

**NORTHWEST COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, February 10, 2025
4:00 p.m. – Business meeting
Yellowstone Conference Center

Zoom: <https://nwc.zoom.us/j/94995979450?pwd=c2hjMkllLzd3MjVBNEptZjdWSlExUT09>

By Phone: (669) 900-6833 or (346) 248-7799; Meeting ID: 949 9597 9450; Password: 305249

AGENDA

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

Minutes

- A. [Approve minutes of the regular meeting of January 13, 2025](#)
- B. Approve minutes of the Executive Session of January 13, 2025

Reports

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

Financial reports

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

- IV. **Discussion/informational items**
 - A. [Completions and Transfer Summary](#)

- 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 and may ask questions for clarity but will not respond to individual citizens.

- A VI. **Unfinished business – None**

- A VII. New business**
 - A. Designation of Depositories
 - B. FY2026 Proposed Mandatory Student Fees
 - C. FY2026 Proposed Residence Hall and Apartment Rates
 - D. Course/lab fee proposals
 - E. Academic Program approval – CDL Certificate, Ski Area Operations Certificate

VIII. Distribution of Disclosure of Interest Forms for Trustees

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

- A. March 3, 2025, Upcoming - Cody
 - 1. Quarterly budget adjustments
 - 2. State performance indicators report
 - 3. Workforce Development Activities Report
 - 4. Schedule Spring Board retreat date
 - 5. Other TBD
- B. Future and follow-up topics

X. Announcements

- A. 3rd Annual Photo Contest & Exhibit, Feb 11, 2025, 7:00 p.m., ORB
- B. WBB/MBB vs. CWC, Feb 13, 2025, 5:30/7:30 p.m., Cabre
- C. Red Lodge Clay Closing Exhibit Reception, Feb 14, 2025, 12 p.m., Cabre
- D. Western States Forensics Tourn., Feb 14-16, 2025, Albuquerque, NM
- E. WBB/MBB vs. CC, Feb 19, 2025, 5:30/7:30 p.m., Casper
- F. Wrestling Plains Tourn, Feb 22, 2025, La Junta, CO
- G. WBB/MBB vs. WWC, Feb 22, 2025, 2:00/4:00 p.m., Rock Springs
- H. NWC & PHS POPS Concert, Feb 25, 2025, 7:00 p.m., Powell High School
- I. WBB/MBB vs. Gillette, Feb 27, 2025, 5:30/7:30 p.m., Cabre
- J. March Board meeting, March 3, 2025, 4:00 p.m., Cody Center, Rm 2214
- K. 42nd Annual Jazz Festival, Mar 4, 2025, 8:00 a.m.-5:00 p.m., NPA
- L. Last day of Legislative session, March 6, 2025, Cheyenne
- M. Wrestling NJCAA National Championship, Mar 7-8, 2025, Council Bluffs
- N. WBB/MBB Region IX North Play-In Game, Mar 8, 2025, TBA
- O. NWC Spring Break March 8 – March 16, 2025

A XI. Adjournment

A=Action item

MISSION:



VISION 2030:



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**

January 13, 2025

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

MEMBERS ABSENT: Treasurer MR. BOB NEWSOME

OTHERS PRESENT: MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. TOM HAVRON, Vice President for Student Services; MS. JILL ANDERSON; MR. CASEY DEARCORN; MR. DUSTIN DICKS; MS. THEA FARRINGTON; MS. TRACY GASAWAY; MS. JEN LITTERER-TREVIÑO; MS. CAREY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. OSCAR TREVIÑO; MS. SHELBY WETZEL; MR. ZAC TAYLOR, *Powell Tribune*; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

CALL TO ORDER: President Denise Laursen called the regular meeting of the Northwest College Board of Trustees to order on Monday, January 13, 2025, at 4:04 p.m. in the Yellowstone Building.

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

MISSION MOMENT

President Watson introduced and extended her congratulations to Thea Farrington, Northwest College's selection for the WACCT Shaping Wyoming's Future Award. Thea will be presented her award at the Capitol building in Cheyenne on February 7, 2025, during a Legislative breakfast. Awardees will then be introduced to Legislators at the House and Senate.

President Laursen congratulated Thea and expressed her appreciation for her community service work, which she does in addition to working full-time and continuing her education.

Trustee Kuipers also congratulated Thea for the WACCT award and her part in the winning team for the Top Submission Award for a Community College at the 2023 John P. Ellbogen Entrepreneurship Competition.

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

Trustee Kuipers thanked those who worked to complete the enormous task of moving Sodexo into the new Student Center before the holiday break.

President Watson stated that the Physical Plant and Sodexo staff worked hard to move food service to the new building. Sodexo also sent additional staff to aid in the transition. Dining Services launched a soft opening by serving athletes and Resident Assistants who arrived on campus early and began serving all students when the halls opened the previous Saturday. Students were appreciative of the food being fresh.

Motion carried, and the consent agenda, including the minutes of the December 9, 2024, meeting, was approved.

**DISCUSSION/
INFORMATIONAL ITEMS:**

Legislative Session Talking Points/CC's At a Glance Review

President Watson shared the *Talking Points* and *Community Colleges at a Glance* documents prepared by the Wyoming Community College Trustees Association, which are shared with Legislators as they prepare for the 2025

Legislative session, which begins the following day.

President Watson reminded the Trustees that this would be a policy session instead of a budget session. The information provided to legislators is related to WIP, how the colleges work with businesses, how they rank nationally, the number of students served, etc. She feels the document illustrates the state's return on investment. The data indicates that for every dollar invested, society receives benefits such as enhanced business output and increased wage earnings.

These reports are valuable tools for speaking to legislators and community members. They are also available on the WACCT website.

In response to a question from Trustee Housel, President Watson stated that in the *Legislative Talking Points* document, the need to replicate programming refers to programs such as Nursing, which is needed in many communities. For instance, over 90% of the nurses hired in the Big Horn Basin are graduates of Northwest College. General education courses also need replication at community colleges for dual and concurrent coursework and transfer purposes.

In response to a question from Trustee Housel, President Watson stated that community colleges utilize advisory committees. These committees consist of local businesses that inform the college of specific industry needs and how the college can best serve them with the coursework and programs it provides.

In response to a question from Trustee Housel, President Watson stated that consultants use employment data from Workforce Services and Federal agencies to determine the return on investment for WIP programs estimates used in the *Legislative Talking Points* document. The colleges work with businesses to develop a curriculum that benefits students, industry, and society.

In response to a question from Trustee Housel about the projected total tax revenue, President Watson stated that it would benefit the Trustees if she scheduled a presentation by our Lightcast consultant to help explain the data used in the documents prepared for Legislators.

In response to a question from Trustee Housel, President Watson stated that the 2 + 2 transfer agreements with the University of Wyoming still exist, but their design has changed over time.

Dave Erickson explained that the University was discovering that students who transferred with the 2 + 2 agreement often changed their majors; therefore, the agreements weren't an effective advising tool. They have moved to block articulation maps that lay out the programs and the exact courses needed for the degree. The community colleges are mapping out those degrees' freshman and sophomore components.

In response to a question from Trustee Housel, President Watson stated that in the *Wyoming Community Colleges at a Glance* document, the figure of 24,295 students served by Wyoming community colleges represents all individuals who took courses, whether enrichment courses, dual or concurrent courses, or those seeking a degree. Community colleges benefit many people across the state, with varying levels of support.

Trustee Ogden stated that his four children took courses at Northwest College and then transferred to other institutions. He is grateful for the education they received from those courses. While many students transfer, many start their own businesses, non-profits, or other amazing things that don't require them to attend a university. He feels that students who graduate from Northwest

College and contribute to the state and the nation should also be celebrated in literature for the Legislators.

President's Evaluation

President Laursen stated that Trustees conducted the College President's evaluation during their fall retreat. She feels Lisa is doing a fantastic job and expressed her appreciation for everything she does for students and employees.

CITIZENS' OPEN FORUM

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

A UNFINISHED BUSINESS:

Policy 3110, 3510, 3520, 3630
and Appendix E – second reading

A motion was made by Trustee Kuipers and seconded by Trustee Kost to approve the proposed policy changes as presented.

President Watson stated that no changes had been made to the policy proposal since the first reading.

Trustee Kuipers stated that the proposed changes went through the proper channels and vetting process. She appreciates the hard work of those involved because there was a lot of content. The process was followed with fidelity, and she feels confident in fully supporting the changes.

Motion carried.

Committee Appointments

President Laursen presented the recommendations for the committee and delegate appointments:

- Facilities Committee – Trustees Housel (Chair), Newsome, and President Laursen
- Finance Committee – Trustees Newsome (Chair), Kost, and Kuipers
- Policy & Student Success Committee – Trustees Wurzel (Chair), Ogden, and Kuipers

Board of Cooperative Educational Services (BOCES) will be as follows:

- Park County School District #1 (Powell) – Trustees Wurzel and Kost
- Big Horn County School District #2 (Lovell) – Trustees Housel and Kost
- Big Horn County School District #3 (Greybull) – Trustees Newsome and Ogden

President Laursen and Trustee Wurzel will be delegates to the Wyoming Association of Community College Trustees (WACCT) and the Wyoming Community College Commission (WCCC).

Trustee Kuipers will serve as the NWC Foundation Board representative.

A NEW BUSINESS:

Set Date for March 2025 Board Meeting

President Watson stated that the March Board meeting is scheduled for March 10th. However, it falls during Spring Break, and she suggested that the Trustees consider an alternate date for the meeting.

A motion was made by Trustee Kost and seconded by Trustee Ogden to hold the regular meeting on Monday, March 3, 2025. Motion carried.

Set Date for April 2025 Board Meeting

President Watson stated that the April Board meeting is scheduled for April 14th, and she needs to attend a conference during that time. She suggested that the Trustees consider an alternate date for the meeting.

A motion was made by Trustee Kuipers and seconded by Trustee Kost to hold the regular meeting on Tuesday, April 22, 2025. Motion carried.

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

February 10, 2025, upcoming:

- Designation of Depositories
- Disclosure of Interest forms (to be completed by the March meeting)
- Course/lab fee proposals (for fall)
- Key Performance Indicators update
- Completions and Transfer Summary
- FY2025 Proposed residence hall rates
- FY2025 Proposed meal plan rates
- FY2025 Proposed mandatory student fees
- Other TBD

ANNOUNCEMENTS:

New Student Orientation, Jan 13, 2025, YB
Classes begin Jan 14, 2025, Northwest College
WBB/MBB vs. Casper College, Jan 16, 2025, 5:30/7:30 p.m., Powell, WY
Wrestling vs. WWCC, Jan 17, 2025, 6 p.m., Powell, WY
Forensics Great Salt Lake Invitational & UTEP Classic, Jan 17, 2025
WBB/MBB vs. WWCC, Jan 18, 2025, 2:00/4:00 p.m., Powell, WY
WBB/MBB vs. LCCC, Jan 24, 2025, 5:30/7:30 p.m., Cheyenne, WY
WBB/MBB vs. EWC, Jan 25, 2025, 2:00/4:00 p.m., Torrington, WY
WBB/MBB vs. CWC, Jan 28, 2025, 5:30/7:30 p.m., Riverton, WY
Student Center Open House, Jan 30, 2025, 2:00-4:00 p.m., Student Center
Forensics Talk Hawk Invitational, Jan 31-Feb 2, 2025, Livermore, CA
Wrestling Apodaca Duals, Jan 31-Feb 1, 2025, Powell, WY
50th Annual Showalter Music Festival, Feb 1, 2025, Powell, WY
WBB/MBB vs. Gillette College, Feb 1, 2025, 2:00/4:00 p.m., Gillette, WY
Rodeo Gala, Feb 1, 2025, 5:30 p.m., Cody Auditorium
Wrestling vs. Trinidad, Feb 7, 2025, 4:00 p.m., Rock Springs, WY
Forensics Pioneer Trails Invitational, Feb 7, 2025, Online
WBB/MBB vs. EWC, Feb 7, 2025, 5:30/7:30 p.m., Powell, WY
WBB/MBB vs. LCCC, Feb 8, 2025, 2:00/4:00 p.m., Powell, WY
WACCT Meeting, Feb 6, 2025, LCCC, Cheyenne, WY
WACCT Legislative Breakfast, Feb 7, 2025, Cheyenne, WY
WACCT Student Awards, Feb 7, 2025, Cheyenne, WY
WCCC Meeting, Feb 7, 2025, LCCC, Cheyenne, WY
Next meeting, Feb 10, 2025, 4:00 p.m., YB, Powell, WY

EXECUTIVE SESSION:

A motion was made by Trustee Housel and seconded by Trustee Wurzel to move into Executive Session. Motion carried, and the Executive Session convened at 5:02 p.m.

A ADJOURNMENT:

A motion was made by Trustee Kuipers and seconded by Trustee Ogden to adjourn the Executive Session and move into open session. Motion carried, and the Executive Session adjourned at 6:02 p.m. The regular meeting adjourned at 6:03 p.m.

Board of Trustees Committee Reports

Board Finance Committee – Chairman Bob Newsome

No committee meeting was held in January.

Policy/ Student Success Committee – Chairman Mark Wurzel

No committee meeting was held in January.

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

No committee meeting was held in January.

Facilities Committee – Chairman John House

The Committee met on January 27, 2025, and received an update on the Student Center and the Major Maintenance summer project schedule. Initial discussions related to Trapper West maintenance and infrastructure needs also took place.

President's Report

February 2025

State

Legislature

The Legislative session started on Tuesday, January 14. This legislative session is a General Session primarily focused on policy. The session is scheduled to conclude Thursday, March 6, 2025.

Legislative activity has been full of committee meetings and draft bills. This is not a budget session, but the Governor presented his supplemental budget, which was reviewed, and cuts were recommended and passed by the Joint Appropriations Committee. The Colleges have no budget items included in the Governor's budget. WACCT Executive Director Erin Taylor attends each day of the session along with a President assigned to assist each week. I will be in Cheyenne the week of February 3, 2025, attending the WACCT student awards and Commission meetings. I will return on February 24 to represent the colleges, participate in committee meetings, perform lobby work, meet with legislators, and pull information and data to support legislative efforts.

This year, the Freedom Caucus holds the majority of votes in the House and a slight majority in the Senate. Several bills could financially and operationally affect the College. As of February 3, there were 341 house bills (without amendments) and 197 Senate bills (without amendments) to be reviewed.

It is still too early to determine the outcomes of legislation for the session.

Wyoming Innovation Partnership (WIP)

The President's Steering Group met in January to discuss the WIP and a future structure. This included a discussion of a mission and vision. This work is ongoing. The WIP VR grant had consultants on campus to roll out the new equipment. The Outdoor Education grant is working on final designs related to the aerial elements.

Campus

Campus Activities

College operations resumed with in-service meetings and activities. Staff was focused on student orientation as faculty geared up for classes and assisted with advising.

Athletics

Men's and Women's basketball and wrestling resumed in January, with teams hosting and traveling to various locations. The annual Rodeo Gala was on February 1 at the Cody Auditorium. It was a well-attended event enjoyed by all.

Strategic plan 2030

(Pillar 1.5.1) The College is working with Hanover to complete focus sessions with K-12 Superintendents and Principals. NWC continues to meet with Hanover on the regional needs

assessment analysis draft. Refreshed data is being gathered, and a draft of the K-12 feedback should be available this month.

(Pillar 1.1.4.) The Grant Steering Committee met with Ellucian to discuss upcoming potential grants and viability. The search for a Grant Manager/Director is still under review. The Grant Leadership Team and Ellucian are reviewing options for the Strengthening Institutions Grant. A USDA grant is under review to determine viability.

(Pillar 2.1)—Enhance the Brand—The NWC Website is live, and one-on-one training has been provided to the Website Monitors as needed. The rollout of the new Foundation website is scheduled for early February.

(Pillar 4.1.1) Vice President Havron and I met with the Student Senate to review the current list of priorities for the master plan that have been identified. They were in support of the list and strongly in favor of continuing our work on the NPA building.

(Pillar 4.1.2) The College hosted a Student Center ribbon cutting and open house on Thursday, January 30. A contractor thank you luncheon was also hosted. There was a tremendous turnout of community members and students. A final student center report will be given once the finances with State Construction are finalized.

Powell Economic Partnership

I attended the Powell PEP meeting on January 16, 2025. The agenda included financial updates, budget discussions, new Board members, a VISTA update, the airport expansion project, and later that afternoon, a follow-up from the Insite Consultant. The meeting focused on economic development versus community development and identifying development site locations.

Forward Cody

Forward Cody met on January 28, 2025. The new CEO, Jake Hogan, was introduced along with new Board members. Discussion included the financials, budget work, the Shooting Complex, and board committees.

Foundation and Alumni

The Alumni Association Board met on Tuesday, February 4. The new website was demonstrated, along with discussions on Giving Day, Distinguished Alumni, and the Student Center Donor Celebration. I provided updates on the legislative session, operations, and student center open house.

The Foundation Board met on Wednesday, February 5. Various topics were covered on the agenda. I provided updates on the legislative session, operations, and the student center open house.

Respectfully submitted,



Lisa M. Watson
President

Administrative Services & Finance

Northwest College

Board of Trustees Report

February 10, 2025

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

Finance & Budget

The Business Office has had a busy month. January is the month for several federal reports and filled with a flurry of activity from the start of the spring semester. The following are some examples of activities completed in the last month.

- Along with the standard monthly payroll, we have completed our quarterly payroll tax reporting, which includes the quarterly 941, workers' comp reports, and unemployment reporting. We also issued over 525 employee W-2's.
- The business office issued a single 1099-MISC, for payments not related to contract labor.
- The business office issued over a hundred 1099-NEC's (non-employee Compensation), for contracted labor.
- The business office prepared about 1,300 student 1098T's, which are tax forms that summarize payments and scholarships for tuition and fees.
- With the start of the new semester, the business office staff have been working consistently with new and returning students. The following are a few items that we have done in this process:
 - The business office has issued over 300 refunds to students who have received more financial aid, than their semester bill.
 - The business office has worked with hundreds of students to take payments and/or help the students set up payment plans for the spring semester.
 - The Finance director has worked with a few dozen students who have been delinquent on past semester bills to establish personalized plans that keep them out of collections and help them further their pursuit of education.

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

- The Finance Director, VP of Student Services, and College President have discussed various factors related to housing rates and how to strategically place NWC within the current market while still being cognizant of student housing costs. For further information see the memo submitted on the topic.
- The Finance Director and President, with input from the VP's and several Directors have analyzed NWC's Mandatory fees. Some factors considered were: a) Market comparisons of local and regional colleges and universities. b) NWC's historic costs. c) national and regional inflation rates. For further information see the memo submitted on the topic.
 - The Grants Leadership team has been working with Ellucian on the Title III-strengthening institutions proposal and a USDA – Distance Learning and Telemedicine Grant submittal.

Facilities Projects

- Radon mediation completed on 14 homes at TVW. Follow-up testing is in process.
- Two trips with two vehicles to Jamestown, ND, for sale and delivery of kitchen equipment delivery.
- Numerous hours on Sodexo transition from Park Cty Fairgrounds to the Student Center.

Transportation Bus Miles

- 2,350 miles with Basketball teams to Miles City, MT, Cheyenne, Torrington, Riverton, and Gillette, WY.

Completed Work Orders

- 286 orders over the last 60 days.

Information Technology

- Computing Services Staff helped finish parts of the new Student Center and helped move equipment in for various departments.
- Computing Services Staff have been working on an Access Control project with Physical Plant for the campus.
- Computing Services staff worked with faculty, staff, and students at the start of the semester.

Human Resources

- **Recruiting:** Please see the February Personnel Report. Staffing has been busy hiring students for the spring semester.
- **Compensation:** The College University Professionals Association for HR (CUPA) salary survey was compiled and submitted on 1/17. The College's participation provides reduced survey costs and comprehensive access to their competitive salary market data database in higher education institutions. The survey has been expanded this year, and CUPA requested additional data such as "time to fill" staffing and benefits information.
- **Policy and Legal Compliance:** On 1/9/25, a federal judge in the Eastern District of Kentucky Court vacated the Biden administration's Title IX regulations. The order strikes down the regulations nationwide, reverting enforcement to the 2019 Title IX regulations set by the Trump administration. NWC was under the injunction, so the 2020 Title IX Biden Administration regulations were not implemented. The new Executive Orders from President Trump released on 1/20/25 are being reviewed by HR Director Jill Anderson and Title IX Coordinator Laura Gwinn regarding Title IV, Title IX, and Title VII impacts. Legal challenges are expected to the Executive Orders, which may impact implementation and timelines.
- **Training:** The HR Director compiled year-end reports for 2024 and is preparing for the annual HR and Title IX/Clery Act compliance training for all employees to roll out in February. The HR Director conferred with our existing cyber training vendor, KnowBe4, about adding their HR Compliance Training modules to our existing contract but did not move forward due to added costs. For now, the College will continue to use modules provided through our risk management vendor, United Educators (UE).

On 1/14, the HR Director attended the "2025 Employment Law Updates and Compliance Training Checklist" webinar by HRCI. On 1/16, the HR Director attended a webinar by CUPA-HR, "Washington Legal Updates," and "Trump Era 2.0 – What it Might Mean for HR Teams" by Equifax. On 1/28/25, the HR Director attended "What to Expect When Your Employees Are Expecting: A Look at the EEOC's Lates Guidance and the Evolving Legal Landscape Concerning the PWFA" by the legal firm Littler-Mendelson.

- **WY Community Colleges HR:** On 1/22, the HR Director participated in a conference call with the other WYCC HR Directors to discuss various HR topics affecting the colleges.

