

**NORTHWEST COLLEGE  
BOARD OF TRUSTEES MEETING**

Monday, October 14, 2024  
3 p.m. Facilities Master Plan Work Session  
4 p.m. – Business meeting  
Yellowstone Building, Room 105

Zoom: <https://nwc.zoom.us/j/99572580172?pwd=aEdlWTNlVlVXFFFTU1UekZyekdNbTRSdz09>  
By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 995 7258 0172; Password: 175940

**AGENDA**

- I. Call meeting to order**
- A II. Approve the agenda**
- A III. Consent agenda**
  - Minutes**
    - A. [Approve minutes of the regular meeting of September 9, 2024](#)
  - Reports**
    - A. Board President
    - B. [Board Committees](#)
    - C. [College President](#)
      - [Administrative Services and Finance](#)
      - [Academic Affairs](#)
      - [Student Services](#)
      - [Communications and Marketing](#)
      - [Constituent Group Reports](#)
      - [NWC Foundation](#)
      - [Student Center](#)
  - Financial reports**
    - A. [Check register](#)
    - B. [Other financial reports](#)
- IV. Discussion/informational items**
  - A. [NWC Strategic Plan update](#)
  - B. [President’s Operational Plan 2024](#)
  - C. [President’s Operational Plan 2025](#)
  - D. [Longitudinal Enrollment Report](#)
- V. Citizens’ Open Forum (5 p.m.)**

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

**A VI. Unfinished business**

**A VII. New business**

- A. [Major Maintenance project adjustments](#)
- B. [Name Change Resolution – First Reading](#)

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

- A. November 11, 2024, Upcoming
  - 1. Concurrent and Dual Enrollment Summary Report
  - 2. Preliminary audit report
  - 3. Statewide legislative update
  - 4. Nomination committee for Board Officers
  - 5. Holiday party
  - 6. Other TBD
- B. Future and follow-up topics

**IX. Announcements**

- A. Second Half-term classes, Oct 15, 2024
- B. “Al” Johnson Inv. Forensics Tourn., Oct 18-19, 2024, Colorado Springs
- C. Volleyball vs. WWCC, October 19, 2024, 6:00 p.m., Rock Springs
- D. ACCT Leadership Congress, October 23-26, 2024, Seattle, WA
- E. Stothart Readings, Oct 24, 2024, 12:00 p.m., Hinckley Library
- F. Volleyball vs. EWC, Oct 25, 2024, 6:00 p.m., Cabre Gym
- G. Soccer Region IX Tournament Semi-Finals, Oct 26, 2026, TBA
- H. Volleyball vs. LCCC, Oct 26, 2024, 2:00 p.m., Cabre
- I. Volleyball vs. CWC, Oct 29, 2024, 6:00 p.m., Cabre
- J. Board of Trustees Candidate Forum, Oct. 29, 2024, 6:00 p.m., FAB 70
- K. Soccer Region IX Tournament Finals, Nov 2, 2024, TBA
- L. Volleyball vs. Gillette, Nov 2, 2024, 2:00 p.m., Gillette
- M. Advising Day and Early Registration for Spring 2025, Nov 5, 2024
- N. Volleyball Region IX Tournament, Nov 6-9, 2024, TBA
- O. Wrestling vs. U of Providence, Nov 8, 2024, 6:00 p.m., Cabre
- P. Next meeting, November 11, 2024, 4:00 p.m., Yellowstone Building
- Q. Buffalo Feast, November 14, 2024, 6:00 p.m., Yellowstone Building

**A X. Adjournment**

**A=Action item**

**MISSION:**

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

Cultivate community

Prepare students for transfer, career and life

be **Student centered**

Retain and graduate students

be Forward thinking

**VISION 2030:**

**CHAMPION**  
Student & Employee Success

**INNOVATE**  
Academic Programming

**VISION 2030**

**REVITALIZE**  
NWC Campus

**ATTRACT**  
Students & Employees

**DISTINCTION**

**DESTINATION**

***Board Priorities***  
**FY 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**

September 9, 2024

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. TOM HAVRON, Vice President for Student Services; MS. SUSAN ADKINS; MS. JILL ANDERSON; MS. ANNA CRAGOE; MS. ELAINE DEBUHR; DR. JAY DICKERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MR. CODY HELENBOLT; MR. JEREMIAH HOWE; MS. FAITH JOHNSON; MS. KORI JORDAN; MS. DAWN KASINGER; MS. SUSAN LARSEN; MS. JEN LITTERER-TREVIÑO; MS. CAREY MILLER; MS. SUE NORRIS; DR. ASTRID NORTHRUP; MR. SHANE OGDEN; MR. KEVIN ORR; MR. DENNIS QUILLEN; DR. CAMMY ROWLEY; MS. JEN SCHNEIDER; MR. KEITH SMITH; MS. LISA SMITH; MR. TED SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MR. OSCAR TREVIÑO; MS. MAUREEN WALSH; MS. SHELBY WETZEL; MR. RONNIE WOLFE; MR. TYLER YATES; MS. BEKKI ZEIGLER; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

**CALL TO ORDER:** President Tara Kuipers called the regular meeting of the Northwest College Board of Trustees to order on Monday, September 9, 2024, at 4:06 p.m. in the Yellowstone Building.

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

**MISSION MOMENT** President Watson introduced new and reassigned employees to Trustees.

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

President Watson clarified that the payment listed in the check register to Beartooth Environmental Inc. is for the disposal of dated chemicals.

In response to a question from Trustee Housel, President Watson stated that the VA regulatory audit ensures that the College is in compliance with the services offered. The military offers many programs that aren't utilized in our area; however, the audit ensures the College is prepared to provide automatic access for students when necessary.

Trustee Kuipers congratulated GEAR UP on being re-funded for another seven years. She stated that she appreciated seeing the baseline requirements for each objective and that Northwest College GEAR UP is exceeding the objectives remarkably.

Trustee Kuipers expressed her appreciation to everyone who helped make Paint the Town Red a successful event. In reading the reports, she noted that it takes many individuals and departments to accomplish such a feat.

President Watson informed the Trustees that preliminary numbers indicate fall enrollment has increased. From the same time last year, headcount is currently up 6%, and FTE is up 7%. Nationally, universities are reaching pre-pandemic enrollment levels, and community colleges are beginning to gain as well.

**Motion carried, and the consent agenda, including the minutes of the**

**August 12, 2024, regular meeting, was approved.**

**DISCUSSION/  
INFORMATIONAL ITEMS:**

**PACE Survey Results**

Lisa Smith stated that the PACE survey is conducted every other year and measures employee satisfaction by agreement levels with various statements. The survey was conducted in the spring of 2024. Of the 244 employees surveyed, 122 (50%) responded. She noted that the response rate is lower due to an 8% response rate by part-time faculty. This is typical in higher education, and all other Constituency groups responded at a very high rate.

Overall, the results are very positive and higher than those of all the comparison groups (NWC 2022 results, PACE norm base, and other institutions of similar size).

The questions are divided into four climate factors: institutional structure, student focus, supervisory relationship, and teamwork. Institutional structure generally scores the lowest of the group, which is true nationally, yet Northwest College scores higher than the comparison groups. Ratings were also higher in the other three categories than in all comparison groups.

Professional Staff rated the campus climate the highest, followed by Classified Staff and full-time faculty. There were too few part-time faculty responses to include, which could compromise privacy.

The full report breaks out all the questions by percent of agreement, highest to lowest. The first two pages include the top two-thirds of the questions of the highest agreement. For instance, all employees strongly agreed that they understood their responsibilities regarding anti-harassment and anti-discrimination. They also agreed that the institution follows a defined process for harassment, discrimination, and sexual misconduct. The bottom two questions with the least agreement were whether employees were paid fairly for their work and whether they had the opportunity for advancement within the institution.

The latest survey asked additional questions on employee engagement and student success practices that have not been asked before. The twelve questions related to employee engagement show very high engagement by employees. Most of the student success practice questions scored high. Some areas that scored lower indicate opportunities for improvement, while others are not areas the College has control over, such as tracking student employment after leaving the institution.

In response to a question from Trustee Laursen, Lisa stated the survey was open for response for four weeks, from mid-February to mid-March.

**Big Horn Basin  
High School Report**

Lisa stated that the report summarizes student enrollment, retention, and performance for students from the College's service area high schools the year following their high school graduation.

The three-year average number of high school students in the Big Horn Basin was (BHB) 526. Of those, 117 (22%) enrolled at Northwest College. Over the past few years, the College has seen a gradual decline in the percentage of students who enrolled from area high schools (average 20%). However, in 2023, 24% enrolled at NWC, the highest rate since before the pandemic.

On average, of the area high school graduates who enrolled at Northwest

College, 81 have taken dual or concurrent courses, which is 15% of the total graduating population.

Typically, Lovell High School sends the highest percentage of its graduates to Northwest College, followed by Powell High School and Shoshone Learning Center. The lowest percentage comes from Worland, Meeteetse, and Heart Mountain Academy.

In the Fall of 2023, 23% of all Northwest College first-time, full-time students were placed into developmental writing classes, similar to the BHB graduates at 22%. BHB graduates who were previously dual or concurrent students were placed into developmental courses at lower rates (11%). Similarly, 62% of all Northwest College first-time, full-time students were placed into developmental math, 61% of BHB graduates, and 49% of former dual or concurrent students.

Of Fall 2022 students, 58% of all Northwest College first-time, full-time students, 46% of BHB graduates, and 42% of BHB concurrent or dual enrolled graduates returned in Fall 2023. These rates fluctuate regularly and are something the College will continue to monitor.

The report indicates that of students who started in the Fall of 2020, 35% of all first-time, full-time students graduated within three years, 33% of BHB graduates, and 37% of BHB concurrent or dual students. These percentages are lower than previous graduation rates and are likely affected by the pandemic.

The report is helpful as the College forms its Strategic Enrollment Plan. Multiple departments have also utilized the report to revamp the Trapper Scholarship program, allowing additional funding opportunities for students. The College anticipates that the increased scholarship award levels, along with increased recruitment and marketing efforts, will positively impact BHB enrollment. A newly implemented dual enrollment application and registration form will improve the capture of dual student information. The College is also increasing the involvement of parents in the recruitment process through targeted communication with the parent audience.

Trustee Kost stated that he feels the College should target more of the alternative school graduates from Shoshone Learning Center and the Heart Mountain Academy as he feels the College is better able to serve them than other schools.

In response to a comment from Trustee Kost, Lisa stated that the College has a report that breaks down the performance of BHB students who enroll at Northwest College by each district. He feels it would be essential to share the information with the individual schools so they can determine how well they are preparing their students for success in their first year of college.

President Watson stated that to find ways the College can better serve the area school districts, it is working with Hanover Research to conduct in-depth interviews with superintendents and principals this fall. Similar interviews will occur with counselors and interested teachers in the spring.

Distribute Board Self-assessment  
and President's Evaluation

President Watson stated that Keli would email the Board Self-Assessment and President's Evaluation documents to be completed before the fall Board Retreat. She will also send a Doodle Poll with potential dates to determine a date for the Retreat that works within everyone's schedule.

**CITIZENS' OPEN FORUM**

The Citizens' Open Forum convened at 5:00 p.m.

Astrid Northrup, Professor of Engineering and Mathematics and Chairperson of the STEM Division, stated she wished to speak in favor of changing Northwest College's name to Yellowstone College. While there are many reasons to change the name, she hopes to address the negative result of keeping the name Northwest College.

As a faculty member, she regularly has to explain to students, parents, and other faculty members across the state that Northwest College (NWC) is not in Sheridan (NWCCD). The two colleges' names and abbreviations are very similar and nearly indistinguishable.

The previous week, Astrid contacted an assistant lecturer from the University of Wyoming regarding an anticipated student transfer. Several minutes into the conversation, Astrid realized the lecturer had confused Northwest College with NWCCD, even though the individual was originally from the Big Horn Basin.

Astrid feels that if a Big Horn Basin native is confused by the two names, it must be even more confusing to other potential students and their parents. For this reason, she asks the Board to consider the resolution.

Chair Kuipers read a prepared statement by Clay Cummins, a Foundation Board member who could not attend the meeting in person or via Zoom.

Mr. Cummings attended Northwest College, graduating in 1961. After a career in the Army, he returned to the Billings area. Clay reconnected with the College in the early 1980s, joining the Alumni Association Board in 1998 and eventually the Foundation Board.

Mr. Cummings stated that he did not favor the name change when it was discussed a few years ago. After reading the resolution, he found no new information to change his mind. He noted concerns about the cost and the importance of focusing on greater priorities and requested the Board to return the issue to the "back burner" where it should remain.

**A UNFINISHED BUSINESS:**

There were no unfinished business items on the agenda.

**A NEW BUSINESS:**

Resolution by Ad hoc Name Change Committee to change the name of Northwest College to Yellowstone College

Trustee Housel stated that the College President ordinarily brings Board action items. However, in this instance, the proposed resolution is being brought to the Board for consideration by the Ad Hoc Committee. The resolution originated with the committee and was drafted by Trustee Housel based on his independent research and available information. He did share a dialogue with President Watson regarding the commonality of the name, which causes confusion within the state and beyond. However, committee members feel it's important to note that President Watson can remain neutral, oppose, or support the proposal as she sees fit.

The Resolution has been presented in the Board packet as a first reading and will also be available on the College website. Input will be gathered before the October 14, 2024, meeting. Trustee Housel also invites anyone who chooses to speak during the Citizens' Open Forum during the October meeting to do so. The Committee would like to garner as much input as possible and allow all Trustees time to review and consider all comments made before making a decision. The Ad Hoc Name Change Committee will then meet again to determine if the Resolution should go forward as it is written, if modifications



need to be made, or if they choose not to bring it forward. If brought forward and a motion is made, followed by a second, it would be up for a vote at the November 11, 2024, meeting.

Trustee Housel felt that including the college's history in the Resolution was important. The Resolution also describes the events that led to the consideration of changing the name.

The College held community input sessions in December 2019 and January 2020 as part of the strategic visioning process. In July 2020, the Board initiated the rigorous and time-consuming institutional transformation process. Many comments made during both processes indicated that the College should consider rebranding or renaming to stand out and become more attractive to prospective students. As a result of the transformational work, the Board identified a Destination and Distinction vision to support the development of a strategic plan or core model options for the future of the College. A Strategic Plan was then developed that incorporated the core ideas and how they would be implemented.

As a twenty-year member of the Board, Trustee Housel feels that the commonality of the name to other institutions is what brought about the idea of changing the name. Many other institutions of higher learning share the same or a very similar name, causing confusion. He feels a name change would help the College differentiate itself.

Trustee Housel invited anyone with questions or comments to contact Board members or to attend the meeting in October. He also asked members of the Board to reserve judgment until the November meeting.

As a point of clarification from President Kuipers, Trustee Housel stated he and Trustee Wurzel serve on the Ad Hoc Name Change Committee, as does President Kuipers in her capacity as Board President.

Trustee Kost stated that he has concerns about changing the name and is unclear about the purpose. He noted that many entities share similar names, and while there is confusion, he doesn't feel that the name itself is what attracts students. The goal and focus of the College should be the students themselves. He questions whether changing the name meets the needs of the students and notes that the College should focus on moving forward in how students today learn, work, and what they want to become. Students will want to attend a college with the programs they best identify with.

Trustee Kost questioned whether the College would need to develop programs that align with the name and if the cost of the name change would eventually outweigh what the College is trying to achieve. He does not feel that the Resolution outlines a plan or direction the College will take or what it tries to achieve by changing the name. He thinks everything the College does should represent the students and what it tries to achieve in their best interests.

Trustee Laursen stated that Yellowstone College only represents a small part of our service area, which is the Big Horn Basin. She feels that area students may feel they are unwanted at Yellowstone College. She feels extensive research is needed regarding what the College represents and what it hopes to gain with a name change.

Trustee Laursen stated that she hears people in the community struggle financially. The College needs to appeal to adult learners, and if it spends money on a name change, she feels there could be potential backlash from that sector of potential students.

President Kuipers stated that while the Resolution creates enthusiasm and excitement, it also comes with gaps. She missed the preliminary conversations of the Committee’s early work before becoming the Board President. In working through the Resolution, she hopes to reconcile her duties as a Trustee as they relate to the Strategic Plan.

President Kuipers noted that the Board approved the Strategic Plan in November 2022. Its two overarching qualities are Destination and Distinction, and it includes a commitment to two items contradicting the Resolution. Pillar 2, Strategy 1, Tactic 6, “Explore and develop a significant college rebranding effort...,” and Tactic 7, “Explore the feasibility of renaming the College as part of the rebranding effort; build a case documenting who/what/why/when/how and cost; present findings to the NWC Board of Trustees, as requested, for their consideration.” She stated that these elements of the Strategic Plan are crucial to the renaming issue. She feels that the Resolution opposes what the Board committed to when unanimously approving the Strategic Plan.

President Kuipers stated that it is not her intent to say that she does not have sincere enthusiasm for renaming the College but feels that her vote to support the Strategic Plan may oppose approving the name change without the supporting research and data.

Trustee Kost stated that the community knows about the budget cuts that the college has endured. The conservative Legislature has also stressed the need for educational entities to cut costs. He questions if the costs associated with the name change would be received positively.

President Kuipers thanked Trustee Housel and Trustee Wurzel for their time and commitment to the Ad Hoc Committee. She invited and encouraged members of the Northwest College community to share their input, as the decision has many facets. The October meeting will allow further conversation among Trustees and Citizens to provide their thoughts. The Committee will then meet for consideration and review before the November meeting when they choose to amend the Resolution, drop it, or bring it forward as it is currently drafted.

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

October 14, 2024, upcoming:

- Facilities Master Plan Work Session
- President’s Operational Plan 2024
- President’s Operational Plan 2025
- Strategic Plan Update
- Longitudinal Enrollment Report
- Other TBD

**ANNOUNCEMENTS:**

President Watson announced that all Retention Basin and Storm Drainage project documents have been finalized and signed.

Volleyball vs. Rocky Mountain College, Sept. 10, 2024, Billings, MT  
President BBQ & Student Club Fair, September 11, 2024, Campus Mall  
Volleyball-Trapper Invitational, Sept. 12-14, 2024, Powell, WY  
Men’s Soccer vs. CWC, Sept. 13, 2024, 3:30 p.m., Riverton, WY  
Women’s Soccer vs. WWCC, Sept. 14, 2024, 1:00 p.m., Powell, WY  
Volleyball vs. Miles CC, Sept. 18, 2024, 6:00 p.m., Miles City, MT  
Volleyball vs. Dawson CC, Sept. 19, 2024, 7:00 p.m., Glendive, MT

Volleyball vs. Williston State, Sept. 20, 2024, 10:00 a.m., Williston, ND  
Women's Soccer vs. Trinidad, Sept. 20, 2024, 1:00 p.m., Powell, WY  
Men's Soccer vs. Trinidad, Sept. 20, 2024, 3:00 p.m., Powell, WY  
Alumni Day at NWC Soccer, Sept. 21, 2024, 1:00 & 5:00 p.m., Powell, WY  
Women's Soccer vs. Otero, Sept. 21, 2024, 1:00 p.m., Powell, WY  
Men's Soccer vs. Otero, Sept. 21, 2024, 3:00 p.m., Powell, WY  
Joint Appropriations Committee, Sept. 26-27, 2024, Casper, WY  
Women's Soccer vs. Casper College, Sept. 27, 2024, 1:00 p.m., Powell, WY  
Men's Soccer vs. Casper College, Sept. 27, 2024, 3:30 p.m., Casper, WY  
Volleyball vs. WWCC, Sept. 27, 2024, 6:00 p.m., Powell, WY  
Women's Soccer vs. Gillette, Sept. 28, 2024, 1:00 p.m., Gillette, WY  
Volleyball vs. Casper, Sept. 28, 2024, 2:00 p.m., Powell, WY  
Men's Soccer vs. Gillette, Sept. 28, 2024, 3:30 p.m., Gillette, WY  
WCCC meeting, October 2-3, 2024, Casper, WY  
Volleyball vs. Eastern, Oct. 4, 2024, 6:00 p.m., Torrington, WY  
Women's Soccer vs. CWC, Oct. 5, 2024, Powell, WY  
Men's Soccer vs. CWC, Oct. 5, 2024, 3:00 p.m., Powell, WY  
Volleyball vs. LCCC, Oct. 5, 2024, 6:00 p.m., Cheyenne, WY  
Volleyball vs. CWC, Oct. 8, 2024, 6:00 p.m., Riverton, WY  
Fall Recess, Oct. 11-14, 2024  
Women's Soccer vs. W. Nebraska, Oct. 11, 2024, 12:00 p.m., Powell, WY  
Men's Soccer vs. W. Nebraska, Oct. 11, 2024, 2:00 p.m.  
Volleyball vs. Rocky Mountain College, Oct. 11, 2024, Powell, WY  
Next meeting, October 14, 2024, 4:00 p.m., Yellowstone Building  
ACCT Leadership Congress, October 23-26, 2024, Seattle, WA

**A ADJOURNMENT:**

**The meeting adjourned at 5:56 p.m.**

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DENISE LAURSEN, Vice President/Secretary

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Date

## **Board of Trustees Committee Reports**

### Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in September.

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

No committee meeting was held in September.

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

No committee meeting was held in September.

### Facilities Committee – Chairman John Housel

The committee met on September 23, 2024, to discuss Trapper West and receive an update on Major Maintenance projects.

## **President's Report**

October 4, 2024

### **State**

#### Legislature

The Interim Joint Education Committee and Interim Joint Appropriations Committee met on September 26<sup>th</sup> in Casper. The Committees met to receive the 2023 K-12 education resource block grant model (funding model) monitoring report and review and discuss the external cost adjustment recommendation. No discussion or reports related to higher education were on the agenda. The Education Committee voted for an external cost adjustment that would recommend an 8.5% funding bump for teachers and school staff. The Interim Joint Appropriation Committee met to discuss the Strategic Facility Plan and review draft legislation similar to last year's draft bill, which would affect the Community Colleges.

#### Wyoming Community College Commission (WCCC)

The Wyoming Community College Commission (WCCC) met on October 2 and 3 in Rock Springs. The Commission workshop and meeting reviewed the Bachelor of Applied Science recommendation, draft rules changes, and a review of the Tuition Rates for the upcoming year. The Commission moved to approve the BAS recommendations and rule changes, but they will still need to go to the Governor for approval. The Commission voted to hold Tuition rates at current levels but keep an eye open to economic or legislative changes. New programs were approved for Casper College and LCCC.

#### Wyoming Association of Community College Trustees

WACCT met on October 2<sup>nd</sup> before the Commission meeting in Rock Springs. WACCT hosted a luncheon sponsored by Ellucian to discuss AI, its use, and growth. The Board meeting reviewed the financials, discussed advocacy, the Lightcast ROI project, and reminded everyone about the upcoming Governor's Business Forum, WACCT awards plan, and initial legislative efforts.

#### Wyoming Innovation Partnership (WIP)

The WIP Tourism/Hospitality component held a Zoom meeting on September 30 and voted to move meetings to quarterly. A general discussion was held on the work that has been done to date. UW expressed interest in having a Zoom meeting with faculty to discuss programming and economic needs. The Virtual Reality grant is progressing with signed contracts and work gearing up in nursing, EMT, Criminal Justice, and the library. Assistant Professor Keith McCallister, Director Marnee Crawford, Director Dennis Quillen, and I have recently spent considerable time on the WIP-funded climbing wall project. This is exciting news for the academic lab. The WIP Makerspace Construction Trailer is complete and was used at Paint the Town Red. It is scheduled for activities this fall.

## **Campus**

### Strategic plan 2030

(Pillar 1.5.1) The College is working with Hanover on upcoming additional focus sessions for K-12 and our Allied Health partners. NWC continues to meet 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.) Ellucian was on campus September 17-19, and the workshop was well attended by all project groups, faculty, and staff. Ellucian continues to be an integral part of the work we are doing in Pillar 1.1.4. NWC, with Ellucian Grant Services, successfully submitted the ATE (Advanced Technological Education) grant with the National Science Foundation. The College is proud of the excellent submission, collaboration, and teamwork of Astrid Northrup, Eric Atkinson, Greg Smith, Will Rose, Jack McGrath, Kevin Kuenn, Stacy Kuenn, Mark Grant, and Dave Erickson.

Upon further review, the College has determined that it should wait until next year before applying for the Mentor Connect grant due to the timing and award date of the ATE grant. The search for a Grant Manager/Director is still under review. The Grant Leadership Team will continue its work with Ellucian as we gear up for the Strengthening Institutions Grant and discuss other upcoming opportunities.

(Pillar 2.1)—Enhance the Brand—NWC Website development continues. Director Carey Miller continues to work with Keith Smith and the rest of her team on the website and content migration. October is scheduled for the soft launch, proofing, and testing. If testing goes well, the website will be live at the end of October.

(Pillar 4.1.2) Construction of the student center continues, with completion scheduled for November. The fieldhouse has been completed, and the certificate of occupancy has been approved. The student soccer athletes were thrilled to be in their new building for home games on October 5. I have been spending time with Director Quillen, Sodexo, various departments, and other vendors as we get down to the final details regarding the completion of the Student Center. More updates can be found in the Student Center report.

Operational plan reviews for 2024 and 2025 are provided in the Board packet. Overall, it was a busy year. I have prepared a memo for the Board with an update on the Strategic Plan from FY2024.

### Powell Economic Partnership

I attended the PEP meeting on September 19, 2024, in Powell. Discussion included a PEP update on financials, Board participation in Business Surveys, grant work, and upcoming visits from Manufacturing Works and Wyoming Business Council Community Assessment. I attended the 50<sup>th</sup> Anniversary lunch and tour of Production Machine with Shelby Wetzel and had an opportunity to meet the family owners.

### Forward Cody

I attended the Forward Cody meeting on September 24, 2024. The agenda included a review of financials, a discussion of all properties, an update on the CEO search, an update on the statewide shooting complex, and approval of a project flowchart that the Board will start using in its work.

Other Campus Activities

The campus is in full swing, with students attending classes and participating in various sports and student activities. I have been able to attend several athletic games for soccer and volleyball.

Foundation, Alumni, and Booster Club

I attended the Alumni Association Bobblehead Rally for NWC Soccer event on September 21<sup>st</sup>. Several alumni came out to watch the soccer games, visit, and pick up a Trapper Bobblehead.

Respectfully submitted,



Lisa M. Watson  
President



## **Administrative Services & Finance**

Northwest College

Board of Trustees Report

October 4, 2024

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

### **Finance & Budget**

- Over the past month, the business office has collaborated closely with external auditors to complete year-end adjustments in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements. The audit is still ongoing, and we are pleased with the work being conducted by MHP LLC.
- In alignment with NWC's goal to expand grant opportunities, the Grant Leadership Team has identified the Advanced Technology Education (ATE) grant, funded by the National Science Foundation (NSF), as a strategic fit for the college's objectives. The Ellucian Grant Service team played a vital role in facilitating input sessions and drafting the proposal. On October 3, the college submitted a \$475,000 three-year grant proposal. The project team, led by Primary Investigator Astrid Northrup and Co-Principal Investigators Greg Smith and Eric Atkinson, worked collaboratively with various campus faculty and staff to gather essential community and local business support.
- The business office has also billed student sponsors and assisted hundreds of students in establishing payment plans for fall. When financial aid exceeds institutional bills, we have processed refund checks to ensure students receive their funds promptly. During the first few weeks of school, our payroll office has processed employment paperwork for a couple hundred students, enabling them to work on campus.

### **Facilities Projects**

- Ashley Hall upper and lower lounge, entryway, and 2<sup>nd</sup>-floor landing remodel are complete.
- Soccer fieldhouse move-in/setup complete.

### **Transportation Bus Miles**

- 4,896 miles with Soccer going to Lamar, Sterling, CO, Casper, Gillette, and Riverton, WY. Volleyball team to Twin Falls, ID, Miles City, Glendive, MT, and Williston, ND.

### **Completed Work Orders**

- 388 orders completed over the last 30 days.

### **Information Technology**

- The Computing Services staff has been working on the new Soccer fieldhouse and Student Center building, completing the network and wireless installations.



## **Human Resources**

- **Recruiting:** Please see the October Personnel Report.
- **Staffing:** Student employment is well underway, and positions are being filled for Fall 2024. As with last year, the increase in international students has helped with staffing needs all around campus.
- **Benefits:** President Watson, Finance Director Mark Grant, Payroll Supervisor Tracy Gasaway, and HR Director Jill Anderson met virtually with the new TIAA Plan representative on 9/12 to discuss NWC's 403B plan regarding the plan components, participation rates, and opportunities to improve communications with employees.
- **Employee's Group Insurance** held a virtual meeting on 9/25 to advise HR/Benefits Administrators of 2025 changes for the various plans. *There was good news that there will be no rate increases for 2025 for the benefits plans.* Employees may join open enrollment information sessions held by EGI via Zoom links as follows: Tuesday, October 1 at 10:30 am; Wednesday, October 2 at 4:00 pm; Thursday, October 3 at noon.
- **Professional Development:** The HR Director attended the Society for HR Management Conference (SHRM) from 9/18-9/20/2024. The HR Director participated in webinars on 9/9 CUPA Washington Legal Update and 9/11 Wrangling the Wild West: How Employers Can Protect Themselves (MT).
- **Training:** The HR Director held a New Employee Board Policy Orientation session on 9/11.
- **Policy Work:** The Policy Review Committee (PRC) met on 9/12 to discuss the four policies and one Addendum presented by the Faculty Senate related to moving fixed-term instructors to tenure track. The policies are currently being reviewed, and the PRC members will share information with the constituency groups to gather input and feedback on the proposed changes.
- **Shared Governance:** The HR Director attended the All-Employee Meeting and College Council on 9/5 and the Board Meeting on 9/9. **Community Outreach:** The HR Director attended the Trapper Rodeo on 9/7 and the President's BBQ and Club Fair on 9/11.

# Personnel Status Report

## October 2024 Trustees' Report

### Search Activity to Date -9/26/2024

<b>Position Being Searched</b>	<b>Hire Date</b>	<b>New Employee Name</b>	<b>Comments/Status</b>
Vice President for Administrative Services and Finance			The position is open until filled.
Financial Aid Specialist - 2 positions			The positions are open until filled.
Grant Writer and Coordinator			The position is open until filled.
Payroll Specialist			The position is open until filled.
Program Specialist - International Students and Scholar Services (ISSS)			Candidates are being reviewed.
Facilities Assistant - Custodial -1 position			The position is open until filled.
Facilities Technician - Carpentry			The position closes externally on 10/10/24.
Administrative Secretary for the Vice Presidents			Candidates are being reviewed.
Residence and Campus Life Director			The position closes externally on 9/26/24.
Finance Manager			The position closes externally on 10/16/24.

**NORTHWEST COLLEGE  
FACILITIES PROJECT REPORT**

Report Date : As of October 4 , 2024 - Capital Planning

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
<b>Projects Awaiting BOT Approval</b>												
<b>Projects In Process</b>												
<b><u>PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</u></b>												
<b><u>PLANNING/START UP PHASE</u></b>												
Campus	1	X	PLANT	Updated Master Plan				5/14/2018	NA	TBD	\$ 25,000	
<b><u>PENDING</u></b>												
Powell/ORB	1		Cap Renew	Orendorf Building Infrastructure Improvements			Approved and Funded	4/8/2019	Pending		\$ 4,000,000	
<b>FY2024 See Masterplan Update</b>												
Powell Campus	1		MM	Campus lighting - Ashley			In process				\$ 100,000	
<b>FY2025 See Masterplan Update</b>												
Powell/Campus	2		MM	Cabre Parking / concrete Lot Repair			In process				\$ 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	
<b>FY2026 and beyond See Masterplan Update</b>												
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 2			Pending funds				\$ 200,000	

**NORTHWEST COLLEGE**  
**FACILITIES PROJECT REPORT**

Report Date : As of October 4 , 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												
			Final		2023							
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/Stock Ag	1		MM			AG HVAC/Electrical/ADA Access	Complete				\$	431,000
Powell/S&M	1		MM			Chiller/MAU/Greenhouse Cooler Replacement	Complete				\$	475,000
Powell/Campus	1		MM			Various Parking Lot Replacement - Cabre/East JFC	Complete				\$	600,000
PowellCampus	1		MM			Natural Gas Infrastructure Phase 1	Complete				\$	350,000
Powell Campus	1		MM			Long Controls to Automatic Logic Controls	Complete				\$	22,000

## ACADEMIC AFFAIRS

September 2024



### Department Reports

#### **Center for Training and Development – Powell Center**

- Conferences/Meetings - Healthy Park County and Brighter Futures.
- New Classes started - Welding, Surgical Tech
- CDL Simulator spent a week in Rock Springs training new snowplow drivers.
- Attended Workforce Meeting in Casper
- High School Students enrolled in Forklift, Heavy Equipment, ELAP, and CDL Program
- YEP (Youth Empowerment Program) finished its 4-week course. YEP is an after-school program that runs Friday afternoons for grades 6 and up. The focus for this round was outdoor programming. The next YEP program will be Construction.

