

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, August 12, 2024
3:00 p.m. Housing Master Plan Summary Review
4:00 p.m. Business meeting
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/95063779429?pwd=YzdWOFdPNjJ6TkZwcGFHVjA0UTFTQT09>
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 950 6377 9429; Password: 043146

AGENDA

- I. Call meeting to order**
- A II. Approve the agenda**
- A III. Consent agenda**
 - Minutes**
 - A. [Approve minutes of regular meeting of July 15, 2024](#)
 - B. [Approve minutes of the budget hearing of July 15, 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 – Summer Optional](#)
 - [NWC Foundation](#)
 - [Student Center](#)
 - Financial reports**
 - A. [Check Register](#)
 - B. [Other financial reports](#)
- V. Discussion/informational items**
 - A. [Annual Contract Review](#)
 - B. [Community Need Survey Discussion](#)
 - C. [Citizens' Open Forum Procedure Review](#)
 - D. Information item – President's Contract
 - E. Schedule Fall Board Retreat

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

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

A VII. Unfinished business

A VIII. New business

- A. [Student Center Donor Signage](#)
- B. [Ashley Hall Improvements](#)

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

- C. September Upcoming
 - 1. Host campus open house
 - 2. Quarterly budget adjustments
 - 3. Employee satisfaction/PACE results
 - 4. Big Horn Basin High School report
 - 5. New employee introductions
 - 6. Course/lab fee proposals (for Spring)
 - 7. Reserve overview
 - 8. President's Operational Plan update
 - 9. Discuss compensation plan
 - 10. Distribute Board self-assessment (to complete for Retreat)
 - 11. Distribute President's evaluation (to be completed for Retreat)

CI. Future and follow-up topics

X. Announcements

- A. New Faculty Orientation, August 15-16, 2024, Main Campus
- B. Kick-Off Weekend, August 17-20, 2024, Main Campus
- C. State of the College Address, August 19, 2024, 8:30 a.m., Yellowstone Bldg.
- D. 1st day of fall classes August 21, 2024, NWC
- E. Paint the Town Red Event, August 23, 2024, 4:00 p.m., Powell
- F. WCCC Commission (special) August 23, 2024, Casper
- G. 2nd Annual Run for Berry, August 24, 2024, Campus Mall
- H. Joint Education Committee, August 28-29, 2024, Casper
- I. Next Board meeting, September 9, 2024, 4:00 p.m., Yellowstone Bldg.
- J. Joint Appropriations Committee, September 26-27, 2024, Casper
- K. WCCC meeting October 2-3, 2024, 8:30 a.m., Rock Springs

A XI. Adjournment

A=Action item

MISSION:

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

Cultivate community

Prepare students for transfer, career and life

be **Student centered**

Retain and graduate students

be Forward thinking

VISION 2030:

CHAMPION
Student & Employee Success

INNOVATE
Academic Programming

VISION 2030
DISTINATION

REVITALIZE
NWC Campus

ATTRACT
Students & Employees

Board Priorities
FY 2025

- Support the 2030 Strategic Plan -Prioritize and Monitor ongoing efforts
- Support campus revitalization efforts – Prioritize Master Plan and Orendorff project
- Advocate for Northwest College and the Community Colleges
- Support the College and President through Campus Engagement

President's Priorities
FY 2025

- Implement 2030 Strategic Plan - provide updates to the Board monthly and annually
- Lead Campus Revitalization efforts with a focus on the Master Plan
- Advocate for Northwest College in the Presidential Role
- Continue Community and Student Engagement

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

July 15, 2024

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

MEMBERS ABSENT: DR. LARRY TODD

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. TOM HAVRON, Vice President for Student Services; MS. JILL ALLEN; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. CHRISTI GREAHAM; MS. LAURA GWINN; MS. CAREY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MS. SHELBY WETZEL; 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, July 15, 2024, at 4:04 p.m. in the Yellowstone Building.

A APPROVE THE AGENDA: President Watson requested that the agenda be amended to include a proposal under New Business to purchase two semi-tractors for the CDL program.

A motion was made by Trustee Kost and seconded by Trustee Wurzel to approve the agenda as amended. Motion carried.

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

Trustee Housel expressed appreciation for the creative use of an incentive for employees to participate in the various parades. He feels the parades offer an excellent opportunity for the College to be visible in the community.

In response to a question from Trustee Housel, President Watson stated that the multi-phased card reader project will install card readers on the exterior doors of buildings to manage access as needed, especially on weekends and after hours. A multi-phase cameras project will focus on cameras on exterior doorways. Over time, cameras will be added to parking lots and other areas of utilization. Policy is forthcoming. Overall, it is part of campus-wide efforts to improve security and safety across campus.

President Watson reminded the Trustees that during the pandemic, the College invested in replacing all cores and hardware on almost all doors to update and be consistent. She considers these improvements Phase I of an ongoing project to improve campus security. There will be many phases of improvements, and Major Maintenance funds can be utilized for academic buildings. The College will have to fund Residence Life buildings.

Trustee Housel stated that he was very impressed by the academic performance of the various athletic teams, as described in the Student Services report.

In response to a question from Trustee Housel, President Watson stated that when all international students are entered, and coaches have finalized their scholarship offerings and letters of intent, the out-of-state enrollment will increase accordingly. It is expected to be similar to last year.

In response to a question from Trustee Housel, President Watson stated that federal regulations regarding digital privacy are causing web browsers to eliminate the use of “cookies,” which reduces the College’s ability to monitor the effectiveness of the digital marketing campaigns.

Carey Miller added that information on the changes comes from all directions, and new developments are constant. The major platforms are working to develop new methods that meet federal regulations yet still provide information to advertisers. Carey continues to monitor the situation closely and hopes to bring alternative solutions to the Board soon.

In response to a question from Trustee Laursen, Carey stated that the delay in launching the new website is mainly due to miscommunications between the vendor's sales team and the development team. The project manager has since been replaced, and the website is scheduled to launch in October. The mid-fall launch date makes more sense than the beginning of the semester when students and staff are busy using the website. Carey plans to share web pages with the Board and the campus community before it launches.

President Kuipers referenced President Watson's report regarding WACCT launching an initiative to examine the return on investment of community colleges statewide. The project is a worthwhile investment because it will allow us to quantify and communicate accurately the value that community colleges bring to the state. President Watson stated that the community colleges agreed it was worth investing some of their funds into the study. There will be a statewide report, and each college will receive a report for their area.

President Watson congratulated and thanked the Foundation for hosting the Livestock Judging Alumni Reunion. It was an incredible event with a fantastic group of people who shared stories, judged livestock, and raised over \$50,000, which the Foundation matched to create a \$100,000 endowment for livestock judging.

Trustee Laursen said she enjoyed the Classic Car Show and seeing the students on campus for the All-State Marching Band enjoying the event.

Motion carried, and the consent agenda, including the minutes of the June 10, 2024, regular meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

FY2024 Policy Update Review

President Watson stated that the College has had many focuses in the past year and has not concentrated on policy updates. However, various policies are being worked on and will be coming before the Board this upcoming year.

Title IX Policy update

Upon invitation from President Watson, Laura Gwinn, Title IX & Clery Coordinator/Policy Specialist, stated that on April 19, 2024, the Biden Administration released new Title IX regulations that would go into effect August 1, 2024. In May, twenty-six states filed litigation opposing the regulations. Fourteen states have received temporary complete injunctions; twelve states have pending litigation; ten have not implemented directives from their state governors; and fifteen have filed amicus briefs in support.

Wyoming joined Kansas in a lawsuit that states the Department of Education overstepped its authority by redefining sex to include gender identity and sexual orientation. A temporary complete injunction was issued, including all new regulations and not just the contested language. It is temporary until a trial can be heard to determine if it will be a permanent injunction.

Laura stated that in anticipation of the regulations becoming effective August 1st, but knowing there was pending litigation, the College developed a committee of six individuals who have developed a draft policy that reflects the new regulations. While the proposed regulations changed 70-80% of the 2020 regulations, the committee worked hard to complete the draft policy. If the injunction is overruled, the College can comply quickly.

The College is required to follow the 2020 regulations until the courts make a decision. While the regulations are not ideal, they provide a safe environment for students and employees. Many variables could affect the outcome, such as the election, the Department of Justice or the Department of Education could appeal the injunctions, and the Supreme Court could also step in. In the meantime, the College will watch closely and be ready if the new regulations are implemented.

President Watson stated that before the 2020 regulations came out, the College added the role of Title IX Coordinator to the Vice President for Student Services. The 2020 regulations dictated that institutions assign an individual to that role. Laura Gwinn's hiring into the position was a positive change for the College, as it ensured a commitment by the College to educating students, training employees, and providing supportive measures.

Laura stated that in 2020, the Trump Administration went through the rulemaking process in defining Title IX regulations. Before that, the Department of Education, through the Office of Civil Rights, had a proposal for the rules for Title IX, but they didn't have the full force of the law. Now, they are a federal regulation and can be argued in court. Legally, there are more due process protections now, which takes a full-time person to manage.

President Watson stated that the College would continue to operate under the existing regulations. If the injunction is lifted or the election outcome changes things, the College is prepared to move forward with the new policy.

Trustee Housel expressed his appreciation to Laura for her thorough explanation.

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:

CDL Semi Tractors Purchase

President Watson stated that seeing the CDL program grow and serve our students and communities is exciting. For instance, this past year, the College worked with Lovell High School and is working with Powell High School to add the CDL program option for students. Greybull, Thermopolis, and Cowley schools recently contacted the College to request options for starting the program in their schools. Managing the different locations could be challenging.

President Watson stated that Dennis Quillen, Dave Erickson, and Christi Greaham have worked diligently to find and evaluate used trucks to meet the program's needs. Two trucks were needed, as the College's lease is up on one of its units. This would allow the College to have three trucks to meet the growing demand.

President Watson explained that the College has a Hathaway Excellence in Higher Education Endowment to fund faculty lines, supplies, education, and equipment for Career and Technical Education. The College has focused on

using the money for faculty salaries but has also been saving, knowing there would be ongoing program needs. The growth of the CDL program necessitates investment in equipment and instructors to support the demand.

President Watson apologized for the need to move quickly on the purchase and stated that vehicles with the right mileage and in favorable condition are sold quickly. These trucks have not been used in the oil field or a mining operation. They are in good shape and have been used strictly for over-the-road operations, so they are in prime condition for long-term utilization.

Christi Greaham stated that adding the third truck allows instruction to continue when maintenance is being done or repairs are needed.

In response to a question from Trustee Housel, Christi stated that while these trucks have approximately 400k miles on them, she estimates that they could handle another 500k miles without any significant problems. The Kenworth truck currently in the program has over 800k miles. The rolling chassis can easily manage upwards of one million miles.

In response to a question from Trustee Housel, President Watson stated that the College's leased truck costs \$2500 per month, which is very reasonable. However, the owner is not interested in leasing the truck further and wishes to sell it.

President Watson stated that when the College purchased the first truck, it had to find a separate insurance policy. It was challenging to find the right coverage since the truck was for educational purposes and would not have the same wear and tear as a long-haul or mining truck. The current \$12,700 per year cost is paid for through revenue generated by the program.

In response to a question from Trustee Housel, Christi stated that the new trucks can be used for Class B training. Instead of dropping the trailer every time a company needs Class B training, a truck will be available.

In response to a question from Trustee Housel, Christi stated CTD has not marketed the program extensively. The program is at capacity; therefore, if advertised, the College may be unable to keep up with demand. If participation slowed, the College could adopt a more aggressive marketing approach.

In response to a question from Trustee Housel, Christi stated that the federal testing laws are changing, which means there will be enough room in the yard next to the Armory for the maneuvers required during testing. She hopes the new laws will become effective in October. Even if the trucks need to be parked outside, room remains for testing.

Trustee Housel said he is pleased with the program's growth and ability to meet local, regional, and state needs.

President Watson stated that each respective BOCES has supported the Lovell and Powell students enrolled in the program. She is interested in the other area schools' visions for the program. The College does not have the resources to offer CDL training to several high school students as a dual enrollment class and because the program is not for credit, the College receives no funding from the state.

President Watson stated that businesses continue to send employees to be trained through Northwest College's program. She expressed her appreciation to Christi for her work in building and maintaining relationships and developing an excellent reputation in the region and state.

It was moved by Trustee Wurzel and seconded by Trustee Kost to approve the purchase of two Peterbilt 389 semi-tractors, not to exceed \$215,000. Motion carried.

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

August 12, 2024, upcoming:

- Review vendor contracts
- Review Residence Life Master Plan
- Review Citizens' Open Forum procedure
- Schedule Fall Board Retreat
- Other TBD

President Watson stated that she would send the Residence Life Master Plan to the Trustees for their review before the August meeting.

President Watson stated that the College will hold input sessions for faculty and staff on master planning at the beginning of the school year. Development of the new Master Plan will be conducted in-house with the help of Point Architects, who was originally contracted to assist with the Plan.

President Watson invited the Trustees to consider whether they would like to hold a study session related to idea generation or send her their thoughts individually. She said she would send the 2014 Master Plan and suggested they review the Executive Summary.

President Watson noted that the College has achieved many of the objectives of the 2014 Master Plan. While the original Plan called for moving CTD to the Frisby Building from Trapper West, acquiring the 14,000-square-foot Armory Building better serves programmatic needs. All that remains from the original plan is the NPA Building.

President Watson stated that a great way to start the Master Planning work is to review the Residence Life Plan. She stated that Trustees should consider the date of the Residence Life Plan when reviewing it and realize that the College was experiencing budget cuts. The College's mindset regarding some of the objectives has changed since then.

President Kuipers requested that President Watson send the Residence Life Master Plan and the 2014 Master Plan and asked the Trustees to review them and consider how they can best participate in the master planning process.

ANNOUNCEMENTS:

Next Board meeting, August 12, 2024, 4:00 p.m., Yellowstone Building
State of the College Address, August 19, 2024, 8:30 a.m., Yellowstone Building
Kick-off Weekend, August 17-20, 2024, NWC campus
First day of fall classes, August 21, 2024, NWC
Paint the Town Red, August 23, 2024, 4:00 p.m., Powell
WCCC Meeting (special) August 23, 2024, 8:30 a.m., Riverton
Joint Education Committee, September 26-27, 2024, Casper
Joint Appropriations Committee, September 26-27, 2024, Casper
WCCC meeting, October 2-3, 2024, 8:30 a.m., Rock Springs

A ADJOURNMENT:

The meeting adjourned at 5:28 p.m.

