



## **EWC Board of Trustees Meeting**

Eastern Wyoming College  
EWC Dolores Kaufman Board Room  
9-10-2024, 5:45pm

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The policy name was changed for more clarity.

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The final bill for the cattle was \$44,250.00. Because this was originally approved for \$40,000 and the invoice was submitted for \$4,250 more, this is the approval to ratify this expense for the additional expense.

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Wyo. Stat. § 16-4-405 (a)(iii) - - Potential Litigation Wyo. Stat. § 16-4-405 (a)(ii)(x) -- Personnel Wyo. Stat. § 16-4-405 (a)(vii) -- Real Estate



American Volleyball Coaches Association  
2365 Harrodsburg Rd., Suite A325 Lexington, KY 40504  
866-544-2822 www.avca.org

July 24, 2024

Jeffry Hawes  
Eastern Wyoming College  
3200 West C Street  
Torrington, WY 82240

Greetings from the American Volleyball Coaches Association. We are pleased to inform you that the Eastern Wyoming College women's volleyball team is a recipient of the **2024 AVCA Team Academic Award, sponsored by INTENT**. Congratulations! The full press release can be viewed here: <https://www.avca.org/award/2024-avca-team-academic-award-sponsored-by-intent/>

2024 marks the 32nd anniversary of the award, and the AVCA is thrilled to honor more than 1,400 high school and collegiate volleyball teams who have matched their volleyball achievements with academic excellence. The benchmark is an average 3.3 GPA on a 4.0 scale for the entire team in the 2023-2024 academic year.

Congratulations again to your athletes for their hard work, and to your coaches for their leadership and dedication to success on the court and in the classroom.

Sincerely,

A handwritten signature in cursive script that reads "Jaime Gordon".

Jaime Gordon  
AVCA CEO  
jaime.gordon@avca.org

A handwritten signature in cursive script that reads "Alice M. Rogers".

Alice Rogers  
AVCA Membership & Awards Specialist  
alice.rogers@avca.org

# Memorandum

**TO:** Board of Trustees

**FROM:** Mr. Stan Nicolls and Mr. Matt Scott

**DATE:** September 10, 2024

**RE:** Results from the National SkillsUSA Conference in Atlanta, GA

## **Students and their Achievements**

1. Dayton Tillman - 31st in Individual Welding
2. Cannon Cook - 6th in Customer Service
3. Kadey Krenzer & Drew Fraass - 7th in SUAS Drone
4. Inari Johnson - 11th in Related Technical Math
5. Riley Arnold - 7th in Extemporaneous Speaking

## **Postsecondary Representative for the State of Wyoming**

1. Braxton Green

## **\*\*Two State Officers have chosen to come to EWC 24/FA**

1. Marcus Zuver - Welding Student
2. Victoria Beaudry - Veterinary Technician Student

**Eastern Wyoming College will host the State SkillsUSA Fall Conference on November 21st.**

Fund Balance		as of 8/31/2024	
<b>Fund 10</b>	<b>Operational Fund</b>		
(Main Educational/Operating Fund)			
Balance	\$ 4,841,518.16		
Encumbered	\$ 160,443.15		
<b>Fund 11</b>	<b>Optional Mill Levy Fund</b>		
1 Mill assessed by Goshen County at Board's request.			
Balance	\$ 1,169,856.37		
Encumbered	\$ -		
<b>Fund 12</b>	<b>Auxiliary Fund</b>		
Cafeteria, Student Center, Housing, Bookstore and Motorpool			
Balance	\$ 1,165,498.57		
Encumbered	\$ -		
<b>Fund 13</b>	<b>Flow Through Fund</b>		
Student Fees, Technology Fees, Outreach Fees pass through this fund.			
Balance	\$ 1,264.00		
Encumbered	\$ -		
<b>Fund 19</b>	<b>GASB Audit Accruals Fund</b>		
Amount of liability for pension and other post employment benefits.			
Balance	\$ (18,115,419.57)		
Encumbered	\$ -		
<b>Fund 22</b>	<b>Grant &amp; Contracts/BOCES</b>		
Restricted funds			
Balance	\$ 944,153.85		
Encumbered	\$ 92,299.78		
<b>Fund 40</b>	<b>Endowment Fund</b>		
College EC funds invested with EWC Foundation			
Balance	\$ 6,986,809.43		
Encumbered	\$ -		
<b>Fund 60</b>	<b>Agency Fund</b>		
Funds where EWC is the fiduciary (Student Clubs)			
Balance	\$ 554,511.55		
Encumbered	\$ -		
<b>Fund 70</b>	<b>Unexpended Plant Fund</b>		
Funds for new construction			
Balance	\$ 2,726,615.96		
Encumbered	\$ -		
<b>Fund 71</b>	<b>Funds for Renewals &amp; Replacements</b>		
Funds for Maintenance and Repairs			
Balance	\$ 775,514.51		
Encumbered	\$ -		
<b>Fund 72</b>	<b>Funds for Retirement of Debt</b>		
Funds to retire ATEC and CTEC GO Bonds			
Balance	\$ 1,910,087.28		
Encumbered	\$ -		
<b>Fund 73</b>	<b>Investment in Plant</b>		
** See below			
Balance	\$ 43,619,023.17		
Encumbered	\$ -		



## Interoffice Memo

To: Dr. Jeffrey Hawes, President  
From: Kwin Wilkes, Chief Financial Officer *K Wilkes*  
Date: September 4, 2024  
Cc: Ms. Karen Parriott, Business Office Director  
Re: Monthly Financial Report

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### REVENUES:

The original FY-2025 operational fund revenue budget total is \$18,362,567, as adopted on July 9, 2024. In FY-2025, we have recognized \$4,510,142 in revenue representing 25% of the approved budget, which is largely made up of state aid in the amount of 2,835,753. Overall, operational fund revenue is 4% higher than last fiscal year. Tuition and fee collections are \$1,595,032, which comes to 39% 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 \$1,153,184 which is 39% of the amount budgeted. In-district fees are \$185,100. This is 46% of the amount budgeted. Outreach fees are \$36,204, which is 26% of the amount budgeted. Non-credit tuition is \$37,237. This is 37% of the amount budgeted.

Auxiliary Fund revenue recognized to date is \$1,383,081 or 71% of the approved budget. Food service and conference center revenues are \$298,968 or 52% of the budget recorded at the end of this reporting period. Food service and conference center revenues are 6% higher than last year. Housing revenue is \$390,871 which is 3% higher than the previous year and 62% 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, \$2,373,647 or 13% of the operational fund budget was expended. Salaries and benefits account for \$938,456 or 40% of the total expended and current and capital expenditures are \$1,435,191 or 60% of the total amount

expended. Last year's salaries and benefits, and current and capital expenditures totaled \$919,312 (64%) and \$424,930 (37%) respectively. Salaries and benefits spending is 7% higher than last year. Capital expenditures are substantially higher than last year. Overall, operational fund spending is 129% higher than last year.

Within the Auxiliary Fund, \$451,015 or 23% of the budget was spent in the current period and is substantially higher than last year.

#### **INVESTMENTS:**

Cash on hand in various demand accounts at the end of this period total \$10.9 million. Of this total, \$4,084,747 is being held in the Operating Fund checking account, earning a 2.50% fixed interest rate, which was effective 2/15/2023. EWC has three certificates of deposit of \$500,000 each at Platte Valley Bank that earn 4.98% that mature on 11/7/2024. EWC also has another 3 certificates of deposit of \$500,000 each at Platte Valley Bank earning 4.96%. These mature on 11/2/2024. A final certificate of deposit for \$1 million is being held at Points West Community Bank earning 4.95%. This CD matures on 10/12/2024. Currently, EWC has a total of \$4M in certificates of deposit. The six-month average market interest rate paid by WYOSTAR is 4.7%. The credit card sales repository account has a balance of \$64,574.46. Restricted repairs and maintenance funds for the Torrington campus total \$973,362 and cash reserves for the payment of CTEC and ATEC general obligation bonds held by Goshen County are \$1,549,554.21.

EWC has Excellence in Higher Education Endowment (EHEE) funds in the amount of \$721,667 (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 \$94,249.79. These funds are held with Converse County Bank. A check in the amount of \$500,000 was sent to Converse County in May to fulfill EWC's pledging towards the Douglas Campus Expansion Project.

#### **OTHER FINANCIAL AND RELATED MATTERS:**

We have started working with the auditors at MHP for the FY24 audits for the College, Foundation and Eastern Wyoming BOCES.

**Eastern Wyoming College**  
**Operational Fund Summary**  
**As of August 31, 2024 (Unaudited)**

REVENUE	FY-25 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
State Appropriation	11,300,926	2,835,753	(8,465,173)	25.09%	2,844,971	-0.32%
Local Revenue						
Mill Levy	1,178,633	7,204	(1,171,429)	0.61%	41,295	
Motor Vehicle Fees	181,056	18,760	(162,296)	10.36%	23,795	
Total Local Revenue	1,359,689	25,964	(1,333,725)	1.91%	65,090	-60.11%
Institutional Revenue						
In-District Tuition	800,731	358,603	(442,128)		344,715	
Out of District Tuition	564,701	180,495	(384,206)		156,555	
Out of State Tuition	232,589	220,815	(11,774)		142,695	
WUE Tuition	584,131	329,746	(254,385)		333,696	
Concurrent Tuition	742,844	63,525	(679,319)		53,340	
Total Credit Tuition	2,924,996	1,153,184	(1,771,812)	39.43%	1,031,001	11.85%
Continuing Education	15,000	-	(15,000)		1,220	
Community Services	86,802	37,237	(49,565)		22,633	
Total Non-Credit Tuition	101,802	37,237	(64,565)	36.58%	23,853	56.11%
Course Fees	169,785	65,205	(104,580)	38.40%	67,970	
In-District Fees	399,382	185,100	(214,282)	46.35%	175,410	
Technology Fee	185,297	68,272	(117,025)	36.84%	63,088	
Outreach Fees	137,651	36,204	(101,447)	26.30%	33,780	
Sales and Services Income	172,112	44,914	(127,198)	26.10%	30,467	
Total Fee Income	1,064,227	399,695	(664,532)	37.56%	370,715	7.82%
Total Tuition and Fees	4,091,025	1,590,116	(2,500,909)	38.87%	1,425,569	11.54%
Miscellaneous Income	90,650	4,916	(85,734)	5.42%	4,479	
Gate Receipts	2,300	-	(2,300)	0.00%	-	
Total Other Sources	92,950	4,916	(88,034)	5.29%	4,479	9.76%
Total Institutional Revenue	4,183,975	1,595,032	(2,588,943)	38.12%	1,430,048	11.54%
Carryover	1,300,000	-	(1,300,000)	0.00%	-	
Investment Income	114,675	29,083	(85,592)	25.36%	5,043	
Gifts/Grants	103,302	24,310	(78,992)	23.53%	608	
Other Transfers	-	-	-		-	
Total Revenue	18,362,567	4,510,142	(13,852,425)	24.56%	4,345,760	3.78%



