

## Unclear whether college contract proper

Re: Spear-O caretakers

April of 2011, Sheridan College purchased the old Spear-O Wigwam Ranch. The ranch is located on leased land on the Bighorn National Forest. The purchase cost was \$650,000. This mountain campus was envisioned as a revenue-generating facility.

Since 2011, the campus has achieved \$289,502 in revenue and the taxpayers have spent \$1,920,347 for salaries, operation and capital expense for the Spear-O campus. In 2012, a letter from "Friends of Spear-O" was distributed, asking for people to volunteer their strength, know-how and enthusiasm to work at Spear-O. The letter was from Trudy Munsick, among others.

The road to Spear-O is closed from Nov. 15 to April 1; the campus is open June, July, August. Twelve hours of free lectures were

offered in 2016 and six hours of free lectures in 2017. There were "no-fee" classes in those two years.

On Dec. 7, 2015, Dr. Young, the college president, signed a management contract for Spear-O with Dave and Trudy Munsick. The contract was provided by the Munsicks for the years 2016 and 2017. The contract was for \$95,000 per year, a total of \$189,999.84 for both summers. The management contract signed by Dr. Young states the contract fee would be payable monthly upon "presentation of a invoice to the CFO." However, the payments of \$7,916.66 per month were made from purchase orders, not invoices.

In 2016 and 2017, the campus was not a classroom, but a resort. Food service was contracted, facilities renovated under supervision of the project manager for the college, website and marketing from the public information office of the college, IT services from the college. These college offices had been provided in the years before 2016 and 2017.

In May of 2017, college Trustee Gary Koltiska made a motion to liquidate Spear-O. The motion died. In June of 2018, Mr. Koltiska made the motion to sell Spear-O, which passed.

I hope to address the college board in February to ask that they review the Munsicks' contract.

The absence of invoices for payment of \$189,999.84 is the problem. I would hope the college would share their conclusions about this contract with the college attorneys for comment.

Vicki Taylor  
Banner

JAN 31  
2018

Description	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Salary and Benefits	\$ -	\$ 136,733	\$ 132,424	\$ 65,645	\$ 75,547	\$ 62,795	\$ 31,887	\$ 16,954
Operating Expenses	\$ 3,442	\$ 129,296	\$ 164,079	\$ 143,496	\$ 158,736	\$ 208,210	\$ 159,719	\$ 83,238
Capital Expenditures	\$ -	\$ 85,319	\$ 89,959	\$ 50,287	\$ 13,292	\$ 19,378	\$ 23,549	\$ 66,150
	\$ 3,442	\$ 351,348	\$ 386,462	\$ 259,428	\$ 247,575	\$ 290,383	\$ 215,155	\$ 166,342



\$ 1,05,216

Revenue: \$ 289,502

2011-2018

Costs =  
2011 - 2018

\$ 1,920,347

(11)

**BUDGET DETAIL  
UNRESTRICTED AUXILIARY FUND -- EXPENDITURES**

ITEM	ACTUAL 2011-2012 (A)	ESTIMATED 2012-2013 (B)	RECOMMENDED 2013-2014 (C)	ADOPTED 2013-2014 (D)
<b>EXPENDITURES AND FUNDING, BY PROGRAM</b>				
<b>STUDENT -- GRADUATE MASSAGE THERAPY CLINIC - 918000</b>				
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
OPERATING EXPENSES	329	138	2,000	2,000
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>329</b>	<b>138</b>	<b>2,000</b>	<b>2,000</b>
<b>STUDENT -- WY CULINARY INSTITUTE - 919000</b>				
SALARIES	44,591	28,048	9,516	9,516
BENEFITS	6,862	3,585	-	-
OPERATING EXPENSES	97,409	85,717	54,484	54,484
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>148,862</b>	<b>117,350</b>	<b>64,000</b>	<b>64,000</b>
<b>STUDENT -- EARLY CHILDHOOD CENTER - 920000</b>				
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
OPERATING EXPENSES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FACULTY/STAFF -- SIM CENTER - 932000</b>				
SALARIES	14,515	30,160	-	-
BENEFITS	8,960	18,838	-	-
OPERATING EXPENSES	47,022	26,307	10,800	10,800
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>70,497</b>	<b>75,305</b>	<b>10,800</b>	<b>10,800</b>
<b>FACULTY/STAFF -- MOTOR POOL - 924000</b>				
SALARIES	-	-	-	-
BENEFITS	-	-	-	-
OPERATING EXPENSES	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FACULTY/STAFF -- BIG WEST ARTS FESTIVAL - 925000</b>				
SALARIES	5,861	7,317	6,000	6,000
BENEFITS	1,225	1,528	1,356	1,356
OPERATING EXPENSES	19,999	9,494	12,642	12,642
CAPITAL OUTLAY	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>27,085</b>	<b>18,338</b>	<b>19,998</b>	<b>19,998</b>
<b>STUDENT -- SPEAR-O-VIGWAM -- 928000</b>				
SALARIES	106,082	101,072	57,790	57,790
BENEFITS	30,651	30,781	10,646	10,646
OPERATING EXPENSES	129,296	147,716	158,900	158,900
CAPITAL OUTLAY	85,319	89,959	34,000	34,000
<b>TOTAL EXPENDITURES</b>	<b>351,348</b>	<b>369,528</b>	<b>261,336</b>	<b>261,336</b>
<b>MANDATORY TRANSFERS</b>				
NON-MANDATORY TRANSFERS	15,296	-	500,000	500,000
<b>TOTAL TRANSFERS</b>	<b>15,296</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>
<b>TOTAL AUXILIARY FUND EXP. AND TRANSFERS</b>	<b>3,918,421</b>	<b>3,566,345</b>	<b>4,061,941</b>	<b>4,061,941</b>