**NORTHWEST COLLEGE BOARD OF TRUSTEES
MINUTES OF BUDGET HEARING**

July 15, 2024

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

MEMBERS ABSENT: Trustee DR. LARRY TODD.

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. TOM HAVRON, Vice President for Student Services; MS. JILL ALLEN; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. CHRISTI GREAHAM; MS. LAURA GWINN; MS. CAREY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MS. SHELBY WETZEL; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: The budget hearing of the Northwest College Board of Trustees convened on Monday, July 15, 2024, at 4:06 p.m. in the Yellowstone Building Conference Center.

REVIEW THE FISCAL YEAR 2025 BUDGET: President Watson stated that the final budget takes into consideration the local levy numbers as they relate to revenue. The mil valuation was expected to be down approximately 6.5%. When the final numbers came out, they were down 7%, and the budget has been adjusted accordingly. Most adjustments were made in contingency lines as work was done previously to balance budgets.

President Watson stated that the College is in the final phase of the year-end analysis of current operating expenses. Surplus funds will be set aside until the recapture redistribution process is complete. The extra funds will then be used as projects on campus are completed, such as furniture purchases and the Soccer Fieldhouse project. Conservative spending has allowed the College to complete these projects without utilizing Reserve funds to the extent originally planned. It also provides flexibility toward investments in strategic plan efforts.

President Watson stated that the College has also filled many open positions within the last year. These open positions have helped create the surplus this past year, which won't occur to the same extent in the future. She stated the College should be pleased that good employees have been hired to fill those roles.

For the most part, the budget remains flat. There were additional inflationary funds from the state, but local levy funds were reduced. Tuition revenue was conservatively estimated to be slightly down in the operating fund, but increased enrollment in the CDL program has provided increased tuition revenue overall.

President Watson stated that the College needs to remain mindful and conservative in all spending. This allows any surplus funds to be spent on needed projects.

President Watson noted that the Student Center construction has been reflected in the Plant Funds budget, based on the College's share of

the 50/50 match for the project. Next year's budget will not include the Student Center project but will hopefully reflect the Orendorff Building renovation. She noted that the current funds budget has held steady for a few years in the \$28 to \$32 million range.

**A ADOPT EXPENDITURE
AUTHORITY RESOLUTION:**

A motion was made by Trustee Wurzel and seconded by Trustee Kost to adopt the Expenditure Authority Resolution as presented in the 2024-2025 budget materials. Motion carried.

**A ADOPT RESOLUTION TO
PROVIDE INCOME:**

A motion was made by Trustee Laursen and seconded by Trustee Wurzel to adopt the Resolution to Provide Income as presented in the 2024-2025 budget materials. Motion carried.

**A ADOPT RESOLUTION FOR
ONE MIL LEVY:**

A motion was made by Trustee Kost and seconded by Trustee Newsome to adopt the Resolution for One Mil Levy as presented in the 2024-2025 budget materials. Motion carried.

A ADJOURNMENT:

The Budget Hearing adjourned at 4:16 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 July.

Policy/ Student Success Committee – Chairman Mark Wurzel

No committee meeting was held in July.

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

No Committee meeting was held in July.

Facilities Committee – Chairman John Housel

The Committee met on July 22, 2024, to discuss the residence halls and apartments, the Lewis & Clark roof replacement, upcoming projects, the Student Center and soccer fieldhouse construction.

President's Report

August 1, 2024

State

Legislature

No legislative meetings were held in July concerning topics related to Community Colleges. The Interim Joint Education Committee will meet August 28-29, 2024. The discussion will include a presentation by LSO on Wyoming Works and Wyoming's Tomorrow, Lauren Shoenfeld's discussion of WIP, and further discussion on career and technical education.

The July CREG (Consensus Revenue Estimating Group) report, a key indicator of Wyoming's financial condition, was released on July 29, 2024. Per the Creg report, Except investment income from dividends and interest and sales and use tax, actual FY 2024 revenue is pacing ahead of the January 2024 CREG forecast. Total revenue collections for the General Fund and Budget Reserve Account (BRA), excluding realized capital gains from the Permanent Wyoming Mineral Trust Fund (PWMTF), exceed the CREG forecast by \$70.4 million (3.8 percent). However, it is reasonable to anticipate that the revenue pacing of severance taxes and Federal Mineral Royalties in excess of the January 2024 CREG forecast may decrease as remaining accrued revenues are collected, mostly reflecting the continued weak natural gas prices and reduced coal production through the balance of FY 2024.

The three largest sources of revenue for the General Fund (sales and use taxes, investment income, and severance taxes) are outpacing projections by \$41.4 million (2.8 percent), mainly due to the strengths of pooled income from dividends and interest and realized capital gains from the LSRA. Severance tax deposits to the BRA exceed the January 2024 CREG forecast pace by \$20.9 million (15.4 percent). FMRs directed to the BRA, including an adjustment for the federal fiscal year (FFY) 2023 budget sequester, are \$25.4 million (11.2 percent) above the forecast pace.

This report reflects current stability in collections, with slight gains in state revenue to date.

Wyoming Community College Commission (WCCC)

The Wyoming Community College Commission (WCCC) did not meet in July. The next Commission meeting is scheduled for August 23, 2024.

Wyoming Association of Community College Trustees

WACCT did not meet in July. Two webinars will be offered in August. On August 14, Lauren Shoenfeld will present on WIP and a recently published ROI report. On August 22, Erin Taylor will host a session on the Wyoming Primary Election Recap. All Trustees are invited to attend.

Wyoming Innovation Partnership (WIP)

No WIP industry group meetings were held in July, but I attended the WIP Presidents Steering Group meeting on July 30 to learn more about the ROI report.

Campus

Strategic plan 2030

(Pillar 1.5.1) NWC and Hanover Research have completed reviewing and finalizing the Community Needs Survey, which will be presented at the August Board meeting. The full report will be available for review. The College will work with Hanover next to perform additional focus sessions for K-12 and our Allied Health partners. NWC has started meeting with Hanover on the regional needs assessment analysis draft. Further analysis and data will be gathered and discussed in relation to this information before the report is complete.

(Pillar 1.1.4.) NWC and Ellucian Grant Services successfully submitted the TRIO grant and have turned our focus to the National Space Foundation Advanced Technological Education grant. A Mentor Connect grant is upcoming and will be submitted in correlation to the NSF and Strengthening Institutions grants. On September 17-19, Ellucian will be coming to campus for workshops with faculty, staff, and administration. The Grant coordinator and writer position has been finalized and posted.

(Pillar 2.1)—Enhance the Brand—NWC Website development continues. The President's Staff met to review the website monitors licensing and discuss the allocation, as the number of licenses has been reduced. Committee membership and minutes will be managed through the portal going forward, with the exception of the Board minutes and membership, which will be on the website.

(Pillar 4.1.2) Construction of the student center continues, with completion scheduled for November. The completion date for the fieldhouse is planned for the end of August. Details can be found in the Student Center report.

Powell Economic Partnership

I attended the PEP meeting on July 18, 2024. The meeting reviewed the financials, discussed the wrap-up of the old Makerspace equipment, and elected Committee Chairs for Governance, Ambassadors, and Membership Committees. I currently serve on the Governance Committee.

Forward Cody

The Forward Cody meeting was held on July 23, 2024. The Board celebrated Cody's selection for the Shooting Complex project. Legislative funding and much work are in store going forward.

Campus Activities

The summer session wrapped up on July 24, 2024. Several camps and projects have kept the campus busy.

Foundation and Alumni

The Foundation Board meeting was held on July 31, 2024. The meeting reviewed financial information and Foundation goals. I presented on the work being done at Ashley Hall.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

August 12, 2024

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

Finance & Budget

- Accounts Receivable has sent letters to students informing them of their overdue bills. They have been collecting payments from Spring outstanding balances, allocating deposits to student accounts, and verifying charges on accounts. They have also been preparing other old outstanding balances to be sent to collections.
- Accounts Payable has been working diligently to ensure expenses are recorded in the appropriate year. The Finance Director has been reviewing departmental spending for the fiscal year 2023-24. An important focus of this task has been reviewing spending with major vendors.
- The Business Office has been working to make year-end adjustments for Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements. They have also been focused on the College's annual audits. MHP LLC has started the processes on the Building Authority audit, the College's Financial Statement audit, and the compliance audit of Expenditures of Federal Awards; they have been a great auditor to work with.
- The Business Office has started job searches for a Payroll Specialist and a Grant Writer/Coordinator. Finding people to fill these positions will allow the College to expand grant opportunities and realign job responsibilities after Jo Ann Heimer's retirement.

Facilities Projects

- Cabre and JFC parking lots are complete.
- Science & Math Makeup Air Unit replacement complete.
- TVM Boiler replacement in the B, C, and E buildings is complete.
- The NPA entry remodel is near completion. We are waiting on signage and carpet.
- FAB AC Condenser unit replacement complete.
- Armory HVAC Controls replacement complete.

Completed Work Orders

- 713 orders over the last 30 days. It has been a hectic month.

Information Technology

- Computing Services Staff are working on sunsetting the old helpdesk system and bringing the new system online for staff and students.
- Computing Services Staff have been working with individuals and configuring equipment to get the network functioning in the student center building.

Human Resources

- Recruiting: Please see the August Personnel Report.
- Benefits: The College's Employee Assistance Plan (EAP) is being renewed for FY25. The College continues to have a strong utilization of 17.84% for FY2024. The average utilization for EAPs nationally is typically below 10%. Overall, there were 234 services/activities provided. The FY2024 annualized utilization rate is lower than in FY2023 (28.94%). For comparison, in FY2021, with the COVID pandemic and employees working remotely, the utilization rate reached 37.94%. The cost is only \$32.67/employee per year, including six visits with an onsite counselor per issue/year. We did not receive a rate increase for FY2025.

The top three areas of service for counseling were:

Legal 30%

Depression/Anxiety 20%

Elder Care 20%

The top areas for self-help member resources were:

Legal 39%

Emotional well-being 37%

- Compensation: Staff and Faculty received 1.5% salary increases for FY2025. The Staff and Faculty Salary Structures were also increased by 1.5%. Job postings were updated to reflect the wage increases, which are effective 7/1/2024. On 7/24, the HR Director virtually met with the other Wy Community College HR Directors to discuss the FLSA salary exemption threshold and compliance requirements.
- Performance Evaluations: Supervisors are completing the Staff Annual Performance Evaluations with their staff. The meetings are interactive, two-way discussions focusing on accomplishments and future goals, and supervisors and employees collaboratively create them. They are due by 7/31/2024.
- Professional Development and Training: The HR Director attended a CUPA HR Legal Update webinar on 7/25/2024, which reviewed the FLSA salary threshold and Title IX updates.
- Community Outreach: The HR Director attended the Park County Fair on 7/25 and worked a shift at the booth to share information and swag with the community.
- Turnover and Hiring Report for FY2024: Annually, the HR Director reviews turnover and hiring statistics compared to national industry benchmarks. Key findings for FY2024 are as follows:

Hiring for regular employees, fixed-term staff, and interim staff was up 23% over FY2023, N=38.

Based upon benchmark survey data, NWC's total turnover (N=16) is 8%, down from 10% in FY2023. College and University Professionals HR Association (CUPA-HR) reports 14% for ALL staff/faculty turnover in FY2023.

Faculty, N=3 (5%): All three were due to retirements in FY2024. Overall, faculty turnover was higher at 7% in FY2023, and CUPA reports a 7% faculty turnover for FY2023.

Staff, N=13 (10%): In FY2023, it was 12%. CUPA reports 16% Staff turnover for FY2023.

Professional Staff, N=8 (9%): In FY2023, it was 14%. CUPA reports exempt (salaried staff) turnover as (14%) for FY2023.

Classified Staff, N=4 (11%): In FY2023, it was 5%. CUPA reports non-exempt (hourly staff) turnover as 18% for FY2023.

Administrators, 1 (33%): In FY2023, it was 33% with one retirement as well.

Total Separations for FY2024 (N=16): Exit Reasons were retirement (N=6), moving out of the area (N=4), various-other (N=3), and local-other job (N=3).

Personnel Status Report

August 2024 Trustees' Report

Search Activity to Date -7/25/2024

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Vice President for Administrative Services and Finance			Re-initiated advertising 6/2024; candidates are currently directed to apply to the NWC website
Instructor/Assistant Professor of Graphic Design - Tenure Track			The position was cancelled; searching for Fixed Term position
Fixed Term Instructor/Assistant Professor of Graphic Design			The position is open until filled.
Financial Aid Specialist - 3 positions			The position(s) are open until filled.
Facilities Technician - Electrician	7/22/2024	Kevin Orr	Kevin has an Associate's degree from Bates Technical College in the Electrical Engineering Technician program and is a certified journeyman electrician.
Admissions Representative - Recruitment Outreach	7/15/2024	Jessica Kasinger	Jessica has an Associate's in Early Childhood Education and an Associate's in Psychology from Northwest College. She has recently served as Interim Admissions Representative.
Educational Support Coordinator - Ag Pavilion and Livestock Judging	7/29/2024	Bronson Smith	Bronson has an Associate's in Animal Science from Casper College and a Bachelor's in Animal Science from South Dakota State University. He has recently served as Interim Educational Support Coordinator – Ag Pavilion and Livestock Judging.