**Eastern Wyoming College**  
**Operational Fund Summary**  
**As of August 31, 2024 (Unaudited)**

EXPENDITURES	FY-25		BUDGET VARIANCE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
	ADOPTED BUDGET	YEAR TO DATE				
<b>Instruction</b>						
Salaries	2,495,691	85,672	2,410,019	3.43%	84,851	
Benefits	1,262,863	29,405	1,233,458	2.33%	29,719	
Current Expenses	1,482,084	67,779	1,414,305	4.57%	25,353	
Capital Expenses	-	-	-		(38,001)	
<b>Total</b>	<b>5,240,638</b>	<b>182,856</b>	<b>5,057,782</b>	<b>3.49%</b>	<b>101,922</b>	<b>79.41%</b>
<b>Public Service</b>						
Salaries	63,802	3,395	60,407	5.32%	3,045	
Benefits	5,428	260	5,168	4.79%	233	
Current Expenses	7,975	9,232	(1,257)	115.76%	2,961	
Capital Expenses	-	-	-		-	
<b>Total</b>	<b>77,205</b>	<b>12,887</b>	<b>64,318</b>	<b>16.69%</b>	<b>6,239</b>	<b>106.56%</b>
<b>Academic Support</b>						
Salaries	507,513	81,619	425,894	16.08%	67,849	
Benefits	287,149	41,895	245,254	14.59%	36,058	
Current Expenses	318,250	41,262	276,988	12.97%	38,850	
Capital Expenses	-	-	-		-	
<b>Total</b>	<b>1,112,912</b>	<b>164,776</b>	<b>948,136</b>	<b>14.81%</b>	<b>142,757</b>	<b>15.42%</b>
<b>Student Services</b>						
Salaries	834,777	111,009	723,768	13.30%	111,290	
Benefits	401,743	59,995	341,748	14.93%	60,096	
Current Expenses	914,936	174,959	739,977	19.12%	107,395	
Capital Expenses	-	-	-		-	
<b>Total</b>	<b>2,151,456</b>	<b>345,963</b>	<b>1,805,493</b>	<b>16.08%</b>	<b>278,781</b>	<b>24.10%</b>
<b>Institutional Support</b>						
Salaries	1,699,373	263,780	1,435,593	15.52%	278,450	
Benefits	851,022	131,069	719,953	15.40%	128,925	
Current Expenses	2,107,087	229,588	1,877,499	10.90%	367,093	
Capital Expenses	-	12,400	(12,400)		-	
<b>Total</b>	<b>4,657,482</b>	<b>636,837</b>	<b>4,020,645</b>	<b>13.67%</b>	<b>774,468</b>	<b>-17.77%</b>
<b>Plant Operations</b>						
Salaries	592,979	85,481	507,498	14.42%	80,818	
Benefits	350,990	44,876	306,114	12.79%	37,978	
Current Expenses	1,722,426	120,573	1,601,853	7.00%	75,497	
Capital Expenses	-	-	-		-	
<b>Total</b>	<b>2,666,395</b>	<b>250,930</b>	<b>2,415,465</b>	<b>9.41%</b>	<b>194,293</b>	<b>29.15%</b>
<b>Scholarships</b>						
Current Expenses	1,511,930	30,556	1,481,374	2.02%	5,777	
<b>Non-Mandatory Transfers</b>						
Current Expenses	944,549	748,842	195,707	79.28%	279,699	
<b>Total Expenditures</b>	<b>18,362,567</b>	<b>2,373,647</b>	<b>15,988,920</b>	<b>12.93%</b>	<b>1,783,936</b>	<b>33.06%</b>

**Eastern Wyoming College**  
**Auxiliary Fund Summary**  
**As of August 31, 2024 (Unaudited)**

REVENUE	FY-25 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT COLLECTED	PRIOR YEAR COLLECTIONS	VARIANCE PRIOR YEAR
Food Service	447,187	298,968	(148,219)	66.86%	283,192	5.57%
Conference Center	127,404	-	(127,404)	0.00%	4	-100.00%
Residence Halls	628,172	390,871	(237,301)	62.22%	377,952	3.42%
Bookstores	12,499	-	(12,499)	0.00%	702	
Motor Pool - Buses	27,250	-	(27,250)	0.00%	-	
Total Revenue from Sales/Services	<u>1,242,512</u>	<u>689,839</u>	<u>(552,673)</u>	<u>55.52%</u>	<u>661,850</u>	<u>4.23%</u>
Transfers*	693,242	693,242	-	100.00%	279,699	147.85%
Total Revenue and Transfers	<u><u>1,935,754</u></u>	<u><u>1,383,081</u></u>	<u><u>(552,673)</u></u>	<u><u>71.45%</u></u>	<u><u>941,549</u></u>	<u><u>46.89%</u></u>

\*Transfers

Food Service	320,037	320,037			108,092
Conference Center	32,209	32,209			32,209
Residence Halls	286,996	286,996			151,897
Bookstores	42,000	42,000			(12,499)
Motor Pool	12,000	12,000			
Total Transfers	<u>693,242</u>	<u>693,242</u>			<u>279,699</u>

**Eastern Wyoming College**  
**Auxiliary Fund Summary**  
**As of August 31, 2024 (Unaudited)**

EXPENDITURES	FY-25 ADOPTED BUDGET	YEAR TO DATE	BUDGET VARIANCE	PERCENT SPENT	PRIOR YEAR EXPENDITURES	VARIANCE PRIOR YEAR
Food Services						
Salaries	182,277	10,822	171,455		10,788	
Benefits	132,437	831	131,606		2,987	
Current Expenses	452,510	161,935	290,575		15,573	
Capital Expenses	-	-	-		-	
Total	767,224	173,588	593,636	22.63%	29,348	491.48%
Conference Center						
Salaries	20,790	-	20,790		-	
Benefits	-	-	-		-	
Current Expenses	138,823	4,060	134,763		4,084	
Capital Expenses	-	-	-		-	
Total	159,613	4,060	155,553	2.54%	4,084	
Housing						
Salaries	160,318	17,597	142,721		20,288	
Benefits	52,817	6,586	46,231		11,220	
Current Expenses	702,033	247,622	454,411		229,759	
Capital Expenses	-	-	-		-	
Total	915,168	271,805	643,363	29.70%	261,267	4.03%
Bookstores						
Salaries	-	-	-		-	
Benefits	-	-	-		-	
Current Expenses	54,499	-	-		-	
Capital Expenses	-	-	-		-	
Total	54,499	-	-		-	
Motor Pool - Buses						
Current Expenses	39,250	1,562	37,688		1,048	
Total	39,250	1,562	37,688	3.98%	1,048	49.11%
<b>Total Expenditures</b>	<b>1,935,754</b>	<b>451,015</b>	<b>1,430,240</b>	<b>23.30%</b>	<b>295,747</b>	<b>52.50%</b>



# EWC Board of Trustees Meeting Minutes

Eastern Wyoming College  
Tuesday, August 13, 2024 at 5:45 PM MDT  
@ EWC Dolores Kaufman Board Room

## **Attendance**

### **Present:**

Members: Randy Adams, Bob Baumgartner, Jackie Van Mark, Doug Mercer, Katherine Patrick, Kurt Sittner, Rick Vonburg

### **Absent:**

Members: Jim Willox

- I. Chairman Van Mark called the meeting to order.
- II. Approval of the August 13, 2024 meeting agenda.

### **Motion to approve the August 13, 2024 meeting agenda:**

Motion moved by Doug Mercer and motion seconded by Bob Baumgartner. Motion passed.

### III. Introductions

Dr. Hawes introduced Dr. Kim Dale who will be providing consulting services to implement, achieve critical goals, and improve enrollment function.

### IV. Public Comment

None

### V. Department Updates

#### A. President's Report: Dr. Jeffry Hawes

Dr. Hawes informed the Board that Monday, August 19th, the College will hold its Fall In-Service day from 8:30am to 12:00pm. Dr. Hawes commended the Student Services department for their hard work in the implementation of the new CRM, Element451.

#### B. Financial Report: CFO, Mr. Kwin Wilkes

CFO Wilkes presented the July monthly financial report which provided an unaudited update regarding revenues and expenditures for the operational and auxiliary funds from July 1, 2024 to July 31, 2024.

### VI. Consent Agenda Approval for the following items

#### A. July 9, 2024 Meeting Minutes

**Motion to approve the Consent Agenda, which included the July 9, 2024 meeting minutes:**

Motion moved by Rick Vonburg and motion seconded by Katherine Patrick.  
Motion passed.

VII. Consideration of New Business - Action Items

- A. Approval of the July 2024 Expenditure Report.

**Motion to approve the July 2024 Expenditure Report:**

Motion moved by Katherine Patrick and motion seconded by Rick Vonburg.  
Motion passed.

- B. Approval to purchase a Ford Explorer-Active, not to exceed \$50,000 from Laramie Peak Motors.

Paid for by the WIP Tourism grant. This vehicle will be split between the Torrington and Douglas campuses.

**Motion to approve the purchase a Ford Explorer-Active, not to exceed \$50,000 from Laramie Peak Motors:**

Motion moved by Bob Baumgartner and motion seconded by Doug Mercer.  
Motion passed.

- C. Approval of Andrew Lincowski to the position of Professor of Mathematics / Assessment Data Analyst.

**Motion to approve Andrew Lincowski to the position of Professor of Mathematics / Assessment Data Analyst:**

Motion moved by Bob Baumgartner and motion seconded by Katherine Patrick.  
Motion passed.

- D. Approval of Kayla Linard to the position of Associate of Professor of Nursing at the Douglas Campus.

**Motion to approve Kayla Linard to the position of Associate of Professor of Nursing at the Douglas Campus:**

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

- E. Approval of Kasey Powell to the position of Nursing Director.

**Motion to approve Kasey Powell to the position of Nursing Director:**

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

- F. Approval of Gail Bower to the position of Director of Admissions and Enrollment Management.

**Motion to approve Gail Bower to the position of Director of Admissions and Enrollment Management:**

Motion moved by Rick Vonburg and motion seconded by Katherine Patrick.

Motion passed.

- G. Approval of 2 new positions that include Dean of Transfer and Dean of Career and Technical Education.

Both positions will report to the Dean of Academic Services on the Org. Structure. Only one position will be funded FY25.

**Motion to approve 2 new positions that include Dean of Transfer and Dean of Career and Technical Education:**

Motion moved by Rick Vonburg and motion seconded by Randy Adams. Motion passed.

VIII. Board Policy Final Review and Approval

- A. Approval of the Final Reading for Board Policy 1.1 College Board Purpose.

**Motion to approve the Final Reading for Board Policy 1.1 College Board Purpose:**

Motion moved by Randy Adams and motion seconded by Katherine Patrick.

Motion passed.

- B. Approval of the Final Reading for Board Policy 2.3 Serious Infectious Illnesses.

TABLED: This policy will be reviewed and edited and brought back to the September meeting for approval per Dr. Hawes.

- C. Approval of the Final Reading for Board Policy 2.18 Alcohol and Controlled substance Free Campus.

**Motion to approve the Final Reading for Board Policy 2.18 Alcohol and Controlled substance Free Campus:**

Motion moved by Randy Adams and motion seconded by Katherine Patrick.

Motion passed.

- D. Approval of Final Reading for Board Policy 3.0 Equal Employment Opportunity Statement.

**Motion to approve the Final Reading for Board Policy 3.0 Equal Employment Opportunity Statement:**

Motion moved by Bob Baumgartner and motion seconded by Randy Adams.

Motion passed.

- E. Approval of Final Reading for Board Policy 3.1 Nondiscrimination on Basis of Disability.

**Motion to approve the Final Reading for Board Policy 3.1 Nondiscrimination on Basis of Disability:**

Motion moved by Rick Vonburg and motion seconded by Doug Mercer. Motion passed.