(1)

BUDGET DETAIL  
UNRESTRICTED AUXILIARY FUND -- REVENUES

ITEM	ACTUAL 2011-2012 (A)	ESTIMATED 2012-2013 (B)	RECOMMENDED 2013-2014 (C)	ADOPTED 2013-2014 (D)
REVENUE:				
STUDENT FEES	60,000	50,000	50,000	50,000
SALES/SERVICES -- AUXILIARY ENTERPRISES				
AUXILIARY SERVICES	-	-	-	-
STUDENT CENTER	32,040	32,340	-	-
FOOD SERVICE	980,503	1,071,940	1,125,000	1,125,000
HOUSING	1,385,478	1,409,469	1,401,000	1,401,000
BOOKSTORES	97,842	79,712	90,000	90,000
FARM OPERATIONS	28,540	(4,015)	14,000	14,000
I-TEC	-	-	-	-
INDUSTRIAL SAFETY TRAINING INSTITUTE	152,034	-	250,000	250,000
GRADUATE MASSAGE THERAPY CLINIC	1,403	206	2,000	2,000
WY CULINARY INSTITUTE	49,523	48,417	64,000	64,000
EARLY CHILDHOOD CENTER	-	-	-	-
SIM CENTER	41,755	22,504	27,500	27,500
MOTOR POOL	-	-	-	-
BIG WEST ARTS FESTIVAL	14,624	18,663	20,000	20,000
<del>XXXXXXXXXXXX</del>	28,238	86,533	205,000	205,000
OTHER SOURCES				
GATE RECEIPTS	-	-	-	-
INVESTMENT INCOME	-	-	-	-
MISCELLANEOUS DEPOSITS	-	-	-	-
TOTAL REVENUE	2,870,178	2,815,769	3,248,500	3,248,500
OTHER FUNDING SOURCES:				
CARRYOVER	-	-	813,441	813,441
TRANSFERS	1,552,776	750,576	-	-
OTHER	-	-	-	-
TOTAL OTHER	1,552,776	750,576	813,441	813,441
TOTAL AUXILIARY FUND REVENUE AND OTHER	4,422,954	3,566,345	4,061,941	4,061,941

(1)

Sheridan College Spear-O-Wigwan Summary

ITEM	ACTUAL 2012-2013 (A)	ESTIMATED 2013-2014 (B)	RECOMMENDED 2014-2015 (C)	ADOPTED 2014-2015 (D)
REVENUE:				
SALES & SERVICES/AUX ENTERPRISES	86,533	43,746	145,000	145,000
TOTAL REVENUE	<u>86,533</u>	<u>43,746</u>	<u>145,000</u>	<u>145,000</u>
OTHER FUNDING SOURCES:				
CARRYOVER	-	-	-	-
TRANSFERS	299,928	212,324	82,431	82,431
OTHER	-	-	-	-
TOTAL OTHER	<u>299,928</u>	<u>212,324</u>	<u>82,431</u>	<u>82,431</u>
TOTAL AUXILIARY FUND REVENUE AND OTHER	<u>386,461</u>	<u>256,070</u>	<u>227,431</u>	<u>227,431</u>
EXPENDITURES BY SERIES:				
SALARIES	101,072	59,727	57,790	57,790
BENEFITS	31,351	5,918	6,141	6,141
OPERATING EXPENSES	164,079	140,138	143,500	143,500
CAPITAL OUTLAY	89,959	50,287	20,000	20,000
TOTAL EXPENDITURES	<u>386,461</u>	<u>256,070</u>	<u>227,431</u>	<u>227,431</u>
MANDATORY TRANSFERS	-	-	-	-
NON-MANDATORY TRANSFERS	-	-	-	-
TOTAL TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL AUXILIARY FUND EXP. AND TRANSFERS	<u>386,461</u>	<u>256,070</u>	<u>227,431</u>	<u>227,431</u>
NET REVENUE	<u>-0-</u>	<u>-</u>	<u>-</u>	<u>-</u>