Personnel Status Report

February 2025 Trustees' Report

Search Activity to Date - 1/22/2025

Position Being Searched	Hire Date	New Employee Name	Comments/Status
Vice President for Administrative Services and Finance	1/31/2025	William "Burt" Reynolds	Burt has a Bachelor's in General Business Administration from the University of Texas at San Antonio and a Master's in Business Administration from the University of Phoenix.
Financial Aid Specialist - 2 positions			Positions are open until filled.
Grant Writer and Coordinator			The position is open until filled.
Residence and Campus Life Director	2/13/2025	Michelle Black	Michelle has a Bachelor's of Fine Arts with a Visual Emphasis, a Bachelor's of Science in Education from the University of North Dakota, and a Master's in Counseling from the University of North Dakota.
Admissions and Enrollment Services Technician	2/3/2025	Dezarae Sipe	Dezarae has a high school diploma and has been serving as a Facilities Assistant - Custodial.
Registrar and Registration Coordinator	1/20/2025	KennaDee Smith	KennaDee has a Bachelor's in General Business from Tarleton State University.
Instructor/Assistant Professor of Graphic Design - Tenure Track			The position is open until filled.
Instructor/Assistant Professor of Criminal Justice - Tenure Track			The position closes externally on 1/20/2025.
Facilities Assistant - Custodial			The position is open until filled.
Vice President for Academic Affairs			The position closes externally on 2/12/25.
Payroll Specialist			position closes externally on 2/5/2025

**NORTHWEST COLLEGE
FACILITIES PROJECT REPORT**

Report Date : As of February 3rd , 2025 - Capital Planning

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
Projects Awaiting BOT Approval												
Projects In Process												
<u>PENDING FUNDING AND CONSTRUCTION MANAGEMENT APPROVAL</u>												
<u>PLANNING/START UP PHASE</u>												
Campus	1	X	PLANT	Updated Master Plan			Input sessions in progress	5/14/2018	NA	unkown	\$ 25,000	
<u>PENDING</u>												
Powell/ORB	TBD		Cap Renew	Orendorf Building Infrastructure Improvements			Architect and General Contractor Selected	4/8/2019	Pending		\$ 4,000,000	
FY2025 See Masterplan Update												
Powell Campus	2		MM	Card Reader Access/Cameras - Phase 1			In process Contract Awarded				\$ 600,000	
Powell Campus	2		MM	Yellowstone drainage to Division Street			Pending				\$ 50,000	
Powell Campus	2		MM	Gas Feed Replacement TVM/FAB Annex/Oliver/Science & Math			Pending Design				\$ 70,000	
Powell Campus	2		MM	FAB Annex RTU Replacement			Pending Weather to Install				\$ 35,000	
Powell Campus	2		MM	Fagerburg South Entry ADA Access			Pending Design				\$ 100,000	
Powell Campus	2		MM	Intercultural House Siding Replacement			Pending Starup				\$ 40,000	
FY2026 and beyond See Masterplan Update												
Powell Campus	3		MM	ADA AccessJFC/North Lot Replacement			Change Order Issued				\$ 300,000	
Powell Campus	3		MM	Campus Fire Detection panel upgrades Phase III			Awaiting Start up				\$ 70,000	
Powell Campus	3		MM	Card Reader Access/Cameras - Phase 2			Pending Funding				\$ 200,000	

NORTHWEST COLLEGE

FACILITIES PROJECT REPORT

Report Date : As of February 3rd , 2025 - Capital Planning

	Priority	Master Plan project	Funding Source	Project	Subproject	Phase/Note	Status	BOT Project Approval Date	State Construction Management Approved Date	Completion Date	Estimated Project Cost	BOT Project Cost approval
FY2027 and beyond See Masterplan Update												
Budgetary Notes Cash Reserves												
Fund Balances			<u>Draft</u>			<u>2024</u>						
Operating Fund (10)			@6/30/2024 DRAFT			\$ 5,568,073						
One Mill (11)			@6/30/2024			\$ 1,619,819						
Auxiliary(12)			@6/30/2024			\$ 728,439						
Plant Fund(70)Aux Depr			@6/30/2024			\$ 1,545,376						
Total Auxillary						\$ 2,273,815						
Plant Fund(70)Main			@6/30/2024 DRAFT			\$ 2,917,647						
Plant Fund(70)Major Maint			@6/30/2024 DRAFT			\$ 1,705,482						
Plant Fund(70)WCCC Emergency			@6/30/2024			\$ 505,807						
Plant Fund(70)NWC Emergency			@6/30/2024			\$ 494,193						
Completed SEE MM Report												
Powell Campus	2		MM			Long Controls to Automatic Logic Controls	Complete				\$ 22,000	
Powell/Campus	2		MM			Various Parking Lot Replacement - Cabre/East JFC	Complete				\$ 600,000	
Powell/Campus	2		MM			Cabre Parking / concret Lot Repair	Complete				\$ 100,000	
PowellCampus	2		MM			Natural Gas Infrastructure	Complete				\$ 350,000	
Powell/Stock Ag	1		MM			AG HVAC/Electrical/ADA Access	Complete				\$ 431,000	
Powell Campus	1		MM			Campus lighting - Ashley	Complete				\$ 100,000	
Powell/S&M	1		MM			Chiller/MAU/Greenhouse Cooler Replacement	Complete				\$ 475,000	

ACADEMIC AFFAIRS

January 2025



Department Reports

Center for Training and Development - Powell

- Conferences/Meetings- PEP
- Classes- Welding, Surgical Tech, and Construction for Women
- High School Students enrolled in- Forklift, Heavy Equipment, ELAP and CDL Program
- YEP (Youth Empowerment Program) Construction

CDL Program

September- Numbers ran on 01/27/2025

- Eight (8) attended Orientation which gives an overview of the program.
- Twenty-four (24) new students enrolled in ELDT in January
- Two (2) students completed their Entry Level Driving Training (online theory ELDT) making them eligible to start the Behind the Wheel Driving Session as soon as they receive the Commercial Learners Permit (CLP).
- Fifty-two (52) total students enrolled in various stages of the CDL Program

Total working on Behind the Wheel: Nineteen (19)

Received their Commercial Driver's License (CDL): 1/1/2025-1/27/2025

Six (6) Class A CDL

Two (2) Class B with Passenger and School Bus Endorsements

Total CDL received in 2024 – One hundred nine (109)

DELTA- Dedicated to Experiential Learning Through Adventure

- DELTA –offered eight (8) activities that served fifty-five (55) students and community members. These events included DELTA activities: Low Rope and High Ropes Courses, Skiing and Ice Pole Making.

Center for Training and Development- Cody Center

- Test proctoring- Wyoming Highway Patrol, WorkKeys, ACT, HESI and TEAS
- Ed2Go/Career Step- Three (3) new students in various programs
- Surgical Tech
- Hosted various meetings
- CPR/First Aid
- MSHA New Miner

Testing

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

Powell Valley Community Education / Rec Co-Op

- We have 5 new students starting the Behind the Wheel Driving Session.
- Rockwall and Yoga classes have started back up for the spring semester.
- December was full of holiday craft classes and events.
- Coming up we have the following classes: make a trucker hat, cooking, rock wall, yoga, crafting, gardening, and musical
- Co-Op checkouts are picking up with bicycles and snowshoes being our top checked out equipment.

Tutoring Center

Peer Tutoring began offering its services to students on Thursday, January 16. The center has 14 tutors on board and offers over 90 weekly tutoring hours. Students can get assistance in Business, Math, Science, and Writing through either drop-in, scheduled one-on-one, or Zoom sessions.

On January 13, Tutoring Coordinator Jen Schneider introduced Tutoring Services to new students at the spring orientation.

The following services were provided this month:

- Provided 24 scheduled one-on-one tutoring sessions.
- Provided 15 drop-in tutoring sessions.
- Provided 2 class presentations (with 29 attendees).
- Provided 12 help desk assistance visits.

Academic & Career Advising

- Assigned/Adjusted/Ended 78 Advisor Assignments
- Presented to Math 991/1000 class on Academic and Career Advising
- 3 Classroom/5 Instructor Visitations
- Biweekly Updates for NWC Non-Campus Student jobs and Internship Opportunities
- 59 Advising/Registrations for Fall 2024 Courses
- 32 HELP Alerts for Spring Term (Attendance/Participation/Performance Concerns)
- Submitted SSP Program Review Report per 3-year cycle
- Attended NWC Site Monitor CMS Training

Division Reports

Humanities, Visual & Performing Arts

- **Music**
 - NWC Vocal Instructor, Eric Hagmann, attended the 2025 All-State Jazz event held on January 6-7 at LCCC in Cheyenne, WY. Eric is the Vocal Chair on the board of the Wyoming Jazz Educators and played a strong role in helping to organize the event and screen auditions. He worked directly with WY high school students both days, acting as the vocal jazz ensemble's pianist, and one of his own vocal jazz arrangements was even featured as part of the final performance.

- NWC Music Theory and Bass Professor, Andrey Gonçalves attended the 2025 Jazz Education Network conference held on January 8-11th in Atlanta, GA. In addition to engaging in workshops and performances, Andrey had the opportunity to present on his dissertation topic, and he gave his own performance with fellow jazz colleagues.
- NWC music faculty Rob Rumbolz, Zach Paris, Andrey Gonçalves, and Eric Hagmann, along with a handful of NWC music students, attended the 2025 WMEA All-State Music Conference held on January 20-21st at South High School in Cheyenne, WY. Faculty and students represented NWC, speaking with students and educators, participating in clinic sessions, and observing student/professional performances. Eric Hagmann hosted a vocal jazz reading session attended by educators from all over the state. Zach Paris was instrumental in leading a percussion sectional for the All-State Band.
- Zach Paris, Andrey Gonçalves and Jeff Troxel traveled to Kelly Walsh High School in Casper, WY on Friday, January 24th to work with their instrumental students and ensembles.
- The 50th annual Showalter Music Festival will be held on February 1st, and it invites well over 300 middle school music students from around the region to participate in adjudicated performances, garnering vital feedback from professional music educators in our area.

Ag, Business, Communication, Equine & Photo

- Ag Department
 - The Livestock Judging Team traveled to the Denver National Stock Show January 15-20, and to the Sioux Falls Stock Show January 24-27.
- Business Department
 - Stacy Kuenn is collaborating with Keith McCallister on her Teambuilding class. Additionally, she is collaborating with a community non-profit organization to enhance the BAS Capstone class.
- Communication Department
 - Bob Becker and four members of the NWC Forensics Team judged and recruited at the Wyoming State Thespian Festival.
 - Julieta Anaya Aguilar (Jackson), Aspen Atkinson (Powell), Katie Badget (Cowley), Angelina Mason (Cowley), and Madison Nelson (Basin) competed in multiple individual events against competitors from the College of Southern Idaho, Oregon State University, the University of the Pacific, among others. Northwest College Forensics team won top community college for BOTH days, first place in overall sweepstakes for the UTEP Individual Events Classic, and second place for overall swing sweepstakes. These awards are important because this is the hard work of the entire team that led the Northwest College Forensics team to win these awards.
 - In terms of individual event awards:
 - Madison Nelson won fifth place in Poetry on Saturday and Sunday. Madison also won third place in Persuasive on Sunday.
 - Madison and Aspen Atkinson placed 2nd in Duo Interpretation on Saturday and 1st on Sunday.
 - Angelina Mason won fourth place in Poetry on Saturday and Sunday.
 - Katie Badget won third place in Informative on Sunday.
 - Aspen Atkinson won fifth place in prose on Saturday and third on Sunday. For duo, Aspen placed second on Saturday and first on Sunday.
 - Julieta Anaya Aguilar won third place in ADS, second in POI, and first in Poetry on Saturday. On Sunday, Julieta won second in ADS and POI and first in Poetry. Julieta was also the top individual performer for the UTEP half on Sunday.
- Equine Studies
 - The NWC Equine Team traveled to Oklahoma City for the NRHA Futurity (National Reining Horse Association) last week. Three students competed in the Individual Jr College Division including: Tristin Niccoli (Joes, Colorado), Kylie Brown (Casper, Wyoming) & Alexis VanMaanen (Eaton,

Colorado). Kylie Brown made the Top 5 and earned 4th place in the Individual placings for the Junior College Division. Everyone enjoyed watching great horses compete, meeting champion trainers from around the world and the nice sunny weather.

- Photographic Communication
 - Christine Garceau delivered a lecture as part of the Holter Museum of Art in Helena, Montana on January 18.
<https://holtermuseum.org/events/photographic-practices-women-identity-and-cultural-formation-lecture-by-dr-christine-garceau-phd/>

Health Professions

The Health Professions Division has partnered with North Big Horn Hospital in Lovell to participate in the first event of its kind in our area. It is called PATH (Promoting Aspiring Talent in Healthcare). Students from Burlington, Lovell, and Rocky Mountain High schools will come to North Big Horn Hospital to spend the day in various departments of the hospital and with NWC Health Professions programs. The EMS, Nursing, Allied Health, and Admissions team are giving a presentation and engaging the students in hands-on activities related to the health professions programming at NWC. For example, students will put on headsets and engage in VR scenarios, listen to heart sounds/ lung sounds and CPR with the simulators, and talk to faculty and students about the programs at NWC to help them on their health career journey. We are excited about this new opportunity and partnership!

- Nursing
 - Nursing has just admitted 24 hybrid students, bringing the total number of nursing students in the program to 73 total.
 - NWC Nursing program is a recipient of a statewide VR grant funded by WIP. The nursing program will implement VR experiences within the nursing program as part of the simulation experiences this fall. Using UBSim software and MetaQuest headsets purchased by the grant, nursing students will participate virtually within patient care settings to care for patients in a variety of simulated patient care scenarios. The patients within the virtual environment are representative of across the lifespan, diverse cultural and economic backgrounds, and disease processes that students may not see in the physical clinical settings in our region. For example, pediatric acute care and interaction is rare in the physical setting. With the use of the virtual environment, students have the opportunity to appropriately care for the pediatric patient. This not only develops proficiency, but confidence for licensure and practice in our rural communities.
- EMS
 - The EMS program has also received a WIP funded grant to incorporate VR into their Basic, Advanced, and Paramedic programs. The EMS students will wear headsets and use SimX software to interact in virtual pre-hospital environments.
 - The Paramedic program has responded to the accreditation site visit (June) and await the final accreditation letter (likely this fall).
- Outdoor Education
 - The Outdoor Education program coordinator, Keith McCallister, has proposed a new Ski Area Operations Certificate program to the NWC Curriculum Committee for launch this fall. The next steps are to present the material before the NWC Board of Trustees, VPs of Academic Affairs across the state, and the Wyoming Community College Commission later this spring.
- Allied Health
 - The newest high school partnership for CNA programs is Rocky Mountain High School and Burlington High School. NWC is offering a hybrid CNA program to high school and community members in the Cowley, Burlington, and Lovell area this spring. This partnership is the fourth among the high schools in the region to partner with NWC to prepare high school and community

members to be licensed as a Certified Nursing Assistant. The partners are Greybull High School, Worland High School, Powell High School, and Rocky Mountain/Burlington High School.

STEM

- Software development has been approved for Wyoming workforce partnership
- Jay Dickerson coordinated and NWC hosted the science fair on campus January 24th
- Regional Mathcounts on campus next week
- Inbre faculty and students presenting research in Anchorage in late February/ early March

Office of International Student and Scholar Services (ISSS)

- International Student and Scholar Services started the SP/25 semester with our Spring International Student Orientation (Jan. 9-13). We welcomed 19 new international students from Honduras (5), Vietnam (2), Argentina (2), Japan (4), Turkmenistan (1), Brazil (2), Netherlands (1), Germany (1), and Italy (1). With these additions, our total international student enrollment for the SP/25 semester is at 101. On top of that, we have two students who are studying fully online and nine students who are pursuing their Optional Practical Training (OPT).
- In alignment with our ISSS strategic efforts to expand recruitment, we are actively developing multiple agent partnerships to further enhance our international outreach. Our Interim Admissions Representative – Recruitment Outreach recently conducted a successful 2+2 Program Benefits Webinar for EducationUSA in Turkmenistan, and we held several trainings and follow-up meetings with agents from Honduras, Colombia, the Caribbean, Ecuador, and Costa Rica to strengthen collaboration and recruitment efforts in these regions.

Interim Vice President of Academic Affairs

Division Chair elections were held on Tuesday, January 28, 2025 and Elaine DeBuhr was reelected as the Chair of the Humanities, Visual & Performing Arts Division and Bob Becker was reelected as the Chair of the Agriculture, Business, Communication & Equine Division. I want to personally thank Elaine and Bob for their past years of division chair service, and I congratulate both on their reappointments as they continue in their leadership roles.

Monthly Board Report

Student Services

February 2024



ATHLETICS:

- Wrestling had a successful turn out at the National Duals by finishing 6th. We host the Apodaca Duals Feb 1-2
- Men's Basketball is currently 15-7 with 7 more games to play.
- Women's Basketball is currently 14-9 with 7 more games to play.
- The Rodeo GALA is February 1st in Cody, WY.
- Esports starts the Spring season mid-February.
- Soccer and Volleyball are recruiting for next year.
- The Senior Citizen program has been a huge success. The grant is looking in to adding another day for Seniors to participate.

ENROLLMENT SERVICES

- Ongoing Catalog revisions and additions are underway for the 2025-26 NWC College Catalog.
- Ongoing work and submission of Financial Value Transparency and Gainful Employment data in order to comply with federal regulations.
- Final Grading/End of Semester processes including Final Grading processes, Satisfactory Academic Progress, 2024 Fall Honor Roll awardees, 2024 Fall Graduate process/verification.
- Preparation for Spring 2025 semester includes: ongoing new and returning student registrations, new student orientation, course waitlist management, and pre-requisite evaluation process.
- Completed the hiring of KennaDee Smith as Registrar, and Dezarae Sipe as Admissions Specialist within the Enrollment Services department. KennaDee has begun her role, and Dezarae will begin on February 3rd.
- Ongoing campus tours for prospective students.
- Ongoing recruitment communications (text messages, email, direct mail, phone calls) to prospective students.
- Spring 2025 New Student Orientation was held on Monday, January 13th for newly enrolled students. The event consisted of informational sessions, campus tours, placement testing, and class registration opportunities.
- Process preparation for the Bachelor of Applied Science degree programs 2025 internal admission process and BAS application review.
- Preparation and communications ongoing for our Experience Day event, which will take place on April 11th. This recruitment event highlights academic and service programs at NWC.
- Organized and hosted the annual Wyoming Academic Challenge on Saturday, January 11th. This event features high school teams from Wyoming competing in a knowledge bowl format.

FINANCIAL AID

- The Office completed 24/FA SAP & other reconciliations (All Fs, Pell Enrollment Verification, Administrative Withdrawal) reviews for all FA programs.
- The Office completed required semester student packaging mismatches after the “add” portion of the 25/SP add/drop period elapsed (attendance pattern-to-registered credits & residency/housing-to-student packaging mismatches)
- The Office continues to package students for 2024-25 as received.
- The Office submitted its end-of-semester 24/FA Wyoming Works & Hathaway reimbursement rosters, it’s 25/SP Overseas Combat Veteran reimbursement roster, and its preliminary 25/SP Kickstart Wyoming’s Tomorrow roster to the WCCC.
- The Office began preparing for 2025-26 academic year with Colleague AY set up and other tools/forms updates.
- The Office collaborated with Institutional Research and Enrollment Services Offices to successfully submit all three FVT/GE data requirements by the 1.15.25 federal deadline through NSLDS.
- The Office collaborated with Academic Affairs & Enrollment Services Offices to refine NWC best practices related to program financial aid eligibility review and efficient student admittance/registration process flow during academic program creation and/or modification.
- The Office identified & successfully implemented a permanent solution to prevent Colleague from automatically recalculating Pell grants for students who withdrew from a course(s) during the 24/FA semester when the Office adjusted 25/SP aid (issue is related to 2024-25 Colleague functionality tied to new Pell Enrollment Intensity calculation that had unintended/unknown programming consequences).
- The Office successfully lobbied the WCCC to revise its interpretation/rules on two student eligibility circumstances related to the Kickstart Wyoming’s Tomorrow /Wyoming’s Tomorrow scholarship programs to the substantial benefit of students. Trained all other WY FA Offices on WCCC rules revisions on 1.9.25.
- The Office continues to monitor HB0036 in the 2025 WY Legislative session.
- The Office continues its search for qualified applicants to fill staff vacancies.

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

- We will be hosting a GEAR UP Family event on Feb 8th. NWC Will host our Gear Up students and parents on campus for a college tour, food, and basketball games.
- 5 Gear Up seniors will be interviewing for the Daniels Fund Scholarship at the end of Feb. We also had two students get the UW Trustees Scholarship.
- We have had 118 college applications submitted by our seniors so far.

Program Review/Update

- Objective 1: GEAR UP NWC will serve a min of 225 students
 - How many Students have you served to date? $249/271 = 91.88\%$
 - How many of those students have at least an hour of service? $229/271 = 84.50\%$
- Objective 6: 60% of GUWY 12th graders have completed their FAFSA
 - How many of your 12th graders have completed their FAFSA? 45/55 seniors
 - What percent of 12th graders have completed the FAFSA? 81.81%

SAFETY & SECURITY OFFICE

- Met with Powell Police Chief to review and amend NWC/PPD Memorandum of Understanding (MOU). MOU was undated to include approaches taken for tobacco offenses in relation to recent statutory change in Wyoming and Federally, and through guidance of the DOE.
- Conducted walk-through of Colter Hall with EMS/Paramedic faculty for planning mass-casualty event that is to be held in April for student testing.
- Attending Webinar on Need-to-Know information about new “Stop Campus Hazing” Act with VP Havron – Dec 17th.
- Assisted with RA Spring Inservice Training and presented on Clery Reporting with an update on new Hazing data collection requirements – Jan 9-10th
- Completed New Student Orientation for Cohort of 19 new international student who were arriving for Spring semester – Jan 11th.
- Met with Student Success, Residence Life, and VP Havron to discuss process on pursuing violations of Emotional Support Animal (ESA) policy violations – Jan 16th.
- Met with VP Havron and President Watson to outline timeline and structure of future Incident Command (ICS) and active shooter trainings – Jan 23rd.
- Met with involved faculty, staff, and outside entities to discuss planning of Spring 2025 Mass Casualty Exercise to be held in Colter Hall – Jan 28th.
- Attended Title IX Training for Decision Maker in Henderson, NV – Jan 29th-Feb 1st.
- Completed Memorandum of Understanding with the Powell Police Department for the 2025 school year. Was signed by both Powell Mayor and NWC President – Jan 22nd.

RESIDENCE LIFE

Activities Attendance

- 1/15 – Intramural Basketball – 64
- 1/21 – Billiards League – 36
- 1/22 – Intramural Basketball – 60

Upcoming Activities

- 1/28 – Billiards League
- 1/29 – Intramural Basketball
- 1/30 – Stuff-It Build a Bear Program
- Super Bowl Party
- Valentine’s Extravaganza

Other Items of Note:

- Planning a trip to Pennsylvania to our National Association for the Promotion of Campus Activities Conference. Hoping to take 5 students. March 6-9
- Fully moved and settled in the New Student Center! LOVING IT
- Working on Hiring Desk Attendants to cover the Student Center in the afternoons
- Opened the application for housing 2025-26. Students can apply online through nwc.edu.
- Gathered spring intent commitments for all students living in campus housing.
- Student senate meets every Tuesday evening at 6:30pm.
- Held weekly meetings with Security, RD staff, Student Support Services, and Student Activities to go review previous weeks activity.
- Will be welcoming new Residence Life Director, Michelle Black, starting on Feb 13.

STUDENT SUCCESS CENTER

Student Success Center Usage- In Office

- 85 visits in January 2025
- 2024 cumulative visits for calendar year 2024 (yes, number of visits matched the calendar year)

Counseling Services

- 26 Counseling sessions (including face-to-face, Zoom and phone).
- 0 After hours contacts
- 1 BASICS sessions for alcohol violations
- Residential Division Meetings
- PStaff/CStaff Steering Committee - Professional Development
- New Nursing Student Presentation
- Food Committee Meetings
- Student Appeal Committee
- Participated in Prosper's suicide prevention sessions which was part of the Governor's Mental Health Initiative
- Presented to Math Students on SSC services

Disability Services

- 53 Disabilities visits (includes face-to-face, Zoom and phone).
- 109 Students registered with Disability Services for SP 25
- 353 Accommodation letters processed for SP 25
- 18 Tests proctored in testing center.
- Process Coordinator for assistance animals- 5 visits
- Collaboration with instructors on accommodations
- Testing area and proctoring for International Students
- Coordination with TRIO meetings
- Coordination with Department of Voc Rehab for NWC students
- Webinar- Insights from Deaf/Blind Students: Preparing Thriving and Advancing Accessibility in College

TITLE IX

Training/TIX Prevention & Awareness

- Completed training in 2 FYS classes on campus
- Completed training for 16 new international students
- Completed training in 2 resident halls
- Total students trained this semester: 55 students.
- Performed three individual Title IX prevention and awareness functions with students, Title IX team and administration

Administrative Services

- Review current cases and input data into Maxient.
- Review current status of Title IX regulations after federal vacatur issued
- Confer with Human Resources concerning the effect of the federal executive order on diversity, etc.
- Send email to FYS faculty for date and time of training this semester.
- Attend committee & all employee meetings.
- Participated in WY Title IX Coordinator meeting.
- Gather information on on-line training options for Title IX and orientation platforms.
- Meet with stakeholders to discuss findings and needs. Continue research on different

alternatives.