- F. Approval of Final Reading for Board Policy 3.5 Employment.

**Motion to approve the Final Reading for Board Policy 3.5 Employment:**

Motion moved by Doug Mercer and motion seconded by Katherine Patrick. Motion passed.

- G. Approval of Final Reading for Board Policy 3.12 Sexual Harassment.

**Motion to approve the Final Reading for Board Policy 3.12 Sexual Harassment:**

Motion moved by Rick Vonburg and motion seconded by Katherine Patrick. Motion passed.

- H. Approval of Final Reading for Board Policy 5.4 Credit Classes for Seniors.

**Motion to approve the Final Reading for Board Policy 5.4 Credit Classes for Seniors:**

Motion moved by Rick Vonburg and motion seconded by Bob Baumgartner. Motion passed by majority, with 1 vote no.

- I. Approval of Final Reading for Board Policy 5.5 Faculty Research Involving Student Records.

**Motion to approve the Final Reading for Board Policy 5.5 Faculty Research Involving Student Records:**

Motion moved by Doug Mercer and motion seconded by Bob Baumgartner. Motion passed.

- J. Approval of Final Reading for Board Policy 5.9 Admission of International Students.

**Motion to approve the Final Reading for Board Policy 5.9 Admission of International Students:**

Motion moved by Katherine Patrick and motion seconded by Rick Vonburg. Motion passed.

- K. Approval of Final Reading for Board Policy 5.15 Reasonable Accommodations for Students with Disabilities.

**Motion to approve the Final Reading for Board Policy 5.15 Reasonable Accommodations for Students with Disabilities:**

Motion moved by Bob Baumgartner and motion seconded by Katherine Patrick.  
Motion passed.

L. Approval of Final Reading for Board Policy 6.11 Animals or Pets on Campus.

Attorney Metzler clarified the definition of Service Animals and Emotional Support Animals. Primarily, dogs or mini horses are considered Service Animals. Emotional Support Animals are not limited to certain animals. Under the Fair Housing Act, it states that an Emotional Support animal "has to be within a reasonable accommodation". For example, a horse would not be suitable for a dorm or classroom and therefore would not be a reasonable accommodation. Attorney Metzler stated these accommodations should be evaluated on a case by case, basis, looking at liability and costs.

**Motion to approve the Final Reading for Board Policy 6.11 Animals or Pets on Campus:**

Motion moved by Bob Baumgartner and motion seconded by Katherine Patrick.  
Motion passed.

M. Approval of Final Reading for Board Policy 7.9 Data Protection Privacy Notice.

TABLED: This policy will be reviewed and edited and brought back to the September meeting for approval. The title of this needs some better clarification on which students this applies to. Rick Vonburg moved to table this policy for further edits. Katherine Patrick seconded the motion. Motion passed.

N. Addendum Approvals

O. Approval to request an August 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 August 22, 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.

**Motion to approve the request to hold an August Public Hearing on the Final Budget for FY24:**

Motion moved by Katherine Patrick and motion seconded by Rick Vonburg.  
Motion passed.

P. Approval of the Template for Concurrent and Dual Enrollment Memorandum of Understanding (2024-2025).

Memorandum of Understanding Template for (2024-2025) Between Eastern Wyoming College and School District.

**Motion to approve the Template for Concurrent and Dual Enrollment Memorandum of Understanding (2024-2025):**

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



Q. Approval for the purchase of a Polaris Utility Vehicle from Frank Powersports not to exceed \$50,000.

Paid for by the WIP Tourism grant. Two bids were received.

**Motion to approve the purchase of a Polaris Utility Vehicle from Frank Powersports not to exceed \$50,000:**

Motion moved by Katherine Patrick and motion seconded by Bob Baumgartner.

Motion passed.

IX. Trustee Topics

Chairman Van Mark informed the Board about the upcoming Ag Expo at SAREC on August 21st and August 22nd. Please inform Sally if you are or are not planning on filing to be on the Board for this election.

X. Approval to adjourn into Executive Session - Wyo. Stat. § 16-4-405 (a)(iii) - - Potential Litigation.

Meeting Adjourned. No action took place after the Executive Session.

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Jackie Van Mark, Chairman

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Randy Adams, Secretary

\_\_\_\_\_  
Sally Watson, Executive Assistant



# EWC Board of Trustees Work Session Minutes

Eastern Wyoming College  
Tuesday, August 13, 2024 at 4:00 PM MDT  
@ EWC Dolores Kaufman Board Room

## Attendance

### Present:

Members: Randy Adams, Jackie Van Mark, Bob Baumgartner, Doug Mercer, Katherine Patrick, Kurt Sittner, Rick Vonburg

### Absent:

Members: Jim Willox

- I. Chairman Van Mark called the meeting to order.
- II. Approval of the August 13, 2024 Work Session Agenda.

### **Motion to approve the August 13, 2024 Work Session Agenda:**

Motion moved by Randy Adams and motion seconded by Rick Vonburg. Motion passed.

- III. Approval of the July 9, 2024 Work Session Minutes.

### **Motion to approve the July 9, 2024 Work Session Minutes:**

Motion moved by Bob Baumgartner and motion seconded by Katherine Patrick. Motion passed.

- IV. Element 451 Presentation (new customer relations management system)

Ms. Gail Bower and Ms. Tami Afdahl presented a PowerPoint presentation and video on the new CRM, Element451. Element451 is the next-generation AI student engagement platform. This CRM will keep students engaged, enrollment high, and the use of staff time more productive. This new program will streamline quick-response forms. It personalizes direct communication in the digital channel students prefer. Every form submission triggers a personalized, relevant, and timely message, an email or text sent is unique to that learner's stage, which identifies needs, and interests, and the student's questions are anticipated, and answered correctly.

- V. Student Enrollment Management Plan/Communications Plan

Mr. John Hansen and Ms. Tami Afdahl presented a PowerPoint presentation on the Strategic Enrollment Management Plan and also distributed a handout to the Board on this plan in detail. It is designed to enhance the institution's capacity to attract, enroll and retain a diverse student body. This plan aims to achieve a 5% increase in enrollment, equating to 50 additional FTE's over the next academic year. Key strategies of the plan include: Targeted Recruitment, which expands educational opportunities to underserved enrollment populations, Enhancement of Student Support which strengthens academic advising, enhancing financial aid processes, awarding scholarships and student engagement programs, Marketing and Outreach campaign, which will be implemented to serve a foundational element of the plans, and Partnership Development with high schools, community and businesses.

VI. Adjournment

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Jackie Van Mark, Chairman

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Randy Adams, Secretary

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Sally Watson, Executive Assistant

Payee Name	Check Number	Check Date	Item Description	Item GL Amount
Student Payment			Refund Authorization	60.00
Student Payment			Refund Authorization	60.00
Student Payment			Refund Authorization	60.00
Student Payment	PV*0165146	8/30/2024	Fin Aid Refund	416.58
Student Payment			Refund Authorization	60.00
Student Payment			Refund Authorization	60.00
Student Payment			Refund Authorization	60.00
Student Payment	PV*0164975	8/9/2024	Room Deposit Return	150.00
Student Payment			Refund Authorization	60.00
Student Payment			Refund Authorization	60.00
Student Payment			Refund Authorization	60.00
Student Payment	PV*0165000	8/13/2024	ANNUAL BILLBOARD LEASE FY25	2,200.00
COAL CREEK LAW LLP	PV*0165047	8/20/2024	MISC LEGAL CONSULTING COMPLIANCE & RESEARCH	646.00
COAL CREEK LAW LLP	PV*0165047	8/20/2024	CONSULTING ON PROPERTY DAMAGE	2,182.00
COAL CREEK LAW LLP	PV*0165047	8/20/2024	TRAVEL EXPENSES	155.37
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	FIX LEAKING WATER SOFTNER IN LANCER HALL	317.00
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DELIVERED TO MAINT	9.35
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DELIVERED-GROUNDS	46.10
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	10.00
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DELIVERD TO FACULTY	9.35
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	12.50
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DELIVERED-ACADEMICS	9.35
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	12.50
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DELIVERED -OUTREACH	16.70
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	12.50
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	12.50
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DELIVERED TO COM ED	16.70
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	12.50
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	12.50
CULLIGAN WATER CONDITIONING	PV*0165001	8/13/2024	WATER DISPENSER RENT	10.00
Roger Cheser	PV*0165030	8/15/2024	BEHIND THE WHEEL INSTRUCT PLATTE COUNTY SCHOOL DIST	2,415.00
PRAISE WINDOWS	PV*0165089	8/22/2024	CLEANING CTEC WINDOWS	1,650.00
STEVE'S CARPET CARE PLUS	PV*0165016	8/13/2024	CLEAN CARPETS IN LANCER HALL	6,262.13
STEVE'S CARPET CARE PLUS	PV*0165016	8/13/2024	CLEAN CARPETS IN EASTERN HALL	4,251.10
STEVE'S CARPET CARE PLUS	PV*0165128	8/27/2024	TRIPLE CLEAN CARPET IN DORM ROOM PET ODOR	155.00
OK WRECKING	PV*0164971	8/6/2024	STORAGE UNIT RENT	100.00
GRO BUSINESS SOLUTIONS, LLC	PV*0165083	8/22/2024	ORIENTATION TSHIRTS	2,212.50
Katie M. Thomas	PV*0164974	8/6/2024	FREELANCE SOCIAL MEDIA WORK FOR JULY 24	1,012.00
Ryley Lane	PV*0165057	8/20/2024	BULLRIDING SCHOOL TUITION	650.00