Grant Writer and Coordinator			The position closes internally on 7/30/2024
Payroll Specialist			The position closes externally on 7/31/2024
Program Specialist - International Students and Scholar Services (ISSS)			The position closes internally on 7/26/2024
Facilities Assistant - Custodial -2 positions			The positions close externally on 7/29/2024

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of August 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	unknown	\$ 25,000	
<u>PENDING</u>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Approved and Funded	4/8/2019	Pending		\$ 4,000,000	
FY2024 See Masterplan Update												
Powell/Stock Ag	1		MM	AG HVAC/Electrical/ADA Access			Cooler & Freezer Install in process				\$ 431,000	
Powell Campus	1		MM	Campus lighting - Ashley			Pending Estimate				\$ 100,000	
FY2025 See Masterplan Update												
Powell/Campus	2		MM	Cabre Parking / concret Lot Repair			Pending Student Center Comp.				\$ 100,000	
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 1			Pending design/bid				\$ 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	
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 August 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 Improvement/ Replacement -Cabre, 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	
Powell Campus	1		MM			Colter Offices - Mold Mitigation/Asbestos Abatement	Complete				\$ 75,000	
Powell/S&M	1		MM			Chiller/MAU/Greenhouse Cooler Replacement	Complete				\$ 475,000	
Powell/Campus	2		MM			Various Parking Lot Replacement - Cabre/East JFC	Complete				\$ 600,000	
PowellCampus	2		MM			Natural Gas Infrastructure - Phase I	Complete				\$ 350,000	
Powell Campus	2		MM			Long Controls to Automatic Logic Controls	Complete				\$ 22,000	

ACADEMIC AFFAIRS

June 2024



CENTER FOR TRAINING AND DEVELOPMENT – Powell

- Conferences/Meetings- Outdoor Meeting and Contango Oil.
- DELTA Camp- 10 students attended a 4-day DELTA camp. Activities included caving, rock climbing, water day, and high ropes course.
- Bus/Safety Training with Physical Plant
- CDL Truck attended Lovell, Cowley, Cody and Powell Parades

Cody CTD

- Test proctoring- Wyoming Highway Patrol, WorkKeys, ACT, HESI and TEAS
- Ed2Go/Career Step - 4 students in various programs
- CPR/First Aid

CDL Program

July- Numbers as of 7/29/2024

- 7 attended Orientation which gives an overview of the program.
- 13 new students enrolled in Theory during July.
- 6 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).
- 52 total students enrolled in various stages of the CDL Program

Total working on Behind the Wheel: 15

Received their Commercial Driver's License (CDL): 6/25/2024-7/29/2024

7 Class A CDL

1 Class B with Passenger and School Bus endorsement

Total CDL received since 1/1/2024 – 70

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 7 activities and one camp that served 81 students and community members. These events included DELTA activities: High Ropes course, rock climbing, caving and river rafting.

Powell Valley Community Education / Rec Co-Op

- Park County School District #1 approved our request of the ½ mill levy.
- The summer session of Driver Education started with 34 students registered.
- Classes held have been stand-up paddle board, yoga, sound bath, and driver education
- Total community members served this month was 94.
- Co-Op has had 21 checkouts this month with most water equipment fully reserved for August.

Office of International Student and Scholar Services (ISSS)

Fall 2024 International Student Orientation for Soccer players began Friday July 26 and will run through Wednesday July 31. International soccer students took a campus tour, became familiar with Cody and Powell, and gained information about maintaining their F-1 visa status and U.S. Healthcare. The Office of International Student and Scholar Services (ISSS) also took the students on a trip to Yellowstone and offered informational sessions about cultural adjustment, paying for college, and housing and safety.

Northwest College participated in the Park County Fair Parade on July 27th with 5 staff members and 2 faculty. Thanks to Board member Denise Laursen who also joined us to represent the College in the parade.

Enrollment numbers for international students continues to fluctuate but remains close to 95 students for the 24-25 academic year.

Fullbright Scholar Jorge Alberto Aponte will be on campus August 15 and 16 for New Faculty Orientation sessions.

Monthly Board Report

Student Services

August 2024



ATHLETICS:

- Teams are finalizing their roster and schedules for the 2024-25 year.
- Coaches are working with the housing office to ensure all materials are turned in so housing assignments can be finalized.
- Coaches are working with enrollment services to ensure all incoming students are enrolled for classes to begin this fall.
- Volleyball, Women's Soccer and Men's Soccer arrive on campus July 28th. The first official practice is August 1st.
- The rest of the student-athletes arrive when school starts.
- August 20th - Coaches Roundtable at Carolyn Danko's house.
- August 23rd - Calcutta, for the Trapper Bonanza, at Paint the Town Red in the Beer Gardens.
- August 24th - Trapper Bonanza at Powell Golf Club.
- Johnson Fitness Center has a new look. Jacob Price has done a great job in organizing the facility to better assist our customers.

ENROLLMENT SERVICES

- July consisted of assisting students through the registration and enrollment processes for the Fall semester. This includes two New Student Registration events throughout the month of July.
- Began the processes to finalize the summer semester, which included the submission of final grades, graduation procedures, and enrollment reporting.
- Ongoing transcript evaluations for transfer students as they prepare for the fall semester at NWC.
- Multiple Enrollment Services staff members attended the Element 451 Engage Conference virtually. This conference offers additional CRM product information, ongoing trends, as well as best practices in enrollment management and marketing.
- Ongoing campus tours for prospective students and families as they prepare for the Fall and future semesters.
- Ongoing communications to applicants and admitted students highlighting information and timelines that relate to the start of the Fall semester on August 21st.
- Staff from Enrollment Services participated in the recent county parades and the NWC sponsorship day at the Park County Fair.
- Continued work on registration and enrollment processes related to student withdrawal capabilities.
- Alejandra Gonzales was hired as our Interim Registrar in July, with the departure of Brooke Merkel.
- Prepared and registered for Wyoming and Montana college fairs. College fairs will continue through the 2024-25 academic year. These college fair tours take place in September and October.
- Continued development work on communications and workflows in our Element 451 CRM software. This includes the development of a new chatbot that will be featured on the NWC website.
- Ongoing work to update and complete the 2024-25 recruitment and enrollment publications.

FINANCIAL AID

- The Office continues to package students in all aid types for 2024-25.
- The Office received its allocation of Kickstart Wyoming's Tomorrow Scholarship (\$118,504) for the biennium (2024-25 & 2025-26) and reactivated its scholarship application process. Wyoming's Tomorrow Scholarship expected to be in effect for 2025-26 (student cannot double dip).
- The Office submitted its 5-year Department of Defense (DOD) Memorandum of Understanding (MOU) renewal. The renewal extends NWC authorization for tuition reimbursement programs for students who are active military.
- The Office submitted the 2024-25 College Catalog renewal (an annual process to continue institutional eligibility for VA Educational Benefits) to the WY State Approving Agency (SAA).
- The Office is collaborating with Enrollment Services & Institutional Research to explore GE/FVT reporting assistance through contract expansion with the National Student Clearinghouse.
- The Office bid farewell to Financial Aid Manager Carle Williams, who retired on 7.8.24 after 39 years of service to NWC. Congratulations Carle!
- The Office promoted Financial Aid Specialist (NWC scholarships & SCO) Dawn Kasinger to the Financial Aid Manager position. Congratulations Dawn!
- The Office continues its search to fill staff vacancies.

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs)

- NWC GEAR UP is currently serving 287 students of the 225 minimum that is required.
- For Objective 1: Northwest College is required to serve 225 students and we currently have 287 students. Out of the 287, 258 have had some services (which puts us at 114% for Objective 1). We have 237 students with an hour or more of service and we are sitting at 105%.
- For Objective 6: we are required to get 60% of our seniors to complete the FAFSA and we are sitting at 76.36%. We have 42/55 students that have submitted their FAFSA and still working to complete more. We will continue throughout the summer to assist those students in completing their FAFSA and enrolling in Post secondary education.
- For Objective 9: We are required to get 45% of parents of GUY 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 72.15% and plan to get that higher before the end of the grant year.
- We currently have 13 new college freshman that will be coming this fall that are enrolled in classes that we are aware of. We will have 11 students returning for their second year of college at Northwest.
- The current grant cycle will end this year and the University of Wyoming has submitted a new grant application for another 7 years. We are hoping to find out by the end of August beginning of September if we will get renewed. We are still planning events for the end of the summer with our liaisons and students.

SAFETY & SECURITY OFFICE

- Arranged training for incoming RD/RA's to attend and become certified in CPR/AED during the initial RD/RA training on August 7th. Security staff will attend this training with residential life staff to ensure the entire team is certified.
- Attended "Be Prepared" webinar dealing with the essential skills and knowledge needed for comprehensive emergency management.
- Began preparing new training program for Building Captain program.
- Attended Orientation of incoming international athletics students on 07/31 for briefing on safety and security services and procedures.

RESIDENCE LIFE

Upcoming Activities

Chris Dugger is currently working to hire one more student activity staff member.

Residence Life and Student Senate

- Summer Conferences are in full swing. Below is a list of groups, arrival and departure dates and number of attendees.

Group	Arrive	Depart	BLDG	#
Wichita Geology	5/26	6/12	SMP	20
Akron Geology #1	6/8	6/11	LC	14
Akron Geology #2	6/13	6/20	LC	14
Lutheran Women	6/13	6/15	SMP	80-100
YSMC	6/16	6/21	LC/SMP	37
L Judging Reunion	6/21	6/23	SMP	25
WASMB	6/27	7/2	LC/SMP	200
Able Vocational Camp	7/8	7/12	LC	30
Volleyball	7/29	7/31	LC	20-40

- July included the largest number of groups attending for the summer. Despite issues with temp dining (i.e. not enough food on day one, and not enough staff to serve food) campers, counselors and chaperones said they had a positive housing experience. Director of Campus and Residence Life Mike Visconti and Housing/Campus Life specialist Kristie Sullivan assisted with cleaning the temp dining area and helped make sandwiches for the Wyoming All-State Marching Band. Christopher Dugger Residence Life Coordinator and Director Mike Visconti welcomed the campers. Dugger discussed his time in Wyoming All-State Marching Band and Visconti told the roughly 200 campers to let him know if there was anything he could do to make their stay better and asked them to consider becoming a future trapper. Visconti said “we’d love to see you all marching for the Trappers someday!”
- Planning for fall RA training is in full swing. This year Director Visconti revised the schedule to include a new training agenda where the RA’s train from 8 am to 12 PM. RA’s normally trained from 8 am to nearly 8 or 9 pm previously. This change allows the student-athletes who are also RA’s to train for their sports in the afternoons and evenings. Coach Scott Kiester and Coach Rob appreciated greatly the revised schedule and said that this will make scheduling practices much easier for all.
- RA’s and housing staff will go rafting and enjoy a day in Cody in early August. Director Visconti will evaluate the necessity of both traditional activities to weigh the financial commitment/safety concern versus the benefit of team building within the staff.
- For July, housing is wrapping up the financial billing requirements for the fiscal year end and start.
- Large projects that were completed included the refunding of nearly 780 deposits dating back to nearly 2011. Director Visconti and staff worked diligently to fix and refund these missed deposits and issue them accordingly. This was a large project taking nearly 5 months to complete.
- New projects include creating guidelines for taking 12 credits or more to remain in housing. Currently, there are no credit requirements to live in housing.

- Housing and Residence Life will welcome the first batch of students to campus at the end of July! Nearly 24 early international students will be arriving on Friday the 26th of July! And nearly 50-60 student athletes will arrive July 28th!
- Some students will need to be moved into Colter Hall temporarily as renovations in Ashley Hall are completed but housing has adjusted accordingly.

STUDENT SUCCESS CENTER

- We have been meeting with and signing students up for disability services for this upcoming semester
- There are a number of students who we have identified this Fall who will require a lot of support from our office and from faculty.
- Created weekly sport psychology content for the volleyball team to process individually and as a team
- Continuing to stay up to date with ADA law
- We continue to get ESA requests and are processing them when they are completed
- There were a couple of students that came in for counseling in July.
- We are excited for the semester to start and feel we are prepared and ready to go.

TITLE IX

Training/TIX Prevention & Awareness

- Begin updating power point training modules for both Title IX policy and Bystander Intervention to all RA's, Athletics, New Faculty orientation and Kick-Off Weekend.
- Present status before Board of Trustees on current Title IX regulations and what alternatives NWC faces now and in the future.

Administrative Services

- Reviewed current VAWA brochure for students, made updates and sent to printer for 200 copies.
- Continue review and updates of Annual Security Report for compliance to Clery Act.
- Secure annual training for informal resolution facilitator and two decision makers to be completed in September.
- Canceled investigator training in Cheyenne due to cost of taking 8 individuals. Will do in-house training until decision made on new regulations.
- Send email to FYS faculty and athletic coaches to schedule Title IX training.
- Attend All Employee meeting and Care Committee Meeting.
- Participated in webinar through ATIXA on "Jurisdiction and Alternatives."

TRIO STUDENT SUPPORT SERVICES

- 166 eligible students are active in TRIO.
- Currently 81.93% of our participants are low-income and first-generation, students with disabilities, or students with disabilities who are low-income.
- We continue to bring in students who will be starting classes during the FA24 semester.

Program Highlights

- The Department of Education released the TRIO SSS Request for Proposal (RFP), May 1st. The application is due July 15, 2024. We worked with Ellucian on the grant proposal.
- ***The TRIO Student Support Services 2025 Grant Proposal was submitted on July 15, 2024.***
- We received Grant Award Notification (continuation) on 7/9/2024.
- The award is \$305,710 for Sept 1, 2024-August 31, 2025. This will be the final year of the 2020 TRIO SSS Grant.

Monthly Report to President Watson

July 2024

COMMUNICATIONS & MARKETING FOR

- Social features: Joshua Buhmann
- Paint the Town Red 2024
- Run for Berry
- Standing FY24 Enrollment Campaign initiatives

WEBSITE REDESIGN

- Weekly project meetings with Modern Campus
- Continued admin training on the Modern Campus CMS (Content Management System)
- Systemic evaluation of the photo archive and designation/organization of new photos sitewide
- Systemic evaluation of Site Monitor staff assignments and content maintenance needs per unit/area of the college (reassignments pending)
- Final prepping for content migration between old CMS and New CMS

PHOTOGRAPHY & VIDEOGRAPHY

- Covered the Fourth of July Parade, Cody
- Covered the Park County Fair Parade, Powell
- Covered NWC Day at the Park County Fair

PRINTING SERVICES

- 16 - offices/programs/areas served
- 26 - projects completed
- 16,054 - pieces printed

CMO & PRINTING SERVICES STAFF

Carey Miller

Communications & Marketing Director

Keith Smith

Website Coordinator

Tim Carpenter

Communications / Web & Social Media Specialist

Jeremiah Howe

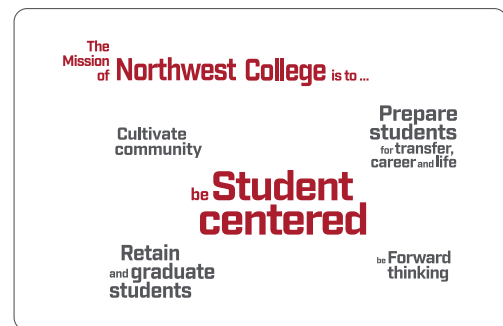
Marketing / Graphic Design Specialist

Ronnie Wolfe

Interim Multimedia Production Specialist

Kim Lawson

Printing Services Specialist



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

ADVERTISING REPORT

JUNE 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
	4,301	468	10.88%	47.09%
Social ads ⁺	Impressions	Clicks	CTR	
	159,032	1,270	0.80%	

Source: Advance360 Campaign Dashboard. (n.d.). Retrieved July 31, 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)
Software Development SU24	123,996	367,684	2,829	0.89%
Software Development SU24 - B	37,318	71,556	714	1.24%
Total results 2 / 2 rows displayed	142,971 Accounts Center accounts	439,240 Total	3,543 Total	0.94% Per Impressions

Source: Facebook Ads Manager. (n.d.). Retrieved July 30, 2024, from <https://business.facebook.com/admanager/>

⁺ **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

JUNE 2024



COMMUNICATIONS
& MARKETING

Facebook | facebook.com/NorthwestCollegeWyo

Performance Summary

View your key profile performance metrics from the reporting period.