note: revenue for 2011-2012 = \$ 26,438 - see budget detail

Sheridan College Spear-O Wigwam Summary

ITEM	ACTUAL 2013-2014 (A)	ESTIMATED 2014-2016 (B)	RECOMMENDED 2015-2016 (C)	ADOPTED 2015-2016 (D)
REVENUE:				
SALES & SERVICES/AUX ENTERPRISES	43,746	124,053	120,000	120,000
TOTAL REVENUE	43,746	124,053	120,000	120,000
OTHER FUNDING SOURCES:				
CARRYOVER	-	-	-	-
TRANSFERS	-	-	-	-
OTHER	-	-	-	-
TOTAL OTHER	-	-	-	-
TOTAL AUXILIARY FUND REVENUE AND OTHER	43,746	124,053	120,000	120,000
EXPENDITURES BY SERIES:				
SALARIES	59,727	68,459	68,665	68,665
BENEFITS	5,918	7,088	7,207	7,207
OPERATING EXPENSES	143,496	155,989	127,600	127,600
CAPITAL OUTLAY	50,287	13,292	13,000	13,000
TOTAL EXPENDITURES	259,428	244,828	216,472	216,472
MANDATORY TRANSFERS	-	-	-	-
NON-MANDATORY TRANSFERS	-	-	-	-
TOTAL TRANSFERS	-	-	-	-
TOTAL AUXILIARY FUND EXP, AND TRANSFERS	259,428	244,828	216,472	216,472
NET REVENUE	(245,682)	(120,775)	(96,472)	(96,472)

(3)

Sheridan College Spear-O Wigwam Summary

ITEM	ACTUAL 2015-2016 (A)	ESTIMATED 2016-2017 (B)	RECOMMENDED 2017-2018 (C)	ADOPTED 2017-2018 (D)
REVENUE:				
SALES & SERVICES/AUX ENTERPRISES	90,455	39,945	15,000	15,000
TOTAL REVENUE	<u>90,455</u>	<u>39,945</u>	<u>15,000</u>	<u>15,000</u>
OTHER FUNDING SOURCES:				
CARRYOVER	-	-	-	-
TRANSFERS	-	-	-	-
OTHER	-	-	-	-
TOTAL OTHER	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL AUXILIARY FUND REVENUE AND OTHER	<u>90,455</u>	<u>39,945</u>	<u>15,000</u>	<u>15,000</u>
EXPENDITURES BY SERIES:				
SALARIES	56,993	25,129	22,888	22,888
BENEFITS	5,802	2,473	2,215	2,215
OPERATING EXPENSES	208,210	155,880	74,740	74,740
CAPITAL OUTLAY	19,378	21,786	50,000	50,000
TOTAL EXPENDITURES	<u>290,383</u>	<u>205,268</u>	<u>149,843</u>	<u>149,843</u>
MANDATORY TRANSFERS	-	-	-	-
NON-MANDATORY TRANSFERS	-	-	-	-
TOTAL TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL AUXILIARY FUND EXP. AND TRANSFERS	<u>290,383</u>	<u>205,268</u>	<u>149,843</u>	<u>149,843</u>
NET REVENUE	<u><del>100,028</del></u>	<u>(165,323)</u>	<u>(134,843)</u>	<u>(134,843)</u>

(4)

Sheridan College Spear-O Wigwam Summary

ITEM	ACTUAL 2016-2017 (A)	ESTIMATED 2017-2018 (B)	RECOMMENDED 2018-2019 (C)	ADOPTED 2018-2019 (D)
REVENUE:				
SALES & SERVICES/AUX ENTERPRISES	42,330	7,652	-	-
TOTAL REVENUE	<u>42,330</u>	<u>7,652</u>	-	-
OTHER FUNDING SOURCES:				
CARRYOVER	172,825	-	-	-
TRANSFERS	-	-	-	-
OTHER	-	-	-	-
TOTAL OTHER	<u>172,825</u>	<u>-</u>	-	-
TOTAL AUXILIARY FUND REVENUE AND OTHER	<u>215,155</u>	<u>7,652</u>	-	-
EXPENDITURES BY SERIES:				
SALARIES	29,046	15,499	-	-
BENEFITS	2,841	1,455	-	-
OPERATING EXPENSES	159,719	79,473	-	-
CAPITAL OUTLAY	23,549	66,150	-	-
TOTAL EXPENDITURES	<u>215,155</u>	<u>162,577</u>	-	-
MANDATORY TRANSFERS	-	-	-	-
NON-MANDATORY TRANSFERS	-	-	-	-
TOTAL TRANSFERS	<u>-</u>	<u>-</u>	-	-
TOTAL AUXILIARY FUND EXP. AND TRANSFERS	<u>215,155</u>	<u>162,577</u>	-	-
NET REVENUE	<u><del>72</del></u>	<u>(154,925)</u>	-	-