#### **CDL Program**

September - Numbers ran on 10/1/2024

- Nine (9) attended orientation, which gave an overview of the program.
- Fifteen (15) new students enrolled in Theory during August.
- Eleven (11) 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).
- Forty (40) total students enrolled in various stages of the CDL Program

Total working on Behind the Wheel: Fifteen (15)

Received their Commercial Driver's License (CDL): 8/27/2024-10/1/2024 Seven (7) Class A CDL

Total CDL received since 1/1/2024 – Eighty-four (84)

#### **DELTA - Dedicated to Experiential Learning Through Adventure**

- DELTA - offered Ten (10) activities that served thirty-seven (37) students and community members. These events included DELTA activities: River rafting, paddleboarding, fly fishing, hiking, and fossil hunting.

#### **Center for Training and Development - Cody Center**

- Test proctoring - Wyoming Highway Patrol, WorkKeys, ACT, HESI, and TEAS
- Ed2Go/Career Step - Five (5) students in various programs
- Surgical Tech
- Conferences/Meetings - Park County Arts Council

#### **Testing (CTD)**

Northwest College's Center for Training and Development (CTD) continues as a testing center for various community proctoring needs. We have partnered with various colleges and universities, as well as local high schools.

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

- We are starting our Fall Session of Driver Education with 12 students registered.
- PVCE is partnering again this year with NWC CTD to offer the YEP Program on Friday afternoons.
- Classes this month have been rock wall climbing, yoga, and sound bath.
- Next month we have group fitness, computer, hat making, and a digital marketing series on the schedule.
- Co-Op has put away all summer equipment and is preparing winter gear for checkout.

## **Office of International Student and Scholar Services (ISSS)**

Earlier this month, the ISSS Office took 20 international students to Yellowstone National Park for the day. We also had several students participate in a handful of the trips offered through the NWC DELTA Program, including river rafting (3), guided nature walk (1), and outdoor rock climbing (1).

Last week, the ISSS Coordinator held a workshop for international students to learn more about Optional Practical Training (OPT) including the process to apply. On September 28-29, the ISSS Manager virtually attended International Language Fairs (ILF) and Workshops Latin America – Buenos Aires 2024 and met with 15 agents from across Latin America, including Mexico, Colombia, Argentina, Brazil, Ecuador, Chile, and Costa Rica.

Final ISSS enrollment numbers are now available for the Fall 2024 semester. This semester, we have a total of 103 international students from 27 different countries enrolled on campus. In addition, we have one student enrolled online (from Belgium) and one Fulbright Language Teaching Assistant (FLTA), Jorge Aponte, on campus. Our top three countries are Japan (25), Turkmenistan (18), and the United Kingdom (15). Forty-seven international students (46%) are athletes who participate in men's soccer (31), women's soccer (4), men's basketball (3), women's basketball (5), wrestling (2), and rodeo (2). There are also seven international students currently on OPT. While these students are not currently taking classes, NWC still holds their I-20 immigration form, and our office is responsible for updating and maintaining their records.

## **Academic and Career Advising**

- 103 advisor re/assignments
- Presented to the Problem Solving class (Math 1000) an Overview of Academic & Career Advising Coordinator Role and Campus Support
- Planned & prepared for First Year Seminar (FYS) Courses - class visitations & presentations
- Weekly Updates for NWC non-campus student jobs and internship opportunities
- Transfer Planning: 7 students in person!
- 4 Advising/Registrations for Fall 2024 second 8-week courses
- Completed 38 Help Alerts for Fall 2024
- Met with UW Reps regarding Career & Technical Education Bachelor's Degree Program transfer option NWC-to-UW

## **Hinckley Library**

- The library has had a strong start to the semester. We had 4708 students in the month of September, and 714 students who used the Late-Night Study.
- We gave library instruction to 14 First Year Seminar classes and will finish up the last 4 in October.

- The library is once again hosting the Stothart readings. 25 people attended the first one in Sept., and there will be another on Thursday, Oct. 24. Rob Stothart will also be featured in the NWC Writer's Series on Thursday, Oct. 10, from 6:00 – 8:00 p.m. in the library amphitheater.
- The library has taken over the process of digitizing all the editions of the Northwest Trail. This started as a grant within the History department, but we have turned it into a Federal Work-Study position. Once all the volumes have been scanned, we will upload them into a Special Collections database housed on the library's website, which will be available for the public to see.

## **Tutoring Center**

### Peer Tutoring Services:

- Provided 85 scheduled one-on-one tutoring sessions.
- Provided 31 drop-in tutoring sessions.
- Provided 11 writing sessions.
- Provided 82 help desk assistance visits.
- Presented to 13 first-year experience/class presentations (226 attendees).

Tutoring Coordinator Jen Schneider attended two meetings with the Ellucian Grants Strategy and Planning presenters, the Club Fair, and weekly meetings with TRiO Program Manager Rebecca Moncur.

## **Division Reports**

### **Ag, Business, Communication, Equine, Photo**

- Ag: The NWC Livestock judging team, coached by Bronson Smith, attended a contest this past weekend in Casper. They divided the students into freshman and sophomore teams, with the sophomore team earning 3<sup>rd</sup> place overall and 2<sup>nd</sup> in placings (correctly rating the livestock they observed).
  - Individual team members also placed well, with sophomores Morgan Anderson and Rylee Swartz placing in the top 10 in several events. Morgan placed 6<sup>th</sup> overall and 7<sup>th</sup> in reasons. Morgan also led NWC placing 2<sup>nd</sup> in pigs, 8<sup>th</sup> in cattle, and 9<sup>th</sup> in sheep. Rylee placed 10<sup>th</sup> in cattle.
  - Freshman team members had a number of top 10 finishers, with Grace Ones placing 8<sup>th</sup> overall, 8<sup>th</sup> in reasons, and 4<sup>th</sup> in cattle. Lane Botts placed 10<sup>th</sup> in reasons and 7<sup>th</sup> in sheep. Josie Shaw placed 10<sup>th</sup> in pigs, and Marett Schieber placed 7<sup>th</sup> in cattle.
- Business: The business department is developing partnerships for the ATE Grant initiative.
- Communication: The NWC Forensics Team traveled to Twin Falls, Idaho, to compete in the Fran Tanner Invitational tournament, sponsored by the College of Southern Idaho.
- Photo: Photographic Communication's program had a very successful Outdoor Photography trip on September 14<sup>th</sup> and 15<sup>th</sup>. This year's trip was highlighted by amazing weather as the first day was spent visiting various areas in Yellowstone National Park, such as Artist's Point, Norris Geyser Basin, and Mammoth Hot Springs. The group spent the night at Timbercrest Girl Scout Camp outside Red Lodge, where students photographed the night sky. On the second day, the group photographed along the Beartooth Highway and Chief Joseph Highway. The highlight on the second day was a successful hike down to the Beartooth Falls. This is the first time the class could view the falls up close since 2019 due to road construction and weather. This year, there were 22 students, three faculty and two staff members. Ronnie Wolfe from the Communications and Marketing Office documented the trip for the college. We also had Steph Parker, from Sigma Lens, join the group. On Friday, September 13<sup>th</sup>, we hosted a photo expo where Steph showcased 20 different Sigma lenses and Jennifer Litterer-Trevino gave a macro photography demo. Community members, alumni, and students attended the expo to try out different

lens. During the Outdoor Trip, students were also able to try out the different lenses that Sigma provided.

### **Social Sciences and Education**

- On September 16-20th, Professor of Anthropology Greg Smith attended the 26th International Conference of the European Association for South Asian Archaeology and Art in Leipzig, Germany. He presented a paper on his archaeological research in Pakistan entitled “*A Preliminary Report from the 2023-2024 Field Season at Mohenjo Daro.*”
- The Education Department will have its first *Friday in the Field* on Oct. 4th. NWC education students will be observing and participating in PLC’s so they can plan and write their “Mini Teach,” which they will present on their next visit.
- Jack McGrath's Juvenile Delinquency class participated in a "Zoom" tour of Gillette's Youth Emergency Services (Y.E.S.) facility last week. They will also travel to the Worland Boys Home on October 25 for a tour.
- Walt and Jessica Jatkowski took students to the lecture “Crisis of Civility and Hope for Civic Engagement” at the Mineta-Simpson Institute at Heart Mountain, presented by UW Political Science professors on September 30.

### **Visual and Performing Arts**

On Saturday, September 14<sup>th</sup>, the Northwest College Music Department hosted their third annual “Vocal Jazz Academy” in the NPA Auditorium. Running from 9 a.m. till 6 p.m., this event brought in roughly 50 vocal students from NWC, Powell, Lovell, Gillette, Rock Springs, and more, in a full day dedicated to singing together and learning about this incredible music. Colorado educator and performer Amy Murphy was brought in as a guest director, leading mass choir rehearsals and a workshop on improvisation. Likewise, Rachel Schoessler and NWC’s very own Eric Hagmann were on staff leading sectionals and sessions on solo singing/performance anxiety and the history of professional vocal jazz ensembles. Members of NWC vocal jazz assisted in hosting duties throughout the day. Our Saturday concluded with a free public concert featuring the NWC vocal jazz ensembles Studio Singers and Sixth Street directed by Eric Hagmann, solo performances from selected students, and a mass choir performance from the full academy attendees. Rob Rumbolz supported the event with sound and lighting, and Zach Paris and Andrey Gonçalves joined Eric Hagmann in the rhythm section for drums, bass, and piano. This event is supported through a grant from the Wyoming Arts Council and facilitated by the Vocal Jazz Academy executive members Matt and Jessica Falker, who host similar events all over the country. We are fortunate to be able to create an environment for music learning that brings members of our community together and gets students on campus to see what NWC has to offer.

### **Interim Vice President of Academic Affairs**

The month of September has been extremely busy as we have been finalizing our ATE grant proposal which is due for submission on Oct. 3<sup>rd</sup>. NWC also hosted Ellucian grant writing staff members Karla Zahn and Rebecca Davis on September 17-19<sup>th</sup> for numerous grant writing sessions which they presented to our faculty and staff. Specific sessions were dedicated to our Title III application and our ATE proposal which will be submitted shortly for potential funding. I would like to especially thank Dr. Astrid Northrup, Dr. Greg Smith, Eric Atkinson, Dr. Jack McGrath, Will Rose, Kevin Kuenn, and Stacy Kuenn for all the hours of work they have all spent since this past summer on the ATE grant and getting it ready for final submission.



# Monthly Board Report

## Student Services

October 2024



### ATHLETICS:

- Volleyball is 15-3 and receiving votes for the top 20 in the Nation. Region 9 play began on September 27<sup>th</sup>.
- Women's Soccer is 6-3-1 with 3 games remaining.
- Men's Soccer is 3-2-5 with 3 games remaining.
- Men's Rodeo is in 4<sup>th</sup> place and Women's Rodeo is in 5<sup>th</sup> place in the Big Sky Region.
  - Christopher Staley is in 4<sup>th</sup> place for Bull Riding
  - Weston LaPierre is in 6<sup>th</sup> place in Tie Down Roping
  - Gary Grant is in 6<sup>th</sup> place for Team Roping Header
  - Weston LaPierre is in 6<sup>th</sup> place in Team Roping Heeler
- Esports will begin their official season the first week of October.
- Wrestling, Women's Basketball and Men's Basketball start their first official practice October 1 with the first games/matches November 1.
- JFC – We have over 1,700 logins and nearly broke the record for logins and unique users during the month of September. The Senior Citizen program is thriving.

### ENROLLMENT SERVICES

- Ongoing student enrollment processes including advising, adds, drops, and withdrawals.
- Catalog revisions/work are underway for the 2025-26 NWC College Catalog.
- Hosted and participated in the Wyoming Admissions Officers "Planning Days College Fair" on Monday, September 16<sup>th</sup> in the Cabre Gym. This event serves as a high school recruitment fair for regional colleges/universities and military branches.
- Hosted Lovell High School's senior class for NWC Application Day. This included a campus tour, E-sports activity, and completion of the admissions application.
- Ongoing campus tours for prospective students.
- Began planning for the fall Preview Day event. The event will provide prospective students with the opportunity to meet with faculty, tour NWC facilities, gather information from NWC service offices, and more.
- Attended Wyoming and Montana college fairs—These events expose NWC to high school students across each state and assist in the generation of prospective students for future enrollment. These events are each three weeks in length with the Admissions Representatives representing NWC.
- Scheduled service area recruitment /high school visits for Big Horn Basin High Schools. Additional visits will take place as the academic year progresses. These visits inform and prepare prospective students for their transition to NWC.
- Completed the hiring process for student ambassadors and work study for both Admissions and Registration and Record.
- Ongoing mailings and digital campaigns targeted at prospective NWC students

## **FINANCIAL AID**

- The office continues to process Fall 2024 Federal Aid.
- The office verified enrollment and accepted student scholarships (NWC, Foundation, and State).
- The office certified VA enrollment for payment of tuition for Chapter 33 students.
- The office worked with Computing Services, Institutional Research, Academic Affairs, and the Business Office to upload the current catalog to Army IgnitED to satisfy a new requirement for active military wishing to use that benefit.
- The office worked with Institutional Research and Registration on the requirements for GE/FVT reporting. There was a last-minute deadline change from October 1, 2024 to January 15, 2025.
- The office completed the 2024-25 scholarship application cycle and made preparation to launch the 2025-26 scholarship application, which opens October 15.
- 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 230 students and still recruiting. 225 minimum that is required for Northwest College.
- We currently have 17 new college freshmen, 13 returning sophomores, and 5 Super sophomores that are finishing up their schooling.
- Offices in the ORB building have been decorated with all our student personal goals, academic goals, and drawing of things they like to do. If you are ever walking through the building, please come check it out.
- We have started a new grant and look forward to exceeding our grant objectives over the next 7 years.

## **SAFETY & SECURITY OFFICE**

- Attended Travel meetings and provided Clery Compliance information for Volleyball, Wrestling, Basketball, and Volleyball Coaches.
- Reviewed and submitted the “Chief College Security Employee Survey” to the WACCT with input from NWC President and VP of Student Services concerning future legislation on concealed carry and firearms on campus. (September 6<sup>th</sup>)
- Completed final review of Annual Security & Fire Report (ASR) for NWC with Clery Coordinator and VP of Student Services and submitted ASR to website to be published.
- Conducted the first set of Residence Hall fire drills with assistance of Residence Life Staff. (September 18<sup>th</sup>)
- Presented to 2 First Year Seminar classes on NWC Safety and Security.
- Conducted campus wide fall test of Trapper Alert RAVE system. (September 27<sup>th</sup>)
- Attended Title IX monthly training and Title IX Decision Maker Training.
- Completed Department of Education annual Campus Safety and Security Survey for 2023 calendar year.

## **RESIDENCE LIFE**

- Student activities host several events in September. Events and attendance is listed below:
  - 9/4 – Pickleball – 23
  - 9/5 – Nighttime Ultimate Frisbee – 15
  - 9/10 – Ultimate Spoons - 12
  - 9/11 – Club Fair – 357
  - 9/11 – Badminton – 8
  - 9/18 – Softball – Cancelled for weather
  - 9/19 – Karaoke – 25
  - 9/24 – Tie Dye – 7
  - 9/25 – Softball – 9
- Student activities planned for October:
  - 10/2 & 10/3 – Intramural Volleyball
  - 10/7 – Trivia
  - Humans Vs. Zombies week
  - Halloween Events
- Housing department focused on updating the waiting list for Trapper Village West and arranged for multiple new families to move into vacant units. Met with Physical Plant to ensure everyone is on the same page with the number of
- Ashley Hall Lounge rooms are complete with furniture being delivered the last week of September. The students have enjoyed the new areas, and they look great.
- Student senate will begin meeting 10/1 and held elections for new officers in September.
- Held weekly meetings with Security, RD staff, Student Support Services, and Student Activities to go review previous weeks activity.
- Worked with students and business office to communicate balance owed and process to get bill paid.
- Reviewed and edited the Student Handbook to eliminate redundancy of policy and to shorten the document. The new handbook will be ready for publication with the new website.

## **STUDENT SUCCESS CENTER**

### **Student Success Center Usage- In Office**

- 165 visits in September
- 866 cumulative visits for calendar year 2024

### **Counseling Services**

- 50 Counseling sessions (including face-to-face, Zoom and phone).
- 3 After hours contacts
- 0 BASICS sessions for alcohol violations
- Sports Psychology sessions with women's volleyball
- Multiple First Year Seminar Presentations
- Met with Elusion for Title III

### **Disability Services**

- 25 Disabilities visits (includes face-to-face, Zoom and phone).
- 138 Students registered with Disability Services for FA 24
- 458 Accommodation letters processed for FA 24
- 66 Tests proctored in testing center.

- Process Coordinator for assistance animals
- Collaboration with instructors on accommodations
- Multiple First Year Seminar Presentations
- Testing area and proctoring for International Students

## **TITLE IX**

### **Training/TIX Prevention & Awareness**

- Trained in 20 of 24 FYS classes reaching 352 students.
- Presented programming in Ashley & Simpson Hall reaching 24 students.
- Presented training in two (2) American Values & Culture class reaching 39 International students
- **Total students trained this month is 415 and semester is 415**
- Performed five (5) individual Title IX prevention and awareness functions with students, Title IX team and administration, including supportive measures.
- Conduct two (2) hour lunch training for six Title IX Investigators on “Investigation Strategy and Evidence.”

### **Administrative Services**

- Attend Employee Meeting, College Council and monthly WY TIXC meeting.
- Participated in Paint the Town Red and annual Club Fair on campus.
- Meet with Joshua Buhmann and Tom Havron to review recommended changes and finalize ASR statistics and report.
- Review all files and begin process of scanning documents into Maxient, as well as completing CRF reports for Maxient.
- Arrange Atixa 8-hour certified training module entitled “Title IX Decision-Making for Higher Education (2020 Regulations) for our two decision-makers.
- Develop a Bingo gaming format using Title IX terms and conditions for training in resident halls.
- Begin process of updating Title IX webpage to conform to new design format.

## **TRIO STUDENT SUPPORT SERVICES**

- 235 students used the TRIO SSS Center this month.
- 175 eligible students have applied to TRIO. 150 of these are active students in the 2024 Cohort.
- We continue to bring in students who will be starting classes during the FA24 semester.

### **Program Highlights**

- The 2024-25 budget was approved by the DOE program officer.
- The Innovative Educators, an online platform whose services include Online Orientation, Student Success Workshops, Professional Development and Tutor Training.
- The site has been visited 229 times by students in September.
- Meet your College Success Advisors Event was held on September 26.
- TRIO SSS staff are attending the regional ASPIRE conference in Helena, September 29-Oct 1.

## Monthly Report to President Watson

September 2024

### COMMUNICATIONS & MARKETING ACTIVITIES FOR

- Alumni Day at Soccer matches
- Dee Havig Disc Golf Course
- Fall 2024 Stothart Readings
- Fall 2024 Writers Series
- Preview Day 2024
- The President's Fall 2024 postcard mailing
- Standing FY25 Enrollment Campaign initiatives

### WEBSITE

- Proofing of the new design and development as deployed in the new Content Management System (CMS) is in progress;
- Website content migration from old website to the new website completed, proofed and prepped for the addition of new photos and videos for launch day;
- Initiated communication plan to keep campus updated on the final leg of the redesign project and keep area/service/program web Site Monitors apprised of important dates specific to website content editing responsibilities, including future training;
- **Soft launch October 14-18 (tentative):** the new website will be available for campus to get a sneak peek before go-live;
- **Hard launch October 21 (tentative):** the new website will be launched to the public. The back-up launch dates in order: *Oct. 28 or Nov. 4* (if necessary).

### PHOTOGRAPHY & VIDEOGRAPHY

- Events/programs covered: Meeteetse Parade, Club Fair, virtual reality tech in use in NURS 2300, Bear Spray Training, Outdoor Photography Seminar, College Transfer Fair, Student Center Landscaping, Stothart Reading.
- Videos produced: *You are Welcome Here* (revision), Outdoor photography seminar (short), Student Center Construction time-lapse, ANTH 3230 Intro to Forensic Anthropology (short).

### PRINTING SERVICES

- 30 offices/programs/areas served
- 44 projects completed
- 22,248 pieces printed

### CMO & PRINTING SERVICES STAFF

#### Carey Miller

Communications & Marketing Director

#### Keith Smith

Website Coordinator

#### Tim Carpenter

Communications / Web & Social Media Specialist

#### Jeremiah Howe

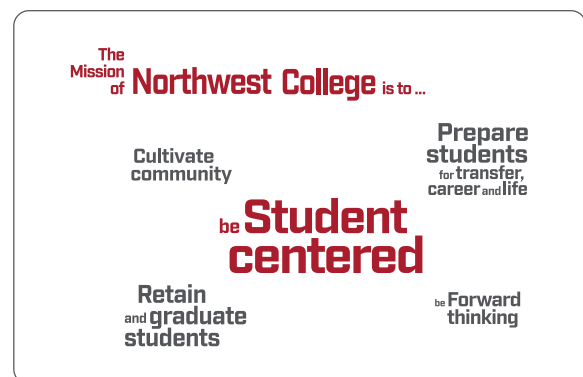
Marketing / Graphic Design Specialist

#### Ronnie Wolfe

Interim Multimedia Production Specialist

#### Kim Lawson

Printing Services Specialist



➔ Visit [nwc.edu/brand](http://nwc.edu/brand) for a list of services offered

# ADVERTISING REPORT

## AUGUST 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
	4,035	470	11.65%	41.60%
Social ads <sup>+</sup>	Impressions	Clicks	CTR	
	244,756	1,638	0.67%	

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

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

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
Event: 7th Annual Paint the Town Red	5,552	20,520	118	6.51%
<b>Total results</b> 1 / 1 row displayed	<b>5,552</b> Accounts Center accounts	<b>20,520</b> Total	<b>118</b> Total	<b>6.51%</b> Per Impressions

Source: Facebook Ads Manager. (n.d.). Retrieved October 2, 2024, from <https://business.facebook.com/adsmanager/>

<sup>+</sup> **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.

# ADVERTISING REPORT

## AUGUST 2024

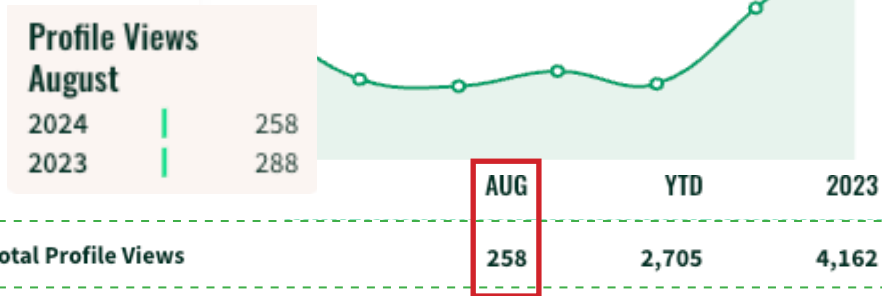


## COMMUNICATIONS & MARKETING

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

### Niche Profile Views:

Find our Niche profile by searching "Northwest College" at [niche.com](https://niche.com) or directly at [niche.com/colleges/northwest-college-wyoming](https://niche.com/colleges/northwest-college-wyoming)



### Total Promoted Impressions:

An overview of the impact that Niche's enrollment marketing solutions are having for Northwest College

	AUG	YTD	2023
Total Promoted Impressions	16,443	169,806	251,141
Sponsored Listings Impressions	9,766	70,697	111,844
Remarketing Impressions	6,631	98,704	138,794
Triggered Email Sends	46	405	503

### Qualified Inquiries and Prospects:

All Class of 2025 Class of 2026 & Younger Adult & Transfer

**8,926**  
Class of 2025 Qualified Inquiries and Cross-Interest Prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	40	224	20-40%

All Class of 2025 Class of 2026 & Younger Adult & Transfer

**5,971**  
Class of 2026 & Younger Qualified Inquiries and Cross-Interest Prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	31	135	20-40%

All Class of 2025 Class of 2026 & Younger Adult & Transfer

**2,073**  
Adult & Transfer Qualified Inquiries and Cross-Interest Prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	9	58	20-40%

All Class of 2025 Class of 2026 & Younger Adult & Transfer

**882**  
Class of 2026 & Younger Qualified Inquiries and Cross-Interest Prospects generated for your school

	AUG	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	0	31	20-40%



# SOCIAL MEDIA REPORT

## AUGUST 2024



**COMMUNICATIONS & MARKETING**

### Facebook | [facebook.com/NorthwestCollegeWyo](https://facebook.com/NorthwestCollegeWyo)

#### Performance Summary

View your key profile performance metrics from the reporting period.

8/1/2024 – 8/31/2024 vs 7/1/2024 – 7/31/2024

Organic and Paid

Impressions  
221,168 ↗ 9.5%

Engagements  
6,299 ↗ 377.2%

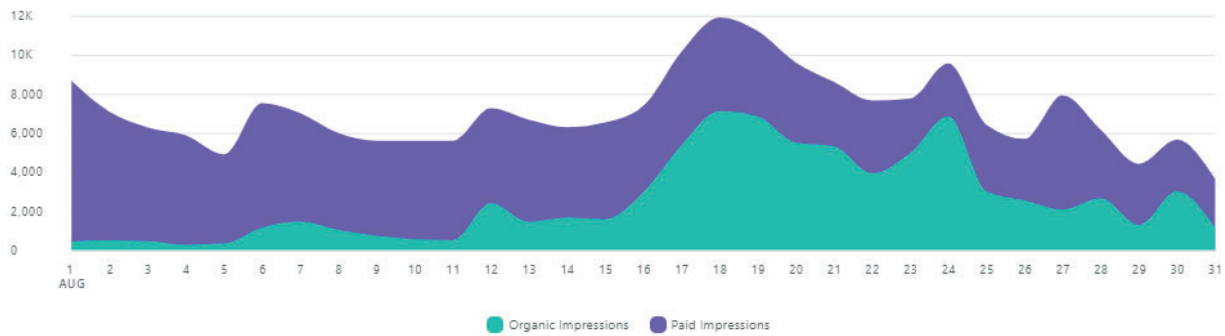
Post Link Clicks  
108 ↗ 80%

Engagement Rate (per Impression)  
2.8% ↗ 335.6%

#### Impressions

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

Organic and Paid Impressions Breakdown, by Day



#### Top Posts

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

Descending by Lifetime Engagements

**Northwest College**  
Sat 8/24/2024 10:15 am PDT

Thank you, thank you, thank you to everyone who came out to #PaintTheTownRedPowell and made this another wonderful event for the community. We had a lot of fun out there and look forward to...

**Northwest College**  
Sat 8/17/2024 11:08 am PDT

Some of the happy smiling faces we saw this morning during move-in. Our student support staff always does an amazing job checking everyone in, getting people to the right place at the right time, and...

**Northwest College**  
Fri 8/30/2024 3:53 pm PDT

We promised to share a few more photos from Paint the Town Red, and here they are. A week ago tonight, we took over the streets of Powell and we'll do it again this time next year. Thank you again to...



# SOCIAL MEDIA REPORT

## AUGUST 2024



**COMMUNICATIONS  
& MARKETING**

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

#### Performance Summary

View your key profile performance metrics from the reporting period.

📅 8/1/2024 – 8/31/2024 vs 7/1/2024 – 7/31/2024

Organic and Paid ▾

Impressions  
**43,011** ↗ 95.6%

Organic Engagements  
**1,951** ↗ 189%

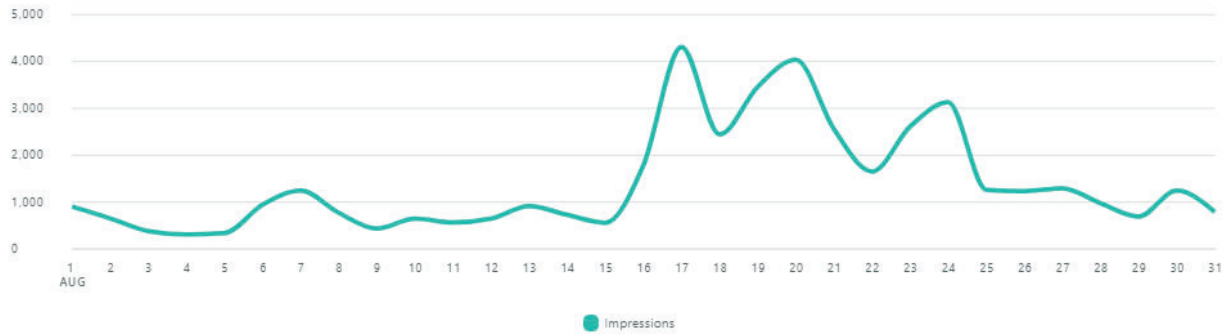
Profile Actions  
**36** ↗ 63.6%

Engagement Rate (per Impression)  
**4.5%** ↗ 47.8%

#### Impressions

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

Organic and Paid ▾ Impressions, by Day



#### Top Posts

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

Descending ▾ by Lifetime Engagements

**northwestcollege**  
Sat 8/17/2024 11:08 am PDT

Some of the happy smiling faces we saw this morning during move-in. Our student support staff always does an amazing job checking everyone in, getting people to the right place at the right time, and...

**northwestcollege**  
Tue 8/20/2024 12:49 pm PDT

Can we do this again in January?? Yes, it's Water Day at #NWCwyoming with only one more day until fall classes start.

**northwestcollege**  
Sat 8/24/2024 10:15 am PDT

Thank you, thank you, thank you to everyone who came out to #PaintTheTownRedPowell and made this another wonderful event for the community. We had a lot of fun out there and look forward to...

# SOCIAL MEDIA REPORT

## AUGUST 2024



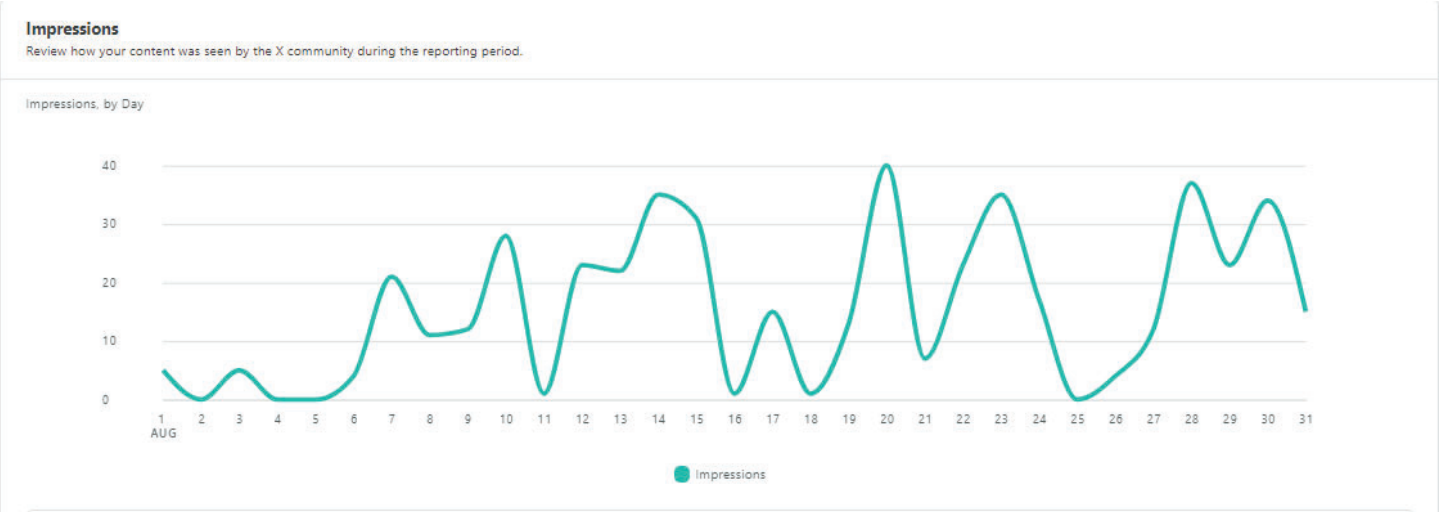
**COMMUNICATIONS  
& MARKETING**

**X** (formerly known as Twitter) | [twitter.com/NWCWyo](https://twitter.com/NWCWyo)

**Performance Summary** 📅 8/1/2024 – 8/31/2024 vs 7/1/2024 – 7/31/2024

View your key profile performance metrics from the reporting period.