- Conduct final preparations for Title IX team training and travel to conference.

TRIO STUDENT SUPPORT SERVICES

- Starting this month, we are using a new electronic tracking system at the TRIO SSS Center. This system is much more accurate in tracking total time with advisors and center use.
- We recorded 251.75 contact hours during 603 sessions.
- There are 175 active students in the 2024 Cohort.

Program Highlights

- Innovative Educators, is an online platform whose services include Online Orientation, Student Success Workshops, Professional Development and Tutor Training.
 - 77 students are using the site. The site has been visited 256 times by TRIO students to date. The average time spent per visit is 41 minutes. Total content views are 1,837.
 - The most popular workshops completed by our students are: NWC SSS Trio Orientation, 10 Habits of Mind for College Success, Handling Failure In & Out of The Classroom, and Emotional Intelligence.
- Finals Survival Bags- Students were provided a bag containing supplies and snacks at the beginning of finals week. We will also provided hot chocolate and cookies.
- FAFSA Frenzy Event was held on 1-21-2025

Upcoming Events

- Leadership Trainings- Bi-weekly

Monthly Report to President Watson*December 2024 and January 2025***COMMUNICATIONS & MARKETING ACTIVITIES FOR:**

- Art Department: Empty Bowls, Red Lodge Clay Center
- Education Department: International Literacy Night, Fridays in the Field
- Music Department: Showalter Festival 2025 (call for participation), Northwest Civic Orchestra Christmas Concert, Faculty Jazz Concert
- Photographic Communications: NASAD accreditation, 3rd Annual Community Photography Contest
- NWC Foundation & Alumni: Student Center Donor Event, TrapperConnect, Scholarship Luncheon, NWC+ Retirees Newsletter, 2025 Calendar (donor gift)
- Student Center: Gaming Room branding, Dedication & Open House event, Trapper Athletics: game/match programs, team posters, locker nameplates
- Health Professions: December Nurse's Pinning Ceremony, Nursing program (application window), Paramedic program (application window)
- NWC's WACCT/WBA *Shaping Wyoming's Future* award winner Thea Farrington
- Native Ways Buffalo Feast
- Documentation support for Perkins activities and info
- Student Academic Showcase 2025: website updates, poster (for participants)
- NWC Bookstore, spring semester promotions
- Adult Education spring 2025 digital advertising
- Support Services Reviews for both CMO and Printing
- Standing FY25 Enrollment Campaign initiatives

WEB:

- Launched the new website at nwc.edu on December 2
- Provided training on the new Content Management System (CMS) to College staff designated as Site Monitors
- Assisted the NWC Foundation & Alumni organization with moving their website into the College's CMS, including: modifying the design template to include their branding elements, building their web pages, consulting on content development (including photography), custom forms, and CMS training and support

PHOTOGRAPHY & VIDEOGRAPHY COVERAGE:

Tree lighting/Parade of Trees, Education practicum students at Meeteetse, Nurses pinning, Bighorn Basin Middle School Regional Science Fair, additional photos of student center

PRINTING SERVICES:**December 2024**

- 23 offices/programs/areas served
- 29 projects completed
- 33,189 pieces printed

January 2025

- 18 offices/programs/areas served
- 25 projects completed
- 17,385 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

ADVERTISING REPORT

NOVEMBER 2024



Advance Local | FY25 Enrollment Campaign | Paid search campaign and paid social campaign

The digital arm of the FY25 Enrollment Campaign is being run and monitored by the higher education marketing agency Advance Local (formerly Advance 360 Education) in collaboration with the NWC Creative Team.

Due to technical difficulties Advance Local was unable to provide November 2024 analytics in time for this report.

Search ads (Google and Bing)	Impressions	Clicks	CTR	Impression Share
Social ads ⁺	Impressions	Clicks	CTR	

Facebook and Instagram ⁺ | Non FY25 Enrollment Campaign | Paid social advertising and post/event boosts

Campaign name	Reach	Impressions ↓	Link clicks	CTR (all)
Event: 2024 Trapper Preview Day	10,963	32,899	43	0.90%
Post: "Among our many events this week is the final..."	2,021	3,809	72	8.14%
Total results 2 / 2 rows displayed	12,439 Accounts Center accounts	36,708 Total	115 Total	1.65% Per Impressions

Source: Facebook Ads Manager. (n.d.). Retrieved January 28, 2025, from <https://business.facebook.com/adsmanager/>

⁺ **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

NOVEMBER 2024

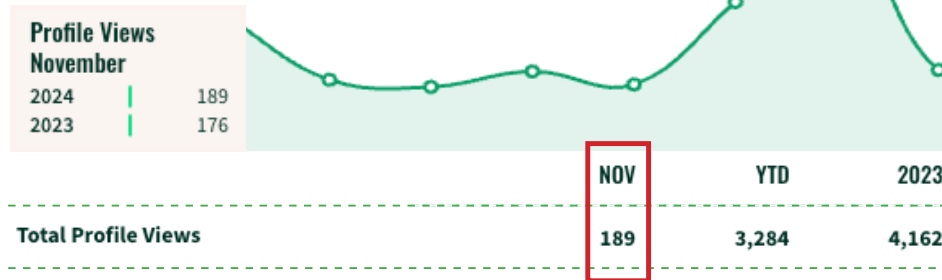


COMMUNICATIONS & MARKETING

Niche | 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 or directly at 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

	NOV	YTD	2023
Total Promoted Impressions	18,588	215,515	251,141
Sponsored Listings Impressions	7,064	93,928	111,844
Remarketing Impressions	11,459	120,984	138,794
Triggered Email Sends	65	603	503

Qualified Inquiries and Prospects:

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

14,717

Qualified Inquiries and Cross-Interest Prospects generated for your school

	NOV	TOTAL	TYPICAL APPLY RATE
Qualified Inquiries	47	410	20-40%

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

10,765

Class of 2025 Qualified Inquiries and Cross-Interest Prospects generated for your school

	NOV	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	41	301	20-40%

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

3,057

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

	NOV	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	6	76	20-40%

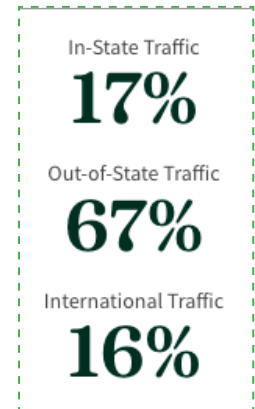
All Class of 2025 Class of 2026 & Younger Adult & Transfer

895

Adult & Transfer Qualified Inquiries and Cross-Interest Prospects generated for your school

	NOV	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	0	33	20-40%

NWC profile traffic % split:



SOCIAL MEDIA REPORT

NOVEMBER 2024



**COMMUNICATIONS
& MARKETING**

 **Instagram** | [instagram.com/northwestcollege](https://www.instagram.com/northwestcollege) | *Organic (non-paid) social posts*

 **Facebook** | [facebook.com/NorthwestCollegeWyo](https://www.facebook.com/NorthwestCollegeWyo) | *Organic (non-paid) social posts*

NOTE: The Communications & Marketing Team is currently transitioning our social media analytics reporting from one system to another. We have discontinued use of the software we were using to pull reports from and have not identified a replacement in time to include screenshots of monthly social metrics for this report.

This part of the report will return in 2025.

VIDEO ANALYTICS REPORT

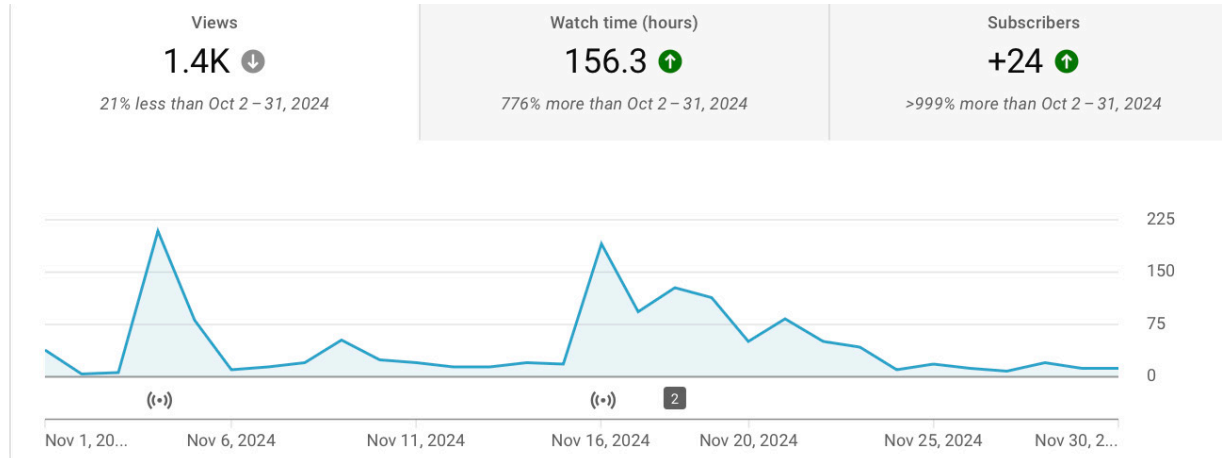
NOVEMBER 2024



**COMMUNICATIONS
& MARKETING**

YouTube | youtube.com/NorthwestCollege

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



Top video content this month:

1		Percussion Ensemble, Collegiate Chorale, & Wind Ensemble Nov 5, 2024	10:05 (36.6%)	317
2		NWC Jazz Expo Nov 17, 2024	12:46 (12.2%)	258
3		Northwest Community Orchestra Nov 18, 2024	4:28 (5.2%)	202
4		NWC Small Ensembles Nov 19, 2024	16:27 (15.7%)	89
5		The last wall of the student center at Northwest College in Powell Wyoming w... Jun 7, 2024	0:42 (19.6%)	88

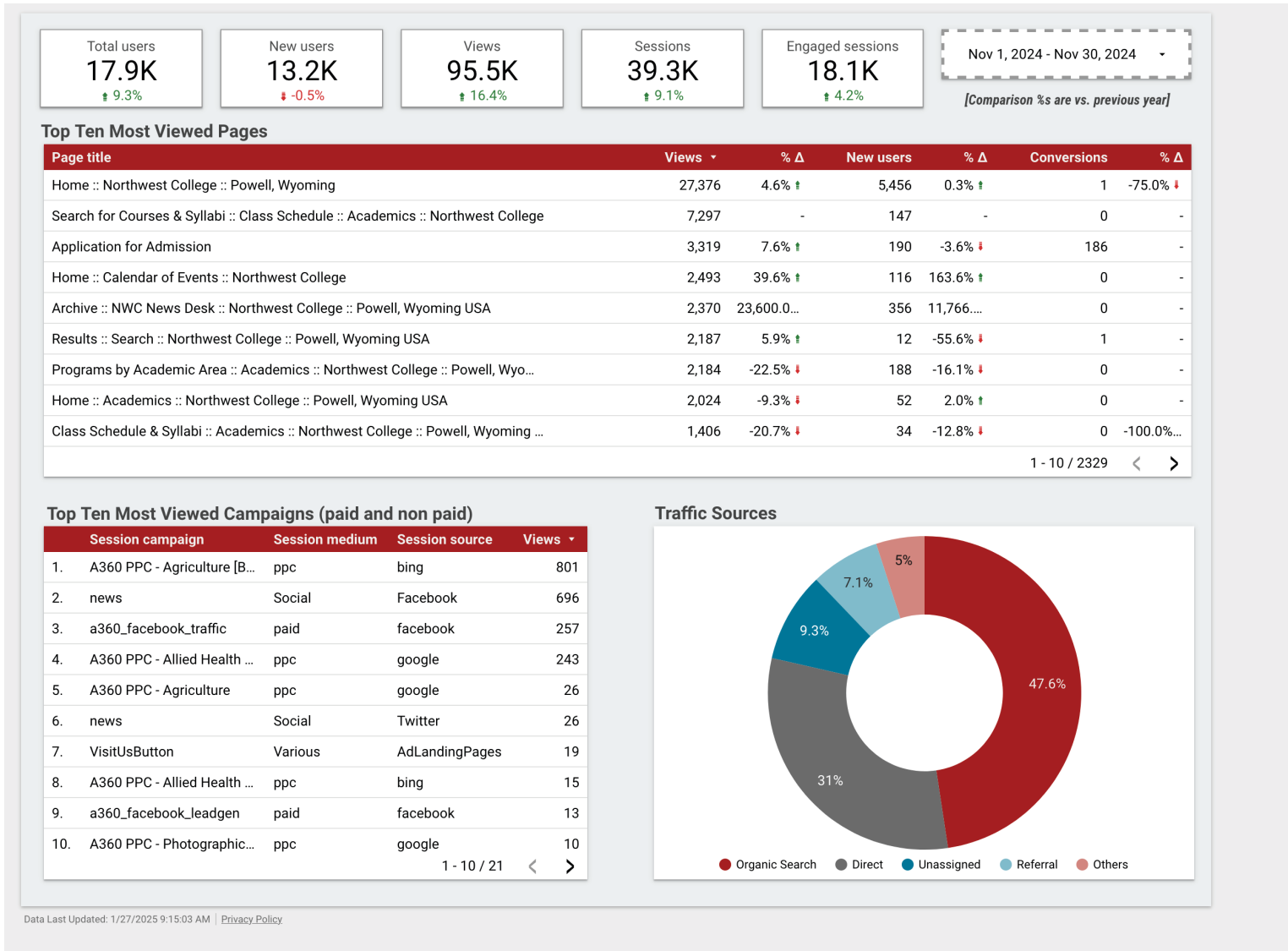
WEBSITE TRAFFIC REPORT

NOVEMBER 2024



COMMUNICATIONS
& MARKETING

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



WEBSITE TRAFFIC REPORT

NOVEMBER 2024



COMMUNICATIONS
& MARKETING

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

User Count by Region

Region	Total users	% Δ
Wyoming	5,816	-3.8% ↓
Colorado	2,272	-19.5% ↓
Iowa	1,867	1,187.6% ↑
Utah	1,077	81.0% ↑
Montana	971	-19.6% ↓
Arizona	668	-27.7% ↓
California	616	-29.7% ↓
Washington	571	-8.3% ↓
(not set)	536	11.2% ↑
Texas	413	-23.2% ↓

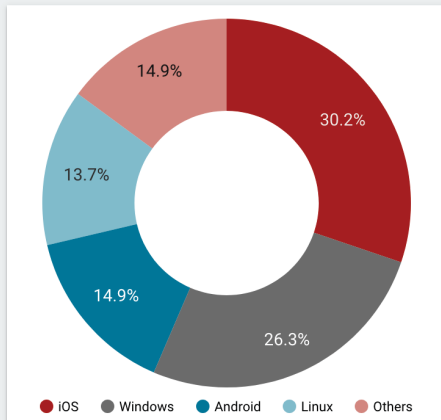
1 - 10 / 421 < >

User Count by Country

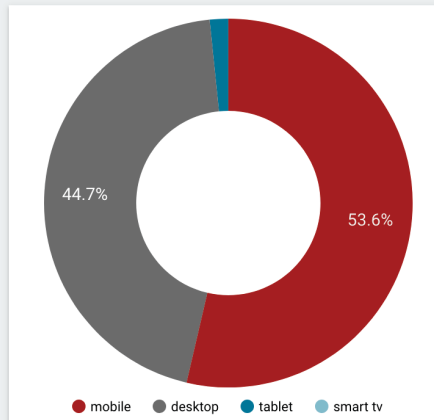
Country	Total users	% Δ
United States	15,384	-1.1% ↓
China	371	75.8% ↑
United Kingdom	187	16.1% ↑
Ireland	151	655.0% ↑
Sweden	139	717.6% ↑
Japan	118	-14.5% ↓
Hong Kong	90	2,900.0% ↑
Canada	66	-56.6% ↓
Brazil	63	-60.9% ↓
Germany	61	-41.3% ↓

1 - 10 / 116 < >

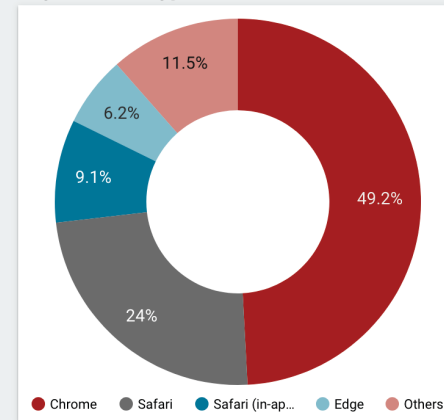
By Operating System



By Device Type



By Browser Type



Data Last Updated: 1/27/2025 9:27:56 AM | Privacy Policy

WEBSITE TRAFFIC REPORT

NOVEMBER 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	14,590	-13.5% ↓
2. (direct)	(none)	9,998	3.1% ↑
3. login.microsoftonline.com	referral	2,566	4.7% ↑
4. experience.elluciancloud.com	referral	2,167	-23.4% ↓
5. bing	organic	1,621	35.4% ↑
6. (not set)	(not set)	1,431	578.2% ↑
7. Facebook	Social	1,172	-
8. paidFB-IG	cpc	752	3,033.3% ↑
9. facebook	paid	635	66.2% ↑
10. bing	ppc	536	134.1% ↑

1 - 10 / 151 < >

Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	14,590	-13.5% ↓
2. bing	organic	1,621	35.4% ↑
3. Facebook	Social	1,172	-
4. paidFB-IG	cpc	752	3,033.3% ↑
5. facebook	paid	635	66.2% ↑
6. bing	ppc	536	134.1% ↑
7. yahoo	organic	319	24.6% ↑
8. m.facebook.com	referral	274	39.8% ↑
9. duckduckgo	organic	156	-16.6% ↓
10. ntp.msn.com	referral	145	-

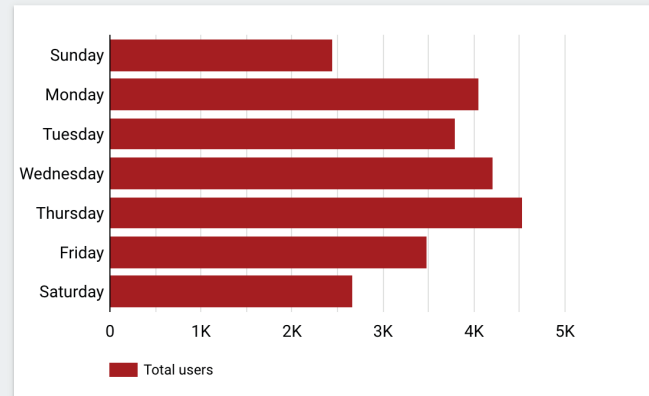
1 - 10 / 139 < >

Sessions by Social Sources

Session source	Sessions...	% Δ
1. facebook	639	66.8% ↑
2. m.facebook.com	324	63.6% ↑
3. facebook.com	162	1,057.1% ↑
4. l.facebook.com	54	-36.5% ↓
5. l.instagram.com	31	72.2% ↑
6. lm.facebook.com	22	-66.2% ↓
7. youtube.com	1	-
Grand total	1,230	61.2% ↑

1 - 7 / 7 < >

Most Popular Days of the Week



Data Last Updated: 1/27/2025 9:28:32 AM | [Privacy Policy](#)

ADVERTISING REPORT

DECEMBER 2024



Advance Local | FY25 Enrollment Campaign | *Paid search campaign and paid social campaign*

The digital arm of the FY25 Enrollment Campaign is being run and monitored by the higher education marketing agency Advance Local (formerly Advance 360 Education) in collaboration with the NWC Creative Team.

Due to technical difficulties Advance Local was unable to provide December 2024 analytics in time for this report.

Search ads (Google and Bing)	Impressions	Clicks	CTR	Impression Share
Social ads ⁺	Impressions	Clicks	CTR	

Facebook and Instagram ⁺ | Non FY25 Enrollment Campaign | *Paid social advertising and post/event boosts*

There were no paid social advertising or post/event boosts for Non FY24 Enrollment Campaign ads in December 2024 to report.

⁺ **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

DECEMBER 2024

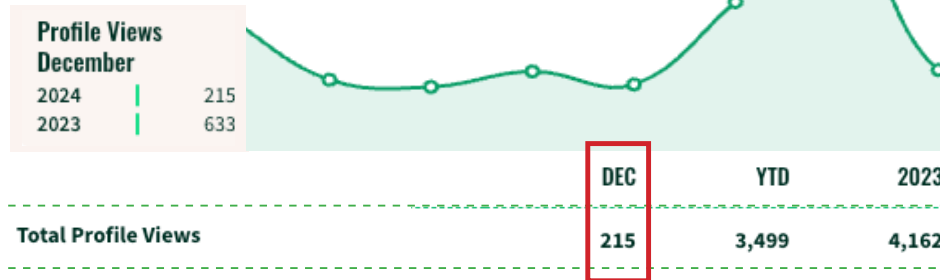


COMMUNICATIONS & MARKETING

Niche | 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 or directly at 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

	DEC	YTD	2023
Total Promoted Impressions	18,374	233,889	251,141
Sponsored Listings Impressions	6,705	100,633	111,844
Remarketing Impressions	11,629	132,613	138,794
Triggered Email Sends	40	643	503

Qualified Inquiries and Prospects:

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

15,783

Qualified Inquiries and Cross-Interest Prospects generated for your school

	DEC	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	33	441	20-40%

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

11,589

Class of 2025 Qualified Inquiries and Cross-Interest Prospects generated for your school

	DEC	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	29	330	20-40%

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

3,311

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

	DEC	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	3	79	20-40%

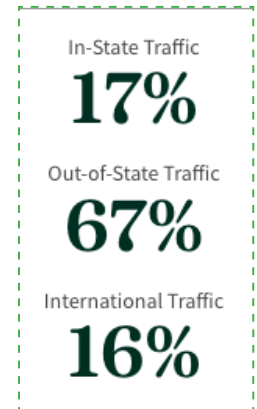
All Class of 2025 Class of 2026 & Younger Adult & Transfer

883

Adult & Transfer Qualified Inquiries and Cross-Interest Prospects generated for your school

	DEC	TOTAL	TYPICAL APPLY RATES
Qualified Inquiries	1	32	20-40%

NWC profile traffic % split:



SOCIAL MEDIA REPORT

DECEMBER 2024



**COMMUNICATIONS
& MARKETING**

 **Instagram** | [instagram.com/northwestcollege](https://www.instagram.com/northwestcollege) | *Organic (non-paid) social posts*

 **Facebook** | [facebook.com/NorthwestCollegeWyo](https://www.facebook.com/NorthwestCollegeWyo) | *Organic (non-paid) social posts*

NOTE: The Communications & Marketing Team is currently transitioning our social media analytics reporting from one system to another. We have discontinued use of the software we were using to pull reports from and have not identified a replacement in time to include screenshots of monthly social metrics for this report.

This part of the report will return in 2025.

