



EWC Board of Trustees Meeting

Eastern Wyoming College

EWC Dolores Kaufman Board Room

May 14, 2024 5:45 PM - May 14, 2024 7:45 PM MDT

Table of Contents

I. Call Meeting to Order: Chairman Van Mark

II. Approval of the May 14, 2024 Meeting Agenda.

III. Introductions

IV. Public Comment

V. Department Updates

A. Presentation on the Skills USA team performance at the State Skills USA

Conference: Mr. Stan Nicolls, Ms. Kim Russell, and Mr. Matt Scott

Students who received a Gold Medal qualify for the National Skills USA Competition in Atlanta, GA June 24-28, 2024. EWC results from 2024 Skills USA State Competition Postsecondary - High Point Chapter Drew Frass, Kasey Krenzer, and Cannon Cook - Gold Commercial sUAS Drone Cannon Cook- Gold Customer Service Braxton Green - Silver Customer Service Weston Cronk - Bronze Customer Service Riley Arnold - Silver Extemporaneous Speaking Abraham Scott, Jacob Ruiz, Drew Frass, Kasey Krenzer, Dayton Tillman, Carson Diedrich, Gavin Mower - Bronze Quiz Bowl Inari Johnson - Gold Related Technical Math Jacob Ball - Silver Related Technical Math Dayton Tillman - Gold Individual Welder Gavin Mowery - Silver Individual Welder Riley Arnold, Braxton Green, and Hagen Campbell - Silver Welding Fabrication Team Advisors: Stan Nicolls, Kim Russell and Matt Scott

B. WIP Grant Tourism Update: Dr. Steven Howard

C. EWC Foundation Update: Foundation Director, Ms. Lisa Johnson

D. Sodexo Update: VP of Administrative Services, Mr. Patrick Korell

E. Financial Report: CFO, Mr. Kwin Wilkes.....5

The April monthly financial report provides an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from April 1, 2024 to April 30, 2024.

Financial Report 4-30-2024.pdf.....5

Fund Balance 4-30-2024.pdf.....11

F. President's Report: Dr. Jeffrey Hawes

VI. Consent Agenda Approval for the following items.

A. April 9, 2024 Meeting Minutes.....12

Board Minutes 4-9-24.pdf.....12

B. Certification of Uncollectible Debts.

There is no Certification of Uncollectible Debts this year. CFO, Mr. Kwin Wilkes

C. Request a June Public Hearing on the Final Budget for FY24.

Request for Public Hearing on Final Budget for FY2024: Pursuant to W.S 16-4-112, a public hearing will be held on June 28, 2024, on EWC's main campus in the Dolores Kaufman Boardroom, Room 274, of the Eastern Wyoming College Tebbet Classroom Building, for the purpose of soliciting public comments on proposed transfers of unexpended and unencumbered appropriations within the current, endowment, and plant funds for the fiscal year ending June 30, 2024. Prepared by CFO, Mr. Kwin Wilkes

D. Schedule a Public Hearing for Renewal of the 1/2 (One Half) Mill Levy for FY25.

Request to Schedule Public Hearing for Renewal of the 1/2 (One-Half) Hill Levy for FY 2025 and FY 2026: A notice of intent has been prepared, along with relevant state statutes. Approval of this assessment will be considered within the Final FY-2025 College budget that will be presented to the Board in July. A public hearing is scheduled for Friday, June 28, 2024 in the Dolores Kaufman Boardroom. Prepared by CFO, Mr. Kwin Wilkes

E. The resignation of Mr. Eric Benedick as the Assistant Women's Basketball Coach, effective April 9, 2024.

VII. Consideration of New Business - Action Items

A. Approval of the April 2024 Expenditure Report.....15

Check Register: 4-30-2024.pdf.....15

B. Approval of Ms. Megan Baker to the position of College and Career Readiness Coordinator.

C. Approval of the purchase of a 2023 Ford Transit Passenger Van for the Archaeological and Anthropology Program (\$54,500).

This price is a direct negotiation with the dealer due to the immediate need of transportation for the summer Archaeological and Anthropology Program. This vehicle is purchased through grant proceeds.

D. Approval of the bid submitted by Laramie Peak Motors, pursuant to RFP 120284-24-002, for the purchase of two - 2024 Ford Transit all wheel drive Passenger Vans for the Archaeological and Anthropology Programs (\$63,565 each).....31

These vehicles are purchased through grant proceeds.

RFP Van Purchase.pdf.....31

E. Approval of the Lease for the Sunrise YMCA Building in the amount of \$30,000.

Funding will be provided by the WIP Tourism Grant and will cover the lease period from January 1, 2024 to June 30, 2024. The total lease amount is \$60,000 / year. This agreement is for two calendar years. The lease is divided into three fiscal years. (6 months in FY24, 12 months in FY25, and 6 months in FY26).

F. Approve First Reading of Board Policy 1.1 College Board Purpose and Operations.....37

Board Policy 1.1 College Board Purpose and Operations REVISED.docx.....	37
G. Approve First Reading of Board Policy 1.2 College Board Meeting.....	39
Board Policy 1.2 College Board Meeting REVISED.docx.....	39
H. Approve First Reading of Board Policy 1.3 Election and Duties of the Board....	40
Board Policy 1.3 Election and Duties of Board REVISED.docx.....	40
I. Approve First Reading of Board Policy 1.5 Deposit and Payment of College Funds.....	42
Board Policy 1.5 Deposit and Payment of College Funds REVISED.docx.....	42
J. Approve First Reading of Board Policy 1.8 Adoption of Administrative Rules...43	43
Board Policy Title 1.8 Adoption of Administrative Rules REVISED.docx.....	43
K. Approve First Reading of Board Policy 4.1 Academic Program Compliance.....44	44
Board Policy 4.1 Academic Program Compliance.docx.....	44
L. Approve First Reading of Board Policy 4.4 Transfer Credit.....46	46
Board Policy 4.4 Transfer Credit.doc.....	46
M. Approve First Reading of Board Policy 4.5 Academic Calendar Development.....48	48
Board Policy 4.5 Academic Calendar Development.docx.....	48
N. Approve First Reading of Board Policy 4.6 Assessment of Student Learning-Curricular and Co-Curricular.....49	49
Board Policy 4.6 Assessment of Student Learning-Curricular and Co-Curricular.docx.....	49
VIII. Board Reports from Departments (Information Only)	
A. College Relations Report: College Relations Director, Mr. Brad Staman.....	50
Board Report for May meeting.pdf.....	50
B. Student Services Report: Dean of Student Services, Ms. Tami Afdahl.....	51
Student Services Board Report.docx.....	51
C. Foundation Report: Foundation Director, Ms. Lisa Johnson.....	53
Foundation.ReportMay2024.pdf.....	53
State Challenge Match Memo.pdf.....	56
IX. Trustee Topics	
X. Motion to move into Executive Session, pursuant to W.S. 16-4-405(a)(ii)(x)(xii).	
A. To discuss security planning that, if disclosed, would pose a threat to the safety property or persons of the College as authorized by W.S. 16-4-405(a)(xii),	

B. To consider appointments, wages, terms, negotiations, and offers of employment for senior administrative positions as authorized by W.S. 16-4-405 (a)(ii)(x).

C. Evaluation of the President as authorized by W.S. 16-4-405(a)(ii)(x).

XI. Motion to adjourn from Executive Session.



Interoffice Memo

To: Dr. Jeffry Hawes, President
From: Kwin Wilkes, Chief Financial Officer
Date: May 6, 2024
Cc: Ms. Karen Parriott, Business Office Director
Re: Monthly Financial Report

REVENUES:

The original FY-2024 operational fund revenue budget total is \$17,209,518, as adopted on July 11, 2023. It has increased by \$1,300 due to funds received by the women's basketball team for their participation in a tournament in New Mexico. This brings the total revenue budget to \$17,210,818. In FY-2024, we have recognized \$15,501,637 in revenue representing 90% of the approved budget, which is largely made up of state aid in the amount of 10,180,412. Overall, operational fund revenue is 16% higher than last fiscal year. Tuition and fee collections are \$3,917,996, which comes to 98% recorded fiscal year-to-date.

Institutional revenue is based on an in-state tuition rate of \$105 per credit hour. The mandatory student fees are currently \$38 per credit hour.

Regular credit tuition revenues are \$2,813,481 which is 99% of the amount budgeted. In-district fees are \$366,660. This is 92% of the amount budgeted. Outreach fees are \$164,070, which is 119% of the amount budgeted. Non-credit tuition is \$117,091. This is 115% of the amount budgeted.

Auxiliary Fund revenue recognized to date is \$1,277,138 or 103% of the approved budget. Food service and conference center revenues are \$559,048 or 97% of the budget recorded at the end of this reporting period. Food service and conference center revenues are 8% higher than last year. Housing revenue is \$692,384 which is 10% higher than the previous year and 110% of the amount budgeted.

EXPENDITURES:

The operational fund includes all of the unrestricted operating budgets for the College's instructional, public service, academic support, student services, institutional support, plant operations, institutional scholarships, and non-mandatory transfers to other programs (primarily auxiliary operations). As of the end of the current period, \$13,716,748 or 80% of the operational

fund budget was expended. Salaries and benefits account for \$7,123,302 or 52% of the total expended and current and capital expenditures are \$6,593,446 or 48% of the total amount expended. Last year's salaries and benefits, and current and capital expenditures totaled \$6,485,485 (53%) and \$5,859,143 (47%) respectively. Salaries and benefits spending is 10% higher than last year. Capital expenditures are 13% higher than last year. Overall, operational fund spending is 11% higher than last year.

Within the Auxiliary Fund, \$1,327,324 or 87% of the budget was spent in the current period and is 17% higher than last year.

INVESTMENTS:

Cash on hand in various demand accounts at the end of this period total \$10.4 million. Of this total, \$3,444,919 is being held in the Operating Fund checking account, earning a 2.50% fixed interest rate, which was effective 2/15/2023. Four Certificate of Deposits of \$500,000 each matured on 4/29 and 5/1/2024. One of those will be cashed out to help meet expenses that will come due between now and the end of the fiscal year. We are in the process of moving the other three certificates of deposit to Platte Valley Bank as a result of an RFP that was completed the week of April 29th. These CD's will be earning 5.01% interest. The six-month average market interest rate paid by WYOSTAR is 4.31%. The credit card sales repository account has a balance of \$26,447.26. Restricted repairs and maintenance funds for the Torrington campus total \$957,217 and cash reserves for the payment of CTEC and ATEC general obligation bonds held by Goshen County are \$1,746,283.09.

EWC has Excellence in Higher Education Endowment (EHEE) funds in the amount of \$754,291 (included in the bank accounts listed above). While we endeavor to seek bids for these funds periodically, they are currently earning 2.50% in our Operating Fund checking account.

Operations and maintenance funds for the Douglas Campus total \$593,456. These funds are held with Converse County Bank. A check in the amount of \$500,000 was sent to Converse County today to fulfill EWC's pledging towards the Douglas Campus Expansion Project. This fund balance will reflect this activity in next month's report.

Eastern Wyoming College
Operational Fund Summary
As of April 30, 2024 (Unaudited)

REVENUE	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
State Appropriation	9,710,051	10,180,412	470,361	104.84%	8,277,487	22.99%
Local Revenue						
Mill Levy	1,178,633	936,347	(242,286)	79.44%	810,078	
Motor Vehicle Fees	181,056	137,707	(43,349)	76.06%	135,116	
Total Local Revenue	1,359,689	1,074,054	(285,635)	78.99%	945,194	13.63%
Institutional Revenue						
In-District Tuition	725,659	711,305	(14,354)		754,558	
Out of District Tuition	564,701	377,265	(187,436)		408,450	
Out of State Tuition	232,589	303,660	71,071		327,600	
WUE Tuition	584,131	658,426	74,295		616,423	
Concurrent Tuition	742,844	762,825	19,981		739,200	
Total Credit Tuition	2,849,924	2,813,481	(36,443)	98.72%	2,846,231	-1.15%
Continuing Education	15,000	41,640	26,640		3,385	
Community Services	86,802	75,451	(11,351)		86,928	
Total Non-Credit Tuition	101,802	117,091	15,289	115.02%	90,313	29.65%
Course Fees	145,535	158,660	13,125	109.02%	119,750	
In-District Fees	399,382	366,660	(32,722)	91.81%	381,810	
Technology Fee	185,297	182,536	(2,761)	98.51%	185,480	
Outreach Fees	137,651	164,070	26,419	119.19%	163,964	
Sales and Services Income	171,512	115,498	(56,014)	67.34%	111,126	
Total Fee Income	1,039,377	987,424	(51,953)	95.00%	962,130	2.63%
Total Tuition and Fees	3,991,103	3,917,996	(73,107)	98.17%	3,898,674	0.50%
Miscellaneous Income	92,550	85,692	(6,858)	92.59%	54,848	
Gate Receipts	2,300	-	(2,300)	0.00%	-	
Total Other Sources	94,850	85,692	(9,158)	90.34%	54,848	56.24%
Total Institutional Revenue	4,085,953	4,003,688	(82,265)	97.99%	3,953,522	1.27%
Carryover	1,764,648	-	(1,764,648)	0.00%	-	
Investment Income	114,675	123,939	9,264	108.08%	65,840	
Gifts/Grants	175,802	119,544	(56,258)	68.00%	83,156	
Total Revenue	17,210,818	15,501,637	(1,709,181)	90.07%	13,325,199	16.33%

Eastern Wyoming College
Operational Fund Summary
As of April 30, 2024 (Unaudited)