<p><u>Impressions</u></p> <p><b>475</b> ↗ 259.8%</p>	<p><u>Engagements</u></p> <p><b>14</b> ↗ 40%</p>	<p><u>Post Link Clicks</u></p> <p><b>3</b> ↗ —</p>
<p><u>Engagement Rate (per Impression)</u></p> <p><b>2.9%</b> ↗ 61.1%</p>		



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

Descending ▾ by Lifetime Engagements

**X @NWCWyo**  
Tue 8/13/2024 10:56 pm UTC

Registration is open for the 3rd annual Vocal Jazz Academy at [#NWCwyoming](#) on Sept. 14. The workshop runs from 9 a.m.–6 p.m. in the Nelson Performing Arts Auditorium at NWC and ends with a free...

**X @NWCWyo**  
Wed 8/28/2024 5:51 pm UTC

[#NWCwyoming](#) students, today, Wed., August 28th is the LAST day to add a semester full-term course. Reach out to Admissions @ 754-6101 or contact your advisor if you need to add a course...

**X @NWCWyo**  
Wed 8/28/2024 7:19 pm UTC

We want to congratulate one of our [#NWCwyoming](#) students, Oceana Munsey, for her selection as a Coca-Cola Leaders of Promise Scholar. Read more about this award at <https://t.co/iXLDtAEJ3r>...

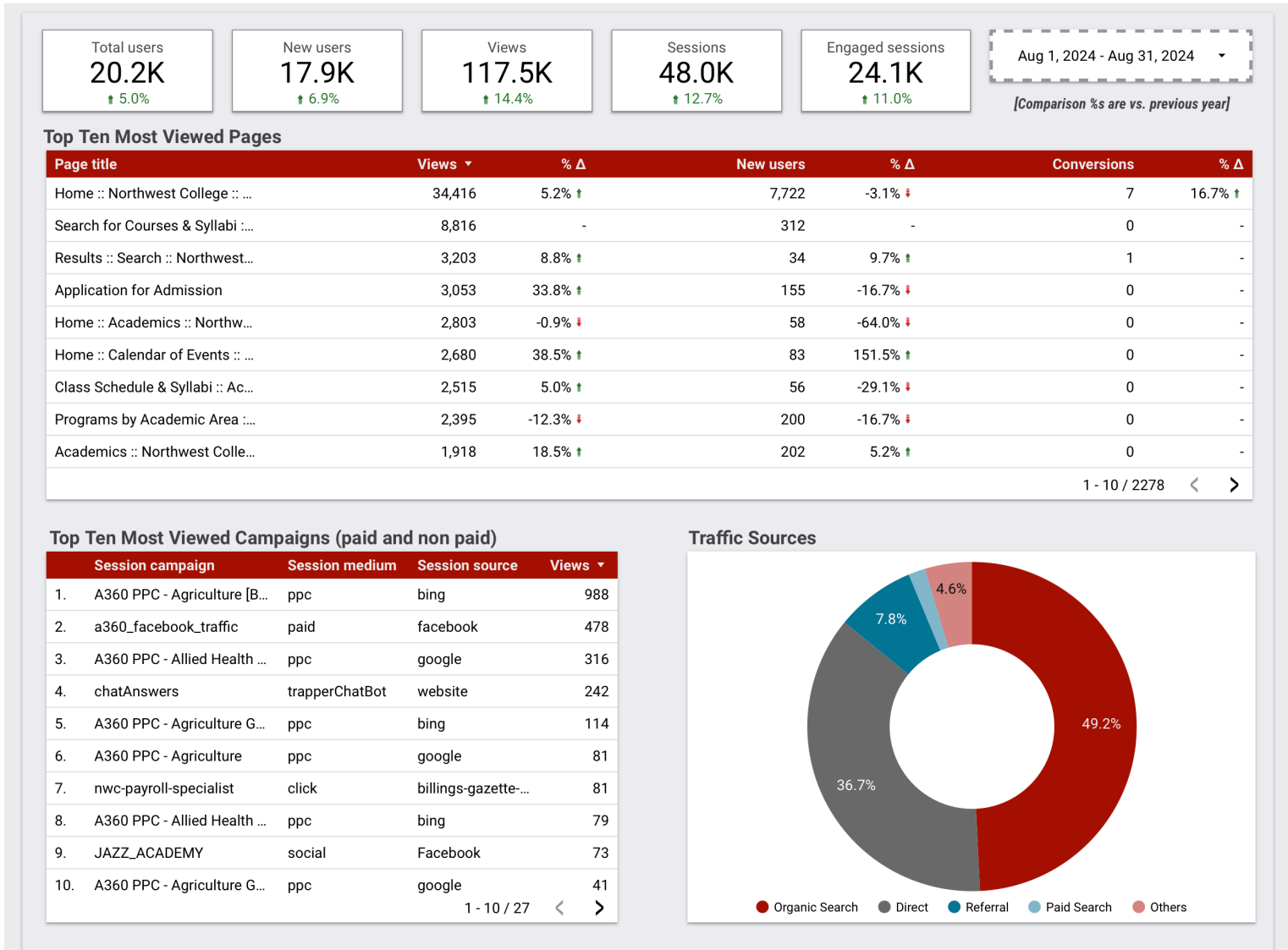
# WEBSITE TRAFFIC REPORT

## AUGUST 2024



COMMUNICATIONS  
& MARKETING

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



# WEBSITE TRAFFIC REPORT

## AUGUST 2024



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

### User Count by Region

Region	Total users	% Δ
Wyoming	6,584	19.9% ↑
Colorado	2,528	8.9% ↑
Montana	1,113	0.9% ↑
(not set)	1,098	183.7%...
Utah	999	65.4% ↑
Arizona	979	22.4% ↑
California	807	-8.5% ↓
Washington	506	1.0% ↑
Texas	460	-9.4% ↓
Idaho	450	10.6% ↑

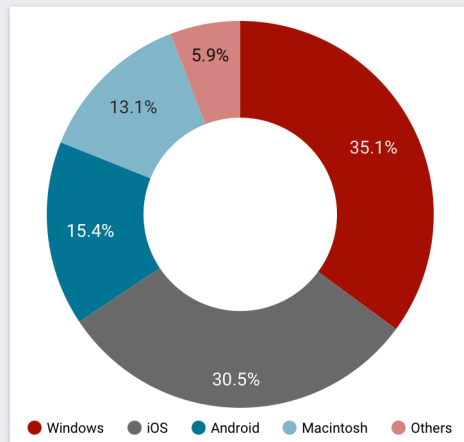
1 - 10 / 486 < >

### User Count by Country

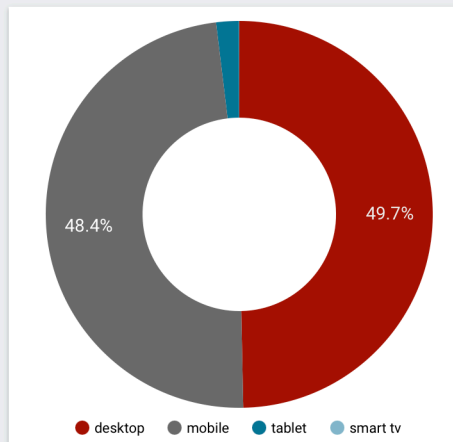
Country	Total users	% Δ
United States	15,785	14.2% ↑
China	794	346.1%...
Hong Kong	460	9,100.0%...
Japan	161	43.8% ↑
United Kingdom	153	16.8% ↑
Canada	124	-23.9% ↓
India	115	-15.4% ↓
Taiwan	99	2,375.0%...
Germany	82	41.4% ↑
Nigeria	70	-47.0% ↓

1 - 10 / 135 < >

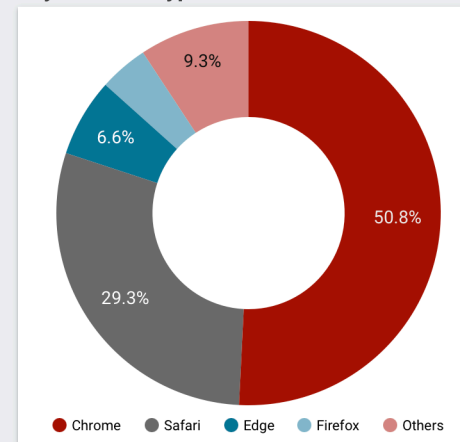
### By Operating System



### By Device Type



### By Browser Type



# WEBSITE TRAFFIC REPORT

## AUGUST 2024



COMMUNICATIONS  
& MARKETING

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

### Top Ten Sources (ALL)

Session source	Session medium	Sessions	% Δ
1. google	organic	18,090	15.7% ↑
2. (direct)	(none)	11,187	14.6% ↑
3. login.microsoftonline.com	referral	3,743	-17.8% ↓
4. experience.elluciancloud.com	referral	3,600	33.0% ↑
5. bing	organic	1,811	47.2% ↑
6. m.facebook.com	referral	590	883.3% ↑
7. facebook	paid	352	64.5% ↑
8. bing	ppc	347	20.9% ↑
9. yahoo	organic	323	61.5% ↑
1... ntp.msn.com	referral	323	-

1 - 10 / 186 < >

### Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	18,090	15.7% ↑
2. bing	organic	1,811	47.2% ↑
3. m.facebook.com	referral	590	883.3% ↑
4. facebook	paid	352	64.5% ↑
5. bing	ppc	347	20.9% ↑
6. yahoo	organic	323	61.5% ↑
7. ntp.msn.com	referral	323	-
8. lm.facebook.com	referral	194	397.4% ↑
9. google	ppc	172	12.4% ↑
1... l.facebook.com	referral	170	400.0% ↑

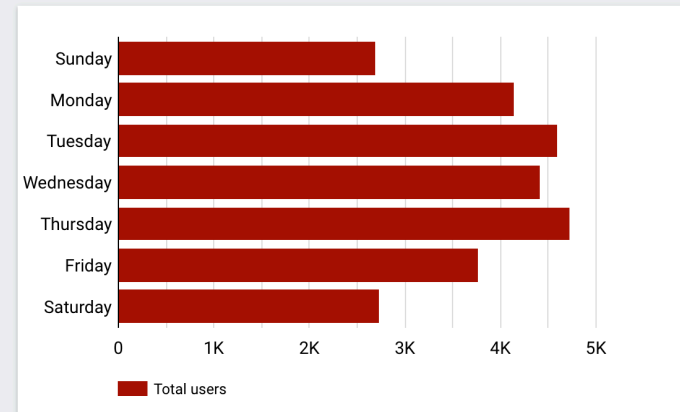
1 - 10 / 175 < >

### Sessions by Social Sources

Session source	Sessions...	% Δ
1. m.facebook.com	590	883.3% ↑
2. facebook	352	51.7% ↑
3. lm.facebook.com	194	397.4% ↑
4. l.facebook.com	170	400.0% ↑
5. facebook.com	52	420.0% ↑
6. l.instagram.com	46	130.0% ↑
7. snapchat.com	8	-
8. instagram.com	4	100.0% ↑
<b>Grand total</b>	<b>1,414</b>	<b>253.5% ↑</b>

1 - 9 / 9 < >

### Most Popular Days of the Week





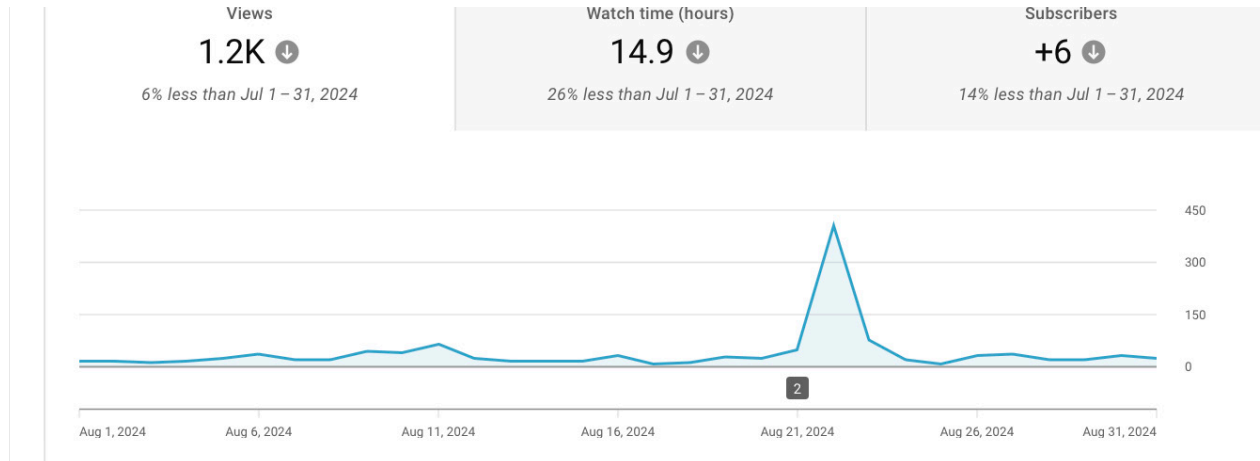
# VIDEO ANALYTICS REPORT

## AUGUST 2024



**YouTube** | [youtube.com/NorthwestCollege](https://youtube.com/NorthwestCollege)

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



Top video content this month:

1		Residence Life Under-glow @ Northwest College Aug 21, 2024	0:13 (84.8%)	444
2		TurnItIn Instructor Tutorial Apr 28, 2015	1:30 (15.6%)	157
3		The last wall of the student center at Northwest College in Powell Wyoming we... Jun 7, 2024	0:48 (22.5%)	115
4		Equine Studies Jan 19, 2021	0:39 (48.0%)	42
5		Kickoff Weekend 2024 @ Northwest College Aug 21, 2024	1:10 (66.7%)	29



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: October 1, 2024

On August 26-29, 2024, Faculty voted on updating the following policies: 3110 Faculty Appointment, 3510 Contract Policies: Contract, 3520 Requirements for Tenure and Promotion, 3630 Rank and Tenure and Appendix E. The policy update is a contract status change for fixed term faculty to probationary tenure contract. This policy would affect fixed term faculty that have taught at the college for two or more years and were hired on a national search with a formal search committee. With the help of policy ad-hoc committee this policy was drafted over Spring 2024 and Summer 2024 semesters.

36 out of the 54 full time faculty (67% voting turnout) voted unanimously to approve these policy changes and to send it to the Policy Review Committee. PRC meet on September 12<sup>th</sup> to review the policy and made a few minor changes for clarification. On September 27<sup>th</sup>, Faculty Senate approved these minor changes.

The next policy that Faculty Senate and policy ad-hoc committee will be working on is the HLC's new requirements for faculty credentials. This past week faculty has been prepping for midterms that start next week.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

## October 2024

This month's report is dedicated to recognizing the various P-Staff members that are committing their time and energy to the various campus committees.

### Professional Staff Committee Representation 2024-25

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

Executive Committee members for 2024-25 are:

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

The Professional Staff **Care Committee** plans activities through the year to show appreciation for P-Staff and the wider campus community. Care Committee members for 2024-25 are:

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



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

Representatives on campus-wide committees:

- **IEC Committee** – Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
- **Employee Policy Review Committee** – Shaman Quinn, *Financial Aid & Scholarship Director*
- **Grievance Committee**
  - Amy Burton, *Interim TRIO Career & Transfer Associate*
  - Ty Barrus, *Student Success Programs Manager & Counselor*
  - Laura Gwinn, *Title IX & Cleary Coordinator/Policy Specialist*
  - Rebecca Moncur, *TRIO Program Manager*
  - Kendle Jeffs, *Admissions Coordinator*
  - Lisa Smith, *Institutional Research Manager*
  - Colby Schaefer, *Facilities Supervisor – Grounds & Events*
  - Becky Voss, *Library Coordinator*
  - Shelby Wetzell, *Executive Director of the NWC Foundation*



Respectfully submitted,

Cory Ostermiller, Development Manager Northwest College Foundation





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

**NWC Foundation/Alumni Association Boards:**

- Held Foundation Development Committee meeting. Updating Gift Acceptance Policy as part of policy review process.
- Worked on Foundation response to BOT Name Change proposal.
- Revised NWC Foundation Investment Policy Statement.
- Held Alumni Association Communications and Events committee meetings.
- Conducted Orientation for new Foundation Directors: Stefanie Bell, David Hill, Mike McDaniel and Casey Sorenson.

**Fundraising:**

- Developing content for Student Center Naming Signage with donors and vendor.
- Conducting solicitation work to support Athletic scholarships/programs. Facilitating membership drive and banner solicitation for the Trapper Booster Club.
- Developing content for Year-end Solicitation work to alumni and community donors.
- 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:**

- Distributed the Foundation's 2023-24 Annual Report.
- Hosted 'Bobblehead Day' with NWC Soccer matches on September 21 as Alumni Association outreach event.
- Drafted content for new Foundation and Alumni website.
- Developed and sent TrapperLink email newsletter. Working on content for TrapperConnect printed communication for alumni and donors.
- Met with Retiree Committee to determine content for upcoming newsletter.

**Miscellaneous:**

- Participating in Grants Development work with NWC. Participated in meetings with Ellucian Grant Services September 17-19.
- Collaborating with NWC Athletics regarding revisions to scholarship awarding practices.
- Participated in Grant Writer interview process.

October 4, 2024

TO: Board of Trustees

FROM: Lisa M. Watson, President, VPASF

RE: Student Center Project Update

### Temporary Dining Facility - Soccer Fieldhouse – Complete

A celebration is in order as the conversion of the dining facility to the soccer fieldhouse was completed the week of September 30. Final inspection and punch list items were completed, and the soccer teams were thrilled to move into their locker rooms in time for their home games scheduled for Saturday, October 5. Final furniture placement, orders, and moves will happen over the next couple of months as priority will be given to the remaining soccer season.

### Student Center Building

Construction of the Student Center Building continues on schedule. Site work is focused on pouring concrete, completing landscaping, and laying sod. Inside, carpeting and hard flooring are being installed while finish work of all kinds is still in progress. Internet is now on in the building, allowing HVAC controls, heat, and air conditioning to be started and operational. Doors are being installed throughout the building, and the kitchen buildout is ongoing. Sodexo was on campus on October 1 to walk through the kitchen and review the layout and equipment lists. The signature art piece for the building was installed on October 3, and exterior lights are now operational.

Finish work will continue over the next 4-6 weeks, and furniture delivery is scheduled to begin the week of October 28, with final punch list items and occupancy expected around mid-November. Moving into the building will depend on the certificate of occupancy date and furniture receipts. The College will have a soft opening for the building later this fall, with an official open house during the spring semester.

### 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 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

October 3, 2024

TO: Lisa M. Watson, President

FROM: Mark Grant, Finance Director

RE: Check Register Summary

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

	<b>Supplies</b>	<b>Servs/Fees/ Repr/ Maint</b>	<b>Assoc/Travel / Misc</b>	<b>Utilites/Ins/ Support</b>	<b>Other Operating Exp</b>	<b>Capital/ Equip</b>	<b>New Constr/ Cap Impr</b>	<b>Total</b>
<b>Fund 10</b>	\$ 59,770.63	\$ 185,644.63	\$ 60,751.74	\$ 47,037.05	\$ 26,690.14	\$ 54.62	\$ -	\$ 379,948.81
<b>Fund 11</b>	2,280.64	92.00	3,750.15	-	3,769.26	-	-	9,892.05
<b>Fund 12</b>	7,676.78	10,582.64	10,032.54	32,237.98	87,960.01	16,303.85	6,196.78	170,990.58
<b>Fund 14</b>	53.58	3,250.00	521.74	-	9,894.64	-	-	13,719.96
<b>Fund 15</b>	2,446.04	189.00	547.25	2,450.89	7,413.13	-	-	13,046.31
<b>Fund 22</b>	2,416.19	27,496.00	28,997.57	-	94.35	-	-	59,004.11
<b>Fund 70</b>	-	1,200.00	-	-	-	-	-	1,200.00
<b>Fund 71</b>	-	637.50	-	-	-	40,220.00	288,103.97	328,961.47
<b>Fund 74</b>	-	-	-	-	-	-	316,700.00	316,700.00
<b>Fund 76</b>	-	26,436.82	-	7,000.00	-	-	272,530.59	305,967.41
<b>Total</b>	<b>\$ 74,643.86</b>	<b>\$ 255,528.59</b>	<b>\$ 104,600.99</b>	<b>\$ 88,725.92</b>	<b>\$ 135,821.53</b>	<b>\$ 56,578.47</b>	<b>\$ 883,531.34</b>	<b>\$ 1,599,430.70</b>

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 COI

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2024	V0285429	Aca Computing	91 Supplies	CDW Government Inc	Network Att Storage 4 Mac	5,706.50
10	8/27/2024	V0285135	Acad Affairs VP	91 Supplies	Synchrony Bank/Amazon	Paper shredder	126.68
10	9/26/2024	V0285822	Acad Affairs VP	91 Supplies	Office Shop	Toner	1,094.05
10	9/24/2024	V0285770	Admin Serv	91 Supplies	Fedex	Postage	13.66
10	8/27/2024	V0285135	Allied Health	91 Supplies	Synchrony Bank/Amazon	Binders, dividers	109.81
10	8/27/2024	V0285135	Art	91 Supplies	Synchrony Bank/Amazon	Glitter makeup, pens,	180.85
10	9/5/2024	V0285349	Art	91 Supplies	Gestalt Studios	2D, painting materials	88.67
10	9/24/2024	V0285767	Art	91 Supplies	Gestalt Studios	Erasers, glue sticks	24.50
10	8/28/2024	V0285167	Athletic Dir	91 Supplies	David C Erickson	Food for Cross Services	199.87
10	9/23/2024	V0285723	Athletic Dir	91 Supplies	Transfer Visa	Water, fruit, crackers,	66.29
10	9/5/2024	V0285275	Biology	91 Supplies	Carolina Biological Sup	Lab supplies-pill bugs	174.20
10	9/18/2024	V0285597	Biology	91 Supplies	Carolina Biological Sup	Filter paper	92.61
10	9/18/2024	V0285598	Biology	91 Supplies	Carolina Biological Sup	Cell labs	497.47
10	8/28/2024	V0285154	Bldg Maint	91 Supplies	McMaster Carr Sup Co	shop: new key box	187.97
10	8/28/2024	V0285155	Bldg Maint	91 Supplies	Big Horn Co-op Marketing	fuel for shop	1,032.25
10	9/5/2024	V0285300	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	51.76
10	9/9/2024	V0285445	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	188.76
10	9/11/2024	V0285470	Bldg Maint	91 Supplies	Powell Welding & Industrial Sup	shop: tools	328.95
10	9/18/2024	V0285590	Bldg Maint	91 Supplies	McIntosh Oil Inc	August 2024 fuel	1,186.83
10	9/19/2024	V0285622	Bldg Maint	91 Supplies	Ryno's Rental LLC	shop: lift rental	452.25
10	9/19/2024	V0285627	Bldg Maint	91 Supplies	Sherwin Williams	shop: paint	17.29

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/26/2024	V0285808	Bldg Maint	91 Supplies	John Deere Financial	shop	41.97
10	9/26/2024	V0285814	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	320.22
10	9/18/2024	V0285590	Campus Security	91 Supplies	McIntosh Oil Inc	August 2024 fuel	210.59
10	9/19/2024	V0285642	Chemistry	91 Supplies	MPS	Intro/Gen Chemistry	1,206.00
10	8/29/2024	V0285202	Comm & Mktg	91 Supplies	Transfer Visa	Sticker mule PTTR	739.50
10	10/2/2024	V0285901	Comm & Mktg	91 Supplies	Transfer Visa	Cardboard cutout standees	191.96
10	8/27/2024	V0285135	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Toner/ribbon cartridges	214.40
10	9/4/2024	V0285265	Computer Srv	91 Supplies	Aldrich's Lumber	TV West replacement Keys	29.95
10	9/10/2024	V0285469	Computer Srv	91 Supplies	SHI International Corp	Quest Spotlight on SQL	1,597.65
10	9/18/2024	V0285608	Computer Srv	91 Supplies	Office Shop	Staple cartridge	124.83
10	9/23/2024	V0285729	Computer Srv	91 Supplies	Transfer Visa	NWC pencils	354.96
10	8/27/2024	V0285135	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Toilet paper	298.80
10	9/5/2024	V0285282	Cust/Grounds	91 Supplies	KB Commercial Products	custodial supplies	628.17
10	9/5/2024	V0285300	Cust/Grounds	91 Supplies	Powell Ace Hardware LLC	Custodial Supplies	8.59
10	9/19/2024	V0285681	Cust/Grounds	91 Supplies	KB Commercial Products	Trash bags, vacuum bags,	925.01
10	9/25/2024	V0285806	Cust/Grounds	91 Supplies	Transfer Visa	Soap	9.38
10	9/26/2024	V0285814	Cust/Grounds	91 Supplies	Transfer Visa	Laundry soap	32.55
10	9/5/2024	V0285276	EMS Prog	91 Supplies	Billings Clinic	First aid/CPR cards	459.00
10	10/2/2024	V0285906	English	91 Supplies	Sodexo Operations LLC	Cookies, coffee	75.75
10	9/24/2024	V0285758	Enroll Serv	91 Supplies	Sodexo Operations LLC	Fruit, 2 soz cookies	65.73
10	8/28/2024	V0285153	ESports	91 Supplies	Mike Visconti	XBox-Esports	350.00
10	9/9/2024	V0285442	Graphic Arts	91 Supplies	NWC Foundation	Art & Design banner	300.00
10	9/5/2024	V0285292	Grounds	91 Supplies	Big Horn Redi - Mix	grounds: gravel	281.50
10	9/5/2024	V0285300	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	412.94

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/10/2024	V0285455	Grounds	91 Supplies	Sweet Automotive Incy(NAPA)	grounds	63.99
10	9/10/2024	V0285456	Grounds	91 Supplies	Heart Mtn Farm Sup Inc	grounds: fuel tank/filter	368.30
10	9/19/2024	V0285624	Grounds	91 Supplies	Orkin Pest Control Inc	pest control	738.00
10	9/19/2024	V0285630	Grounds	91 Supplies	Bradford Sup Co	grounds	38.75
10	9/26/2024	V0285808	Grounds	91 Supplies	John Deere Financial	grounds	84.44
10	9/26/2024	V0285809	Grounds	91 Supplies	Kodiak Pest & Lawn	qtrly treatment and bugs	5,814.00
10	9/26/2024	V0285813	Grounds	91 Supplies	2M Company	grounds	407.45
10	10/2/2024	V0285908	Human Anatomy	91 Supplies	Carolina Biological Sup	Fetal pigs	604.71
10	9/4/2024	V0285268	Instr Tech Sup	91 Supplies	Powell Ace Hardware LLC	Markers, fasteners	23.98
10	8/29/2024	V0285237	Music	91 Supplies	JW Pepper and Son Inc	Sheet music	300.48
10	8/29/2024	V0285240	Music	91 Supplies	Craig Olson	Sheet music	217.51
10	9/19/2024	V0285629	Music	91 Supplies	JW Pepper and Son Inc	Chior sheet music	67.50
10	8/27/2024	V0285135	Nursing	91 Supplies	Synchrony Bank/Amazon	4-Wheeled lap top bags	268.20
10	9/4/2024	V0285270	Nursing	91 Supplies	Castlebranch, Inc	Student screening	49.99
10	9/18/2024	V0285615	Nursing	91 Supplies	Marquis Awards	Nursing pins	738.27
10	9/23/2024	V0285729	Orientation	91 Supplies	Transfer Visa	KOW supplies	500.00
10	9/19/2024	V0285619	Outdoor Ed	91 Supplies	Vision West Inc	Embroidery	20.00
10	9/4/2024	V0285269	Photography	91 Supplies	Girl Scout of Montana & Wyoming	Sept 14-15 camp rental	700.00
10	8/27/2024	V0285135	Plant Admin	91 Supplies	Synchrony Bank/Amazon	Copy paper	5,400.00
10	9/18/2024	V0285590	Pres Office	91 Supplies	McIntosh Oil Inc	August 2024 fuel	50.91
10	10/2/2024	V0285902	Pres Office	91 Supplies	Transfer Visa	Book	34.30
10	10/2/2024	V0285902	Pres Office	91 Supplies	Transfer Visa	Digital books	297.00
10	9/18/2024	V0285590	Rodeo Men	91 Supplies	McIntosh Oil Inc	August 2024 fuel	104.22
10	9/18/2024	V0285600	Rodeo Men	91 Supplies	DB Farms	Hay	11,092.60

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/27/2024	V0285135	Stu Success Prog	91 Supplies	Synchrony Bank/Amazon	Batteries, laminating	127.70
10	8/29/2024	V0285241	Visual/Perf Art Div	91 Supplies	White Ink	Postage	73.35
10	8/28/2024	V0285143	Welding	91 Supplies	Norco	Extra bottle rental	8.06
10	9/5/2024	V0285313	Welding	91 Supplies	Norco	Oxygen, tips, gloves,	825.53
10	9/18/2024	V0285613	Welding	91 Supplies	Norco	Oxygen	130.20
10	9/19/2024	V0285621	Welding	91 Supplies	Norco	Torch kits, plugs, rod,	6,272.75
10	9/25/2024	V0285786	Welding	91 Supplies	Norco	Rod, oxygen, acetylene,	1,722.56
10	9/25/2024	V0285787	Welding	91 Supplies	Norco	Torch kits	1,728.90
10	9/26/2024	V0285840	Welding	91 Supplies	Norco	Extension cords- 25 ft &	149.98
10	10/2/2024	V0285915	Welding	91 Supplies	Powell Ace Hardware LLC	Air plug, safety pins,	46.33
			<b>Sum:</b>	<b>91 Supplies</b>			<b>59,770.63</b>
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/29/2024	V0285238	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Jessica A. Smith	HiSET test fees	35.00
10	9/10/2024	V0285467	ABE,GED,ESL	92 Servs/Fees/Repr/Maint	Greybull Recreation District	Greybull classroom use	50.00
10	8/28/2024	V0285169	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Adobe Acro Pro DC T3 lic	3,361.06
10	8/28/2024	V0285169	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Ado Apps HED Staff	2,520.00
10	8/28/2024	V0285169	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Adobe Exp F HED Faculty	540.75
10	8/28/2024	V0285169	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Adobe Exp F HED Student	8,662.50
10	8/28/2024	V0285169	Aca Computing	92 Servs/Fees/Repr/Maint	CDW Government Inc	Ado Sign Forentrprse T1	1,057.50
10	8/28/2024	V0285192	Aca Computing	92 Servs/Fees/Repr/Maint	SHI International Corp	AE 0365 Threat Intel Lic	4,921.00
10	9/26/2024	V0285867	Aca Computing	92 Servs/Fees/Repr/Maint	SHI International Corp	VMware Cloud 5	35,840.00
10	9/26/2024	V0285867	Aca Computing	92 Servs/Fees/Repr/Maint	SHI International Corp	VMware Live recovery	15,500.00



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/28/2024	V0285156	Bldg Maint	92 Servs/Fees/Repr/Maint	Rovenna Cooley	signs for lewis & clark	516.00
10	8/28/2024	V0285157	Bldg Maint	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	repair extinguishers	26.00
10	8/28/2024	V0285173	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	Electrical	135.60
10	8/29/2024	V0285232	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	42.75
10	8/29/2024	V0285232	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Preventative maintenance	872.11
10	8/29/2024	V0285246	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	Electrical repairs	471.70
10	9/5/2024	V0285280	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical repair	305.00
10	9/5/2024	V0285283	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	17/8682 oil change	72.49
10	9/5/2024	V0285284	Bldg Maint	92 Servs/Fees/Repr/Maint	Western Collision Repair Inc	35/8694 replace door latc	1,134.75
10	9/5/2024	V0285286	Bldg Maint	92 Servs/Fees/Repr/Maint	Sherwin Williams	bldg repair: paint	34.58
10	9/5/2024	V0285300	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	190.90
10	9/5/2024	V0285300	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Electrical repairs	26.17
10	9/5/2024	V0285340	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical repair	235.42
10	9/9/2024	V0285445	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	270.03
10	9/10/2024	V0285455	Bldg Maint	92 Servs/Fees/Repr/Maint	Sweet Automotive Incý(NAPA)	21/8685 battery	192.20
10	9/10/2024	V0285455	Bldg Maint	92 Servs/Fees/Repr/Maint	Sweet Automotive Incý(NAPA)	bldg repair	207.29
10	9/10/2024	V0285457	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Valley Bearing & Sup	prevent maint: belts	19.40
10	9/10/2024	V0285458	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	8690 & 8687 oil change	144.98
10	9/10/2024	V0285459	Bldg Maint	92 Servs/Fees/Repr/Maint	Anderson Forklift	eq repair: fork lift serv	676.85
10	9/18/2024	V0285605	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	bldg repair	55.97
10	9/19/2024	V0285631	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electric repair: welding	172.74
10	9/19/2024	V0285659	Bldg Maint	92 Servs/Fees/Repr/Maint	Johnstone Supply	equip repair fab annex	1,209.16
10	9/19/2024	V0285680	Bldg Maint	92 Servs/Fees/Repr/Maint	3B's Plumbing	Art dept plumbing repairs	150.00
10	9/25/2024	V0285805	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Filters	1,466.47