*done*



**Little Goose Ventures, LLC**  
**All payments from NWCCD**

Evaluation of payments by NWCCD Fiscal Year (July to June)				Evaluation of payments by Contract Year (Jan to Dec)			
Voucher No	Check No	Check Date	Amount by Fiscal Yr	Voucher No	Check No	Check Date	Amount by Contract Yr
V0305744	10*E0007515	11/28/17	7,916.66	V0305744	10*E0007515	11/28/17	7,916.66
V0304701	10*E0007324	10/27/17	7,916.66	V0304701	10*E0007324	10/27/17	7,916.66
V0302605	10*E0006773	09/26/17	7,916.66	V0302605	10*E0006773	09/26/17	7,916.66
V0301497	10*E0006662	08/25/17	7,916.66	V0301497	10*E0006662	08/25/17	7,916.66
V0301232	10*E0006621	08/11/17	7,916.66	V0301232	10*E0006621	08/11/17	7,916.66
V0300500	10*E0006535	07/13/17	7,916.66	V0300500	10*E0006535	07/13/17	7,916.66
		<b>TOTAL, FY18</b>	<b>47,499.96</b>	V0299203	10*E0006309	05/31/17	7,916.66
				V0298232	10*E0006179	04/25/17	7,916.66
V0299203	10*E0006309	05/31/17	7,916.66	V0297722	10*E0006093	04/07/17	15,833.32
V0298232	10*E0006179	04/25/17	7,916.66	V0296216	10*E0005858	02/24/17	7,916.66
V0297722	10*E0006093	04/07/17	15,833.32	V0296156	10*E0005841	02/21/17	7,916.66
V0296216	10*E0005858	02/24/17	7,916.66			<b>TOTAL, CONTRACT YR17</b>	<b>94,999.92</b>
V0296156	10*E0005841	02/21/17	7,916.66				
V0293079	10*E0005153	12/02/16	7,916.66	V0293079	10*E0005153	12/02/16	7,916.66
V0292256	10*E0005011	11/04/16	7,916.66	V0292256	10*E0005011	11/04/16	7,916.66
V0290790	10*E0004651	10/04/16	7,916.66	V0290790	10*E0004651	10/04/16	7,916.66
V0289233	10*E0004204	09/06/16	7,916.66	V0289233	10*E0004204	09/06/16	7,916.66
V0288519	10*E0004117	08/09/16	7,916.66	V0288519	10*E0004117	08/09/16	7,916.66
V0287990	10*E0004048	07/15/16	7,916.66	V0287990	10*E0004048	07/15/16	7,916.66
		<b>TOTAL, FY17</b>	<b>94,999.92</b>	V0286443	10*E0003820	06/07/16	7,916.66
				V0285231	10*E0003638	05/03/16	7,916.66
V0286443	10*E0003820	06/07/16	7,916.66	V0284495	10*E0003498	04/05/16	7,916.66
V0285231	10*E0003638	05/03/16	7,916.66	V0283697	10*E0003387	03/08/16	7,916.66
V0284495	10*E0003498	04/05/16	7,916.66	V0281773	10*E0002954	02/05/16	15,833.32
V0283697	10*E0003387	03/08/16	7,916.66			<b>TOTAL, CONTRACT YR16</b>	<b>94,999.92</b>
V0281773	10*E0002954	02/05/16	15,833.32				
		<b>TOTAL, FY16</b>	<b>47,499.96</b>				
<b>TOTAL PAID LITTLE GOOSE VENTURES</b>			<b>189,999.84</b>	<b>TOTAL PAID LITTLE GOOSE VENTURES</b>			<b>189,999.84</b>



Jan 2016  
Dec 2016

To: Dr. Young

October 5, 2015

As you are aware, Spear-O and Beaver Lakes Field Station are "works in progress". With this in mind, this proposal addresses what we see as the general personal needs for both facilities. We are taking your recommendations for focusing on key areas as guidelines in designing the schedule for the summer of 2016. This proposal is an outline of what we see as the necessary responsibilities as well as the estimated fees for our services at Spear-O Wigwam Mountain Campus and Beaver Lakes Field Station.

The term of this agreement is from ~~January 5, 2016 through December 31, 2016~~, renewable for one additional year through December 31, 2017. At the end of the 2016 season, parties will review the terms of this agreement and make adjustments as necessary.