6/1/2024 – 6/30/2024 vs 5/1/2024 – 5/31/2024

Organic and Paid

Impressions 630,970 ↗ 182%	Engagements 6,281 ↘ 19.6%	Post Link Clicks 309 ↗ 335.2%
--------------------------------------	-------------------------------------	---

Engagement Rate (per Impression)
1% ↘ 71.5%

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	2000	18000	20000
2	2000	18000	20000
3	2000	18000	20000
4	2000	18000	20000
5	2000	18000	20000
6	5000	17000	22000
7	2000	18000	20000
8	2000	18000	20000
9	2000	18000	20000
10	2000	18000	20000
11	2000	18000	20000
12	2000	18000	20000
13	2000	18000	20000
14	2000	18000	20000
15	2000	18000	20000
16	5000	17000	22000
17	2000	18000	20000
18	2000	18000	20000
19	2000	18000	20000
20	2000	18000	20000
21	2000	18000	20000
22	2000	18000	20000
23	2000	18000	20000
24	2000	18000	20000
25	2000	18000	20000
26	5000	15000	20000
27	15000	30000	45000
28	5000	10000	15000
29	2000	5000	7000
30	2000	5000	7000

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 6/26/2024 4:03 pm PDT

We prodded, poked, cajoled, even wheedled, and finally convinced our very own Jeremiah Howe to pose for pictures, and allow us to show everyone how proud we are. Jeremiah has been Graphic Design...

Northwest College
Thu 6/6/2024 4:30 pm PDT

You've seen the activity outside, now here's a look at what's been happening inside the new student center. An exclusive tour given to our Presidential Partners this week also gave us a chance to explore ...

Northwest College
Mon 6/24/2024 4:11 pm PDT

The #NWCwyoming 2024 spring honor roll has been announced.

Northwest College Announces Spring 2024 Honor Roll | Poste...

Source: Sprout Social Analytics. (n.d.) Retrieved July 17, 2024, from <https://sproutsocial.com>

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SOCIAL MEDIA REPORT

JUNE 2024



**COMMUNICATIONS
& MARKETING**

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

Performance Summary

View your key profile performance metrics from the reporting period.

Organic and Paid ▾

<p>Impressions</p> <p>21,647 ↘ 54.6%</p>	<p>Organic Engagements</p> <p>796 ↘ 69.7%</p>	<p>Profile Actions</p> <p>10 ↘ 65.5%</p>
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Engagement Rate (per Impression)

3.7% ↘ 33.4%

📅 6/1/2024 – 6/30/2024 vs 5/1/2024 – 5/31/2024

Impressions

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

Organic and Paid ▾ Impressions, by Day

● Impressions

Top Posts

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

Descending ▾ by Lifetime Engagements

northwestcollege

Wed 6/26/2024 4:03 pm PDT

We prodded, poked, cajoled, even wheedled, and finally convinced our very own Jeremiah Howe to pose for pictures, and allow us to show everyone how proud we are. Jeremiah has been Graphic Design...

northwestcollege

Thu 6/6/2024 4:30 pm PDT

You've seen the activity outside, now here's a look at what's been happening inside the new student center. An exclusive tour given to our Presidential Partners this week also gave us a chance to explore ...

northwestcollege

Wed 6/19/2024 5:31 pm PDT

We always love visiting with potential #NWCwyoming students when they come to visit... especially when they bring their furry friends along too. This one even made the trip from Seattle and seemed to enjoy...

Source: Sprout Social Analytics. (n.d.) Retrieved July 17, 2024, from <https://sproutsocial.com>

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SOCIAL MEDIA REPORT

JUNE 2024



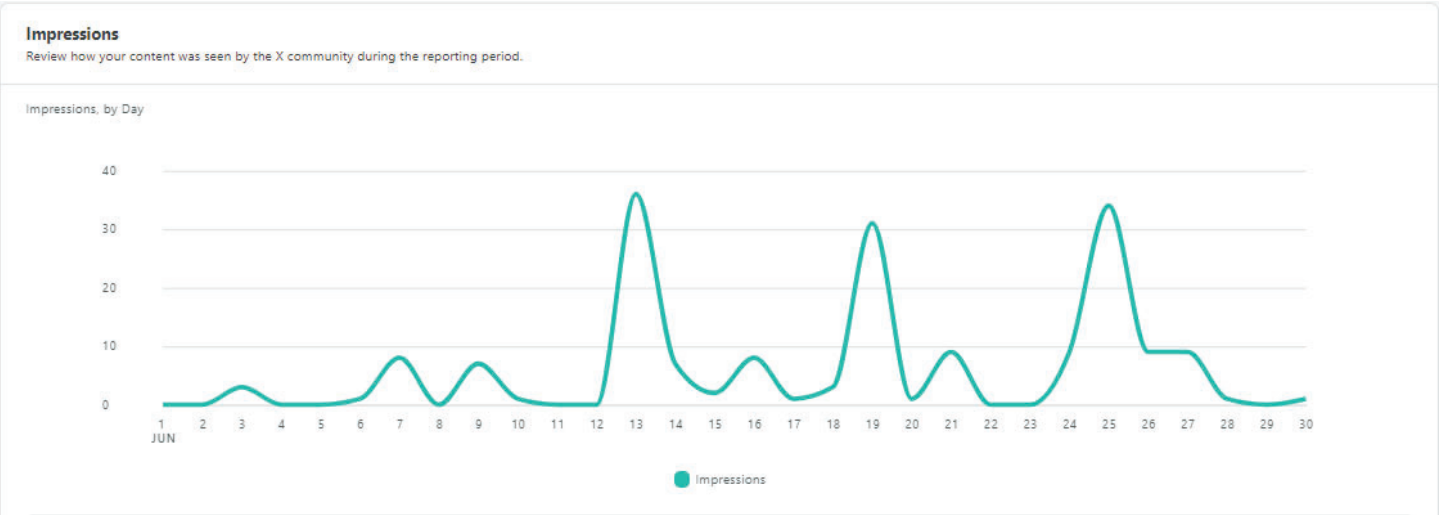
COMMUNICATIONS & MARKETING

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

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

6/1/2024 – 6/30/2024 vs 5/1/2024 – 5/31/2024

<p><u>Impressions</u></p> <p>181 ↘ 69.9%</p>	<p><u>Engagements</u></p> <p>9 ↘ 50%</p>	<p><u>Post Link Clicks</u></p> <p>0 → 0%</p>
<p><u>Engagement Rate (per Impression)</u></p> <p>5% ↗ 66.3%</p>		



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

Descending ▾ by Lifetime Engagements

X @NWCWyo
Thu 6/13/2024 4:37 am UTC

[#NWCwyoming](#) is launching a new A.S. degree in Software Development this fall, the culmination of a 5-year process designed to build on the basics already being taught in Wyoming K-12 classroom...

X @NWCWyo
Mon 6/24/2024 11:13 pm UTC

[#NWCwyoming](#) has announced its spring 2024 honor roll members at <https://t.co/UhbJdkK042> <https://t.co/T2CEQcm86f>

No More Posts

There are no additional posts containing Engagements within this Reporting Period.

WEBSITE TRAFFIC REPORT

JUNE 2024



COMMUNICATIONS
& MARKETING

G Google Analytics: nwc.edu Users | Views | Sessions | Engagement | Top 10 Pages | Top 20 Campaigns | Traffic Sources

Total users 17.4K ↑ 35.7%	New users 15.8K ↑ 42.0%	Views 57.5K ↑ 8.0%	Sessions 27.2K ↑ 18.2%	Engaged sessions 11.9K ↓ -1.4%	Jun 1, 2024 - Jun 30, 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	12,695	-9.5% ↓	5,652	1.4% ↑	52.42%	4.7% ↑
Nerd Out at Northwest College :: Northwest College in Powell, Wyoming USA	5,784	-	4,689	-	11.22%	-
Search for Courses & Syllabi :: Class Schedule :: Academics :: Northwest College	2,680	-	592	-	84.05%	-
Application for Admission	2,048	15.8% ↑	370	-18.0% ↓	73.32%	185.9% ↑
Programs by Academic Area :: Academics :: Northwest College :: Powell, Wyoming USA	1,418	-	858	-	91.44%	-
Results :: Search :: Northwest College :: Powell, Wyoming USA	1,301	-	755	-	87.51%	-
Home :: Academics :: Northwest College :: Powell, Wyoming USA	1,257	-	806	-	95.66%	-
Home :: Calendar of Events :: Northwest College	1,164	31.8% ↑	215	58.1% ↑	62.71%	246.8% ↑
Home :: Human Resources :: Northwest College :: Powell, Wyoming USA	854	-	579	-	81.76%	-

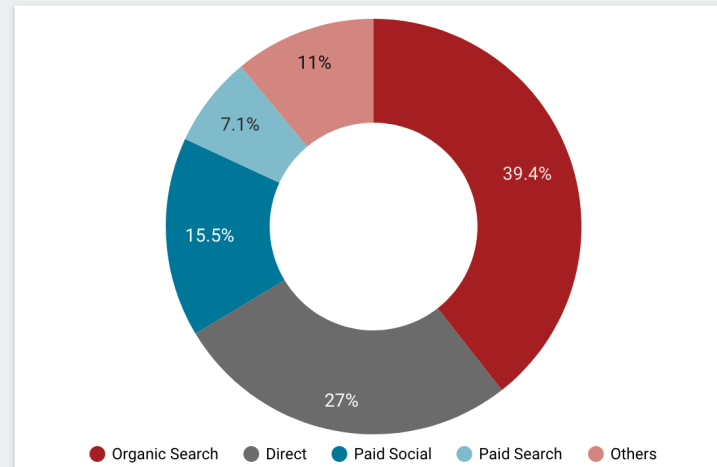
1 - 10 / 1973 < >

Top Ten Most Viewed Campaigns (paid and non paid)

Session campaign	Session medium	Session source	Views
1. SoftwareDevAS	paidSocial	Meta	2,424
2. SoftwareDevAS	cpc	google	1,266
3. SoftwareDevAS	paidVideo	YouTube	532
4. A360 PPC - Agriculture [B...	ppc	bing	527
5. a360_facebook_traffic	paid	facebook	384
6. news	social	Facebook	382
7. A360 PPC - Agriculture G...	ppc	bing	307
8. SoftwareDevAS	paidSocial	l.facebook.com	241
9. A360 PPC - Allied Health ...	ppc	google	207
10. A360 PPC - Agriculture	ppc	google	89

1 - 10 / 29 < >

Traffic Sources



WEBSITE TRAFFIC REPORT

JUNE 2024



COMMUNICATIONS
& MARKETING

G Google Analytics: nwc.edu *User Count by Region | By Country | By Operating System | By Device | By Browser*

User Count by Region

Region	Total users	% Δ
Wyoming	2,992	13.8% ↑
Colorado	2,366	63.5% ↑
(not set)	1,187	249.1%...
Montana	867	3.2% ↑
California	858	1.8% ↑
Utah	751	58.4% ↑
Arizona	585	-24.1% ↓
Texas	531	41.6% ↑
Nebraska	451	191.0%...
Virginia	427	94.1% ↑

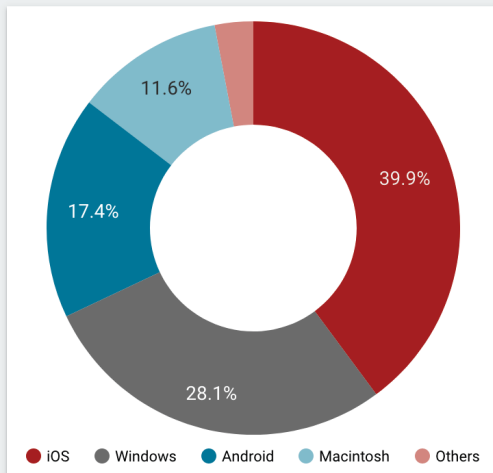
1 - 10 / 433 < >

User Count by Country

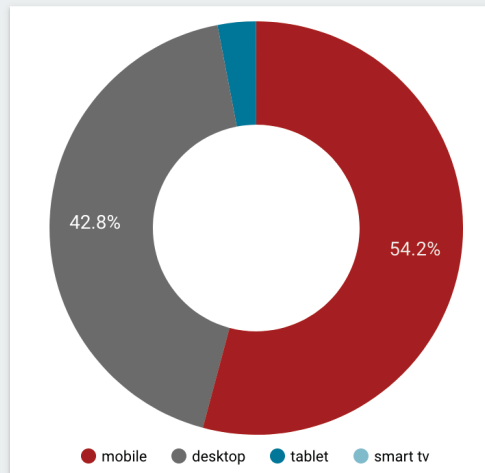
Country	Total users	% Δ
United States	12,935	32.2% ↑
Hong Kong	534	13,250...
China	456	237.8% ↑
United Kingdom	124	36.3% ↑
Japan	121	-3.2% ↓
Canada	110	4.8% ↑
India	87	-26.3% ↓
Germany	70	20.7% ↑
Nigeria	66	-47.2% ↓
Singapore	57	470.0% ↑

1 - 10 / 117 < >

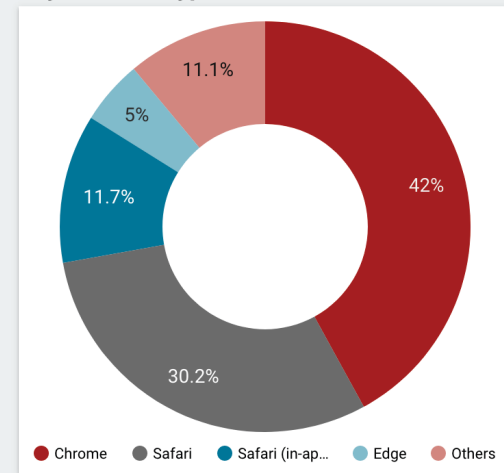
By Operating System



By Device Type



By Browser Type



WEBSITE TRAFFIC REPORT

JUNE 2024



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	10,033	1.6% ↑
2. (direct)	(none)	6,027	15.1% ↑
3. Meta	paidSocial	1,447	-
4. experience.elluciancloud.com	referral	913	-18.9% ↓
5. google	cpc	857	398.3% ↑
6. bing	organic	719	14.3% ↑
7. login.microsoftonline.com	referral	703	-15.3% ↓
8. Facebook	social	342	-
9. (not set)	paidSocial	336	-
10. facebook	paid	288	45.5% ↑