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/26/2024	V0285810	Bldg Maint	92 Servs/Fees/Repr/Maint	CED	electrical: fab annex	1,541.92
10	9/26/2024	V0285823	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	384.53
10	9/24/2024	V0285766	Campus Security	92 Servs/Fees/Repr/Maint	Western Collision Repair Inc	Security truck door	1,040.85
10	9/25/2024	V0285802	College Serv	92 Servs/Fees/Repr/Maint	Hub International Mtn. States	Adjustment to workers	245.00
10	9/24/2024	V0285775	Comm & Mktg	92 Servs/Fees/Repr/Maint	Yuja Inc	Digital asset platform	5,915.00
10	9/5/2024	V0285277	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant services	500.00
10	9/10/2024	V0285468	Computer Srv	92 Servs/Fees/Repr/Maint	IT Outlet	shipping	15.93
10	9/10/2024	V0285468	Computer Srv	92 Servs/Fees/Repr/Maint	IT Outlet	12Port10Gig Cisco Fibr Switch	500.00
10	9/24/2024	V0285760	Computer Srv	92 Servs/Fees/Repr/Maint	IT Outlet	SFP modules for Switch	1,050.00
10	9/26/2024	V0285867	Computer Srv	92 Servs/Fees/Repr/Maint	SHI International Corp	VMware Cloud 5	35,840.00
10	9/26/2024	V0285867	Computer Srv	92 Servs/Fees/Repr/Maint	SHI International Corp	VMware Live recovery	15,500.00
10	8/29/2024	V0285229	EMS Prog	92 Servs/Fees/Repr/Maint	Transfer Visa	Airfare	569.95
10	9/26/2024	V0285814	Grounds	92 Servs/Fees/Repr/Maint	Transfer Visa	Grounds repairs Equip	207.79
10	9/11/2024	V0285585	Intern'l Recruit	92 Servs/Fees/Repr/Maint	MIYACO Center for Study Abroad	Agent commission pmt 1	1,685.25
10	9/19/2024	V0285644	Mens BB	92 Servs/Fees/Repr/Maint	Mitchell H. Bevans	Mens BBall	400.00
10	9/25/2024	V0285794	Mens Soccer	92 Servs/Fees/Repr/Maint	Montana Soccer Assigning LLC	Mens soccer officials	2,423.60
10	8/28/2024	V0285137	Music	92 Servs/Fees/Repr/Maint	String Emporium	Bass strings	574.00
10	9/10/2024	V0285453	Music	92 Servs/Fees/Repr/Maint	Craig Olson	Aug 2024 piano tuning	450.00
10	10/2/2024	V0285905	Music	92 Servs/Fees/Repr/Maint	Hill Music	Snare drum parts	623.65
10	10/2/2024	V0285907	Music	92 Servs/Fees/Repr/Maint	Tom Bibbey Music Service	Music repairs-reeds	30.00
10	9/5/2024	V0285273	Nursing	92 Servs/Fees/Repr/Maint	ATI LLC	Basic RN bundles	4,781.00
10	9/19/2024	V0285646	Nursing	92 Servs/Fees/Repr/Maint	ACEN	Annual Accreditation fee	3,000.00
10	8/28/2024	V0285170	Outdoor Ed	92 Servs/Fees/Repr/Maint	John Deere Financial	Headlamps	42.95
10	9/18/2024	V0285605	Outdoor Ed	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Bolts, filters	59.54

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/19/2024	V0285620	Outdoor Ed	92 Servs/Fees/Repr/Maint	NASAR	WFA certifications	500.00
10	9/24/2024	V0285754	Outdoor Ed	92 Servs/Fees/Repr/Maint	John Deere Financial	Bolts, spray	14.30
10	9/24/2024	V0285755	Outdoor Ed	92 Servs/Fees/Repr/Maint	Powell City of	Kayak class - pool use	78.00
10	9/9/2024	V0285444	Rodeo Arena	92 Servs/Fees/Repr/Maint	Ryno's Rental LLC	Cleaning pens truck rental	2,412.00
10	9/18/2024	V0285602	Rodeo Arena	92 Servs/Fees/Repr/Maint	Justin Stegall	Stock pens cleaning	3,275.00
10	9/19/2024	V0285676	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	Sept 2024 lease	3,482.00
10	9/9/2024	V0285437	Womens BB	92 Servs/Fees/Repr/Maint	NWC Foundation	WBB recruit lodging	75.00
10	9/9/2024	V0285439	Womens BB	92 Servs/Fees/Repr/Maint	NWC Foundation	WBBall recruit lodging	75.00
10	9/19/2024	V0285645	Womens BB	92 Servs/Fees/Repr/Maint	Colorado Collegiate Officials LLC	Womens BBall officials	9,440.00
10	9/19/2024	V0285634	Womens Soccer	92 Servs/Fees/Repr/Maint	NWC Foundation	Recruit lodging	75.00
10	9/19/2024	V0285635	Womens Soccer	92 Servs/Fees/Repr/Maint	NWC Foundation	Recruit lodging	225.00
10	9/25/2024	V0285794	Womens Soccer	92 Servs/Fees/Repr/Maint	Montana Soccer Assigning LLC	Womens soccer officials	2,770.40
10	8/28/2024	V0285145	Womens VB	92 Servs/Fees/Repr/Maint	Amy T. Illi	08/22-23/24 VB official	385.00
10	9/5/2024	V0285395	Womens VB	92 Servs/Fees/Repr/Maint	April McAuliffe	VB official 08-22-24	280.00
10	9/9/2024	V0285438	Womens VB	92 Servs/Fees/Repr/Maint	NWC Foundation	VBall recruit lodgiing	300.00
10	9/9/2024	V0285440	Womens VB	92 Servs/Fees/Repr/Maint	NWC Foundation	VBall recruit lodging	75.00
10	9/19/2024	V0285617	Womens VB	92 Servs/Fees/Repr/Maint	Carl J. Horrocks	09-14-24 VB Official	860.00
10	9/19/2024	V0285623	Womens VB	92 Servs/Fees/Repr/Maint	Amy T. Illi	09-14-24 VB official	755.00
10	9/19/2024	V0285633	Womens VB	92 Servs/Fees/Repr/Maint	Laury Sealey	09/27-28/24 VB official	360.00
10	9/24/2024	V0285762	Womens VB	92 Servs/Fees/Repr/Maint	Charlsee P. Johns	09-14-24 VBall official	755.00
10	9/24/2024	V0285769	Womens VB	92 Servs/Fees/Repr/Maint	Kyle Crawford	09/12-14/24 VB official	860.00
10	10/2/2024	V0285899	Womens VB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	09-27-24 VB scorebook	40.00
10	10/2/2024	V0285900	Womens VB	92 Servs/Fees/Repr/Maint	Sydney Kessel	09/27-28/24 VB official	435.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>185,644.63</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/9/2024	V0285430	Acad Affairs VP	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	349.65
10	9/19/2024	V0285643	Acad Affairs VP	93 Association/Travel/Misc	Amy L. McKinney	09/26-28/24 per diem	147.50
10	10/2/2024	V0285898	Acad Affairs VP	93 Association/Travel/Misc	David W. Patterson	Reno 10/8-11/24 per diem	238.00
10	8/28/2024	V0285163	Admin Serv	93 Association/Travel/Misc	Sodexo Operations LLC	Lunches	166.75
10	8/28/2024	V0285165	Admin Serv	93 Association/Travel/Misc	Sodexo Operations LLC	Lunches	123.00
10	9/24/2024	V0285757	Admin Serv	93 Association/Travel/Misc	Sodexo Operations LLC	3 Dozen cookies	44.97
10	8/27/2024	V0285135	Campus Security	93 Association/Travel/Misc	Synchrony Bank/Amazon	Air wedge, body camera	168.98
10	8/29/2024	V0285229	EMS Prog	93 Association/Travel/Misc	Transfer Visa	Conf reg fees	495.00
10	9/19/2024	V0285641	Enroll Serv	93 Association/Travel/Misc	Jessica J. Kasinger	Meals-food supplies	11.98
10	10/2/2024	V0285920	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Lodging, meals	1,391.76
10	9/9/2024	V0285430	Forensic	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	217.00
10	9/9/2024	V0285430	Gear Up 16	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	132.30
10	9/9/2024	V0285430	Internt'l Recruit	93 Association/Travel/Misc	Transfer Motor Pool	Aug 2024 mileage	1,054.90
10	9/9/2024	V0285431	Internt'l Recruit	93 Association/Travel/Misc	Kara C. Ryf	Airfare, conf reg fees,	2,547.75
10	9/24/2024	V0285768	Internt'l Recruit	93 Association/Travel/Misc	Kara C. Ryf	Per diem Vancouver Canada	978.00
10	8/28/2024	V0285146	Library	93 Association/Travel/Misc	Ebsco Information Services	Electronic resources	2,595.00
10	9/5/2024	V0285298	Library	93 Association/Travel/Misc	Kanopy	Electronic resources-17	34.00
10	9/5/2024	V0285346	Mens BB	93 Association/Travel/Misc	Intrepid Sportswear	Reversable shorts	152.00
10	9/9/2024	V0285435	Mens BB	93 Association/Travel/Misc	NJCAA Region IX	Mens BBall dues	508.34
10	9/9/2024	V0285430	Mens Soccer	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	7,310.30
10	9/9/2024	V0285435	Mens Soccer	93 Association/Travel/Misc	NJCAA Region IX	Mens Soccer dues	308.33

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/18/2024	V0285596	Mens Soccer	93 Association/Travel/Misc	BSN Sports	Poles	184.60
10	9/9/2024	V0285430	Nursing	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	49.95
10	9/19/2024	V0285646	Nursing	93 Association/Travel/Misc	ACEN	Annual Accreditation fee	100.00
10	9/9/2024	V0285430	Orientation	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	514.05
10	9/23/2024	V0285729	Orientation	93 Association/Travel/Misc	Transfer Visa	KOW supplies	3,000.00
10	9/26/2024	V0285824	Orientation	93 Association/Travel/Misc	Transfer Visa	KOW swag	2,000.00
10	10/2/2024	V0285911	Orientation	93 Association/Travel/Misc	Transfer Visa	KOW-Stickers, magnets	150.80
10	9/5/2024	V0285296	Plant Admin	93 Association/Travel/Misc	API Systems Integrators	armory fire monitoring	282.00
10	9/19/2024	V0285639	Plant Admin	93 Association/Travel/Misc	TPC Training	Training -4staff (boiler,refrig)	11,960.00
10	9/25/2024	V0285806	Plant Admin	93 Association/Travel/Misc	Transfer Visa	Electrical license	115.00
10	9/26/2024	V0285818	Pres Office	93 Association/Travel/Misc	Sodexo Operations LLC	Presidents BBQ	1,461.25
10	9/18/2024	V0285601	Rodeo Men	93 Association/Travel/Misc	NWC Accounts Receivable	Glendive rodeo per diem	600.00
10	9/24/2024	V0285765	Rodeo Men	93 Association/Travel/Misc	Northwest Rodeo Council	Rodeo expenses	3,585.00
10	9/24/2024	V0285765	Rodeo Women	93 Association/Travel/Misc	Northwest Rodeo Council	Rodeo expenses	3,587.00
10	9/19/2024	V0285632	Student Compliance	93 Association/Travel/Misc	Sodexo Operations LLC	Catering sandwiches	134.90
10	9/26/2024	V0285842	Theatre	93 Association/Travel/Misc	Transfer Visa	NCA membership dues	195.00
10	9/5/2024	V0285351	Tutoring	93 Association/Travel/Misc	Redrock Software Corp	10/24 to 10/25 annual renew	1,049.00
10	8/28/2024	V0285193	Womens BB	93 Association/Travel/Misc	Vision West Inc	Tshirts	748.00
10	8/28/2024	V0285194	Womens BB	93 Association/Travel/Misc	Cody J. Helenbolt	Mileage reimbursement	81.00
10	8/28/2024	V0285198	Womens BB	93 Association/Travel/Misc	Cody J. Helenbolt	Speaker	265.99
10	9/9/2024	V0285435	Womens BB	93 Association/Travel/Misc	NJCAA Region IX	WBBall dues	358.33
10	9/9/2024	V0285430	Womens Soccer	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	6,535.40
10	9/9/2024	V0285435	Womens Soccer	93 Association/Travel/Misc	NJCAA Region IX	Womens Soccer Dues	308.33
10	9/18/2024	V0285596	Womens Soccer	93 Association/Travel/Misc	BSN Sports	Poles	184.60

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/9/2024	V0285430	Womens VB	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	2,829.00
10	9/9/2024	V0285435	Womens VB	93 Association/Travel/Misc	NJCAA Region IX	Volleyball dues	508.33
10	9/9/2024	V0285436	Womens VB	93 Association/Travel/Misc	Ashley N. Howe	Team/individual photos	156.00
10	9/10/2024	V0285464	Womens VB	93 Association/Travel/Misc	BSN Sports	Shorts	724.36
10	9/9/2024	V0285435	Wrestling	93 Association/Travel/Misc	NJCAA Region IX	Wrestling dues	108.34
			<b>Sum:</b>	<b>93 Association/Travel/Misc</b>			<b>60,751.74</b>

### 10 Operating Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	8/28/2024	V0285175	Athletic Dir	94 Utilities/Ins/Support	Risk Strategies Company	Athletics catastrophic ins	9,110.00
10	9/5/2024	V0285278	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone services	365.84
10	9/5/2024	V0285389	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone Services	3,725.78
10	9/5/2024	V0285390	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone services	109.83
10	9/5/2024	V0285402	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer serv internet	124.00
10	9/5/2024	V0285402	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Emergency phones & YAB	463.28
10	9/5/2024	V0285402	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural center	213.98
10	9/5/2024	V0285402	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Moyer SIP trunk	1,243.65
10	9/5/2024	V0285402	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veterans lounge internet	161.53
10	9/5/2024	V0285402	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & test	52.45
10	9/18/2024	V0285607	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone services	172.06
10	9/24/2024	V0285764	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Telephone services	112.05
10	9/9/2024	V0285432	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Sept 24 Cody Center Rent	3,539.12
10	9/5/2024	V0285290	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	aug24 field station	384.65
10	9/5/2024	V0285289	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	aug24 rodeo	311.76

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/5/2024	V0285291	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	aug24 rodeo	103.03
10	8/28/2024	V0285158	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water	302.50
10	8/29/2024	V0285228	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	portable restrooms set up	490.00
10	9/5/2024	V0285285	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	130.90
10	9/5/2024	V0285287	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	dumpster fees ag eq	320.00
10	9/5/2024	V0285288	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	aug24 cabre ag jfc lib	293.63
10	9/5/2024	V0285289	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	aug24 eq shop ag trlr ob	1,501.82
10	9/5/2024	V0285302	Utilities	94 Utilities/Ins/Support	Powell City of	July 2024 electricity	16,767.85
10	9/5/2024	V0285302	Utilities	94 Utilities/Ins/Support	Powell City of	July 2024 sanitation	2,398.20
10	9/5/2024	V0285302	Utilities	94 Utilities/Ins/Support	Powell City of	July 2024 sewer	626.42
10	9/5/2024	V0285302	Utilities	94 Utilities/Ins/Support	Powell City of	July 2024 water	2,457.18
10	9/19/2024	V0285677	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 24 campus heat	129.50
10	9/19/2024	V0285678	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 24 heat Trlr, PP, EQ	101.50
10	9/19/2024	V0285682	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 2024 heat	120.17
10	9/24/2024	V0285778	Utilities	94 Utilities/Ins/Support	Heart Mtn Irrigation District	2025 water tax levy	662.37
10	9/26/2024	V0285832	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	sept24 ag rodeo water	542.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>47,037.05</b>
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/9/2024	V0285441	Comm & Mktg	97 Other Operating Exp	Advance 360	Digital enroll campaign	5,420.00
10	9/25/2024	V0285792	Comm & Mktg	97 Other Operating Exp	Cody Enterprise	Newspaper inserts	436.80
10	9/25/2024	V0285795	Comm & Mktg	97 Other Operating Exp	Northern Wyoming News	Fall inserts	200.00
10	9/25/2024	V0285796	Comm & Mktg	97 Other Operating Exp	Lovell Chronicle	Fall inserts	110.00



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	9/25/2024	V0285803	Comm & Mktg	97 Other Operating Exp	Basin Republican Rustler	Newspaper inserts	210.00
10	9/26/2024	V0285819	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Newspaper inserts	300.00
10	9/26/2024	V0285819	Comm & Mktg	97 Other Operating Exp	Powell Tribune	Upcoming events ads	282.00
10	10/2/2024	V0285921	Comm & Mktg	97 Other Operating Exp	Casper College	Reimburse shared ad	275.00
10	8/28/2024	V0285138	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	26.63
10	8/28/2024	V0285139	Computer Srv	97 Other Operating Exp	Fedex	Postage	9.43
10	9/11/2024	V0285473	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	postage	335.13
10	9/24/2024	V0285771	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	64.20
10	9/25/2024	V0285788	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	177.00
10	9/25/2024	V0285790	Computer Srv	97 Other Operating Exp	US Postmaster	Bulk mail/business reply	15,000.00
10	8/29/2024	V0285202	Enroll Serv	97 Other Operating Exp	Transfer Visa	Sticker mule PTTR	619.50
10	10/2/2024	V0285901	Enroll Serv	97 Other Operating Exp	Transfer Visa	Cardboard cutout standees	241.46
10	10/2/2024	V0285920	Enroll Serv	97 Other Operating Exp	Transfer Visa	Idaho college fairs reg	459.00
10	8/28/2024	V0285159	Extend Camp	97 Other Operating Exp	Rovenna Cooley	CDL truck signs	2,500.00
10	9/25/2024	V0285854	Gear Up 16	97 Other Operating Exp	Danielle M. Weber	Sales tax	2.00
10	8/27/2024	V0285135	Library	97 Other Operating Exp	Synchrony Bank/Amazon	Book	21.99
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>26,690.14</b>
<b>10 Operating Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	10/2/2024	V0285909	Fitness Center	98 Expend--Capital/Equip	KB Commercial Products	Facial tissue	54.62
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>54.62</b>
			<b>Sum:</b>				<b>379,948.81</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/28/2024	V0285200	Class Staf Dev	91 Supplies	Sodexo Operations LLC	C Staff breakfast 8-20-24	127.20
11	9/18/2024	V0285609	Class Staf Dev	91 Supplies	Sodexo Operations LLC	Muffins, donut holes	112.17
11	9/5/2024	V0285379	Human Resource	91 Supplies	Backgrounds Online	Background screenings	1,380.40
11	10/2/2024	V0285904	Human Resource	91 Supplies	Backgrounds Online	Background checks	265.00
11	9/18/2024	V0285594	Trustees Board	91 Supplies	Sodexo Operations LLC	Welcome back reception	395.87
			<b>Sum:</b>	<b>91 Supplies</b>			<b>2,280.64</b>
<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/5/2024	V0285310	1M College Services	92 Servs/Fees/Repr/Maint	Copenhaver Kitchen & Kolpitcke Llc	July/Aug 24 legal service	92.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>92.00</b>
<b>11 One Mill Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	8/27/2024	V0285135	1M College Services	93 Association/Travel/Misc	Synchrony Bank/Amazon	Membership fee	779.00
11	9/5/2024	V0285348	1M College Services	93 Association/Travel/Misc	Mtn States Assoc Comm College	Membership dues-07/01/24	1,000.00
11	9/23/2024	V0285725	1M College Services	93 Association/Travel/Misc	Transfer Visa	Candy	129.49
11	9/24/2024	V0285756	1M College Services	93 Association/Travel/Misc	Marquis Awards	2024 retirement plaques	301.50
11	9/26/2024	V0285820	Human Resource	93 Association/Travel/Misc	Jill M. Anderson	SHRM conf reimb-hotel,meals	1,540.16
			<b>Sum:</b>	<b>93 Association/Travel/Misc</b>			<b>3,750.15</b>
<b>11 One Mill Fund</b>							

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	9/25/2024	V0285792	1M College Services	97 Other Operating Exp	Cody Enterprise	Legal Ad:Budget Modif	50.40
11	9/26/2024	V0285819	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Budget Modificat	54.40
11	9/26/2024	V0285819	1M College Services	97 Other Operating Exp	Powell Tribune	Legal ad:Parking lot work	171.04
11	9/5/2024	V0285294	Human Resource	97 Other Operating Exp	Sodexo Operations LLC	Candidate search-meals	496.17
11	9/5/2024	V0285295	Human Resource	97 Other Operating Exp	Northern Wyoming News	Aug 2024 job ads	104.02
11	9/5/2024	V0285378	Human Resource	97 Other Operating Exp	Cody Enterprise	August 2024 advertising	203.50
11	9/9/2024	V0285447	Human Resource	97 Other Operating Exp	Kwin Wilkes	Lodging, mileage reimburs	616.98
11	9/10/2024	V0285462	Human Resource	97 Other Operating Exp	Powell Tribune	HR advertising	220.25
11	9/11/2024	V0285474	Human Resource	97 Other Operating Exp	Carbon County News	HR Advertising	130.00
11	9/11/2024	V0285475	Human Resource	97 Other Operating Exp	Carbon County News	HR advertising	470.00
11	9/19/2024	V0285640	Human Resource	97 Other Operating Exp	Powell Tribune	HR advertising	16.25
11	9/26/2024	V0285833	Human Resource	97 Other Operating Exp	Powell Tribune	HR advertising	168.25
11	10/2/2024	V0285902	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	192.00
11	9/26/2024	V0285817	Trustees Board	97 Other Operating Exp	Basin Republican Rustler	Name Change feedback	306.50
11	9/26/2024	V0285819	Trustees Board	97 Other Operating Exp	Powell Tribune	Name change feedback	180.50
11	10/2/2024	V0285896	Trustees Board	97 Other Operating Exp	Meeteetse Visitor Center	Name change feedback	60.00
11	10/2/2024	V0285910	Trustees Board	97 Other Operating Exp	Lovell Chronicle	Name change feedback	329.00
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>3,769.26</b>
			<b>Sum:</b>				<b>9,892.05</b>

### 12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/19/2024	V0285679	Food Service	91 Supplies	Blakeman Propane	Food service tank rental	99.00
12	9/20/2024	V0285684	Food Service	91 Supplies	Keele Sanitation LLC	Fairgrounds grease trap	670.00
12	9/5/2024	V0285312	Print Srv	91 Supplies	Veritiv	Paper	66.35
12	9/9/2024	V0285433	Print Srv	91 Supplies	Veritiv	Fuel surchargs	7.50
12	9/24/2024	V0285761	Print Srv	91 Supplies	White Ink	Folding posters	25.40
12	9/24/2024	V0285776	Print Srv	91 Supplies	Veritiv	Paper	174.81
12	9/25/2024	V0285783	Print Srv	91 Supplies	White Ink	Envelopes	180.00
12	9/25/2024	V0285784	Print Srv	91 Supplies	Modern Litho	Freight/mailing service	1,464.41
12	9/25/2024	V0285804	Print Srv	91 Supplies	White Ink	Envelopes	60.00
12	9/26/2024	V0285873	Print Srv	91 Supplies	White Ink	A2 & A6 envelopes	21.60
12	10/2/2024	V0285924	Print Srv	91 Supplies	Transfer Visa	Certificate paper	15.00
12	10/2/2024	V0285924	Print Srv	91 Supplies	Transfer Visa	Envelopes	801.50
12	10/2/2024	V0285924	Print Srv	91 Supplies	Transfer Visa	Gift annuity mailer	744.59
12	8/27/2024	V0285135	Res Halls	91 Supplies	Synchrony Bank/Amazon	Toilet paper	418.32
12	9/19/2024	V0285681	Res Halls	91 Supplies	KB Commercial Products	Trash bags, cleaners	374.85
12	9/24/2024	V0285774	Res Halls	91 Supplies	Transfer Visa	Meals	113.75
12	9/24/2024	V0285774	Res Halls	91 Supplies	Transfer Visa	Meals/pizza	217.68
12	9/24/2024	V0285774	Res Halls	91 Supplies	Transfer Visa	Opening day supplies	78.95
12	9/24/2024	V0285774	Res Halls	91 Supplies	Transfer Visa	Paper, art supply kits,	154.45
12	9/24/2024	V0285774	Res Halls	91 Supplies	Transfer Visa	RA training supplies	1,012.66
12	9/5/2024	V0285306	Stabling	91 Supplies	Powell Ace Hardware LLC	Cordless drill-replacement	199.00
12	9/5/2024	V0285306	Stabling	91 Supplies	Powell Ace Hardware LLC	Tape	18.99
12	9/18/2024	V0285590	Stabling	91 Supplies	McIntosh Oil Inc	August 2024 fuel	47.64
12	9/25/2024	V0285791	Stabling	91 Supplies	John Deere Financial	Forks, cart	434.91

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/25/2024	V0285791	Stabling	91 Supplies	John Deere Financial	Shovel, handle	54.98
12	8/27/2024	V0285135	Trap Vil Main	91 Supplies	Synchrony Bank/Amazon	Shower curtains	29.99
12	8/27/2024	V0285135	Trap Vil West	91 Supplies	Synchrony Bank/Amazon	Shower curtains	29.98
12	9/18/2024	V0285590	Trap Vil West	91 Supplies	McIntosh Oil Inc	August 2024 fuel	160.47
			<b>Sum:</b>	<b>91 Supplies</b>			<b>7,676.78</b>

### 12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/28/2024	V0285173	Res Halls	92 Servs/Fees/Repr/Maint	CED	Res halls electric repair	128.67
12	8/29/2024	V0285246	Res Halls	92 Servs/Fees/Repr/Maint	CED	Housing electrical	161.69
12	9/5/2024	V0285300	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	564.22
12	9/9/2024	V0285445	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	336.38
12	9/9/2024	V0285446	Res Halls	92 Servs/Fees/Repr/Maint	Bloedorn Lumber	Ashley repairs	26.98
12	9/10/2024	V0285465	Res Halls	92 Servs/Fees/Repr/Maint	Production Machine Co	Ashley hall repairs	215.52
12	9/19/2024	V0285680	Res Halls	92 Servs/Fees/Repr/Maint	3B's Plumbing	Ashley hall plumbing	250.00
12	9/25/2024	V0285806	Res Halls	92 Servs/Fees/Repr/Maint	Transfer Visa	Res halls repairs	535.39
12	9/26/2024	V0285814	Res Halls	92 Servs/Fees/Repr/Maint	Transfer Visa	Res halls repairs	314.94
12	10/2/2024	V0285894	Stabling	92 Servs/Fees/Repr/Maint	Bobcat of the Big Horn Basin	Skid loader repairs	966.74
12	8/27/2024	V0285135	Trap Vil Main	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Light fixtures	710.64
12	8/28/2024	V0285173	Trap Vil Main	92 Servs/Fees/Repr/Maint	CED	TV Main electrical repair	55.68
12	8/29/2024	V0285232	Trap Vil Main	92 Servs/Fees/Repr/Maint	Transfer Visa	TV Main repairs	103.47
12	8/29/2024	V0285233	Trap Vil Main	92 Servs/Fees/Repr/Maint	Transfer Visa	TV Main repairs	287.13
12	8/29/2024	V0285234	Trap Vil Main	92 Servs/Fees/Repr/Maint	Transfer Visa	TV Main repairs	373.17
12	9/5/2024	V0285300	Trap Vil Main	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV Main repairs	315.46

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/9/2024	V0285445	Trap Vil Main	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV Main repairs	148.89
12	8/27/2024	V0285135	Trap Vil West	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Light fixtures	710.64
12	8/27/2024	V0285135	Trap Vil West	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	TV West:vacuum	32.99
12	8/29/2024	V0285246	Trap Vil West	92 Servs/Fees/Repr/Maint	CED	TV West electrical	75.00
12	9/5/2024	V0285300	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	138.07
12	9/9/2024	V0285445	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV West repairs	139.05
12	9/10/2024	V0285465	Trap Vil West	92 Servs/Fees/Repr/Maint	Production Machine Co	TV West repairs	391.92
12	9/11/2024	V0285476	Trap Vil West	92 Servs/Fees/Repr/Maint	Point Architects	TVWest Design & Specs	3,600.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>10,582.64</b>
<b>12 Auxiliary Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/28/2024	V0285196	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Driver per diem	108.00
12	8/29/2024	V0285230	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Driver per diem	26.00
12	8/29/2024	V0285231	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Drivers per diem	538.00
12	9/5/2024	V0285279	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Drivers per diem	264.00
12	9/5/2024	V0285303	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Drivers per diem	374.00
12	9/18/2024	V0285592	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Driver per diem	154.00
12	9/18/2024	V0285593	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Driver per diem	90.00
12	9/18/2024	V0285606	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Driver per diem	41.00
12	9/25/2024	V0285805	Motor Pool	93 Association/Travel/Misc	Transfer Visa	Lodging	920.52
12	9/26/2024	V0285823	Motor Pool	93 Association/Travel/Misc	Transfer Visa	Lodging	294.64
12	8/27/2024	V0285135	Res Halls	93 Association/Travel/Misc	Synchrony Bank/Amazon	Key tags, chargers	52.96
12	8/29/2024	V0285211	Res Halls	93 Association/Travel/Misc	Sodexo Operations LLC	RA training meals	3,060.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/9/2024	V0285430	Res Halls	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	148.05
12	9/10/2024	V0285461	Res Halls	93 Association/Travel/Misc	Baru Agency	Res life tshirts	954.75
12	9/23/2024	V0285729	Res Halls	93 Association/Travel/Misc	Transfer Visa	RA opening breakfast	70.73
12	9/23/2024	V0285729	Res Halls	93 Association/Travel/Misc	Transfer Visa	RA Training Grad dinner	376.95
12	9/24/2024	V0285774	Res Halls	93 Association/Travel/Misc	Transfer Visa	Meals	48.56
12	9/24/2024	V0285774	Res Halls	93 Association/Travel/Misc	Transfer Visa	Meals, movie passes,	418.88
12	9/24/2024	V0285774	Res Halls	93 Association/Travel/Misc	Transfer Visa	Movie passes, meals,	957.54
12	9/24/2024	V0285774	Res Halls	93 Association/Travel/Misc	Transfer Visa	RA training-meals,	371.95
12	9/24/2024	V0285774	Res Halls	93 Association/Travel/Misc	Transfer Visa	RA Training-Meals,	233.76
12	9/25/2024	V0285805	Res Halls	93 Association/Travel/Misc	Transfer Visa	Filters	103.46
12	9/26/2024	V0285824	Res Halls	93 Association/Travel/Misc	Transfer Visa	Movie passes	140.00
12	9/25/2024	V0285805	Trap Vil West	93 Association/Travel/Misc	Transfer Visa	Filters	284.79
			<b>Sum:</b>	<b>93 Association/Travel/Misc</b>			<b>10,032.54</b>
<b>12 Auxiliary Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/24/2024	V0285777	College Farm	94 Utilities/Ins/Support	Shoshone Irrigation Dist	Irrigation water	2,118.36
12	8/28/2024	V0285174	DeWitt Stu Center	94 Utilities/Ins/Support	Powell City of	July 24 Student center	92.29
12	8/28/2024	V0285174	DeWitt Stu Center	94 Utilities/Ins/Support	Powell City of	July 24 Student Center	44.18
12	9/5/2024	V0285299	DeWitt Stu Center	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2024 Student Center	258.60
12	9/26/2024	V0285807	DeWitt Stu Center	94 Utilities/Ins/Support	Powell City of	student center aug sewer	42.37
12	9/26/2024	V0285807	DeWitt Stu Center	94 Utilities/Ins/Support	Powell City of	student center aug water	256.93
12	9/9/2024	V0285432	Food Service	94 Utilities/Ins/Support	Park County Clerk	Sept 24 kitchen rent	1,000.00
12	9/5/2024	V0285299	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2024 Ashley hall heat	70.26



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/5/2024	V0285302	Res Halls	94 Utilities/Ins/Support	Powell City of	July 24 Res halls electri	8,990.30
12	9/5/2024	V0285302	Res Halls	94 Utilities/Ins/Support	Powell City of	July 24 Res halls sanitat	1,328.52
12	9/5/2024	V0285302	Res Halls	94 Utilities/Ins/Support	Powell City of	July 24 res halls sewer	347.01
12	9/5/2024	V0285302	Res Halls	94 Utilities/Ins/Support	Powell City of	July 24 res halls water	1,361.15
12	9/5/2024	V0285402	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls internet	3,400.00
12	9/19/2024	V0285677	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2024 res halls heat	54.41
12	9/19/2024	V0285682	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 2024 heat	50.49
12	9/25/2024	V0285782	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res halls cable	368.00
12	10/2/2024	V0285897	Stabling	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Manure removal	3,400.00
12	9/5/2024	V0285302	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 24 TMain electricity	592.59
12	9/5/2024	V0285302	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 24 TMain sanitation	149.11
12	9/5/2024	V0285302	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 24 TMain sewer	38.95
12	9/5/2024	V0285302	Trap Vil Main	94 Utilities/Ins/Support	Powell City of	July 24 TMain water	152.78
12	9/19/2024	V0285677	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2024 TV Main heat	6.11
12	9/19/2024	V0285682	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Aug 2024 heat	5.67
12	9/25/2024	V0285782	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main Cable	476.53
12	9/5/2024	V0285301	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2024 electricity	3,957.29
12	9/5/2024	V0285301	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2024 recycle	1.88
12	9/5/2024	V0285301	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2024 sanitation	1,003.21
12	9/5/2024	V0285301	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2024 sewer	158.70
12	9/5/2024	V0285301	Trap Vil West	94 Utilities/Ins/Support	Powell City of	July 2024 water	967.37
12	9/19/2024	V0285678	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 24 TV West heat	280.25
12	9/25/2024	V0285782	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TVV West cable	1,255.61
12	9/25/2024	V0285785	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West electric	9.06