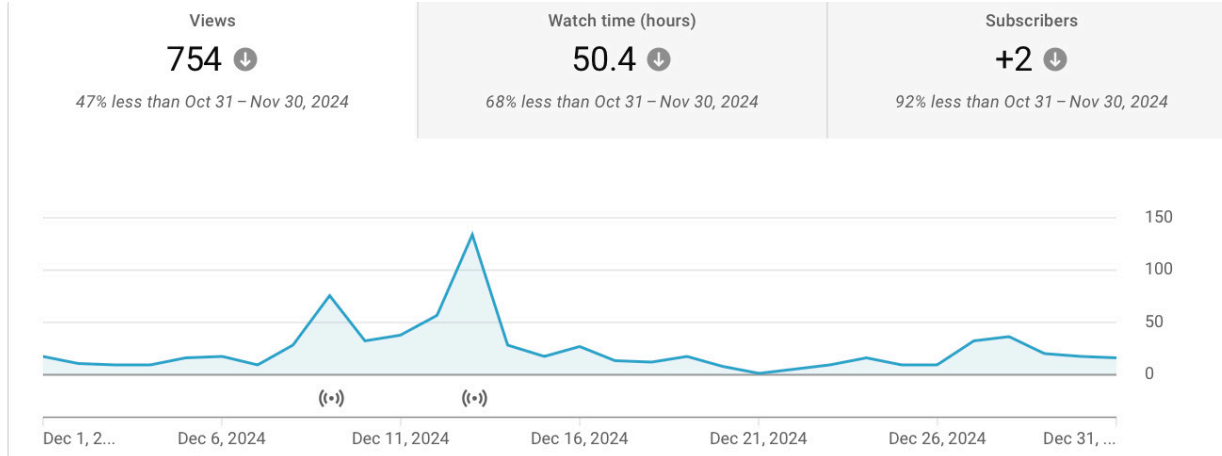
VIDEO ANALYTICS REPORT

DECEMBER 2024



YouTube | youtube.com/NorthwestCollege

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



Top video content this month:

Rank	Video Thumbnail	Video Title	Upload Date	Duration	View Percentage	Views
1		RN Pinning December 2024	Dec 14, 2024	11:06	(13.9%)	117
2		NWC Faculty Jazz	Dec 10, 2024	6:05	(7.7%)	99
3		The last wall of the student center at Northwest College in Powell Wyoming w...	Jun 7, 2024	0:45	(21.3%)	84
4		Northwest Community Orchestra	Nov 18, 2024	8:17	(9.6%)	39
5		NWC Jazz Expo	Nov 17, 2024	7:56	(7.6%)	28

WEBSITE TRAFFIC REPORT

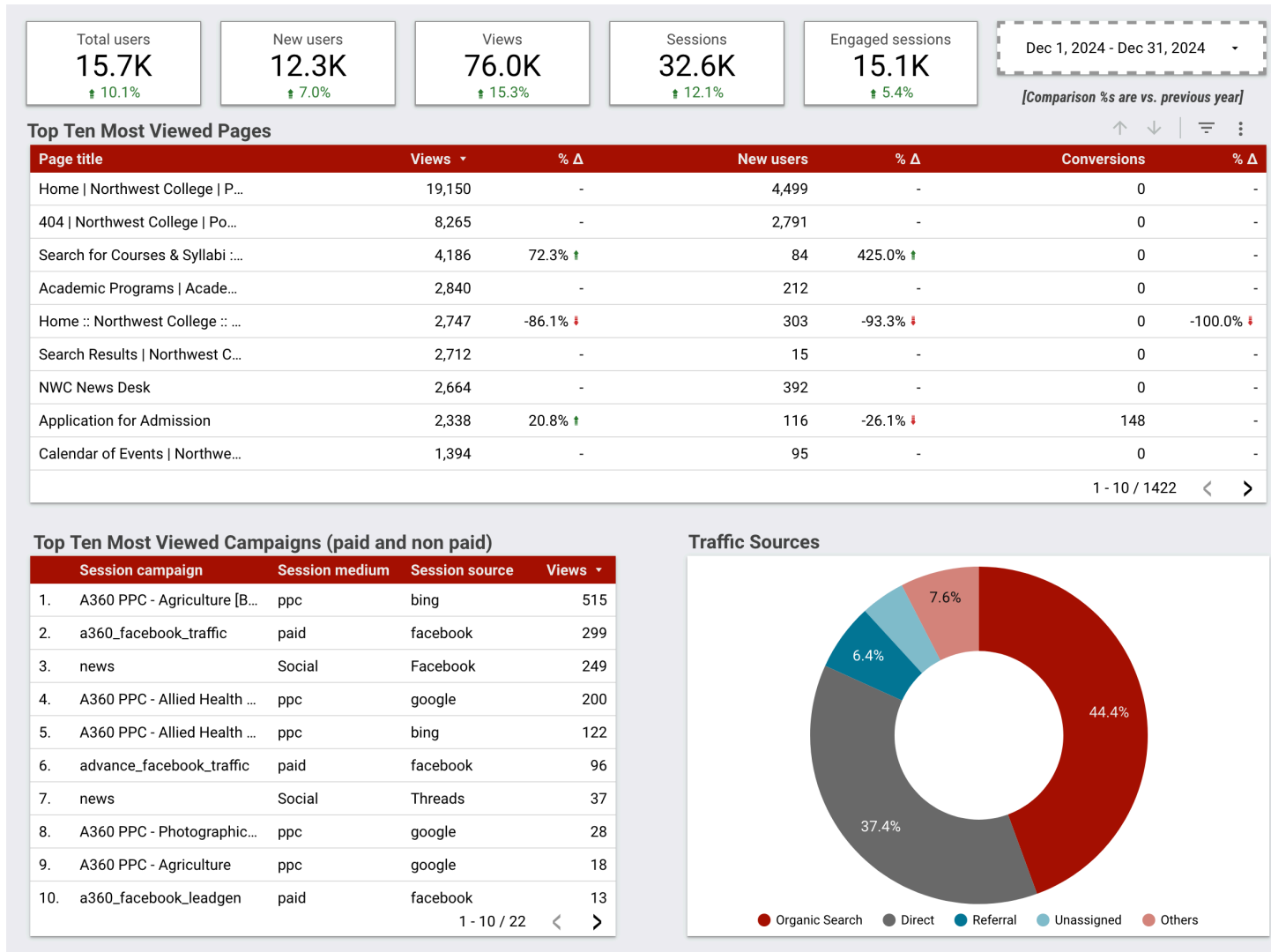
DECEMBER 2024



**COMMUNICATIONS
& MARKETING**

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

REMEMBER! Previous year data comparisons will be inaccurate starting December 2024 through December 2025 because of the new website launched December 2, 2024



WEBSITE TRAFFIC REPORT

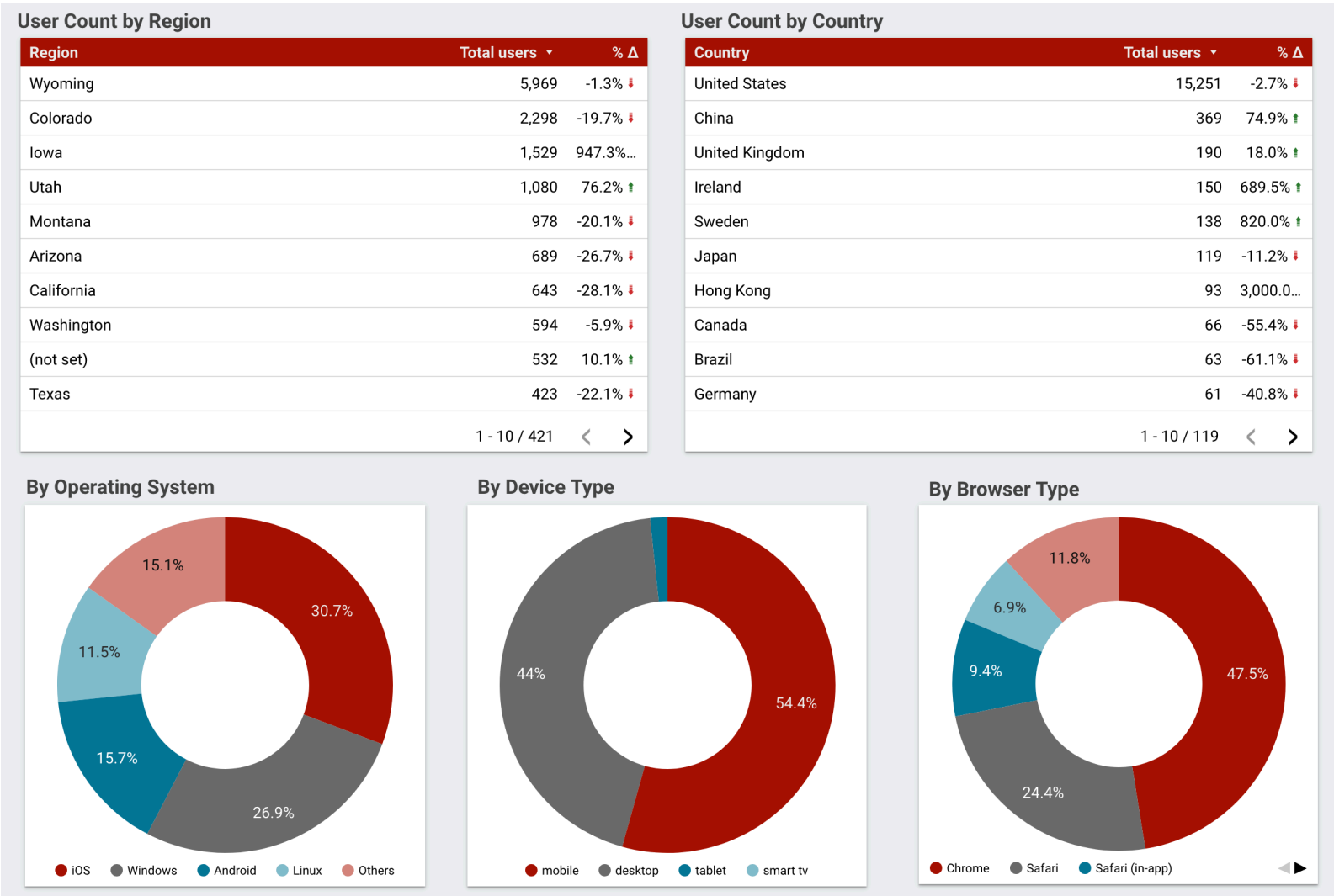
DECEMBER 2024



COMMUNICATIONS & MARKETING

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

REMEMBER! Previous year data comparisons will be inaccurate starting December 2024 through December 2025 because of the new website launched December 2, 2024



WEBSITE TRAFFIC REPORT

DECEMBER 2024



COMMUNICATIONS
& MARKETING

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

REMEMBER! Previous year data comparisons will be inaccurate starting December 2024 through December 2025 because of the new website launched December 2, 2024

Top Ten Sources (ALL)

Session source	Session medium	Sessions	% Δ
1. google	organic	14,710	-14.3% ↓
2. (direct)	(none)	10,232	5.0% ↑
3. login.microsoftonline.com	referral	2,729	8.5% ↑
4. experience.elluciancloud.com	referral	2,258	-22.2% ↓
5. bing	organic	1,738	44.4% ↑
6. (not set)	(not set)	1,187	467.9% ↑
7. Facebook	Social	1,179	-
8. paidFB-IG	cpc	815	3,781.0% ↑
9. bing	ppc	638	178.6% ↑
10. facebook	paid	632	66.8% ↑

1 - 10 / 152 < >

Top Ten Sources (External)

Session source	Session medium	Sessions	% Δ
1. google	organic	14,710	-14.3% ↓
2. bing	organic	1,738	44.4% ↑
3. Facebook	Social	1,179	-
4. paidFB-IG	cpc	815	3,781.0% ↑
5. bing	ppc	638	178.6% ↑
6. facebook	paid	632	66.8% ↑
7. yahoo	organic	340	28.3% ↑
8. m.facebook.com	referral	267	37.6% ↑
9. duckduckgo	organic	162	-13.8% ↓
10. ntp.msn.com	referral	149	-

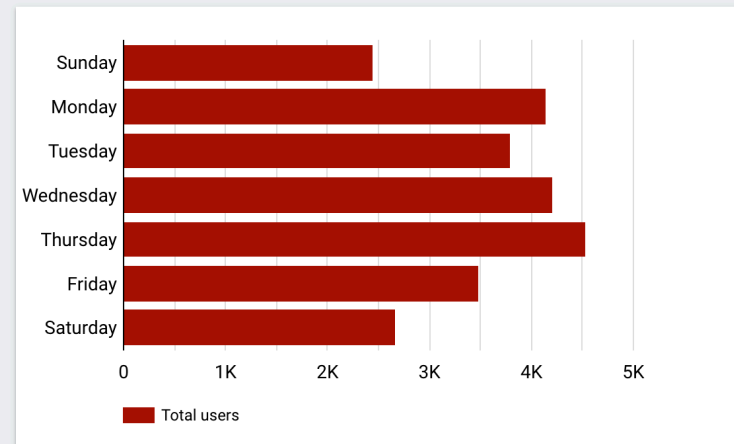
1 - 10 / 140 < >

Sessions by Social Sources

Session source	Sessions	% Δ
1. facebook	636	67.4% ↑
2. m.facebook.com	317	61.7% ↑
3. facebook.com	161	1,050.0% ↑
4. l.facebook.com	57	-34.5% ↓
5. l.instagram.com	32	68.4% ↑
6. lm.facebook.com	22	-66.2% ↓
7. youtube.com	1	-
Grand total	1,224	60.8% ↑

1 - 7 / 7 < >

Most Popular Days of the Week





Classified Staff

January 2025

The Classified Staff Executive Committee hosted a mobile coffee cart, with scratch made sweet and savory food offerings, in late November to fundraise for our NWC We Care Scholarship. The response from NWC staff and students was tremendous and we raised over \$700. Because it was so well received, we decided to continue hosting the coffee cart each month donating the proceeds to a different cause each time. Our January cart raised over \$200 that will be donated to Backpack Blessings for the area school children.

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

Thank you,
Nancy

2024 – 2025 Classified Staff Executive Committee Members:

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



To: President Lisa Watson
From: Jen Litterer-Trevino, Faculty Senate President
CC: NWC Faculty Senate; Keli Borders, Executive Secretary to the President and the Board of Trustees

Dated: January 29, 2025

After a nice long break, faculty spent the first part of January preparing for the Spring 2025 semester. On January 9th, Interim Vice President of Academic Affairs Dave Erickson attended the first Faculty Senate meeting of the semester. During this meeting there was a discussion regarding HLC's new requirement for faculty credentials as well as faculty had a chance to express any issues or concerns regarding the upcoming semester.

When classes resumed on January 14th, faculty warmly welcome both returning and new students to their classrooms. The best part of this new semester was food services opening in the new student center. It has been a joy to see that part of campus active again with students, staff and faculty.

Respectfully Submitted,

Jen Litterer-Trevino, Assistant Professor of Photography

February 2025

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

Gift Boxes: P-Staff members collected donations for students staying on campus over the holiday break (primarily consisting of international students and student athletes). Twenty-one boxes contained an assortment of health food items, a gift card from a local grocery store, fresh fruit and many other fun items.



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

Holiday Décor Crafting: P-Staff members sponsored a Christmas decorating building activity on December 19 as part of the holiday activities that took place during the week. The creativity was off the charts!

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

Respectfully submitted,

Cory Ostermiller





TO: Lisa Watson, NWC President
FROM: Shelby Wetzel, NWC Foundation Executive Director
RE: NWC Foundation Activities for January 2025

NWC Foundation/Alumni Association Boards:

- Held Development, Donor Accountability and Stewardship, and Finance Committee meetings for the Foundation Board in preparation for a Foundation Board meeting on February 5.
- Completed year-end tax reporting.
- Calculated endowment payouts for 2025.
- Held Events and Philanthropy Committee meetings with for the Alumni Association in preparation for an Alumni Association Board meeting on February 4.

Fundraising:

- Completed Donor Signage for the Student Center and worked with individuals regarding agreements for the Named Spaces.
- Evaluating fundraising options to determine the best strategic use of available matching funds from the State of Wyoming.
- Conducting solicitation work for Athletic scholarships/programs.
- Mailed planned Giving postcard to prospective donors. Facilitating planned giving opportunities/estate gifts with several individuals.
- Continued planning for 2025 NWC Giving Day. Soliciting Challenge and Matching donors. Working with campus contacts to select department and program projects.
- Continuing cultivation and solicitation work with donor prospects and follow-up regarding pledges and gift documents.

Marketing/Events:

- Collaborated with Communications and Marketing to design and launch new Foundation and Alumni website under the College's umbrella.
- Developing content for our next TrapperLink email news to be distributed in February. Also identified feature story ideas for the spring TrapperConnect publication.
- Met with Retiree newsletter committee to determine content and story assignments for the next issue.
- Facilitated Student Center Dedication and Open House event for NWC on January 30.
- Conducting planning for Student Center Donor Celebration on February 7.

Miscellaneous:

- Participating in Grants Development work with NWC.
- Presented stethoscopes to new hybrid nursing class as part of Stethoscopes for Students.



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

February 4, 2025

TO: Lisa M. Watson, President

FROM: Mark Grant, Finance Director

RE: Check Register Summary

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

	Supplies	Servs/Fees/ Repr/ Maint	Assoc/Travel / Misc	Utilites/Ins/ Support	Other Operating Exp	Capital/ Equip	New Constr/ Cap Impr	Total
Fund 10	\$ 17,088.04	\$ 145,324.67	\$ 17,280.07	\$ 27,008.02	\$ 4,074.00	\$ -	\$ -	\$ 210,774.80
Fund 11	362.98	16,165.00	1,573.21	-	10,307.96	-	-	28,409.15
Fund 12	3,654.85	35,376.84	757.40	12,652.03	107,567.23	-	-	160,008.35
Fund 15	11,433.22	2,445.87	383.05	1,931.25	10,546.83	6,500.00	-	33,240.22
Fund 22	3,309.83	113,248.00	13,091.41	-	402.75	34,612.65	-	164,664.64
Fund 71	-	1,462.00	-	-	-	-	-	1,462.00
Fund 76	-	31,970.48	-	8,762.60	-	-	40,624.13	81,357.21
Total	\$ 35,848.92	\$ 345,992.86	\$ 33,085.14	\$ 50,353.90	\$ 132,898.77	\$ 41,112.65	\$ 40,624.13	\$ 679,916.37

Please find the attached check register for your review.

FUNDS

10 CURRENT FUND - UNRESTRICTED

- 10 OPERATING FUND
- 11 ONE MILL FUND
- 12 AUXILIARY FUND
- 13 BOCES
- 14 COMMUNITY EDUC/NON-CREDIT
- 15 CONTINUING EDUCATION/CONTRACT TRAINING

20 CURRENT FUND - RESTRICTED

- 22 GENERAL RESTRICTED - (new 1997)
- 24 FEDERAL PELL/SEOG/WORKSTUDY
- 25 FEDERAL FUNDS
- 26 RESTRICTED SCHOLARSHIPS - (new 2000)
- 27 WORKFORCE RESTRICTED - (new 2009)

30 LOAN FUNDS

- 30 WILMA LATIMER LOAN FUND

40 ENDOWMENT AND SIMILAR FUNDS

- 41 NWC QUASI ENDOWMENT FUNDS

60 AGENCY FUNDS

- 60 AGENCY FUND
- 61 AGENCY-FOUNDATION PASS THRU - (new 2006)

70 PLANT FUNDS

- 70 PLANT RENEWAL & REPLACEMENT FUND
- 71 PLANT CONSTRUCTION
- 72 FIXED ASSETS
- 74 RETIREMENT OF INDEBTEDNESS
- 76 MAJOR MAINTENANCE

91 Current Funds Fee Revenue Distribution Clearing

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

NORTHWEST COLLEGE CHECK REGISTER -

10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/16/2025	V0287372	Art	91 Supplies	Gestalt Studios	Pastels, paints	61.28
10	1/23/2025	V0287490	Art	91 Supplies	Gestalt Studios	Art color supplies	38.47
10	1/15/2025	V0287344	Athletic Trainer	91 Supplies	Vision West Inc	Jackets, sweatshirts	536.00
10	1/23/2025	V0287539	Biology	91 Supplies	Carolina Biological Sup	Pillbugs	145.34
10	1/24/2025	V0287547	Biology	91 Supplies	Synchrony Bank/Amazon	Handbook of biological	9.99
10	1/16/2025	V0287362	Bldg Maint	91 Supplies	American Welding & Gas Inc	shop: welding	83.85
10	1/16/2025	V0287363	Bldg Maint	91 Supplies	John Deere Financial	shop	506.96
10	1/16/2025	V0287369	Bldg Maint	91 Supplies	Aldrich's Lumber	Shop supplies	44.22
10	1/16/2025	V0287387	Bldg Maint	91 Supplies	McIntosh Oil Inc	Dec 2024 fuel	577.51
10	1/16/2025	V0287402	Bldg Maint	91 Supplies	Powell Ace Hardware LLC	Shop supplies	421.67
10	1/23/2025	V0287467	Bldg Maint	91 Supplies	Ryno's Rental LLC	manlift rental	414.00
10	1/24/2025	V0287547	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Arc flash face shield	209.08
10	1/24/2025	V0287547	Bldg Maint	91 Supplies	Synchrony Bank/Amazon	Shop-gloves, supplies	208.00
10	1/28/2025	V0287584	Bldg Maint	91 Supplies	Transfer Visa	Shop supplies	268.58
10	1/16/2025	V0287387	Campus Security	91 Supplies	McIntosh Oil Inc	Dec 2024 fuel	163.17
10	1/16/2025	V0287400	Computer Srv	91 Supplies	Office Shop	Copier repairs	85.00
10	1/24/2025	V0287547	Computer Srv	91 Supplies	Synchrony Bank/Amazon	Toner	85.99
10	1/22/2025	V0287445	Criminal Justice	91 Supplies	Sodexo Operations LLC	catering - apprec. Day	250.00
10	1/23/2025	V0287463	Cust/Grounds	91 Supplies	KB Commercial Products	custodial Cleaning supplies	7,564.70
10	1/24/2025	V0287547	Cust/Grounds	91 Supplies	Synchrony Bank/Amazon	Plastic pump bottles	21.99
10	1/28/2025	V0287584	Cust/Grounds	91 Supplies	Transfer Visa	Soap	18.38