**Program Management**

- Support marketing strategies
- Assist in recruitment of diverse population of students
- Research, identify, and develop both credit and non-credit classes in partnership with NWCCD faculty
- Develop partnerships with educational institutions across the country
- Facilitate research on mountain campus
- Teach and support academic curriculum
- Collaborate with NWCCD administration and faculty to promote mountain campus and field station learning opportunities for students
- Partner with local natural resource organizations for educational purposes

Support mountain campus and field station advisory board

Design and promote opportunities for Beaver Lakes Field Station

Schedule and support retreats, lecture series, and community activities

### **Facilities Management**

Support opening and closing of mountain campuses

Coordinate with facilities department in maintenance of mountain campus including 5-year plan, restoration projects, fences, machinery, sewage, electrical, and water components

Care for wildlife, livestock, livestock accessories and all riding and packing equipment

Maintain and improve pastures and trails

Work with and support consultant in completing historical registry process

Maintain positive informal working relationships with neighboring agencies, i.e. Park Reservoir Company, USFS, Big Goose Property Owner's Association, Game and Fish, Nature Conservancy, etc.

Management Fee Itemized

Mountain Campus and Field Station Development Plan 10,000

Advise and support NWCCD in developing 5 year program vision plan

Design, schedule, implement, and organize events

Supervise upgrading of facilities

Curriculum Development 5,000

CREDIT: Support NWCCD faculty by assisting with instructional design for Spear-O and Beaver Lakes Field Station; research, design and coordinate field-based curriculum

NON- CREDIT: Work with WFD in development and implementation of community classes

Recruitment *no charge for time*

(See "Estimated Reimbursable Expenses" below)

Research Partnership Development 10,000

Identify and develop opportunities for undergraduate, graduate, and doctorate collaborations at Spear-O and Beaver Lakes campuses

Provide services to researchers as needed, including equipment needs, living amenities, transportation to research site, etc.

Instruction 15,000

Teach credit and non-credit classes at both remote campuses;  
Assist researchers / professors in instruction

Operations

Supervise and manage operations of Mountain Campus and Field Station 55,000

~~Total Contract Fee (payable monthly upon presentation of invoice to CFO)~~ 95,000

NOTE!

\* Reimbursable expenses include:

Travel expense - National - 2 trips @ \$3,300 / trip [\$6,600]

Regional- 4 - 6 trips @ \$1000 / trip [\$4,000 - 6,000]

College Support

One laptop, one cell phone; and reasonable materials, as determined by Sheridan College needed to support mountain campuses including but not limited: to printed materials, marketing and advertising material, use of a vehicle for trips from Sheridan Campus to Mountain campus, vehicle maintenance and liability coverage.

Required College seasonal Positions:

Wrangler/Packer/Maintenance – June 1 – Nov 1

Interns (4) - Stipend (6 day work week) June 1 – Oct 1

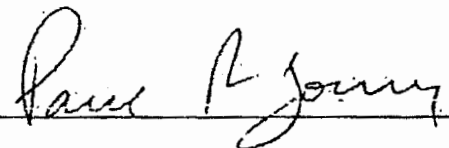
Cook -- June 1 – Oct 1

Coordinator-30% FTE. This position will support the mountain campus as needed: update and manage website support advertising needs, manage details for internal and external classes, answer student and community questions, work with registrar, etc.

Beaver Lakes Field Station staff remains as is.

*\*\* Northern Wyoming Community College will indemnify and hold harmless Little Goose Enterprises, LLC, from any liability related to any claims arising from all work related to this contract.*

Signed December 7, 2015



---

Dr. Paul R. Young, President

NWCCD



---

Little Goose Enterprises, LLC, by \_\_\_\_\_



# PURCHASE ORDER

P.O. NO. B0002808

*Feb 2016*

DATE ~~02/03/16~~

Voucher: **281713**

SHIP TO: Business Office  
TRCC  
3059 Coffeen Ave  
Sheridan WY 82801

BILL TO: NWCCD - Sheridan College  
Business Office  
P.O. Box 1500  
Sheridan, WY 82801

VENDOR: Little Goose Ventures Llc  
PO Box 521  
Dayton WY 82836

**SPECIAL INSTRUCTIONS**

January 5, 2016 thru  
December 31, 2016  
10-610-928000-9211

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL - ACTUAL COST
		<del>Management Services</del> January 5, 2016 thru December 31, 2016 10-610-928000-9211 <del>Approved by Cheryl</del>		<del>47,500.00</del>
		<i>January 2016</i>		<i>\$ 7,916.66</i>
		<i>February 2016</i>		<i>\$ 7,916.66</i>
				<b><i>\$ 15,833.32</i></b>

**CERTIFICATION**

I certify, under penalty of perjury, that this voucher and the items included therein for payment are correct and just in all respects.