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>32,237.98</b>
<b>12 Auxiliary Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/18/2024	V0285591	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Aug 24 cost of operations	81,922.38
12	8/28/2024	V0285140	Motor Pool	97 Other Operating Exp	Transfer Visa	CC20 fuel	76.50
12	8/29/2024	V0285234	Motor Pool	97 Other Operating Exp	Transfer Visa	CDL physical	70.00
12	9/5/2024	V0285283	Motor Pool	97 Other Operating Exp	Coulter Car Care	41/8699 oil change	254.98
12	9/5/2024	V0285293	Motor Pool	97 Other Operating Exp	VeriskýInsurance Info Exchange	motor vehicle reports	473.95
12	9/5/2024	V0285300	Motor Pool	97 Other Operating Exp	Powell Ace Hardware LLC	Fleet supplies	68.96
12	9/10/2024	V0285455	Motor Pool	97 Other Operating Exp	Sweet Automotive Incý(NAPA)	bus fuel/def	88.00
12	9/10/2024	V0285455	Motor Pool	97 Other Operating Exp	Sweet Automotive Incý(NAPA)	fleet supplies	107.81
12	9/18/2024	V0285590	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	August 2024 fuel	1,728.47
12	9/19/2024	V0285625	Motor Pool	97 Other Operating Exp	Coulter Car Care	cc27/8689 oil change	254.98
12	9/19/2024	V0285628	Motor Pool	97 Other Operating Exp	Prevost	cc8680, 8683 parts	495.23
12	9/23/2024	V0285728	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	60.86
12	9/25/2024	V0285805	Motor Pool	97 Other Operating Exp	Transfer Visa	3 titles	46.50
12	9/25/2024	V0285805	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	239.38
12	9/25/2024	V0285806	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	368.60
12	9/26/2024	V0285811	Motor Pool	97 Other Operating Exp	Coulter Car Care	46/8704 oil change	72.49
12	9/26/2024	V0285812	Motor Pool	97 Other Operating Exp	Temsa North America Inc	32/8692 parts	78.77
12	9/26/2024	V0285814	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus sup-clearing house	25.00
12	9/26/2024	V0285823	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	175.00
12	9/26/2024	V0285823	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies	318.38

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/26/2024	V0285831	Motor Pool	97 Other Operating Exp	Coulter Car Care	27/8689 vac pum hvac syst	655.73
12	10/2/2024	V0285902	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	75.80
12	10/2/2024	V0285920	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	302.24
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>87,960.01</b>

**12 Auxiliary Fund**

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	9/5/2024	V0285307	Livestock	98 Expend--Capital/Equip	Yellowstone County 4-H Sale	Sheep, goats	6,368.85
12	9/10/2024	V0285466	Res Halls	98 Expend--Capital/Equip	Casper Tin Shop LLC	Colter hall condenser	9,935.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>16,303.85</b>

**12 Auxiliary Fund**

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	8/29/2024	V0285245	Res Halls	99 Exp-New Constr/Cap Impr	Altimus Distributing Inc	Washers for Ashley hall	2,480.00
12	9/24/2024	V0285779	Trap Vil West	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	TV West 1405 Hawthorne	3,716.78
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>6,196.78</b>
			<b>Sum:</b>				<b>170,990.58</b>

**14 Comm Serv/Non-Credit Fund**

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	8/28/2024	V0285201	Paint The Town Red	91 Supplies	Rest A While Cafe	PTTR ticket reimbursement	37.00
14	9/5/2024	V0285274	Paint The Town Red	91 Supplies	Powell Ace Hardware LLC	Batteries, tape	16.58
			<b>Sum:</b>	<b>91 Supplies</b>			<b>53.58</b>

**14 Comm Serv/Non-Credit Fund**

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/10/2024	V0285454	Music Festival	92 Servs/Fees/Repr/Maint	Vocal Jazz Academy Foundation Inc	Vocal Jazz academy reg	3,250.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>3,250.00</b>
<b>14 Comm Serv/Non-Credit Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	9/9/2024	V0285443	Jazz Festival	93 Association/Travel/Misc	Marquis Awards	Plaques	96.70
14	9/9/2024	V0285443	Music Festival	93 Association/Travel/Misc	Marquis Awards	Plaques	230.70
14	9/23/2024	V0285726	Paint The Town Red	93 Association/Travel/Misc	Transfer Visa	Lodging	194.34
			<b>Sum:</b>	<b>93 Association/Travel/Misc</b>			<b>521.74</b>
<b>14 Comm Serv/Non-Credit Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	8/28/2024	V0285176	Paint The Town Red	97 Other Operating Exp	Robert L. Acton	PTTR ticket reimbursement	642.00
14	8/28/2024	V0285177	Paint The Town Red	97 Other Operating Exp	BaltazarAbsaroka DoorEmma	PTTR ticket reimbursement	630.00
14	8/28/2024	V0285178	Paint The Town Red	97 Other Operating Exp	Teresa Stone	PTTR ticket reimbursement	363.00
14	8/28/2024	V0285179	Paint The Town Red	97 Other Operating Exp	Vali Twin Cinema Inc	PTTR ticket reimbursement	69.00
14	8/28/2024	V0285180	Paint The Town Red	97 Other Operating Exp	Munchies Lemonade	PTTR ticket reimbursement	468.00
14	8/28/2024	V0285181	Paint The Town Red	97 Other Operating Exp	Island in Paradise	PTTR ticket reimbursement	406.00
14	8/28/2024	V0285182	Paint The Town Red	97 Other Operating Exp	Get Loaded BBQ	PTTR ticket reimbursement	850.00
14	8/28/2024	V0285183	Paint The Town Red	97 Other Operating Exp	Katie Bott@a Scoop of Hope	PTTR ticket reimbursement	309.00
14	8/28/2024	V0285184	Paint The Town Red	97 Other Operating Exp	Crav	PTTR ticket reimbursement	802.00
14	8/28/2024	V0285185	Paint The Town Red	97 Other Operating Exp	That's a Wrap	PTTR ticket reimbursement	229.00
14	8/28/2024	V0285186	Paint The Town Red	97 Other Operating Exp	307 Pizza - Liz Campbell	PTTR ticket reimbursement	976.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
14	8/28/2024	V0285187	Paint The Town Red	97 Other Operating Exp	Samantha Delgado	PTTR ticket reimbursement	131.00
14	8/28/2024	V0285188	Paint The Town Red	97 Other Operating Exp	The Pig and the Hog	PTTR ticket reimbursement	788.00
14	8/28/2024	V0285189	Paint The Town Red	97 Other Operating Exp	Legend Pizza	PTTR ticket reimbursement	86.00
14	8/28/2024	V0285190	Paint The Town Red	97 Other Operating Exp	Amer Pizza Partners Lp	PTTR ticket reimbursement	489.00
14	8/28/2024	V0285191	Paint The Town Red	97 Other Operating Exp	Jose Garcia	PTTR ticket reimbursement	259.00
14	8/29/2024	V0285202	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Balloon valve	161.10
14	8/29/2024	V0285202	Paint The Town Red	97 Other Operating Exp	Transfer Visa	PTTR imprint.com	983.32
14	8/29/2024	V0285202	Paint The Town Red	97 Other Operating Exp	Transfer Visa	PTTR imprint logo.com	533.38
14	8/29/2024	V0285202	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Sticker Mule.com PTTR	142.00
14	10/2/2024	V0285901	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Facebook ads	142.09
14	10/2/2024	V0285901	Paint The Town Red	97 Other Operating Exp	Transfer Visa	Stadium cups	435.75
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>9,894.64</b>
			<b>Sum:</b>				<b>13,719.96</b>

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/26/2024	V0285834	Delta	91 Supplies	Transfer Visa	Delta food supplies	321.48
15	8/27/2024	V0285135	Workforce Dev	91 Supplies	Synchrony Bank/Amazon	Paddle board oars, bags	181.95
15	8/27/2024	V0285135	Workforce Dev	91 Supplies	Synchrony Bank/Amazon	Pencils, pens, laminating	40.97
15	8/28/2024	V0285161	Workforce Dev	91 Supplies	Sodexo Operations LLC	PCSD catering	248.01
15	8/28/2024	V0285162	Workforce Dev	91 Supplies	Sodexo Operations LLC	Contango catering	466.95
15	8/28/2024	V0285199	Workforce Dev	91 Supplies	R & A Safety Training	Safety training	50.00
15	9/5/2024	V0285281	Workforce Dev	91 Supplies	Powell Ace Hardware LLC	Fasteners	13.67
15	9/9/2024	V0285452	Workforce Dev	91 Supplies	Powell Ace Hardware LLC	Pliers, cable ties, CM	72.55

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/18/2024	V0285611	Workforce Dev	91 Supplies	Sodexo Operations LLC	Class catering	275.00
15	9/23/2024	V0285727	Workforce Dev	91 Supplies	Transfer Visa	HESI test	68.00
15	9/23/2024	V0285727	Workforce Dev	91 Supplies	Transfer Visa	HESI tests	136.00
15	9/26/2024	V0285834	Workforce Dev	91 Supplies	Transfer Visa	Play house plans	24.96
15	8/28/2024	V0285199	Wyo Works CDL	91 Supplies	R & A Safety Training	Safety training	50.00
15	9/5/2024	V0285345	Wyo Works CDL	91 Supplies	R & A Safety Training	Drug testing CDL	181.00
15	9/11/2024	V0285472	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL Program Drug Test	90.50
15	9/26/2024	V0285834	Wyo Works CDL	91 Supplies	Transfer Visa	CDL Testing	225.00
			<b>Sum:</b>	<b>91 Supplies</b>			<b>2,446.04</b>
<b>15 Continuing Educ Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/4/2024	V0285271	Workforce Dev	92 Servs/Fees/Repr/Maint	ACT	Workkeys testing	39.00
15	9/26/2024	V0285834	Wyo Works CDL	92 Servs/Fees/Repr/Maint	Transfer Visa	CDL class codes	150.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>189.00</b>
<b>15 Continuing Educ Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/9/2024	V0285430	Workforce Dev	93 Association/Travel/Misc	Transfer Motor Pool	Aug 24 mileage	547.25
			<b>Sum:</b>	<b>93 Association/Travel/Misc</b>			<b>547.25</b>
<b>15 Continuing Educ Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/5/2024	V0285301	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2024 electricity	257.53
15	9/5/2024	V0285301	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2024 recycle	0.12

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	9/5/2024	V0285301	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2024 sanitation	65.29
15	9/5/2024	V0285301	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2024 sewer	10.33
15	9/5/2024	V0285301	Workforce Dev	94 Utilities/Ins/Support	Powell City of	July 2024 water	62.95
15	9/19/2024	V0285678	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 24 CTD heat	18.24
15	8/28/2024	V0285174	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory electric	731.92
15	8/28/2024	V0285174	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory-garbage,fuel,	95.22
15	8/28/2024	V0285174	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory sewer	26.49
15	8/28/2024	V0285174	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory water	124.84
15	9/5/2024	V0285299	Wyo Works CDL	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Aug 2024 Armory heat	67.69
15	9/26/2024	V0285807	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	armory aug electric	739.39
15	9/26/2024	V0285807	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	armory aug sewer	28.30
15	9/26/2024	V0285807	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	armory aug trash recycle	94.77
15	9/26/2024	V0285807	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	armory aug water	127.81
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>2,450.89</b>
<b>15 Continuing Educ Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	8/28/2024	V0285159	Workforce Dev	97 Other Operating Exp	Rovenna Cooley	CDL truck signs	500.00
15	9/23/2024	V0285727	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly chg	60.00
15	8/27/2024	V0285135	Wyo Works CDL	97 Other Operating Exp	Synchrony Bank/Amazon	Amor All wipes, safety	47.25
15	8/27/2024	V0285135	Wyo Works CDL	97 Other Operating Exp	Synchrony Bank/Amazon	Bounty paper towels,	102.26
15	8/27/2024	V0285135	Wyo Works CDL	97 Other Operating Exp	Synchrony Bank/Amazon	Scrub brush, duster,	72.99
15	8/28/2024	V0285148	Wyo Works CDL	97 Other Operating Exp	Big Horn Co-op Marketing	Def	23.98
15	8/28/2024	V0285150	Wyo Works CDL	97 Other Operating Exp	Powell Ace Hardware LLC	Pry bar, bracket	53.96



Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	8/28/2024	V0285151	Wyo Works CDL	97 Other Operating Exp	Sweet Automotive Incy(NAPA)	Oil, fuse kit, lights	44.26
15	8/28/2024	V0285152	Wyo Works CDL	97 Other Operating Exp	John Deere Financial	Metal cut off wheel	13.99
15	8/28/2024	V0285159	Wyo Works CDL	97 Other Operating Exp	Rovenna Cooley	CDL truck signs	224.00
15	8/28/2024	V0285166	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Batteries, adjust clutch	1,369.93
15	9/9/2024	V0285450	Wyo Works CDL	97 Other Operating Exp	TKO Auto Repair LLC	Truck repairs-air dryer	1,653.52
15	9/9/2024	V0285451	Wyo Works CDL	97 Other Operating Exp	Rocky Mountain Wash LLC	Truck wash	42.50
15	9/18/2024	V0285590	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	August 2024 fuel	2,365.24
15	9/18/2024	V0285612	Wyo Works CDL	97 Other Operating Exp	Wyoming Trucking Association	Advertising	800.00
15	9/26/2024	V0285834	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Car wash	39.25
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>7,413.13</b>
			<b>Sum:</b>				<b>13,046.31</b>

### 22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/9/2024	V0285434	Athletic Concession	91 Supplies	Big Horn Foods	Candy, popcorn,chips,	1,957.47
22	9/19/2024	V0285636	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	445.60
22	9/25/2024	V0285789	SAAE (Financial Aid)	91 Supplies	Fedex	Postage	13.12
			<b>Sum:</b>	<b>91 Supplies</b>			<b>2,416.19</b>

### 22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	8/28/2024	V0285141	Indirect Cost Cent	92 Servs/Fees/Repr/Maint	Ellucian Inc	Grant advisory services	13,748.00
22	9/18/2024	V0285595	Indirect Cost Cent	92 Servs/Fees/Repr/Maint	Ellucian Inc	Oct 24 grant advisory	13,748.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>27,496.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	9/23/2024	V0285729	Ashley Council	93 Association/Travel/Misc	Transfer Visa	Meals	43.00
22	9/23/2024	V0285729	Lewis/Clark Counc	93 Association/Travel/Misc	Transfer Visa	Meals	43.00
22	8/28/2024	V0285147	Library One Time	93 Association/Travel/Misc	Thomson Reuters - West	CC State E resources	4,469.16
22	9/19/2024	V0285616	Library One Time	93 Association/Travel/Misc	OVID Technologies	CC State E Resources	3,256.00
22	8/31/2024	V0285749	Stu Success IDC	93 Association/Travel/Misc	Transfer Visa	Food for TRIO SSS center	137.41
22	10/2/2024	V0285912	Writers Series	93 Association/Travel/Misc	Robert F. Stothart	10-10-24 Reading	1,200.00
22	9/24/2024	V0285765	WY Tourism Rodeo Tear	93 Association/Travel/Misc	Northwest Rodeo Council	Rodeo expenses (2)	19,849.00
			<b>Sum:</b>	<b>93 Association/Travel/Misc</b>			<b>28,997.57</b>
<b>22 General Restricted Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	8/29/2024	V0285202	WIP Software Dev & App	97 Other Operating Exp	Transfer Visa	Facebook ads	94.35
			<b>Sum:</b>	<b>97 Other Operating Exp</b>			<b>94.35</b>
			<b>Sum:</b>				<b>59,004.11</b>
<b>70 Plant Fund</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
70	9/11/2024	V0285476	Plant Fund	92 Servs/Fees/Repr/Maint	Point Architects	Master Plan 2024	1,200.00
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>1,200.00</b>
			<b>Sum:</b>				<b>1,200.00</b>

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
<b>71 Capital Construction</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/24/2024	V0285780	NPA Liberal Arts	92 Servs/Fees/Repr/Maint	Plan One Architects	Consulting NPA	637.50
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>637.50</b>
<b>71 Capital Construction</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	9/5/2024	V0285305	Armory Bldg	98 Expend--Capital/Equip	JER-RHO Inc	Sign for Armory-down pmt	32,064.00
71	8/28/2024	V0285140	Soccer Field Hse	98 Expend--Capital/Equip	Transfer Visa	Ice machine for soccer	6,416.00
71	9/5/2024	V0285350	Student Center	98 Expend--Capital/Equip	Office Scapes of Denver LLC dba Sla	Furniture storage Sept 24	1,740.00
			<b>Sum:</b>	<b>98 Expend--Capital/Equip</b>			<b>40,220.00</b>
<b>71 Capital Construction</b>							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	8/28/2024	V0285144	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley remodel	7,000.00
71	9/5/2024	V0285375	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley remodel advance	10,500.00
71	9/19/2024	V0285683	Ashley Hall	99 Exp-New Constr/Cap Impr	LM Construction LLC	Ashley hall final invoice	39,754.74
71	9/24/2024	V0285779	NPA Liberal Arts	99 Exp-New Constr/Cap Impr	Henderson Flooring LLC	NPA Lobby carpet	10,712.70
71	9/26/2024	V0285814	NPA Liberal Arts	99 Exp-New Constr/Cap Impr	Transfer Visa	NPA project:Lobby	2,464.51
71	8/29/2024	V0285233	NPA Liberal Arts	99 Exp-New Constr/Cap Impr	Transfer Visa	NPA lobby lights	174.57
71	8/29/2024	V0285234	NPA Liberal Arts	99 Exp-New Constr/Cap Impr	Transfer Visa	NPA lobby lights & guards	908.45
71	8/28/2024	V0285168	Sci/Math Bldg	99 Exp-New Constr/Cap Impr	O'Connor Company	Sci/Math Mall start up	5,000.00
71	9/4/2024	V0285272	Student Center	99 Exp-New Constr/Cap Impr	Groathouse Construction Inc	Soccer Facility conversion	204,218.00
71	9/11/2024	V0285477	Student Center	99 Exp-New Constr/Cap Impr	Hord Coplan MacHt Inc	Soccer conversion	7,371.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>288,103.97</b>
			<b>Sum:</b>				<b>328,961.47</b>

74 Retirement of Indebtness							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
74	9/19/2024	V0285626	Revenue Bonds	99 Exp-New Constr/Cap Impr	Wyoming Bank and Trust	Bond pyt & interest	316,700.00
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>316,700.00</b>
			<b>Sum:</b>				<b>316,700.00</b>

76 Major Maintenance							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	9/5/2024	V0285357	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	North Parking lot Cabre	21,621.03
76	9/5/2024	V0285357	Lighting	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Ashley exterior lighting	3,407.50
76	9/5/2024	V0285369	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math MAU project	480.00
76	9/11/2024	V0285476	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	Point Architects	Ag Pavillion	554.42
76	9/11/2024	V0285476	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	Point Architects	Sci/Math RTU Project	373.87
			<b>Sum:</b>	<b>92 Servs/Fees/Repr/Maint</b>			<b>26,436.82</b>

76 Major Maintenance							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	9/5/2024	V0285369	Moyer CC AC	94 Utilities/Ins/Support	EDA Consulting Engineers	Campus access & controls	7,000.00
			<b>Sum:</b>	<b>94 Utilities/Ins/Support</b>			<b>7,000.00</b>

76 Major Maintenance							
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Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	8/28/2024	V0285136	Ag Pavilion ER	99 Exp-New Constr/Cap Impr	Jims Building Service Inc	Ag pavillion remodel	87,559.80
76	8/28/2024	V0285142	Ag Pavilion ER	99 Exp-New Constr/Cap Impr	Elogic Inc	Ag Pavillion project	3,917.50
76	10/2/2024	V0285895	Ag Pavilion ER	99 Exp-New Constr/Cap Impr	Jims Building Service Inc	Ag remodel-final retainage	45,029.00
76	9/9/2024	V0285449	Campus Paving	99 Exp-New Constr/Cap Impr	Harris Trucking & Construction	N. Cabre parking lot	70,936.79
76	9/5/2024	V0285304	Fab Bldg	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	FAB condensor project	24,555.00
76	9/11/2024	V0285478	Maint Shop	99 Exp-New Constr/Cap Impr	Casper Tin Shop LLC	Radiant heat replacement proj	25,000.00
76	8/28/2024	V0285142	Workforce HVAC	99 Exp-New Constr/Cap Impr	Elogic Inc	Armory project	15,532.50
			<b>Sum:</b>	<b>99 Exp-New Constr/Cap Impr</b>			<b>272,530.59</b>
			<b>Sum:</b>				<b>305,967.41</b>
			<b>Sum:</b>				<b>1,599,430.70</b>

## Operating Funds – As of August 30, 2024

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,928,647	2,042,124	-1,886,523	52%			
Fees	1,167,000	673,896	-493,104	58%			
State Appropriations	12,935,916	3,132,765	-9,803,151	24%			
Local Tax Levy	3,583,895	171,585	-3,412,310	5%			
Other Sources	590,899	58,594	-532,306	10%			
Reserve Utilization			0	0%			
<b>Total Revenue</b>	<b>22,206,357</b>	<b>6,078,964</b>	<b>-16,127,393</b>				
Expenditures by Program					On Budget	Monitor	Concern
Instruction	7,928,122	242,398	7,685,724	3%			
Public Service	96,455	0	96,455	0%			
Academic Support	1,704,128	195,132	1,508,996	11%			
Student Services	3,494,708	486,664	3,008,044	14%			
Institutional Support	5,469,751	945,956	4,523,795	17%			
Operations and Maint/Plant	2,668,193	372,838	2,295,356	14%			
Scholarships	845,000	14,452	830,548	2%			
<b>Total Expenditures</b>	<b>22,206,357</b>	<b>2,257,440</b>	<b>19,948,917</b>				

### Comments

**Tuition and Fees-** FY 2025 budgets were built on FY24 actual enrollment with historical attrition. Budget amounts also considered local high school graduation rates. At this point, Northwest College’s tuition and fee revenue is in line with the budget net of scholarships.

**State Appropriations-** The Wyoming Community College Commission has not yet completed the recapture redistribution calculation for FY 2024.

**Reserve Utilization-** The Board of Trustees approved a FY 2025 budget with no reserve utilization.

## Auxiliary Fund – As of August 30, 2024

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,202,175	702,655	-499,520	58%			
Residence Halls	1,288,086	752,011	-536,075	58%			
Bookstore	20,000	0	-20,000	0%			
Copy Center	180,533	15,382	-165,151	9%			
Motor Pool	220,485	3,082	-217,404	1%			
Other	798,138	404,088	-394,049	51%			
<b>Total Revenue</b>	<b>3,709,416</b>	<b>1,877,217</b>	<b>-1,832,199</b>				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	1,202,175	26,963	1,175,212	2%			
Residence Halls	1,252,139	159,274	1,092,864	13%			
Bookstore	20,000	0	20,000	0%			
Copy Center	182,090	15,904	166,186	9%			
Motor Pool	221,401	11,286	210,114	5%			
Other	831,612	142,706	688,906	17%			
<b>Total Expenditures</b>	<b>3,709,416</b>	<b>356,134</b>	<b>3,353,282</b>				

### Comments

**Food Service-** Northwest College budgeted 300 meal plans for Fall 2024 and 280 for Spring 2025. As of August 29, 2023, Northwest College had sold 347 meal plans for Fall 2024. 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 300 students to live in the residence halls for Fall 2024 and 280 for Spring 2025. Occupancy for Fall 2024 and Spring 2025 was divided between Simpson, Lewis and Clark, and Ashley Halls. As of August 30, 2024, Northwest College’s Fall 2024 occupancy was 342 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 increased internal charge rates for Motor Pool for Fiscal Year 2025. Management is reviewing internal charge rates for the Copy Center.



## Memorandum

**Date:** October 4, 2024  
**To:** Board of Trustees  
**From:** Lisa M. Watson, President  
**Subject:** FY2024 Strategic Plan Update and Discussion

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November 2022 marked the approval of the NWC 2022-2030 Strategic Plan. The following report provides an update on the Strategic work completed during the fiscal year 2024.

### Pillar I - Innovate Academic Programming

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

- Strategic Plan Tactical Activity 1.1.1 – *Monitor job trends for the nation, state, and region. Monitor state priorities for economic and workforce development.* Northwest College signed a contract with Hanover Research to provide research support for academic program needs. A community needs survey was completed for the service region, a regional needs assessment is under review, and a labor analysis and competitive scan for outdoor education and leadership are drafted. The College is also engaged with WACCT for a Community College ROI Lightcast report and active in the Wyoming Innovative Partnership with representatives from the Governor's office, the Wyoming Department of Workforce Services, and the WY Department of Education.
- Strategic Plan Tactical Activity 1.1.2 – *Identify needed workforce training, CTD, and academic programs by collaborating with high schools, Skills USA, State, Universities, and industry.* NWC continued its partnership with the University of Wyoming and the Community Colleges to gain state WIP-approved funds in Travel and Tourism, Software Development, Virtual Reality, and Creative Economy for NWC. The Center for Training & Development department is monitoring workforce needs, attending workforce and CTD statewide workshops, meeting with companies, and providing programming options whenever possible.
- Strategic Plan Tactical Activity 1.1.3 – *Implement selected workforce training, CTD, and workforce programs through partnerships with industry, other CCs, the University of Wyoming, and State and Local agencies.* NWC worked with the University of Wyoming for the second year of an EDA grant as part of the statewide Impact 307 initiative. NWC faculty worked with Impact 307 and provided two workshops to assist community members interested in entrepreneurial efforts. CTD provided several

customized training courses to businesses and state agencies for CDL, bus drivers, and snowplow operators.

- Strategic Plan Tactical Activity 1.1.4 - *Participate in programs and seek grant opportunities for sustainable programmatic expansion that supports economic development and workforce needs.* NWC collaborated with several CCs and UW to obtain WIP III grant funds for tourism, software development, and virtual reality. NWC contracted with Ellucian Grant Services to provide mentorship and support for setting up and running the campus-wide grant program. Ellucian assisted with the development of the operational process and workflow needed and the development of the grant manager/director job description. Ellucian analyzed and researched various grant options (focused primarily on Federal grants – Title III, USDA, NSF) after meeting with the campus as part of its kickoff efforts and developing a Grant Funding Strategic Priorities document. The Grant Leadership Team prioritized options and Ellucian assisted with the submittal for Title III eligibility (of which we were approved/designated) and the TRIO grant. The GLT meets with Ellucian monthly, and there are weekly operational meetings on grants. A group of faculty members from Agriculture, Anthropology, Biology, Business, Criminal Justice, and Engineering were assembled summer of 24 to begin work with Ellucian on a Track One ATE/NSF grant proposal to be submitted Fall 2024.
- Strategic Plan Tactical Activity 1.1.5 – *Move workforce training from noncredit to credit programming as viable.* NWC started the process of evaluating options for offering a credit CDL program.

### *Strategy 1.2 Expand BAS offerings or pathways as feasible.*

- Strategic Plan Tactical Activity 1.2.1 – *Expand the existing BAS programs to offer additional pathways.* No activity to date. Capped at two programs per WY rules.
- Strategic Plan Tactical Activity 1.2.2 – *Partner with other colleges to advocate for a rule change regarding the number of BAS programs.* NWC President met with other Presidents and the Commission to discuss current BAS rules and review national data and recent research. The Commission put a committee together to bring forth a recommendation and rule changes to be approved by the Commission in Fall 2024. If approved, the rules will move forward to the Governor for approval or rejection.
- Strategic Plan Tactical Activity 1.2.3 – *Place all BAS classes on WYCLASS to expand enrollment opportunities.* All relevant classes are listed. Statewide discussion pending on the BAS courses.
- Strategic Plan Tactical Activity 1.2.4 – *Investigate possible viable BAS programs.* With the second BAS in place and no rules to provide more options, there has been no further activity. As part of Hanover's work, analysis will be done to evaluate options or possible tracks. No programmatic areas are pinpointed to date.

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

- Strategic Plan Tactical Activity 1.3.1 – *Establish a student showcase.* A permanent budget was created for the Academic Showcase. NWC faculty and staff developed and offered its second student

showcase event in April 2024. It was an incredible experience with turnout from students, faculty, staff, community, and K-12 students and teachers!!

- Strategic Plan Tactical Activity 1.3.2 – *Increase resources and opportunities for internships*. Fall 2024 student internship opportunities are being offered in agriculture, biology, business, communication and social science.

#### *Strategy 1.4 Innovate course delivery.*

- Strategic Plan Tactical Activity 1.4.1 – *Evaluate the feasibility of increased block programming by 2025*. Block programming is utilized in some CTD courses. No other activity to date.
- Strategic Plan Tactical Activity 1.4.2 – *Offer short courses that increase community engagement*. PVCE courses are designed to be short courses serving community interests. The College also offers NWC Field Studies courses, which provide travel abroad opportunities. In FY2024, a trip to Spain was offered.
- Strategic Plan Tactical Activity 1.4.3 – *Increase opportunities for micro-credentialing*. No activity in 2024.
- Strategic Plan Tactical Activity 1.4.4 – *Identify and recruit guest lecturers*. NWC hosted artist Beth Korth for an “Artist Talk,” live artwork with NWC students, and an exhibit. NWC hosted Dave Caserio, the author of *This Vanishing and Wisdom for a Dance in the Street*, as part of the Cody Writers Series. NWC hosted Adrew Laszlo as part of National Holocaust Remembrance Day. NWC hosted the Curriculum without Borders Open House, which featured six faculty members who traveled as part of the UISFL grant for research and curriculum enhancement. In the spring, NWC hosted historical romance author Linda Rae Sande as part of the Cody Writers Series. NWC hosted speaker Sybil Tubbs, who spoke on Xenophobia and the experience of Mary Oyama, a woman incarcerated at Heart Mountain during WWII. Additionally, the Foundation revised the Winifred Wasden endowment, which will now provide funding for multidisciplinary programming/lecturers for public presentations on campus. AAC will coordinate the speaker selection process.
- Strategic Plan Tactical Activity 1.4.5 – *Expand hybrid/ high flex course delivery*. The BAS in Criminal Justice and BAS in Professional Studies deliver course offerings using the Hyflex delivery model.
- Strategic Plan Tactical Activity 1.4.6 – *Expand Universal Design for course accessibility*. NWC worked heavily on accessibility improvements during the pandemic. The College utilizes software to monitor accessibility.
- Strategic Plan Tactical Activity 1.4.7 – *Add all Zoom / Synchronous courses to WYCLASS*. NWC added all Zoom/ Synchronous courses to WYCLASS.
- Strategic Plan Tactical Activity 1.4.8 – *Evaluate options to expand open educational resource (OER) utilization and reduce cost of attendance*. No activity in 2024.

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

- Strategic Plan Tactical Activity 1.5.1 - *Commit funds to expand or refine programs to align with the vision.* NWC Interim VPAA, Dean of Instruction, and Division Chairs completed the refresh and implementation of academic program reviews. The first round of program reviews was completed, and a review program cycle was created. NWC contracted with Hanover Research to provide research support with an eye to the vision statement. A Community Needs Survey was completed to gather data on the opinions and interests of the service region. The survey revealed that the Big Horn Basin residents value NWC, particularly its flexible program format, proximity, value, and financial aid/scholarships. A substantial majority of respondents have a positive or very positive impression of the College overall: Students (83%), Community Members (82%), and Employees (97%). The top words associated with NWC are “community-minded,” “student-centered,” “friendly/inviting,” and “good reputation.” Respondents most value programs related to workforce development and local industry, as well as non-credit/career technical certificates and bachelor’s degrees.