AC ELECTRIC MOTOR SERVICE	PV*0165044	8/20/2024	NEW MOTOR FOR HVAC AIR COMPRESSOR IN ACTIVITY CENTER	952.00
AC ELECTRIC MOTOR SERVICE	PV*0165044	8/20/2024	MOTOR REBUILD FOR HVAC COMPRESSOR IN VET TECH	161.37
DUTCH IT SOLUTIONS LLC	PV*0165004	8/13/2024	IT CONTRACTED SERVICES	32,381.92
Rico Gonzales	PV*0165049	8/20/2024	BAND FOR NEW STUDENT ORIENTATION	1,000.00
Sandra K. Veltri	PV*0165021	8/13/2024	CONSULTING SERVICES-JUL24	1,687.50
BOOTS ON THE GROUND PRODUCTIONS LLC	PV*0164997	8/13/2024	CONSULTING - WIP TOURISM	26,245.59
Kristy A. Jones	PV*0165009	8/13/2024	CONSULTING-MED ASST PROG	1,200.00
BLAIS MICROSCOPE COMPANY, LLC	PV*0165029	8/15/2024	MICROSCOPES MAINTENANCE	1,730.00
Kimberly J Kuster Dale	PV*0165002	8/13/2024	CONSULTING SERVICES-JUN24	1,350.00
Blaine Eppel	PV*0165033	8/15/2024	BEHIND THE WHEEL INSTRUCT PLATTE COUNTY SCHOOL DIST	1,255.00
METAL SHOP & REPAIR LLC	PV*0165085	8/22/2024	BUILD EXPANDING BARRIER CAGE FOR CLUB JACKPOTS	366.51
Employee Reimbursement	PV*0165117	8/27/2024	INSURANCE REIMBURSEMENTS	245.11
Employee Reimbursement	PV*0165011	8/13/2024	TRAVEL EXPENSE REIMB	373.99
Employee Reimbursement	PV*0165122	8/27/2024	INSURANCE REIMBURSEMENTS	178.26
Employee Reimbursement	PV*0165093	8/22/2024	TRAVEL EXPENSE REIMB	35.37
Employee Reimbursement	PV*0165024	8/13/2024	TRAVEL EXPENSE REIMB	389.05
CITY OF TORRINGTON	PV*0164965	8/6/2024	LAWN METERS #16.09700.00	8,296.57
CITY OF TORRINGTON	PV*0164965	8/6/2024	LANCER HALL #16.09726.01	2,434.58
CITY OF TORRINGTON	PV*0164965	8/6/2024	LANCER HALL #16.09726.01	67.90
CITY OF TORRINGTON	PV*0164965	8/6/2024	LANCER HALL #16.09726.01	54.65
CITY OF TORRINGTON	PV*0164965	8/6/2024	LANCER HALL #16.09726.01	467.20
CITY OF TORRINGTON	PV*0164965	8/6/2024	EASTERN HALL #16.09750.00	1,985.56
CITY OF TORRINGTON	PV*0164965	8/6/2024	EASTERN HALL #16.09750.00	67.90
CITY OF TORRINGTON	PV*0164965	8/6/2024	EASTERN HALL #16.09750.00	51.36
CITY OF TORRINGTON	PV*0164965	8/6/2024	EASTERN HALL #16.09750.00	233.60
CITY OF TORRINGTON	PV*0164965	8/6/2024	TENNIS COURT #16.09740.00	75.33
CITY OF TORRINGTON	PV*0164965	8/6/2024	FINE ARTS #16.09675.00	5,265.87
CITY OF TORRINGTON	PV*0164965	8/6/2024	FINE ARTS #16.09675.00	67.90
CITY OF TORRINGTON	PV*0164965	8/6/2024	FINE ARTS #16.09675.00	45.79
CITY OF TORRINGTON	PV*0164965	8/6/2024	FINE ARTS #16.09675.00	233.60
CITY OF TORRINGTON	PV*0164965	8/6/2024	ACTIVITY CTR #16.09620.00	13,636.27
CITY OF TORRINGTON	PV*0164965	8/6/2024	ACTIVITY CTR #16.09620.00	326.71
CITY OF TORRINGTON	PV*0164965	8/6/2024	ACTIVITY CTR #16.09620.00	330.33
CITY OF TORRINGTON	PV*0164965	8/6/2024	ACTIVITY CTR #16.09620.00	467.20
CITY OF TORRINGTON	PV*0164965	8/6/2024	COSMO #16.09800.00	260.94
CITY OF TORRINGTON	PV*0164965	8/6/2024	COSMO #16.09800.00	67.90
CITY OF TORRINGTON	PV*0164965	8/6/2024	COSMO #16.09800.00	41.49
CITY OF TORRINGTON	PV*0164965	8/6/2024	TEBBET #16.09625.00	4,858.10
CITY OF TORRINGTON	PV*0164965	8/6/2024	TEBBET #16.09625.00	182.72
CITY OF TORRINGTON	PV*0164965	8/6/2024	TEBBET #16.09625.00	119.18

CITY OF TORRINGTON	PV*0164965	8/6/2024	TEBBET #16.09625.00	67.83
CITY OF TORRINGTON	PV*0164965	8/6/2024	VET TECH #16.09590.00	3,475.61
CITY OF TORRINGTON	PV*0164965	8/6/2024	VET TECH #16.09590.00	43.72
CITY OF TORRINGTON	PV*0164965	8/6/2024	VET TECH #16.09590.00	46.53
CITY OF TORRINGTON	PV*0164965	8/6/2024	VET TECH #16.09590.00	233.60
CITY OF TORRINGTON	PV*0164965	8/6/2024	HILLTOP #16.09050.01	166.50
CITY OF TORRINGTON	PV*0164965	8/6/2024	PUBLIC RADIO #16.09725.00	141.36
CITY OF TORRINGTON	PV*0164965	8/6/2024	HILLTOP L/S #6.01898.00	14.40
CITY OF TORRINGTON	PV*0164965	8/6/2024	21ST & WC SIGN#7.00015.00	23.80
CITY OF TORRINGTON	PV*0164965	8/6/2024	BUS GARAGE #16.9530.00	175.32
CITY OF TORRINGTON	PV*0164965	8/6/2024	BUS GARAGE #16.9530.00	38.22
CITY OF TORRINGTON	PV*0164965	8/6/2024	BUS GARAGE #16.9530.00	35.17
CITY OF TORRINGTON	PV*0164965	8/6/2024	BUS GARAGE #16.9530.00	67.83
CITY OF TORRINGTON	PV*0164965	8/6/2024	ST LIGHTS #16.09566.01	33.81
CITY OF TORRINGTON	PV*0164965	8/6/2024	ST LTS & SIGN#16.09720.01	82.13
CITY OF TORRINGTON	PV*0164965	8/6/2024	CTEC #16.09540.02	7,642.57
CITY OF TORRINGTON	PV*0164965	8/6/2024	CTEC #16.09540.02	157.95
CITY OF TORRINGTON	PV*0164965	8/6/2024	CTEC #16.09540.02	136.38
CITY OF TORRINGTON	PV*0164965	8/6/2024	CTEC #16.09540.02	467.20
CITY OF TORRINGTON	PV*0164965	8/6/2024	ATEC #16.09003.00	3,059.87
CITY OF TORRINGTON	PV*0164965	8/6/2024	ATEC #16.09003.00	159.92
CITY OF TORRINGTON	PV*0164965	8/6/2024	ATEC #16.09003.00	175.08
CITY OF TORRINGTON	PV*0164965	8/6/2024	ATEC #16.09003.00	67.83
CITY OF TORRINGTON	PV*0164979	8/8/2024	GOLF DRIVING RANGE FEE FY25	1,000.00
CITY OF TORRINGTON	PV*0164979	8/8/2024	USE OF GOLF COURSE FY25	1,500.00
IDEAL LINEN SUPPLY, INC	PV*0164968	8/6/2024	FIRST AID & MOPS	106.28
IDEAL LINEN SUPPLY, INC	PV*0164968	8/6/2024	FIRST AID & MOPS	106.28
IDEAL LINEN SUPPLY, INC	PV*0164968	8/6/2024	FIRST AID & MOPS	106.28
IDEAL LINEN SUPPLY, INC	PV*0164968	8/6/2024	FIRST AID & MOPS	106.28
IDEAL LINEN SUPPLY, INC	PV*0164968	8/6/2024	FIRST AID & MOPS	106.28
IDEAL LINEN SUPPLY, INC	PV*0165038	8/15/2024	LINENS FOR HAP SUMMERCAMP	310.50
STATE OF WYOMING	PV*0165092	8/22/2024	EMPLOYEES GROUP INSURANCE	166,735.91
STATE OF WYOMING	PV*0165092	8/22/2024	FLEXIBLE CAFETERIA PLANS 8/23/24	1,925.00
STATE OF WYOMING	PV*0165092	8/22/2024	ADMINISTRATION FEE 8/23/24	7,001.40
Torrington Telegram	PV*0165019	8/13/2024	LEGAL AD-COLLEGE BUDGET HEARING	123.37
Torrington Telegram	PV*0165019	8/13/2024	LEGAL AD-BOCES BUDGET HEARING	177.94
Torrington Telegram	PV*0165019	8/13/2024	SPORTS PACKAGE-JUL 24	159.00
Torrington Telegram	PV*0165019	8/13/2024	TEACHER OF MONTH	99.00
Torrington Telegram	PV*0165019	8/13/2024	GOSHEN CO PRE-FAIR 24	566.00
Torrington Telegram	PV*0165019	8/13/2024	COMMUNITY UNITY GOLD JUL 24	70.00

Torrington Telegram	PV*0165019	8/13/2024	CONGRATS TORR THUNDER SOFTBALL	25.00
Torrington Telegram	PV*0165019	8/13/2024	LEGAL AD-PROPOSED POLICYS	104.39
Torrington Telegram	PV*0165019	8/13/2024	CONGRATS TORR ALL STARS BASEBALL	25.00
Torrington Telegram	PV*0165019	8/13/2024	WESTON CO COMMUNITY ED BROCHURES	1,402.43
Torrington Telegram	PV*0165019	8/13/2024	CROOK CO COMMUNITY ED BROCHURES	1,488.54
Torrington Telegram	PV*0165019	8/13/2024	PLATTE CO COMMUNITY ED BROCHURES	1,698.78
Torrington Telegram	PV*0165019	8/13/2024	GOSHEN CO COMMUNITY ED BROCHURES	2,012.44
Torrington Telegram	PV*0165019	8/13/2024	CONVERSE CO COMMUNITY ED BROCHURES	2,122.91
CASPER STAR-TRIBUNE	PV*0165075	8/22/2024	STAR TRIBUNE SUBSCRIPTION FY25	326.99
KAUFMAN GLASS	PV*0164985	8/8/2024	REPAIR FITNESS CNTR DOOR	250.00
BLOEDORN LUMBER COMPANY	PV*0164977	8/8/2024	PAINT & SUPPLIES	521.56
BLOEDORN LUMBER COMPANY	PV*0164977	8/8/2024	BLACK PAINT	56.99
BLOEDORN LUMBER COMPANY	PV*0164977	8/8/2024	DRAIN CLEANER	31.98
DEPT OF WORKFORCE SERVICES	PV*0165077	8/22/2024	2ND QTR 2024 UNEMPLOYMENT	227.72
Z & W MILL	PV*0164991	8/8/2024	COB FEED FOR CALVES	292.10
CAPITAL BUSINESS SYSTEMS, INC	PV*0165118	8/27/2024	COPIER SERVICE CONTRACT	374.91
FRANK PARTS CO	PV*0164981	8/8/2024	OIL & FILTERS FOR CARTS & MOWERS	227.61
CHICAGO DISTRIBUTION CENTER	PV*0165046	8/20/2024	BANNED BOOKS REPORT 2023	22.50
CHICAGO DISTRIBUTION CENTER	PV*0165046	8/20/2024	SHIPPING	23.19
HARRYS APPLIANCE REPAIR	PV*0165137	8/30/2024	INFINITE SWITCH FOR APT IN EASTERN HALL	75.00
HARRYS APPLIANCE REPAIR	PV*0165137	8/30/2024	NEW FRIDGE FOR VT LAB	634.00
OLSON TIRE FACTORY	PV*0164986	8/8/2024	KENWORTH TRUCK TIRES	944.56
EASTERN WYOMING COLLEGE	PV*0165078	8/22/2024	EWC LEADERSHIP AWARD 8/23/24	68.00
EASTERN WYOMING COLLEGE	PV*0165078	8/22/2024	EMPLOYEE SCHOLARSHIP 8/23/24	7.50
WYDOT-FINANCIAL SERVICES	PV*0165025	8/13/2024	DIESEL FUEL	1,112.36
WYDOT-FINANCIAL SERVICES	PV*0165025	8/13/2024	DIESEL FUEL	288.26
WYOMING EDUCATION ASSOCIATION	PV*0165096	8/22/2024	DUES 8/23/24	396.06
CENTURY LUMBER CENTER	PV*0164963	8/6/2024	30 SPRAY GUN FOR WEEDS	23.39
CENTURY LUMBER CENTER	PV*0164963	8/6/2024	SPRINKER PARTS	81.04
CENTURY LUMBER CENTER	PV*0164963	8/6/2024	STRING/ TWINE	10.42
LERN	PV*0165012	8/13/2024	LERN MEMBERSHIP-D WHITE	945.00
NEWSLETTER JOURNAL	PV*0164983	8/8/2024	LEGAL AD FOR BOCES BUDGET	262.50
Employee Reimbursement	PV*0165127	8/27/2024	TRAVEL EXPENSE REIMB	7.49
PRESTO-X	PV*0165143	8/30/2024	RODENT CONTROL VT	122.17
PRESTO-X	PV*0165143	8/30/2024	RODENT CONTROL CTEC	92.63
PRESTO-X	PV*0165143	8/30/2024	RODENT CONTROL KITCHEN	155.73
PRESTO-X	PV*0165143	8/30/2024	RODENT CONTROL LVSTK	77.00
PRESTO-X	PV*0165143	8/30/2024	FLY BAIT LIVESTOCK	56.39
PRESTO-X	PV*0165143	8/30/2024	FLY BAIT ATEC	53.70
PRESTO-X	PV*0165143	8/30/2024	RODENT CONTROL ATEC	75.17