1 - 10 / 142 < >

Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	10,033	1.6% ↑
2. Meta	paidSocial	1,447	-
3. google	cpc	857	398.3% ↑
4. bing	organic	719	14.3% ↑
5. Facebook	social	342	-
6. facebook	paid	288	45.5% ↑
7. YouTube	paidVideo	232	-
8. bing	ppc	223	59.3% ↑
9. l.facebook.com	paidSocial	149	-
10. google	ppc	133	6,550.0% ↑

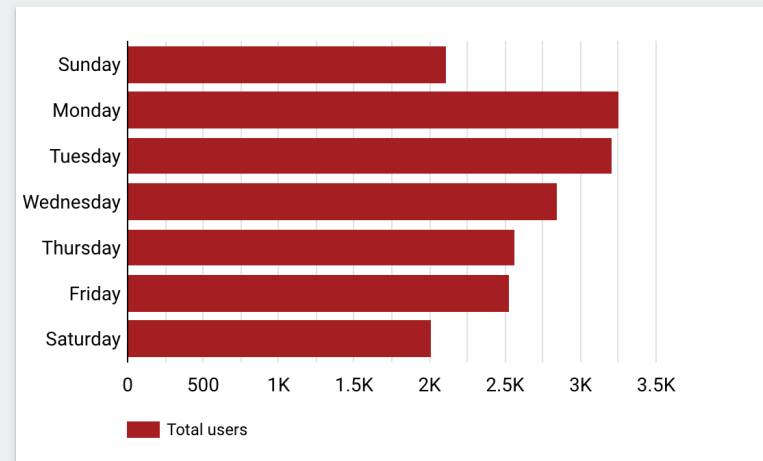
1 - 10 / 131 < >

Sessions by Social Sources

Session source	Sessions...	% Δ
1. facebook	294	46.3% ↑
2. l.facebook.com	187	167.1% ↑
3. m.facebook.com	80	-75.8% ↓
4. facebook.com	22	214.3% ↑
5. lm.facebook.com	22	-78.4% ↓
6. l.instagram.com	5	0.0%
7. instagram.com	4	300.0% ↑
8. twitter	2	-
Grand total	615	-13.6% ↓

1 - 8 / 8 < >

Most Popular Days of the Week



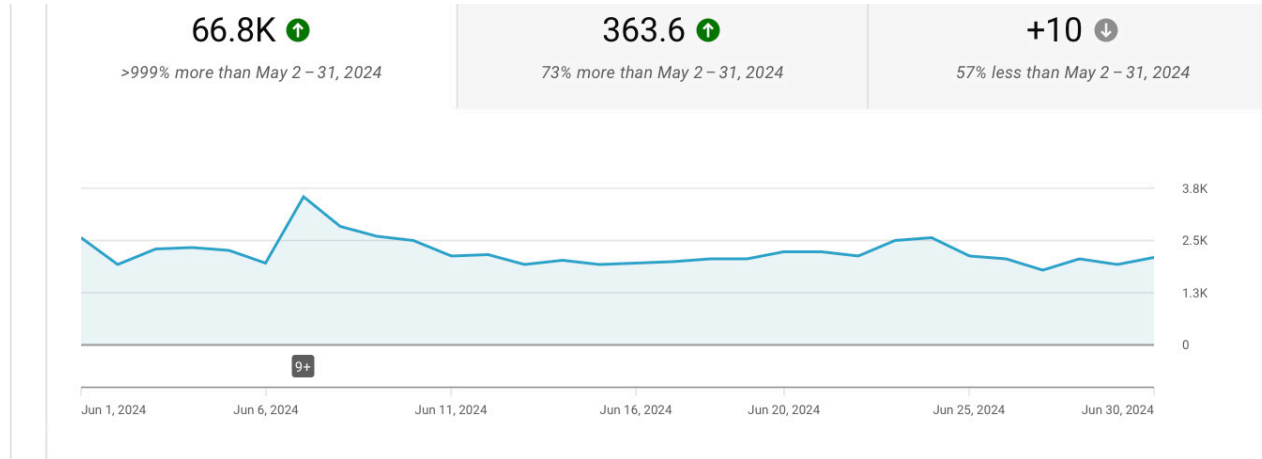
VIDEO ANALYTICS REPORT

JUNE 2024



YouTube | youtube.com/NorthwestCollege

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



Top video content this month:

1		Nerd out at NWC May 31, 2024	0:19 (95.4%)	36,781
2		Nerd out at NWC May 31, 2024	0:19 (95.1%)	25,354
3		Hands on at Northwest College Jun 7, 2024	0:16 (96.9%)	3,129
4		The last wall of the student center at Northwest College in Powell Wyoming we... Jun 7, 2024	0:52 (24.3%)	510
5		Micro Intern Promo Jun 7, 2024	0:16 (54.9%)	176



Classified Staff

July 2024

Classified Staff July Activities

The Classified staff met on July 23. The remaining budget from FY23-24 was \$59.10. C-Staff Breakfast was planned for the week of 8/19-8/23. Cheri Mateo will be resigning as of 8/15, and Nancy Gilmore was nominated to serve as President in her place. Dezarae Sipe volunteered to fill the remaining empty spot on the C-Staff Exec Committee.

We look forward to a great year.

Thank you,
Cheri

2024 – 2025 Classified Staff Executive Committee:

Kara Warren, Dezarae Sipe, Nancy Gilmore, Ruth Peyton, Kara Peterson, Jason Hardy



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: July 30, 2024

The Faculty Senate had its second meeting of the summer. During this meeting the senate reviewed and discussed the Faculty Senate Constitution as well as when have bimonthly meetings during the Fall semester. As the summer comes to an end, the faculty have begun preparing for the upcoming Fall semester.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography



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

NWC Foundation/Alumni Association Boards:

- Held Finance, Executive, and Donor Accountability and Stewardship committee meetings.
- Facilitated nominations for new Foundation directors and officers.
- Evaluated Strategic Plan goal progress; developed FY25 Annual Work Plan.
- Updated communications plan to streamline publications and messaging to alumni and donor audiences.
- Conducted Foundation Board meeting on July 31.
- Held Alumni Association Volunteer Service Committee meeting.

Fundraising:

- Developing content for Student Center Facility Naming Signage with donors and vendor.
- Conducting solicitation work to support Athletic scholarships/programs. Distributed membership and banner solicitation mailing for the Trapper Booster Club.
- Facilitating planned giving opportunities/estate gifts with several individuals.
- Evaluating prospect management processes and updating staff assignments.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

Marketing/Events:

- Planning 'Ice Cream with Dinosaurs' event as an Alumni Association welcome to new students during Kick-off Weekend.
- Developing content for new Foundation and Alumni website.
- Developing content for the Foundation's 2023-24 Annual Report.
- Assisting in planning for Coaches Roundtable Team Kick-off on August 20.
- Sponsoring the Alumni Association Beef Garden at Paint the Town Red.
- Assisting in planning for Trapper Bonanza Golf Tournament on August 24.

Miscellaneous:

- Participating in Grants Development work with NWC.
- Collaborating with donors to develop scholarship profiles for each named fund.
- Completed employee performance evaluations.
- Collaborated to host the NWC tent at the Park County Fair.

July 31, 2024

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

Temporary Dining Facility -Soccer Fieldhouse

Conversion of the dining facility to the soccer fieldhouse continues with framing, electrical, and plumbing. Drywall installation is just beginning. The completion of the soccer fieldhouse is scheduled for late August, assuming all materials arrive promptly.

Student Center Building

Construction of the Student Center Building continues on schedule. Site work continues to focus on sidewalk and landscape design. Concrete is being poured, and topsoil is being hauled in. Sidewalks across 7th Street are being replaced. Inside, the upper level is in the final stages of drywall and texturing, as well as electrical, plumbing, paint, and tile installation throughout the building. On the Main level, construction is focused on the buildout of the kitchen and serving areas. Kitchen hood installations, cooking equipment, and cabinetry are of particular focus. President Watson, Director Quillen, and Assistant Professor McCallister met with both climbing wall and aerial adventure design consultants. Final design work is expected to conclude in August.

Project Financing

With generous donations from the foundation and matching funds from the state, Northwest College has secured sufficient funding for the rest of the student center and soccer fieldhouse conversion. We are scheduled to pay the remaining 1 million to the State of Wyoming next month as we wrap up the financing for 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

July 31, 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	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 20,951.45	\$ 110,584.02	\$ 34,497.42	\$ 149,796.64	\$ 17,656.44	\$ -	\$ -	\$ 333,485.97
Fund 11	12.58	53.00	14,692.52	248,469.17	1,424.26	32,599.00	-	297,250.53
Fund 12	4,726.93	19,028.61	33.00	6,559.68	27,050.32	-	2,437.20	59,835.74
Fund 14	-	-	127.99	-	-	-	-	127.99
Fund 15	668.23	2,500.00	-	12,745.00	266.54	-	-	16,179.77
Fund 22	2,719.20	-	39,070.23	-	1,174.88	-	-	42,964.31
Fund 71	646.70	1,386.85	-	-	-	1,740.00	119,515.00	123,288.55
Fund 76	-	2,520.00	-	1,562.50	-	-	20,072.88	24,155.38
Total	\$ 29,725.09	\$ 136,072.48	\$ 88,421.16	\$ 419,132.99	\$ 47,572.44	\$ 34,339.00	\$ 142,025.08	\$ 897,288.24

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 - JULY 2024

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/10/2024	V0284324	Athletic Dir	91 Supplies	NJCAA Coaches Assoc	Formstack sign	\$400.00
10	7/10/2024	V0284326	Athletic Trainer	91 Supplies	Impact Applications	1 year subscription	\$520.00
10	7/23/2024	V0284623	Athletic Trainer	91 Supplies	Howies Athletic Tape	Tape, wraps, towels	\$1,375.71
10	7/17/2024	V0284543	Bldg Maint	91 Supplies	Casper Tin Shop LLC	Shop:refrigerant	\$6,300.00
10	7/24/2024	V0284634	Bldg Maint	91 Supplies	Fastenal Company	shop supplies	\$8.36
10	7/24/2024	V0284667	Bldg Maint	91 Supplies	Big Horn Co-op Marketing	fuel for shop	\$890.02
10	7/23/2024	V0284619	Computer Srv	91 Supplies	QUILL	2024-2025 academic	\$163.44
10	7/10/2024	V0284300	Cust/Grounds	91 Supplies	KB Commercial Products	Brush strip, plug,cord	\$438.24
10	7/24/2024	V0284631	Cust/Grounds	91 Supplies	KB Commercial Products	Bars, prep pads, buffing	\$1,734.66
10	7/24/2024	V0284673	Cust/Grounds	91 Supplies	Transfer Visa	Soap	\$14.78
10	7/25/2024	V0284683	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Paper towels	\$534.64
10	7/26/2024	V0284764	Cust/Grounds	91 Supplies	Transfer Visa	Soap	\$14.78
10	7/25/2024	V0284683	EMS Prog	91 Supplies	Synchrony Bank/Amazon	Sharpie pens	\$45.98
10	7/18/2024	V0284559	Grounds	91 Supplies	Bradford Sup Co	grounds	\$126.49
10	7/24/2024	V0284639	Grounds	91 Supplies	Kodiak Pest & Lawn	bi monthly weed control	\$5,625.00
10	7/24/2024	V0284641	Grounds	91 Supplies	2M Company	grounds	\$792.56
10	7/16/2024	V0284540	Music	91 Supplies	Avid Technology	Avid partner fees renewal	\$1,875.00
10	7/23/2024	V0284618	Outdoor Ed	91 Supplies	Keith B. McCallister	Beverage reimbursement	\$34.82
10	7/25/2024	V0284683	Plant Admin	91 Supplies	Synchrony Bank/Amazon	Dome magnifier	\$56.97
			Sum:	91 Supplies			\$20,951.45
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	7/15/2024	V0284511	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Jessica A. Smith	HiSET test fees	\$30.00
10	7/10/2024	V0284263	Bldg Maint	92 Servs/Fees/Repr/Maint	Sherwin Williams	bldg repair: paint npa	\$956.02
10	7/10/2024	V0284310	Bldg Maint	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	Cabre plumbing repairs	\$812.00
10	7/11/2024	V0284372	Bldg Maint	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Fire extinguisher inspect	\$4,045.00
10	7/18/2024	V0284558	Bldg Maint	92 Servs/Fees/Repr/Maint	Sherwin Williams	bldg repair: npa paint	\$173.38
10	7/24/2024	V0284635	Bldg Maint	92 Servs/Fees/Repr/Maint	DH Pace Company	bldg repair: door hardware	\$657.79
10	7/24/2024	V0284673	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Preventive Maint-filters	\$154.56
10	7/26/2024	V0284764	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Filters	\$581.19
10	7/15/2024	V0284392	Campus Security	92 Servs/Fees/Repr/Maint	Maxient Llc	Software renewal	\$5,200.00
10	7/10/2024	V0284285	College Serv	92 Servs/Fees/Repr/Maint	Hub International Mtn. States	Workers comp insurance	\$31,837.00
10	7/15/2024	V0284391	Comm & Mktg	92 Servs/Fees/Repr/Maint	CASA of the 5th Judicial District	Comm & mktg advertising	\$500.00
10	7/15/2024	V0284404	Computer Srv	92 Servs/Fees/Repr/Maint	Park County Clerk	Tower lease FY25	\$1,000.00
10	7/15/2024	V0284512	Computer Srv	92 Servs/Fees/Repr/Maint	Ellucian Inc	Software fees renewal	\$19,494.00
10	7/24/2024	V0284671	Computer Srv	92 Servs/Fees/Repr/Maint	Brightly Software Inc	MaintenanceEssentials Pro	\$6,078.13
10	7/24/2024	V0284680	Computer Srv	92 Servs/Fees/Repr/Maint	Office Shop	Copier maintenance	\$47.50
10	7/24/2024	V0284681	Computer Srv	92 Servs/Fees/Repr/Maint	Modern Campus USA Inc	Software fees	\$6,910.59
10	7/25/2024	V0284683	Computer Srv	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Microsoft sculpt keyboard	\$154.65
10	7/10/2024	V0284300	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	Gloves, trash bags, mop	\$1,320.27
10	7/11/2024	V0284365	EMS Prog	92 Servs/Fees/Repr/Maint	CoAEMSP	EMS accreditation	\$1,700.00
10	7/23/2024	V0284617	EMS Prog	92 Servs/Fees/Repr/Maint	Platinum Educ Group LLC	EMS testing annual	\$500.00
10	7/10/2024	V0284293	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Open LMS LLC	Software fees renewal	\$26,647.62
10	7/15/2024	V0284504	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Respondus Inc	Software fees renewal	\$1,695.00
10	7/25/2024	V0284683	Recreation Co-Op	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Epoxy	\$33.95
10	7/17/2024	V0284549	Rodeo Arena	92 Servs/Fees/Repr/Maint	Norco	Acetylene	\$55.37
			Sum:	92 Servs/Fees/Repr/Maint			\$110,584.02