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/28/2025	V0287588	Cust/Grounds	91 Supplies	Transfer Visa	Custodial supplies-dust	357.76
10	1/28/2025	V0287588	Cust/Grounds	91 Supplies	Transfer Visa	Laundry soap	32.97
10	1/20/2025	V0287426	EMS Prog	91 Supplies	Coursey Enterprises	CNA K2662 Kits	2,464.50
10	1/24/2025	V0287547	Enroll Serv	91 Supplies	Synchrony Bank/Amazon	Batteries, gel pens, dry	27.59
10	1/27/2025	V0287558	Enroll Serv	91 Supplies	Transfer Visa	Baked goods, deli	245.38
10	1/8/2025	V0287154	Grounds	91 Supplies	Orkin Pest Control Inc	pest control service	738.00
10	1/13/2025	V0287314	Grounds	91 Supplies	Sweet Automotive Incy(NAPA)	grounds	17.99
10	1/16/2025	V0287402	Grounds	91 Supplies	Powell Ace Hardware LLC	Grounds supplies	21.99
10	1/8/2025	V0287179	Internt'l Recruit	91 Supplies	Bossan K. Abdyeva	Frames for table tents	4.49
10	1/24/2025	V0287547	Library	91 Supplies	Synchrony Bank/Amazon	Picture frames	152.97
10	1/15/2025	V0287328	Music	91 Supplies	Powell Ace Hardware LLC	Picture cord	6.59
10	1/16/2025	V0287377	Music	91 Supplies	JW Pepper and Son Inc	Sheet music	360.00
10	1/24/2025	V0287547	Music	91 Supplies	Synchrony Bank/Amazon	Stand for small speakers	161.04
10	1/15/2025	V0287331	Nursing	91 Supplies	Marnee Crawford	Nursing food supplies	47.85
10	1/24/2025	V0287547	Outdoor Ed	91 Supplies	Synchrony Bank/Amazon	Ibuprofen for med kit	8.94
10	1/24/2025	V0287552	Outdoor Ed	91 Supplies	Transfer Visa	Lodging	146.23
10	1/24/2025	V0287552	Outdoor Ed	91 Supplies	Transfer Visa	Membership renewal	228.89
10	1/24/2025	V0287553	Pres Office	91 Supplies	Transfer Visa	Digital book	69.00
10	1/16/2025	V0287387	Rodeo Men	91 Supplies	McIntosh Oil Inc	Dec 2024 fuel	120.49
10	1/21/2025	V0287435	Welding	91 Supplies	Norco	Oxygen	130.20
10	1/23/2025	V0287471	Welding	91 Supplies	Norco	Readers, clear	30.99
			Sum:	91 Supplies			17,088.04

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/15/2025	V0287333	Aca Computing	92 Servs/Fees/Repr/Maint	SHI International Corp	Microsoft OVS-ES renewal	33,264.97
10	1/22/2025	V0287449	Athletic Trainer	92 Servs/Fees/Repr/Maint	Powell Valley Health Care	Dec 24 athletic trainer	2,800.00
10	1/8/2025	V0287159	Bldg Maint	92 Servs/Fees/Repr/Maint	Big Valley Bearing & Sup	bldg repair	9.08
10	1/8/2025	V0287162	Bldg Maint	92 Servs/Fees/Repr/Maint	3B's Plumbing	welding fab cabre	1,080.00
10	1/8/2025	V0287163	Bldg Maint	92 Servs/Fees/Repr/Maint	Wyoming Fire Safety	semi annual hood inspect	460.00
10	1/13/2025	V0287289	Bldg Maint	92 Servs/Fees/Repr/Maint	Coulter Car Care	5 tires for flat bed trlr	1,219.80
10	1/13/2025	V0287315	Bldg Maint	92 Servs/Fees/Repr/Maint	T & R Electric Supply Co Inc	student center transformer 2bereimb	24,617.00
10	1/16/2025	V0287369	Bldg Maint	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Building repairs	21.58
10	1/16/2025	V0287402	Bldg Maint	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Building repairs	107.44
10	1/23/2025	V0287464	Bldg Maint	92 Servs/Fees/Repr/Maint	Casper Tin Shop LLC	bldg repair fab	4,200.00
10	1/28/2025	V0287584	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	149.50
10	1/28/2025	V0287587	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Building repairs	583.94
10	1/28/2025	V0287587	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Tire repair-pick up	231.85
10	1/28/2025	V0287588	Bldg Maint	92 Servs/Fees/Repr/Maint	Transfer Visa	Filters	1,972.09
10	1/15/2025	V0287341	Comm & Mktg	92 Servs/Fees/Repr/Maint	Powell Swim Club	Banner	500.00
10	1/15/2025	V0287342	Comm & Mktg	92 Servs/Fees/Repr/Maint	Advance Local Media LLC	Digital advertising	10,840.00
10	1/16/2025	V0287376	Comm & Mktg	92 Servs/Fees/Repr/Maint	Greg D Wise	Fall 2024 athletic photos	875.00
10	1/8/2025	V0287167	Computer Srv	92 Servs/Fees/Repr/Maint	Heart Mountain Tech LLC	Consultant Fees	975.00
10	1/15/2025	V0287329	Computer Srv	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Tape, wire terminals	56.12
10	1/15/2025	V0287332	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	APC UPS 1000VA LCD RM	563.43
10	1/15/2025	V0287332	Computer Srv	92 Servs/Fees/Repr/Maint	ITsavvy LLC	Shipping	48.87

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/15/2025	V0287333	Computer Srv	92 Servs/Fees/Repr/Maint	SHI International Corp	MicrosoftOVS-ES renewal	33,264.98
10	1/22/2025	V0287452	Cust/Grounds	92 Servs/Fees/Repr/Maint	KB Commercial Products	Custodial equip repairs	564.06
10	1/20/2025	V0287427	EMS Prog	92 Servs/Fees/Repr/Maint	Platinum Educ Group LLC	Testing	810.00
10	1/8/2025	V0287161	Grounds	92 Servs/Fees/Repr/Maint	Heart Mtn Farm Sup Inc	grounds equip repair	727.75
10	1/16/2025	V0287363	Grounds	92 Servs/Fees/Repr/Maint	John Deere Financial	grounds: eq repair	51.97
10	1/16/2025	V0287365	Grounds	92 Servs/Fees/Repr/Maint	Rimrock Tire	2 mower tires & disposal	343.80
10	1/16/2025	V0287375	Instr Tech Sup	92 Servs/Fees/Repr/Maint	Respondus Inc	Software fees	1,747.00
10	1/22/2025	V0287450	Internt'l Recruit	92 Servs/Fees/Repr/Maint	TEAM Sugi LLC	Agent commission	3,535.50
10	1/15/2025	V0287335	Mens BB	92 Servs/Fees/Repr/Maint	Austin Christensen	12-13-24 Game guarantee	750.00
10	1/16/2025	V0287385	Mens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	MBB scorebook 01-18-25	40.00
10	1/15/2025	V0287339	Outdoor Ed	92 Servs/Fees/Repr/Maint	OAR	2 snowboards	300.00
10	1/15/2025	V0287340	Outdoor Ed	92 Servs/Fees/Repr/Maint	OAR	2 snowboards	225.00
10	1/15/2025	V0287349	Outdoor Ed	92 Servs/Fees/Repr/Maint	John Deere Financial	Impact driver	159.99
10	1/23/2025	V0287476	Outdoor Ed	92 Servs/Fees/Repr/Maint	Dept of Interior/BLM	Permit fee	135.00
10	1/23/2025	V0287542	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synergo LLC	Ropes course inspection	2,000.00
10	1/24/2025	V0287547	Outdoor Ed	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Ski/snowboard base	30.95
10	1/8/2025	V0287174	Rodeo Men	92 Servs/Fees/Repr/Maint	Del Nose	January Livestock Lease	3,482.00
10	1/8/2025	V0287184	Stu Serv OneTime	92 Servs/Fees/Repr/Maint	Niche.Com Inc	Recruiter Package renewal	12,501.00
10	1/16/2025	V0287385	Womens BB	92 Servs/Fees/Repr/Maint	Chelsea L. Dugger	WBB scorebook 01-18-25	40.00
10	1/16/2025	V0287386	Wrestling	92 Servs/Fees/Repr/Maint	Nevin Jacobs	07-17-25 Announce wrestling	40.00
			Sum:	92 Servs/Fees/Repr/Maint			145,324.67

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/20/2025	V0287424	Agriculture	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	15.30
10	1/20/2025	V0287424	Biology	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	67.50
10	1/20/2025	V0287424	Enroll Serv	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	454.05
10	1/27/2025	V0287558	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Energy drink	4.50
10	1/27/2025	V0287558	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Food supplies	9.45
10	1/27/2025	V0287558	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Lodging	230.00
10	1/27/2025	V0287558	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Lodging, meals	244.93
10	1/27/2025	V0287558	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Meals	43.21
10	1/27/2025	V0287559	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Lodging, meals	72.93
10	1/27/2025	V0287559	Enroll Serv	93 Association/Travel/Misc	Transfer Visa	Membership renewal NACAC	555.00
10	1/15/2025	V0287352	ESports	93 Association/Travel/Misc	Transfer Visa	Videobolt subscription	60.00
10	1/20/2025	V0287424	Forensic	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	356.85
10	1/23/2025	V0287541	Forensic	93 Association/Travel/Misc	NWC Accounts Receivable	Per diem, entry fees	792.00
10	1/20/2025	V0287424	Gear Up 16	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	236.25
10	1/15/2025	V0287330	Library	93 Association/Travel/Misc	Kanopy	Dec 2024 views	2.00
10	1/15/2025	V0287337	Mens BB	93 Association/Travel/Misc	Andy Ward	Lodging, snacks	111.24
10	1/15/2025	V0287345	Mens BB	93 Association/Travel/Misc	Andy Ward	Meals-Miles City	83.88
10	1/15/2025	V0287348	Mens BB	93 Association/Travel/Misc	Vision West Inc	Embroidery on team	200.00
10	1/20/2025	V0287424	Mens BB	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	1,859.35
10	1/20/2025	V0287424	Outdoor Ed	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	210.15
10	1/16/2025	V0287366	Plant Admin	93 Association/Travel/Misc	R & A Safety Training	forklift training	225.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/16/2025	V0287380	Plant Admin	93 Association/Travel/Misc	NWC Accounts Receivable	Per diem	62.00
10	1/28/2025	V0287587	Plant Admin	93 Association/Travel/Misc	Transfer Visa	Lodging-pick up transform	995.22
10	1/3/2025	V0287138	Pres Office	93 Association/Travel/Misc	Forward Cody Wyoming Inc	2025 Annual Membership	500.00
10	1/20/2025	V0287425	Pres Office	93 Association/Travel/Misc	Sodexo Operations LLC	In service continental	341.51
10	1/24/2025	V0287553	Pres Office	93 Association/Travel/Misc	Transfer Visa	CPE membership renewal	126.50
10	1/24/2025	V0287553	Pres Office	93 Association/Travel/Misc	Transfer Visa	Lodging	445.10
10	1/24/2025	V0287553	Pres Office	93 Association/Travel/Misc	Transfer Visa	Rewnewal application fee	190.00
10	1/23/2025	V0287538	Tutoring	93 Association/Travel/Misc	Nat Tutoring Assoc	Membership dues	50.00
10	1/20/2025	V0287424	Womens BB	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	1,859.35
10	1/20/2025	V0287424	Wrestling	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	2,861.80
10	1/21/2025	V0287434	Wrestling	93 Association/Travel/Misc	NWC Accounts Receivable	Per diem 5 days	700.00
10	1/22/2025	V0287455	Wrestling	93 Association/Travel/Misc	Vision West Inc	10-17-24 team gear	3,315.00
			Sum:	93 Association/Travel/Misc			17,280.07
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/8/2025	V0287164	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Computer Services	124.00
10	1/8/2025	V0287164	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Emergency Phones	617.03
10	1/8/2025	V0287164	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Intercultural Center	213.98
10	1/8/2025	V0287164	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	SIP Trunk	1,227.58
10	1/8/2025	V0287164	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	Veteran's Lounge	161.53
10	1/8/2025	V0287164	Computer Srv	94 Utilities/Ins/Support	TCT WEST INC	YAB & Moyer SIP & Test #	52.45
10	1/8/2025	V0287165	Computer Srv	94 Utilities/Ins/Support	Verizon Wireless	Phone Service	2,827.88
10	1/8/2025	V0287166	Computer Srv	94 Utilities/Ins/Support	Century Link	Phone Service	399.56

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/8/2025	V0287168	Computer Srv	94 Utilities/Ins/Support	Century Link	Phone Service	120.35
10	1/16/2025	V0287399	Computer Srv	94 Utilities/Ins/Support	Century Link	Telephone service	188.81
10	1/15/2025	V0287325	Extend Camp	94 Utilities/Ins/Support	Park County Clerk	Jan 2025 Cody Center Rent	3,539.12
10	1/8/2025	V0287153	Field Camp	94 Utilities/Ins/Support	Rocky Mtn Power	field station elec dec24	1,391.09
10	1/8/2025	V0287150	Rodeo Arena	94 Utilities/Ins/Support	Garland Light & Power Co	rodeo dec24	438.41
10	1/8/2025	V0287151	Rodeo Arena	94 Utilities/Ins/Support	Black Hills Energy	rodeo electric dec24	739.62
10	1/21/2025	V0287428	Rodeo Arena	94 Utilities/Ins/Support	Two Tough Guys Service LLC	Jan - March 2025 trash	364.50
10	1/8/2025	V0287150	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	ag trlr ob eq pp dec24	1,992.60
10	1/8/2025	V0287155	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	dec 24 generator ihouse	290.30
10	1/8/2025	V0287157	Utilities	94 Utilities/Ins/Support	Northwest Rural Water District	ag rodeo water dec24	305.00
10	1/8/2025	V0287158	Utilities	94 Utilities/Ins/Support	Keele Sanitation LLC	ag eq soccerdumpster12.24	510.00
10	1/8/2025	V0287175	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Cabre, Ag, JFC, Lib, FAB	4,633.06
10	1/16/2025	V0287360	Utilities	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 2024 campus heat	5,144.59
10	1/16/2025	V0287361	Utilities	94 Utilities/Ins/Support	Park County Landfill	dump runs	47.60
10	1/16/2025	V0287368	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2024 EQ Trlr, PP Heat	995.53
10	1/23/2025	V0287466	Utilities	94 Utilities/Ins/Support	Garland Light & Power Co	annual pole fee	15.00
10	1/23/2025	V0287486	Utilities	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2024 heat	668.43
			Sum:	94 Utilities/Ins/Support			27,008.02
10 Operating Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/14/2025	V0287318	Acad Affairs VP	97 Other Operating Exp	Transfer Print Shop	VPAA no10 envelope	101.75
10	1/14/2025	V0287318	Admin Serv	97 Other Operating Exp	Transfer Print Shop	window envelope	102.75
10	1/14/2025	V0287318	Agriculture	97 Other Operating Exp	Transfer Print Shop	thank you cards, envs	7.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/14/2025	V0287318	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball game program 12-13	32.50
10	1/14/2025	V0287318	Athletic Dir	97 Other Operating Exp	Transfer Print Shop	bball game program 12-3	52.00
10	1/23/2025	V0287537	Athletic Dir	97 Other Operating Exp	Wyoming Dept of Revenue	Sales tax	36.32
10	1/3/2025	V0287143	Comm & Mktg	97 Other Operating Exp	Basin Republican Rustler	Inserts Enrollment campagin	200.00
10	1/14/2025	V0287318	Comm & Mktg	97 Other Operating Exp	Transfer Print Shop	news insert sp25 semester	1,440.00
10	1/2/2025	V0287134	Computer Srv	97 Other Operating Exp	Fedex	fed-ex postage	277.58
10	1/2/2025	V0287135	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	NeoShip Postage	218.14
10	1/2/2025	V0287136	Computer Srv	97 Other Operating Exp	Quadient Inc	Postage	177.00
10	1/2/2025	V0287137	Computer Srv	97 Other Operating Exp	UPS Supply Chain Solutions Inc	postage	97.58
10	1/23/2025	V0287491	Computer Srv	97 Other Operating Exp	Quadient Finance USA Inc	Postage, late chg, financ	519.76
10	1/23/2025	V0287495	Computer Srv	97 Other Operating Exp	United Parcel Serv	Postage	18.84
10	1/24/2025	V0287548	Computer Srv	97 Other Operating Exp	Transfer Visa	Postage	239.59
10	1/16/2025	V0287374	Enroll Serv	97 Other Operating Exp	Jessica J. Kasinger	Cookies, water	46.54
10	1/27/2025	V0287558	Enroll Serv	97 Other Operating Exp	Transfer Visa	Meals	65.13
10	1/6/2025	V0287148	Gear Up 16	97 Other Operating Exp	Danielle M. Weber	taxes on food	3.65
10	1/21/2025	V0287439	Gear Up 16	97 Other Operating Exp	Danielle M. Weber	sales tax	3.65
10	1/23/2025	V0287488	Gear Up 16	97 Other Operating Exp	Dominos	Tax	1.68
10	1/14/2025	V0287318	Internt'l Recruit	97 Other Operating Exp	Transfer Print Shop	program brochure	125.00
10	1/14/2025	V0287318	Math	97 Other Operating Exp	Transfer Print Shop	math 1400 workbooks	43.68
10	1/14/2025	V0287318	Math	97 Other Operating Exp	Transfer Print Shop	math 1405 workbooks	32.32
10	1/14/2025	V0287318	Math	97 Other Operating Exp	Transfer Print Shop	math 2205 workbooks	18.32
10	1/14/2025	V0287318	Music	97 Other Operating Exp	Transfer Print Shop	faculty jazz prog cover	22.50
10	1/14/2025	V0287318	Nursing	97 Other Operating Exp	Transfer Print Shop	pinning program, photo	82.00
10	1/14/2025	V0287318	Photography	97 Other Operating Exp	Transfer Print Shop	fuji camera manual	36.72

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
10	1/14/2025	V0287318	STEM - Physical Sci Div	97 Other Operating Exp	Transfer Print Shop	STEM letterhead	72.00
			Sum:	97 Other Operating Exp			4,074.00
			Sum:				210,774.80

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/24/2025	V0287548	Class Staf Dev	91 Supplies	Transfer Visa	Cutting board, food sup	121.98
11	1/3/2025	V0287141	Human Resource	91 Supplies	Backgrounds Online	Pre-employment background	241.00
			Sum:	91 Supplies			362.98

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/22/2025	V0287451	1M College Services	92 Servs/Fees/Repr/Maint	McGee Hearne & Paiz	Audit services pyt	16,150.00
11	1/28/2025	V0287579	1M College Services	92 Servs/Fees/Repr/Maint	Transfer Visa	Annual fee	15.00
			Sum:	92 Servs/Fees/Repr/Maint			16,165.00

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/16/2025	V0287378	1M College Services	93 Association/Travel/Misc	WYASFAA	Membership dues	100.00
11	1/20/2025	V0287424	1M College Services	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	82.75
11	1/21/2025	V0287442	1M College Services	93 Association/Travel/Misc	Sesac Inc	01-01-25 to 12-31-25	384.58
11	1/22/2025	V0287448	1M College Services	93 Association/Travel/Misc	Broadcast Music Company	07-01-24 to 06-30-25	405.36
11	1/23/2025	V0287499	1M College Services	93 Association/Travel/Misc	RMASFAA	Membership dues	210.00
11	1/24/2025	V0287553	1M College Services	93 Association/Travel/Misc	Transfer Visa	Membership dues	275.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/27/2025	V0287560	1M College Services	93 Association/Travel/Misc	Transfer Visa	Candy for lighted parade	115.52
			Sum:	93 Association/Travel/Misc			1,573.21

11 One Mill Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
11	1/3/2025	V0287142	Human Resource	97 Other Operating Exp	Cody Enterprise	Employment Ads	256.50
11	1/3/2025	V0287144	Human Resource	97 Other Operating Exp	KennaDee J. Smith	Candidate Expense reimbur	1,108.16
11	1/3/2025	V0287145	Human Resource	97 Other Operating Exp	Higher Ed Jobs	Employment Ads	5,700.00
11	1/6/2025	V0287146	Human Resource	97 Other Operating Exp	Powell Tribune	employment ads	337.67
11	1/8/2025	V0287172	Human Resource	97 Other Operating Exp	Higher Ed Jobs	Faculty position ads	420.00
11	1/16/2025	V0287383	Human Resource	97 Other Operating Exp	Higher Ed Jobs	Employment ads	1,125.00
11	1/16/2025	V0287384	Human Resource	97 Other Operating Exp	Sodexo Operations LLC	Candidate meals	698.33
11	1/24/2025	V0287551	Human Resource	97 Other Operating Exp	Transfer Visa	Ads-Graphic Desgin	250.00
11	1/24/2025	V0287553	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	205.25
11	1/27/2025	V0287558	Human Resource	97 Other Operating Exp	Transfer Visa	Meals	186.26
11	1/14/2025	V0287318	Trustees Board	97 Other Operating Exp	Transfer Print Shop	december board book	5.79
11	1/14/2025	V0287318	Trustees Board	97 Other Operating Exp	Transfer Print Shop	legislator e-invite	15.00
			Sum:	97 Other Operating Exp			10,307.96
			Sum:				28,409.15

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/3/2025	V0287140	Print Srv	91 Supplies	Design Print Market With Kelly	Soccer programs	25.00
12	1/15/2025	V0287353	Print Srv	91 Supplies	White Ink	Envelopes, fold brochures	169.25

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/21/2025	V0287429	Print Srv	91 Supplies	White Ink	Gala tickets, score	50.00
12	1/23/2025	V0287540	Print Srv	91 Supplies	Veritiv	Digital text	189.76
12	1/28/2025	V0287575	Print Srv	91 Supplies	Transfer Visa	Envelopes	389.25
12	1/28/2025	V0287575	Print Srv	91 Supplies	Transfer Visa	Rodeo team posters	259.00
12	1/22/2025	V0287452	Res Halls	91 Supplies	KB Commercial Products	Trash bags, cleaners	1,812.44
12	1/22/2025	V0287452	Student Center	91 Supplies	KB Commercial Products	Cleaners	311.86
12	1/16/2025	V0287387	Trap Vil West	91 Supplies	McIntosh Oil Inc	Dec 2024 fuel	136.43
12	1/22/2025	V0287452	Trap Vil West	91 Supplies	KB Commercial Products	Cleaners	311.86
			Sum:	91 Supplies			3,654.85

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/28/2025	V0287589	Motor Pool	92 Servs/Fees/Repr/Maint	Transfer Visa	Toll charge	6.50
12	1/16/2025	V0287369	Res Halls	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Res halls repairs	162.74
12	1/16/2025	V0287402	Res Halls	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Res halls repairs	235.60
12	1/23/2025	V0287484	Res Halls	92 Servs/Fees/Repr/Maint	CED	Res halls electrical	211.75
12	1/24/2025	V0287547	Res Halls	92 Servs/Fees/Repr/Maint	Synchrony Bank/Amazon	Lights for Simpson hall	1,589.52
12	1/16/2025	V0287364	Student Center	92 Servs/Fees/Repr/Maint	CED	Student center-fuses for	245.30
12	1/16/2025	V0287369	Student Center	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	Student center repairs	123.42
12	1/16/2025	V0287402	Student Center	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	Student center repairs	77.69
12	1/6/2025	V0287149	Trap Vil West	92 Servs/Fees/Repr/Maint	Certified Radon Services	Radon Mitigation TVW	19,300.00
12	1/15/2025	V0287354	Trap Vil West	92 Servs/Fees/Repr/Maint	Certified Radon Services	TV West Radon mitigation	6,600.00
12	1/16/2025	V0287357	Trap Vil West	92 Servs/Fees/Repr/Maint	Bradford Sup Co	TV West:1303 Hastings	1,760.00
12	1/16/2025	V0287358	Trap Vil West	92 Servs/Fees/Repr/Maint	Bloedorn Lumber	TV west repairs-bracket	13.49

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/16/2025	V0287359	Trap Vil West	92 Servs/Fees/Repr/Maint	DJW Plumbing LLC	TV West 1301 Hastings	486.06
12	1/16/2025	V0287364	Trap Vil West	92 Servs/Fees/Repr/Maint	CED	TV West electrical	808.19
12	1/16/2025	V0287369	Trap Vil West	92 Servs/Fees/Repr/Maint	Aldrich's Lumber	TV west repairs	2,087.19
12	1/16/2025	V0287402	Trap Vil West	92 Servs/Fees/Repr/Maint	Powell Ace Hardware LLC	TV West repairs	1,565.39
12	1/23/2025	V0287484	Trap Vil West	92 Servs/Fees/Repr/Maint	CED	TV West electrical repair	104.00
			Sum:	92 Servs/Fees/Repr/Maint			35,376.84