EXPENDITURES	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
Instruction						
Salaries	2,641,756	1,800,811	840,945	68.17%	1,708,567	
Benefits	1,293,321	814,190	479,131	62.95%	798,804	
Current Expenses	1,442,459	1,043,026	399,433	72.31%	1,055,190	
Capital Expenses	-	-	-		-	
Total	5,377,536	3,658,027	1,719,509	68.02%	3,562,561	2.68%
Public Service						
Salaries	63,802	28,304	35,498	44.36%	28,140	
Benefits	5,428	2,243	3,185	41.32%	2,648	
Current Expenses	7,975	20,552	(12,577)	257.71%	14,820	
Capital Expenses	-	-	-		-	
Total	77,205	51,099	26,106	66.19%	45,608	12.04%
Academic Support						
Salaries	553,560	398,208	155,352	71.94%	413,668	
Benefits	305,148	226,084	79,064	74.09%	239,928	
Current Expenses	318,250	239,751	78,499	75.33%	217,641	
Capital Expenses	-	-	-		-	
Total	1,176,958	864,043	312,915	73.41%	871,237	-0.83%
Student Services						
Salaries	829,402	680,255	149,147	82.02%	516,752	
Benefits	406,718	319,912	86,806	78.66%	289,203	
Current Expenses	465,024	439,797	25,227	94.58%	421,273	
Capital Expenses	-	-	-		-	
Total	1,701,144	1,439,964	261,180	84.65%	1,227,228	17.33%
Institutional Support						
Salaries	1,868,258	1,468,301	399,957	78.59%	1,253,106	
Benefits	944,458	713,511	230,947	75.55%	627,616	
Current Expenses	1,949,868	1,891,441	58,427	97.00%	1,492,927	
Capital Expenses	12,944	-	12,944	0.00%	-	
Total	4,775,528	4,073,253	702,275	85.29%	3,373,649	20.74%
Plant Operations						
Salaries	591,312	447,666	143,646	75.71%	408,590	
Benefits	283,353	223,817	59,536	78.99%	198,463	
Current Expenses	1,132,626	1,215,273	(82,647)	107.30%	1,126,295	
Capital Expenses	110,000	-	110,000	0.00%	-	
Total	2,117,291	1,886,756	230,535	89.11%	1,733,348	8.85%
Scholarships						
Current Expenses	1,454,150	1,347,459	106,691	92.66%	1,281,211	
Non-Mandatory Transfers						
Current Expenses	531,006	396,147	134,859	74.60%	249,786	
Total Expenditures	17,210,818	13,716,748	3,494,070	79.70%	12,344,628	11.12%

Eastern Wyoming College
Auxiliary Fund Summary
As of April 30, 2024 (Unaudited)

REVENUE	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
Food Service	447,187	544,036	96,849	121.66%	502,049	8.36%
Conference Center	127,404	15,012	(112,392)	11.78%	14,263	5.25%
Residence Halls	628,172	692,384	64,212	110.22%	632,024	9.55%
Bookstores	12,499	702	(11,797)	5.62%	4,453	
Motor Pool - Buses	27,250	25,004	(2,246)	91.76%	18,227	
Total Revenue from Sales/Services	<u>1,242,512</u>	<u>1,277,138</u>	<u>34,626</u>	<u>102.79%</u>	<u>1,171,016</u>	<u>9.06%</u>
Transfers*	279,699	279,699	-	100.00%	129,258	116.39%
Total Revenue and Transfers	<u><u>1,522,211</u></u>	<u><u>1,556,837</u></u>	<u><u>34,626</u></u>	<u><u>102.27%</u></u>	<u><u>1,300,274</u></u>	<u><u>19.73%</u></u>

*Transfers

Food Service	108,092	108,092			80,096	
Conference Center	32,209	32,209			15,026	
Residence Halls	151,897	151,897			46,635	
Bookstores	(12,499)	(12,499)			(12,499)	
Total Transfers	<u>279,699</u>	<u>279,699</u>			<u>129,258</u>	

Eastern Wyoming College
Auxiliary Fund Summary
As of April 30, 2024 (Unaudited)

EXPENDITURES	FY-24 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
Food Services						
Salaries	180,839	142,453	38,386		110,923	
Benefits	143,054	84,788	58,266		58,443	
Current Expenses	231,386	288,126	(56,740)		158,104	
Capital Expenses	-	-	-		-	
Total	555,279	515,367	39,912	92.81%	327,470	57.38%
Conference Center						
Salaries	55,457	31,140	24,317		41,483	
Benefits	32,817	7,671	25,146		15,384	
Current Expenses	71,339	46,978	24,361		48,533	
Capital Expenses	-	-	-		-	
Total	159,613	85,789	73,824	53.75%	105,400	-18.61%
Housing						
Salaries	158,382	139,961	18,421		108,635	
Benefits	69,290	55,902	13,388		41,780	
Current Expenses	552,397	490,658	61,739		507,399	
Capital Expenses	-	-	-		-	
Total	780,069	686,521	93,548	88.01%	657,814	4.36%
Bookstores						
Salaries	-	-	-		-	
Benefits	-	-	-		-	
Current Expenses	-	-	-		-	
Capital Expenses	-	-	-		-	
Total	-	-	-		-	
Motor Pool - Buses						
Current Expenses	27,250	39,647	(12,397)		42,386	
Total	27,250	39,647	(12,397)	145.49%	42,386	-6.46%
Total Expenditures	1,522,211	1,327,324	194,887	87.20%	1,133,070	17.14%

Fund Balance			
as of 4/30/2024			
Fund 10	Operational Fund		Fund 40
(Main Educational/Operating Fund)			Endowment Fund
Balance	\$ 4,909,252.87		College EC funds invested with EWC Foundation
Encumbered	\$ 42,773.80		Balance
			\$ 6,986,809.43
			Encumbered
			\$ -
Fund 11	Optional Mill Levy Fund		Fund 60
1 Mill assessed by Goshen County at Board's request.			Agency Fund
Balance	\$ 1,083,751.64		Funds where EWC is the fiduciary (Student Clubs)
Encumbered	\$ -		Balance
			\$ 85,568.39
			Encumbered
			\$ -
Fund 12	Auxiliary Fund		Fund 70
Cafeteria, Student Center, Housing, Bookstore and Motorpool			Unexpended Plant Fund
Balance	\$ 406,272.32		Funds for new construction
Encumbered	\$ -		Balance
			\$ 2,651,372.15
			Encumbered
			\$ -
Fund 13	Flow Through Fund		Fund 71
Student Fees, Technology Fees, Outreach Fees pass through this fund.			Funds for Renewals & Replacements
Balance	\$ 770.00		Funds for Maintenance and Repairs
Encumbered	\$ -		Balance
			\$ 545,163.99
			Encumbered
			\$ 109,976.65
Fund 19	GASB Audit Accruals Fund		Fund 72
Amount of liability for pension and other post employment benefits.			Funds for Retirement of Debt
Balance	\$ (18,115,419.57)		Funds to retire ATEC and CTEC GO Bonds
Encumbered	\$ -		Balance
			\$ 2,106,916.16
			Encumbered
			\$ -
Fund 22	Grant & Contracts/BOCES		Fund 73
Restricted funds			Investment in Plant
Balance	\$ 1,609,569.65		** See below
Encumbered	\$ 33,208.73		Balance
			\$ 42,896,327.12
			Encumbered
			\$ -



EWC Board of Trustees Meeting Minutes

Eastern Wyoming College

Apr 9, 2024 at 5:45 PM MDT

@ EWC Dolores Kaufman Board Room

Attendance

Present:

Members: Randy Adams, Bob Baumgartner, Doug Mercer, Dami Metzler, Katherine Patrick (remote), Kurt Sittner, Jackie VanMark, Rick Vonburg, Jim Willox

I. Chairman Van Mark called the meeting to order.

II. Approval of the April 9, 2024 Meeting Agenda.

Motion to approve the April 9, 2024 Meeting Agenda:

Motion moved by Bob Baumgartner and motion seconded by Rick Vonburg. Motion passed.

III. Introductions

None

IV. Public Comment

Dr. Farley informed the Board about the 75th Anniversary celebration at the Douglas Campus on May 1, 2024 from 4:00pm to 6:00pm. Nursing and Gunsmithing will be showcasing their programs.

V. Information Technology Update: Mr. Tyler Vasko and Mr. Auke Daane

Mr. Vasko and Mr. Daane gave updates on the IT Department. They are currently working on implementing a ticket system called Halo. Mr. Daane presented a PowerPoint on the Halo usage ticketing system. The IT department have been working in the outreach centers to get them up-to-date and replace old equipment as part of the Wi-Fi overhaul.

VI. HR Update: Mr. Darryl Spitzer

Mr. Spitzer updated the Board on the positions currently filled and also being advertised. Caleb Spitzer and Zach Smith, interim coaches, are up for approval tonight and the WIP grant positions have been posted. The Food Service Director, Tony Gamble, is on site. A new catering software, Cater Trax, will be integrated next fall and will allow food service to create and display menus, schedule and organize catering jobs. Catering equipment has been received, and a catering van has been ordered. Mr. Spitzer is also leading a Management Training Class 101 during the noon hour for directors.

VII. Physical Plant Update: Mr. Patrick Korell

Mr. Korell discussed the college's efforts to resolve electrical issues, including the hiring of an electrician and the possibility of a new line for power. Progress has been made in resolving problems such as equipment failures, water leaks, and inadequate lighting, installing filters and air handlers to reduce

frequent filter changes, repairing gas leaks, replacing exterior lights, and addressing issues with the electrical system. He also noted plans to upgrade to LED lighting in a cost-effective manner, the ongoing costs incurred due to a previous water break incident at CTEC and the need for repairs to the Fine Arts building's switchboard before connecting the new chiller system. Sodexo will be working on inventorying EWC within the next 60 days.

VIII. Department Reports

A. Ms. Ellen Creagar Student Recognitions

Ms. Creagar introduced Brandon Patterson, the EWC legislative intern and the Business Ethics team, Ana Djurovic, Weston Klatt, and Nikoleta Tartar and congratulated them on their achievements.

1. Mr. Brandon Patterson, EWC's legislative intern; experiences at the 2024 Wyoming Budget Session.

Mr. Brandon Patterson was selected to represent EWC in the 2024 Wyoming Budget Session in Cheyenne, Wyoming, as an EWC legislative intern. He informed the Board on his experiences while attending the session.

2. The 2024 Business Ethics team: Ana Djurovic, Weston Klatt, and Nikoleta Tatar

The 2024 Business Ethics team, consisting of Ana Djurovic, Weston Klatt, and Nikoleta Tatar presented information on their experiences of preparing for and competing in the Wyoming Collegiate Business Ethics competition at UofW on April 5, 2024.

B. Financial Report: Mr. Kwin Wilkes

Mr. Wilkes, via zoom, presented the March monthly financial report provides an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from March 1, 2024 to March 30, 2024.

C. Community Ed/Workforce Board Report from Ms. Donna White

The Community Ed/Workforce update report was attached for review.

D. Student Services Report for April 2024 from Ms. Tami Afdahl

The Student Services update report for April 2024 was attached for review.

IX. Consent Agenda Approval for the following items.

A. Approval of the March 12, 2024 Meeting Minutes.

Motion to approve the March 12, 2024 Meeting Minutes :

Motion moved by Rick Vonburg and motion seconded by Bob Baumgartner.

Motion passed.

X. Consideration of New Business

A. Action Items

1. Approval of the March 2024 Expenditure Report.

Motion to approve the March 2024 Expenditure Report:

Motion moved by Rick Vonburg and motion seconded by Bob Baumgartner. Motion passed.

2. Approval of Mr. Caleb Spitzer to the position of Interim Esports Coach.

Motion to approve Mr. Caleb Spitzer to the position of Interim Esports Coach:

Motion moved by Randy Adams and motion seconded by Doug Mercer. Motion passed.

3. Approval of Mr. Zach Smith to the position of Interim Women's Golf Coach.

Motion to approve Mr. Zach Smith to the position of Interim Women's Golf Coach:

Motion moved by Bob Baumgartner and motion seconded by Rick Vonburg. Motion passed.

4. Approval of Final Reading of Board Policy 2.17 Teach Out Arrangements.

Motion to approve the Final Reading of Board Policy 2.17 Teach Out Arrangements:

Motion moved by Rick Vonburg and motion seconded by Bob Baumgartner. Motion passed.

XI. Trustee Topics

- Trustee Adams stated the information about Rules of Order emailed to him by Trustee Mercer was very informative.
- Trustee Sittner congratulated the Golf Team for their win in McCook.
- Trustee Willox provided updates on the ongoing construction project, confirming that initial queries about budget, timeline, and preference between in-state and out-of-state contractors had been addressed. He expressed confidence in the engineers' estimates and noted a possible addition to the contract, an onsite generator, but clarified it would not be funded by the grant. He also addressed concerns regarding student housing, emphasizing it as a top priority, and discussed the facility master plan's next steps, including financing and resource management.
- Trustee Vonburg thanked Mr. Willox and Dr. Farley for their hard work on the Douglas expansion project and also wanted to inform the Board about the Torrington Campus celebration also on May 1st and invited everyone to attend.

XII. Adjournment

The meeting was adjourned at 7:25pm.

Jackie Van Mark, Chairman

Randy Adams, Secretary

Sally Watson, Executive Assistant

Payee Name	Check Number	Check Date	Item Description	Item GL Amount
Student Disbursement			Refund Authorization	130.00
Student Disbursement	PV*E0000007	4/12/2024	Refund Authorization	372.00
Student Disbursement	PV*E0000007	4/12/2024	Refund Authorization	372.00
Student Disbursement	PV*0164018	4/12/2024	Refund Authorization	372.00
Student Disbursement	PV*0164018	4/12/2024	Refund Authorization	372.00
Student Disbursement	PV*0164051	4/19/2024	Refund Authorization	250.00
Student Disbursement	PV*0163968	4/5/2024	Refund Authorization	1,500.00
Student Disbursement	PV*0164050	4/19/2024	Refund Authorization	222.00
Student Disbursement	PV*0163967	4/5/2024	Refund Authorization	660.00
Student Disbursement	PV*0164016	4/12/2024	Refund Authorization	934.00
Student Disbursement	PV*0164015	4/12/2024	Refund Authorization	3,324.00
Student Disbursement	PV*0164015	4/12/2024	Refund Authorization	693.00
Student Disbursement	PV*0164014	4/12/2024	Refund Authorization	598.00
Student Disbursement	PV*0163966	4/5/2024	Refund Authorization	3,750.00
Student Disbursement	PV*0164134	4/26/2024	Refund Authorization	1,327.00
Student Disbursement	PV*0163969	4/5/2024	Refund Authorization	100.00
Student Disbursement	PV*0164165	4/26/2024	Refund Authorization	40.00
Student Disbursement	PV*0163964	4/5/2024	Refund Authorization	66.89
Student Disbursement	PV*0164135	4/26/2024	Refund Authorization	1,000.00
Student Disbursement	PV*E0000008	4/19/2024	Refund Authorization	121.00
Student Disbursement	PV*E0000009	4/26/2024	Refund Authorization	164.00
Student Disbursement	PV*0164017	4/12/2024	Refund Authorization	434.00
Student Disbursement	PV*0164136	4/26/2024	Refund Authorization	1,500.00
Student Disbursement			Refund Authorization	40.00
Student Disbursement	PV*0163965	4/5/2024	Refund Authorization	143.83
Student Disbursement	PV*0164055	4/19/2024	Refund Authorization	272.00
Student Disbursement	PV*0164054	4/19/2024	Refund Authorization	1,000.00
Student Disbursement			Refund Authorization	633.00
Student Disbursement			Refund Authorization	40.00
Student Disbursement	PV*0164166	4/26/2024	Refund Authorization	40.00
Student Disbursement	PV*0164052	4/19/2024	Refund Authorization	300.00
Student Disbursement	PV*0164053	4/19/2024	Refund Authorization	29.00
Julie Nighswonger	PV*0164099	4/18/2024	RETIREMENT PAINTING FOR STAFF MEMBER	125.00
COAL CREEK LAW LLP	PV*0164085	4/18/2024	LEGAL SERVICE-BOARD MTG	289.00
COAL CREEK LAW LLP	PV*0164085	4/18/2024	REIMB TRAVEL TO BOARD MTG	112.66
COAL CREEK LAW LLP	PV*0164085	4/18/2024	LEGAL SERVICE-MISC	170.00
COAL CREEK LAW LLP	PV*0164085	4/18/2024	LEGAL SERVICE-EDA GRANT	119.00
COAL CREEK LAW LLP	PV*0164085	4/18/2024	LEGAL SERVICE-CONTRACTS	102.00

CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO VT	40.75
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-MAR	10.00
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO VT	33.40
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	10.00
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	LATE FEE	1.00
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO COSMO	9.35
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	12.50
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO FAC	40.75
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	12.50
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO ACAD	18.70
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	12.50
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO MAINT	33.40
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO GROUND	9.35
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	10.00
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	12.50
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO COM ED	16.70
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO OUTRCH	9.35
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DISPENSER RENT-APR	12.50
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO MT	22.05
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DELIVERY CHG	2.00
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	WATER DELIVERED TO MT	7.35
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	DELIVERY CHG	2.00
CULLIGAN WATER CONDITIONING	PV*0164087	4/18/2024	REPAIR WATER SOFTNER IN LANCER HALL	241.15
FRITZ'S SEPTIC	PV*0163993	4/9/2024	PUMP KITCHEN GREASE PIT	250.00
CASTLE PIANO	PV*0164110	4/23/2024	TUNE BALDWIN GRAND PIANO	111.00
PRAISE WINDOWS	PV*0164006	4/9/2024	CLEAN WINDOWS	850.00
PRAISE WINDOWS	PV*0164123	4/23/2024	CLEAN WINDOWS -EXTERIOR	1,000.00
TORRINGTON AMBULANCE	PV*0164033	4/11/2024	RODEO AMBULANCE STANDBY	300.00
TORRINGTON AMBULANCE	PV*0164033	4/11/2024	RODEO AMBULANCE STANDBY	187.50
TORRINGTON AMBULANCE	PV*0164033	4/11/2024	RODEO AMBULANCE STANDBY	300.00
TORRINGTON AMBULANCE	PV*0164033	4/11/2024	RODEO AMBULANCE STANDBY	187.50
TORRINGTON AMBULANCE	PV*0164033	4/11/2024	RODEO AMBULANCE STANDBY	187.50
Zane Morris	PV*0164118	4/23/2024	ROPING STEERS FOR SPRING	2,550.00
Zane Morris	PV*0164118	4/23/2024	1 CRIPPLED STEER	500.00
GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	500 LANYARDS	879.00
GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	100 CLEAR BAGS	472.21
GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	200 BRACELETS	146.60
GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	200 TENNIS BALLS	441.04
GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	250 SILICONE WALLETS	270.75

GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	300 POPSOCKETS	605.00
GRO BUSINESS SOLUTIONS, LLC	PV*0163996	4/9/2024	75TH ANNIVERSARY T-SHIRTS	467.64
LONG'S TREE SPRAYING LLC	PV*0164024	4/11/2024	SPRAYING TREES	4,290.00
Melody L. Norris	PV*0163959	4/2/2024	COUNSELING SERVICES 3/21 & 3/28/2024	300.00
BANNER HEALTH	PV*0163983	4/9/2024	ATHLETIC TRAINER-MAR 24	2,300.00
LARAMIE RANGE WATER TREATMENT	PV*0164000	4/9/2024	WATER & DELIVERY	19.00
ACCUSCREEN MOBILE DRUG TESTING SERV	PV*0164137	4/26/2024	PRE-HIRE DRUG SCREEN EMILY CLARK	75.00
Stipend	PV*0164124	4/23/2024	NEWSPAPER REPORTER ARTICLE	250.00
Stipend	PV*0164170	4/29/2024	gALPHA COMPLETION STIPEND IMPACT307	1,000.00
CAV-FRONT RANGE	PV*0164060	4/17/2024	REPAIR AMPLIFIER IN GUNSMITHING ROOM	575.00
Stipend	PV*0164168	4/26/2024	gALPHA COMPLETION STIPEND IMPACT307	1,000.00
DUTCH IT SOLUTIONS LLC	PV*0163992	4/9/2024	IT CONTRACTED SERVICES APRIL 2024	40,791.67
Stipend	PV*0164167	4/26/2024	gALPHA COMPLETION STIPEND IMPACT307	1,000.00
FINANCIAL AID SERVICES, LLC	PV*0164093	4/18/2024	FIN AID CONSULTING SUPPRT	23,720.00
Teigen Derner	PV*0164113	4/23/2024	CHAMPION GOAT SHOWMAN	150.00
PARKER POE	PV*0164158	4/26/2024	TITLE IV FINANCIAL AID COMPLIANCE	4,334.00
Stipend	PV*0164169	4/26/2024	gALPHA COMPLETION STIPEND IMPACT307	1,000.00
Sandra K. Veltri	PV*0163980	4/4/2024	CONSULTING SERVICES	1,968.75
Student wages	PV*0164020	4/11/2024	SHOT CLOCK OPERATOR	150.00
AK DeMersseman, LLC	PV*0164088	4/18/2024	CURRICULUM & DEVELOPMENT MARCH 24	11,793.75
Student wages	PV*0164007	4/9/2024	WORKED GATE AT THE RODEO	90.00
Student wages	PV*0164125	4/23/2024	WORK COESSIONS AT BBALL GAMES	120.00
BJ WELDING & MACHINING SERVICES LLC	PV*0164139	4/26/2024	SHOP LABOR TO BUILD PANEL	400.00
CITY OF TORRINGTON	PV*0163973	4/4/2024	LANCER HALL #16.09726.01	2,515.66
CITY OF TORRINGTON	PV*0163973	4/4/2024	LANCER HALL #16.09726.01	355.73
CITY OF TORRINGTON	PV*0163973	4/4/2024	LANCER HALL #16.09726.01	406.68
CITY OF TORRINGTON	PV*0163973	4/4/2024	LANCER HALL #16.09726.01	467.20
CITY OF TORRINGTON	PV*0163973	4/4/2024	EASTERN HALL #16.09750.00	1,997.27
CITY OF TORRINGTON	PV*0163973	4/4/2024	EASTERN HALL #16.09750.00	172.81
CITY OF TORRINGTON	PV*0163973	4/4/2024	EASTERN HALL #16.09750.00	182.96
CITY OF TORRINGTON	PV*0163973	4/4/2024	EASTERN HALL #16.09750.00	233.60
CITY OF TORRINGTON	PV*0163973	4/4/2024	TENNIS COURT #16.09740.00	97.24
CITY OF TORRINGTON	PV*0163973	4/4/2024	FINE ARTS #16.09675.00	2,524.18
CITY OF TORRINGTON	PV*0163973	4/4/2024	FINE ARTS #16.09675.00	67.90
CITY OF TORRINGTON	PV*0163973	4/4/2024	FINE ARTS #16.09675.00	54.39
CITY OF TORRINGTON	PV*0163973	4/4/2024	FINE ARTS #16.09675.00	233.60
CITY OF TORRINGTON	PV*0163973	4/4/2024	ACTIV CNTR #16.09620.00	9,908.66
CITY OF TORRINGTON	PV*0163973	4/4/2024	ACTIV CNTR #16.09620.00	313.26
CITY OF TORRINGTON	PV*0163973	4/4/2024	ACTIV CNTR #16.09620.00	308.83

CITY OF TORRINGTON	PV*0163973	4/4/2024	ACTIV CNTR #16.09620.00	467.20
CITY OF TORRINGTON	PV*0163973	4/4/2024	COSMO #16.09800.00	165.92
CITY OF TORRINGTON	PV*0163973	4/4/2024	COSMO #16.09800.00	67.90
CITY OF TORRINGTON	PV*0163973	4/4/2024	COSMO #16.09800.00	54.39
CITY OF TORRINGTON	PV*0163973	4/4/2024	TEBBET #16.09625.00	3,566.93
CITY OF TORRINGTON	PV*0163973	4/4/2024	TEBBET #16.09625.00	215.00
CITY OF TORRINGTON	PV*0163973	4/4/2024	TEBBET #16.09625.00	179.38
CITY OF TORRINGTON	PV*0163973	4/4/2024	TEBBET #16.09625.00	67.83
CITY OF TORRINGTON	PV*0163973	4/4/2024	VET TECH #16.09590.00	2,176.02
CITY OF TORRINGTON	PV*0163973	4/4/2024	VET TECH #16.09590.00	86.76
CITY OF TORRINGTON	PV*0163973	4/4/2024	VET TECH #16.09590.00	115.33
CITY OF TORRINGTON	PV*0163973	4/4/2024	VET TECH #16.09590.00	233.60
CITY OF TORRINGTON	PV*0163973	4/4/2024	HILLTOP #16.09050.01	179.71
CITY OF TORRINGTON	PV*0163973	4/4/2024	PUBLIC RADIO #16.09725.00	108.53
CITY OF TORRINGTON	PV*0163973	4/4/2024	HILLTOP L/S #6.01898.00	14.32
CITY OF TORRINGTON	PV*0163973	4/4/2024	21ST & WC SIGN#7.00015.00	20.22
CITY OF TORRINGTON	PV*0163973	4/4/2024	BUS GARAGE #16.09530.00	324.48
CITY OF TORRINGTON	PV*0163973	4/4/2024	BUS GARAGE #16.09530.00	38.22
CITY OF TORRINGTON	PV*0163973	4/4/2024	BUS GARAGE #16.09530.00	26.57
CITY OF TORRINGTON	PV*0163973	4/4/2024	BUS GARAGE #16.09530.00	67.83
CITY OF TORRINGTON	PV*0163973	4/4/2024	ST LIGHTS #16.09566.01	41.21
CITY OF TORRINGTON	PV*0163973	4/4/2024	ST LTS & SIGN#16.09720.01	78.20
CITY OF TORRINGTON	PV*0163973	4/4/2024	CTEC #16.09540.02	5,645.72
CITY OF TORRINGTON	PV*0163973	4/4/2024	CTEC #16.09540.02	168.71
CITY OF TORRINGTON	PV*0163973	4/4/2024	CTEC #16.09540.02	153.58
CITY OF TORRINGTON	PV*0163973	4/4/2024	CTEC #16.09540.02	467.20
CITY OF TORRINGTON	PV*0163973	4/4/2024	ATEC #16.09003.00	1,831.30
CITY OF TORRINGTON	PV*0163973	4/4/2024	ATEC #16.09003.00	106.12
CITY OF TORRINGTON	PV*0163973	4/4/2024	ATEC #16.09003.00	93.38
CITY OF TORRINGTON	PV*0163973	4/4/2024	ATEC #16.09003.00	67.83
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	MATS	244.99
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	MOPS & FIRST AID	102.19
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	MOPS & FIRST AID	102.19
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	MOPS & FIRST AID	102.19
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	MOPS & FIRST AID	102.19
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	MATS	32.38
IDEAL LINEN SUPPLY, INC	PV*0164066	4/17/2024	FRONT DOOR MATS AT DORMS	69.67
SALONCENTRIC	PV*0164103	4/18/2024	COSMO SUPPLIES	29.79
STATE BEAUTY SUPPLY	PV*0164031	4/11/2024	ACID COLOR GLOSS COND LTR	26.37

STATE BEAUTY SUPPLY	PV*0164031	4/11/2024	ACID PROTEIN AMINO CONC	36.26
STATE OF WYOMING	PV*0164130	4/23/2024	EMPLOYEES GROUP INSURANCE BENEFITS	174,274.24
STATE OF WYOMING	PV*0164130	4/23/2024	FLEXIBLE CAFETERIA PLANS 4/25/24	2,191.00
STATE OF WYOMING	PV*0164130	4/23/2024	ADMINISTRATION FEE 4/25/24	8,757.90
MID-AMERICAN RESEARCH CHEMICAL	PV*0164027	4/11/2024	QUATRA-CIDE CLEANER	204.06
Torrington Telegram	PV*0164010	4/9/2024	LANCER LIVESTOCK SALE	227.76
Torrington Telegram	PV*0164010	4/9/2024	LFL CONGRATS-STATE BBALL	40.00
Torrington Telegram	PV*0164010	4/9/2024	SE CONGRATS-STATE BBALL	40.00
Torrington Telegram	PV*0164010	4/9/2024	LANCER LIVESTOCK SALE	114.37
Torrington Telegram	PV*0164010	4/9/2024	SPORTS PKG-MARCH	159.00
Torrington Telegram	PV*0164010	4/9/2024	LANCER LIVESTOCK SALE	227.76
Torrington Telegram	PV*0164010	4/9/2024	LEGAL AD-EDA GRANT DOUGLAS CAMPUS EXPANSION	170.82
Torrington Telegram	PV*0164010	4/9/2024	LEGAL AD-BIDS FOR VAN	47.45
Torrington Telegram	PV*0164010	4/9/2024	TOP STUDENT SHOWCASE 24	199.00
Torrington Telegram	PV*0164010	4/9/2024	TEACHER OF THE MONTH	99.00
Torrington Telegram	PV*0164010	4/9/2024	COMMUNITY UNITY	70.00
CASPER STAR-TRIBUNE	PV*0163988	4/9/2024	LEGAL AD FOR BIDS FOR AG WIP GRANT	258.36
NJCAA ESPORTS	PV*0164002	4/9/2024	ESPORTS MEMBERSHIP DUES	2,000.00
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	BATTERIES FOR KEY FOBS	37.45
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	TOILET REPAIRS-LANCER HAL	11.98
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	SUPPLIES TO HANG BRAND SIGNS IN ATEC	41.46
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	TANK SPRAYER & 50' HOSES	210.96
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	RETURN TANK SPRAYER	(45.99)
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	RETURN 2 HOSES	(109.98)
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	METAL NOZZLE	17.99
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	VACUUM CORD REPLACEMENT	32.99
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	REPAIR PARTS	12.78
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	CHEMISTRY SUPPLIES	27.47
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	RETURN QUICK LINK	(17.98)
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	CHEMISTRY SUPPLIES	21.94
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	MASON MIX FOR BRICK WALL	7.88
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	WIRE & ZIP TIES FOR RODEO	50.97
BLOEDORN LUMBER COMPANY	PV*0163970	4/4/2024	KITCHEN FAUCET & CONNECTR	77.97
Z & W MILL	PV*0163982	4/4/2024	FEED FOR CALVES	511.25
Z & W MILL	PV*0163982	4/4/2024	COB FEED FOR CALVES	310.50
Z & W MILL	PV*0163982	4/4/2024	TOTE	12.00
Z & W MILL	PV*0163982	4/4/2024	FEED FOR CALVES	626.00
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	CAT DISSECTION MANUAL	19.00
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	CAT MUSCLE MAT	8.50

CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	CAT DISSECTION MAT	8.50
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	CATS-PERFECT SOLUTION SKINNED	749.00
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	FREIGHT TAX EXEMPT	223.06
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	SHEEP BRAINS	166.00
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	HEARTS	128.25
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	SHEEP EYES	22.80
CAROLINA BIOLOGICAL SUPPLY CO	PV*0163953	4/2/2024	SHEEP KIDNEYS	135.20
STAR HERALD	PV*0164161	4/26/2024	SUBSCRIPTION RENEWAL 1 YR	259.79
CAPITAL BUSINESS SYSTEMS, INC	PV*0163987	4/9/2024	CANON COPIER CONTRACT	71.53
CASPER COLLEGE RODEO	PV*0164059	4/17/2024	STALLS FOR CC RODEO	100.00
B & C STEEL CORPORATION	PV*0164057	4/17/2024	ALUMINUM & SHEET METAL	2,433.75
B & C STEEL CORPORATION	PV*0164057	4/17/2024	FLAT BAR	991.50
B & C STEEL CORPORATION	PV*0164057	4/17/2024	PIPE & FLAT BAR	5,562.18
B & C STEEL CORPORATION	PV*0164057	4/17/2024	STEEL TUBING	114.26
THE LIBRARY STORE	PV*0164149	4/26/2024	LABEL PROTECTORS	49.60
SHAMROCK FOODS	PV*0164008	4/9/2024	FOOD PURCHASED	1,855.39
SHAMROCK FOODS	PV*0164077	4/17/2024	FOOD PURCHASE	2,294.06
SHAMROCK FOODS	PV*0164077	4/17/2024	SUPPLIES	311.87
SHAMROCK FOODS	PV*0164077	4/17/2024	FOOD PURCHASE	720.88
SHAMROCK FOODS	PV*0164077	4/17/2024	SUPPLIES	420.22
SHAMROCK FOODS	PV*0164077	4/17/2024	CREDIT LIDS	(84.28)
SHAMROCK FOODS	PV*0164077	4/17/2024	FOOD PURCHASE	1,096.57
SHAMROCK FOODS	PV*0164077	4/17/2024	SUPPLIES	52.41
SHAMROCK FOODS	PV*0164077	4/17/2024	CREDIT VINEGAR	(31.14)
SHAMROCK FOODS	PV*0164077	4/17/2024	FOOD PURCHASE	827.29
SHAMROCK FOODS	PV*0164077	4/17/2024	CREDIT BERRIES	(69.11)
DIVERSIFIED SERVICES, INC	PV*0164089	4/18/2024	CONTRACTED SERVICE	780.00
SPORTS RACQUET	PV*0163976	4/4/2024	JOGGERS	68.00
SPORTS RACQUET	PV*0163976	4/4/2024	PRACTICE SHORTS	52.00
SPORTS RACQUET	PV*0163976	4/4/2024	T-SHIRTS & SWEATSHIRTS	392.00
EASTERN WYOMING COLLEGE	PV*0164021	4/11/2024	REIMB BUSINESS OFFICE PETTY CASH FUND	686.50
GOSHEN VETERINARY CLINIC	PV*0163956	4/2/2024	VET SUPPLIES FOR CALVES RODEO CALVES	332.30
WAGNERS FLOWER SHOP	PV*0164081	4/17/2024	LOOSE FRESH FLOWERS FOR SOPHOMORE NIGHT	60.00
OLSON TIRE FACTORY	PV*0164004	4/9/2024	TRAILER TIRES CC-52	268.02
OLSON TIRE FACTORY	PV*0164004	4/9/2024	TIRES FOR GROUNDS CART	302.56
CULLIGAN WATER CONDITIONING	PV*0164112	4/23/2024	WATER DISPENSER RENT-APR	12.50
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	TUITION-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	20,160.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	FEES-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	1,536.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	TECH-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	1,536.00

CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	TUITION-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	13,230.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	FEES-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	1,008.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	TECH-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	1,008.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	TUITION-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	1,050.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	FEES-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	80.00
CROOK COUNTY SCHOOL DIST #1	PV*0164178	4/30/2024	TECH-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	80.00
WESTON CTY SCHOOL DIST # 1	PV*0163981	4/4/2024	ONE HALF WAGES & BENEFITS	909.68
WESTON CTY SCHOOL DIST # 1	PV*0164193	4/30/2024	ONE HALF WAGES & BENEFITS	1,072.21
EASTERN WYOMING COLLEGE	PV*0164114	4/23/2024	LEADERSHIP 4/25/24	68.00
EASTERN WYOMING COLLEGE	PV*0164114	4/23/2024	EMPLOYEE SCHOLARSHIP 04/25/24	12.50
WYDOT-FINANCIAL SERVICES	PV*0164036	4/11/2024	MARCH DIESEL FUEL FOR CDL TRUCK 446.25 GALLONS	1,421.12
WYOMING EDUCATION ASSOCIATION	PV*0164132	4/23/2024	DUES 4/25/24	775.56
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	PVC PIPES FOR OBSTACLE COURSE FOR DRONE TEAM	69.30
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	OBSTACLE COURSE FOR DRONE TEAM	15.30
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	COPPER FLOAT	45.87
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	RECTOR SEAL & OIL	14.38
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	TWINE FOR RODEO	3.99
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	WHEELBARROW FOR VT	289.77
CENTURY LUMBER CENTER	PV*0164061	4/17/2024	TARP & FASTENERS	63.42
Employee Reimbursement	PV*0164079	4/17/2024	TRAVEL EXPENSE REIMB	4.92
Student Reimbursement	PV*0164156	4/26/2024	TRAVEL EXPENSE REIMBURSE	194.96
NEW READERS PRESS	PV*0163978	4/4/2024	ONLINE PLATFORM SEATS	625.00
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	SECUROSORB	128.59
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	VET TECH SUPPLIES	369.70
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	VET TECH SUPPLIES	561.13
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	VET TECH SUPPLIES	117.25
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	VET TECH SUPPLIES	262.09
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	MIDMARK DENTAL/SURGERY FLAT TOP TABLE	4,589.54
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	SHIPPING-PERKINS	211.46
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	SHIPPING-VET TECH	499.54
MWI VETERINARY SUPPLIES	PV*0164028	4/11/2024	VET TECH SUPPLIES	214.76
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE	214.73
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE	99.67
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	KEYBOARD TRAY	54.00
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE FOR KWIN	116.99
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PREMIUM PAPER	97.84
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	LEGALS PADS	19.99
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	COFFEE CREAMER	59.40
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	XSTAMPER AND STAMPS	108.20

TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	DATE STAMP	17.10
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	OFFICE SUPPLIES	42.05
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	OFFICE SUPPLIES	18.07
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	CARDSTOCK	0.75
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	HANDSET COIL CORD	4.61
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	POST-IT NOTES	4.99
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	TEA LIGHT BATTERIES	9.87
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	WHITE CARD STOCK	100.62
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	FINE POINT MARKERS	4.80
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	DRY ERASE MARKERS	8.35
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE	124.67
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	OFFICE SUPPLIES	3.88
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	POLY SHEET PROTECTORS	12.98
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	RISING DESK	645.00
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	KITCHEN SUPPLIES-SUGAR	8.89
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	POST-IT NOTES	20.99
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	CHAIR MAT	113.50
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	SUPPLY ORDER	62.64
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	OFFICE SUPPLIES	85.44
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE	116.99
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	TAB DIVIDERS	1.44
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	FILE FOLDERS	14.49
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	OFFICE SUPPLIES	16.84
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	CLIPBOARDS & PENS	87.83
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE-BLK	114.02
TORRINGTON OFFICE SUPPLY INC	PV*0164080	4/17/2024	PRINTER CARTRIDGE-COLORS	361.44
MECHANICAL SYSTEMS, INC	PV*0163957	4/2/2024	FA CHILLER PAY APP 11	159,065.10
Employee Reimbursement	PV*0163961	4/2/2024	MILEAGE REIMBURSEMENT	131.00
Employee Reimbursement	PV*0164075	4/17/2024	MILEAGE REIMBURSEMENT	365.49
Employee Reimbursement	PV*0164075	4/17/2024	MILEAGE REIMBURSEMENT	72.05
Employee Reimbursement	PV*0164189	4/30/2024	MILEAGE REIMBURSEMENT	78.60
Employee Reimbursement	PV*0164189	4/30/2024	REIMB BLS FOR INSTUCTORS RENEWAL	35.00
TORRINGTON ROTARY CLUB	PV*0164162	4/26/2024	DUES FOR JEFF HAWES JAN, FEB, MAR 2024	250.00
TORRINGTON ROTARY CLUB	PV*0164192	4/30/2024	ROTARY DUES-LISA JOHNSON JAN, FEB, MAR 2024	250.00
TORRINGTON ROTARY CLUB	PV*0164192	4/30/2024	ROTARY DUES-KWIN WILKES JAN, FEB, MAR 2024	250.00
PRINT EXPRESS	PV*0164102	4/18/2024	LICENSE PLATE FRAMES 75TH ANNIV OPEN HOUSE	239.00
PRINT EXPRESS	PV*0164102	4/18/2024	PENS FOR 75TH ANNIV	185.00
PRINT EXPRESS	PV*0164102	4/18/2024	DIE CUT STICKERS 75TH ANNIV OPEN HOUSE	225.00
PRINT EXPRESS	PV*0164102	4/18/2024	NAME BADGE & PLATE ANITA MARCUS	54.42

PRINT EXPRESS	PV*0164102	4/18/2024	CUSTOM LETTERS -SHUTTLE BUS EMERGENCY EXIT	141.82
PRINT EXPRESS	PV*0164102	4/18/2024	BUSINESS CARDS FOR MEGAN	40.00
PRINT EXPRESS	PV*0164102	4/18/2024	UPS SHIPPING	9.95
SPIC & SPAN CLEANERS	PV*0164128	4/23/2024	HERBICIDE CHEMICALS	985.00
GRAINGER INC	PV*0163994	4/9/2024	FILTERS	332.86
GRAINGER INC	PV*0163994	4/9/2024	MOTOR COUPLING	82.31
GRAINGER INC	PV*0163994	4/9/2024	FILTERS	1,058.02
GRAINGER INC	PV*0163994	4/9/2024	CTEC AHU 3 & 4 FILTERS	608.40
PANHANDLE PREP PUBLISHING CO., INC.	PV*0164072	4/17/2024	FALL & WINTER ADS	440.00
Employee Reimbursement	PV*0164107	4/23/2024	REIMB LUNCH AT HLC CONF	57.86
Douglas High School	PV*0164179	4/30/2024	REIMB PIZZA FOR GEARUP MT	54.32
Douglas High School	PV*0164179	4/30/2024	REIMB PIZZA FOR GEARUP MT	41.50
NIOBRARA COUNTY SCHOOL DIST #1	PV*0164184	4/30/2024	TUITION-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	7,665.00
NIOBRARA COUNTY SCHOOL DIST #1	PV*0164184	4/30/2024	FEES-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	584.00
NIOBRARA COUNTY SCHOOL DIST #1	PV*0164184	4/30/2024	TECH-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	584.00
NIOBRARA COUNTY SCHOOL DIST #1	PV*0164184	4/30/2024	TECH-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	34,230.00
NIOBRARA COUNTY SCHOOL DIST #1	PV*0164184	4/30/2024	FEES-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	2,608.00
NIOBRARA COUNTY SCHOOL DIST #1	PV*0164184	4/30/2024	TECH-CONTRACTED SERVICE FOR INSTRUCTIONAL COSTS	2,608.00
Lingle/Ft Laramie High School	PV*0164098	4/18/2024	SUBSCRIPTION SPONSOR FOR PRO RODEO SPORTS NEWS	45.00
VERIZON WIRELESS	PV*0164034	4/11/2024	CELLULAR SERVICE	1,035.74
VERIZON WIRELESS	PV*0164034	4/11/2024	JET PACKS	520.13
CDW GOVERNMENT INC	PV*0164176	4/30/2024	SAMSUNG 65 TV UN65CU8000F PER QUOTE 1CDFTQY	585.89
CDW GOVERNMENT INC	PV*0164176	4/30/2024	KINGSTON NV2 250GB NVMe DRIVES PER QUOTE 1CDQ2KF	1,678.50
IDEXX LABORATORIES	PV*0164067	4/17/2024	PROCYTE DX STAIN PACK	130.25
IDEXX LABORATORIES	PV*0164067	4/17/2024	VET TECH SUPPLIES	720.15
IDEXX LABORATORIES	PV*0164067	4/17/2024	CATALYST LYTE 4 CLIP	128.40
IDEXX LABORATORIES	PV*0164067	4/17/2024	CATALYST TOTAL T4	292.20
IDEXX LABORATORIES	PV*0164067	4/17/2024	CATALYST CHEM 18 PROFILE	589.68
IDEXX LABORATORIES	PV*0164067	4/17/2024	IDEXXCARE PLUS: SNAP PRO QTR MAINT CONTRACT	18.99
IDEXX LABORATORIES	PV*0164067	4/17/2024	IDEXXCARE PLUS QTR MAINT CONTRACTS	460.95
IDEXX LABORATORIES	PV*0164067	4/17/2024	SEDIVUE DX REGULAR TEST	213.00
IDEXX LABORATORIES	PV*0164067	4/17/2024	SHORT FALL FEE	33.64
HEARTLAND EMBROIDERY	PV*0164065	4/17/2024	GOLF TEAM TOWELS EMB	103.10
NIRA	PV*0164119	4/23/2024	NIRA ENTRY FEES RAELEE CALDWELL	350.00
NIRA	PV*0164119	4/23/2024	OFFICE FEE	20.00
NIRA	PV*0164119	4/23/2024	CNFR SWEATSHIRTS	135.00
PANHANDLE COOP	PV*0164121	4/23/2024	VEGGIES FOR VT ANIMALS	24.10
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	13.14
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	13.35

PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	87.75
PANHANDLE COOP	PV*0164121	4/23/2024	DISTILLED WATER	17.88
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	97.62
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	47.50
PANHANDLE COOP	PV*0164121	4/23/2024	WATER FOR THE KIDS	11.37
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	20.85
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	14.13
PANHANDLE COOP	PV*0164121	4/23/2024	VEGGIES FOR VT ANIMALS	17.49
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	41.34
PANHANDLE COOP	PV*0164121	4/23/2024	DONUTS FOR FFA CONTEST ADVISORS	59.40
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	26.92
PANHANDLE COOP	PV*0164121	4/23/2024	LAUNDRY SOAP & BLEACH	63.54
PANHANDLE COOP	PV*0164121	4/23/2024	PUMPKINS	8.36
PANHANDLE COOP	PV*0164121	4/23/2024	CHEM GROCERIES & BALLOONS	14.07
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	35.90
PANHANDLE COOP	PV*0164121	4/23/2024	WATER	15.16
PANHANDLE COOP	PV*0164121	4/23/2024	BLACK DYE	8.97
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD FOR COS CLUB	149.52
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	19.32
PANHANDLE COOP	PV*0164121	4/23/2024	MOCKTAIL SUPPLIES FOR OPEN MIC NIGHT	62.90
PANHANDLE COOP	PV*0164121	4/23/2024	WATER & VEGGIES	34.42
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	1.09
PANHANDLE COOP	PV*0164121	4/23/2024	FUEL FOR FLATBED PICKUP	35.54
PANHANDLE COOP	PV*0164121	4/23/2024	FOOD PURCHASE	29.12
PANHANDLE COOP	PV*0164187	4/30/2024	FOOD FOR DONOR DINNER	78.43
Randall E. Nielson	PV*0164157	4/26/2024	TRAVEL EXPENSE	232.83
Employee Reimbursement	PV*0163960	4/2/2024	TRAVEL ADVANCE	1,000.00
Employee Reimbursement	PV*0163960	4/2/2024	TRAVEL ADVANCE	1,000.00
Employee Reimbursement	PV*0164005	4/9/2024	TRAVEL ADVANCE	1,000.00
Employee Reimbursement	PV*0164005	4/9/2024	TRAVEL ADVANCE	1,000.00
Employee Reimbursement	PV*0164029	4/11/2024	MILEAGE REIMBURSEMENT	156.07
Employee Reimbursement	PV*0164073	4/17/2024	TRAVEL ADV	2,000.00
Employee Reimbursement	PV*0164074	4/17/2024	MILEAGE REIMBURSEMENT	232.53
Employee Reimbursement	PV*0164122	4/23/2024	TRAVEL EXPENSE	1,712.00
ACT	PV*0164171	4/30/2024	WORKEYS EXAMS	78.00
CANON FINANCIAL SERVICES INC	PV*0164109	4/23/2024	CONTRACT-APRIL 2024	689.00
Employee Reimbursement	PV*0164032	4/11/2024	MILEAGE REIMBURSEMENT	191.92
EDUCATION TO GO	PV*0164091	4/18/2024	GRAMMAR REFRESHER TINA KITRAS	75.00
EDUCATION TO GO	PV*0164091	4/18/2024	PROF RECOVERY COACH KELSEE FICKER	1,395.00

RESPONDUS, INC	PV*0163962	4/2/2024	LOCKDOWN BROWSER CAMPUS PRO-RATED FY-24	748.00
WESTCO	PV*0164035	4/11/2024	GROUND DIESEL FUEL	991.80
WESTCO	PV*0164035	4/11/2024	GROUND UNLEADED FUEL	135.61
WESTCO	PV*0164035	4/11/2024	FILTER	32.26
MSC INDUSTRIAL SUPPLY	PV*0164153	4/26/2024	TOOL BITS	234.00
DBC IRRIGATION SUPPLY	PV*0164062	4/17/2024	SPRINKLER SUPPLIES	1,590.02
DBC IRRIGATION SUPPLY	PV*0164062	4/17/2024	SPRINKLER SUPPLIES	649.90
Akemi Glass	PV*0164064	4/17/2024	SUPPLIES FOR JAPANESE POT STICKERS CLASS ON 4/11/24	77.75
Employee Reimbursement	PV*0164186	4/30/2024	PROF DEV COST REIMBURSEMENT	479.00
FASTENAL COMPANY	PV*0163955	4/2/2024	TISSUE	115.43
FASTENAL COMPANY	PV*0164092	4/18/2024	FILTERS	147.74
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	TERMINAL FOR BATTERY	8.78
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	CDL TRUCK SUPPLIES 5TH WHEEL GREASE	61.70
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	AIR FRESHNERS	23.96
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	REFLECTIVE TAPE FOR CDL TRAILER	19.99
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	WINDSHIELD WIPERS & LIGHT BULBS FOR KENWORTH	22.93
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	SPARK PLUGS FOR GROUNDS CARTS	26.00
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	WINDSHIELD WIPERS	22.40
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	RETURN WIPERS	(22.40)
VALLEY MOTOR SUPPLY	PV*0164011	4/9/2024	AIR BRAKE ANTIFREEZE	5.44
Employee Reimbursement	PV*0164191	4/30/2024	TRAVEL EXPENSE REIMB	131.47
Employee Reimbursement	PV*0164191	4/30/2024	TRAVEL EXPENSE REIMB	34.27
PLAYNETWORK, INC.	PV*0164101	4/18/2024	XM RADIO IN FITNESS CNTR	443.58
STERICYCLE, INC.	PV*0164104	4/18/2024	STERI-SAFE BUDGET SUBSCRIP	39.95
STERICYCLE, INC.	PV*0164104	4/18/2024	ENERGY SURCHARGE	3.40
CONNECTING POINT	PV*0164086	4/18/2024	MONTHLY SERIVCE AGREEMENT MARCH 24	668.00
CONNECTING POINT	PV*0164086	4/18/2024	COLLEGE RELATIONS SERVICE CONTRACT-MAR 24-COLOR	222.42
CONNECTING POINT	PV*0164086	4/18/2024	COPIER COLLEGE RELATIONS MAR 24 - B/W	6.16
KATH BROADCASTING CO., LLC	PV*0163998	4/9/2024	WORKFORCE AM RADIO INTERVIEW MAR 6 & 20	60.00
KATH BROADCASTING CO., LLC	PV*0163998	4/9/2024	COMMUNITY ED AM RADIO INTERVIEW MAR 6 & 20	60.00
KATH BROADCASTING CO., LLC	PV*0163999	4/9/2024	WEBSITE AD	75.00
KATH BROADCASTING CO., LLC	PV*0163999	4/9/2024	SPORTS SHOW	200.00
KATH BROADCASTING CO., LLC	PV*0163999	4/9/2024	LANCER LIVE	600.00
KATH BROADCASTING CO., LLC	PV*0163999	4/9/2024	LANCER LIVE	600.00
KATH BROADCASTING CO., LLC	PV*0163999	4/9/2024	STATE BBALL GUERNSEY	90.00
KATH BROADCASTING CO., LLC	PV*0163999	4/9/2024	OPEN HOUSE - EASTER	300.00
KATH BROADCASTING CO., LLC	PV*0164023	4/11/2024	ADS FOR EWC RODEO 2024	500.00
BLOEDORN LUMBER	PV*0163951	4/2/2024	GUNSMITHING SUPPLIES	50.98
BLOEDORN LUMBER	PV*0164174	4/30/2024	BOLT FOR GUNSMITHING	22.99

BLOEDORN LUMBER	PV*0164174	4/30/2024	GLOVES & BATTERIES	31.77
NASFAA	PV*0164183	4/30/2024	INSTIT MEMBERSHIP DUES	1,478.00
CENTURYLINK	PV*0163972	4/4/2024	TELEPHONE SERVICE	1,363.31
WYOMING LIVESTOCK ROUNDUP	PV*0164013	4/9/2024	CLASSIFIED ADS 3 WEEKS	48.00
WYOMING LIVESTOCK ROUNDUP	PV*0164013	4/9/2024	LANCER LIVESTOCK SALE AD	238.00
WYOMING LIVESTOCK ROUNDUP	PV*0164013	4/9/2024	LANCER LIVESTOCK SALE AD	238.00
WYOMING LIVESTOCK ROUNDUP	PV*0164013	4/9/2024	LANCER LIVESTOCK SALE AD	238.00
EXPRESS TOLL	PV*0163974	4/4/2024	EXPRESS TOLL BILL	77.85
ACCT	PV*0164084	4/18/2024	SESSION W/ BRUCE LESLIE 2/12/24	3,500.00
ACCT	PV*0164084	4/18/2024	VIRTUAL SESSION W/ BRUCE LESLIE 3/11/24	600.00
ACCT	PV*0164084	4/18/2024	TRAVEL EXPENSES BRUCE LESLIE 2/12/24	626.60
EAGLE UNIFORM & SUPPLY CO	PV*0164142	4/26/2024	CLEAN MATS	84.02
Employee Reimbursement	PV*0164108	4/23/2024	REIMB CANDY	5.50
Employee Reimbursement	PV*0164108	4/23/2024	REIMB DECOR	8.00
GO CO SUPREME COW PROGRAM	PV*0164115	4/23/2024	SUPREME COW SPONSORSHIP	150.00
NCPERS GROUP LIFE INS	PV*0164120	4/23/2024	PRUDENTIAL STATE RETIREMT	112.00
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	8.60
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	12.50
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	7.99
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	272.40
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	12.50
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	8.09
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	17.95
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	59.40
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	12.50
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	125.85
FOLLETT CORPORATION	PV*0164144	4/26/2024	MARCH BOOKSTORE CHARGE	2.15
WORLD TRADE PRESS	PV*0164106	4/18/2024	A TO Z WORLD CULTURE ANNUAL MAINT FEE	120.00
ALBERTSONS-SAFEWAY	PV*0164076	4/17/2024	COORDINATORS MEETING FOOD	56.70
CLEAN HARBORS ENVIROMENTAL SERVICES	PV*0163990	4/9/2024	PACK CHEMICAL WASTE FOR DISPOSAL	4,950.00
CLEAN HARBORS ENVIROMENTAL SERVICES	PV*0163990	4/9/2024	DISPOSE OF CHEMICAL WASTE PER QUOTE #4479234	2,420.25
Employee Reimbursement	PV*0164133	4/23/2024	REIMB MATERIALS	115.88
Employee Reimbursement	PV*0164133	4/23/2024	REIMB COW EARS FOR CLASS	33.66
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	ACETYLENE	519.75
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	DELIVERY	28.05
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	OXYGEN	101.33
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	ARGON	479.94
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	DELIVERY	28.05
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	SMALL WEDGE	101.84

MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	OXYGEN	101.33
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	ARGON	479.94
MATHESON TRI-GAS, INC.	PV*0164069	4/17/2024	DELIVERY	28.05
NATIONAL BLOCK & BRIDLE CLUB	PV*0163977	4/4/2024	LIFETIME MEMBERSHIPS TO NATIONAL ASSOCIATION	120.00
VYVE BROADBAND	PV*0164131	4/23/2024	INTERNET & CABLE FOR DORM	4,341.48
Employee Reimbursement	PV*0164078	4/17/2024	REIMB VOLUNTARY INSURANCE PREMIUMS FOR APRIL 2024	20.19
WyVTA	PV*0164083	4/17/2024	MEMBERSHIP-JAMIE MICHAEL	40.00
WyVTA	PV*0164083	4/17/2024	CERTIFICATION W/ LATE FEE JAMIE MICHAEL	10.00
ROYER PIZZA DBA DOMINOS	PV*0163991	4/9/2024	FOOD FOR RESIDENCE HALLS OVER EASTER BREAK	279.76
ROYER PIZZA DBA DOMINOS	PV*0163991	4/9/2024	FOOD FOR RESIDENCE HALLS OVER EASTER BREAK	197.96
ROYER PIZZA DBA DOMINOS	PV*0163991	4/9/2024	PIZZA FOR DOG WASH	48.66
ROYER PIZZA DBA DOMINOS	PV*0163991	4/9/2024	TIP	6.34
ROYER PIZZA DBA DOMINOS	PV*0164063	4/17/2024	FOOD FOR PERKINS MEETING	125.15
ROYER PIZZA DBA DOMINOS	PV*0164063	4/17/2024	TIP	20.00
WYOMING BEARING & SUPPLY	PV*0164190	4/30/2024	PARTS FOR AIR HANDLER IN FINE ARTS	36.35
WYOMING BEARING & SUPPLY	PV*0164190	4/30/2024	BOLT FLANGE BEARING FOR HEATER IN TEBBET	60.76
CASTLE BRANCH INC	PV*0163989	4/9/2024	CNA BACKGROUND CHKS	190.00
CASTLE BRANCH INC	PV*0163989	4/9/2024	EDUC BACKGROUND CHKS	190.00
CASTLE BRANCH INC	PV*0164175	4/30/2024	CNA BACKGROUND CHECKS	855.00
DOUGLAS HARDWARE	PV*0164090	4/18/2024	SUPPLIES	48.57
DOUGLAS HARDWARE	PV*0164090	4/18/2024	LED BULB	13.99
HIRERIGHT LLC	PV*0164095	4/18/2024	BACKGROUND CKS-MAR 24	110.97
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#BHE511915 NORTH CAMPUS	291.83
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#SG806423 TEBBET BLDG	1,742.16
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#SG576809 FINE ARTS	1,921.99
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#SG528992 EASTERN HALL	962.96
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#SG520114 COSMETOLOGY	217.85
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#13134387 MA/ VT	7,974.34
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#SG521041 LANCER HALL	1,690.78
BLACK HILLS ENERGY	PV*0164140	4/26/2024	#BHE641297 ATEC	1,060.18
J.J. KELLER & ASSOCIATES, INC	PV*0164148	4/26/2024	DRIVER DAILY LOG SHEETS	257.02
M LAZY HEART FEEDS LLC	PV*0164025	4/11/2024	GRASS HAY BALES	504.00
M LAZY HEART FEEDS LLC	PV*0164025	4/11/2024	GRASS HAY BALES	504.00
M LAZY HEART FEEDS LLC	PV*0164025	4/11/2024	COW CAKE	78.75
M LAZY HEART FEEDS LLC	PV*0164025	4/11/2024	GRASS HAY BALES	504.00
M LAZY HEART FEEDS LLC	PV*0164025	4/11/2024	GRASS HAY BALES	504.00
AMERICAN UNION VENTURES, INC	PV*0164056	4/17/2024	RECYCLE ELECTRONICS	325.00
TERRYBERRY	PV*0164105	4/18/2024	NURSING PINS	428.50
TERRYBERRY	PV*0164105	4/18/2024	SHIPPING	20.00