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/22/2024	V0284570	Admin Serv	93 Assoc/Travel/Misc	Transfer Visa	GFOA best practices forum	\$350.00
10	7/25/2024	V0284683	Campus Security	93 Assoc/Travel/Misc	Synchrony Bank/Amazon	Batteries for NWC	\$118.92
10	7/3/2024	V0284243	College Serv	93 Assoc/Travel/Misc	WACCT	Lightcast ROI 1/8 share	\$16,500.00
10	7/10/2024	V0284316	College Serv	93 Assoc/Travel/Misc	Dotcms Services LLC	FY 25 extension cloud	\$7,393.50
10	7/10/2024	V0284353	EMS Prog	93 Assoc/Travel/Misc	WYEMSA	Membership dues	\$250.00
10	7/10/2024	V0284338	Enroll Serv	93 Assoc/Travel/Misc	AACRAO	Membership dues	\$700.00
10	7/10/2024	V0284322	ESports	93 Assoc/Travel/Misc	NJCAAE	Esports membership dues	\$2,000.00
10	7/22/2024	V0284565	Extend Camp	93 Assoc/Travel/Misc	Washakie Development Assoc	Membership dues	\$500.00
10	7/10/2024	V0284323	Mens BB	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	MBBall dues	\$100.00
10	7/10/2024	V0284324	Mens BB	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	MBBall dues	\$833.33
10	7/23/2024	V0284624	Mens BB	93 Assoc/Travel/Misc	Intrepid Sportswear	Uniform replacement	\$145.00
10	7/10/2024	V0284323	Mens Soccer	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	MSC dues	\$120.00
10	7/10/2024	V0284324	Mens Soccer	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	MSC dues	\$833.35
10	7/10/2024	V0284339	Plant Admin	93 Assoc/Travel/Misc	Sodexo Operations LLC	Ice tea, water, cookies	\$25.00
10	7/17/2024	V0284544	Pres Office	93 Assoc/Travel/Misc	AICPA	Membership dues renewal	\$350.00
10	7/22/2024	V0284571	Pres Office	93 Assoc/Travel/Misc	Transfer Visa	Car wash	\$20.00
10	7/17/2024	V0284546	Rodeo Men	93 Assoc/Travel/Misc	Natl Intercol Rodeo Assoc	Membership dues	\$400.00
10	7/10/2024	V0284339	Stu Serv VP	93 Assoc/Travel/Misc	Sodexo Operations LLC	Ice tea, water, cookies	\$25.00
10	7/10/2024	V0284323	Womens BB	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	WBBall dues	\$100.00
10	7/10/2024	V0284324	Womens BB	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	WBBall dues	\$833.33
10	7/10/2024	V0284323	Womens Soccer	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	WSCdues	\$120.00
10	7/10/2024	V0284324	Womens Soccer	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	WSC dues	\$833.33
10	7/10/2024	V0284323	Womens VB	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	VBall dues	\$115.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/10/2024	V0284324	Womens VB	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	VBall dues	\$833.33
10	7/10/2024	V0284323	Wrestling	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	WR dues	\$165.00
10	7/10/2024	V0284324	Wrestling	93 Assoc/Travel/Misc	NJCAA Coaches Assoc	WR dues	\$833.33
			Sum:	93 Assoc/Travel/Misc			\$34,497.42

10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/10/2024	V0284285	College Serv	94 Utilities/Ins/Support	Hub International Mtn. States	Insurance Autos	\$46,313.00
10	7/10/2024	V0284286	College Serv	94 Utilities/Ins/Support	Hub International Mtn. States	Commercial liability	\$63,174.00
10	7/10/2024	V0284289	College Serv	94 Utilities/Ins/Support	Alliant Insurance Services Inc	Directors & officers	\$16,882.54
10	7/22/2024	V0284582	College Serv	94 Utilities/Ins/Support	Alliant Insurance Services Inc	APIP Cyber BBR + boost	\$16,379.03
10	7/29/2024	V0284769	College Serv	94 Utilities/Ins/Support	Hub International Mtn. States	Add 2018 Chevy Traverse	\$321.00
10	7/10/2024	V0284278	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	\$124.00
10	7/10/2024	V0284278	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Emergeny phones & YAB	\$406.65
10	7/10/2024	V0284278	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	\$213.98
10	7/10/2024	V0284278	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	\$1,242.92
10	7/10/2024	V0284278	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	\$161.53
10	7/10/2024	V0284278	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	\$52.45
10	7/15/2024	V0284399	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	\$172.06
10	7/22/2024	V0284568	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone service	\$99.03
10	7/10/2024	V0284277	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	July 24 cody center rent	\$3,539.12
10	7/10/2024	V0284264	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo heat jun24	\$106.93
10	7/15/2024	V0284508	Stu Success Prog	94 Utilities/Ins/Support	Mental Health Prof Licensing B	Licensed clinical social	\$129.00
10	7/24/2024	V0284637	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	jun july 24 ag rodeo wate	\$352.00
10	7/25/2024	V0284762	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	heat junjly24	\$127.40
			Sum:	94 Utilities/Ins/Support			\$149,796.64

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	7/24/2024	V0284669	Comm & Mktg	97 Other Operating Exp	Plaza Diane	Plaza Palooza mktg	\$250.00
10	7/15/2024	V0284506	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip postage	\$21.98
10	7/22/2024	V0284569	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	\$23.43
10	7/23/2024	V0284615	Computer Srv	97 Other Operating Exp	Shane Epping	Postage	\$250.00
10	7/22/2024	V0284575	Enroll Serv	97 Other Operating Exp	Transfer Visa	College fairs	\$900.00
10	7/29/2024	V0284765	Enroll Serv	97 Other Operating Exp	Sew Much More LLC	Tshirts	\$2,156.35
10	7/23/2024	V0284622	Library	97 Other Operating Exp	Ebsco Information Services	Periodical renewals	\$14,000.00
10	7/25/2024	V0284683	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	\$54.68
			Sum:	97 Other Operating Exp			\$17,656.44
			Sum:				\$333,485.97

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/22/2024	V0284571	Trustees Board	91 Supplies	Transfer Visa	Bottled water	\$12.58
			Sum:	91 Supplies			\$12.58

11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/22/2024	V0284563	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fees	\$15.00
11	7/22/2024	V0284564	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fees	\$15.00
11	7/29/2024	V0284774	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	July 2024 legal services	\$23.00
			Sum:	92 Servs/Fees/Repr/Maint			\$53.00

11 One Mill Fund							
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/3/2024	V0284244	1M College Services	93 Assoc/Travel/Misc	Higher Learning Commission	FTE Dues, renewal	\$5,592.30
11	7/16/2024	V0284523	1M College Services	93 Assoc/Travel/Misc	CASE	Dues-09-01-24 to 08-31-25	\$1,545.00
11	7/16/2024	V0284535	1M College Services	93 Assoc/Travel/Misc	Global Music Rights LLC	College & Univ license	\$500.00
11	7/22/2024	V0284571	1M College Services	93 Assoc/Travel/Misc	Transfer Visa	Parade candy	\$129.18
11	7/17/2024	V0284545	Human Resource	93 Assoc/Travel/Misc	ESI Employee Assistance Group	Employee Assistance renew	\$6,926.04
			Sum:	93 Assoc/Travel/Misc			\$14,692.52
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/10/2024	V0284288	1M College Services	94 Utilities/Ins/Support	Alliant Insurance Services Inc	Property insurance	\$248,469.17
			Sum:	94 Utilities/Ins/Support			\$248,469.17
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/11/2024	V0284371	Human Resource	97 Other Operating Exp	Kevin P. Orr	Electrician interview exp	\$687.75
11	7/22/2024	V0284570	Human Resource	97 Other Operating Exp	Transfer Visa	Job Ads-2 positions	\$335.00
11	7/22/2024	V0284575	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$70.80
11	7/23/2024	V0284616	Human Resource	97 Other Operating Exp	Bruce Barnhart	Lodging, mileage reimburs	\$273.39
11	7/24/2024	V0284673	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	\$57.32
			Sum:	97 Other Operating Exp			\$1,424.26
11 One Mill Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	7/24/2024	V0284670	1M College Services	98 Expend--Capital/Equip	Denny Menholt - Billings	2018 Chevy Traverse	\$32,599.00
			Sum:	98 Expend--Capital/Equip			\$32,599.00
			Sum:				\$297,250.53

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/22/2024	V0284580	Print Srv	91 Supplies	Transfer Visa	Envelopes	\$287.40
12	7/10/2024	V0284300	Res Halls	91 Supplies	KB Commercial Products	Stripper, gloves, scrub	\$1,212.69
12	7/17/2024	V0284543	Res Halls	91 Supplies	Casper Tin Shop LLC	Colter hall:refrigerant	\$1,000.00
12	7/24/2024	V0284631	Res Halls	91 Supplies	KB Commercial Products	L & C floors-stripper	\$682.85
12	7/24/2024	V0284676	Res Halls	91 Supplies	Transfer Visa	Tools, coffee maker	\$366.67
12	7/25/2024	V0284683	Res Halls	91 Supplies	Synchrony Bank/Amazon	A/C units	\$909.97
12	7/25/2024	V0284683	Res Halls	91 Supplies	Synchrony Bank/Amazon	Paper towels	\$267.35
			Sum:	91 Supplies			\$4,726.93
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/11/2024	V0284372	Food Service	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Fire extinguisher/hood	\$260.00
12	7/26/2024	V0284764	Food Service	92 Servs/Fees/Repr/Maint	Transfer Visa	Motor, wheel assembly	\$1,122.14
12	7/11/2024	V0284372	Res Halls	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Fire extinguisher inspect	\$680.00
12	7/17/2024	V0284551	Res Halls	92 Servs/Fees/Repr/Maint	Permanent Software Group Operations	Software	\$15,468.08
12	7/11/2024	V0284372	Trap Vil Main	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Fire extinguisher inspect	\$100.00
12	7/10/2024	V0284310	Trap Vil West	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	TV West plumbing repairs	\$448.39
12	7/11/2024	V0284372	Trap Vil West	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	Fire extinguisher inspect	\$815.00
12	7/24/2024	V0284630	Trap Vil West	92 Servs/Fees/Repr/Maint	3B's Plumbing	TV West:1309 Bayshore	\$135.00
			Sum:	92 Servs/Fees/Repr/Maint			\$19,028.61
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/10/2024	V0284315	Motor Pool	93 Assoc/Travel/Misc	NWC Accounts Receivable	Driver per diem	\$33.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	93 Assoc/Travel/Misc			\$33.00
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/10/2024	V0284277	Food Service	94 Utilities/Ins/Support	Park County Clerk	July 24 kitchen rent	\$1,000.00
12	7/10/2024	V0284278	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	\$3,400.00
12	7/24/2024	V0284632	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	\$368.00
12	7/25/2024	V0284762	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	halls	\$53.53
12	7/24/2024	V0284632	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main cable	\$476.53
12	7/25/2024	V0284762	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	tvmain	\$6.01
12	7/24/2024	V0284632	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West cable	\$1,255.61
			Sum:	94 Utilities/Ins/Support			\$6,559.68
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/24/2024	V0284629	Conf/Facility	97 Other Operating Exp	Sodexo Operations LLC	Conf staff meals	\$374.40
12	7/24/2024	V0284629	Conf/Facility	97 Other Operating Exp	Sodexo Operations LLC	Summer conf meals	\$23,228.50
12	7/10/2024	V0284265	Motor Pool	97 Other Operating Exp	Prevost	cc19 windshield	\$1,066.00
12	7/18/2024	V0284556	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	cc15 & cc19 parts	\$571.20
12	7/18/2024	V0284557	Motor Pool	97 Other Operating Exp	R & A Safety LLC	dot random screening	\$90.50
12	7/18/2024	V0284560	Motor Pool	97 Other Operating Exp	Prevost	cc15 & cc19 parts	\$858.72
12	7/18/2024	V0284561	Motor Pool	97 Other Operating Exp	Wyoming Dept Transportation	new 2025 plates for all	\$600.00
12	7/24/2024	V0284638	Motor Pool	97 Other Operating Exp	R & A Safety LLC	dot random d giesick	\$181.00
12	7/26/2024	V0284764	Motor Pool	97 Other Operating Exp	Transfer Visa	DOT physical	\$70.00
12	7/29/2024	V0284770	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	VIN inpection 2018 Chevy	\$10.00
			Sum:	97 Other Operating Exp			\$27,050.32

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	7/26/2024	V0284764	Trap Vil West	99 Exp-New Constr/Cap Impr	Transfer Visa	TV West furnace	\$2,437.20
			Sum:	99 Exp-New Constr/Cap Impr			\$2,437.20
			Sum:				\$59,835.74

14 Comm Serv/Non-Credit Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	7/10/2024	V0284356	Paint The Town Red	93 Assoc/Travel/Misc	Powell City of	Banner PTTR	\$100.00
14	7/10/2024	V0284357	Paint The Town Red	93 Assoc/Travel/Misc	Powell City of	PTTR Noise/dance permit	\$10.00
14	7/17/2024	V0284547	Paint The Town Red	93 Assoc/Travel/Misc	NWC Foundation	Rope	\$17.99
			Sum:	93 Assoc/Travel/Misc			\$127.99
			Sum:				\$127.99