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/16/2025	V0287380	Motor Pool	93 Association/Travel/Misc	NWC Accounts Receivable	Per diem bus driver	41.00
12	1/28/2025	V0287584	Motor Pool	93 Association/Travel/Misc	Transfer Visa	Lodging	124.00
12	1/28/2025	V0287586	Motor Pool	93 Association/Travel/Misc	Transfer Visa	Lodging	365.87
12	1/28/2025	V0287589	Motor Pool	93 Association/Travel/Misc	Transfer Visa	Lodging	174.78
12	1/20/2025	V0287424	Res Halls	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	51.75
			Sum:	93 Association/Travel/Misc			757.40

12 Auxiliary Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/8/2025	V0287164	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Resident Hall Internet	3,400.00
12	1/8/2025	V0287175	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Ashley	861.83
12	1/16/2025	V0287360	Res Halls	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 24 Res halls heat	2,161.37
12	1/21/2025	V0287436	Res Halls	94 Utilities/Ins/Support	TCT WEST INC	Res Hall cable	368.00
12	1/23/2025	V0287486	Res Halls	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2024 heat	280.83
12	1/8/2025	V0287175	Student Center	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Student Center	955.39
12	1/23/2025	V0287485	Student Center	94 Utilities/Ins/Support	Powell City of	SC sewer Dec 24	51.42

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/23/2025	V0287485	Student Center	94 Utilities/Ins/Support	Powell City of	SC water Dec 24	271.78
12	1/16/2025	V0287360	Trap Vil Main	94 Utilities/Ins/Support	Rainbow Gas Company	Dec 2024 TV Main heat	242.60
12	1/21/2025	V0287436	Trap Vil Main	94 Utilities/Ins/Support	TCT WEST INC	TV Main internet	476.53
12	1/23/2025	V0287486	Trap Vil Main	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2024 heat	31.52
12	1/16/2025	V0287368	Trap Vil West	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2024 TV West heat	2,286.09
12	1/21/2025	V0287436	Trap Vil West	94 Utilities/Ins/Support	TCT WEST INC	TV West internet	1,255.61
12	1/21/2025	V0287437	Trap Vil West	94 Utilities/Ins/Support	Rocky Mtn Power	TV West Electric light	9.06
			Sum:	94 Utilities/Ins/Support			12,652.03
12 Auxiliary Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/22/2025	V0287446	Food Service	97 Other Operating Exp	Sodexo Operations LLC	Dec 24 cost operations	100,730.81
12	1/8/2025	V0287152	Motor Pool	97 Other Operating Exp	VeriskýInsurance Info Exchange	motor vehicle reports	34.80
12	1/8/2025	V0287156	Motor Pool	97 Other Operating Exp	ELM Diesel Truck Repair LLC	19/8683 brake repair	2,497.98
12	1/8/2025	V0287160	Motor Pool	97 Other Operating Exp	R & A Safety LLC	random qrtly pittman	90.50
12	1/8/2025	V0287187	Motor Pool	97 Other Operating Exp	Dennis R. Quillen	cc32/8692 bus part	214.78
12	1/13/2025	V0287292	Motor Pool	97 Other Operating Exp	Production Machine Co	cc32/8692 bus repair	60.00
12	1/13/2025	V0287313	Motor Pool	97 Other Operating Exp	Tough Bed Liners & Coatings LLC	bed liner for dully	775.00
12	1/13/2025	V0287314	Motor Pool	97 Other Operating Exp	Sweet Automotive Incý(NAPA)	bus fuel/additives	107.88
12	1/13/2025	V0287314	Motor Pool	97 Other Operating Exp	Sweet Automotive Incý(NAPA)	bus supplies	122.93
12	1/13/2025	V0287314	Motor Pool	97 Other Operating Exp	Sweet Automotive Incý(NAPA)	fleet supplies	43.46
12	1/16/2025	V0287367	Motor Pool	97 Other Operating Exp	R & A Safety LLC	random dot d. tryon	115.50
12	1/16/2025	V0287380	Motor Pool	97 Other Operating Exp	NWC Accounts Receivable	Fleet supplies	2.00
12	1/16/2025	V0287387	Motor Pool	97 Other Operating Exp	McIntosh Oil Inc	Dec 2024 fuel	1,053.23

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
12	1/16/2025	V0287402	Motor Pool	97 Other Operating Exp	Powell Ace Hardware LLC	Fleet supplies	58.96
12	1/23/2025	V0287465	Motor Pool	97 Other Operating Exp	R & A Safety LLC	random dot d tryon	90.50
12	1/24/2025	V0287547	Motor Pool	97 Other Operating Exp	Synchrony Bank/Amazon	Fleet supplies	386.82
12	1/24/2025	V0287553	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	135.35
12	1/27/2025	V0287559	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel	64.80
12	1/28/2025	V0287585	Motor Pool	97 Other Operating Exp	Transfer Visa	8706 Traverse Title fee	16.50
12	1/28/2025	V0287586	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	136.38
12	1/28/2025	V0287587	Motor Pool	97 Other Operating Exp	Transfer Visa	Fuel-pick up transformer	406.69
12	1/28/2025	V0287588	Motor Pool	97 Other Operating Exp	Transfer Visa	DOT licenses	141.75
12	1/28/2025	V0287589	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus fuel	237.50
12	1/28/2025	V0287589	Motor Pool	97 Other Operating Exp	Transfer Visa	Bus supplies-antifreeze	28.47
12	1/14/2025	V0287318	Res Halls	97 Other Operating Exp	Transfer Print Shop	winter break checklist	14.64
			Sum:	97 Other Operating Exp			107,567.23
			Sum:				160,008.35

15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/28/2025	V0287576	Delta	91 Supplies	Transfer Visa	Ice fishing supplies	1,374.22
15	1/8/2025	V0287178	Workforce Dev	91 Supplies	Sodexo Operations LLC	CRH Catering	4,515.00
15	1/8/2025	V0287177	Wyo Works CDL	91 Supplies	Jason Boudreau	Membership	3,588.00
15	1/23/2025	V0287472	Wyo Works CDL	91 Supplies	R & A Safety Training	CDL testing	90.50
15	1/23/2025	V0287473	Wyo Works CDL	91 Supplies	R & A Safety Training	Testing	90.50
15	1/28/2025	V0287582	Wyo Works CDL	91 Supplies	Transfer Visa	ELDT class codes	675.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/28/2025	V0287582	Wyo Works CDL	91 Supplies	Transfer Visa	Student codes CDL	1,100.00
			Sum:	91 Supplies			11,433.22
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/23/2025	V0287542	Delta	92 Servs/Fees/Repr/Maint	Synergo LLC	Ropes course inspection	1,495.87
15	1/23/2025	V0287474	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	First aid/CPR	700.00
15	1/23/2025	V0287475	Workforce Dev	92 Servs/Fees/Repr/Maint	R & A Safety Training	First Aid/CPR	250.00
			Sum:	92 Servs/Fees/Repr/Maint			2,445.87
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/20/2025	V0287424	Workforce Dev	93 Association/Travel/Misc	Transfer Motor Pool	Dec 2024 mileage	148.05
15	1/21/2025	V0287433	Wyo Works CDL	93 Association/Travel/Misc	Wyoming Trucking Association	Membership dues	225.00
15	1/23/2025	V0287481	Wyo Works CDL	93 Association/Travel/Misc	NWC Accounts Receivable	Vin Inspect for 2001	10.00
			Sum:	93 Association/Travel/Misc			383.05
15 Continuing Educ Fund							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/16/2025	V0287368	Workforce Dev	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Dec 2024 CTD heat	148.77
15	1/8/2025	V0287175	Wyo Works CDL	94 Utilities/Ins/Support	Montana Dakota Utilities Co	Armory	596.13
15	1/23/2025	V0287485	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory Electric Dec 24	940.71
15	1/23/2025	V0287485	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory Sanitation Dec 24	94.31
15	1/23/2025	V0287485	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory sewer Dec 24	26.49

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/23/2025	V0287485	Wyo Works CDL	94 Utilities/Ins/Support	Powell City of	Armory water Dec 24	124.84
			Sum:	94 Utilities/Ins/Support			1,931.25

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/8/2025	V0287170	Workforce Dev	97 Other Operating Exp	KPOW	Radio Ads	1,200.00
15	1/8/2025	V0287171	Workforce Dev	97 Other Operating Exp	Big Horn Basin Media	Radio Ads	230.00
15	1/27/2025	V0287555	Workforce Dev	97 Other Operating Exp	Transfer Visa	Mailchimp monthly charge	120.00
15	1/16/2025	V0287387	Wyo Works CDL	97 Other Operating Exp	McIntosh Oil Inc	Dec 2024 fuel	1,570.42
15	1/17/2025	V0287423	Wyo Works CDL	97 Other Operating Exp	Jackson Group Peterbilt Inc	#79 truck repairs	5,996.20
15	1/28/2025	V0287576	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Peterbuilt repairs	1,345.12
15	1/28/2025	V0287576	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	Truck washes	31.58
15	1/28/2025	V0287582	Wyo Works CDL	97 Other Operating Exp	Transfer Visa	DEF	53.51
			Sum:	97 Other Operating Exp			10,546.83

15 Continuing Educ Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
15	1/17/2025	V0287422	Wyo Works CDL	98 Expend--Capital/Equip	The Truck Shop of Billings Inc	2001 utility 45' reefer trailer	6,500.00
			Sum:	98 Expend--Capital/Equip			6,500.00
			Sum:				33,240.22

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/21/2025	V0287431	Athletic Concession	91 Supplies	Fremont Beverages, Inc	Stock concessions	487.60

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/21/2025	V0287432	Athletic Concession	91 Supplies	Big Horn Foods	Candy, hot dogs, popcorn,	907.77
22	1/27/2025	V0287570	Athletic Concession	91 Supplies	Transfer Visa	Hot dogs	25.90
22	1/27/2025	V0287570	Athletic Concession	91 Supplies	Transfer Visa	Hot dogs, paper towels	26.24
22	1/27/2025	V0287563	Misc-Accts Rec	91 Supplies	Transfer Visa	Computer order-Empl prog	1,862.32
			Sum:	91 Supplies			3,309.83

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/8/2025	V0287185	College Serv	92 Servs/Fees/Repr/Maint	Hanover Research Council Llc	Membership renewal	99,500.00
22	1/22/2025	V0287447	Indirect Cost Cent	92 Servs/Fees/Repr/Maint	Ellucian Inc	Grant advisory services	13,748.00
			Sum:	92 Servs/Fees/Repr/Maint			113,248.00

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/15/2025	V0287324	Foundation Concess	93 Association/Travel/Misc	Hillside Floral LLC	Holiday party greens	61.00
22	1/15/2025	V0287327	Foundation Concess	93 Association/Travel/Misc	Powell Ace Hardware LLC	Batteries for lights	29.95
22	1/24/2025	V0287553	Foundation Concess	93 Association/Travel/Misc	Transfer Visa	Party lights	101.46
22	1/15/2025	V0287346	Library One Time	93 Association/Travel/Misc	Springshare Llc.	CC State E resources	6,799.00
22	1/15/2025	V0287347	Library One Time	93 Association/Travel/Misc	NAXOS	CC state E resources	5,800.00
22	1/21/2025	V0287443	Library One Time	93 Association/Travel/Misc	Cengage Learning	CC State E Resources	300.00
			Sum:	93 Association/Travel/Misc			13,091.41

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/14/2025	V0287318	Academic Showcase	97 Other Operating Exp	Transfer Print Shop	SAS25 participant poster	30.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/23/2025	V0287537	Ashley Council	97 Other Operating Exp	Wyoming Dept of Revenue	Sales tax	3.91
22	1/23/2025	V0287537	Athletic Concession	97 Other Operating Exp	Wyoming Dept of Revenue	Sales tax	194.43
22	1/14/2025	V0287318	Graduation	97 Other Operating Exp	Transfer Print Shop	dec diploma	0.40
22	1/23/2025	V0287537	Lewis/Clark Counc	97 Other Operating Exp	Wyoming Dept of Revenue	Sales tax	9.01
22	1/23/2025	V0287537	NCOC	97 Other Operating Exp	Wyoming Dept of Revenue	Sales tax	165.00
			Sum:	97 Other Operating Exp			402.75

22 General Restricted Fund

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
22	1/15/2025	V0287334	WIP Nursing VR Grant	98 Expend--Capital/Equip	SimX Inc	General marketplace case	4,800.00
22	1/15/2025	V0287334	WIP Nursing VR Grant	98 Expend--Capital/Equip	SimX Inc	SimX software license	18,000.00
22	1/15/2025	V0287334	WIP Nursing VR Grant	98 Expend--Capital/Equip	SimX Inc	Virtual Manikin pediatric	627.00
22	1/15/2025	V0287334	WIP Nursing VR Grant	98 Expend--Capital/Equip	SimX Inc	Virtual Onboarding	2,500.00
22	1/23/2025	V0287496	WY Innovation Partner	98 Expend--Capital/Equip	Eldorado Wall Company Inc	Climbing wall pyt	8,685.65
			Sum:	98 Expend--Capital/Equip			34,612.65
			Sum:				164,664.64

71 Capital Construction

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
71	1/16/2025	V0287401	Lewis & Clark Hall	92 Servs/Fees/Repr/Maint	ARETE Design Group	L & C roof replacement	937.00
71	1/16/2025	V0287382	Student Center	92 Servs/Fees/Repr/Maint	Plan One Architects	SC consulting	525.00
			Sum:	92 Servs/Fees/Repr/Maint			1,462.00
			Sum:				1,462.00

Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76 Major Maintenance							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	1/8/2025	V0287188	Cabre Gym	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Cabre MEP Upgrade consult	9,900.00
76	1/8/2025	V0287181	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Drainage to Division	2,109.83
76	1/8/2025	V0287183	Campus Paving	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Paving Improvements 2025	19,268.15
76	1/8/2025	V0287182	Lighting	92 Servs/Fees/Repr/Maint	Engineering Associates Inc	Ashley Hall exterior light	342.50
76	1/8/2025	V0287188	Sci/Math Bldg	92 Servs/Fees/Repr/Maint	EDA Consulting Engineers	Sci/Math MAU Project	350.00
			Sum:	92 Servs/Fees/Repr/Maint			31,970.48
76 Major Maintenance							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	1/8/2025	V0287188	Moyer CC AC	94 Infrastructure	EDA Consulting Engineers	campus access control	5,600.00
76	1/16/2025	V0287381	Moyer CC AC	94 Infrastructure	Point Architects	Campus security project	3,162.60
			Sum:	94 Utilities/Ins/Support			8,762.60
76 Major Maintenance							
Fund	Date	Voucher ID	Department Desc	Subclass With Desc	Voucher Vendor Name	Line Desc	Amount
76	1/8/2025	V0287180	Fire Suppress	99 Exp-New Constr/Cap Impr	Johnson Controls Fire Protection	Fire Upgrade Phase 3	40,624.13
			Sum:	99 Exp-New Constr/Cap Impr			40,624.13
			Sum:				81,357.21
			Sum:				679,916.37

Operating Funds - As of December 31, 2024

OPERATING							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Tuition	3,928,647	3,702,084	-226,562	94%			
Fees	1,167,000	693,831	-473,169	59%			
State Appropriations	12,935,916	7,363,827	-5,572,089	57%			
Local Tax Levy	3,583,895	2,232,119	-1,351,777	62%			
Other Sources	590,899	125,491	-465,409	21%			
Reserve Utilization			0	0%			
Total Revenue	22,206,357	14,117,351	-8,089,006				
Expenditures by Program							
					On Budget	Monitor	Concern
Instruction	7,928,122	2,348,835	5,579,287	30%			
Public Service	96,455	5,265	91,190	5%			
Academic Support	1,704,128	758,835	945,293	45%			
Student Services	3,494,708	1,695,871	1,798,837	49%			
Institutional Support	5,469,751	2,431,529	3,038,222	44%			
Operations and Maint/Plant	2,668,193	1,159,958	1,508,235	43%			
Scholarships	845,000	432,655	412,345	51%			
Total Expenditures	22,206,357	8,832,949	13,373,408				

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 completed the initial draft for recapture redistribution calculation for FY 2025 and expects to finalize soon.

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

Auxiliary Fund – As of December 31, 2024

AUXILIARY							
Revenue Sources	Budget	Actual	Difference		On Budget	Monitor	Concern
Food Service	1,202,175	1,255,922	53,747	104%			
Residence Halls	1,288,086	1,340,066	51,980	104%			
Bookstore	20,000	11,118	-8,882	56%			
Copy Center	180,533	46,254	-134,278	26%			
Motor Pool	220,485	123,487	-96,998	56%			
Other	798,138	686,191	-111,947	86%			
Total Revenue	3,709,416	3,463,038	-246,379				
Expenditures by Service							
					On Budget	Monitor	Concern
Food Service	1,202,175	686,007	516,168	57%			
Residence Halls	1,252,139	351,288	900,851	28%			
Bookstore	20,000	0	20,000	0%			
Copy Center	182,090	45,600	136,490	25%			
Motor Pool	221,401	101,634	119,767	46%			
Other	831,612	310,397	521,214	37%			
Total Expenditures	3,709,416	1,494,926	2,214,490				

Comments

Food Service- Northwest College budgeted 300 meal plans for Fall 2024 and 280 for Spring 2025. As of August 29, 2024, 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.



To: Lisa Watson, President
 From: Lisa Smith, Institutional Research Manager
 RE: 2023-24 Completion and Transfer Summary
 Date: January 28, 2025

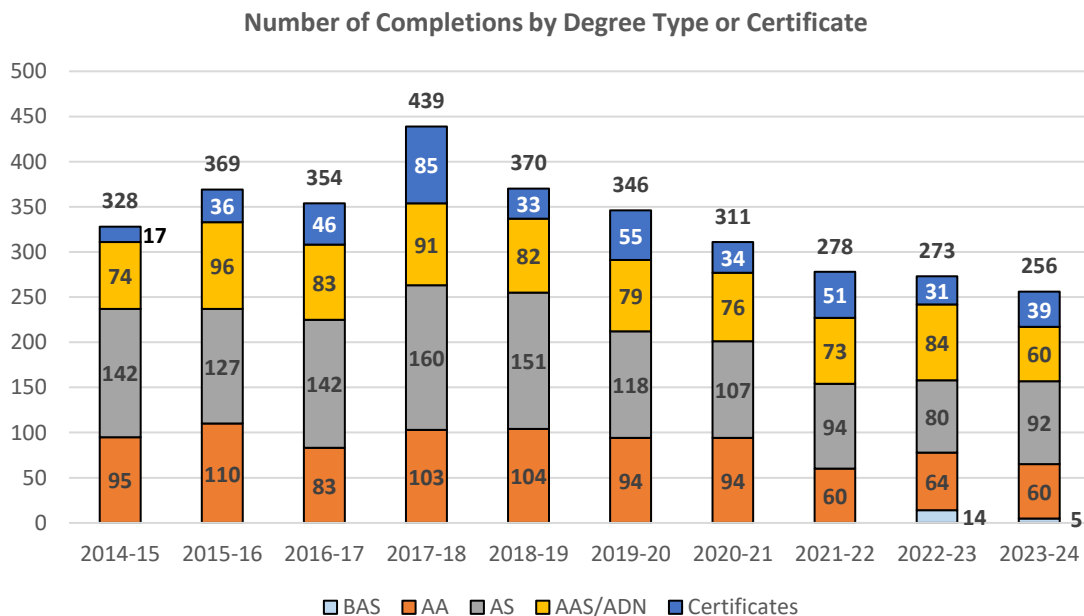
Completion and transfer information helps us identify a measure of student success since many students' college goals are to complete an associate degree or take courses that will transfer to a bachelor's degree program.

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

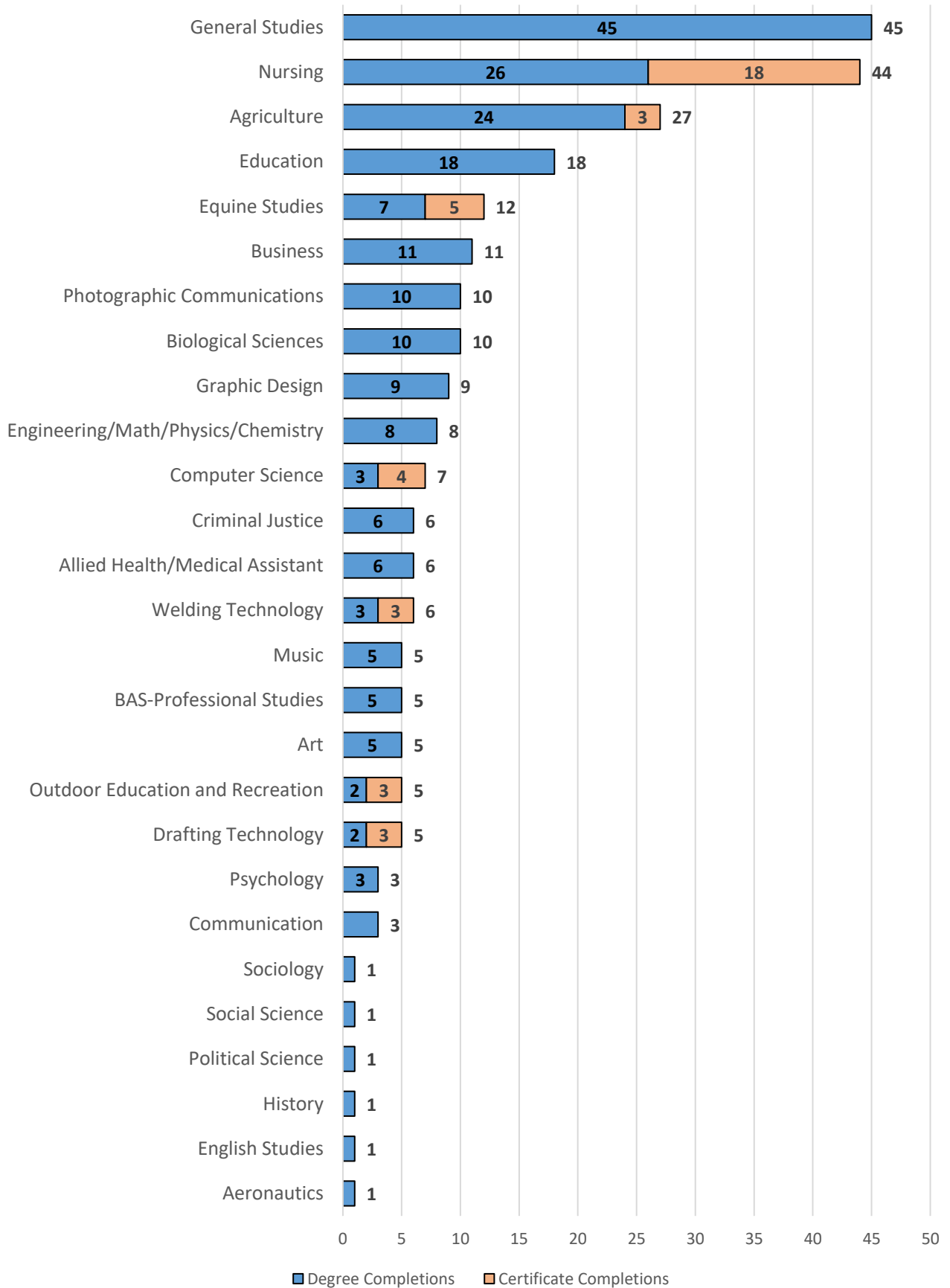
Below is an overview of the numbers of completions and transfers for 2023-24 students.