SLATE GROUP	PV*0164127	4/23/2024	300 2024 LANCER RODEO PROGRAMS	2,506.79
SLATE GROUP	PV*0164127	4/23/2024	FREIGHT	159.12
Employee Reimbursement	PV*0164151	4/26/2024	PROF DEV COST REIMBURSEMT	195.00
WEST EDGE	PV*0164164	4/26/2024	START UP CHALLENGE MARKET	16,000.00
GW MECHANICAL INC	PV*0163997	4/9/2024	REPLACE BOILER VENTING IN ACT CNTR	5,541.01
GW MECHANICAL INC	PV*0163997	4/9/2024	REPLACE PUMP SEAL ON BOILER PUMPS IN LANCER HALL	1,097.58
GW MECHANICAL INC	PV*0163997	4/9/2024	REPAIR CHILLED WATER LEAK IN CTEC	792.16
GW MECHANICAL INC	PV*0163997	4/9/2024	REPAIR GLYCOL FEEDER ISSUE IN EASTERN HALL	920.00
FRESH FOODS	PV*0163975	4/4/2024	LAUNDRY DETERGENT	15.40
FRESH FOODS	PV*0163975	4/4/2024	RUBBING ALCOHOL	4.78
FRESH FOODS	PV*0163975	4/4/2024	MOCKTAIL SUPPLIES FOR OPEN MIC NIGHT	12.67
Employee Reimbursement	PV*0164172	4/30/2024	MILEAGE REIMBURSEMENT	234.49
Employee Reimbursement	PV*0164172	4/30/2024	MILEAGE REIMBURSEMENT	217.46
BLUFFS FACILITY SOLUTIONS	PV*0163971	4/4/2024	HEPACIDE & HAND SOAP	507.90
THE BREAD DOCTOR	PV*0163986	4/9/2024	COOKIES FOR BOT MEETING 4/9/24	168.00
Student Reimbursement	PV*0164094	4/18/2024	REIMB STUDENT SEN LUNCH FROM DOMINOS	34.95
PEREGRINE GLOBAL SERVICES CORP	PV*0164100	4/18/2024	GEN ED ASSESSMENT-ASSOC	160.00
WHITING SIGNS LLC	PV*0164012	4/9/2024	LED UPGRADE ON SIGNS CTEC, EXIT & HWY SIGNS FINAL INVOICE	1,557.50
GRAYBAR FINANCIAL SERVICES	PV*0163995	4/9/2024	YEALINK PHONE SYSTM W/ACC	1,308.00
GRAYBAR FINANCIAL SERVICES	PV*0163995	4/9/2024	INSURANCE	53.58
CARQUEST OF DOUGLAS	PV*0164058	4/17/2024	O-RING	5.69
Student Reimbursement	PV*0164138	4/26/2024	TRAVEL EXPENSE REIMBURSE	170.26
Student Reimbursement	PV*0164152	4/26/2024	TRAVEL EXPENSE REIMBURSE	131.46
Student Reimbursement	PV*0164116	4/23/2024	REIMB DURA FORK FOR CLEANING STALLS	23.14
Student Reimbursement	PV*0164116	4/23/2024	REIMB SCREWS FOR AUCTION BLOCK	9.78
Student Reimbursement	PV*0164116	4/23/2024	REIMB TORX BIT TO BUILD AUCTION BLOCK	8.94
Student Reimbursement	PV*0164154	4/26/2024	TRAVEL EXPENSE REIMBURSE	181.39
NATL ASSOC BRANCH CAMPUS ADMIN	PV*0163958	4/2/2024	MEMBERSHIP DUES	100.00
NATL ASSOC BRANCH CAMPUS ADMIN	PV*0164155	4/26/2024	REGIST-2024 CONFERENCE	825.00
Employee Reimbursement	PV*0164147	4/26/2024	TRAVEL EXPENSE REIMBURSE	101.44
Employee Reimbursement	PV*0164147	4/26/2024	TRAVEL EXPENSE REIMBURSE	974.59
Employee Reimbursement	PV*0164147	4/26/2024	TRAVEL EXPENSE REIMBURSE	86.45
Employee Reimbursement	PV*0164180	4/30/2024	TRAVEL EXPENSE REIMBURSE	82.00
Employee Reimbursement	PV*0164181	4/30/2024	TRAVEL EXPENSE REIMBURSE	272.24
Student Reimbursement	PV*0164182	4/30/2024	REIMBURSE BEVERAGES FOR STUDENT DANCE	79.17
Student Reimbursement	PV*0164141	4/26/2024	TRAVEL EXPENSE REIMBURSE	209.99
Student Reimbursement	PV*0164143	4/26/2024	TRAVEL EXPENSE REIMBURSE	212.26
TORRINGTON CINEMAS	PV*0164009	4/9/2024	ADS AT THE MOVIES	200.00
TORRINGTON CINEMAS	PV*0164009	4/9/2024	CDL PROGRAM ADS AT MOVIES	75.00

COBBLESTONE HOTEL & SUITES	PV*0163954	4/2/2024	ROOM FOR SHERRI WARREN	107.00
COBBLESTONE HOTEL & SUITES	PV*0164111	4/23/2024	SHERRI WARREN'S ROOM	107.00
COBBLESTONE HOTEL & SUITES	PV*0164111	4/23/2024	MARGARET FARLEY'S ROOM	107.00
COBBLESTONE HOTEL & SUITES	PV*0164111	4/23/2024	SHERRI WARREN'S ROOM	107.00
COBBLESTONE HOTEL & SUITES	PV*0164111	4/23/2024	SHERRI WARREN'S ROOM	107.00
COBBLESTONE HOTEL & SUITES	PV*0164177	4/30/2024	SHERRI WARREN'S ROOM 4/24/24	107.00
Student Reimbursement	PV*0164146	4/26/2024	TRAVEL EXPENSE REIMBURSE	38.74
Student Reimbursement	PV*0164145	4/26/2024	TRAVEL EXPENSE REIMBURSE	224.45
PHOS CREATIVE	PV*0163979	4/4/2024	WEB DEVELOPMENT	3,400.00
Student Reimbursement	PV*0164163	4/26/2024	TRAVEL EXPENSE REIMBURSE	191.05
LUJAN CLEANING SERVICE, LLC	PV*0164001	4/9/2024	CLEAN PLATTE RIVER SCHOOL OLD COS BLDG	900.00
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	ROUND BAR	354.83
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	3/16 X 2 HR STRIP	1,036.11
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	1/4 X 2 HR FLAT	1,383.80
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	1/8 X 6 HR STRIP	347.89
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	1 X 3 1018 CR FLAT	303.71
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	2 SEAMLESS PIPE	360.91
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	CUT CHARGES	329.18
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	ALUM ROUND BAR	43.00
VALLEY STEEL & WIRE CO	PV*0163963	4/2/2024	BRASS ROUND BAR	290.00
Employee Reimbursement	PV*0163952	4/2/2024	TRAVEL EXPENSE REIMB	32.00
Employee Reimbursement	PV*0164159	4/26/2024	TRAVEL EXPENSE REIMB	164.94
Employee Reimbursement	PV*0164188	4/30/2024	TRAVEL EXPENSE REIMB	145.75
Employee Reimbursement	PV*0164173	4/30/2024	TRAVEL EXPENSE REIMB	254.04
Employee Reimbursement	PV*0163984	4/9/2024	REIMB RENTAL VEHICLE FROM ENTERPRISE	113.74
Employee Reimbursement	PV*0163984	4/9/2024	REIMB UBER FROM MEAD TO DENVER	76.79
Employee Reimbursement	PV*0164026	4/11/2024	MILEAGE REIMBURSEMENT	124.67
Employee Reimbursement	PV*0164070	4/17/2024	MILEAGE REIMBURSEMENT	112.84
Employee Reimbursement	PV*0164117	4/23/2024	MILEAGE REIMBURSEMENT	77.35
ACI PAYMENTS INC	PV*0163950	4/2/2024	PROCESSING FEE FOR ONLINE PAYMENTS - FEB 24	871.76
ANIMAL HEALTH INTERNATIONAL INC	PV*0164019	4/11/2024	HOT SHOT FOR RODEO	134.52
Employee Reimbursement	PV*0164096	4/18/2024	MILEAGE REIMBURSEMENT TO DOUGLAS FOR MEETINGS	86.27
Employee Reimbursement	PV*0164030	4/11/2024	MILEAGE REIMBURSEMENT FOR ROOM ASSIGNMENT	89.18
Employee Reimbursement	PV*0164129	4/23/2024	MILEAGE REIMBURSEMENT FOR SCHOOL VISITS	257.53
Employee Reimbursement	PV*0164160	4/26/2024	MILEAGE REIMBURSEMENT FOR SCHOOL VISIT	125.58
Employee Reimbursement	PV*0164097	4/18/2024	REIMB TABLE SKIRT & CLIPS FOR LAB	42.36
Employee Reimbursement	PV*0164097	4/18/2024	REIMB ZIP PLASTIC BAGS	99.23
ELK ECO CYCLE	PV*0164022	4/11/2024	CARDBOARD RECYCLING DUMPSTER	45.00
Employee Reimbursement	PV*0164150	4/26/2024	PROF DEV COST REIMBURSEMT FOR MATH/PHYSICS	81.88

MALLORY SAFETY & SUPPLY LLC	PV*0164068	4/17/2024	LAYOUT FLUID REMOVER	78.84
MALLORY SAFETY & SUPPLY LLC	PV*0164068	4/17/2024	AA BATTERIES	26.40
MALLORY SAFETY & SUPPLY LLC	PV*0164068	4/17/2024	SET SCREWS	22.40
MALLORY SAFETY & SUPPLY LLC	PV*0164068	4/17/2024	SET SCREWS	31.08
MALLORY SAFETY & SUPPLY LLC	PV*0164068	4/17/2024	FLOOR DRY	14.16
BLUUM TECHNOLOGIES USA, INC	PV*0163985	4/9/2024	ALL-IN-ONE CLASSROOM AUDIO SYSTEM	5,631.00
NORTHWEST TECHNICAL PRODUCTS INC	PV*0164071	4/17/2024	SPEEDY 300 3D LASER 80 WATT	25,000.00
NORTHWEST TECHNICAL PRODUCTS INC	PV*0164071	4/17/2024	SPEEDY 300 3D LASER 80 WATT	2,500.00
NORTHWEST TECHNICAL PRODUCTS INC	PV*0164071	4/17/2024	SHIPPING & HANDLING	1,374.00
NSPIRE TODAY	PV*0164003	4/9/2024	HALF PAGE AD	165.00
NSPIRE TODAY	PV*0164185	4/30/2024	HALF PAGE AD	165.00
WOMEN IN TRUCKING ASSN	PV*0164194	4/30/2024	MEMBERSHIP DUES	220.00
WALKING STICK GOLF COURSE	PV*0164082	4/17/2024	REGION/DISTRICT GREEN FEE	450.00

**REQUEST FOR PROPOSAL
RFP 120284-2024-002**

PASSENGER VAN

**Kwin Wilkes
Chief Financial Officer
Eastern Wyoming College
P: (307)532-8218
kwilkes@ewc.wy.edu
ewc.wy.edu/rfp/**

VEHICLES TO BE PURCHASED

SPECIFICATIONS AND BIDDING INSTRUCTIONS

Eastern Wyoming College (EWC) will receive sealed bids to purchase up to three (3) passenger vans of new manufacture. Bids shall be delivered to Kwin Wilkes, Chief Financial Officer, Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240-1699, or via email at kwilkes@ewc.wy.edu or online at ewc.wy.edu/rfp/.

Specifications/Description of Desired Vehicles:

Vehicle(s) shall have at a minimum, the following features and specifications—

- New 2024 or 2023 model year *2024*
- 15 passenger van *included*
- Engine-3.5L V6 (300 HP or better) *included*
- automatic transmission *included*
- All wheel drive *included*
- New manufacture with full manufacturer's warranties (no used or program vehicles)
 - Bumper to Bumper 3 years/36,000 miles *included*
 - Powertrain/Drivetrain 5 years/60,000 miles *included*
- Middle roof/high roof (bid for each—please note the bid submission form) *included*
- Power steering and power, antilock brakes *included*
- Trailer tow package *included*
- Trailer brake controller *included*
- Leather or vinyl seats *included*
- Intermittent windshield wipers *included*
- Trip meter *included*
- Fully undercoated *included*
- Power windows and door locks *included*
- Cruise control *included*
- Air conditioning *included*
- Rear auxiliary air conditioning and heating *included*
- Spare wheel and tire *included*
- AM/FM Radio/Bluetooth *included*
- 360-degree safety camera *included*
- Tilt steering wheel *included*
- Front and rear vinyl floor covering *included*
- Owner's manual *included*
- Front license plate bracket *included*
- White color to match our fleet *included*
- Bluetooth for cellular telephone operation *included*
- Floor mats, front and back *included*

Bid Opening:

Bids will be received until 4:00 p.m. local time, Monday, April 8th, 2024, in the Eastern Wyoming College Business Office, located in the Tebbet Building, room 236. **Bids will be opened and read aloud at 4:05 p.m. local time that same day** in the Dolores Kaufman Board Room located in the Tebbet Building on EWC's Torrington campus.

Additional Copies of Bidding Instructions/Bid Submission Form:

Electronic copies of the bidding instructions may be obtained without fee or deposit via email from Kwin Wilkes, Vice President for Administrative Services, Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240-1699, or by calling (307) 532-8218, or at ewc.wy.edu/rfpl.

Clarification and Interpretation of Bidding Documents:

Questions regarding clarification or interpretation of the specifications and bidding instructions must be addressed in writing and emailed or faxed to—

Kwin Wilkes
Chief Financial Officer
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240-1699

ph: (307) 532-8218
fax: (307) 532-8329

Addenda:

Each bidder shall verify prior to submitting a bid that the bidder has received all addenda issued, and the bidder will acknowledge their receipt on the bid form. Addenda will be delivered to all who are known by EWC to have received bidding documents.

Bids Submitted for Vehicles not Meeting Desired Specifications:

Exceptions must be clearly noted as such on the bid submission form.