PRESTO-X	PV*0165143	8/30/2024	INSECT CONTROL	114.10
MWI VETERINARY SUPPLIES	PV*0165014	8/13/2024	VET TECH MEDS	108.07
MWI VETERINARY SUPPLIES	PV*0165014	8/13/2024	INTEREST ON LATE PAYMENT	8.18
MWI VETERINARY SUPPLIES	PV*0165014	8/13/2024	VET TECH MEDS	50.96
Coy Thompson	PV*0165131	8/30/2024	ROPING STEERS	31,500.00
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	LORELL GAMING DESKS PER QUOTE: GH-2024/05/16	2,000.00
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	BATTERIES FOR OFFICE USE	17.57
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	BINDER	4.99
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	NOTARY STAMP	23.00
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	FREIGHT FROM VENDOR	5.00
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	AVERY ADDRESS LABELS	42.99
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	NOTEBOOK & FOLDERS	22.63
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	LILAC PAPER	51.06
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	HOLE PUNCH	23.99
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	PENS	4.48
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	ASSEMBLE & DELIVER STORAG CABINETS FOR MAKERSPACE	240.00
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	BATTERIES	8.99
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	LASER TONER CARTRIDGES	466.45
TORRINGTON OFFICE SUPPLY INC	PV*0165018	8/13/2024	PRINTER TONER CARTRIDGE	147.63
CRUM ELECTRIC SUPPLY	PV*0164980	8/8/2024	LED UPGRADE	7,820.00
CRUM ELECTRIC SUPPLY	PV*0164980	8/8/2024	WIRE NUTS	70.85
CRUM ELECTRIC SUPPLY	PV*0164980	8/8/2024	LIGHTS FOR BUS BARN	965.50
CRUM ELECTRIC SUPPLY	PV*0164980	8/8/2024	MOTION DETECTORS FOR LIGHTS IN WOMENS LOCKER ROOM	395.06
WICHE	PV*0165070	8/20/2024	ALLIANCE MEMBERSHIP FY25	800.00
ANDERSON CARPET SALES, INC.	PV*0165027	8/15/2024	CARPET REMOVAL & INSTALL AT DOUGLAS CAMPUS	1,100.00
PRINT EXPRESS	PV*0165090	8/22/2024	BUSINESS CARDS-BILL ENGEL	49.95
PRINT EXPRESS	PV*0165090	8/22/2024	LABELS FOR STUDENT SERV	257.25
PRINT EXPRESS	PV*0165090	8/22/2024	DECALS ON SHOWBOX & DRYER AWARDS FOR LANCER SHOW SERIES	55.00
PRINT EXPRESS	PV*0165090	8/22/2024	NAME BADGE-ROBIN BOYD	23.85
PRINT EXPRESS	PV*0165090	8/22/2024	NAME BADGE-M FARLEY	23.86
BRODART CO	PV*0165115	8/27/2024	MCNAUGHTON SERVICE RENEW 7/2024 - 6/2025	4,296.00
SPIC & SPAN CLEANERS	PV*0165126	8/27/2024	WEED SPRAY & DYE	1,026.00
SPIC & SPAN CLEANERS	PV*0165126	8/27/2024	WEED SPRAY CHEMICALS	370.00
THOMPSON GLASS INC	PV*0165067	8/20/2024	DOOR HINGE FOR FIT CNTR	100.00
GARDEN CITY COMMUNITY COLLEGE	PV*0165036	8/15/2024	TOURNAMENT ENTRY FEE	250.00
GRAINGER INC	PV*0165007	8/13/2024	MAINT SUPPLIES	1,051.12
GRAINGER INC	PV*0165053	8/20/2024	PLUMBING PARTS	139.10
GRAINGER INC	PV*0165121	8/27/2024	GLOVES	135.12
GRAINGER INC	PV*0165121	8/27/2024	GLOVES & PAPER TOWELS	119.79
MASEK POWER SPORTS	PV*0165084	8/22/2024	ROOFS FOR GROUNDS CARTS	346.06



Sundance Times	PV*0164988	8/8/2024	LEGAL AD FOR BOCES BUDGET	347.00
VERIZON WIRELESS	PV*0165069	8/20/2024	CELLULAR SERVICE	931.54
VERIZON WIRELESS	PV*0165069	8/20/2024	JET PACKS	520.13
IDEXX LABORATORIES	PV*0165039	8/15/2024	IDEXXCARE PLUS: VET STAT QTR MAINT CONTRACTS	129.99
IDEXX LABORATORIES	PV*0165039	8/15/2024	IDEXXCARE PLUS: LASERCYTE QTR MAINT CONTRACT	314.90
LARAMIE COUNTY COMMUNITY COLLEGE	PV*0165058	8/20/2024	WYO TITLE IX TRAINING	3,936.15
PLATTE VALLEY BANK	PV*0165142	8/30/2024	PRINCIPAL 9/1/24 REV BOND	105,000.00
PLATTE VALLEY BANK	PV*0165142	8/30/2024	INTEREST 9/1/24 REV BONDS	50,512.09
PLATTE VALLEY BANK	PV*0165142	8/30/2024	RECORD 9/1/24 BOND PRINC PAYEMNTS	105,000.00
PLATTE VALLEY BANK	PV*0165142	8/30/2024	RECORD 9/1/24 BOND INTER PAYMENTS	50,512.09
PLATTE VALLEY BANK	PV*0165142	8/30/2024	RECORD 9/1/24 BOND P & I PAYMENTS	(155,512.09)
PLATTE VALLEY BANK	PV*0165142	8/30/2024	RECORD 9/1/24 BOND PRINC LANCER HALL	105,000.00
PLATTE VALLEY BANK	PV*0165142	8/30/2024	RECORD 9/1/24 BOND PRINC LANCER HALL	(105,000.00)
HEARTLAND EMBROIDERY	PV*0165054	8/20/2024	TEAM VESTS & TEAM HATS EMBROIDERY	1,283.00
WESTON COUNTY GAZETTE	PV*0165042	8/15/2024	LEGAL AD ON BOCES BUDGET	67.50
PANHANDLE COOP	PV*0164987	8/8/2024	DONUTS FOR REGISTRATION DAY	59.40
PANHANDLE COOP	PV*0164987	8/8/2024	PAPERTOWELS FOR KITCHEN	8.29
Employee Reimbursement	PV*0165148	8/30/2024	REIMB MEAL FOR INSTRUCTOR BRONC RIDING SCHOOL	30.45
Employee Reimbursement	PV*0165061	8/20/2024	MILEAGE REIMBURSEMENT	155.16
ACT	PV*0164993	8/13/2024	WORKKEYS TESTS	39.00
CANON FINANCIAL SERVICES INC	PV*0165073	8/22/2024	CONTRACT-AUG 24	689.00
Employee Reimbursement	PV*0165034	8/15/2024	REIMB LUNCH IN TORR	54.07
Employee Reimbursement	PV*0165034	8/15/2024	REIMB LUNCH IN TORR	25.55
Employee Reimbursement	PV*0165034	8/15/2024	REIMB ORGANIZING BOXES	50.96
LONG BUILDING TECHNOLOGIES INC	PV*0165013	8/13/2024	RTU REPAIRS	518.19
Employee Reimbursement	PV*0165017	8/13/2024	TRAVEL EXPENSE REIMB	310.45
BROWN COMPANY	PV*0164978	8/8/2024	WEED EATER LINE	71.98
BROWN COMPANY	PV*0164978	8/8/2024	STIHL LEAF BLOWER	299.99
BROWN COMPANY	PV*0164978	8/8/2024	REPAIR LOADER TRACTOR	1,684.86
Blake Afdahl	PV*0165114	8/27/2024	REIMB OIL AND FUNNEL FOR BROKE DOWN VAN CC-173	23.44
EDUCATION TO GO	PV*0165051	8/20/2024	CERTIFICATE IN MINDFULNES JULIA MILLER-HARSHBERGER	59.00
Employee Reimbursement	PV*0164995	8/13/2024	TRAVEL EXPENSE REIMB	70.00
B & H PHOTO & VIDEO	PV*0165132	8/30/2024	NEEWER NW-35 MIC BOOM ARM	17.99
CALUMET CARTON COMPANY	PV*0165134	8/30/2024	MAILERS FOR DIPLOMAS	116.66
CALUMET CARTON COMPANY	PV*0165134	8/30/2024	SHIPPING	42.58
WESTCO	PV*0165023	8/13/2024	FUEL FOR GROUNDS	927.12
DBC IRRIGATION SUPPLY	PV*0165003	8/13/2024	SPRINKLER HEADS	997.69
WYCOM SYSTEMS INC	PV*0165095	8/22/2024	ANNUAL MAINT/ LICENSE SUPPORT RENEWAL	434.25
FASTENAL COMPANY	PV*0165082	8/22/2024	FILTERS & BATH TISSUE	268.84
ESSENTIAL FUEL, LLC	PV*0165006	8/13/2024	FUEL FOR BUS CC-238	179.96