## **Pillar II - Attract New Students and Quality Employees**

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

- Strategic Plan Tactical Activity 2.1.1 - *Develop and implement a robust marketing plan that aligns with enrollment goals and industry best practices.* NWC has been focused on rolling out a new website as its top priority for enrollment and marketing. NWC has been working with the selected vendor, Modern Campus, on website design, search engine optimization, content management system, ADA, directory and calendar, and academic pathways enhancement. The website will go live in Fall 2024.
- Strategic Plan Tactical Activity 2.1.2 – *Continue to monitor communication and marketing trends, adhere to industry best practice guidelines while making room for innovation, and pivot tactics to achieve high performance.* The Marketing creative team meets weekly, and the Enrollment and Marketing Directors meet biweekly with the President. RFI’s were requested and received from various vendors regarding marketing support. The project is in the pending capacity stage.
- Strategic Plan Tactical Activity 2.1.3 – *Expand video offerings across various platforms.* The NWC Interim Multimedia production specialist position was extended for 2024. Twenty-two new distinct video offerings were created, which do not include event coverage, social media video, clips, etc.
- Strategic Plan Tactical Activity 2.1.4 – *Continue enhancements to all marketing content, clear messaging, and dynamic rituals. Eliminate inconsistent, confusing, and poorly constructed branding.* NWC’s creative team meets weekly to review all marketing and communications for enhancements.
- Strategic Plan Tactical Activity 2.1.5 – *Ensure the website serves the needs of its target audience, supports enrollment initiatives, and adheres to regulatory requirements.* NWC determined that a new website is a top priority for Enrollment and Marketing. RFP was written, responses evaluated, and

vendor Modern Campus was selected for new Website Design, Search Engine Optimization, Content Management System, ADA, Directory and calendar, and Academic Pathways enhancement. The website will go live in Fall 2024.

- Strategic Plan Tactical Activity 2.1.6 – *Explore and develop a significant college rebranding effort to better communicate the College's story in a fresh, compelling, and modern way; use the lens of Distinction or Destination to inform and clarify brand initiatives.* Marketing and Communications has a weekly creative meeting to discuss efforts through the Vision statement.
- Strategic Plan Tactical Activity 2.1.7 – *Explore the feasibility of renaming the college as part of the rebranding effort; build a case documenting all considerations and present findings to the Board for their consideration.* The Board Ad hoc committee has met during the year.

### *Strategy 2.2 Elevate Strategic Enrollment Efforts.*

- Strategic Plan Tactical Activity 2.2.1 – *Develop and implement a more robust Strategic Enrollment Plan that supports the Vision and follows higher education best practices.* NWC continued efforts with the Element 451 student enrollment platform, CampusReel video platform, and Niche enrollment application. The new chatbot was researched and transitioned at year-end to sync with the existing Element 451 workflow. A New Dual and Concurrent enrollment process was developed with Computing Services and Academic Affairs to streamline the registration process for counselors and HS students.
- Strategic Plan Tactical Activity 2.2.2 – *Develop and target enrollment goals emphasizing student groups with the highest growth potential.* NWC enrollment team meets weekly to discuss enrollment efforts and potential enrollment and student admissions process improvements.
- Strategic Plan Tactical Activity 2.2.3 – *Embrace diversity in ideas, experiences, and identity in recruiting students.* NWC focused on the Welcome to Wyoming Scholarship and the diversity of recruiting through the international program that admits students from many countries.
- Strategic Plan Tactical Activity 2.2.4 – *Integrate a comprehensive communications plan in enrollment initiatives.* NWC enrollment and marketing continue to meet and collaborate on enrollment efforts.
- Strategic Plan Tactical Activity 2.2.5 – *Ensure enrollment and admissions process is efficient and student-centered.* NWC continued to improve the enrollment process through Element 451 software. Computing Services designed a new automated process to streamline dual and concurrent enrollments for high schools.
- Strategic Plan Tactical Activity 2.2.6 – *Streamline the Scholarship Award process.* The Foundation and Financial Aid continued to work together to streamline and improve the NWC Scholarship award process.

### *Strategy 2.3 Attract and hire highly qualified faculty and staff.*

- Strategic Plan Tactical Activity 2.3.1 – *Enhance messaging about the benefits of NWC and the community.* NWC continues advertising in a robust market, posting digital and paper ads with video links to numerous job sites when possible. The HR Director participates in the college-sponsored Job Fair for the Big Horn Basin.



- Strategic Plan Tactical Activity 2.3.2 - *Streamline hiring processes*. NWC maintained a streamlined job search and committee membership. All applicants are now reviewed with an eye to other open positions and possible opportunities for good candidates due to the tight job market.
- Strategic Plan Tactical Activity 2.3.3 - *Embrace diversity of ideas and experiences and identify in faculty and staff recruitment*. NWC posts position openings through national search engines, local newspapers in our service area, social media, etc.

## Pillar III - Champion Student and Employee Retention and Success

### *Strategy 3.1 Sustain high levels of degree or certificate attainment.*

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

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

- Strategic Plan Tactical Activity 3.2.1 – *Design and implement extracurricular and co-curricular opportunities that provide intellectual, social, and emotional growth*. The College advertised existing clubs and encouraged more student engagement, which had suffered during the pandemic.
- Strategic Plan Tactical Activity 3.2.2 - *Provide individual and group awards/recognition for student extracurricular and co-curricular engagement*. The College regularly recognizes students who have participated in extracurricular and co-curricular activities through social media posts, emails, and events. Reporting on co-curricular activities was also added to the revamped Academic Program Review process.
- Strategic Plan Tactical Activity 3.2.3 – *Ensure student housing experience enriches students' social, intellectual, and emotional growth*. The College undertook a second phase improvement project in Ashley Hall. The entry lobby, upper and lower lounges, and the upper landing were remodeled entirely with mechanical, paint, lighting, furniture, and fixtures. Students moved into Ashley in the Fall of 2024 after many years of the hall being dormant.
- Strategic Plan Tactical Activity 3.2.4 – *Embrace global engagement to support diversity, equity, and inclusion in the NWC experience*. NWC maintains an international department that recruits

international students and scholars. It organizes and holds multicultural events and activities. NWC participates in a UISFL grant that supports foreign language, foreign studies & faculty travel, and to enhance coursework through a multicultural lens.

- Strategic Plan Tactical Activity 3.2.5 – *Expand awareness of and engagement in student activities, athletics, and campus events.* NWC maintains a student activities coordinator and offers multiple sports, music, and other activities. The College hosts numerous events throughout the year. Marketing posts on social media and ads are run monthly in the newspaper listing upcoming events.

### *Strategy 3.3 Develop and retain highly qualified faculty and staff.*

- Strategic Plan Tactical Activity 3.3.1 – *Design and fund a Teaching and Learning Center to serve all employees.* NWC maintains an annual subscription for higher education training that employees can access. Professional development funds are available, and the Faculty Teaching and Learning Center is available for utilization.
- Strategic Plan Tactical Activity 3.3.2 – *Fund a Professional Development Endowment.* The NWC President and Finance Director identified previous and current funds from Bookstore Commissions and rental income for use as a Professional Development corpus. A restricted Professional Development fund was created to hold the funds while working with the Foundation.
- Strategic Plan Tactical Activity 3.3.3 – *Develop an onboarding system for all employees to connect them to the College.* The College offers a new employee scavenger hunt for new employees to learn about the campus. The HR Director meets with new employees to review policies and procedures, and HR and the Payroll Specialist meet with new employees for all compensation and benefits questions. All new faculty hired are required to participate in a two-day New Faculty Orientation training program and meet with the VPAA for onboarding.
- Strategic Plan Tactical Activity 3.3.4 – *Advocate for compensation and benefits.* NWC President advocated with other Colleges for compensation increases for FY2024. The legislature funded compensation for FY26. With savings from prior-year State health insurance shortfalls, the College awarded compensation increases for FY2025. The HR Director and President continue to perform annual compensation reviews to assist with legislative compensation requests and allocations.
- Strategic Plan Tactical Activity 3.3.5 – *Incentivize employee service in college-sponsored events.* The College incentive parade engagement by giving additional time off for participants. The College provided an incentive to faculty and staff that participated in the Giving Day Student Center fundraising event.

### *Strategy 3.4 Enhance employee benefits.*

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



## Pillar IV - Revitalize Campus

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

- Strategic Plan Tactical Activity 4.1.1 – *Complete and implement a new Facilities Master Plan.* No activities for FY2024, but input sessions began in August 2024.
- Strategic Plan Tactical Activity 4.1.2 – *Lead construction of new Student Center.* NWC has been fully engaged through Physical Plant, the President, the Foundation, and campuswide departments as needed for the Student Center project. Construction of the new building has been ongoing, along with the completion and utilization of the temporary dining facility as part of the project. The conversion of the Student Center and temp dining facility will be completed in the fall of 2024.
- Strategic Plan Tactical Activity 4.1.3 – *Advocate for Master plan funding.* The President and Director of the Physical Plant worked with Commission staff, the State Building Commission, and the Community College Commission to fund and continue improvements associated with the Master Plan, major maintenance, and campus operations.

*Strategy 4.2 Grow revenue to improve affordability and accessibility.*

Strategic Plan Tactical Activity 4.2.1 – Expand and strengthen community engagement throughout the Big Horn Basin. NWC's Alumni Association hosted several outreach events, including an Ice Cream Social at the Big Horn County Fair, Trivia Night at Cody Craft Brewing, and Lovell Mustang Days Family Fun Night. The group also conducted the 4th annual Trapper Classic Car Show on campus. The College continued participating in area parades.

- The Foundation Director and Alumni Association attended Mustang Days in Lovell, and the College continued participating in parades.
- Strategic Plan Tactical Activity 4.2.2 – *Advocate for legislative support.* NWC President advocated for legislative support through personal meetings with legislators, committee meetings, and agency engagement to support legislative needs. The College and Foundation submitted articles to the newspapers and via social media to increase awareness of the College's work. The President continued her President's postcard series.
- Strategic Plan Tactical Activity 4.2.3 – *Investigate and expand sanctioned/recognized student activity expansion opportunities if viable.* No activities to date.
- Strategic Plan Tactical Activity 4.2.4 – *Investigate and expand athletic team expansion opportunities if viable.* A student survey was conducted to seek students' input on interests in athletic sports and activities. College budgets remain very tight.

*Strategy 4.3 Retain the focus on operational efficiencies.*

- Strategic Plan Tactical Activity 4.3.1 – *Create a culture that understands and supportive of the Strategic plan and is committed to its fulfillment.* The President, the President's Staff, the College Council, and campus departments continue to engage actively in the Strategic Plan and the projects and efforts being worked on at any given time.
- Strategic Plan Tactical Activity 4.3.2 - *Set standards for academic and support program effectiveness and efficiency that align with higher education best practices.* NWC utilizes an assessment process

for support service programs. A revamped academic program process and student support services review process have been completed. The HLC Quality Initiative project was developed, submitted, and approved by HLC centering on academic program review, student support service review, and co-curricular activities.

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

- Strategic Plan Tactical Activity 4.4.1 – *Structure Scholarship Awards to be competitive and support enrollment.* Financial Aid, the Foundation & Enrollment Services Offices continued enhancements to various administrative aspects of the College's Trapper Scholarship Program as part of the College's strategic plan to bolster student recruitment. Athletic Scholarship endowments continue to grow.
- Strategic Plan Tactical Activity 4.4.2 – *Complete fundraising for the Vibrancy Campaign and a new Student Center.* The foundation actively engaged in campaign work, naming opportunities, and educating community members on student center needs. 100% of funds raised to date. The College also secured match funds from the State at \$1.667 million.
- Strategic Plan Tactical Activity 4.4.3 – *Identify opportunities to establish additional endowed chairs.* The endowed Faculty have utilized their professional development and student initiative funds and are excited about the new opportunities that the endowed positions provide. No further activities to date.
- Strategic Plan Tactical Activity 4.4.4 – *Expand partnerships with program-related industries for scholarships and program support.* The Foundation continues to evaluate all potential donors to match interested supporters with areas of interest.
- Strategic Plan Tactical Activity 4.4.5 - *Collaborate with academic departments and programs. Identify successful alumni and engage them in strategic campus initiatives.* Foundation staff were assigned to academic divisions as Liaisons. The Foundation continues to work with academic departments to create Giving Day projects and recruit alumni to assist with peer-to-peer outreach. The Alumni Association recruited alumni mentors who will be aligned with Trio students this fall to provide professional support along various career paths.



# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
c. Seek WIP III fund proposals as appropriate		March 2024	WIP II -Year 2 (cont) or new proposals - called WIP III	-State appropriations \$15M, proposals submitted May -NWC approved for Tourism, Software, Virtual Reality extension (WIP II), Pending Contracts from AG
<p>CREATE NEW GRANT DEPARTMENT &amp; PROCESSES (1.1.4)</p> <p>1. Grant Organizational development</p> <p style="margin-left: 20px;">a. Policy and Procedure review</p> <p style="margin-left: 20px;">b. Research and planning</p> <p style="margin-left: 20px;">c. Professional development</p> <p>2. Grant applications and proposal</p> <p style="margin-left: 20px;">a. Staffing</p> <p style="margin-left: 40px;">b. Technical Assistance</p> <p style="margin-left: 20px;">c. Grant writing &amp; support</p>	<p>President/ Foundation Exec Director/ Finance Director/VPs</p>	<p>June 2024</p>	<p>1a. Policy and procedures refined or created</p> <p>1b. Funding Roadmap &amp; Calendar</p> <p>1c. Annual training held</p> <p>2a. Hire grant writer</p> <p>2b. Technical assistance with Ellucian</p> <p>2c. Two to three grants completed annually</p>	<p>Complete</p> <p>Ongoing</p> <p>FY25 rollover, Fall visit, ATE kickoff FY2025</p> <p>Completed job description, budgeted for FY25</p> <p>Year 1 of 3-year contract Ongoing</p> <p>Received Title III Eligibility &amp; TRIO Grant submitted, begin review of 3<sup>rd</sup> Federal grant options</p>



# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
<p>ENHANCE THE NWC BRAND THROUGH NEW INVESTMENT IN MARKETING AND COMMUNICATION TO IMPROVE RECRUITMENT, INSTITUTIONAL REPUTATION, AND ALUMNI ACROSS THE STATE AND REGION (2.1)</p> <ol style="list-style-type: none"> <li>1. Educate the campus on brand &amp; identity.</li>   <li>2. Develop and complete a more robust Marketing Plan                             <ul style="list-style-type: none"> <li>○ Expand marketing strategies for the college brand.</li> <li>○ Expand marketing strategies for strategic enrollment.</li> </ul> </li>   <li>3. Ensure the website serves the target audience(s) and supports enrollment initiatives.</li> </ol>	<p>President and Communication Director</p>	<p>June 30, 2024</p>	<p>-Brand and identity Guide -Host informational sessions</p> <p>-Contract with a marketing consultant -Evaluate target audiences -Select Key Messaging -Market to target programs -Create messaging based on targeted generations -Prioritize Media to use -Finalize written marketing plan</p> <p>Website Redesign -Contracted Website firm -Modernize code -Meet accessibility (ADA) -Navigation clean-up &amp; content structure (architecture), SEO -Complete visual redesign</p>	<p>Carryover FY2025</p> <p>March – RFI’s received Carryover FY2025 RFP</p> <p>May – Chatbot replacement is determined to be a priority.</p> <p>Fall 2023 – RFP awarded Website mgt, content analysis, &amp; procedures done -Stakeholder &amp; IT meetings complete Design complete -October 2024 launch date</p>

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
<p>ELEVATE STRATEGIC ENROLLMENT EFFORTS (2.2)</p> <ol style="list-style-type: none"> <li>1. Assess and Refine strategic enrollment (recruitment &amp; retention) structure.</li> <li>2. Create a strategic enrollment plan.                             <ol style="list-style-type: none"> <li>a. Recruitment</li> <li>b. Retention</li> </ol> </li> <li>3. Educate the campus on the Strategic Enrollment Management plan and constituent roles.</li> <li>4. Assess Chatbot viability</li> </ol>	<p>President and VPSS/ Enrollment Director</p>	<p>June 30, 2024</p>	<p>-Assessment of the current recruitment process                      -Assessment of the current retention process                       -Contract with an enrollment consultant                      -Completed Strategic Enrollment Plan                       -Host information sessions on SEM plan and roles.                       -Evaluate Chatbot vendors, select or stay with new/existing vendor</p>	<p>Carryover FY2025                       March – RFI pending review                      Carryover 2025                       -Assessment complete, Element 451 chatbot selected for July 1 rollout</p>



# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
<p>ATTRACT AND HIRE HIGHLY QUALIFIED FACULTY AND STAFF (2.3)</p> <ol style="list-style-type: none"> <li>1. Advocate for compensation at market level</li> <li>2. Continue compensation review</li> </ol>	<p>President/ HR Director</p>	<p>June 30, 2024</p>	<ul style="list-style-type: none"> <li>-Meetings with legislators, Governor's budget, JEC</li> <li>-Review national, regional, and local compensation information for comparators</li> </ul>	<ul style="list-style-type: none"> <li>-Ongoing WCCC, Governor, Jan Leg meetings.</li> <li>-Mtn State Survey completed Dec.</li> <li>-Gallagher /Fox Lawson ongoing</li> <li>- FLSA position analysis</li> <li>-1.5% salary increase provided FY2025</li> <li>Adjunct increase to \$800</li> <li>-converted majority of interim staff positions to permanent hires as operational timing warrants</li> </ul>

# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 3: CHAMPION STUDENT AND EMPLOYEE RETENTION AND SUCCESS</b>				
DEVELOP AND RETAIN A HIGHLY QUALIFIED FACULTY AND STAFF (3.3) <ol style="list-style-type: none"> <li>1. Create Professional Development Endowment</li>   <li>2. Advocate for compensation and benefits</li> </ol>	President/ President's Staff/HR Director	June 30, 2024	Research and Fund Endowment  -Determine guidelines for the distribution of funds  Meetings with legislators, Governor's budget, JEC	-Public Fund Research complete -Carryover MOU FY2025  - CS and PS profession dev budget created (F11)  -JE Committee meetings, JAC attended, Leg meetings ongoing -1.5% FY2025 compensation, ---Adjunct increase to \$800
RESEARCH HIGHER EDUCATION BEST PRACTICES IN FLEXIBLE WORK ARRANGEMENT MODELS (3.4.3) <ol style="list-style-type: none"> <li>1. Research options and conduct surveys regarding the impact on/preferences from               <ul style="list-style-type: none"> <li>-Students</li> <li>-Employees</li> <li>-Community (Service hours)</li> </ul> </li> </ol>	President's Staff/HR Director	December 2023  June 2024	-Identify examples for campus  -Review survey data -Explore feasibility	Example policies acquired, reviewed State of WY A&I policy.  Carryover FY2025

# OPERATIONAL PLAN

President’s Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 4: REVITALIZE CAMPUS</b>				
<p>BUILD, ENHANCE, AND SUPPORT CAMPUS INFRASTRUCTURE TO COMPETE WITH REGIONAL INSTITUTIONS</p> <ol style="list-style-type: none"> <li>1. Complete and Implement a new Facilities Master Plan (4.1.1)</li> <li>2. Lead Construction of new Student Center (4.1.2)               <ol style="list-style-type: none"> <li>a. Manage temporary dining operations</li> <li>b. Oversee Construction of the Student Center building</li> </ol> </li> <li>c. Complete Foundation Vibrancy Capital Campaign (4.4.2)</li> <li>d. Evaluate the viability of completing fieldhouse construction</li> </ol> <ol style="list-style-type: none"> <li>3. Evaluate the opportunity to acquire additional CTE instructional space</li> </ol>	<p>President, VP’s, Physical Plant Director, Foundation Director</p>	<p>June 2024</p>	<p>Completion of new Master plan document</p> <p>-Transition to temp dining facility</p> <p>-Monitoring dining operations and student satisfaction</p> <p>-Continue management of the project thru weekly construction meetings</p> <p>-Secure 100% of campaign commitments</p> <p>-Complete analysis of reserves</p> <p>Purchase or lease CTE instructional space</p>	<p>Carryover FY25</p> <p>-Complete</p> <p>-SC construction is ongoing, and the project is on track for completion in Fall 2024</p> <p>- Foundation capital campaign complete/ State match awarded</p> <p>-Fieldhouse funding available–project in process</p> <p>Lease of Armory building September 2023</p>



# OPERATIONAL PLAN

President's Office

## FY 2024 Priorities - Final

Activity	Responsibility	Timeline	Measurement	Status
3. Create policy review cycle (4.3.3)	President/Pres Staff	June 2024	-Develop a timeline for policy review -Assign policies to respective VP/President -Review policies for relevancy, accuracy, regulation, and best practice	Policy work in process. Carryover 2025



# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>Implement selected workforce training, CTD, and academic programs through partnerships with industry, other CCs, the University, State, and local agencies (1.1.3)</p> <ol style="list-style-type: none"> <li>1. Implement &amp; Oversee WIP I, II, &amp; III funded initiatives.               <ol style="list-style-type: none"> <li>a) Outdoor Ed/Tourism</li> <li>b) Virtual Reality</li> <li>c) Software Development</li> </ol> </li> </ol>	<p>President/VPAA Division Chairs/ Faculty/ CTD</p>	<p>June 2025</p>	<p>– OE/Tourism (<u>WIP I</u>) equipment acquired &amp; installed - OE/Tourism (<u>WIP II/III</u>) tourism coord. Pos &amp; programming -Virtual Reality (<u>WIP III</u>) Implementation (Nursing, EMT, CJ, &amp; Library) -Software Development- <u>WIP II/III</u> Instructor /instruction</p>	



# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
Implement & operate campus grants (1.1.4) <ol style="list-style-type: none"> <li>1. Grant Department Priorities               <ol style="list-style-type: none"> <li>a. Research and planning</li> <li>b. Grant writing &amp; Technical Assistance</li> <li>c. Professional development</li> <li>d. Expand Industry &amp; Community Partnerships</li> </ol> </li> </ol>	President/ Foundation Exec Director/Finance Director /VPAA/ VPSS	June 2025	1a. Regular strategy meetings with Ellucian. 1a. Maintain Funding Roadmap & Calendar 1b. Hire Grant writer 1b. Two to three grants completed annually 1c. Ellucian provide ongoing training & support to Grant staff 1c. Annual campus training held 1d. Document partnerships related to current grant activity	
Move workforce training from non-credit to credit programming as viable (1.1.5) <ol style="list-style-type: none"> <li>1. Research and Develop CDL for credit program (Certificate)</li> </ol>	VPAA	June 2025	1. Research & Curriculum development 2. Obtain BOT Approval 3. Obtain WCCC Approval 4. Obtain HLC approval (if needed)	

# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>Promote and enhance programming that aligns with distinction and/or destination of place. (1.5.1)</p> <ol style="list-style-type: none"> <li>1. Continue academic program demand analysis</li> <li>2. Conduct 2<sup>nd</sup> year academic program rotation and review</li> <li>3. Define co-curricular activities and develop assessment</li> </ol>	<p>Pres Staff / VPAA / AAC</p>	<p>June 2025</p> <p>-2<sup>nd</sup> rotation of 5 year cycle of program reviews due May 1, 2025</p> <p>-June 2025</p>	<p>-Complete multiple research projects with Hanover on academic programming</p> <p>-Completed program reviews for 2nd rotation</p> <p>-Co-curricular activities (CCA) identified -CCA assessment schedule developed -Complete CCA assessments for 1<sup>st</sup> year rotation</p>	



# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>Elevate Strategic Enrollment efforts (2.2)</p> <ol style="list-style-type: none"> <li>1. Work with Foundation to evaluate scholarship offerings. (2.2.6)</li> <li>2. Assess and Refine strategic enrollment (recruitment &amp; retention) structure.</li> <li>3. Create a strategic enrollment plan.                             <ol style="list-style-type: none"> <li>a. Recruitment</li> <li>b. Retention</li> </ol> </li> <li>4. Educate the campus on the Strategic Enrollment Management plan and constituent roles.</li> </ol>	<p>President/ VPSS / Enrollment Dir. / Foundation Exec. Director</p>	<p>June 30, 2025</p>	<ul style="list-style-type: none"> <li>-Report of recommendations from consultant</li> <li>-Assessment of the current recruitment process</li> <li>-Assessment of the current retention process</li> <li>-Contract with an enrollment consultant</li> <li>-Completed Strategic Enrollment Plan</li> <li>-Host information sessions on SEM plan and roles.</li> </ul>	
<p>Attract and hire highly qualified faculty and staff (2.3)</p> <ol style="list-style-type: none"> <li>1. Advocate for compensation at market level (Top PACE concern)</li> <li>2. Continue compensation review &amp; FLSA regulatory review</li> </ol>	<p>President/ HR Director</p>	<p>June 30, 2025</p>	<ul style="list-style-type: none"> <li>-Meetings with legislators, Governor's budget, JEC</li> <li>-Review national, regional, and local compensation information for comparators</li> </ul>	

# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 3: CHAMPION STUDENT AND EMPLOYEE RETENTION AND SUCCESS</b>				
Develop and retain a highly qualified faculty and staff (3.3) <ol style="list-style-type: none"> <li>1. Create Professional Development Endowment</li> <li>2. Budget Professional and C-Staff development funds (Faculty funds exist) &amp; implement process</li> <li>3. Advocate for compensation and benefits</li> <li>4. Complete Fixed Term to Tenure Track Faculty Pathway Policy (hired through National Search)</li> <li>5. Determine new Faculty Qualification Standards for NWC due to HLC changes</li> </ol>	President/VPAA President's Staff/HR Director	June 30, 2025	<ul style="list-style-type: none"> <li>-Complete research</li> <li>-Determine endowment procedures</li> <li>-Fund Endowment</li>   <li>-Determine guidelines for the distribution of funds (Fund 11)</li>   <li>-Meetings with legislators, Governor's budget, JEC</li>   <li>-Board approves policy change</li>   <li>-Faculty qualification policy &amp; procedure</li> </ul>	

# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>Enhance employee benefits (3.4)</p> <p>Research higher education best practices in flexible work arrangement models (3.4.3)</p> <p>1. Conduct surveys regarding the impact on/preferences from</p> <ul style="list-style-type: none"> <li>-Students</li> <li>-Employees</li> </ul>	<p>President's Staff/HR Director</p>	<p>June 2025</p>	<ul style="list-style-type: none"> <li>-Review research on higher ed and the State of Wyoming models</li> <li>-Review survey data</li> <li>-Explore feasibility</li> </ul>	

# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<b>PILLAR 4: REVITALIZE CAMPUS</b>				
<p>Build, enhance, and support campus infrastructure to compete with regional institutions (4.1)</p> <ol style="list-style-type: none"> <li>1. Complete and implement a new Facilities Master Plan (4.1.1)</li> <li>2. Complete Construction of new Student Center (4.1.2)</li> <li>3. Complete Conversion of Soccer Fieldhouse (4.1.2)</li> <li>4. Complete Phase II Ashley Hall Improvements (4.1)</li> <li>5. Evaluate options for Phase III Ashley Hall Improvements (4.1)</li> <li>6. Design and lead the Capital Renewal of Orendorff Building (4.1)</li> </ol> <p>Grow revenue to improve affordability &amp; accessibility (4.2)</p> <ol style="list-style-type: none"> <li>1. Advocate for legislative support</li> </ol>	<p>President, VP's, Physical Plant Director, Foundation Director, campus input</p>	<p>June 2025</p>	<ul style="list-style-type: none"> <li>-Completion of new Master plan document</li> <li>-Occupy completed Student Center</li> <li>-Occupy completed Soccer Fieldhouse</li> <li>-Completed Phase II Ashley Hall renovation</li> <li>-Obtain cost estimates for Phase III Ashley Hall</li> <li>-Identify project options pending finances</li> <li>-Design Build/CMAR selected for ORB</li> <li>-Bids complete and awarded</li> <li>-ORB building project begins</li> </ul>	
	<p>President</p>	<p>June 2025</p>	<ul style="list-style-type: none"> <li>-Meetings with legislators, attend committee meetings, Governor's meetings, etc.</li> </ul>	



# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>Retain the focus on operational efficiencies (4.3)</p> <p>1. Implement &amp; Foster Engagement in Strategic Plan 2030 (4.3.1)</p> <ul style="list-style-type: none"> <li>a. Refine and prioritize tactics to include activities, resources, and timeline for completion.</li> <li>b. Identify Key Performance Indicators</li> <li>c. Communicate and engage with the campus community and departments to sustain strategic focus.</li> </ul> <p>2. Continue implementation of HLC quality initiative project (4.3.2)</p> <p>3. Create policy review cycle (4.3.3)</p>	<p>Campuswide Depts with support of Presidents staff</p> <p>Pres Staff / VPAA / VPSS / AAC</p> <p>President</p>	<p>June 2025</p> <p>Annual</p> <p>Ongoing</p> <p>June 2025</p> <p>June 2025</p>	<p>-Completed operations plan</p> <p>-Complete strategic plan tactics review</p> <p>-Track and report KPI progress</p> <p>-Monthly/Quarterly / Annual strategic plan updates</p> <p>-4 tiers for QI</p> <ul style="list-style-type: none"> <li>a) Academic program review(in-house) YR2</li> <li>b) SSP Review Yr1 cycle</li> <li>c) Academic program demand analysis complete</li> <li>d) Co-curricular assessment developed</li> </ul> <p>-Develop timeline for review</p> <p>-Assign policies to VP/Pres</p> <p>-Review policies for relevance, accuracy, regs, and best practices</p>	

# OPERATIONAL PLAN

President's Office

## FY 2025 Priorities

Activity	Responsibility	Timeline	Measurement	Status
<p>Partner with Foundation to align fundraising initiatives to support College strategic goals (4.4)</p> <ol style="list-style-type: none"> <li>1. Structure scholarship awards to be competitive and support enrollment (4.4.1)                             <ol style="list-style-type: none"> <li>a. Evaluate current scholarship practice and suggestions for improvements or areas of excellence</li> <li>b. Evaluate demand/market for need-based scholarships</li> </ol> </li>   <li>2. Determine project-based fundraising opportunities that may align with donor interests</li> </ol>	<p>President, Exec Director Foundation, VPSS, IR, Enrollment Dir, FA Dir</p> <p>President, Exec Dir, VPs</p>	<p>June 2025</p> <p>June 2025</p>	<p>-Evaluate consultants who specialize in scholarship evaluation -Contract with Consultant -Obtain report with scholarship structure recommendations</p> <p>-Project-based opportunities identified -Donor interests identified. -Interests linked and/or opportunities identified for further development</p>	



To: Lisa Watson, President  
From: Lisa Smith, Institutional Research Manager  
RE: Longitudinal Enrollment Report – October 2024  
Date: October 1, 2024

Each year, we examine NWC’s enrollment over the past decade with various breakdowns to understand how populations are changing. This information will be beneficial to consider as we determine our strategic enrollment efforts to recruit and retain students.

Attracting new students and championing student retention and success are part of the pillars of the Strategic Plan 2030. Priorities for these areas from the President’s Office Operational Plan FY25 include expanding marketing strategies for strategic enrollment, assessing and refining the strategic enrollment structure, and creating a Strategic Enrollment Plan.

Please see the attached *Longitudinal Enrollment Report – October 2024* to view the variety of enrollment and student success breakdowns.