**INVOICES MUST BE RECEIVED BY BUSINESS OFFICE BEFORE PAYMENT WILL BE MADE.**

*X NOTE*

\_\_\_\_\_  
Signature of Claimant Date

TOTAL CHARGES **47,500.00**

Requested By  
*Karen Burt* *02-3-16*  
Purchasing Agent

P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND CORRESPONDENCE



# PURCHASE ORDER

P.O. NO. B0002857

JUL 1 2016

DATE ~~07/19/16~~

Voucher: 296156

SHIP TO: Sheridan College  
TRCC  
3059 Colfeen Ave  
Sheridan WY 82801

BILL TO: NWCCD - Sheridan College  
Business Office  
P.O. Box 1500  
Sheridan, WY 82801

VENDOR: Little Goose Ventures Llc  
PO Box 521  
Dayton WY 82836

SPECIAL INSTRUCTIONS  
FY17  
10-610-928000-9211  
JAN 17

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL - ACTUAL COST
		<del>Management Services</del> FY17 10-610-928000-9211		94,999.92 <u>#7,916.66</u>

**CERTIFICATION**  
I certify, under penalty of perjury, that this voucher and the items included therein for payment are correct and just in all respects.

INVOICES MUST BE RECEIVED BY BUSINESS OFFICE BEFORE PAYMENT WILL BE MADE.

*NOTE*

TOTAL CHARGES 84,909.92

\_\_\_\_\_  
Signature of Claimant Date

Requested By  
Karen Banta  
Purchasing Agent

P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND CORRESPONDENCE

VENDORS: FILL NO ORDER UNLESS APPROVED BY THE PURCHASING AGENT



# SPEAR-O MOUNTAIN CAMPUS

## Summer 2016 Mountain Lectures

One of the marquee events at Spear-O each summer is the Mountain Lecture Series. These FREE lectures bring experts in a variety of fields to the mountaintop, utilizing Spear-O's unique position and resources as part of the talks. Registration is NOT required for any of the lectures, but we recommend bringing a pack lunch.

5 DAYS

### Birding in Bighorns

June 26 | 12:00 p.m. – 4:00 p.m.

Are you interested in learning about our local birds and experiencing the mountains? Come join Dr. Jackie Canterbury – local ornithologist, educator, and author of *Birds and Birding in Wyoming's Bighorn Mountains Region* for a half-day class entitled "Birding in the Bighorn Mountains." In the morning Jackie will discuss bird identification, local habitats, and songs of local birds. The discussion will be followed by a bird walk to a nearby forest and stream. Please bring binoculars and a bird book.

### Life Under Mountain Water

July 17 | 1:00 p.m. – 3:00 p.m.

Rick Pallister, the Nature Conservancy's NE Wyoming Landscape Director, will take attendees for a little dip into Bighorn Mountain stream life as he talks about the lifestyles of aquatic insects. Aquatic insects can reveal a lot about the health of our streams, and the quality of their habitats. They can also give us fun clues as to what the trout might be eating! He will talk briefly about the challenges facing our streams, summarize some exciting work that is being done locally to benefit streams, and we'll have fun collecting and classifying aquatic insects and provide insight as to what trout flies might effectively imitate them.

### Evolution of Horsemanship and the Long Rope

August 14 | 1:00 p.m. – 3:00 p.m.

Legendary horseman Buck Brannaman will give a talk about the history of soft horsemanship – its beginnings, its practitioners, and the role it has played in his life. He will demonstrate how his long relationship with the horse has taught him a philosophy that transfers to life: when no limitations are put into practice, there are no limits to what practice can achieve. Buck will also give a talk about different roping techniques that have historically been used to manage livestock. He will give special emphasis to the Californio style of roping as he demonstrates his artistic use of the long rope and reata.

### The Woman Behind the Rabbit: The Tale of Beatrix Potter

August 21 | 1:00 p.m. – 3:00 p.m.

In celebration of Beatrix Potter's birth 150 years ago, this illustrated talk will explore diverse aspects of her life, well beyond that of author and illustrator of "The Tale of Peter Rabbit" and 22 other books for children. Betsy Bray, a self-described Beatrix Potter enthusiast, will introduce participants to Potter's involvement in sheep farming, land conservation, mycology, and community leadership. Beatrix Potter overcame a strict Victorian childhood to become what Betsy considers "a woman ahead of her time."

### Bites Along the Bighorns: Bees, Wasps, Tics, Mosquitos, and Snakes – What They Can Do and What to Do About It

September 18 | 1:00 p.m. – 3:00 p.m.

Dr. John Addlesperger, emergency physician, past medical director of Sheridan Memorial Hospital emergency department and current Chief Medical Officer, will discuss the various injuries and diseases that can occur when we come into contact with some of the creatures that share northern Wyoming with us.

---

For more information about the Mountain Lecture Series or Spear-O Mountain Campus, contact Trudy Munsick, Co-Director, at (307) 751-8173 or [tmunsick@sheridan.edu](mailto:tmunsick@sheridan.edu).