SANDBERG IMPLEMENT, INC	PV*0164972	8/6/2024	IDLER PULLEY FOR MOWER DECK	101.38
SANDBERG IMPLEMENT, INC	PV*0165125	8/27/2024	REPAIR RIDING MOWER	349.32
SANDBERG IMPLEMENT, INC	PV*0165125	8/27/2024	REPAIR RIDING MOWER	527.05
VALLEY MOTOR SUPPLY	PV*0164989	8/8/2024	WINDSHIELD WIPER FLUID	14.97
VALLEY MOTOR SUPPLY	PV*0164989	8/8/2024	LOCTITE FOR SET SCREWS	4.36
POSTMASTER	PV*0164992	8/12/2024	BULK MAIL, PERMIT #14	5,000.00
STERICYCLE, INC.	PV*0165065	8/20/2024	SERVICE CONTRACT-JULY	43.35
STERICYCLE, INC.	PV*0165065	8/20/2024	STERISAFE SUBSCRIPTION AUG	43.11
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-TEBBET	295.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-ATEC	165.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-CTEC	210.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-COSMO	100.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-F/A	150.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-V/T	125.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-EASTRN	150.00
NEBRASKA SAFETY & FIRE EQUIPMENT IN	PV*0165123	8/27/2024	FIRE ALARM INSPECT-LANCER	195.00
CONNECTING POINT	PV*0165048	8/20/2024	MONTHLY SERVICE AGREEMENT JUL 24	668.00
CONNECTING POINT	PV*0165048	8/20/2024	COLLEGE RELATIONS SERVICE CONTRACT-JUL 24 COLOR	28.31
CONNECTING POINT	PV*0165048	8/20/2024	COPIER COLLEGE RELATIONS JUL 24 B/W	0.28
Employee Reimbursement	PV*0165020	8/13/2024	TRAVEL EXPENSE REIMB	487.30
KATH BROADCASTING CO., LLC	PV*0164984	8/8/2024	WEBSITE AD	75.00
KATH BROADCASTING CO., LLC	PV*0164984	8/8/2024	SPORTS SHOW	200.00
KATH BROADCASTING CO., LLC	PV*0164984	8/8/2024	REGISTRATION ADS	500.00
KATH BROADCASTING CO., LLC	PV*0164984	8/8/2024	GOSHEN COUNTY FAIR ADS	187.50
KATH BROADCASTING CO., LLC	PV*0164984	8/8/2024	GOSHEN COUNTY FAIR ADS	187.50
KATH BROADCASTING CO., LLC	PV*0165010	8/13/2024	WORKFORCE AM RADIO INTERVIEW-JUL 24	60.00
KATH BROADCASTING CO., LLC	PV*0165010	8/13/2024	COMMUNITY ED AM RADIO INTERVIEW-JUL24	60.00
BSN SPORTS, LLC	PV*0165116	8/27/2024	VOLLEYBALL SUPPLIES	175.50
BSN SPORTS, LLC	PV*0165116	8/27/2024	SHIPPING	11.30
BSN SPORTS, LLC	PV*0165116	8/27/2024	WBB HOME JERSEYS & SHORTS	2,562.27
BSN SPORTS, LLC	PV*0165116	8/27/2024	VOLLEYBALL JERSEYS	3,450.00
BSN SPORTS, LLC	PV*0165116	8/27/2024	SHIPPING	172.50
BSN SPORTS, LLC	PV*0165116	8/27/2024	VB POLO SHIRTS (COACH)	68.00
BSN SPORTS, LLC	PV*0165116	8/27/2024	SHIPPING	4.01
BSN SPORTS, LLC	PV*0165116	8/27/2024	VBALL GEAR	4,195.80
BSN SPORTS, LLC	PV*0165116	8/27/2024	VBALL EXTRA GEAR	102.40
BSN SPORTS, LLC	PV*0165116	8/27/2024	MBB GEAR	5,421.50
BSN SPORTS, LLC	PV*0165116	8/27/2024	VERTICAL JUMP TESTER	450.00
BSN SPORTS, LLC	PV*0165116	8/27/2024	FREIGHT	29.70
Mike Winchell	PV*0165094	8/22/2024	GOATS FOR PRACTICE	1,500.00

WYOMING LIBRARY ASSOCIATION	PV*0165130	8/27/2024	WLA CONFERENCE REGIST IN CASPER 10/9 - 10/11/24 CASEY DEBUS	125.00
WYOMING LIBRARY ASSOCIATION	PV*0165130	8/27/2024	WLA CONFERENCE REGIST IN CASPER 10/9 - 10/11/24 JESSICA ANDERS	245.00
CENTURYLINK	PV*0164964	8/6/2024	TELEPHONE SERVICE	1,362.96
WYOMING LIVESTOCK ROUNDUP	PV*0165026	8/13/2024	STATE FAIR AD	500.00
EXPRESS TOLL	PV*0164966	8/6/2024	EXPRESS TOLL BILL	61.85
EAGLE UNIFORM & SUPPLY CO	PV*0165050	8/20/2024	CLEAN MATS	88.18
Employee Reimbursement	PV*0165133	8/30/2024	REIMB SUBWAY GIFT CARD	30.00
Employee Reimbursement	PV*0165133	8/30/2024	REIMB CANDY (FAM DOLLAR)	79.60
Employee Reimbursement	PV*0165133	8/30/2024	REIMB AJ'S GIFT CARDS	100.00
Employee Reimbursement	PV*0165133	8/30/2024	REIMB CANDY (KING SOOPERS	35.97
POINTS WEST COMMUNITY BANK	PV*0165062	8/20/2024	XFER ANNUAL MAINTENANCE & REPAIRS RESERVE PER 2014 RESOLUTION	14,805.00
NCPERS GROUP LIFE INS	PV*0165088	8/22/2024	PRUDENTIAL-STATE RETIREMT LIFE INSURANCE	80.00
NCPERS GROUP LIFE INS	PV*0165088	8/22/2024	PRUDENTIAL-STATE RETIREMT LIFE INSURANCE	16.00
FOLLETT CORPORATION	PV*0165120	8/27/2024	JULY BOOKSTORE CHARGE	36.10
FOLLETT CORPORATION	PV*0165120	8/27/2024	JULY BOOKSTORE CHARGE	4.70
FOLLETT CORPORATION	PV*0165120	8/27/2024	JULY BOOKSTORE CHARGE	7.19
FOLLETT CORPORATION	PV*0165120	8/27/2024	JULY BOOKSTORE CHARGE	12.50
FOLLETT CORPORATION	PV*0165120	8/27/2024	JULY BOOKSTORE CHARGE	1.61
PITTMAN ELECTRIC, LLC	PV*0165040	8/15/2024	FIX LIGHTS IN PARKING LOT	1,224.65
PITTMAN ELECTRIC, LLC	PV*0165040	8/15/2024	REPLACE LIGHTS IN PARKING LOT	1,235.00
PITTMAN ELECTRIC, LLC	PV*0165141	8/30/2024	REROUTE WHIP FOR RANGE HD	145.00
David W. Garrelts	PV*0165037	8/15/2024	GRASS HAY	3,750.00
VYVE BROADBAND	PV*0165022	8/13/2024	INTERNET/ CABLE FOR DORMS	4,341.48
LARAMIE RANGE WATER TREATMENT	PV*0165139	8/30/2024	WATER	35.00
LARAMIE RANGE WATER TREATMENT	PV*0165139	8/30/2024	SALT	54.00
CENTENNIAL SALES	PV*0165045	8/20/2024	TRAINING ROOM SUPPLIES & SHIPPING	485.24
BARGREEN ELLINGSON	PV*0165028	8/15/2024	#86340500 VACUUM BRUSH	268.00
BARGREEN ELLINGSON	PV*0165028	8/15/2024	#86342160 VACUUM BRUSH	43.10
BARGREEN ELLINGSON	PV*0165028	8/15/2024	#86319210 ACCESSORY HOSE	234.00
BARGREEN ELLINGSON	PV*0165028	8/15/2024	SHIPPING	22.02
Employee Reimbursement	PV*0164996	8/13/2024	TRAVEL EXPENSE REIMB	70.00
WYOMING FOOD BANK OF THE ROCKIES	PV*0165035	8/15/2024	DELIVERY FEE	9.40
WYOMING FOOD BANK OF THE ROCKIES	PV*0165035	8/15/2024	FOOD FOR PANTRY	117.54
ROYER PIZZA DBA DOMINOS	PV*0165119	8/27/2024	PIZZA FOR NEW STUDENT WK	400.72
CASTLE BRANCH INC	PV*0164961	8/6/2024	CNA BACKGROUND CHKS: DAVIS-LIND, RYLIE A	96.00
HIRERIGHT LLC	PV*0165056	8/20/2024	JULY BACKGROUND CHECKS	207.91
NC-SARA	PV*0164970	8/6/2024	PARTICIPATION FEE FY25	2,200.00
Employee Reimbursement	PV*0165147	8/30/2024	MILEAGE REIMBURSEMENT	4.80
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#BHE511915 NORTH CAMPUS	40.24
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#SG806423 TEBBET BLDG	157.51

BLACK HILLS ENERGY	PV*0165071	8/22/2024	#SG576809 FINE ARTS	100.89
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#SG528992 EASTERN HALL	102.87
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#SG520114 COSMETOLOGY	82.89
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#13134387 MA/VT	389.01
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#SG521041 LANCER HALL	223.30
BLACK HILLS ENERGY	PV*0165071	8/22/2024	#BHE641297 ATEC	148.26
J.J. KELLER & ASSOCIATES, INC	PV*0164969	8/6/2024	COMPLIANCE FOCUS SUBSCRIP	629.00
Employee Reimbursement	PV*0165149	8/30/2024	TRAVEL EXPENSE REIMB	10.69
WEST EDGE	PV*0164990	8/8/2024	VIRTUAL TOUR CONTRACT	600.00
THOMSON REUTERS-WEST	PV*0165129	8/27/2024	WESTLAW SPECIAL OFFER 7/1/24 - 6/30/25	4,469.16
ESSENTIAL EDUCATION	PV*0165081	8/22/2024	HISSET & TABE SEATS PER QUOTE #35220 TAX EXEMPT	790.00
Employee Reimbursement	PV*0164994	8/13/2024	TRAVEL EXPENSE REIMB	283.53
BLUFFS FACILITY SOLUTIONS	PV*0164960	8/6/2024	CLEANING SUPPLIES	154.51
SALT LAKE COMMUNITY COLLEGE	PV*0165064	8/20/2024	TOURNAMENT ENTRY FEES	450.00
PEREGRINE GLOBAL SERVICES CORP	PV*0165060	8/20/2024	GEN ED ASSESSMENT-ASSOC	120.00
GRAYBAR FINANCIAL SERVICES	PV*0165008	8/13/2024	YEALINK PHONE SYST W/ACC	1,308.00
GRAYBAR FINANCIAL SERVICES	PV*0165008	8/13/2024	INSURANCE	53.58
NMC, INC	PV*0165140	8/30/2024	RENT LIFT FOR PARKING LOT LIGHTS (LED UPGRADE)	3,254.23
CARQUEST OF DOUGLAS	PV*0164999	8/13/2024	GROUNDWORK EQUIP OIL	26.00
Employee Reimbursement	PV*0164967	8/6/2024	TRAVEL EXPENSE REIMB	111.45
Employee Reimbursement	PV*0165138	8/30/2024	MILEAGE REIMBURSEMENT	20.02
Employee Reimbursement	PV*0165138	8/30/2024	TRAVEL EXPENSE REIMB	304.24
TRAVIS MATHEW	PV*0165068	8/20/2024	GOLF TEAM POLO SHIRTS	1,280.81
DINKLAGE FEED YARDS	PV*0165031	8/15/2024	GRASS HAY	3,420.75
COBBLESTONE HOTEL & SUITES	PV*0165076	8/22/2024	ROOMS FOR GUESTS ATTENDING MEETING	321.00
COBBLESTONE HOTEL & SUITES	PV*0165135	8/30/2024	ROOM FOR VBALL RECRUIT PIPER HALVORSON	107.00
COBBLESTONE HOTEL & SUITES	PV*0165135	8/30/2024	ROOM FOR VBALL RECRUIT PENINA LEOTA	107.00
Employee Reimbursement	PV*0165072	8/22/2024	REIMB NACRAO MEMBERSHIP DUES FY25	350.00
Employee Reimbursement	PV*0165145	8/30/2024	MILEAGE REIMBURSEMENT	89.82
Employee Reimbursement	PV*0165136	8/30/2024	REIMB CHAIR & TABLE	75.93
Employee Reimbursement	PV*0165136	8/30/2024	REIMB CRIM JUST SUPPLIES	130.03
Employee Reimbursement	PV*0165136	8/30/2024	REIMB POSTER	14.95
Employee Reimbursement	PV*0165136	8/30/2024	REIMB DECORATIONS	11.99
Employee Reimbursement	PV*0165136	8/30/2024	REIMB C/J SUPPLIES	49.06
Employee Reimbursement	PV*0165136	8/30/2024	REIMB SIGN STAND	22.39
Employee Reimbursement	PV*0165136	8/30/2024	REIMB BOOKS	64.02
Employee Reimbursement	PV*0165136	8/30/2024	REIMB PEER SUPPORT FUND	24.20
Employee Reimbursement	PV*0165136	8/30/2024	REIMB C/J SUPPLIES	248.14
Employee Reimbursement	PV*0165136	8/30/2024	REIMB C/J SUPPLIES	32.00
ELEVATE GLENROCK	PV*0165005	8/13/2024	SILVER MEMBERSHIP FY25	250.00

