of System	20.04%	8.74%	8.14%	21.88%	8.88%	18.79%	13.53%		
FY 2021	75,219	29,705	26,906	67,098	31,868	59,230	47,476	337,502	
% of System	22.29%	8.80%	7.97%	19.88%	9.44%	17.55%	14.07%		
FY 2022	76,794	29,289	26,030	68,300	30,372	59,439	43,819	334,043	
% of System	22.99%	8.77%	7.79%	20.45%	9.09%	17.79%	13.12%		
FY 2023	68,860	30,406	26,017	73,313	28,567	60,412	41,378	328,952	
% of System	20.93%	9.24%	7.91%	22.29%	8.68%	18.36%	12.58%		
4-year Average	21.56%	8.89%	7.95%	21.12%	9.02%	18.13%	13.32%		
Successfully Completed Weighted Credit Hours									
	Casper	CWC	EWC	LCCC	Northwest	Northern	Western	Total	
FY 2020	58,348	26,398	26,174	65,015	27,381	56,394	38,601	298,312	
% of System	19.56%	8.85%	8.77%	21.79%	9.18%	18.90%	12.94%		
FY 2021	58,901	24,663	23,030	54,445	25,816	47,875	37,193	271,924	
% of System	21.66%	9.07%	8.47%	20.02%	9.49%	17.61%	13.68%		
FY 2022	55,197	23,792	20,524	54,480	23,752	44,902	35,963	258,610	
% of System	20.30%	8.75%	7.55%	20.04%	8.73%	16.51%	13.23%		
FY 2023	55,982	25,361	22,980	58,575	24,016	49,152	32,836	268,901	
% of System	20.82%	9.43%	8.55%	21.78%	8.93%	18.28%	12.21%		
4-year Average	20.58%	9.02%	8.33%	20.91%	9.08%	17.83%	13.01%		
Weighted Degrees and Certificates									
	Casper	CWC	EWC	LCCC	Northwest	Northern	Western	Total	
FY 2020	1,242	571	460	1,432	546	1,120	594	5,964	
% of System	20.83%	9.57%	7.71%	24.01%	9.15%	18.78%	9.95%		
FY 2021	482	274	128	657	141	718	247	2,648	
% of System	18.20%	10.36%	4.83%	24.83%	5.34%	27.12%	9.33%		
FY 2022	1,254	494	392	1,243	543	1,319	572	5,816	
% of System	21.57%	8.49%	6.73%	21.38%	9.34%	22.67%	9.83%		
FY 2023	1,201	524	374	1,238	491	1,112	613	5,552	
% of System	21.62%	9.44%	6.74%	22.30%	8.84%	20.02%	11.04%		
4-Year Average	20.55%	9.46%	6.50%	23.13%	8.17%	22.15%	10.04%		

Additionally, Northwest College continues to budget conservatively regarding local appropriations in the state allocation model by excluding estimates from recapture/redistribution. Northwest College conducted an inquiry of other Wyoming Colleges, and at this time, the impact of production year 2023 valuations and fiscal year 2024 local revenue is unknown.

Local Appropriations: Northwest College works directly with the Park County Assessor's Office in estimating county valuation and local tax levy revenue. Local valuations are not final until June 2024, but mineral valuations in Park County are projected to decrease due to current production and prices. Mineral revenue is based on 100% of the assessed production valuation, while residential property values are based on 9.5% of the assessed value. Residential and commercial property valuations continue to increase, but these revenues will never offset a decrease in mineral revenue based on the assessed percentage. Park County expects the valuation split between mineral revenue and property valuation to remain at 35%/65% compared to the 65%/35% funding ratio prior to 2017. The decreased mineral valuation is projected to decrease the overall valuation from ~\$1,075,000,000 to \$999,750,000, or approximately 7%. Northwest College is budgeting local revenue conservatively at 90% due to recapture/redistribution and mineral valuations. The local appropriation increase on residential and commercial property will not be final until June 2024. Mineral royalties from the oil and gas companies will not be known until production occurs. This requires close monitoring of oil and gas prices and increases Northwest College's budget risk.

Enrollment/Tuition: National experts and the College continue to monitor enrollments for FY2025. Longitudinal enrollment data suggest traditional-age enrollment is expected to decrease in Fall 2024 due to smaller May 2024 high school graduating classes compared to May 2023 classes. Early registration began on April 18, but it is too early to estimate Fall 2024 enrollment.

In September 2020, the Wyoming Community College Commission approved increases to Fall 2021 tuition rates and removed the tuition cap. In September 2023, the Commission voted to keep tuition rates flat for FY2025. In-state tuition is \$105, WUE is \$158, and out-of-state tuition is \$315 per credit hour.

The table below represents credit hour trends from recent fiscal years.