**Longitudinal Enrollment Report**  
October 2024

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## Preliminary Fall 2024 Enrollment\*

<b>Headcount</b>	<b>1488</b>
<b>FTE</b>	<b>1232</b>

<b>Enrollment Status</b>	<b>Headcount</b>	<b>% of Total</b>
Full-Time	697	47%
Part-Time	791	53%
<i>Total</i>	<i>1488</i>	<i>100%</i>

<b>First-Time and Degree-Seeking Status</b>	<b>Headcount</b>	<b>% of Total</b>
First-Time Degree-Seeking	281	19%
All Other Degree-Seeking	604	41%
Non-Degree-Seeking	603	41%
<i>Total</i>	<i>1488</i>	<i>100%</i>

<b>Residency</b>	<b>Headcount</b>	<b>% of Total</b>
Wyoming Service Area	1021	69%
Wyoming Out-of-Service Area	119	8%
WUE State	203	14%
Other Out-of-State	145	10%
<i>Total</i>	<i>1488</i>	<i>100%</i>

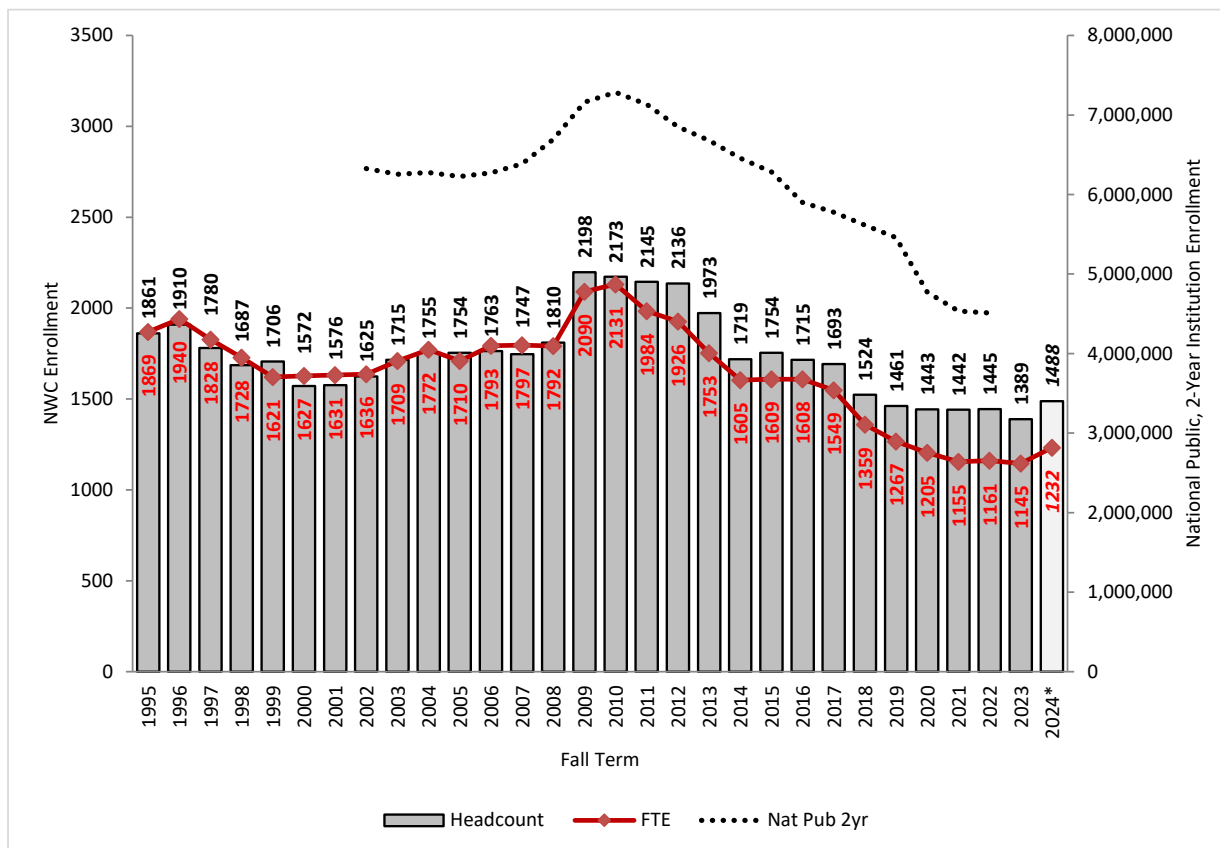
<b>Age</b>	<b>Headcount</b>	<b>% of Total</b>
<18	481	32%
18-21	630	42%
22-29	187	13%
>=30	190	13%
<i>Total</i>	<i>1488</i>	<i>100%</i>

<b>Concurrent/Dual Enrolled</b>	<b>Headcount</b>	<b>% of Total</b>
Concurrent/Dual	469	32%
Non-Concurrent/Dual	1019	68%
<i>Total</i>	<i>1488</i>	<i>100%</i>

<b>Program Areas with 10 Highest Numbers of Degree-Certificate Majors</b>	<b>23/FA</b>	<b>24/FA</b>
Health Science (Non-Nursing)	106	144
General Studies	154	129
Business	87	96
Nursing	61	72
Biology	56	67
Agriculture	74	67
Criminal Justice	57	47
Education	52	46
Psychology	36	30
Music	23	29

*\*Fall 2024 enrollment is preliminary, as of 9/24/2024.  
Official fall enrollment will be available in February 2025.*

## Historical Fall Enrollment



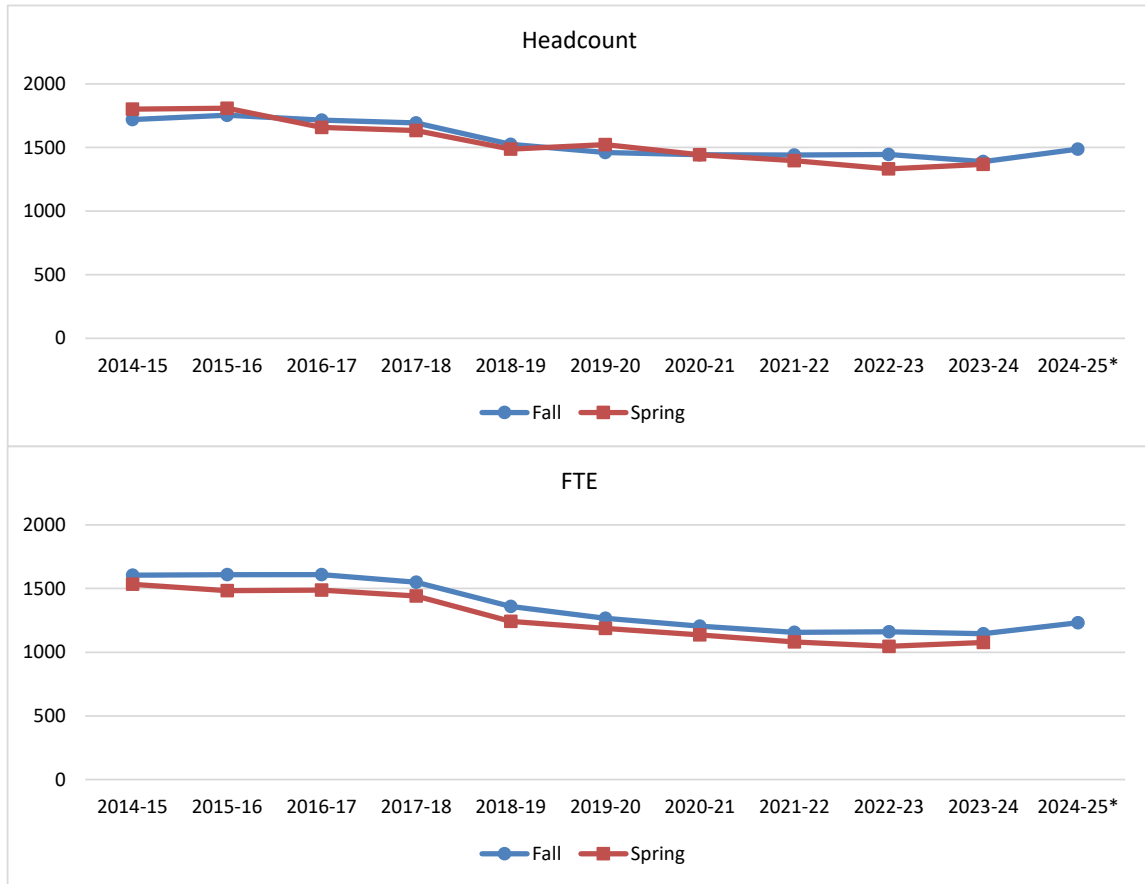
\*2024 enrollment is preliminary, as of 9/24/2024, and will likely increase before the end of term. Enrollment for all previous terms is final.

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

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

Enrollment numbers reported by the National Center for Education Statistics (U.S. Department of Education) show that enrollment for all public, two-year institutions follows a similar path to NWC's for most years with a more dramatic decrease in Fall 2020. (Only Fall 2002 through Fall 2022 is available at this point nationally.)

## Fall and Spring Enrollment



\*2024 enrollment is preliminary, as of 9/24/2024.

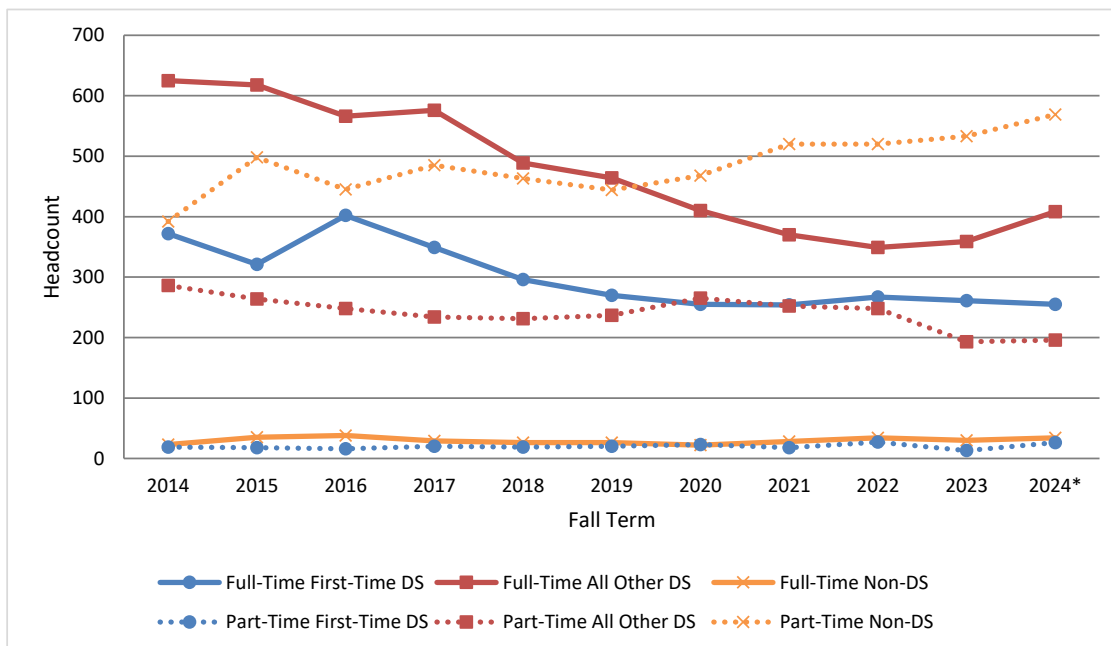
**Summary:** Over the past decade, headcount has averaged a 1% decrease from the fall to the spring of an academic year, though from year to year, spring has fluctuated between being a little higher to a little lower than the preceding fall.

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

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



## Enrollment by First-Time and Degree-Seeking Status



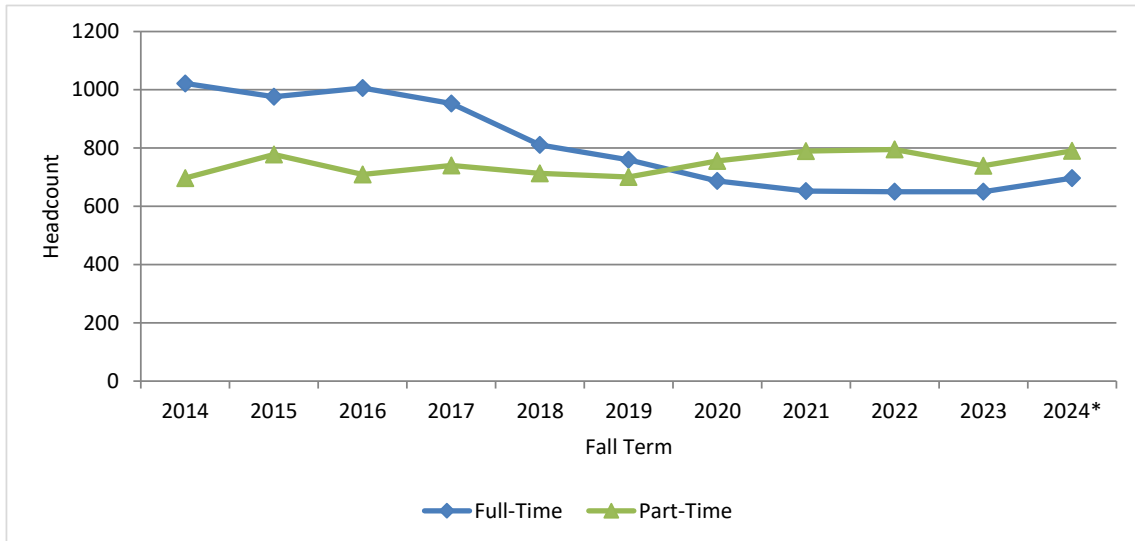
\*2024 enrollment is preliminary, as of 9/24/2024.

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

**Summary:** Historically, full-time "all other degree-seeking students" was the largest group of students. In Fall 2024, the largest group is **part-time non-degree-seeking students** (primarily concurrent and dual students), making up 38% of total population, followed by **full-time "all other degree-seeking students"** (returning and transfer-in students), making up 27% of total population. **Full-time, first-time degree-seeking students** account for 17% of total enrollment, the third largest group.

	<i>Percent of Total Enrollment - Fall 2024</i>
<b>Full-Time</b>	
First-Time Degree-Seeking	17%
All Other Degree-Seeking	27%
Non-Degree-Seeking	2%
<b>Part-Time</b>	
First-Time Degree-Seeking	2%
All Other Degree-Seeking	13%
Non-Degree-Seeking	38%

## Enrollment by Full-Time and Part-Time Status



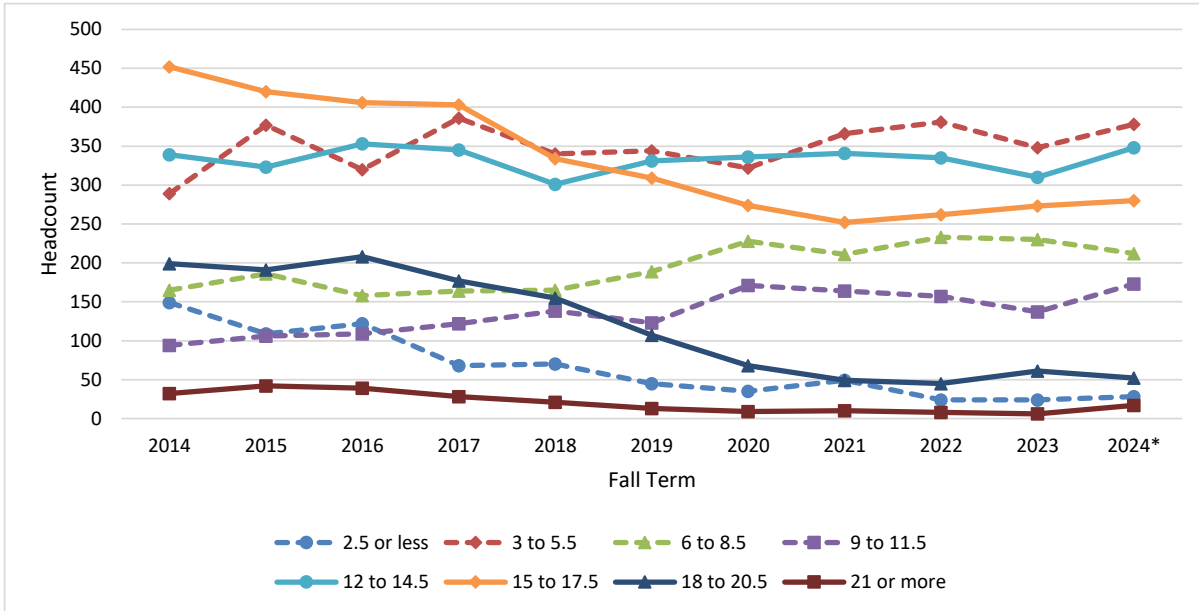
\*2024 enrollment is preliminary, as of 9/24/2024.

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

**Summary:** In Fall 2014, full-time students accounted for 59% of total headcount. Part-time students became the majority population starting in Fall 2020. In Fall 2024, full-time make up 47% of enrollment.

On average, students are enrolling in fewer credits than they did ten years ago. Some of the increase in part-time enrollment is due to an increase in concurrent and dual enrollment over this time.

## Enrollment by Credit Hour Load



\*2024 enrollment is preliminary, as of 9/24/2024.

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

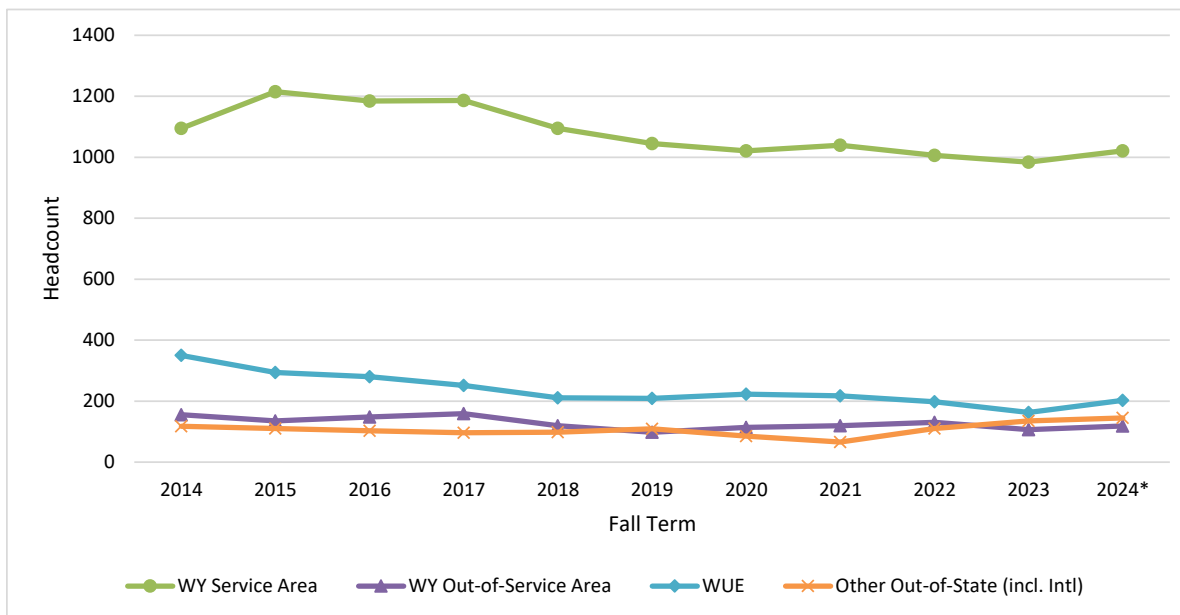
*Full-time loads - solid lines on graph; part-time loads - dashed lines.*

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

In Fall 2024, we are seeing notable increases in these credit ranges: 3 to 5.5, 9 to 11.5, 12 to 14.5, and 21 or more. The most notable decrease is for the 6 to 8.5 credit range.

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

## Enrollment by Residence



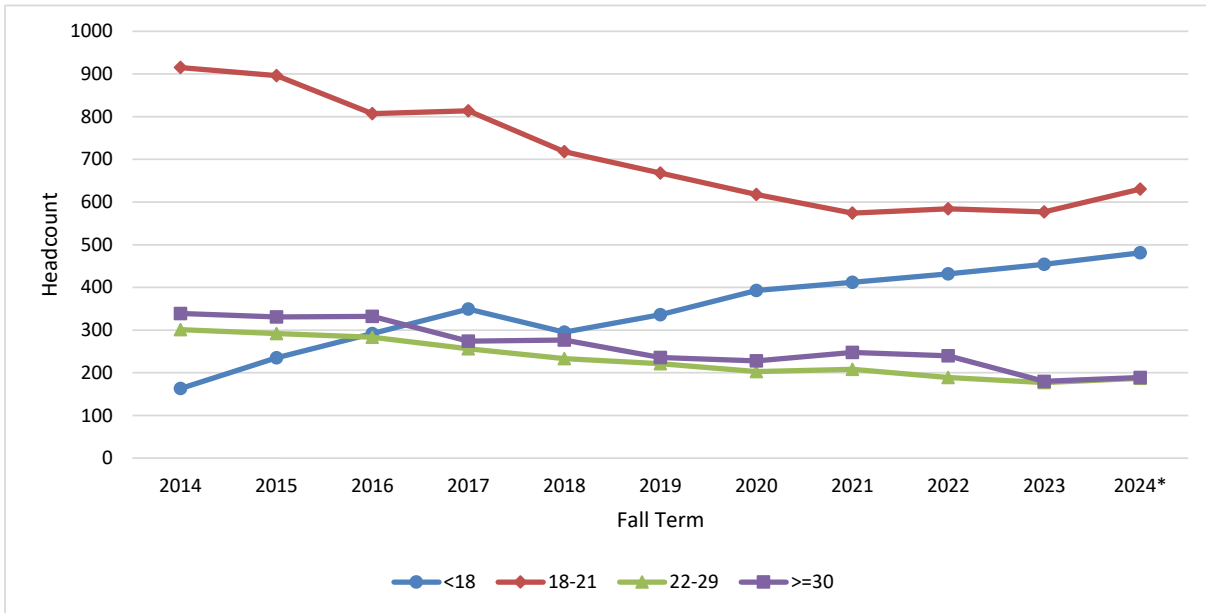
\*2024 enrollment is preliminary, as of 9/24/2024.

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

**Summary:** In Fall 2024, 69% of students came from NWC's service area, 14% came from WUE states, 10% came from states outside Wyoming and WUE states or from other countries, and 8% came from Wyoming counties outside NWC's service area.

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

## Enrollment by Age



\*2024 enrollment is preliminary, as of 9/24/2024.

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

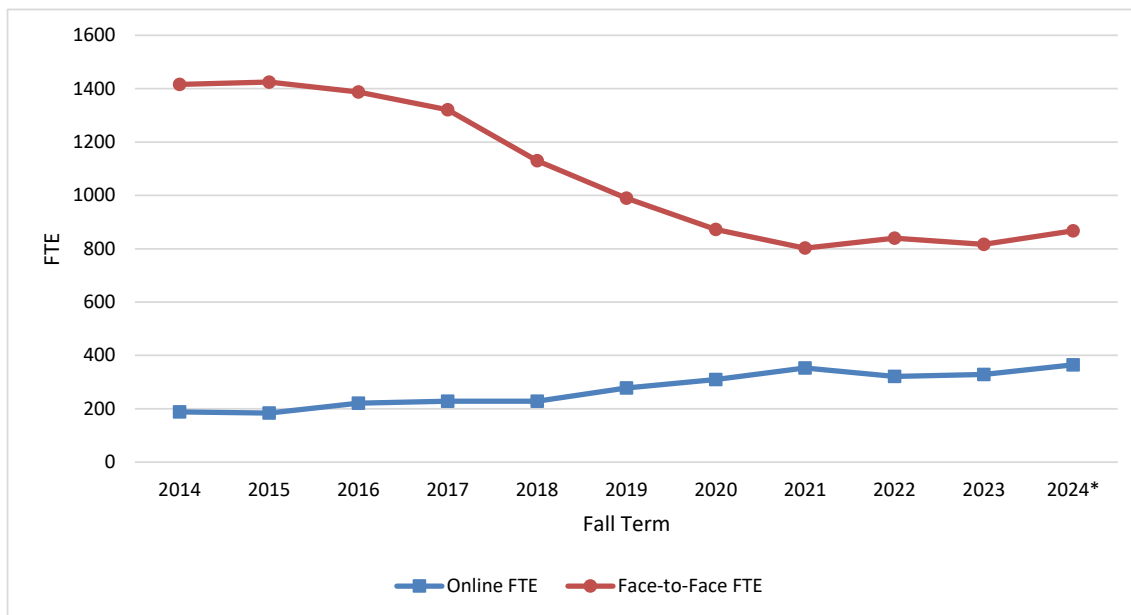
**Summary:** In Fall 2024, the median age is 18 years, and the average (mean) age is 22. We are seeing increases in all age ranges this year.

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

**Percent of total population:**

- 18-21 years: 42%
- Less than 18 years: 32%
- 22-29 years: 13%
- Greater than or equal to 30 years: 13%

## Enrollment by Online and Face-to-Face



\*2024 enrollment is preliminary, as of 9/24/2024.

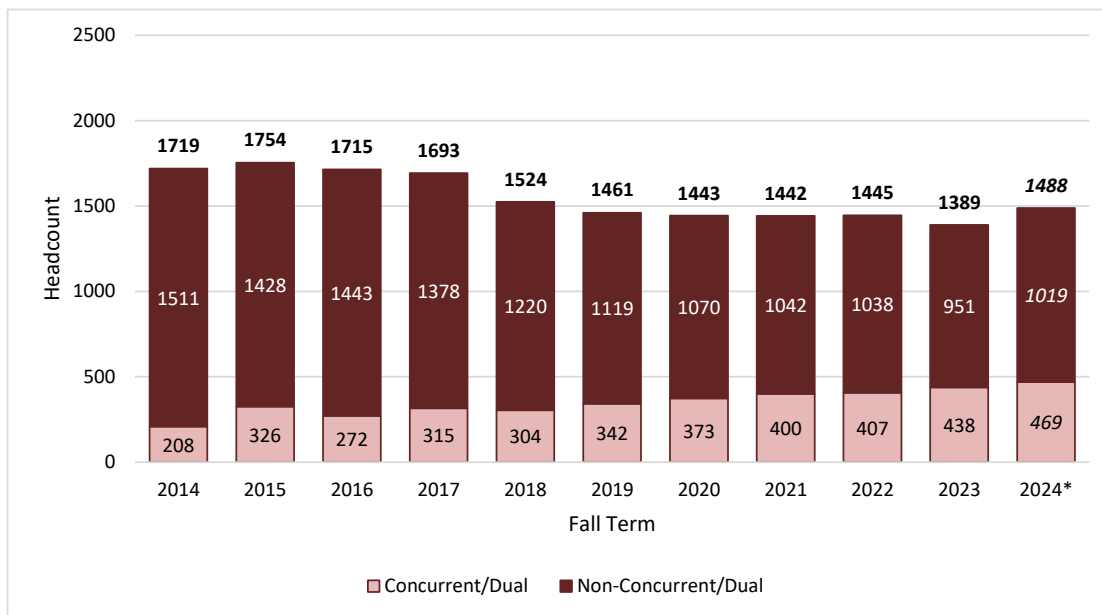
**Definition:** **Online** courses are taken completely through distance methods. **Face-to-face** courses are partially or fully taught in person.

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

Credits enrolled in online courses have almost doubled (a 94% increase) over the past ten years.

In Fall 2024, FTE for online courses made up 30% of total FTE, compared to 12% in Fall 2013. Full-time equivalent (FTE) is a measure of credits divided by 12, a full-time student credit load.

## Enrollment by Concurrent and Dual - Fall



\*2024 enrollment is preliminary, as of 9/25/2024.

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

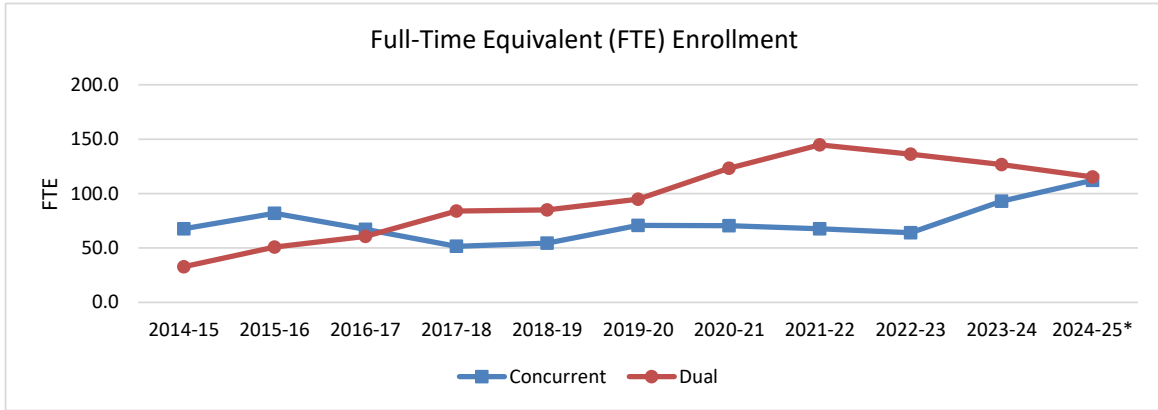
**Summary:** Concurrent enrollment began with a pilot program in Spring 2009 and was fully implemented at all Big Horn Basin (BHB) high schools in Fall 2009. Dual enrollment has been available prior to 2009.

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

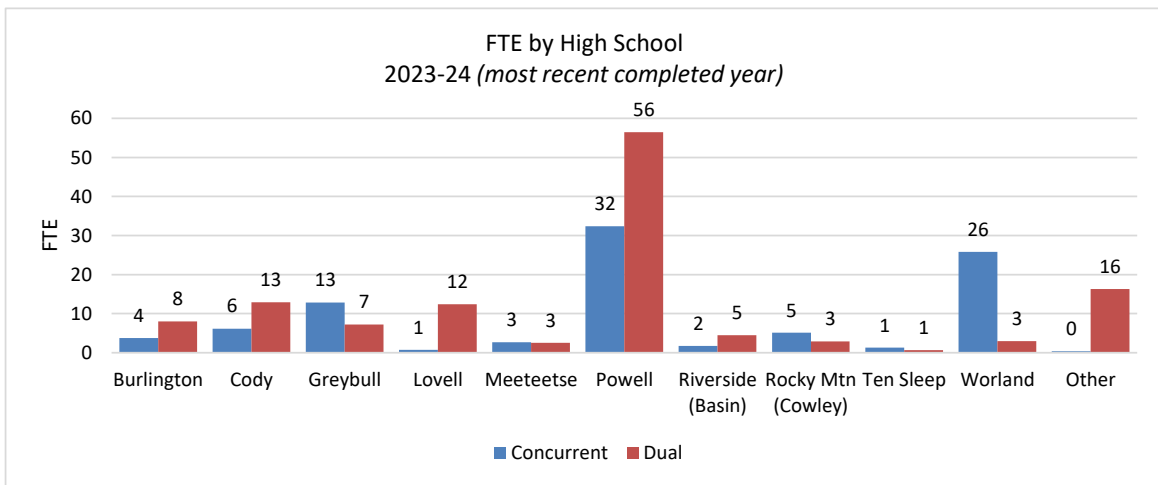
In Fall 2024, concurrent and dual enrollment headcount makes up 32% of total headcount, compared to 12% in Fall 2014.

Concurrent and dual credits make up 19% of Fall 2024 credits, compared to 4% in Fall 2014.

## Concurrent and Dual Enrollment Breakdown - Annual



\*2024-25 concurrent FTE is preliminary and only represents Fall 2024.



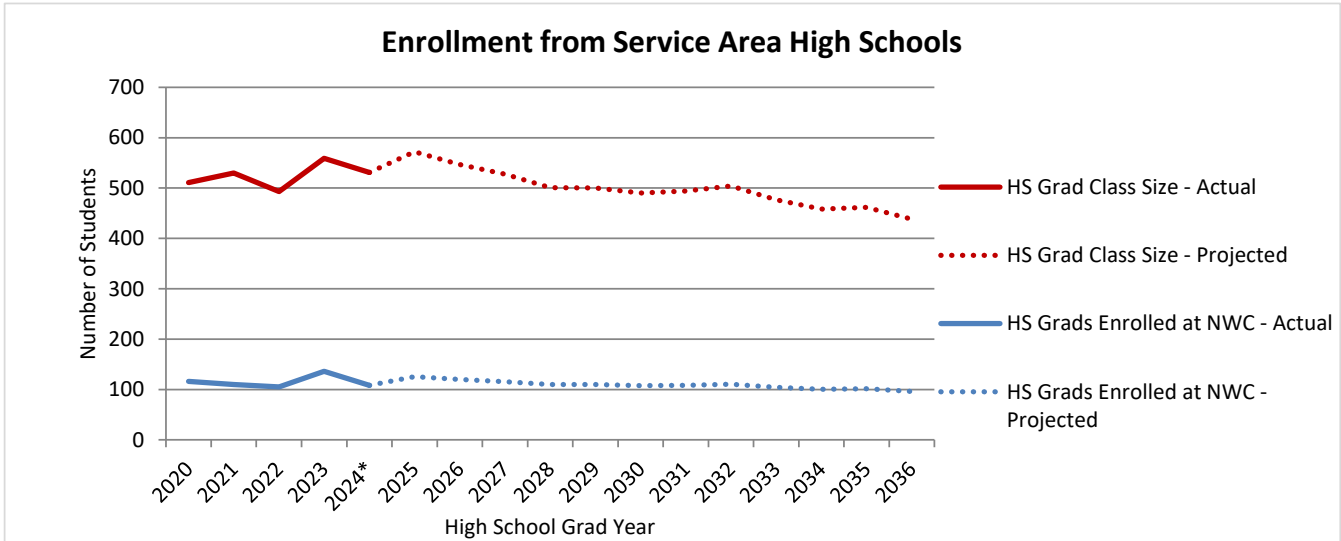
**Definition:** **Concurrent** students are enrolled in credit courses taught in high schools by college-approved high school teachers. **Dual** students are enrolled in credit courses taught by NWC faculty. **Annual full-time equivalent (FTE)** is the sum of enrolled credits divided by 24.

**Summary:** Dual enrollment FTE has more than doubled since 2013-14. Recently, it has been decreasing as concurrent enrollment has been increasing.

Concurrent enrollment has increased for the past couple of years, due to the increased number of high school faculty approved to teach concurrent classes on high school campuses.



## Service Area High School Graduates - Projected



\*2024 enrollment is preliminary since the 2024-25 academic year is still in progress.