NATURES COMPOSITES	PV*0165087	8/22/2024	STRAW FOR ROPING CALVES	82.80
T-W RANCH	PV*0165066	8/20/2024	ALFALFA HAY DELIVERED	7,279.40
CATYC	PV*0164962	8/6/2024	FALL 24 CONFERENCE REGIST	825.00
ELK ECO CYCLE	PV*0165079	8/22/2024	CARBOARD RECYCLING DUMPSTER	45.00
SODEXO INC & AFFILIATES	PV*0165144	8/30/2024	OPERATIONS FOR JULY 2024 CONTRACTUAL AGREEMENT	15,729.78
SIMPLE SYLLABUS	PV*0164973	8/6/2024	BUILD OUT-IMPLEMENTATION	1,700.00
SIMPLE SYLLABUS	PV*0164973	8/6/2024	TRAINING-IMPLEMENTATION	800.00
SIMPLE SYLLABUS	PV*0164973	8/6/2024	TECHNICAL-IMPLEMENTATION	2,500.00
SIMPLE SYLLABUS	PV*0164973	8/6/2024	SUBSCRIPTION PER QUOTE 0056 TAX EXEMPT	7,500.00
Employee Reimbursement	PV*0165032	8/15/2024	REIMB SPRAY PAINT TO RECONDITION BALL RACK	29.79
Employee Reimbursement	PV*0165032	8/15/2024	REIMB SPRAY PAINT TO RECONDITION BALL RACK	9.99
Employee Reimbursement	PV*0165052	8/20/2024	REIMB GARAGE SHELVING	155.78
Employee Reimbursement	PV*0165052	8/20/2024	REIMB GARAGE SHELVING	169.95
Employee Reimbursement	PV*0165080	8/22/2024	MILEAGE REIMBURSEMENT	165.62
ROSE BRAND WIPERS INC	PV*0165015	8/13/2024	CYCLORAMA STAGE CURTAIN BLUE	2,770.00
ROSE BRAND WIPERS INC	PV*0165015	8/13/2024	FREIGHT	117.76
Employee Reimbursement	PV*0165074	8/22/2024	MILEAGE REIMBURSEMENT	132.24
REALITYWORKS, INC	PV*0165124	8/27/2024	BOVINE BREEDER WITH PALPATION (BROWN)	3,824.10
REALITYWORKS, INC	PV*0165124	8/27/2024	SHIPPING PER QUOTE 156629	222.55
FRANK POWERSPORTS	PV*0164982	8/8/2024	2024 POLARIS RANGER 1000 UTILITY TERRAIN VEHICLE	8,499.00
ALCO MOBILE STORAGE	PV*0164976	8/8/2024	STORAGE CONTAINERS 40' x 8' x 8.5'	12,400.00
MOUNTAIN MEASUREMENT, INC	PV*0165086	8/22/2024	NCLEX-RN PROGRAM REPORTS	370.50
BREG, INC	PV*0164998	8/13/2024	KNEE BRACE-PATELLA STABLE	88.00
HILTON ORLANDO LAKE BUENA VISTA	PV*0165055	8/20/2024	LODGING FOR NACEP CONFER. OCTOBER 26-30, 2024	4,232.22
NJCAA REGION IX	PV*0165059	8/20/2024	REGION IX DUES FY25 MBB, WBB, GOLF, VB	1,650.00
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	MBB ICS & CATASTROPHIC POLICIES	3,345.57
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	ESPORT ICS & CATASTROPHIC POLICIES	2,090.98
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	MGOLF ICS & CATASTROPHIC POLICIES	2,090.98
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	WGOLF ICS & CATASTROPHIC POLICIES	1,672.77
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	VB ICS & CATASTROPHIC POLICIES	2,927.37
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	LVSTK ICS & CATASTROPHIC POLICIES	2,090.98
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	SHOWTM ICS & CATASTROPHIC POLICIES	2,090.98
RISK STARTEGIES COMPANY	PV*0165063	8/20/2024	WBB ICS & CATASTROPHIC POLICIES	2,927.37
Zeke Griffith	PV*0165043	8/19/2024	CHARLOLAIS X CALVES FOR RODEO PRACTICE FY25	44,250.00

**Policy Title:** Basic Skills Assessment  
**Policy Number:** 4.7

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**Purpose:**

The Eastern Wyoming College Board of Trustees is committed to providing a high-quality learning environment dedicated to preparing students for a changing world. As part of the College's commitment to student learning, all first-time undergraduate students who wish to enroll in credit-bearing coursework, which includes transfer math and English courses or any course with math, English, or reading prerequisites, must provide documentation of scores from national, regional, or commercial assessments as defined by the college catalog.

The Board charges the College President and staff with developing and adhering to procedures and guidelines ensuring that each enrolled first-time undergraduate student who wishes to enroll in credit-bearing Math and English courses or any course that has set pre-requisite and co-requisite requirements is:

- Assessed in mathematics, writing, and/or reading.
- Advised to enroll in developmental skills classes during the first semester following a placement test, when assessment scores indicate inadequate college preparation in any or all of these areas.
- Advised to complete developmental course work within the first 30 semester hours.

**References:** Wyoming Statutes: §21-18-307; 21-20-201(a); Wyoming Community College Commission Adult Education Standards

**Original Adoption Date:**

**Revision Date(s):**

**Date Reviewed, no change:**

**Policy Title:** Club Sponsorship  
**Policy Number:** 5.10

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**Purpose:**

Eastern Wyoming College will sponsor no off-campus student club activities that occur outside the school year. This restriction would cover all student activities offered by the College which include: those clubs listed under campus life in the Eastern Wyoming College catalog.

Sponsors of activities which might be hazardous to students must ensure that all the participants have knowledge of the skills and safety precautions required of the activity.

**Original Adoption Date:** 7/20/05

**Date(s) Amended:** 11/8/05(RF), 3/9/10, 5/11/21

**Date(s) reviewed, no change:**

REPEALED

**Policy Title: Data**            **Data Protection Privacy Notice for Students from the European Union and the European Economic Area**  
**Policy Number:**            **7.9**

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**Purpose:**

The College, as a public community college that welcomes students of all backgrounds, shall adhere to the European Union’s General Data Protection Regulation (GDPR) requirements with respect to the collection, use, storage, and disclosure of personal information associated with activities related to employees, students, alumni, applicants, and other consumers of the College. This includes personal information covered by the European Union’s General Data Protection Regulation (GDPR) for individuals who are located in the European Union, or the additional countries located in the European Economic Area (EEA).

**References:** European Union’s General Data Protection Regulation (GDPR)

**Original Adoption Date:**

**Date(s) Amended:**

**Date(s) reviewed, no change:**



**Zeke Griffith**

PO Box 725

INVOICE

Limon Co 80828

DATE: August 16, 2024  
INVOICE #  
FOR:

Bill To: EWC Rodeo

DESCRIPTION	AMOUNT
50 Head of Charlais X Calves 885 per head	\$ 44,250.00
TOTAL	\$ 44,250.00

- E. Approve the EWC Rodeo Club to purchase/lease 50 head of calves, not to exceed \$40,000.

Rodeo Coach, Mr. Peterson, explained the necessary change to ensure the health and availability of cattle for practice purposes. He further discussed the rising costs in the livestock industry and the measures taken to manage these, such as outsourcing steers from a new supplier and considering an annual replacement of steers.

Lastly, Mr. Peterson recapped the team's performance over the past year and stated several of the Rodeo team members were on the Deans list and President's Honor Roll.

**Motion to approve the EWC Rodeo Club to purchase/lease 50 head of calves, not to exceed \$40,000:**

# Library/ Media Services Annual Report Academic Year 2023-2024



Submitted by:

Casey Debus  
Library Director

## Library/Media Services Annual Report 2023-2024

Casey is still on the Curriculum and Learning Committee along with the Distance Education, Outcomes Assessment, Leadership Team and Technology Advancement committees. Off campus she is the library representative for WyLD and the state library. She also meets with the Wyoming Community College Library Director's and is the financial manager for the group. New this year is the VR Steering committee. Jessica attended all the regular Staff Alliance meetings and executive committee meetings as the Staff Alliance vice-president. She graduated from San Jose State University in December with her Master's in Library and Information Science.

In the fall, the library taught bibliographic instruction classes. LibGuides were updated. We celebrated Constitution Week and Banned Books Week. For Constitution Day, we handed out 31 Constitutions and 31 webcam privacy covers. The banned books celebration is always fun to have and to share with students and staff the titles that others feel should be censored. Casey attended a Wyoming Community College Library Director's meeting via zoom in August, September, November and December. The highlight of the fall semester was the Veterans Day program. We hosted an in person Veterans Day program in the Fine Arts Auditorium and we had roughly 116 people attend. Local resident and veteran Doug Chamberlain gave a meaningful speech. We had a coffee bar for finals week and had 66 people attend. Casey held a temporary appointment to the IACUC committee. We participated in the CTVEA site visit.

In the spring, Casey attended the Wyoming Community College Library Director's meeting via zoom in February, March, April, May and June. We hosted an Open Mic Night with mock tails in March and had 25 people attend for an evening of drinks and entertainment. The Annual WYLD meeting was held in Casper in June. Jessica attended to represent EWC. We hosted the Freudian Sip coffee bar for finals week and served 80 people. Casey attended the Wyoming Library Directors retreat and the legislative reception in February. Jessica attended the AR/VR training and the WYLD Annual meeting. She also volunteered to help with casino night. We held a luncheon for faculty to talk about OER and how the library can assist them if they want to include any in their classes.

A couple of big projects that were completed include the complete removal of the microfiche and microfilm from the collection and a clean up of the library catalog. In the coming year the library plans to add the AR/VR to the collection and develop processes on how to manage it.