2023-24	Number of Graduates (Completers)	Number of Credentials Awarded (Completions)
Degrees	201	217
Certificates	38	39
Total	228	256

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



2023-24 Degree/Certificate Completions by Program Area
Program areas include related degree and certificate programs



Transfer Summary
- Following Northwest College Attendance -

Degree/Cert-Seeking Transfer Students	2019-20	2020-21	2021-22	2022-23	2023-24
Total Deg/Cert-Seeking (DS) Students who Did Not Return to NWC in Following Fall	669	691	613	583	509
# who Transferred	187	182	166	150	129
% who Transferred	28%	26%	27%	26%	25%

2-Year/4-Year Institutions

# of Transfers to 4-Year Institutions	143	133	114	114	103
% 4-Year Transfers out of Total Transfers	76%	73%	69%	76%	80%
# of Transfers to 2-Year Institutions	44	49	52	36	26
% 2-Year Transfers out of Total Transfers	24%	27%	31%	24%	20%

Top 5 Transfer 4-Year Institutions (number of transfers)

1 U of Wyoming (69)	U of Wyoming (60)	U of Wyoming (56)	U of Wyoming (57)	U of Wyoming (38)
2 Montana State U-Billings (10)	Montana State U-Billings (7)	Montana State U-Billings (13)	Western Governors U (6)	Montana State U-Billings (8)
3 Montana State U (6)	Black Hills State U (6)	Montana State U (4)	Brigham Young U-Idaho (4)	Brigham Young U-Idaho (4)
4 Black Hills State U (5)	Chadron State College (4)	Utah State U (3)	Montana State U-Billings (4)	Boise State U (3)
5 Western Governors U (3)	Brigham Young U-Idaho (3)	Western Governors U (3)	U of Montana (3)	South Dakota State U (3)
	Montana State U (3)			
	South Dakota State U (3)			
	Western Governors U (3)			

Note: Transfers include students who transferred by the fall semester following the year they were degree/certificate-seeking at NWC.

Sources: Ellucian Colleague (Student Information System); National Student Clearinghouse

IR: 1/28/2025

February 3, 2025

TO: Board of Trustees

RE: Approval of banks as depositories

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

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

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

*Northwest College funds are currently deposited in these banks.

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

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

January 31, 2025

TO: Lisa Watson, President

FROM: Tom Havron, Vice President for Student Services

Mark Grant, Finance Director

RE: Northwest College FY2026 Student Fees Budget Review and Needs Assessment

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

For fiscal year (FY) 2025, these fees remained the same as FY24 at \$53.00 per credit. The below table compares FY 2025 student fees to the proposed student fees for FY 2026.

Student Fee	Fund	2025 Cost per credit	Proposed 2026 Cost per credit
Student Senate	Various	\$3.50	\$3.50
Instructional Fee	Restricted	\$2.50	\$2.50
Student Technology Fee	Operating	\$19.50	TBD
Student Services Fee	Operating	\$19.00	\$19.00
Facilities Fee	Plant	\$8.50	TBD
Total		\$53.00	TBD

Recommendation

It is recommended that the Board do a first reading for Mandatory Student Fees for FY 2026. Discuss factors such as inflation, purpose and need for fees, student needs, and comparison to other colleges. Fees can be increased or decreased, reallocated, or remain the same.

POINTS OF CONSIDERATION

System limitations require incremental changes of \$.50 or larger. A \$1.00 increase per credit hour at 15 credit hours would add \$15.00 per semester cost to our students.

Inflation

The College includes the effect of inflation in its evaluation of student fees. For 2023 and 2024, the Commonfund Higher Education Price Index (HEPI) reported inflation at 4.0 and 3.4 percent, respectively. The State of Wyoming - All items inflation rate reported 3.9 percent for FY24. A \$2.00 increase would be a 3.6 percent increase and would add an additional \$30 to a student taking 15 credits.

Areas of Consideration

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

Fixed Fee/Student Senate

The purpose of the fixed fee is to support Student Senate and Student Activities. The current student fee supports student senate and activities needs.

Instruction Fee

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

Student Technology Fee

The purpose of this fee is to support technology that directly benefits students. The College increased this fee in FY 2024 by \$1.00 to maintain technology services at the level desired by our students. This fee is struggling to support student technology needs due to high inflation rates in the technology industry. Additional discussion on this topic is requested.

Student Services Fee

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

Facilities Fee

College facilities require continual improvements and repairs to maintain or enhance the student learning experience. The College increased this fee in FY2024 by \$1.00. At this time, the fee is struggling to provide adequate funding for improvements, due to the higher inflation rate associated with utilities, cost of building materials, and so forth. Additional discussion on this topic is requested.

Cap on Mandatory Student Fees

Northwest College does not have a cap on student fees and recommends continuing this for FY 2026.

Discussion of fees with Students

The decision to maintain fees in any scenario should consider student needs and the cost to our students. President Watson, VP Havron, attended Student Senate meetings to garner feedback regarding student fees and the current budget.

Comparison to Other Institutions

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

	FY 2023 fees per credit hour	FY 2024 fees per credit hour	FY 2025 fees per credit hour	2025 Student Fees 15 hours
Wyoming Community Colleges				
Eastern Wyoming College	\$ 38.00	\$ 38.00	\$ 46.00	\$ 690.00
Casper College	\$ 42.00	\$ 42.00	\$ 42.00	\$ 630.00
Western Wyoming Community College	\$ 45.00	\$ 45.00	\$ 36.00	\$ 540.00
Laramie County Community College	\$ 48.75	\$ 48.75	\$ 48.75	\$ 731.25
Central Wyoming College	\$ 51.00	\$ 51.00	\$ 51.00	\$ 765.00
Northwest College	\$ 51.00	\$ 53.00	\$ 53.00	\$ 795.00
Northern Wyoming Community College	\$ 56.00	\$ 56.00	\$ 56.00	\$ 840.00
Gillette College	N/A	\$ 56.00	\$ 56.00	\$ 840.00
Regional Colleges and Universities				
Miles Community College	\$ 57.00	\$ 85.00	\$ 90.00	\$ 1,275.00
MSUB- City College	\$ 65.29	\$ 76.14	\$165.39**	\$ 2,480.86
University of Wyoming (includes optional recreation, health, athletic fee)	\$ 68.27	\$ 68.36	*	\$ 883.61
Montana State- University- Billings	\$ 88.62	\$ 140.00	\$242.67**	\$ 3,640.00
* all students enrolled in 6+ credits are assessed a flat rate of \$883.61 in mandatory fees.				
** Fees are adjust per credit from 1-12. 12+ credits have the same rate				

January 31, 2025

TO: Lisa M. Watson, President

FROM: Tom Havron, Vice President for Student Services
Mark Grant, Finance Director

RE: Fiscal Year 2026 Student Housing Rate Proposal

Student housing rates are reviewed annually as part of Northwest College’s ongoing operational assessment and budget work. Several factors are evaluated in preparing the annual proposal, including inflation, peer institutional pricing, debt service needs, operating and maintenance costs, financial solvency, occupancy levels, and student affordability. Considering these factors, the fiscal year(FY) 2025-2026 proposal is below.

Proposed Housing Rates

	2025	2026	\$ Increase	% Increase
<u>Residence Hall Choices** / PRICES PER SEMESTER</u>				
Standard Double Room - Ashley/Lewis & Clark	1,555	1,580	\$ 25	1.61%
Small Single Room -Lewis & Clark	1,870	1,905	\$ 35	1.87%
Super Single Room - Ashley/Lewis & Clark	1,975	1,995	\$ 20	1.01%
Suite Style Rooms -Simpson Hall	2,485	2,530	\$ 45	1.81%
<u>Trapper Village Main Apartments/PRICES PER MONTH/BILLED BY SEMESTER</u>				
One Bedroom (Single Student)	600	615	\$ 15	2.727%
Two Bedroom (per student, 2 person occupancy)	495	540	\$ 45	10.000%
<u>Trapper Village West Apartments/PER MONTH/ BILLED BY SEMESTER</u>				
One Room Studio Apartment	505	520	\$ 15	3.19%
Two Room Studio Apartment	555	570	\$ 15	2.88%
Two bedroom Apartment	815	835	\$ 20	2.68%
Three bedroom Apartment	1,115	1,145	\$ 30	2.94%
Four Bedroom Apartment	1,325	1,360	\$ 35	2.89%
Three Bedroom House	1,270	1,305	\$ 35	3.00%
Four Bedroom House	1,510	1,550	\$ 40	2.89%

Recommendation: The Board of Trustees is requested to approve the Student Housing rates for Fiscal 2026, as outlined above.

Points of Consideration

Historical

The Board of Trustees increased FY2025 residence hall and non-traditional housing rates from 3% to 4%. It was determined that the FY2024 residence hall rates would remain the same as FY2023 to stay competitive. It was noted that Generation Z students are price-conscious and used to their own private living spaces. Non-traditional housing rates increased based on inflation and the local housing market. All proposals include an analysis of inflation, local apartment rental rates, peer institution rates, continued deferred maintenance needs, and the ongoing effect of enrollment and capacity.

Long-Term Residential Planning

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

Inflation

Inflation was reviewed using the 2024 inflation indexes. The first inflationary index is the Commonfund Higher Education Price Index (HEPI), which has a rate of 3.4%. The second inflationary index is the Wyoming Cost of Living Index for the Second Quarter of 2023, which was 3.9% for all goods and 4.4% for housing.

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

Other Areas of Consideration

Inventory

- **Residence Halls**

The rate proposals encourage increased occupancy, including meeting super single room interest while maintaining occupancy in residence halls. According to the phase 1 improvement project outlined in the Residence Life Master Plan, Cody Hall will remain closed for FY 2026. Due to increased occupancy needs, Ashley Hall reopened, and Colter Hall closed but is available if occupancy is needed.

- **Trapper Village Main**

Trapper Village Main provides apartment-style housing on the main campus. The qualifications for living in Trapper Village Main seek to attract a pool of qualified students who want to live apartment-style with the benefits of remaining on campus. The renovation of these units was completed for FY 2021, and the College has been able to operate these

units at full occupancy since the renovations were completed. Full occupancy levels are expected for FY 2026.

- **Trapper Village West**

Trapper Village West apartment rental rates align with local and state-wide rates. Trapper Village West provides housing to students and employees. Occupancy declined slightly in FY2024 from FY2023 due to mandatory closures for needed renovations. Occupancy remained consistent at about 75% of occupancy due to the turnover of units cycled out for repairs. In contrast, occupancy has increased to about 90% of all rentable units (roughly 36 units rented out of 40 units available) for FY2025. Occupancy remains high due to the tight rental market in Powell. Eight units have been determined to be unrentable, including six 3-bedroom units, one 4-bedroom unit, and one 2-bedroom unit. Trapper Village West units are continually being monitored for needed repairs. All initial investments in improvements were recaptured in FY2023. Remodeling of existing unrentable units occurs as funds and staffing allow.

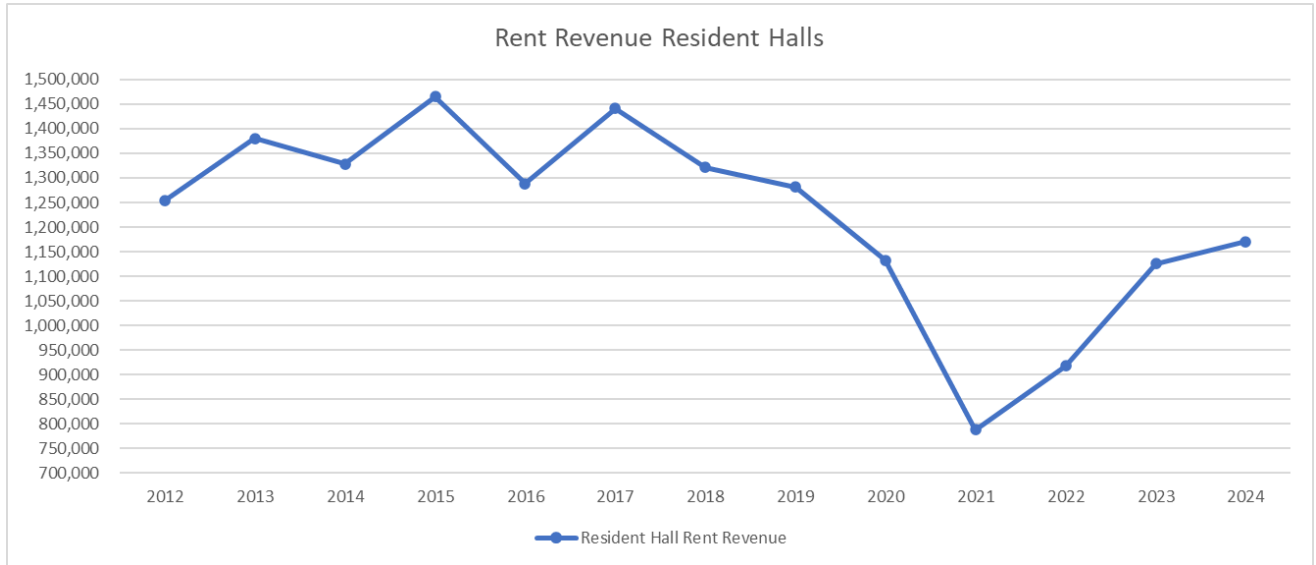
Staffing

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

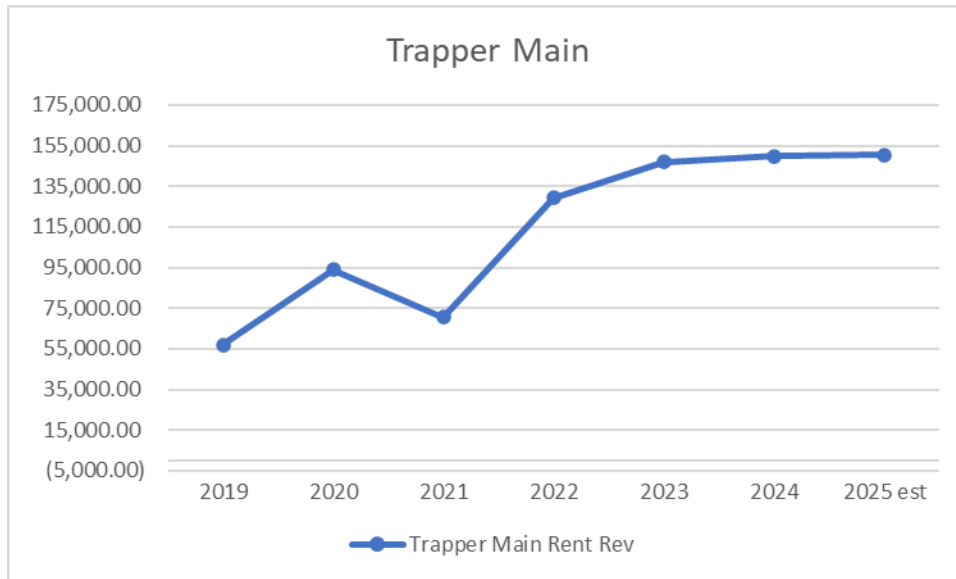
Occupancy and Revenue

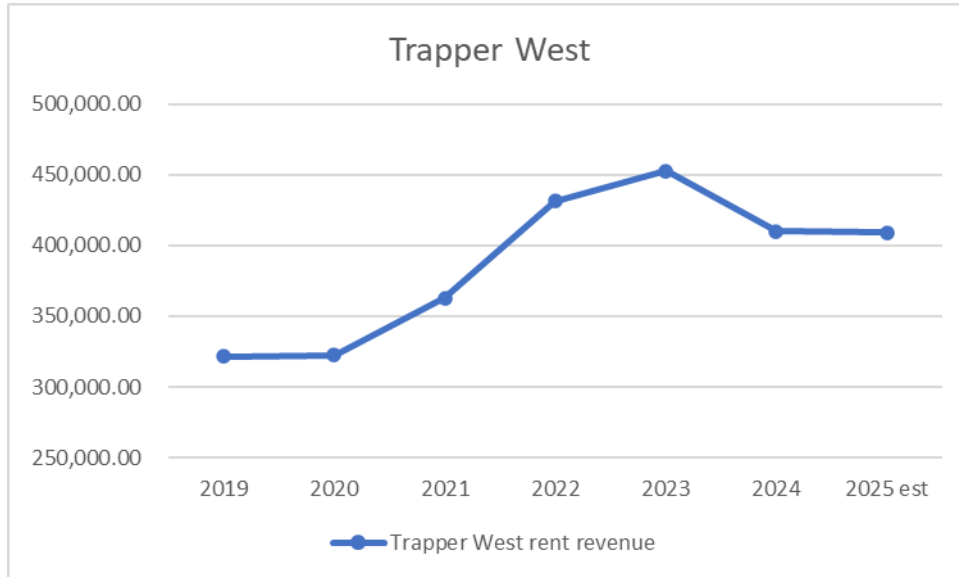
Northwest College saw an increase in occupancy of residence halls for Fall 2024, with approximately 331 residents. This is an increase of roughly 16 students compared to prior years. Based on current enrollment numbers, the College is conservatively projecting Fall 2024 occupancy at approximately 310 students, consistent with Fall 2023 and 2024 occupancy. Additional recruiting, enrollment efforts, and affordable housing options may contribute to increased occupancy next year but cannot be guaranteed, and as such, budgeted occupancy remains conservative.

Northwest College evaluated its fiscal 2023 housing model and determined the occupancy model should be built with priority to students selecting super single rooms compared to historical double occupancy rooms. The premise was that students had become accustomed to living in single rooms due to the pandemic and liked having their own rooms. The 260 budgeted residences are divided between 122 living in Simpson Suites and 138 living in the traditional double-loaded corridor halls, with 50 students in double-occupancy rooms. Northwest College believes this model shift provides a recruiting advantage as the single occupancy rooms are priced affordably compared to other institutions. The maximum occupancy for FY 2025 is 492 residence hall beds, including Simpson, Lewis & Clark, and Ashly Halls. Additional occupancy is available in Colter Hall if needed. See below for historic resident hall rent revenue.



See below for apartment rent revenue.

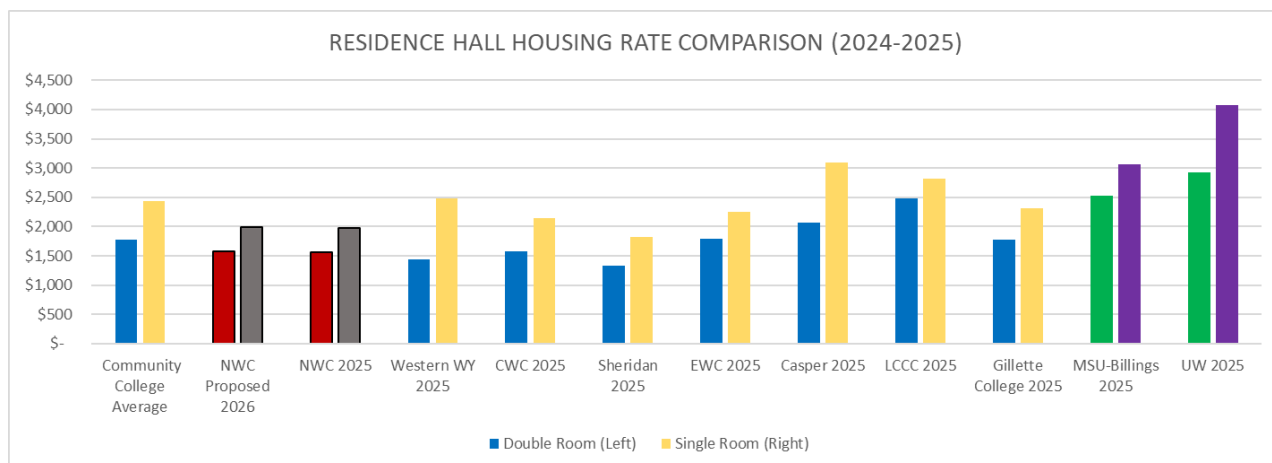




The rentable apartments increased in FY 2022 and 2023 due to the interior renovation of Trapper Village Main. In addition, due to the tight rental market, the utilization of Trapper Village West rentable units has remained high. In FY 2024, there was a decline in Trapper Village West occupancy due to increased unrentable units. In FY25, units were cycled out for repairs during the natural turnover of tenants, keeping the number of rentable units consistent with FY24. Northwest College expects demand for rentable units to remain high for FY25. The College plans to budget conservatively with a consistent revenue outlook. However, we are hopeful for increased occupancy as more units are renovated.

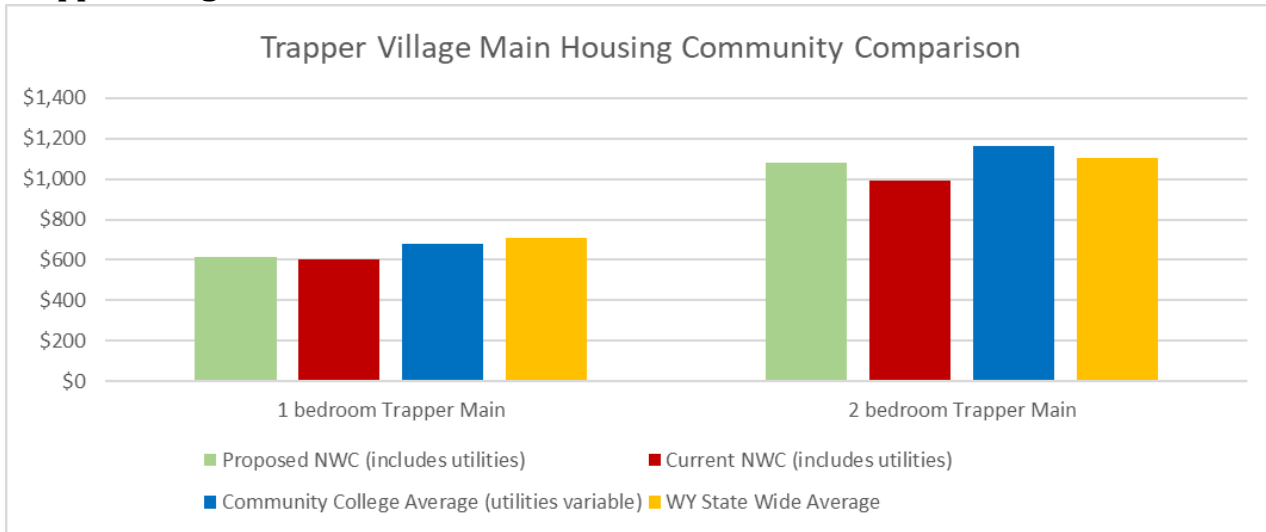
Comparison to Other Colleges and Community:

Northwest College reviewed the other colleges' rates for the fiscal year 2025. See the comparison by College below.