<b>Past 5-Year Ave (% of HS Grads Enrolled at NWC):</b>	<b>22%</b>
---------------------------------------------------------	------------

**Definition:** This measure shows actual and projected numbers of:

- **service area high school graduating class sizes**
- **students from the high schools who attended (or are projected to attend) NWC** within a year following high school graduation.

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

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

**Summary:** Over the past five years, 22% of service area high school graduates have enrolled at NWC within a year of graduation. Assuming this enrollment yield continues, NWC may see an increase in enrollment from service area high schools through 2025 (projected 125 graduates enrolling) and then a gradual decrease through 2036 (projected 96 graduates enrolling). This corresponds with the projected statewide and nationwide decrease in high school graduate numbers.

## Service Area High School Graduates - By High School

**Percent of High School Graduates Enrolled at NWC**

School	2020	2021	2022	2023	2024*	5-Yr Ave
Burlington	10%	21%	32%	23%	12%	21%
Cody	25%	14%	14%	22%	18%	19%
Greybull	24%	22%	17%	9%	22%	19%
Heart Mountain Academy		16%	5%	22%	14%	14%
Lovell	31%	23%	46%	34%	24%	31%
Meeteetse	0%	0%	0%	25%	56%	16%
Powell	36%	34%	32%	31%	24%	31%
Riverside (Basin)	17%	16%	14%	25%	0%	16%
Rocky Mtn (Cowley)	20%	30%	26%	28%	43%	29%
Shoshone Learning Center	0%	8%	100%	38%	29%	24%
Ten Sleep	0%	0%	50%	14%	0%	9%
Worland	9%	11%	8%	16%	10%	11%
<b>Average</b>	<b>23%</b>	<b>21%</b>	<b>21%</b>	<b>24%</b>	<b>20%</b>	<b>22%</b>

\*2024 information is preliminary since the 2024-25 academic year is still in progress.

<b>Blue</b> - percent of graduates enrolled at NWC was <b>HIGHER</b> than service area average for year.
<b>Orange</b> - percent of graduates enrolled at NWC was <b>LOWER</b> than service area average for year.

**High School Graduating Class Sizes**

School	2020	2021	2022	2023	2024
Burlington	10	19	19	22	17
Cody	126	109	132	136	114
Greybull	34	27	29	33	45
Heart Mountain Academy	n/a	19	22	9	21
Lovell	32	52	41	56	46
Meeteetse	9	8	9	8	9
Powell	128	137	110	138	132
Riverside (Basin)	24	19	22	20	11
Rocky Mtn (Cowley)	30	30	23	32	23
Shoshone Learning Center	13	13	4	8	21
Ten Sleep	7	6	4	7	8
Worland	98	91	78	90	84
<b>Average</b>	<b>511</b>	<b>530</b>	<b>493</b>	<b>559</b>	<b>531</b>

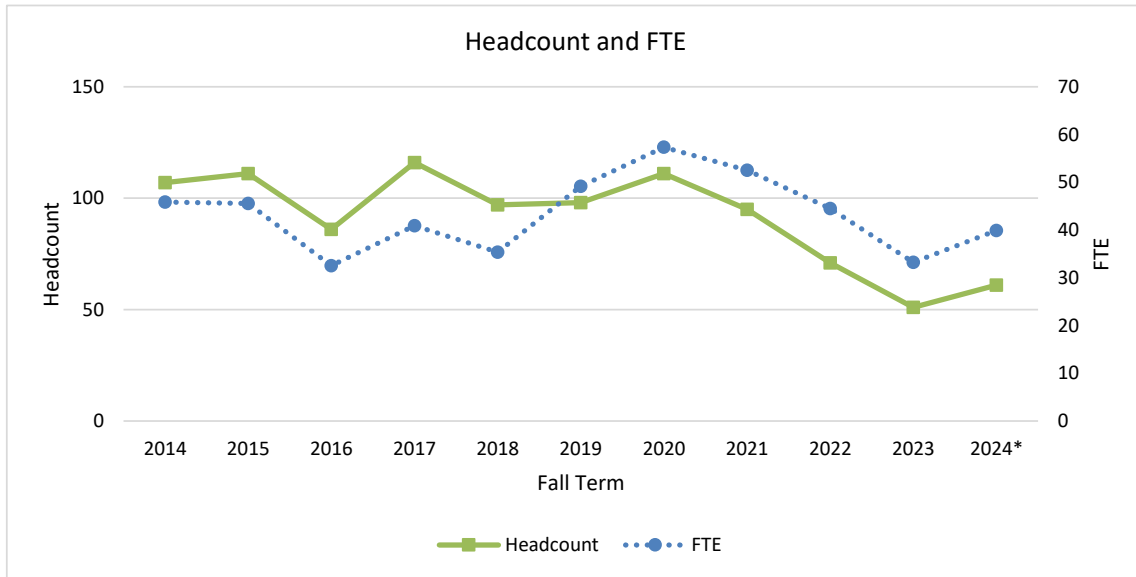
Source: NWC Admissions Office (High School Transcripts)

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

**Summary:** Over the past five years, 22% of service area high school graduates have enrolled at NWC within a year of graduation.

- **Highest:** Powell and Lovell (32% of grads), Rocky Mountain (Cowley) (29%)
- **Lowest:** Ten Sleep (9%), Worland (11%)

## Enrollment at Cody Center

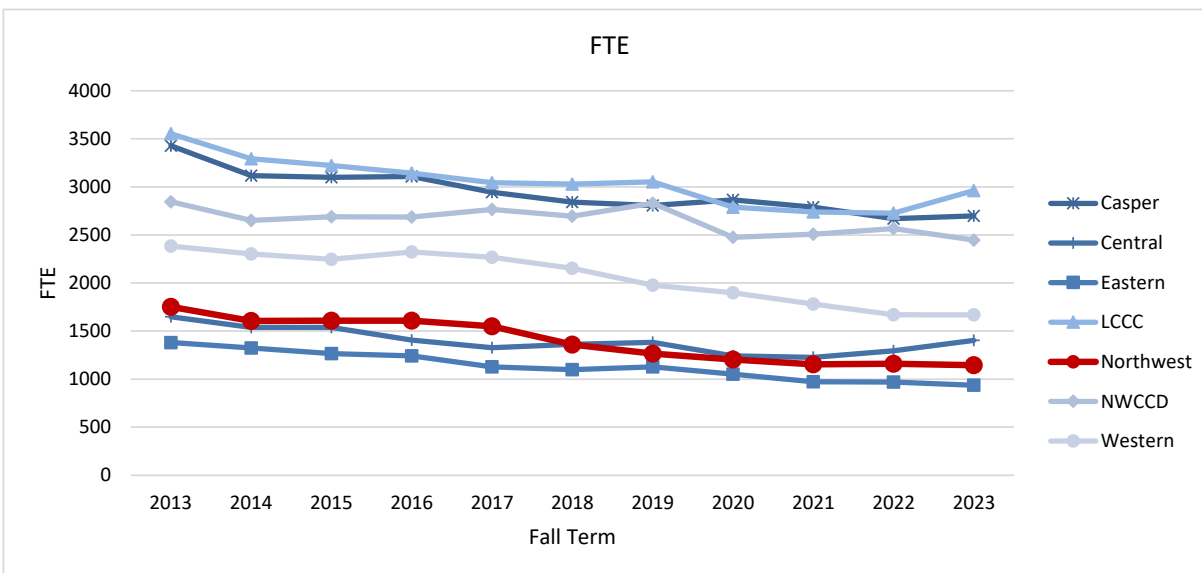


*\*2024 enrollment is preliminary, as of 9/30/2024.*

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

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

## Wyoming Community College FTE Enrollment - Fall



Fall 2024 statewide results are not available until February 2025.

Source: Wyoming Community College Commission Enrollment Reports

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

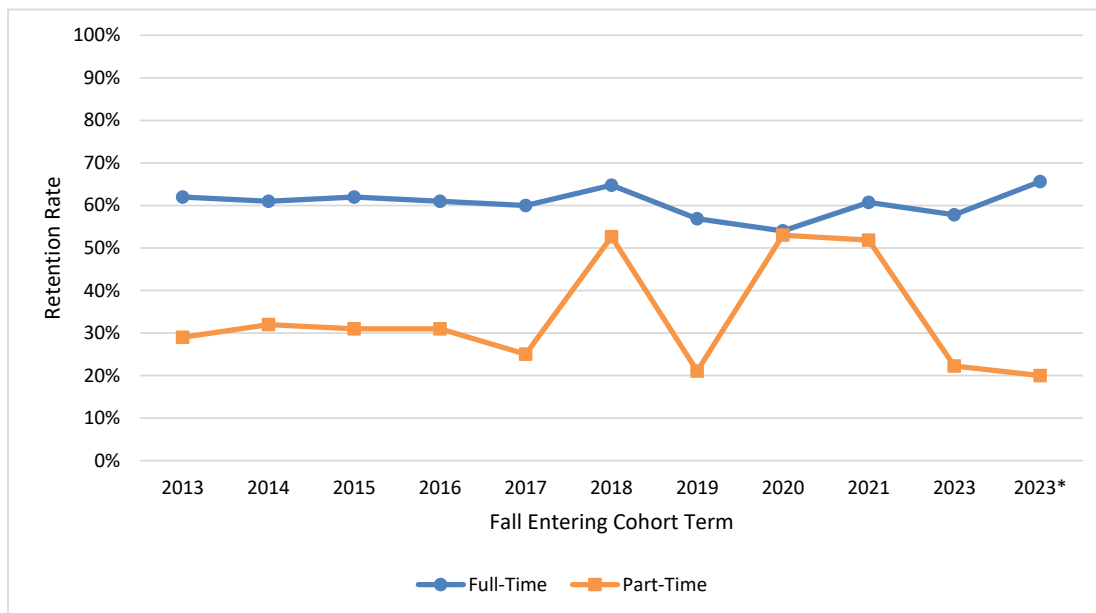
**Summary:** In Fall 2023, NWC's FTE accounted for 9% of statewide FTE and NWC's headcount accounted for 8% of statewide headcount.

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

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

<u>Headcount</u>	<u>NWC</u>	<u>All Colleges</u>	<u>FTE</u>	<u>NWC</u>	<u>All Colleges</u>
1-year	-4%	1%	1-year	-1%	2%
5-year	-9%	-10%	5-year	-16%	-9%
10-year	-30%	-22%	10-year	-35%	-22%

## Fall-to-Fall Retention Rate



\*Fall 2023 retention rate is preliminary, as of 9/29/2024.

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

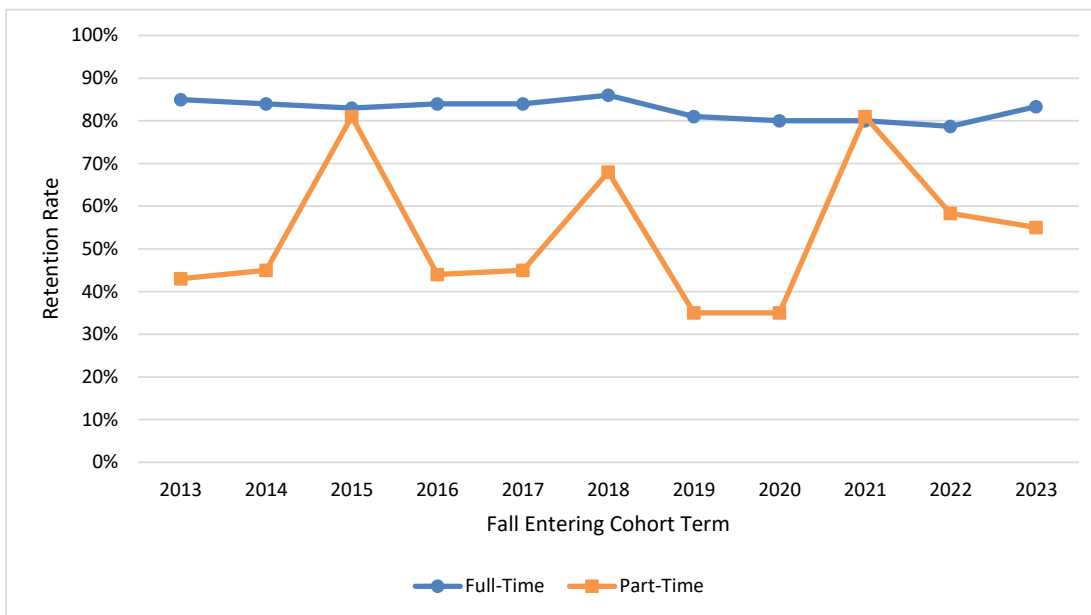
**Definition:** **Fall-to-fall retention rate** is the percentage of students who enrolled in college for the first time in one fall term (cohort fall) and either are still enrolled at NWC or completed their program of study by the following fall term. This measure is only calculated for **first-time,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

**Summary:** Preliminary results show that 66% of the 282 full-time, first-time, degree-seeking students in Fall 2023 returned to NWC or graduated by Fall 2024. Statewide and national Fall 2023 retention rates are not yet available for comparison.

NWC's retention rate has typically been comparable to national rates, which have ranged from 60-63% during the past decade.

NWC's preliminary part-time retention rate for the Fall 2023 cohort is 20%. The part-time, first-time, degree-seeking cohort is small, most recently 20 students, so the difference of a few students makes a large change in the retention rate. Part-time retention rates tend to be lower than full-time nationwide.

## Fall-to-Spring Retention Rate

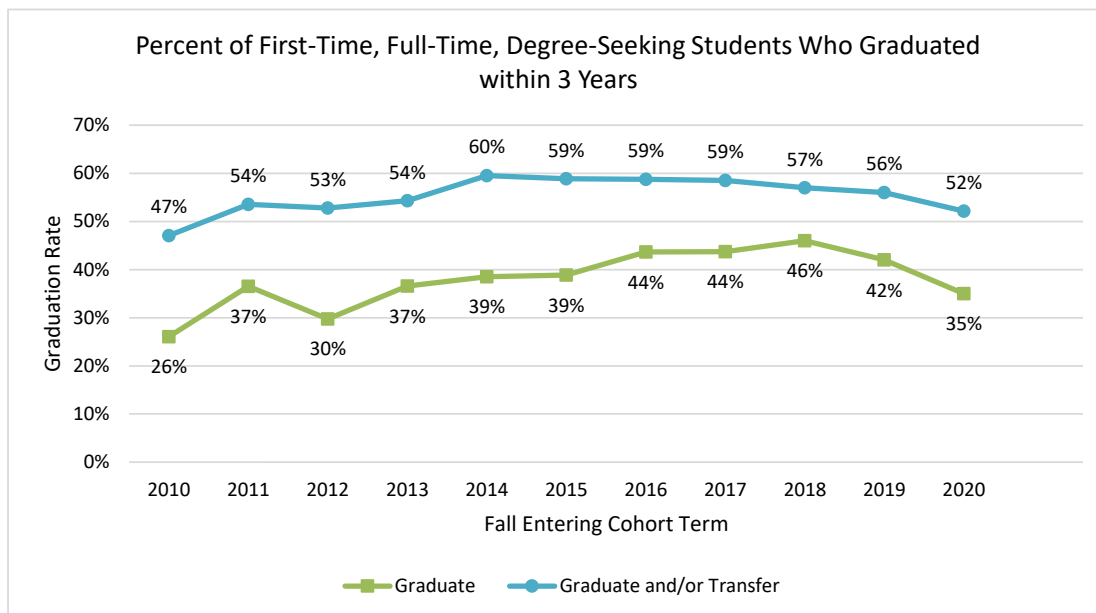


**Definition:** **Fall-to-spring retention rate** is the percentage of students who enrolled in college for the first time in one fall term (cohort fall) and either are still enrolled in or completed their program of study by the following spring term at NWC. This measure is only calculated for **first-time,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

**Summary:** Of Fall 2023 full-time, first-time, degree-seeking students, 83% returned to NWC in Spring 2023. The full-time fall-to-spring retention rate has been in the upper 70% to mid-80% range since NWC has been tracking it.

Part-time fall-to-spring retention has typically been in the mid-30% to upper-50% range, with three spikes in the past ten years. The part-time, first-time, degree-seeking cohort is small, most recently 20 students, so the difference of a few students makes a large change in the retention rate.

## Graduation Rates



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

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

**Summary:** NWC's graduation rate has climbed over the past decade, reaching the highest on record several times. The rates of students from the Fall 2019 and 2020 cohorts graduating within three years have decreased from the record highs, likely impacted by the COVID-19 pandemic.

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

NWC's graduation rates are typically higher than or equal to the state average. National graduation rates for the most recent ten years at public, two-year institutions increased from 21% to 31%, as institutions across the country have also engaged in completion initiatives. NWC has been well above the national average every year.

Some students' primary goal is to transfer from NWC rather than complete a degree, so by combining the completion and transfer rates, we see that 52% of Fall 2020 entering students either completed their program of study or transferred to another institution by the end of Summer 2023.

October 4, 2024

TO: Lisa M. Watson, President

FROM: Dennis R. Quillen, Facilities Director

RE: NWC major maintenance projects for FY2025

### **Overview**

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

The following memo is presented to the Board as an update, which includes new projects for the upcoming fiscal years, project updates, changes in scope, or cancellations to prior years' projects. The list may change due to funding levels, emergencies, project costs, project scope, and contractor availability.

### **Recommendation:**

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

**Northwest College had identified the following major maintenance projects for FY2024:**

1. Stock Ag Pavilion Design-Electrical, HVAC Building renovations - Estimated at \$400,000. **Complete pending retainage.**
2. Campus Lighting Ashley Hall. Estimate \$100,000 - **In process.**
3. Cabre Roof Cap Replacement/Painting - Estimate \$50,000. **Complete.**
4. Colter Mold/Asbestos Abatement/RTU/Restoration - Estimate \$150,000. **Complete.**
5. Fire Detection Panel Upgrade Phase I. Estimate \$98,244. **Equipment on order.**



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

6. Parking Lot Maintenance - Estimate \$650,000. JFC East and North Cabre Parking lot. **Complete pending retainage.**
7. Natural Gas Infrastructure- Estimate \$350,000. Supply line, pressure regulator, and meter installation. **Complete**
8. Card Reader Access/Security Cameras Selected Buildings - Estimated \$600,000. **Pending Design and Bids.**
9. Fire Detection Panel Upgrade Phase II. Estimate \$65,000. **Pending Startup**
10. Chiller/Makeup Air Unit Replacement – Estimate \$310,000. **Complete.**
11. Yellowstone Drainage to Division Street – Estimate \$50,000. **Pending Retention project**
12. Powell Armory HVAC Controls – Estimate \$25,000. **Complete.**
13. Fagerberg AC Condensing Unit Replacement – Estimate \$50,000. **Complete.**
14. Moyer AC Condensing Unit Replacement – Estimate \$50,000. **Pending Installation.**
15. Cabre Parking Lot/Sidewalk Repairs – Estimate \$100,000. **Pending Student Center Completion.**
16. Cabre Boiler/AHU/Electrical Replacement Design – Estimate \$30,000.
17. Johnson Fitness Center North Parking/Oliver Lot Replacement and Moyer ADA Access – Estimate \$400,000.
18. Fagerberg Main Entry ADA Access - Estimate \$100,000.
19. Natural Gas Feed Replacement TVM/Oliver/FAB Annex/Day Care/Science and Math – Estimate \$70,000.
20. FAB Annex RTU Replacement - Estimate \$35,000.
21. President's Office Security Update - Estimate \$50,000.
22. Maintenance Shop Radiant Heat Replacement - Estimate \$48,000.
23. Intercultural House Siding Replacement - Estimate \$40,000.

RESOLUTION  
BY  
BOARD OF TRUSTEES  
OF  
NORTHWEST COMMUNITY COLLEGE DISTRICT

WHEREAS:

- I. The following chronology is relevant to this Resolution:
  1. In February 1945 the Wyoming Legislature passed the Wyoming Junior College Act which provided statutory authority for Wyoming school districts, with voter approval, to establish two-year adult educational programs and to levy two mills for financing.
  2. In Spring 1946 Park County School District Number 1 initiated the process to establish a junior college in Powell pursuant to the Wyoming Junior College Act; however, in April 1946, in lieu of establishing a junior college at Powell, the University of Wyoming agreed to establish a two-year fully accredited branch of the University of Wyoming in Powell.
  3. In September 1946 the first satellite branch of the University of Wyoming, known as the University of Wyoming Northwest Center (and also Powell College), opened in the Powell High School on September 10, 1946.
  4. In April 1949 the University of Wyoming withdrew its financial support for the University of Wyoming Satellite at Powell, but the Northwest Center continued to operate with full funding from Park County School District Number 1. Students attending the Northwest Center continued to receive college credits through the University of Wyoming.
  5. In February 1951 The Wyoming Legislature passed the Wyoming Community College Act; and, as a result, Northwest Community College was

established on May 12, 1953 at Powell. The boundary of Park County School District Number 1 was adopted as the boundary of the Northwest Community College District, which was completely free from further control by the University of Wyoming and Park County School District Number 1.

6. On January 30, 1968 voters of Park County approved expansion of Northwest College District to the boundary of the entirety of Park County.

7. In 1970 Northwest Community College began a series of multi-state agreements which allowed out-of-state students to attend Northwest Community College on reduced tuition.

8. In 1976 the Northwest Community College Service area was expanded to include the entirety of Big Horn County, Washakie County and Hot Springs County.

9. In May 1990 the legal name of Northwest Community College was changed to Northwest Community College District D.B.A (doing business as) Northwest College.

II. The following factual circumstances are relevant to this Resolution:

- ▶ During December 2019 and January 2020 Northwest College held a series of community input sessions in Cody, Powell and Meeteetse as part of a strategic visioning process. Community members were asked to share their views about Northwest College and write on yellow post notes their greatest concerns. Over 700 separate responses were received during this process. Many comments indicated the College should re-brand or rename to emphasize the unique characteristics of the College. Of the comments which addressed renaming, the majority favored the name “Yellowstone College.”
- ▶ In July 2020 the Board of Trustees initiated an Institutional Transformation process, facilitated by CampusWorks, in which the Trustees engaged in an introspection, engagement and visioning process to position the College as an attractive option in the student marketplace, refine existing course offerings, if needed, and identify and emphasize unique characteristics of the College. The transformation process also included an analysis of developing

target markets through recruitment, branding and marketing.

- ▶ The first phase of the transformation process, from July 2020 through December 2020, included the following campus and community engagement processes: SWOT ( Strengths, Weaknesses, Opportunities and Threats) survey, focus group sessions, “future summit”, and work sessions.
- ▶ The SWOT survey included the following:
  - Faculty and Staff:
    - Faculty: 33 participants
    - Staff: 33 participants
    - Administrators: 2 participants
  - Community Survey:
    - Trustees: 6 participants
    - Alumni 11 participants
    - Retirees: 7 participants
    - Foundation: 9 participants
  - Community
    - Leaders: 13 participants
    - Business Partners: 2 participants
    - Elected officials: 3 participants
- ▶ The community engagement process identified the following as potential threats to the vitality of the College:
  - Demographic shifts to an aging population and a decline in the population of high school students within the College District.
  - Increasing prevalence of higher education on-line as well as non-accredited education and training providers.
- ▶ Themes which emerged from the Focus Group process included:
  - Need for enhanced recognition of the College to enhance enrollment and revenue. “Nationally and internationally not everyone may know where Wyoming is, but every one knows where Yellowstone is.”
  - Capitalizing on Northwest’s unique location and surroundings went hand-in-hand with possible renaming or re-branding of the College.

- ▶ With regard to the Community Summit on the future of Northwest College, held in September 2020, the following themes emerged:
  - Renaming and Rebranding the College: 44 votes
  - Academic Programs and Delivery Redesign: 31 votes
  - Workforce and Community Partnership: 31 votes
  - Experimental/Applied/Hands-on Learning: 26 votes
  - Community Engagement: 17 votes
- ▶ During the second phase of the Transformation process (January 2021 - May 2021) the Board of Trustees identified the following core model options for the future of Northwest College:
  - Destination Model in which the College focus on providing a distinctive learning experience for those seeking to enjoy, work and live in the Yellowstone Ecosystem.
  - Distinctive Model in which the College identify, emphasize, and market unique features and programs.
- ▶ In its March 25, 2021 issue *The Powell Tribune* expressed its opinion that Northwest College “should strongly consider name change,” reasoning as follows:

Meanwhile, NWC has had to grapple with a shrinking pool of potential students. While the Big Horn Basin’s population has grown a bit, the number of young people between the ages of 15 and 29 has sunk.

Between those and other factors no community college in Wyoming has seen a steeper decline in enrollment than NWC since 2009.

To their credit, NWC leaders have been working to reverse the downward trend. They’re currently in the midst of an ambitious institutional transformation, which could include changing the name of the college.

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In the meantime, we hope the trustees are willing to seriously pursue the idea of renaming Northwest College as Yellowstone College.

[Former College President] Hicswa strongly endorsed the idea at her final board meeting. “I think it creates a niche for this college, together with interdisciplinary and academic changes that focus on the Yellowstone ecosystem,” Hicswa said of Yellowstone College. “That gives Northwest College something different that no one else can claim.”

In today’s competitive education environment, our college needs something to help it stand out. Especially as the pool of local students dwindles, pulling in students from outside the area will be increasingly important.

While local residents are intimately familiar with Northwest College and all it offers, the name can get lost among Wyoming’s other community colleges — which can read something like a list of directions on a compass (i.e. Eastern, Central, Western and the Northern Wyoming Community College District). Then there’s the fact that “Northwest” remains an imprecise description for the Powell area, as most people use it to describe Jackson Hole, too.

And that’s not to mention all the other Northwests in higher education, including: North-West College (a vocational college in Southern California); Northwestern College (Orange City, Iowa); Northwest University (in Kirkland, Washington); and the more famous Northwestern University (in Evanston, Illinois).

In contrast, the name Yellowstone College immediately fixes the location – and the breathtaking outdoor opportunities we offer – in the minds of prospective students across the globe. And the name is unique: there is no Yellowstone University to overshadow us.

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- ▶ Full time student enrollment at Northwest College peaked during the time of the “Great Recession” (2008-2009) and has declined several years since that time.
- ▶ On October 13, 2021 the Northwest College Board of Trustees held a special public meeting on Re-branding and Renaming in Business and Higher

Education. The meeting was moderated by Amber Simon Power and panelists included Dana Pulis from Billings, Montana, an expert in nationwide marketing, and Jim Owston, EdD., Associate Provost, Alderson-Broadus University, West Virginia, who has extensively researched name changes and re-branding in institutions in higher learning.

The meeting was widely advertised and all members of the Northwest College Communities were encouraged to attend. The special meeting was a listening and information gathering session only; and no decisions were made by the Board on re-branding or renaming. From his research Dr. Owston related there are 19 schools of higher learning in the United States that have “Northwest” in their name and that “Northwest” is the most common jurisdictional name in U.S. colleges. Dr. Owston and Ms. Pulis also expressed that renaming may be a graduated process, and that many renaming programs can take upwards of two years. Costs for a change of name at Northwest College were estimated to be between \$50,000 and \$100,000.

- ▶ Other educational institutions in Wyoming or other states with “North” or “Northwest” in their name have been mistaken for Northwest College at Powell, Wyoming, and vice versa. The two principal groups who mistake the name of Northwest College with another institution within or outside of Wyoming are:
  1. Individuals such as Wyoming legislators or State of Wyoming employees who do not know that Northwest College is located in Powell, Wyoming. Employees of Wyoming state agencies which have confused Northwest College, Powell, Wyoming with Northern Wyoming Community College District, Sheridan, Wyoming include the Department of Education, the Community College Commission, Legislative Service Office and the Department of Administration and Information.
  2. Prospective students who are seeking enrollment in another college with a name which is the same or similar to Northwest College, Powell, Wyoming.

— The following four colleges located outside of Wyoming are most often mistaken for Northwest College, Powell, Wyoming:

North-West College, Los Angeles, California

Web site: [NW.Edu](http://NW.Edu)

Northwest College, North Saddle,  
Saskatchewan, Canada

Web site: [NorthwestCollege.Ca](http://NorthwestCollege.Ca)

Northwestern College, Orange City, Iowa

Web site: [NWClowa.Edu](http://NWClowa.Edu)

Northwest Mississippi, Senatobia, Mississippi

Web site: [northwestms.edu](http://northwestms.edu)

– North-West College in Los Angeles specializes in health care.

Prospective nursing students who intend to enroll in North-West College, Los Angeles have mistakenly applied to Northwest College, Powell, Wyoming.

– In addition, from time-to-time prospective international students seeking to apply to Northwest College, North Saddle, Saskatchewan, Canada have mistakenly applied to Northwest College in Wyoming.

– Students from Iowa and Mississippi have mistakenly applied for and telephoned student services at Northwest College, Powell requesting assistance from student support services such as technology support.

– Staff from Northwest College, Powell, Wyoming, often take from five minutes to thirty minutes to assist prospective students who have mistaken Northwest College, Powell, Wyoming for another college. The staff of Northwest College, Powell, in admissions, enrollment, registrar, computing services, international student services, and the business office receive awareness training to be aware of potential mistaken college identity problems. In the Northwest College, Powell, Registrar Office eight out of ten educational attainment requests are from businesses or students requesting educational attainment confirmation information from the wrong college.



- ▶ Northwest College, Powell, Wyoming has also been confused with Northern Wyoming College, Sheridan, Wyoming in the following particulars:
  1. In determining the number of employees for actuarial Governmental Accounting Standards Board (GASB) purposes, the Wyoming Department of Administration and Information erroneously added a number of employees from Northern Wyoming College, Sheridan, Wyoming to the Northwest College, Powell, Wyoming report. Had this mistake not been detected by administrative staff of Northwest College, Powell, Wyoming, the annual audit of finances of Northwest College, Powell, Wyoming, as pertains to the GASB OPEB calculation, and inclusion in the financial statements, would have been incorrect; which, in turn, would have resulted in a material finding of incorrect auditing and accounting standards. It is important for Northwest College, Powell, Wyoming to have no material annual audit violations to maintain state and federal funding.
  2. The Wyoming Community College Commission uses the number of total enrolled students from each state community college to determine State operational funding for each Wyoming community college. During the 2021- 2022 biennium the Wyoming Community College Commission erroneously processed student data that underestimated the number of graduates at Northwest College and co-mingled data with Northern Community College District. This resulted in Northwest College being allocated less state funding than the amount to which it was properly entitled. The Northwest College Business and Academic Affairs offices noticed the discrepancy and requested a review and correction of the data. A similar error was also found in the previous year and was also corrected. The Northwest College Finance Officer also believed that similar errors in previous years existed, but the Wyoming Community College Commission would not make any corrections beyond the current biennium.
- ▶ Following are other institutions of higher learning in the United States with

“Northwest” in their name:

Alabama: Northwest Shoals Community College  
Arkansas: Northwest Arkansas Community College  
California: Northwestern Polytechnic University  
North-West College  
Colorado: Northwestern Community College  
Connecticut: Northwestern Connecticut Community  
College  
Florida: Northwest Florida State College  
Georgia: Georgia Northwestern Technical College  
Idaho: Northwest Nazarene University  
Illinois: Northwestern University  
Northwestern College  
Iowa: Northwestern College  
Northwest Iowa Community College  
Louisiana: Northwest Louisiana Technical College  
Northwestern State University  
Minnesota: Northwest Technical College  
Mississippi: Northwest Mississippi Community College  
Missouri: Northwest Missouri State University  
Ohio: Northwest State Community College  
University of Northwestern Ohio  
Oklahoma: Northwestern Oklahoma State University  
Oregon: Northwest Christian University  
Pacific Northwest College of Art  
Texas: Northwest Vista College  
Washington: Northwest Indian College  
Northwest Theological Seminary  
Northwest University  
Pacific Northwest University of Health

- ▶ A recent Google search for “northwest college trustees” initially responded with photographs of trustees of three separate colleges with the name “Northwest”:

Northwest College Board of Trustees

Northwest State Community College Board of Trustees

Northwest Florida State College Board of Trustees

- ▶ Northwest College will increasingly rely on electronic media for advertising and marketing, and a distinctive name will enhance marketing efficacy.

NOW, THEREFORE, the Board of Trustees of Northwest Community College District RESOLVE as follows:

- ▶ The name of Northwest Community College District, Doing Business as Northwest College is hereby changed to:  
Northwest Community College District, Doing Business as Yellowstone College.
- ▶ Implementation of this Resolution in which all identifying features of the College are changed to “Yellowstone College” shall take place as soon as practicable and shall be completed on or before December 31, 2025.

DATED \_\_\_\_\_, \_\_\_\_, 20\_\_.

Number of Votes in Favor: \_\_\_\_\_

Number of Votes Opposed: \_\_\_\_\_

*This Resolution was drafted by Trustee John Housel as a member of the ad hoc Board Committee on Change of Name.*