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	7/25/2024	V0284683	Workforce Dev	91 Supplies	Synchrony Bank/Amazon	Ink, cleaners, office sup	\$577.73
15	7/23/2024	V0284614	Wyo Works CDL	91 Supplies	R & A Safety Training	Testing CDL	\$90.50
			Sum:	91 Supplies			\$668.23

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	7/11/2024	V0284362	Wyo Works CDL	92 Servs/Fees/Repr/Maint	TKO Auto Repair LLC	July 24 CDL truck lease	\$2,500.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,500.00

15 Continuing Educ Fund							
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	7/10/2024	V0284290	Wyo Works CDL	94 Utilities/Ins/Support	Hub International Mtn. States	CDL program renewal	\$12,745.00
			Sum:	94 Utilities/Ins/Support			\$12,745.00

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	7/25/2024	V0284683	Wyo Works CDL	97 Other Operating Exp	Synchrony Bank/Amazon	Glass cleaner, paper	\$266.54
			Sum:	97 Other Operating Exp			\$266.54
			Sum:				\$16,179.77

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	7/25/2024	V0284683	State WIP Makerspace II	91 Supplies	Synchrony Bank/Amazon	80 wood birdhouse kits	\$2,719.20
			Sum:	91 Supplies			\$2,719.20

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	7/10/2024	V0284332	Library One Time	93 Assoc/Travel/Misc	OCLC Inc	CC state E-resources	\$2,227.91
22	7/10/2024	V0284333	Library One Time	93 Assoc/Travel/Misc	Ebsco Information Services	CC state E resources	\$8,129.00
22	7/11/2024	V0284366	Library One Time	93 Assoc/Travel/Misc	Proquest	CC state E resources	\$9,294.56
22	7/11/2024	V0284367	Library One Time	93 Assoc/Travel/Misc	Teton Data Systems	CC state E resources	\$7,921.28
22	7/11/2024	V0284368	Library One Time	93 Assoc/Travel/Misc	Infobase Learning	CC state E resources	\$11,497.48
			Sum:	93 Assoc/Travel/Misc			\$39,070.23

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	7/22/2024	V0284579	Nelson Shoemaker Libra	97 Other Operating Exp	Transfer Visa	Billings Gazette subscrip	\$675.00
22	7/24/2024	V0284679	WIP Software Dev & App	97 Other Operating Exp	Transfer Visa	Google ads -software	\$499.88

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:	97 Other Operating Exp			\$1,174.88
			Sum:				\$42,964.31

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	7/25/2024	V0284683	Student Center	91 Supplies	Synchrony Bank/Amazon	Dispensors for new bldg	\$646.70
			Sum:	91 Supplies			\$646.70

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	7/25/2024	V0284690	Ashley Hall	92 Servs/Fees/Repr/Maint	Plan One Architects	Design consult Ashley	\$1,386.85
			Sum:	92 Servs/Fees/Repr/Maint			\$1,386.85

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	7/10/2024	V0284287	Student Center	98 Expend--Capital/Equip	Office Scapes of Denver LLC dba Sla	Furniture storage July 24	\$1,740.00
			Sum:	98 Expend--Capital/Equip			\$1,740.00

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	7/10/2024	V0284276	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley hall	\$25,000.00
71	7/22/2024	V0284581	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley	\$20,000.00
71	7/29/2024	V0284771	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley hall labor	\$10,000.00
71	7/25/2024	V0284684	Trap Vil Main	99 Exp-New Constr/Cap Impr	Apex Mechanical LLC	TV Main Bldg B boiler	\$21,505.00
71	7/25/2024	V0284685	Trap Vil Main	99 Exp-New Constr/Cap Impr	Apex Mechanical LLC	Boiler replacement Bldg C	\$21,505.00
71	7/25/2024	V0284686	Trap Vil Main	99 Exp-New Constr/Cap Impr	Apex Mechanical LLC	Boiler replacement Bldg E	\$21,505.00
			Sum:	99 Exp-New Constr/Cap Impr			\$119,515.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			Sum:				\$123,288.55

76 Major Maintenance

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	7/29/2024	V0284768	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math MAU project	\$2,520.00
			Sum:	92 Servs/Fees/Repr/Maint			\$2,520.00

76 Major Maintenance

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	7/16/2024	V0284538	Moyer CC AC	94 Utilities/Ins/Support	Point Architects	Card access security	\$687.50
76	7/29/2024	V0284768	Moyer CC AC	94 Utilities/Ins/Support	EDA Consulting Engineers	Campus Access & control	\$875.00
			Sum:	94 Utilities/Ins/Support			\$1,562.50

76 Major Maintenance

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	7/10/2024	V0284354	Campus Paving	99 Exp-New Constr/Cap Impr	Steve Decker Construction	Cabre North/JFC East	\$7,200.00
76	7/10/2024	V0284346	Fab Bldg	99 Exp-New Constr/Cap Impr	Safetech Inc	FAB roof storage	\$2,380.00
76	7/17/2024	V0284543	Fab Bldg	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	FAB condensor project	\$3,000.00
76	7/17/2024	V0284543	Moyer CC AC	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	Moyer condensor project	\$2,000.00
76	7/19/2024	V0284562	NPA Liberal Arts	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	NPA: life health safety	\$5,492.88
			Sum:	99 Exp-New Constr/Cap Impr			\$20,072.88
			Sum:				\$24,155.38

			Sum:				\$897,288.24
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Operating Funds – As of June 30, 2024

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,821,813	4,053,280	231,468	106%			
Fees	1,167,000	1,216,632	49,632	104%			
State Appropriations	12,210,826	12,478,600	267,774	102%			
Local Tax Levy	3,972,000	4,488,123	516,123	113%			
Other Sources	510,658	557,113	46,455	109%			
Reserve Utilization			0	0%			
Total Revenue	21,682,297	22,793,748	1,111,451				
Expenditures by Program							
					On Budget	Monitor	Concern
Instruction	7,680,544	6,934,867	745,677	90%			
Public Service	96,455	39,488	56,967	41%			
Academic Support	1,714,940	1,371,251	343,689	80%			
Student Services	3,280,780	3,268,714	12,066	100%			
Institutional Support	5,594,102	4,529,244	1,064,858	81%			
Operations and Maint/Plant	2,539,476	2,502,895	36,580	99%			
Scholarships	776,000	856,005	-80,005	110%			
Total Expenditures	21,682,297	19,502,466	2,179,831				

Comments

Tuition and Fees- FY 2024 budgets were built on FY23 actual enrollment 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.

Expenditures by Program- Northwest College monitored FY 2024 expenditures throughout the year compared to realized revenues, encouraging cost savings whenever possible. Northwest College concluded the year with over \$1,000,000 in revenue surplus and \$2,000,000 in expenditure surplus. Northwest College intentionally worked to review and minimize all expenditures so surplus funds could be utilized toward the Student Center project, the soccer fieldhouse, Ashley Hall, and the Orendorff renewal. Operational expenditures to budget were tight in some programs and more flexible in others through operation, salary, and contingency savings. Scholarship expenditures exceeded budget projections due to higher out-of-state enrollment levels and higher Welcome to Wyoming Scholarships.

Auxiliary Fund – As of June 30, 2024

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,012,800	1,118,633	105,833	110%			
Residence Halls	1,272,968	1,320,681	47,712	104%			
Bookstore	20,000	26,431	6,431	132%			
Copy Center	177,143	91,693	-85,450	52%			
Motor Pool	213,950	181,022	-32,928	85%			
Other	733,267	804,525	71,258	110%			
Total Revenue	3,430,128	3,542,983	112,855				
Expenditures by Service							
Food Service	1,012,800	1,182,206	-169,406	117%			
Residence Halls	1,272,968	1,177,780	95,189	93%			
Bookstore	20,000	0	20,000	0%			
Copy Center	177,143	126,400	50,743	71%			
Motor Pool	213,950	186,952	26,998	87%			
Other	733,267	741,600	-8,333	101%			
Total Expenditures	3,430,128	3,414,937	15,191				

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.

August 12, 2024

TO: Board of Trustees

FROM: Lisa Watson, President

RE: Northwest College FY2025 Contracts

The Northwest College Trustees requested a schedule of current contractual arrangements or Memorandums of Understanding. Attached is the list of active agreements for FY2025.

Northwest College Contracts FY 25

Vendor	Subject	Date Signed			Revenue Generating	Contracted Expenditures
		(by President)	Effective Date	Date Expired		
Amy Williams Kustomizations	Licensing Agreement	07.08.2019	07.01.2019	Ongoing	6.5% royalty	
BOCES	Community Ed Services - PVCE	05.28.2024	07.01.2024	06.30.2025	\$ 100,000.00	\$ 100,000.00
Cody Mini Vend	Snack vending services	12.21.2011	12.21.2011	Ongoing	10% gross sales	
Pepsi	Pepsi	06.23.2021	07.01.2024	06.30.2026	30% vending + \$14,000	
Ag Workers Health Services	Lease	06.12.2023	03.01.2023	02.28.2026	\$ 38,343.80	
State of Wyoming	Lease - Enterprise Technology Services	01.13.2023	03.01.2023	06.30.2026	\$ 4,969.46	
State of Wyoming	Lease - Department of Revenue	10.20.2022	11.01.2022	06.30.2026	\$ 4,401.34	
State of Wyoming	Lease - State Engineer	10.15.2022	09.01.2022	06.30.2026	\$ 8,686.36	
State of Wyoming	Lease - Department of Education	08.01.2022	07.01.2022	06.30.2026	\$ 16,939.05	
Stutzman Inc.	Lease - 38 acres farm land	02.14.2024	03.01.2024	02,28,2027	\$110/acre	
Textbook Brokers	Online Bookstore Services Agreement	10.29.2020	10.29.2020	Ongoing	8% commission based	
ACT	Testing	06.27.2018	07.01.2018	Ongoing		Varies Monthly
Adobe	Software - state contract	07.01.2017	07.01.2017	Ongoing		\$11,170/annual
CampusReel	Video Platform for marketing purposes	09.23.2022	09.20.2023	09.19.2025		\$16,499/annual
Choice Aviation	MOU - Aviation Program	03.22.2023	08.01.2023	07.31.2026		\$75.00 - \$20,235.00
Cody Center	Rental Agreement	05.23.2024	06.01.2024	05.31.2025		\$5,463.47/month
DIGARC	Curriculum Software	07.13.2020	07.13.2020	Ongoing		NA Commission
Drata	Security & Compliance Automation Software	06.30.2023	07.01.2023	06.30.2026		\$7,500/annual
Element451	Admissions/Marketing Software	10.07.2020	11.01.2020	10.31.2025		\$57,091/annual
Ellucian	Software -Maintenance	09.16.2016	7.01.2016	Ongoing		\$54,426/annual
Ellucian	Grant Advisory Services	08.29.2023	10.01.2023	09.30.2026		\$164,976/annual
EREZLIFE Software, Inc.	Residence and Campus Life	06.10.2022	07.01.2022	Ongoing		\$14,030/annual
ESI Group	Employee Assistance Program	07.16.2024	08.01.2024	07.31.2025		\$6,926/annual
eThink	Moodle Hosting	04.28.2017	06.26.2017	Ongoing		\$24,637/annual
Examity	Test Proctoring	07.25.2017	07.26.2017	Ongoing		\$5,000/annual
Hanover Research	Academic Program Review	12.12.2023	12.13.2023	12.30.2026		\$99,500/annual
Hord Coplan Macht, Inc.	Soccer Fieldhouse	04.08.2024	04.08.2024	09.30.2024		\$98,470/project
Maxient -Student Conduct Records	Title IX Incident Reporting	06.20.2016	07.01.2016	Ongoing		\$4,500/annual
McGraw-Hill - Aleks Placement	Academic Lienses	09.21.2017	09.18.2017	Ongoing		\$15/per Student
MHP - Building Authority	Audit	07.17.2019	07.17.2019	Ongoing		\$5,300/annual
MHP - Northwest College	Audit	07.17.2019	07.17.2020	Ongoing		\$46,000/annual
nextSource	Adjunct Payroll Services	12.12.2023	12.12.2023	12.11.2026		varies by Adjunct
NICHE	recruiter package	10.17.2022	11.01.2022	10.31.2025		\$12,501/annual
NRCCUA	NRCCUA/ACT membership & ENCOURA Data					
NRCCUA	Lab Subscription	10.08.2020	10.08.2020	10.07.2024		\$2,340/annual
Norco	Cylinder Lease Welding Shop	04.01.2016	04.01.2016	03.31.2026		prepaid

NWC Foundation	MOU - term within 90 days	11.02.2017	11.02.2017	Ongoing	Employee costs
PeopleAdmin	SimpleHire Software - HR	07.09.2018	07.01.2019	Ongoing	\$10,949/annual
Powell Valley Healthcare	Sports Medicine Contract/Athletic Trainer	01.09.2023	01.09.2023	Ongoing	\$28,000/annual
PrestoSports	Athletics website	08.10.2020	11.01.2020	Ongoing	\$12,084.41/annual
Rainbow Gas Company	Natural Gas Sales Agreement	10.27.2023	11.01.2023	10.31.2024	Varies Monthly
Sodexo	Food service operations	06.21.2019	07.01.2019	06.30.2025	\$10,000/annual
Word Sprouts LLC	Computer systems consultant	08.27.2019	09.12.2019	Ongoing	\$100 - \$150 / hour
World Community Center	Lease Agreement - office	07.01.2023	07.01.2023	07.01.2025	\$130/month

August 1, 2024

TO: Board of Trustees

FROM: Lisa M. Watson, President, Dave Erickson, Interim Vice President for
Academic Affairs

RE: 2024 NWC Community Needs Survey - Hanover

As part of the NWC Strategic Plan 2030, Northwest College hired Hanover Research to assist with Pillar 1 – Innovate Academic Programming. As part of this effort, the College wanted to develop a current baseline and gather feedback from the Big Horn Basin service area. Hanover prepared and distributed a Community Needs Survey and presents the following report with the support of NWC institutional research and academic affairs.

The following is a synopsis of the report highlighting Opportunities and Key Findings. The full report is available and will be distributed campuswide.

Best regards,



Lisa M. Watson

President



COMMUNITY NEEDS SURVEY

Northwest College

August 2024

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INTRODUCTION



INTRODUCTION

OVERVIEW

KEY OBJECTIVES

- What are the educational needs and preferences of the surrounding community?
- How do community members currently engage with Northwest?
- What are community members' perceptions of Northwest?