	Credit hours				
	2025 Budget	2024 Budget	2024 Actual	3 year average	5 year average
Instate	19700	19000	19,785	20,816	21,598
Out of state	2600	1750	3,356	2,421	2,361
WUE	4000	4600	3,897	4,297	4,658
Total	26,300	25,350	27,038	27,534	28,617

Fees: Northwest College's fees include two categories: student mandatory fees and student course fees. Mandatory fees apply to all credit hours at Northwest College, and student course fees apply to specific courses. The following describes Northwest College's Board of Trustee-approved FY2025 plan associated with these fees:

Student Mandatory Fees: Student mandatory fees were \$53 per credit hour with no cap on fees for FY2024. The Board of Trustees voted not to change mandatory student fees for FY2025.

Student Course Fees: Student course fees for FY2025 will only be increased if a program determines that increased costs are needed to maintain or enhance a student's experience.

Other Sources—Northwest College expects revenue from other sources to remain consistent for FY2025. No significant changes are expected regarding interest revenue, music festival/camp attendance, or grants. At this point, Carryover amounts have not been identified.

Campus Efforts Associated with Budget Stabilization

Northwest College continued a process of shared governance during FY2024. Institutional efforts have focused on institutional stabilization and strategic planning. The following activities are utilized to keep open lines of communication, shared governance, and to advance the College.

Academic Advisory Council (AAC)- This committee continues to review and determine acceptable criteria for evaluating academic programs. This committee outlined the following criteria as part of its practice when evaluating existing and new educational programs:

1. Cost vs. tuition and fee revenue
2. Credit hour production per full-time faculty
3. Number of declared majors vs. the number of faculty
4. Number of degree completers vs. the number of majors
5. Program content in the context of the overall curriculum – is content essential to support other programs
6. Essentiality of content to general education requirements
7. Job market or demand for program graduates
8. Qualitative considerations – importance to the community, etc.

Budget Managers—Budget managers continue to play a role in the sustainability of the College's budget. In FY2024, they were asked to operate conservatively as part of the focus on funding the new Student Center project. The request has been for budget managers to purchase and travel as necessary for their programs but not to buy excess inventory or items that are not considered essential. Budget managers continue to work with their respective VP's and the Business office.

Institutional Effectiveness Committee (IEC)- This campus committee continues to support and review support service programs and advise on budgetary ideas (reductions or increases). IEC met in FY2024 to support 2030 strategic planning and perform support service program reviews.

President/Vice Presidents/President Staff - Northwest College's President, Vice Presidents, and President Staff met regularly to discuss the College's operations. Any needs or ideas generated in this group were discussed and analyzed to determine feasibility. In addition, the Vice Presidents approved FY2024 expenditures above \$250 to increase knowledge regarding spending by area.

2030 Strategic Plan – FY2024 focused on key strategic efforts identified in the President's Operational Plan. Capacity continued to be challenging with lean employee budgets and time committed to finding qualified applicants for open positions.

Welcome to Wyoming Scholarship- The Welcome to Wyoming Scholarship was a charge from President Watson and a combined effort between the intercultural program, athletics, financial aid, enrollment services, business office, President's office, and the Foundation. This Scholarship seeks to enhance Northwest College's financial affordability for national and international students and improve Northwest College's ability to recruit students from the highest-cost tuition category, the out-of-state rate. Besides increasing enrollment, housing, and dining usage, the idea is to increase Northwest College's campus diversity with students driven to complete their degree or certificate at Northwest College. The estimated cost of this soft dollar scholarship for FY2025 is \$350,000 to \$400,000. Over 100 Out-of-State students were on campus in FY2024.

Budgetary Work to Occur in May

- 1) Compensation—No funds were allocated to compensation for FY2025. Fair Labor Standards Act changes are under review for upcoming regulatory changes. The Human Resources Director will continue reviewing compensation in FY2025 to plan for FY2026.
- 2) Review of Open and Interim Positions—The President and Vice Presidents continue to review open and interim positions. Hiring decisions will be made, and corresponding budget adjustments will occur as usual.
- 3) Revenue Lines Reviewed—A final review of revenue lines will occur. Budget lines will be adjusted based on the latest information gathered regarding state funding allocation, local levy estimates, enrollment trends, and analysis of other revenue sources.
- 4) Expenditure Lines Reviewed—A thorough review of expenditure lines is ongoing. Lines are under review and will be adjusted based on contractual or inflationary adjustments. Reductions may be made if operational changes warrant reducing the budget.

Remaining Shortfall

If a budget shortfall remains after the budgetary work in May is performed, the College may request the Board approve the use of reserves or one-time-only funds for fiscal 2025. This utilization will allow the College to continue to monitor legislative funding, Statewide local levy valuations, and enrollment trends and perform additional assessments of service and academic programs. No changes will be made without analysis and communication as required in College Policies.

Other Operating Funds

One Mill Fund (11)

Due to the interrelated expenditures and department lines in both areas, the One Mill fund budget work has occurred in tandem with Fund 10. As noted above, One Mill revenue is projected to decrease and is not subject to recapture/redistribution.