Submission of Bids:

Bids shall be submitted on the bid submission form supplied by EWC. Bids will be signed by the prime bidder. Bids by corporations must be signed with the legal name of the corporation followed by the name of the state of incorporation and the signature of an officer of the corporation or person authorized to bind the corporation in the matter. The name of the person signing will be typed or printed below the signature. Any type of erasure, alteration, or change on the bid submission form must be initialed by the person signing the bid.

The bid submission form, and any other documents submitted with the bid, shall be enclosed in a sealed, opaque envelope, and will be clearly marked as follows—

"Vehicles Bids"
"Bidder's name, address, and phone number"

Bids may be mailed, delivered by courier, or delivered in person. No telephone or fax bids will be accepted. Late bids will be returned unopened to the bidder. Bidders are not limited in the number of bids that may be submitted. However, each bid submission form tendered shall be contained in its own separately sealed envelope. All bids shall be firm for 3 days. Dealers should only bid vehicles that can be delivered by July 1, 2024.

Modification or Withdrawal of Bids:

Bids which modify any of the provisions of the bidding or contract documents may be rejected at EWC's option. A bid that is in the possession of the college may be altered by letter or fax bearing the name and signature of the person authorized for bidding, provided it is received prior to the bid opening time. The letter or fax should not reveal the bid price, but should indicate the addition, subtraction, or alteration of the bid. The modification will be attached to the sealed bid for review at the bid opening. A bid in the possession of the college may be withdrawn at any time prior to the bid opening. Bids may not be modified, withdrawn, or cancelled within three (3) days after the bid opening.

Consideration of Bids:

Eastern Wyoming College reserves the right to reject any and all bids, waive any informality, and is not bound by the lowest bid, but the bid determined by the college to be in the best interest of the college. Submission of a bid constitutes agreement to these terms.

The college reserves the right to reject as incomplete, any bid not containing the following information—

1. Bid submission form
2. Acknowledgment of addenda
3. Price of vehicle(s)
4. Signature and company information

Tax Exempt Status:

As a political subdivision of the State of Wyoming, Eastern Wyoming College is tax-exempt.

Resident Suppliers Preference:

Per Wyoming Statute 16-6-106, "preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state".

Discrimination:

The college will ensure that minority business enterprises are afforded full opportunity to submit in

City/State/Zip: Wheatland, WY 82201

Phone: 307-322-2355

Does your bid include all published addenda related to the purchase specifications? yes

Vehicle Bid(s):

1. BASE BID FOR VEHICLE **WITH HIGH ROOF**—Cost of vehicle per specifications (except as noted):

Year/Make/Model/Trim: 2024 Ford Transit AWD High Roof

Sixty three thousand five hundred ^{seventy five} and no /100 Dollars (\$ 63575.00).

Exceptions to Specifications _____

Back floor mats not available

First available build dates are early June.

but that does not mean they will be built then. Delivery is contingent on Ford build date.



Charles H. Ruwart IV

Dealer Principal



Preview Order 4111 - X9X 350 High Roof Pass AWD: Order Summary Time of Preview: 03/28/2024 09:21:27 Receipt: NA

Dealership Name: Laramie Peak Motors

Sales Code : F56436

Dealer Rep.	C Watson	Type	Fleet	Vehicle Line	Transit	Order Code	4111
Customer Name	Eastern Wyomi	Priority Code	F1	Model Year	2024	Price Level	435

DESCRIPTION	MSRP	DESCRIPTION	MSRP
X9X0 T350 HR PASS XL AWD	\$59415	REVERSE SENSING SYSTEM	\$0
148" WHEELBASE	\$0	HD TRAILER TOW PACKAGE	\$485
TOTAL BASE VEHICLE	\$59415	FRONT FOG LAMPS	\$0
OXFORD WHITE	\$0	ELEC AIR TEMP CONTROL	\$0
VINYL	\$0	SYNC 4 AM/FM BLUETOOTH	\$930
DARK PALAZZO GRAY	\$0	360-DEGREE CAMERA	\$1000
PREFERRED EQUIPMENT PKG.301A	\$0	DUAL BATTERIES (70 AMP-HR)	\$0
.XL TRIM	\$0	TRAILER BRAKE CONTROLLER	\$405
3.5L ECOBOOST V6 (GAS)	\$2495	LARGE CENTER CONSOLE	\$0
.10-SPEED TRANSMISSION	\$0	VINYL MATS FLOOR COVERING	\$120
.235/65R16C BSW ALL-SEASON	\$0	PRIVACY GLASS	\$500
3.73 LIMITED SLIP AXLE	\$0	15-PASSENGER SEATS	\$1495
JOB #1 ORDER	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
FRONT LICENSE PLATE BRACKET	\$0	FUEL CHARGE	\$0
9550# GVWR PACKAGE	\$0	PRICED DORA	\$0
2WAY DRV/PASS PALAZZO VINYL	\$0	ADVERTISING ASSESSMENT	\$0
50 STATE EMISSIONS	\$0	DESTINATION & DELIVERY	\$2095

TOTAL BASE AND OPTIONS	MSRP	\$68940
DISCOUNTS	NA	
TOTAL		\$68940

ORDERING FIN: KS405 END USER FIN: KS405 PO NUMBER: 123

Discount
Price Concession
 (5265)
 (100)
63575

Customer Name: _____ Customer Email: _____
 Customer Address: _____ Customer Phone: _____

Policy Title: College Board Purpose and Operations
Policy Number: 1.1

Purpose:

The Eastern Wyoming Community College District, which operates Eastern Wyoming College, is a legally defined area including all of Goshen County. The Board of Trustees shall exercise general supervision of the District and retain full legislative and judicial authority with the Statutes of Wyoming.

To ensure equitable representation on the College Board, the College District is represented by all members elected at large.

The business and affairs of Eastern Wyoming College shall be managed by the College Board. The College Board has full powers of organization and government of Eastern Wyoming College subject to such control as the Wyoming State Legislature and the Wyoming Community College Commission provide.

Members of the College Board are elected by the voters of the College District. The number of members of the College Board shall be seven members. The term of office of each elected member is four years. Four members are elected in years in which there is a presidential election, and three members are elected in years in which there is a national election but no presidential election. The College Board shall fill a vacancy in office as provided by law and Board Policy 1.3.

The College Board may appoint an advisory member to represent the constituents of Converse County as it relates to the operation of the Eastern Wyoming College Douglas Branch Campus. The College Board may request the Converse County Commissioners appoint an individual each December to serve in this capacity. The Advisory Member may attend all regular or special board meetings either **in person, by telephone, or by video conferencing** and shall not vote on issues coming before the College Board or participate in executive sessions.

Governance Philosophy

On behalf of the district’s citizens, the Eastern Wyoming College Board of Trustees is entrusted with the authority and responsibility for the effective governance of the College which include:

1. The Board of Trustees connects the College to the community to ensure outcomes of the institution match the expectations of the community.
2. The Mission, Vision, and Strategic Directions for Eastern Wyoming College are guided by the community. These Strategic Directions are also shared by the Trustees, President, and college community of faculty, staff and students.
3. The Board of Trustees is intent on meeting the expectations of the community through evidence-based, informed practices that support the learning and futures of our students.

4. The Board of Trustees believes in a culture of transparency and inclusion in setting the direction of the College.
5. Board members shall have authority only when acting as a Board in session and conducted in accordance with Wyoming Open Meeting statutes (W.S. §16-4-401 through 16-4-408).
6. The Eastern Wyoming College Board of Trustees is committed to active involvement of all internal College constituencies in the governance of the institution. This is provided via an ongoing participative process of shared governance. The Board of Trustees affirms this belief by supporting the right of faculty, staff, administration, and students to express ideas and opinions with the assurance their opinions will be given consideration regarding decisions of the College via their respective alliances.
 - a. Shared governance provides an avenue of shared commitment for continuous improvement in both college effort and resources. Shared governance provides for all major constituents of Eastern Wyoming College to contribute to policies, procedures and practices. The Board of Trustees is the ultimate decision- making body and the Board entrusts the President with day-to-day administration of the College.
 - b. The Board of Trustees establishes the Office of President and delegates to the President the execution of its policies. The President is responsible to the Board of Trustees for the organization and operation of the College, the execution of the College employees' duties, and the welfare of the student body. The President is expected to perform duties contained in the President's job description and fulfill other responsibilities determined in annual goal-setting or evaluation meetings. The President has the authority to delegate to employees the responsibility for all or portions of these responsibilities; however, these responsibilities to the Board of Trustees reside solely with the President.

References:

W.S. §16-4-401 through 16-4-408; W.S. § 21-18-308 and 22-22-101 through 22-22-304

Original Adoption Date: 8/13/91

Revision Date(s): 11/8/05(RF), 5/11/15, 10/10/17, 10/13/20

Date(s) reviewed, no change:

Policy Title: College Board Meeting
Policy Number: 1.2

Purpose:

The Eastern Wyoming College Board of Trustees conducts business pursuant to the Wyoming Administrative Procedures Act, and in accordance with policies and procedures established by Eastern Wyoming Community College District, as defined in Administrative Regulation 1.2.1.

References:

Wyoming Administrative Procedures Act, - - W.S. § § 16-3-101 through 16-3-115, and in accordance with policies and procedures established by Eastern Wyoming Community College District, as defined in Administrative Regulation 1.2.1.

Original Adoption Date: 3/8/94

Revision Date(s): 11/8/05(RF), 5/11/15, 12/11/18

Date(s) reviewed, no change:

Policy Title: Election and Duties of Board
Policy Number: 1.3

Purpose:

OFFICERS. The officers of the College Board are a Chair and Vice Chair, a Secretary, and a Treasurer, each of whom are elected by the College Board.

ELECTION AND TERM OF OFFICE. The officers of the College Board shall be elected annually by the College Board at a meeting held on or about December 1, or as soon thereafter as convenient for the members. Each officer shall hold office until the officer shall resign or shall be removed in the manner hereinafter provided or in such case resulting from the members death during ~~their~~ his/her term of office.

REMOVAL FROM OFFICE. Any officer elected by the College Board may be removed by the College Board by a vote of a majority of the Board for non-attendance and non-performance of duties, or when it is in the best interest of the College Board to do so.

VACANCIES OF OFFICERS. A vacancy occurring in a Board office because of death, resignation, removal, disqualification, or otherwise, may be filled by the College Board for the unexpired portion of the term.

THE CHAIR. The Chair of the College Board shall be the principal executive officer of the Board, and subject to the control of the College Board, shall in general supervise and control all of the business affairs of the College Board. The Chair may sign, with the Secretary, or any other proper officer of the Board, thereunto authorized by the College Board, any deeds, mortgages, general obligation bonds, revenue bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the College Board or by these rules and regulations to some other officer or agent of the College, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the Office of Chair of the Board and such other duties as may be prescribed by the College Board from time to time.

THE VICE CHAIR. In the absence of the Chair or in the event of death, inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned by the Chair of the Board or by the College Board.

THE SECRETARY. The Secretary shall: (a) keep the minutes and proceedings of the College Board meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these rules and regulations or as required by law with the College seal affixed; (c) be custodian of the College Board records and of the seal of the College, and see that the seal of the College District is affixed to all documents the execution of which on behalf of the College District under its seal is duly authorized; and (d) in general, perform all duties incident to the Office of Secretary and such other duties as from time to time may be assigned by the Chair of the Board or by the College Board. The Executive Assistant to the College President shall serve as the Assistant to the Secretary, and in general, shall perform such duties as shall be assigned by the Secretary or by the Chair of the Board.

THE TREASURER. The Treasurer shall give a bond for the faithful discharge of duties in such penalty and such surety or sureties as the College Board shall determine. The Treasurer shall: (a) have charge and

custody of and be responsible for all funds of the College District and shall disburse all funds on the order of the College Board; (b) receive and give receipts for moneys (monies) due and payable to the College district from any source whatever; (c) deposit all such money (monies) in the name of the College District in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these regulations; (d) sign all general obligation bonds and coupons attached thereto; (e) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Chair of the Board or by the College Board. The **College's Chief Financial Officer** ~~Vice-President for Administrative Services~~ shall serve as the Assistant Treasurer to the Board. The Assistant Treasurer shall give a bond for the faithful discharge of ~~their his/her~~ duties in such penalty and with such sureties as the College Board shall determine. The Assistant Treasurer, in general, shall perform such duties as shall be assigned by the Treasurer or by the Chair of the Board.

VACANCIES. The College Board shall fill a vacancy in office by temporary appointment of a qualified person within 30 days from the date the vacancy occurs pursuant to W.S. § 22-18-111(b). Each appointee shall serve until his successor is elected at the next election. Each appointee shall be a resident of the trustee residence area previously represented. Within five (5) days from the date a vacancy occurs, the College Board may seek applications of interested candidates. The College Board will review the applications at its next regular meeting or at a special meeting, if necessary. The vacancy shall be filled by the affirmative vote of a majority of the remaining members of the College Board.

References: W.S. § 22-18-111(b)

Original Adoption Date: 8/13/91

Revision Date(s): 11/8/05(RF), 5/11/15, 10/10/17, 2/13/18

Date(s) reviewed, no change:

Policy Title: **Deposit and Payment of College Funds**
Policy Number: **1.5**

Purpose: All warrants, checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the College District, shall be signed by the Assistant Treasurer, Chief Financial Officer, ~~(Vice President for Administrative Services)~~ or the College Business Office Director or in such manner as shall from time to time be determined by the College Board.

All funds of the College District not otherwise employed shall be deposited from time to time to the credit of the College District in such banks, trust companies, or other depositories as the College Board may elect.

Original Adoption Date: 8/13/91
Revision Date(s): 11/8/05(RF), 5/11/15
Date(s) reviewed, no change: 10/10/17

Policy Title: Adoption of Administrative Regulations
Policy Number: 1.8

Purpose: The College President approves new Administrative Regulations and changes to existing Administrative Regulations. The Board of Trustees will be notified of any **substantial** changes to Administrative Regulations.

Original Adoption Date: 11/10/92

Revision Date(s): 11/8/05(RF), 5/11/15

Date(s) reviewed, no change: 12/12/17, 10/24/22

Policy Title: Academic Program Compliance
Policy Number: 4.1

~~Purpose: The Board of Trustees oversees the administration of degree and certificate programs for the College. The Board of Trustees reviews, approves, and deletes programs. To fulfill the requirements of state and federal coordinating and accrediting agencies, the Board assures processes are in place for curriculum and program design and for reporting outcomes.~~

The Board of Trustees oversees the administration of degree and certificate programs for the College. The Board of Trustees has the authority to review, approve, temporarily suspend, and delete programs. The Board mandates the College president maintains institutional accreditation and meet State and Federal reporting requirements.