SURVEY ADMINISTRATION & SURVEY SAMPLE

- Respondents were recruited through a QR code displayed on a postcard, which was distributed to an estimated 25,000 contacts within the service area of Northwest College. Further recruitment was conducted via social media, print advertisements, and word-of-mouth.
- The survey was administered online between March 2024 and April 2024 using the Qualtrics platform.
- The analysis includes a total of 221 respondents following data cleaning.
- Results are segmented by respondent category, employment status, education level, age, county, and NPS.
- Due to the small sample size ($n < 20$) of business owners, prospective students, K12 affiliates, and “none of the above,” these role categories were combined with the “community members” category.

INTRODUCTION

METHODOLOGY

- Sample sizes vary across questions as some questions only pertain to a subset of respondents.
- Conclusions drawn from a small sample size ($n < 20$) should be interpreted with caution.
- For full aggregate, segmented, and verbatim results, please consult the accompanying data supplement.
- Statistically significant differences (95% confidence level) between groups are noted with an asterisk (*).
- After data collection, Hanover identified and removed low-quality respondents.
- “Don’t Know or Not Applicable” responses, and equivalent, are often excluded from the figures and analysis in order to focus on respondents who did express an opinion.
- Percentages may sum to over 100% for questions where respondents could select more than one answer option.
- Data labels for values less than 5% may be removed from some figures to improve legibility.
- Question text and answer options marked with † are truncated for clarity and brevity.

RESPONDENT CHARACTERISTICS



RESPONDENT CHARACTERISTICS (1/2)



Respondent Category (n=221)

College Employees	19%
Community Members (Member of the local community, local business owner, K12 administrator/affiliate, and prospective student)	42%
Northwest Students (Current and former students)	39%
None of the above	<1%



Education Attainment (n=204)

Less than a high school diploma	2%
High school graduate (high school diploma or equivalent including GED)	6%
Some college but no degree	21%
Associate degree in college (2-year)	13%
Bachelor's degree in college (4-year)	25%
Master's degree	25%
Doctoral degree	1%
Professional degree (JD, MD)	5%
Prefer not to respond	2%



Region (n=221)

Montana	1%
North Dakota	<1%
Wyoming	99%



County (n=221)

Big Horn County	16%
Crook County	<1%
Laramie County	<1%
Lincoln County	1%
Natrona County	<1%
Park County	78%
Sheridan County	<1%
Washakie County	3%



Employment Status (n=204)

Employed full-time	47%
Employed part-time	12%
Self-employed	6%
Unemployed	1%
Stay-at-home parent/caregiver	2%
Student	16%
Retired	15%
Unable to work	0%
Prefer not to respond	<1%

RESPONDENT CHARACTERISTICS (2/2)



Gender (n=204)

Female	63%
Male	34%
Non-binary/Gender non-conforming	1%
Not listed/Prefer to self-describe	<1%
Prefer not to respond	1%



Ethnicity (n=204)

Asian	1%
American Indian or Alaska Native	<1%
Black or African American	<1%
Hispanic or Latin(o/a/x)	6%
Middle Eastern or North African	0%
Native Hawaiian or Pacific Islander	0%
White	89%
Not listed/Prefer to self-describe	3%
Prefer not to respond	4%



Age (n=204)

16-25	25%
26-35	7%
36-45	16%
46-55	17%
56-65	21%
66 or older	13%
Prefer not to respond	1%



Annual Income (n=204)

Less than \$50,000	22%
\$50,000 to \$99,999	30%
\$100,000 to \$199,999	30%
\$200,000 or more	5%
Prefer not to respond	13%

OPPORTUNITIES



OPPORTUNITIES

Based on survey results, Hanover suggests that Northwest College considers the following:



Prioritize the addition of career-focused programs in healthcare, medical fields, trades, technical skills, and computer sciences. Surveyed respondents identified Nursing, Workforce Training, and Healthcare as the most beneficial programs currently offered by Northwest College to the local community. Additionally, when inquiring about valuable programs not currently offered, the majority highlighted the need for expanded offerings in healthcare, technical skills, and computer/technology. Programs supporting workforce development and aligning with local industry needs were also highly valued for career success. Consequently, Northwest College should consider expanding its offerings in these key career-oriented fields as funding allows.



To attract local community members and prospective students, Northwest College should consider increasing the number of family-friendly events. Community members have shown a strong likelihood of participating in such events if they are made available by the College. Considering the College's reputation as a local, affordable, and convenient institution, increasing family-friendly events could enhance community engagement. This approach aligns with the College's strengths and addresses the need for increased local involvement.



Target community members by leveraging mail marketing, social media, and word-of-mouth through current and former students. Three-quarters of community members report becoming aware of Northwest College through mailed information, word-of-mouth, social media, and articles in newspapers, magazines, or blogs. Utilizing these channels to communicate about its program offerings will help increase community awareness of what Northwest College has to offer. Additionally, the College could implement referral programs, incentivizing current students and alumni to promote the school's programs. This strategy would not only enhance the reach but also improve brand awareness through the powerful tool of personal referral.

KEY FINDINGS



KEY FINDINGS (1/3)

- ❖ **Almost all respondents agree on the importance of having a college in the Big Horn Basin.** They highlight higher education opportunities for community members, job creation, an educated workforce, and community events that enrich and engage the community as some of the primary benefits.
 - ❖ Specifically, community members—including local business owners, K-12 administrators/affiliates, and prospective students—are more inclined to view higher education opportunities for the community (92%), providing an educated workforce (75%), offering community events (67%), and providing jobs for the community (66%) as significant advantages of having a college in the Big Horn Basin.
- ❖ **Workforce development programs and programs related to local industry are considered some of the most valuable credentials for career success.**
 - ❖ A strong majority of Northwest students, both current and former, value programs related to workforce development (82%) and local industry (80%).
 - ❖ Community members and College employees align with this trend, with 90% and 93% (respectively) valuing workforce development programs and 89% and 95% (respectively) valuing programs related to local industry.
- ❖ **When deciding where to apply for a higher education program, current, former, and prospective students primarily value factors related to cost, proximity, and academic quality and program offerings.** The most valued factors among students include financial aid and scholarships (74%), overall value for the cost (58%), and proximity to family/home (57%).
- ❖ **Programs focused on careers like nursing, workforce training, and healthcare, are among the most beneficial to the local community, according to respondents.** A significant number also view agriculture as a highly beneficial program for the local area. Moreover, when inquiring about programs not currently available that would benefit the local community, respondents predominantly identified programs related to healthcare and medical fields, trades and technical skills, and technology and computer sciences as top priorities.

KEY FINDINGS (2/3)

- ❖ **Northwest College is generally well-regarded for its flexible program format and financial aid and scholarships. However, among students, it is perceived less favorably in terms of employment prospects after graduation.** Specifically, 93% of students consider Northwest's "flexible program format" to be *good* or *excellent*, followed by "financial aid and scholarships" (89%); however, 63% of students consider the post-graduation employment prospects at Northwest College to be *good* or *excellent*. Similarly, 64% of non-students, which include members of the local community, Northwest College employees, local business owners, and K-12 administrators/affiliates, rate the college *good* or *excellent* for its involvement with the local community.
 - ❖ While a majority of students rate the academic quality at Northwest College positively (80%), non-students are even more likely to share this sentiment (89%).
- ❖ **Overall, respondents believe that Northwest College meets the needs of their community.** An overwhelming majority of college employees (93%) feel that Northwest College substantially or fully serves the community's needs. In contrast, 75% of community members and 77% of Northwest students share this view.
 - ❖ This sentiment is mirrored in the Northwest College Net Promoter Score (NPS): college employees predominantly act as promoters (82%), resulting in a high NPS of 77. This score is notably higher than those of community members (NPS 16) and Northwest students (NPS 26), indicating a significant disparity in perceptions among different groups. *Please see additional information about NPS scoring on [p. 29](#).*
- ❖ **Northwest College meets the needs of the local community by enhancing educational opportunities, providing a welcoming environment, and hosting community events.** Notably, college employees are significantly more likely to believe that Northwest College fulfills the community's needs across all areas evaluated in this survey. Northwest students and community members share this view, but to a lesser extent.
- ❖ **Top words that respondents associate with Northwest College are positive.** Overall, 68% of respondents associate the College with "community-minded," followed by "student-centered" (67%), "friendly/inviting" (67%), and "good reputation" (63%). In contrast, fewer respondents associate the College with "rigorous" (7%), "rigid" (4%), and "unfamiliar" (3%).

KEY FINDINGS (3/3)

- ❖ **About half of Northwest students express a high likelihood of enrolling in a college program in the next two years, a rate significantly higher than that of the other groups.** Students unlikely to enroll provide reasons including a lack of interest and the expectation of completing their current higher education program. In contrast, more than half of the community members and college employees indicate they are unlikely to enroll in a college program within the next two years. Their primary reasons include a lack of interest, old age and retirement, and already possessing higher education credentials
- ❖ **Among respondents likely to enroll in a college program within the next two years, most prefer either a part-time or full-time hybrid program.** College employees (76%) and community members (62%) are significantly more likely to plan to enroll in a part-time program, while Northwest students predominantly prefer full-time programs (68%). Interestingly, Northwest students (48%) and community members (38%) show a higher preference for a hybrid program. In contrast, college employees favor an on-campus program, presumably due to the convenience, as their work already requires them to be on campus.
- ❖ **Community members are most likely to participate in family-friendly events if offered by Northwest College.** Approximately half (49%) express interest in such events. A significant proportion of community members also indicate they would likely participate in band/orchestra concerts (39%), community lectures or events on current event topics (36%) or academic topics (36%), art/gallery exhibits (36%), and community enrichment activities (35%) if offered.

CITIZENS' OPEN FORUM GUIDELINES

Northwest College Board of Trustees

The Citizens' Open Forum shall be scheduled at 5 p.m. on the regular meeting day of the Northwest College Board of Trustees. The purpose of the forum is to provide an opportunity for Trustees to hear citizens' perspectives on various issues.

Speakers will be heard in the order in which they have submitted a form which identifies them as wishing to address the Board (see item 6).

1. The agenda time limit shall normally be 30 minutes.
2. By consent of the Board, the agenda time may be extended.
3. Each speaker shall speak no longer than six minutes. Each individual who wishes to address the Board at a particular meeting will have one opportunity to speak.
4. The Board President may stop the proceedings to determine if a speaker may continue.
5. Information may be submitted to the Board in writing.
6. A person wishing to speak shall identify himself/herself in writing (forms will be provided) and state whether or not he/she represents an opinion(s) of a group.
7. Presentations containing information or comments related to issues regarding an employee or other named individuals shall be prohibited at the Citizens' Open forum.
8. Following the Citizens' Open Forum, the Board President will announce to the participants that the Board will determine if the issue(s) presented should be addressed as an agenda item at a regular or special meeting.

The Citizens' Open Forum is not intended as a dialog between citizens and the Board of Trustees. Board members will listen to comments and may ask questions for clarity but will not respond to individual citizens.



July 31, 2024

TO: Lisa Watson, NWC President

FROM: Shelby Wetzel, NWC Foundation Executive Director

RE: Proposed names for specified areas in the Student Center

Following Board of Trustees review last fall of the college's Facility Naming Policy (#6610), the Naming Agreement template to be completed with donors, and potential designated named spaces, I am pleased to submit to you a list of proposed names linked to specific spaces in the new Student Center:

Annette Foulger Memorial Kitchen
Pinnacle Bank Coffee Shop
Nelson Family/First Bank of Wyoming Multipurpose Room
Taggart Family Stage
Marjorie Fryer Wilder Fireplace
Nickles Indoor Climbing
Nickles Outdoor Collective (Rec Co-op)
Watson Family Patio
Bonner Family Dining Plaza
Bob and Sandy Newsome Ariel Platform
Mark Custer Memorial Classroom
Clay and Lynne Cummins Veteran's Lounge
Lamplighter Foundation Group Room
John DeWitt Memorial Student Organization Lounge
Vogt Family Lookout
Bill and Karen Hayes Study Room
Charlotte Patrick Small Group Room
Rockhold Family Small Group Room
Shawn and Chris Warner Small Group Room
John Housel Conference Room
Dee Havig Residence Life Office
Big Horn Federal Gallery Wall
Carolyn Danko Family Room

3-D Display Boxes: In Memory of Jim Vogt
The Vogt Children: *Tammy, Jeff, Sharon and Sharlene*
Clark and Lora Jeffs
Brad and Mary Lou Cummings

After Board approval of these names, I will complete the formal paperwork for signature purposes with each donor.

Recommended Action: Approve naming of the designated Student Center spaces as noted above.

August 1, 2024

TO: Board of Trustees

FROM: Lisa M. Watson, President, Vice President for Administrative Services and Finance

RE: Ashley Hall Lobby and Student Lounge(s) renovation

In 2020, Northwest College developed a Residence Housing Master Plan. As part of that plan, phased improvements were identified in relation to renovation and maintenance. Ashley Hall was identified as suitable for long-term residence housing investment. Since then, significant improvements have been made to the exterior of the building, replacing the failed boiler and converting it to two boilers. The Resident Apartment was also completely remodeled. Additional renovations and major maintenance work are still needed. Funding and prioritization of projects are driven by the master plan and facilities planning.

With the stabilization and modest increases in housing occupancy combined with students' desire to select super-single options, Ashley Hall utilization has become a higher priority. The College has had several discussions about prioritizing improvements through a phased approach that considers time and money. In the spring of 2024, the Physical Plant began working on phased improvements to the main lobby, lower lounge, upper lounge, and upper landing. These spaces have not been improved since the building was completed in 1983. The goal of the project was to improve these living spaces so that they could be enjoyed by all students living in Ashley.

The College worked on the main lobby and upper landing but identified that additional structural engineering and contractor services would be needed to address the lower-level sunken seating area and structural beam improvements. With two carpenters working on the project, engineers and a general contractor were brought in with the technical skills to correct the structural problems and meet the completion timeline.

To date, the college has been able to fund the project with residence hall fundraising (\$142,500) and facilities endowment revenue (\$140,000) from the Foundation. The College plans to complete the project with auxiliary reserve funds.

Recommendation:

Trustees are requested to formally approve the Ashley Hall lobby and Student Lounge(s) project using Foundation Residence Hall Campaign funds, Facilities Improvements funds, and NWC auxiliary plant fund reserves. This project is not eligible for State Major Maintenance fund use. The Trustees are requested to approve up to \$80,000 in auxiliary plan funds.