[www.spearowigwam.com](http://www.spearowigwam.com)



Contacts

↔ JAN 2017  
↔ DEC 2017

**Contract Renewal**

Northern Wyoming Community College District and ~~Little Goose Enterprises, LLC~~ for management of the Spear O Mountain Campus and Beaver Lakes Field Station. *Trudy & Dave Munsick*

The term of the renewal is from January 17, 2017 through December 31, 2017. Except as specified as deleted, modified or clarified below ~~the terms of the agreement signed on December 7, 2015 remain in effect.~~

Adjustments and clarifications based on 2016 season review and anticipation of 2017 season. Little Goose Enterprises, LLC is referred to as "Consultants" and NWCCD is referred to as "college."

\$ 95,000

**Program Management**

Research, identify and develop both credit and non-credit classes in partnership with NWCCD faculty.

*Rich, Martha, Matt, Ted, Directors & Chairs*

Clarification: Consultants may work directly with NWCCD faculty to develop credit classes. NWCCD faculty/academic departments are responsible for including any credit classes with their accompanying course fees on the college schedule.

*Christina Riedor*

Clarification: ~~Consultants may develop non-credit classes to be offered at both either Spear O and/or Beaver Lakes Field Station.~~ Consultants should work directly with Enrollment Services to have courses listed appropriately in Colleague to receive registrations. *[Signature]*

Provide information on a timely basis and in writing to various college departments and personnel that is sufficient for the college to fulfill its responsibilities as listed below.

**Facilities Management**

~~Coordinate with facilities department in maintenance of mountain campus including 5-year plan, restoration projects, fences, machinery, sewage, electrical, and water components.~~

*Kent A. et al.*

Clarification: Funding for the maintenance and construction projects will be in the Facilities Department overall budget earmarked for Spear O/Beaver Lakes Field Station. Approval for expenditures must be obtained through the appropriate Facilities Department manager prior to the expenditure or commitment to purchase and must follow all college procedures. Receipts for approved expenditures need to be returned to the approving Facilities Department Manager.

~~Work with and support consultant in completing historical registry process.~~

~~Recommendation: Remove this task as this work has been completed.~~

~~Maintain positive informal relationships with . . . USFS (United States Forest Service).~~

Clarification: Consultant will maintain relationship with the USFS for ongoing operations, developing "planned use" and "actual use" reports for the educational permit and the grazing permit. Consultant will submit each completed report to the College's official representative to the USFS (VP of External Relations and Economic Development) for review and submission to the USFS. If the reports are submitted electronically to the USFS Little Goose can meet this requirement by copying the VP on the submittal email with the report attached.

*Susan B.*

## College Support

Replace

"Required College seasonal Positions:

Wrangler/Packer/Maintenance – June 1 – Nov 1

– Interns (4) – Stipend (6 day work week) June 1 – Oct 1

Cook – June 1 – Oct 1

Coordinator – 30% FTE: This position will support the mountain campus as needed: update and manage website support advertising needs, manage details for internal and external classes, answer student and community questions, work with registrar, etc.

Beaver Lakes Field Station staff remains as is."

with the following:

Required College Support – Year round and during season

Financial Processing Support: A support staff member (currently the Grants Coordinator) will provide support as needed with financial processing. ~~The level of support is estimated at no more than 8 hours per month from November through April and no more than 8 hours per week from June through September. The support staff will:~~ *May October.*

Shari

- Assist with budget development including assessment of historical expenditures and other information.
- Process contracts for VP approval based on input from Consultants such as the contract for leasing horses.
- Maintain appropriate financial records for retention.
- Monitor purchases and expenditures against the budget and provide budget updates either from Colleague or in spreadsheets to assist Consultant with budget monitoring.
- Request blanket purchase orders and purchase orders as identified as needed by Consultant and as allowed within the approved budget.
- Process invoices and/or receipts for payment in accordance with college procedures.
- Compile and submit information to Business Office for invoicing based on information provided by Consultant – such as number of guests, rates, night stays, meals served, etc.
- Monitor payments received from internal departments such as course fees and payments received from external users such as other colleges' groups (invoices) and community education courses (non-credit registrations).

~~Website and Marketing Support: The Public Information Office will:~~

✓ Wendy

- Make necessary updates to existing website in accordance with information provided by Consultants which includes detailed change in written form including what needs to be changed on what page of the website.
- Create one annual programming flyer/poster from information provided by Consultants (similar to flyer created for 2016 season).
- Write and distribute six (6) press releases including for instance: season opening announcement, research oriented activities, mountain lectures, and pack trips based on list and schedule provided in May and current information about the activities provided at least one week in advance by Consultants.
- Post photos and paragraphs about activities provided by the Consultants to the college's Facebook page.
- Add to and maintain the photo archive with occasional visits to Spear O as PIO photographer is available. Add photos provided by the Consultant on a hard drive to the college's Spear O photo archive. Provide the photo archive to Consultants at least once during the season on a hard drive provided to the PIO office by the Consultant.