Auxiliary Fund (12)

The Trustees approved housing and meal plans at the February 2024 Board meeting. Rates were approved based on the ability to operate programs with 300 students in the fall and 275 students in the spring. All other auxiliary departments are being reviewed and budgeted to ensure they operate at break-even levels.

Restricted/Grant Funds

The grant administrators and the business office are developing budgets related to restricted or grant funds. The budgets are expected to be similar to FY2024.

Plant Fund

Primary revenue sources are from the State of Wyoming for major maintenance, mandatory student fees, and student usage fees from residence life. Budgets for major maintenance are expected to be consistent with FY 2024 receipts of ~\$1.3M.

Summary

The President will monitor Federal and State legislation, local mill levy valuations, and enrollment trends and will work with the Vice Presidents, budget managers, Finance Director, and college employees to finalize the Campus budget over the next two months. Any major changes will be made in consultation with the Board Finance Committee.

May 2, 2024

TO: Lisa M. Watson, President

FROM: Mark Grant, Finance Director

RE: Board of Trustees and President's Office Budgets

The Northwest College trustees requested copies of the Board of Trustees and President's Office budgets annually. Attached are 5-year budget to actual reports for each budget by department.

**Northwest College
Board of Trustees
Budget to Actual 2020-2024**

Dept Name	Expense Code	Description	2020		2021		2022		2023		2024		2025
			Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual 4/24/24	Budget
Trustees Board	9120	Supplies-Office	50	81	50	61	50	50	50	78	100	-	100
Trustees Board	9150	Supplies-Food	500	153	500	454	500	552	500	619	500	459	500
Trustees Board	9211	Election Services	2,000	-	2,000	1,888	2,000	-	2,000	1,677	2,000	-	2,000
Trustees Board	9219	Facilitator	3,000	-	3,000	1,000	3,000		3,000	-	3,000	2,500	3,000
Trustees Board	9310	Dues/Reg/Membership	24,300	21,155	24,300	27,477	3,300	3,540	6,300	5,716	6,300	2,050	6,300
Trustees Board	9320	In-State Travel Emp	2,000	579	2,000	1,382	2,000	20	2,000	454	-	-	
Trustees Board	9329	Motor Pool	50	113	50	-	50	-	50	-	100	-	100
Trustees Board	9330	Out-State Travel Em	6,000	5,046	6,000	-	6,000	-	12,000	4,733	12,000	10,399	12,000
Trustees Board	9360	Misc Expense	-	-	-	149	-	198	-	198	-	48	100
Trustees Board	9365	Gifts/Awards	1,100	164	1,100	1,925	1,100	1,000	1,100	1,000	1,100	1,134	1,200
Trustees Board	9720	College Printing	-	49	-	75	-	85	-	59	-	50	
Trustees Board	9750	Advertising	-	155	-	1,564	-	-	-	-	-	-	
Trustees Board	9751	Legal Advertising	600	1,739	600	1,024	600	2,877	2,000	-	2,000	420	2,000
Total Expenses			39,600	29,234	39,600	36,999	18,600	8,322	29,000	14,534	27,100	17,060	27,300

**Northwest College
President's Office
Budget to Actual 2020-2024**

Dept Name	Expense Code	Description	2020		2021		2022		2023		2024		2025
			Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	Actual	Budget Amount	04/24/24	Budget
Pres Office	9120	Supplies-Office	800	174	800	408	800	100	800	892	800	1,016	1,000
Pres Office	9140	Supplies-Other	250	71	250	241	250	233	250	313	250	319	350
Pres Office	9310	Dues/Reg/Membership	2,500	540	2,500	1,050	2,500	1,995	2,500	6,364	5,000	3,153	5,000
Pres Office	9320	In-State Travel Emp	-	-	-	-	-	-	-	-	-	-	-
Pres Office	9329	Motor Pool	6,400	5,794	6,400	2,573	6,400	586	6,400	1,778	6,400	925	6,400
Pres Office	9330	Out-State Travel Em	-	-	-	-	-	-	-	-	-	-	-
Pres Office	9333	Travel	14,000	156	14,000	493	14,000	1,616	14,000	13,900	14,000	6,965	14,000
Pres Office	9361	Discretionary Fund	10,000	1,978	10,000	572	10,000	9,138	10,000	1,574	6,500	1,283	6,500
Pres Office	9383	Prof Dev	1,000	1,377	1,000	289	1,000	1,649	1,000	183	5,000	4,414	5,000
Pres Office	9384	Strategic Init	20,000	26,643	20,000	65,296	-	17,000	-	-	-	-	-
Pres Office	9720	College Printing	900	1,117	900	419	900	387	900	5,070	6,000	8	6,000
Total Expenses			55,850	37,850	55,850	71,341	35,850	32,704	35,850	30,074	43,950	18,082	44,250