All programs shall be approved by the Curriculum and Learning Council, the President's Cabinet, the Board of Trustees, the Wyoming Community College Commission, and appropriate accrediting bodies.

The College is authorized to offer the following degrees and certificates:

- Associate of Arts: A degree designed for students pursuing the arts, humanities, social sciences, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in the humanities, social sciences, and liberal arts and sciences.
- Associate of Science: A degree designed for students pursuing science, technology, engineering, mathematics, business, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in mathematics, natural sciences, engineering, business and/or other related disciplines.
- Associate Degree in Nursing: This degree is primarily a technical degree that allows the graduate to apply to take the National Council Licensure examination for registered nursing (NCLEX-RN). This degree also prepares the student for transfer to a baccalaureate degree program in nursing.
- Associate of Applied Science: A degree designed for students planning to enter the workplace upon degree completion. This degree has substantial applied coursework associated with the field of study.
- Skills Proficiency Certificates: These certificates are given in various occupational areas and require completion of a defined group of courses.

The Board of Trustees supports a robust, rigorous, and diverse curriculum to ensure a broad education is available to the College's students. This curriculum must be practical and relevant to the purpose of the degree and certificate programs offered by the College and shall be designed and offered in a way that supports student completion and success.

The College shall require a minimum of 60 credit hours for an Associate Degree; a minimum of 30 credit hours for one-year certificates; and a minimum of 16 credit hours for shorter duration certificates. Students must complete all requirements of their program or approved substitutes as determined by the College prior to graduation.

The College Catalog shall be updated annually to list requirements, as approved by the Curriculum and Learning Council, for all degrees and certificates. As long as continuous enrollment has been maintained, students can choose between graduating under the most recent catalog requirements, or

the catalog requirements they first enrolled in at the College. Students who did not maintain continuous enrollment are required to graduate under the most recent catalog.

References: Federal 34 CFR 602.16(a)(1)(viii); W.S.: §21-18-202(d)(i); §21-18-202(d)(ii); and Higher Learning Commission, Criteria for Accreditation

Original Adoption Date: 5/8/01

Revision Date (s): 11/8/05, 7/8/14, 3/10/20

Date reviewed, no change:

Policy Title: Transfer Credit
Policy Number: 4.4

Definitions: Credit for Prior Learning/Prior Learning Assessment - Terms for various methods that colleges, universities, and other education or training providers use to evaluate learning that has occurred outside of the traditional academic environment.

Eastern Wyoming College (EWC) shall provide a general education curriculum that ensures consistency, continuity, and quality. This shall safeguard the transferability of credit earned from EWC to other colleges or universities.

The EWC general education curriculum shall be based on the following criteria. EWC shall develop procedures that ensure compliance with these criteria.

- A philosophical rationale for each academic program offered by the institution, i.e., Associate of Arts, Associate of Nursing, Associate of Science, and Associate of Applied Science.
- General education categories for the core curriculum; and
- Credit hour requirements for each category.

EWC shall evaluate all transfer of credit from colleges and universities to comply with the following requirements.

- Validate that the coursework is similar and relevant to the coursework within the certificate or degree that the student is applying for admittance to.
- Review that all transfer credit is at a "C" or above.
- Ensure that the content is not outdated or obsolete. Some courses that are more than ten (10) years old may not be transferable. In addition, courses must be no more than seven (7) years old for some health care programs (please check with the department). Certain programs may have additional recency requirements to meet transfer standards.
- Validate that the coursework was earned at a regionally accredited postsecondary institution. The American Council on Education Accredited Institutions of Postsecondary Education publication shall be used to identify appropriate accreditation. There are certain conditions under which international credit may be accepted.

Alternative Options for Credit: The Board believes there is validity in life experience learning. EWC shall implement procedures that allow for granting a student credit for learning acquired from work or life experience, participating in courses or training sponsored by professional associations, businesses, industry, unions, the government, and the military or College Level Examination Program (CLEP) or other recognized testing entity.

No more than 75% of degree or certificate requirements may be completed using transfer credit. At least 25% of degree or certificate requirements must be earned at EWC. The College President or designee shall maintain and publicize procedures to comply with this policy. Transfer information shall be available to the public on the institution's website.

References: Federal Requirement 34 CFR §602.249(e); WY State Statutes §21-16-1308(iii) and §21-18-202(vi); HLC Transfer criteria, and ACE Accredited Institutions Handbook

Original Adoption Date:

Revision Date(s):

Date Reviewed but No Change

Policy Title: Academic Calendar Development
Policy Number: 4.5

Definitions:

- Academic year: Defined in weeks of instructional time for undergraduate programs in credit hours.
- Academic calendar: The way in which a school structures its academic programs and measures progress over the program's length. For purposes of the Federal Student Aid programs, there are three basic types of academic calendars: standard term, nonstandard term, and nonterm.
- Standard Term – The academic year is structured with Fall, Spring, and Summer Terms. Eastern Wyoming College declares itself as a standard term institution.

Eastern Wyoming College (EWC) Board of Trustees requires the College to develop an annual academic calendar that follows an academic year. The academic calendar shall be published in the College's catalog, class schedules, College's public website, and other pertinent public-facing documents, as per Federal requirements.

The College's academic calendar shall include the dates of all operational activities that affect students and the public (such as registration dates and holidays during which the College is closed). The academic calendar shall be of sufficient length to ensure the equivalent of 16 weeks of instruction per semester (including final examination days) for all credit classes.

The President shall be responsible for compliance with this Board policy.

References: Federal Requirements 34 CFR §§602.16(a)(1) (viii), 600.2, and 668.8(k) and (l); Higher Learning Commission Core Component 3.A. and Assumed Practice B.1

Original Adoption Date:

Revision Date(s):

Date Reviewed, no change:

Policy Title: Assessment of Student Learning: Curricular and Co-Curricular
Policy Number: 4.6

In conjunction with requirements published by the Higher Learning Commission, the Eastern Wyoming College Board of Trustees directs Eastern Wyoming College to establish and publish learning **outcomes** for all degree programs and certificates regardless of the delivery modality. Appropriate **academic and student services** departments shall develop **departmental** assessment plans for evaluating the extent to which their units contribute to established program or institutional outcomes.

The College President is charged with ensuring that EWC has a robust assessment program for both curricular and co-curricular programming. Faculty and staff in all units should review their stated course/program outcome statements and assessment plans on a regular basis and share student learning outcome and/or program data via appropriate public-facing means. The administration will coordinate and assist in documenting and supporting assessment activities and conduct necessary research and provide institutional resources.

The College President and the President's Cabinet shall work with various departments to ensure that:

1. Assessment of student learning efforts are designed to assist students in achieving course, program, and institutional learning outcomes.
2. Students are informed about assessment activity.
3. Results/findings of assessment activity is available to the College community.
4. Faculty and staff are encouraged to use a range of assessment methods and measures to reflect different learning styles and pedagogical approaches.
5. Assessment methods ensure that all students are provided with opportunities to demonstrate their achievement of learning outcomes.

Academic and support services departments are responsible for conducting assessment of student learning in their specific areas; designated faculty committees will manage the assessment institutional learning outcomes.

References: 34 CFR Part 602; Wyoming Community College Commission Strategic Plan; and Higher Learning Commission Program Review and Learning Outcome Requirements

Original Adoption Date:

Revision Date(s):

Date Reviewed, no change:



College Relations May 2024

It has been a very busy time in College Relations. Here is a look at a few of the projects accomplished in the last month.

Social Media

From April 8-May 5

During the week of April 29 EWC saw Facebook posts reach 15.8K and Instagram reach 1.1K. From April 8-May5 EWC's social media posts on Facebook and Instagram had a 41.1K reach.



The post with the largest reach was Coach Tom Andersen Announces Retirement. It reached 13,264, with 149 reactions, 27 comments and 30 shares. A total of 1,033 of those reached clicked through to read the whole story on the website. The post went up only on Facebook and featured a link to the story on our website.

The second largest reaching post was Highlights from the Lancers' home golf tournament. Posts went up on both Facebook and Instagram on April 12 and April 13. The April 12 post reached 2,609, with 33 reactions. The April 13 photo post reached 8,393, with 32 reactions. These photos were taken by our Student Media Team.

Print

College Relations ran a series of registration ads in the newspapers in Torrington, Upton, Weston, Sundance, and Newcastle. We also published the summer brochure for Goshen County Community Ed classes. A special full page ad honoring Guido Smith ran in the Torrington Telegram on Wednesday, May 8.

Student Media Team

The work by this year's EWC's Student Media Team has been exceptional. The team of **Darija Erakovic, Ana Djurovic, Nikoleta Tater, Linoi Biton, Kyler Clark, Sofia Mokofisi, and Tamar Kopilevich** have covered events doing live streaming, photos, writing, and announcing games. They have managed the office's front desk and filled in whenever needed. Kyler announced games and will be going onto the University of Wyoming. Darija, Ana, Nikoleta, Sofia, and Tamar have helped in the office, write stories, and photographed events at the college. All have graduated and moving onto four-year colleges. They will all be very greatly missed. Linoi will be returning next year to help on the 2024-2025 Student Media Team.



Freelancers

College Relations has added two freelancers to the team. Katie Thomas, our EWC Outreach Coordinator for Hullett, Moorcroft and Sundance, has come on as a freelance graphic artist and social media specialist. Olivia Wieseler Thomas has also been helping with special writing projects.

Websites

The corrections, updates, and refreshing of EWC's websites is an ongoing challenge. The main website management is being done by the College Relations Director with help, when needed, from PHOS. So far this has gone well and we should be able to downsize our contract with PHOS from \$3,400 a month to \$2,000 a month. We continue to update and finish the photos on our directory. We still have a few holdouts.

After going through a recent training with Presto Sports our College Relations Director is now able to update and manage EWC's athletic pages.

A **new feature** added to the website and digital content is a **SmugMug account**

(<https://easternwyomingcollege.smugmug.com>). This site features photos from the year and is available to all students and staff. There is unlimited storage. The site is available to everyone to view, download, and if we wanted to sell photos we can do so through our SmugMug account.

Student Services Board Report May 2024

Executive Dean Report

- Worked with Go Goshen and the Platte County Chamber to submit a proposal to host the Wyoming Tourism Conference in October 2024. Several areas of the College helped us by providing relevant and necessary information. Unfortunately, we were not selected, it will be held in Laramie. It was a good process to go through and should open the door for future opportunities.
- Worked with Student Senate to host several activities for our students such as a spring dance, Casino Night, Study Night at the Old Moose, and Highway Clean Up. They also held elections for next year. The new officers are Khayree Rashad, President; Benji Powell, Vice President; Jax Oviatt, Secretary; and Josef Culver, Treasurer. We also worked together to hold the Student Fee Allocation meeting. We met with representatives from all clubs regarding the requests for student fee funding for 2024-2025.
- Attended the HLC Conference
- Continue to work with others to update policies and administrative regulations as appropriate.

Admissions/Enrollment Management

Gail recently attended the FCCLA Conference in Cheyenne and the SkillsUSA competition in Casper to recruit high school students in attendance. We continue to work with Element 451 as we work to implement the new CRM. A special cosmetology registration event was held on Friday, April 26th. We had 23 students attend the event to get enrolled in Fall 24 cosmetology classes. Students are getting signed up for registration events in May, June and July. Gail and Zach continue to reach out to students to try and get them committed to EWC. Campus tours remain steady but should slow down as we approach graduation and summer.

Counseling

In April, the Counseling Office saw a shift as I joined students in the final stretch of the spring semester. With summer approaching, I am ensuring smooth transitions for students needing support or referrals.

The Communication Resource Table and the Communications Workshop was postponed due to busy schedules. The month's highlights include:

- Wrapping up **Foundation Educational Grant** activities and preparing the final report.
- Connecting with students at **Casino Night**, strengthening relationships.
- Attending several webinars on **Early Signs of Psychosis Among Students** to better support students.
- Preparing for the **Summer Institute**, focusing on career education for high school students.
- Connected with **DOVES** (the Scottsbluff/Gering counterpart to the Goshen County Task Force on Family Violence and Sexual Assault), **local therapy offices**, and other **local resources** for the Torrington and Douglas campuses to update referral information and resource availability.
- While new client **Individual Counseling Sessions** increased slightly, my main focus remains on preparing students for life beyond the semester.

Looking ahead to May, I anticipate reflection and celebration as students complete their academic journey. The Counseling Office remains dedicated to providing support and fostering an inclusive environment for student success.

Financial Aid

The financial aid office is currently working to complete the software set up for the 24-25 award year. This is a New Year with a New FAFSA and did include some software updates to be completed by the IT Department, and a lot of rule changes within the settings. We are doing some testing this week April 29-May 3rd with Dynamic Campus and are hoping we can start reviewing FAFSA's and awarding Federal Aid starting May 6th.

- The financial aid office in conjunction with the admissions office has offered 186 institutional scholarships for 24-25 and we have received 92 acceptances for those scholarships. (Still hoping for more!)
- More Freshman Scholarships from the Foundation will start being awarded this week, hopefully by May 1st or shortly thereafter.
- Returning Sophomore awards will be done after May 15th, hopeful by the end of that week to have most of them awarded.
- The FA office is working with College Relations and admissions to increase our Kickstart Wyoming Tomorrow applications and that will be ongoing to the start of the Fall semester. Currently we have 11 returning students and have received 3 new applications for Fall 2024.
- Hathaway applications are being received for 24-25 and are being reviewed for awarding.
- Wyoming Works was renewed by the legislature for another year and we have 1 returning student to award, but will be looking for new students also.
- We have received information for the Wyoming HealthTrain Grant, the summer application period is closed and the Fall opens in May so we are working to promote students to apply for that. We have posters and rack cards and will share out with social media efforts also.
- Work-study requests have been sent out to college personnel to post positions for the upcoming 24-25 award year. With an increase in wages this year we were able to use most or all of our work study allocation.

GEAR UP

- 350 students have been served out of 350 required!
- Students have received 3,221 hours of service this school year.
- 37% of our seniors have completed FAFSA which is above the national average rate for this year.

Student Success and Testing

EWC Testing Center - April 2024

EWC Exams 52

EWC/ZOOM 8

ACCUPLACER 5

TEAS 0

HiSET 16

Other Institutions 1

Law Enforcement 0

Total Exams 82

Total Testing Days 18

Testing with Accommodations 8

Finals week will begin April 29th