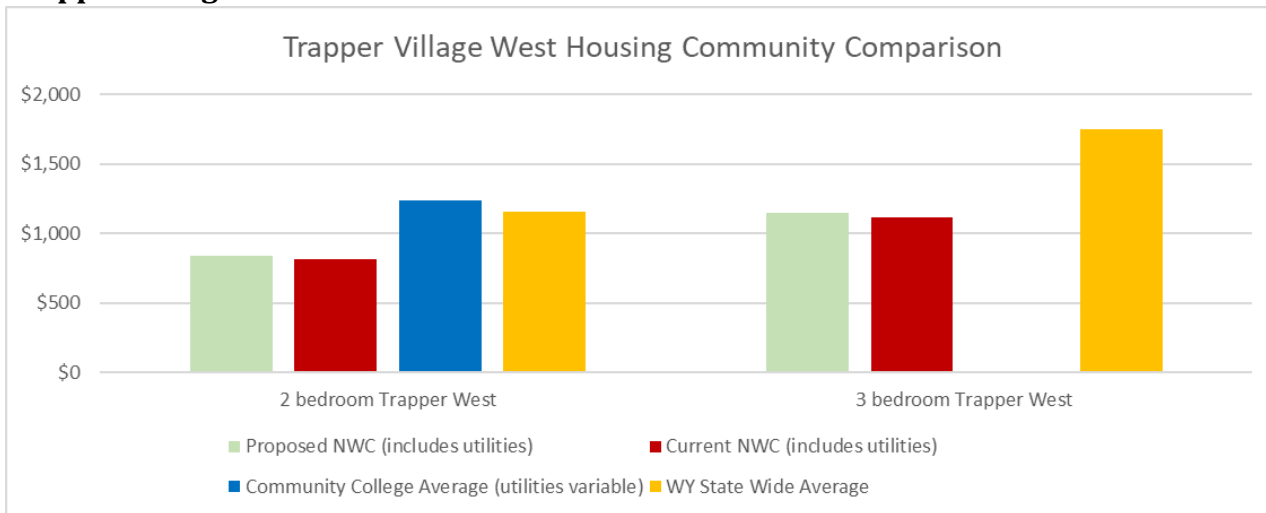


A slight increase in residence hall housing rates allows the College to remain competitive with other Colleges in the State, even when comparing super single rates to other colleges' double occupancy rates. In addition, a slight increase in super single-room rates will keep these rooms affordable to students accustomed to having no roommate. The College continues to monitor student trends.

Trapper Village Main



Trapper Village West





MEMORANDUM

February 4, 2025

TO: Lisa Watson, President
FROM: Dave Erickson, Interim Vice President for Academic Affairs
SUBJECT: Request for approval of course fee

Requested Board Action: Approval of course fee changes

I request your approval of course fee changes as identified in the attached chart.

Thank you.

A handwritten signature in blue ink, appearing to read "Dave Erickson", is written over a light blue horizontal line.

COURSE FEE REQUESTS
Presented to the Board of Trustees on January 10, 2025

Division: Health Professions
Division Chair: Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
CTD	CDL 1675: CDL I	\$0	\$85	10	\$850	\$850	Fall 2025	CDL program uses PowerSuite online learning modules to support the CTD Curriculum.

Division: Health Professions
Division Chair: Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
CTD	CDL 1675: CDL I Add on: Passenger Endorsement	\$0	\$40	10	\$400	\$400	Fall 2025	CDL program uses PowerSuite online learning modules to support the CTD Curriculum.

Division: Health Professions
Division Chair: Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
CTD	CDL 1675: CDL I Add on: School Bus Endorsement	\$0	\$40	10	\$400	\$400	Fall 2025	CDL program uses PowerSuite online learning modules to support the CTD Curriculum.

Division: Health Professions
Division Chair: Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
CTD	CDL 1725; CDL II	\$0	\$3,225	10	\$32,250	\$32,250	Fall 2025	Fuel, vehicle maintenance and insurance, safety equipment, and equipment inspection book.

Course Fee Requests
Presented to the BOT on December 9, 2024

COURSE FEE REQUESTS
Presented to the Board of Trustees on January 10, 2025

Division: Health Professions
Division Chair: Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
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Division Chair: Marnee Crawford

Program	Course	Former Fee Per Student	New Fee Per Student	Projected Semester Enrollment	Projected Semester Revenue	Projected Semester Revenue Increase	Effective Semester	Rationale
CTD	CDL 1725: CDL II	\$0	\$3,225	10	\$32,250	\$32,250	Fall 2025	Fuel, vehicle maintenance and insurance, safety equipment, and equipment inspection book.

Wyoming Community College Commission

NEW PROGRAM REQUEST FORM

College	Northwest College				
Date	December 2, 2024				
Program Title	Commerical Driver's License (CDL) Certificate Program				
Type of Credential	<input type="checkbox"/> AA	<input type="checkbox"/> AS	<input type="checkbox"/> AFA	<input type="checkbox"/> AAS	<input checked="" type="checkbox"/> Certificate
	<input type="checkbox"/> Other	Training Program			
Total Credit Hours	12				
CIP Code	49.0205				
Classification of Instructional Programs/CIP obtained from the National Center for Educational Statistics at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 . Double check your recommendation with the course coordinator and/or Student Records.					
Title	Commercial Driver's License (CDL) Training Program				

Rationale for request	
Type of Program	<input type="checkbox"/> Transfer preparation <input checked="" type="checkbox"/> Workforce Preparation <input type="checkbox"/> Other: Click or tap to enter text.
Certificate Questions <i>More than one may apply</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No local or state employer or industry specific <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No nationally recognized <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No examination or licensure preparation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No practicum <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No stackable <u>Title IV</u> Financial Aid Eligible <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (minimum of 16 semester hours) <i>(Stafford Loans, Perkins Grants, Pell Grants and Federal Campus-based Grants)</i>
New program start	<input type="checkbox"/> NA OR identify the semester the program will start: Fall 2025
Taught by non-accredited vendors?	<input type="checkbox"/> YES (see below) <input checked="" type="checkbox"/> NO Click or tap to enter text.
WCCC or State Priority	<input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO <i>(See the WCCC website, there are several programs which have a state priority, such as the Governor's Economically Needed Diversity Options for Wyoming/ENDOW)</i> Wyoming Works: The CDL program launched as a non-credit training program initially in 2019 with the support of Wyoming Works funding. Currently, NWC is among the largest non-credit CDL programs in the state. 2024 Wyoming Workforce Annual Report: Heavy & Tractor Trailer Truck Drivers top occupation requiring post-secondary training with 1,855 total projected openings in Wyoming. WIP: The WIP Workforce Development programs offer comprehensive support to students, spanning from recruitment to successful job placement. They encompass a diverse range of training certificates, degree programs, apprenticeships, and internships. These initiatives are adept at identifying the specific needs within

	<p>communities and have demonstrated exceptional agility in swiftly addressing workforce gaps.</p> <p>ENDOW: To create the workforce of the future, Wyoming needs a strategy to develop, attract, and retain a skilled, flexible, and technically and scientifically competent workforce. We must be prepared to attract and develop new talent and ensure that current employees are not left behind. This will require an evolution in the primary, secondary and tertiary education system—and an investment in technical, scientific and specialized talent development and training. Allocate Resources for Workforce Training SF 119 (\$5 million) will establish a dedicated fund for workforce training in priority economic sectors, to ensure Wyoming citizens have the skills they need to meet the needs of existing and emerging industries. This will ensure a sustainable source of workforce training funds to achieve long-term economic diversification goals.</p>
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Program Curriculum						
Program Description	<p>This training program is designed to assist students in earning their Class A Commercial Driver’s License with endorsement options to provide students with the knowledge, skills, and abilities to drive trucks, buses, and other commercial motor vehicles. This certificate program is delivered in a hybrid format, combining online coursework and behind-the-wheel (in-person) instruction in either one or two 8-week blocks. Training covers actual range, city, rural and mountain driving experience. This all-inclusive training will provide students with a competitive edge to gain successful employment in the rapidly expanding professional commercial motor vehicle industry. Course topics include: basic operation, safety and advanced operating procedures, vehicle systems and reporting malfunctions, non-driving activities, driving exercises related to basic vehicle control. The course also includes mastery of basic maneuvers and procedures, movement, shifting, communications, observation, speed and space, safety, logging, documentation and an understanding of Federal Motor Carrier Safety Administration and WYDOT regulations.</p>					
New Curriculum	<input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO					
<p><i>List the new courses alphabetically. Include prefix, course number, course title, credit hours. Check the Wyoming Transfer Catalog for possible courses and numbers. Additionally, WCCC has a statewide common course numbering system (CCNS). Colleges must ensure all new courses are aligned with the CCNS. Confirm this alignment with the course coordinator and/or Student Records. Note that CCNS alignment and/or new course title and number requests to the WCCC will take at least a week to process.</i></p>						
College Catalog Considerations (check all that apply)	Prefix	Number	Title	Credits	^ LOI	
<input checked="" type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input checked="" type="checkbox"/> New prefix <input checked="" type="checkbox"/> New title <input checked="" type="checkbox"/> CCNS alignment	CDL	1675	CDL I	6	3	
<input checked="" type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input checked="" type="checkbox"/> New prefix <input checked="" type="checkbox"/> New title <input checked="" type="checkbox"/> CCNS alignment	CDL	1725	CDL II	6	3	
<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	Click or tap here.			Click or tap here.		
<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	Click or tap here.		Click or tap here to enter text.	Click or tap here.	Click or tap here.	

<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment				Click or tap here.	Click or tap here.
<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment				Click or tap here.	
<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment					
<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment					
<input type="checkbox"/> New course <input type="checkbox"/> New number <input type="checkbox"/> New prefix <input type="checkbox"/> New title <input type="checkbox"/> CCNS alignment					
<i>Add new rows to this table by clicking the "+" at the end of the row above.</i>					
TOTAL CREDITS					12

^Course Coordinator can provide.

Similar programs in Wyoming (Community Colleges or UW)? <i>(See WCCC Program List)</i>	<input checked="" type="checkbox"/> Yes (list Colleges below) <input type="checkbox"/> No Sheridan College for credit. Others offer for non-credit: LCCC, EWC, and Western.		
Discussions with other Community Colleges and/or UW	<input checked="" type="checkbox"/> Yes (see below) <input type="checkbox"/> No (see rationale below) Worked with Sheridan College as they developed their credit CDL program. Consulted with LCCC, EWC, and Western regarding current proposal.		
Additional Resources (faculty, support services, equipment or supplies)	<input type="checkbox"/> Yes (see below) <input checked="" type="checkbox"/> No STAFFING IMPACT: Instructors and Staff are current NWC employees BUDGET IMPACT: No additional equipment or salaries required		
Primary Student Audience	ELAP program students, College students with interest in more credits related to the workforce such as: welding, rodeo, agriculture, and forest service. Community members interested in becoming an owner/operator and professional studies students.		
Anticipated three-year unduplicated headcount	Year one: 10	Year two: 15	Year three: 20

Projected Demand Nationally and in Wyoming

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

Suggested data sources for Occupational Outlook and Wages:

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

Projected Demand

Location	Employment			
	Year 2023	+10 years	Percent Change	Job Openings
UNITED STATES	2,192,300	2,281,500	4%	241,200
	Data Source: https://www.onetonline.org/link/localtrends/53-			

Location	Employment			
	Year 2020	+10 years	Percent Change	Job Openings
WYOMING	7,280	8,960	23%	1050
	Data Source: https://www.onetonline.org/link/localtrends/53-			

State and National Wages

Location	Pay Period	Year 2023				
		10%	25%	Median	75%	90%
UNITED STATES	Hourly	18.00	22.08	26.12	30.29	36.91
	Yearly	37,440	45,920	54,320	63,010	75,780
Data Source: https://www.onetonline.org/link/localtrends/53-3032.00?st=WY						

Location	Pay Period	Year 2023				
		10%	25%	Median	75%	90%
WYOMING	Hourly	20.46	23.05	27.19	31.60	39.27
	Yearly	42,560	56,560	56,560	65,730	81,680
Data Source: https://www.onetonline.org/link/localwages/53-3032.00?st=WY						

APPENDIX A- PROGRAM TERM BY TERM PLAN

Provide the program’s term by term plan below

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

RECOMMENDED CURRICULUM SEQUENCE: PROPOSED			
COURSE			
Prefix	Number	Title	Credits
<i>Fall Semester 1st Year</i>			
CDL	1675	CDL I	6
CDL	1725	CDL II	6
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Approved Elective options in this semester: <input checked="" type="checkbox"/> n/a Click or tap here to enter text.			
TOTAL FALL SEMESTER			12
<i>Spring Semester 1st Year</i>			
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Approved Elective options in this semester: <input type="checkbox"/> n/a Click or tap here to enter text.			
TOTAL SPRING SEMESTER			Click or tap here to enter text.
<i>Summer Semester 1st Year</i>			
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Approved Elective options in this semester: <input type="checkbox"/> n/a			
Click or tap here to enter text.			
TOTAL SUMMER SEMESTER			Click or tap here to enter text.
<i>Fall Semester 2nd Year</i>			
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Approved Elective options in this semester: <input type="checkbox"/> n/a			
Click or tap here to enter text.			
TOTAL FALL SEMESTER			Click or tap here to enter text.
<i>Spring Semester 2nd Year</i>			
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Approved Elective options in this semester: <input type="checkbox"/> n/a			
Click or tap here to enter text.			
TOTAL SPRING SEMESTER			Click or tap here to enter text.
<i>Summer Semester 2nd Year</i>			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Approved Elective options in this semester: <input type="checkbox"/> n/a			
Click or tap here to enter text.			
TOTAL SUMMER SEMESTER			Click or tap here to enter text.
TOTAL PROPOSED PROGRAM CREDITS			12

SIGNATURE PAGE

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

Submitted by the Vice President for Academic Affairs:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the WCCC Academic Affairs Council:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the Program Review Committee:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Wyoming Community College Commission

NEW PROGRAM REQUEST FORM

College	Northwest College				
Date	December 2, 2024				
Program Title	Ski Area Operations Certificate Program				
Type of Credential	<input type="checkbox"/> AA	<input type="checkbox"/> AS	<input type="checkbox"/> AFA	<input type="checkbox"/> AAS	X Certificate
	<input type="checkbox"/> Other				
Total Credit Hours	25				
CIP Code	31.0211 Winter/Ski Resort Operation				
Classification of Instructional Programs/CIP obtained from the National Center for Educational Statistics at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 . Double check your recommendation with the course coordinator and/or Student Records.					
Title	Ski Area Operations Certificate Program				

Rationale for request	
Type of Program	<input type="checkbox"/> Transfer preparation <input type="checkbox"/> Short term workforce placement <input checked="" type="checkbox"/> One-year workforce placement <input type="checkbox"/> Special need endorsement
Certificate Questions <i>More than one may apply</i>	X Yes <input type="checkbox"/> No local or state employer or industry specific X Yes <input type="checkbox"/> No nationally recognized X Yes <input type="checkbox"/> No examination or licensure preparation X Yes <input type="checkbox"/> No practicum <input type="checkbox"/> Yes X No stackable <u>Title IV</u> Financial Aid Eligible X Yes <input type="checkbox"/> No (<i>minimum of 16 semester hours</i>) (<i>Stafford Loans, Perkins Grants, Pell Grants and Federal Campus-based Grants</i>)
New program start	<input type="checkbox"/> NA OR identify the semester the program will start: Fall 2025
Taught by non-accredited vendors?	<input type="checkbox"/> YES (see below) X NO
WCCC or State Priority	X YES (see below) <input type="checkbox"/> NO Wyoming Innovation Partnerships (WIP): Northwest College has been given WIP I funding to expand outdoor education through the development of relevant certifications in partnership with our community’s needs. The WIP funding initiative is intended to expand education across the tourism sector and is critical to meet the workforce needs of the industry. The Ski Area Operations Certificate supports the initiative by providing a workforce to meet the region’s need for workers in the tourism sector. A recent labor market analysis performed in May 2024 by Hanover Research for Northwest College focused on Outdoor Education and Leadership. Results indicated

	<p>that there are not enough graduates from ski patrol in our area and a projected annual growth of 1.3%- and ten-year growth of 1.5%. This certificate program includes ski patrol certification.</p> <p>ENDOW: The ENDOW initiative seeks to provide Wyomingite's access to effective workforce training programs that will better position Wyoming when an existing or new employer need trained and talented employees. ENDOW supports the building of a sustainable, diversified, value-added economy, workers will need to develop skills to support Wyoming's existing, new and emerging sectors, while some may need to return to school to upgrade their skills (for example: incumbent, displaced, underemployed or unemployed workers). The Ski Area Operations certificate collaborates with industry partners in the area to develop a workforce with the knowledge, skills, and abilities to meet the needs of our local and regional ski areas.</p>
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Program Curriculum						
Program Description	The Ski Area Operations certificate program allows individuals interested in learning how to manage a ski area with hands-on opportunities. The 25 credit hour program spreads across two semesters and gives students the chance to gain outdoor leadership ski area knowledge, skills, and abilities by learning about outdoor emergency care, risk management, lift operations, rental area management, ski area grooming, and ski patrol fundamentals. Certification opportunities in Outdoor Emergency Care and Outdoor Emergency Transportation, Rental and Binding, and National Ski Patrol are embedded within this two-semester certificate.					
New Curriculum	X YES <input type="checkbox"/> NO					
College Catalog Considerations (check all that apply)	Prefix	Number	Title	Credits	<u>^LOI</u>	
X New course X New number <input type="checkbox"/> New prefix X New title <input type="checkbox"/> CCNS alignment	OEPR	1520	Intro to Ski Area Operations	3	1	
X New course X New number <input type="checkbox"/> New prefix X New title <input type="checkbox"/> CCNS alignment	OEPR	1525	Intro to Snow Science	2	2	
X New course X New number <input type="checkbox"/> New prefix X New title <input type="checkbox"/> CCNS alignment	OEPR	1530	Ski Lift & Rental Operations	3	2	
X New course X New number <input type="checkbox"/> New prefix X New title <input type="checkbox"/> CCNS alignment	OEPR	1535	Snowmaking & Grooming Operations	2	2	
X New course X New number <input type="checkbox"/> New prefix X New title <input type="checkbox"/> CCNS alignment	OEPR	1540	Ski Patrol Operations	3	2	
X New course X New number <input type="checkbox"/> New prefix X New title <input type="checkbox"/> CCNS alignment	HLED	2505	Outdoor Emergency Care	3	2	

<input checked="" type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input type="checkbox"/> New prefix <input checked="" type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	OEPR	1545	Ski Operations Practicum I	3	2
<input checked="" type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input type="checkbox"/> New prefix <input checked="" type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	OEPR	1550	Ski Operations Practicum II	3	2
<input checked="" type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input type="checkbox"/> New prefix <input checked="" type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	OEPR	1605	Low Angle Rescue	2	3
<input checked="" type="checkbox"/> New course <input checked="" type="checkbox"/> New number <input type="checkbox"/> New prefix <input checked="" type="checkbox"/> New title <input type="checkbox"/> CCNS alignment	OEAC	1500	Avalanche Training	1	2
Add new rows to this table by clicking the "+" at the end of the row above.					
TOTAL CREDITS				25	

^Course Coordinator can provide.

Similar programs in Wyoming (Community Colleges or UW)? <i>(See WCCC Program List)</i>	<input type="checkbox"/> Yes (list Colleges below) <input checked="" type="checkbox"/> No		
Discussions with other Community Colleges and/or UW	<input checked="" type="checkbox"/> Yes (see below) <input type="checkbox"/> No (see rationale below) Discussion with UW, WWCC, CWC, MSU		
Additional Resources (faculty, support services, equipment or supplies)	<input checked="" type="checkbox"/> Yes (see below) <input type="checkbox"/> No STAFFING IMPACT: Will require use of ski mountain and content experts in the region to assist with teaching courses. BUDGET IMPACT: Adjunct budget for instruction, Travel budget to Antelope Butte, Red Lodge Ski Area, and Pahaska. Equipment budget (low angle rescue equipment and ski lift chair to practice evacuations).		
Primary Student Audience	Incoming traditional students seeking ski area employment. Non-traditional students seeking different career paths.		
Anticipated three-year unduplicated headcount	Year one: 8	Year two: 10	Year three: 12 (capped for safety)

Projected Demand Nationally and in Wyoming

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

Suggested data sources for Occupational Outlook and Wages:

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

Projected Demand

Location	Employment
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UNITED STATES	Year 2023	+10 years	Percent Change	Job Openings
	129,100	137,900	+7%	39,500
Data Source: https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Lifeguards,%20Ski%20Patrol,%20and%20Other%20Recreational%20Protective%20Service%20Workers&onetcode=33909200&location=UNITED%20STATES				

WYOMING	Employment			
	Year 2023	+10 years	Percent Change	Job Openings
390	450	+15%	130	
Data Source: https://www.careeronestop.org/Toolkit/StateAndLocal/ProjectedEmployment.aspx?soccode=339092&location=Wyoming&dataview=table				

State and National Wages

Location	Pay Period	Year 2023				
		10%	25%	Median	75%	90%
UNITED STATES	Hourly	\$10.94	\$12.57	\$14.60	\$16.97	\$18.82
	Yearly	\$22,750	\$26,150	\$30,380	\$35,300	\$39,150
Data Source: https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Lifeguards,%20Ski%20Patrol,%20and%20Other%20Recreational%20Protective%20Service%20Workers&onetcode=33909200&location=UNITED%20STATES						

Location	Pay Period	Year 2023
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		10%	25%	Median	75%	90%
WYOMING	Hourly	\$8.43	\$9.41	\$11.69	\$13.26	\$17.25
	Yearly	\$17,540	\$20,270	\$24,320	27,580	\$35,880
	Data Source: https://www.careeronestop.org/Toolkit/StateAndLocal/Wages.aspx?soccode=339092&location=Wyoming					

APPENDIX A- PROGRAM TERM BY TERM PLAN

Provide the program’s term by term plan below

WCCD PROPOSED PROGRAM OF STUDY FOR: Ski Area Operations Certificate Program

RECOMMENDED CURRICULUM SEQUENCE: PROPOSED			
COURSE			
Prefix	Number	Title	Credits
<i>Fall Semester 1st Year</i>			
OEPR	1520	Intro to Ski Area Operations Full semester	3
OEPR	1605	Low Angle Rescue 2 nd eight weeks	2
OEPR	1530	Ski Lift and Rental Operations 2 nd eight weeks	3
OEPR	1535	Snowmaking & Grooming Operations 2 nd eight weeks	2
HLED	2505	Outdoor Emergency Care Full semester	3
Approved Elective options in this semester: N/A			
TOTAL FALL SEMESTER			13
<i>Spring Semester 1st Year</i>			
OEPR	1540	Ski Patrol Operations Full semester	3
OEPR	1545	Ski Operations Practicum I 1 st eight weeks	3
OEPR	1550	Ski Operations Practicum II 2 nd eight weeks	3
OEPR	1525	Intro to Snow Science 2 nd eight weeks	2
OEAC	1500	Avalanche Training 1 st eight weeks	1
Approved Elective options in this semester: N/A			
TOTAL SPRING SEMESTER			12
TOTAL PROPOSED PROGRAM CREDITS			25

SIGNATURE PAGE

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

Submitted by the Vice President for Academic Affairs:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the WCCC Academic Affairs Council:

_____	_____
Signature	Date
_____	_____
Printed Name	Title

Approved by the Program Review Committee:

_____	_____
Signature	Date
_____	_____
Printed Name	Title