## Library Patrons 2023-2024

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
<b>8:30</b>	9	17	27	20	7	21	25	11	25	12	<b>174</b>
<b>9:30</b>	36	50	62	65	18	55	59	22	52	32	<b>451</b>
<b>10:30</b>	37	58	83	86	25	53	58	31	61	37	<b>529</b>
<b>11:30</b>	32	59	56	55	33	31	51	32	44	41	<b>434</b>
<b>12:30</b>	31	77	61	67	16	45	51	32	50	19	<b>449</b>
<b>1:30</b>	35	31	57	57	19	38	41	20	35	15	<b>348</b>
<b>2:30</b>	28	85	39	36	16	23	51	14	24	18	<b>334</b>
<b>3:30</b>	26	27	34	24	10	13	22	9	21	10	<b>196</b>
<b>4:30</b>	22	22	25	31	5	9	17	5	11	6	<b>153</b>
<b>5:30</b>	16	13	17	25	5	10	19	4	11	1	<b>121</b>
<b>6:30</b>	0	11	12	19	5	3	10	1	5	0	<b>66</b>
<b>7:30</b>	3	4	7	10	4	1	5	1	5	0	<b>40</b>
<b>Total</b>	<b>275</b>	<b>454</b>	<b>480</b>	<b>495</b>	<b>163</b>	<b>302</b>	<b>409</b>	<b>182</b>	<b>344</b>	<b>191</b>	<b>3295</b>

## Computer Usage 2023-2024

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
<b>8:30</b>	1	0	0	1	1	0	9	2	3	1	<b>18</b>
<b>9:30</b>	3	1	0	7	2	1	4	6	8	2	<b>34</b>
<b>10:30</b>	1	3	0	8	3	7	5	7	4	4	<b>42</b>
<b>11:30</b>	5	5	4	13	6	2	6	6	7	4	<b>58</b>
<b>12:30</b>	9	4	13	14	1	6	6	7	7	6	<b>73</b>
<b>1:30</b>	7	4	6	8	4	3	11	2	5	5	<b>55</b>
<b>2:30</b>	3	7	4	9	6	4	7	2	4	4	<b>50</b>
<b>3:30</b>	1	1	7	8	4	1	5	2	7	0	<b>36</b>
<b>4:30</b>	3	5	2	5	0	1	1	3	2	0	<b>22</b>
<b>5:30</b>	0	4	0	2	2	1	3	0	4	0	<b>16</b>
<b>6:30</b>	0	3	0	5	2	0	1	0	2	0	<b>13</b>
<b>7:30</b>	1	2	0	1	1	0	2	0	2	0	<b>9</b>
<b>Total</b>	<b>34</b>	<b>39</b>	<b>36</b>	<b>81</b>	<b>32</b>	<b>26</b>	<b>60</b>	<b>37</b>	<b>55</b>	<b>26</b>	<b>426</b>

Library/Computer Usage Comparison  
2023-2024

	Library Usage	Computer Usage	% Computer Usage	Average Library Usage/Day
<b>August</b>	275	34	12.4%	19.6
<b>September</b>	454	39	8.6%	19.7
<b>October</b>	480	36	7.5%	18.5
<b>November</b>	495	81	16.4%	22.5
<b>December</b>	163	32	19.6%	10.2
<b>January</b>	302	26	8.6%	13.1
<b>February</b>	409	60	14.7%	17
<b>March</b>	182	37	20.3%	8.3
<b>April</b>	344	55	16 %	13.8
<b>May</b>	191	26	13.6%	8
<b>Total Average 18/19</b>	<b>6972</b>	<b>3486</b>	<b>50%</b>	<b>34.01</b>
<b>Total Average 19/20</b>	<b>4063</b>	<b>1948</b>	<b>48%</b>	<b>25.4</b>
<b>Total Average 20/21</b>	<b>2400</b>	<b>678</b>	<b>28%</b>	<b>11.9</b>
<b>Total Average 21/22</b>	<b>2807</b>	<b>472</b>	<b>17%</b>	<b>12.99</b>
<b>Total Average 22/23</b>	<b>4,185</b>	<b>511</b>	<b>12%</b>	<b>19.7</b>
<b>Total Average 23/24</b>	<b>3,295</b>	<b>426</b>	<b>13%</b>	<b>15.05</b>

## Circulation Totals 2023-2024

Total circulated items: 516

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
<b>000</b>	0	0	0	0	1	3	4	1	0	0	<b>9</b>
<b>100</b>	2	1	4	0	2	0	1	0	0	0	<b>10</b>
<b>200</b>	0	0	0	3	2	0	2	1	0	0	<b>8</b>
<b>300</b>	6	1	3	1	0	0	5	21	4	0	<b>41</b>
<b>400</b>	1	0	0	0	0	0	0	0	0	0	<b>1</b>
<b>500</b>	1	0	0	5	0	0	2	6	0	0	<b>14</b>
<b>600</b>	11	19	10	3	4	6	18	11	4	0	<b>86</b>
<b>700</b>	0	0	0	1	1	0	3	1	0	0	<b>6</b>
<b>800</b>	5	3	1	2	1	0	2	1	1	1	<b>17</b>
<b>900</b>	2	1	3	8	7	1	6	1	5	0	<b>34</b>
<b>Fiction</b>	6	5	1	1	2	2	4	4	1	1	<b>28</b>
<b>Juvenile</b>	2	5	6	7	2	6	5	11	7	2	<b>53</b>
<b>DVD's</b>	6	0	0	0	0	6	18	0	0	0	<b>40</b>
<b>Periodicals</b>	4	3	9	1	1	7	5	1	4	2	<b>37</b>
<b>McNaughton</b>	5	19	14	10	6	10	10	3	11	5	<b>93</b>
<b>Realia</b>	0	0	3	0	0	1	4	0	1	0	<b>9</b>

## Library of Things

<b>Breakout Boxes</b>	9
<b>Puzzles</b>	3
<b>Podcast equipment</b>	2
<b>C-PEN</b>	1
<b>Cat in the Hat Hats</b>	15

## Reference Transactions 2023-2024

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
<b>Phone</b>	3	2	3	5	0	2	2	6	3	2	<b>28</b>
<b>Email</b>	4	0	2	1	1	2	1	1	7	1	<b>20</b>
<b>In-Person</b>	29	13	10	9	8	15	22	14	20	3	<b>143</b>
<b>Total</b>	<b>36</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>9</b>	<b>19</b>	<b>25</b>	<b>21</b>	<b>30</b>	<b>6</b>	<b>191</b>

Note: The library implemented a new process for tracking transactions in August 2017. Instead of tally marks on paper we are using LibAnswers RefAnalytics. This is not perfect; neither was the other method.

Reserves  
2023-2024

<b>Item Type</b>	<b>Number of Items</b>	<b>Checkouts</b>
Books	8	21
Periodicals	1	1
CD's	0	0
DVD's	1	0
VHS	0	0
Realia	0	0
Online	0	0
<b>Total</b>	<b>10</b>	<b>22</b>



## Collection Development 2023-2024

<b>Books</b>	
Added	125
Retired	(247)
Lost	0
Net Addition	(122)
2012-2013 Total volume count	30,113
2013-2014 Total volume count	30,374
2014-2015 Total volume count	30,652
2015-2016 Total volume count	30,339
2016-2017 Total volume count	30,479
2017-2018 Total volume count	29,223
2018-2019 Total volume count	29,286
2019-2020 Total volume count	28,500
2020-2021 Total volume count	26,804
2021-2022 Total volume count	26,950
2022-2023 Total volume count	27,101
2023-2024 Total volume count	26,979

<b>Microforms</b>	
Titles held	0
Added: microfiche/microfiche	0
Retired: microfiche/microfiche	20,225
Net Addition	0
2012-2013 Total held	53,764
2013-2014 Total held	54,402
2014-2015 Total held	55,364
2015-2016 Total held	55,996
2016-2017 Total held	56,261
2017-2018 Total held	30,714
2018-2019 Total held	20,225
2019-2021 Total held	20,225
2023-2024 Total held	0

Collection Development continued  
2023-2024

<b>Periodicals</b>	
Titles held	58
Added	0
Cancelled	2
Net	(2)
2014-2015 Total held	86
2015-2016 Total held	86
2016-2017 Total held	86
2017-2018 Total held	82
2018-2019 Total held	81
2019-2020 Total held	77
2020-2021 Total held	64
2021-2022 Total held	62
2022-2023 Total held	60
2023-2024 Total held	58
<b>CD/DVD</b>	
Titles held	146
Added	4
2012-2013 Total held	130
2013-2014 Total held	132
2014-2015 Total held	134
2015-2016 Total held	135
2016-2017 Total held	136
2017-2018 Total held	138
2018-2019 Total held	140
2019-2021 Total held	142
2023-2024 Total held	146
<b>Realia (skulls, models etc.)</b>	
Total items	34
Added	0

Interlibrary Loan  
2023-2024

<b>Borrowing</b>	
<b>Requests</b>	<b>Received</b>
33	32

<b>Lending</b>	
<b>Requests</b>	<b>Shipped</b>
140	122

## Bibliographic Instruction 2023-2024

<b>Fall 2023</b>	
<b>Course</b>	<b>Students</b>
New Faculty Orientation	4
Adjunct Faculty Orientation	9
Douglas Campus Orientation	6 (via Zoom)
VTTK 1500	17
ENGL 1010	3 (at Douglas)
NURS 1100	7 (at Douglas)
HMDV 1000	21
VTTK 1500	13
NURS 2300	7
HMDV 1000	14
EDFD 2020	11
ENGL 1005	16
Outreach Coordinators	6
<b>Total</b>	<b>134</b>

<b>Spring 2024</b>	
<b>Course</b>	<b>Students</b>
AGEC 2395	4
VTTK 1500	7
ENGL	6
<b>Total</b>	<b>17</b>

## Summer School Statistics 2024

Circulation Total: 44  
ILL: Borrowed: 1  
Lent: 14

### Library Patrons 2024      Computer Usage 2024

	June	July	Total		June	July	Total		% Comput- er Usage	Avg. Library usage/day
<b>8:30</b>	0	0	<b>0</b>		0	1	<b>1</b>		100%	NA
<b>9:30</b>	1	3	<b>4</b>		1	1	<b>2</b>		50%	NA
<b>10:30</b>	8	3	<b>11</b>		3	0	<b>3</b>		27%	NA
<b>11:30</b>	6	3	<b>9</b>		2	2	<b>4</b>		50%	NA
<b>12:30</b>	3	0	<b>3</b>		0	0	<b>0</b>		0%	NA
<b>1:30</b>	8	8	<b>16</b>		0	1	<b>1</b>		6%	NA
<b>2:30</b>	2	6	<b>8</b>		1	1	<b>2</b>		25%	NA
<b>3:30</b>	0	2	<b>2</b>		0	0	<b>0</b>		0%	NA
<b>Total</b>	<b>28</b>	<b>25</b>	<b>53</b>		<b>7</b>	<b>6</b>	<b>13</b>		<b>24.5%</b>	<b>1.89</b>

### Reference Transactions 2024

	June	July	Total
<b>Phone</b>	2	0	<b>2</b>
<b>Email</b>	2	0	<b>2</b>
<b>In-Person</b>	3	0	<b>3</b>
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>

Media Services Report  
2024-2024

<b>Requests</b>	<b>Quantity</b>
Laptop checkouts	3
Camcorder checkouts	0
Stereo	1
Screen	0
Portable projector	2
TV/VCR	0
Setups	0
DVD player	0

## Databases 2023-2024

<b>Databases</b>	
Total Databases available	212
Total Holdings	910,399
Books	730,445
Journals	127,414
Videos	52,540
Total Unique Holdings	741,816
Books	624,218
Journals	69,531
Videos	48,097
2017-2018 Total databases available	385
2018-2019 Total databases available	382
2019-2020 Total databases available	351
2020-2021 Total databases available	190
2021-2022 Total databases available	190
2022-2023 Total databases available	215
2023-2024 Total databases available	212

Note: This is the sixth year we are using the SerialsSolutions data to track our databases for our annual report.