✓ Joy

~~Grants Office (currently Data Support Specialist) will support internal~~ communication by posting mountain lectures and other activities available for college personnel to the Portal, on-campus hallway monitors and internal college calendar on a schedule provided by the Consultant using information provided by the PIO Office and/or Consultant.

#### Required Seasonal Support

✓ Kent  
etal.

Facilities Support: ~~The Facilities Department will take the lead~~ on facility maintenance including planning, assigning responsibilities, gaining approval as needed, ensuring required equipment such as scaffolds and skid steer is available and onsite to perform scheduled work, scheduling and budget authority.

- ~~The Facilities Department will take the lead on opening the Spear O Mountain Campus for the season in accordance with an "opening and closing" checklist which includes power, water, septic, and other major systems, grounds maintenance and deep cleaning of each building. Consultant and seasonal staff will act in a support role.~~
- ~~Facilities Department and Consultant will develop a coordinated plan and schedule for maintenance work to be done during the current season and assign responsibilities for each task.~~
- ~~Facilities Department will act as official representative during the Fire Marshall's annual inspection and take the lead on deciding how to address any findings.~~

Brady  
crew

~~IT Support:~~ The IT Department will support season opening by delivering and setting up computer and communication equipment and providing training to Consultants as required for ongoing operations. IT Department will act as the college's representative to all communication providers for service, installation and maintenance and will attempt to be onsite when the various providers perform service at Spear O Mountain Campus.

Zane  
&  
Chartwells

Food Service Support: ~~The College will manage the contractual relationship for food service at the Spear Mountain Campus at rates agreed on for self-serve and served meals. The Food Service Provider will:~~

- Recommend a revolving menu for approval by the Consultants prior to season opening.
- Support season opening by thoroughly cleaning the kitchen and food service preparation and storage areas.
- Provide thorough food safety training for Consultant and all seasonal staff members.
- Maintain sanitary and organized food preparation and storage areas throughout the season.
- Maintain the food supply onsite to support an agreed on revolving menu for the number of diners by meal and whether the meals are self-serve or served provided by the Consultants two weeks in advance.
- Provide on-site food preparation, dining hall support and kitchen clean-up for all "served" meals.
- Provide written instructions and training as needed so staff can prepare meals that are "self-served."
- Provide catering services as requested at prices and service levels agreed to by the Provider and Consultant.
- Thoroughly clean kitchen and storage areas, store kitchen items and remove all food supplies at season closure.

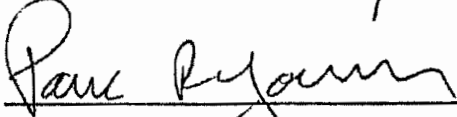
Required Seasonal Positions:

Wrangler/Packer/Maintenance (Salaried) – June 1 through October 1

Seasonal worker(s) four (4) (paid hourly) 40 hours/week – June 1 through October 1

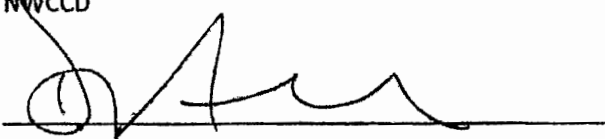
Beaver Lakes Field Station – ~~staffed by Contractor on a time and effort basis.~~

Contract renewal signed 1/20/17



Dr. Paul R. Young, President

NWCCD



Little Goose Enterprises, LLC, by Dave Munsick or Trudy Munsick

# EXPERIENCE SPEAR-O

Join us  
on the  
mountain!

## 2017 Summer Events

### Workshops

- » **July 6-9:** Photography Workshop with Adam Jahiel
- » **July 9-11:** Song Writing Workshop with ~~Dave Munsick~~
- » **July 28-29:** Mountain Yoga Workshop with Michele Fritz & Tracey Burke

### Mountain Lectures

**June 25, 10:00 a.m.-Noon:** Yale Graduate Students

Hear from graduate students regarding research across six states in the American West.

**July 16, 1-3:00 p.m.:** Foreign Diplomats, Jeanine and Mark Jackson

Learn about life as a U.S. Diplomat in many foreign countries, including 14 years in Africa.

**August 20, 1-3:00 p.m.:** Nichole Bjornlie: Bats, Bats and more Bats

Learn about basic bat ecology including emerging conservation challenges and mutually beneficial aspects of bat life.

Call 307-674-6446 ext. 2200 to sign up for a workshop.

Questions, please e-mail [spearo@sheridan.edu](mailto:spearo@sheridan.edu).

12 DAY'S  
TOTAL

