

UW B of T Budget Committee
 Agenda
 May 12, 2021 at 7:30 am – 10:00 am

Executive Session: If necessary, a separate agenda and materials for the Executive Session. (EOG Royalty Matter-and if necessary in Facilities.)

Agenda #	Description	Page #
1.	Board of Trustees FY22 Budget	2-4
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3.	FY23-24 Capital Construction Budget Submission	6
4.	Financial Aid FY23 Changes	7
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6.	New Housing Bond Issuance	18-19
7.	College of Agriculture FY 2021 Variance Request	20-21
8.	Capital Equipment Replacement Budget Methodology	22-23
9.	Revisit FY22 Advising Fee for Distance Students	24
10.	FY21 State Capital Construction Appropriation of \$6 million	25
11.	Foundation Matching Funds Request	26-27
	<u>If time permits the follow items will be discussed.</u>	
12.	Other?	

A		B	C	D	E	F	G	
1	WyoCloud							
2	O_00013: Board of Trustees							
3	Board of Trustees Report							
4			FY20	FY21	FY22	Variance FY21 Budget to FY22 Budget		
5	Fund Class - Source	Summary Level Natural Accounts	Actual	Budget	Actual through March	Budget		
6	Total Fund Class-Source	A_B4000 Tuition & Educational Fees (net)	-	-	-	-	-	
7		A_B4100 Sales of Goods & Services	-	-	-	-	-	
8		A_B4300 Grants & Contracts	-	-	-	-	-	
9		A_43501 Federal Appropriations	-	-	-	-	-	
10		A_B4400 Other Operating Revenue	-	-	-	-	-	
11		A_B5000 Non Operating Revenues	-	-	-	-	-	
12		A_B5100 Appropriations	-	-	-	-	-	
13		A_B5300 Gifts	-	-	-	-	-	
14		A_B5500 Investment Income	-	-	-	-	-	
15		A_B5600 Other Non Operating Revenues	-	-	-	-	-	
16		A_76004 Provost Strategic Initiatives	-	-	-	-	-	
17		A_77599 Internal Budget Reduction Allocation	-	-	-	-	-	
18		Total Revenue	-	-	-	-	-	
19								
20			A_B6000 Salaries, Wages & Benefits	94,441	12,216	4,010	130,656	118,440
21			Services, Travel, and Supplies	278,915	95,190	8,880	86,790	(8,400)
22			Util., Repair & Maint., and Rentals	4,851	4,500	-	4,500	-
23			Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	7,970	11,270	-	11,020	(250)
24			Cap. Exp., Discont. Op., and Other Non-op. Exp.	-	-	-	-	-
25		Total Expenses Before Transfers	386,177	123,176	12,890	232,966	109,790	
26		Net Result Before Transfers	386,177	123,176	12,890	232,966	109,790	
27								
28		A_B7600 Internal Allocations & Sales	106,164	90,200	11,070	77,512	(12,688)	
29		A_D7700 Provisions for Replacement & Depreciation Grouping	-	-	-	-	-	
30		A_D7720 Debt Service Grouping	-	-	-	-	-	
31		A_D7740 Transfers To/From Operations Grouping	(386,916)	-	-	-	-	
32		Total Funding Transfers	(280,752)	90,200	11,070	77,512	(12,688)	
33								
34		Total Expenses After Transfers	105,425	213,376	23,961	310,478	97,102	
35		Statement of Activities Net Result	105,425	213,376	23,961	310,478	97,102	
36	FC_105 Unrestricted Operating	A_B4000 Tuition & Educational Fees (net)	-	-	-	-	-	
37		A_B4100 Sales of Goods & Services	-	-	-	-	-	
38		A_B4300 Grants & Contracts	-	-	-	-	-	
39		A_43501 Federal Appropriations	-	-	-	-	-	
40		A_B4400 Other Operating Revenue	-	-	-	-	-	
41		A_B5000 Non Operating Revenues	-	-	-	-	-	
42		A_B5100 Appropriations	-	-	-	-	-	
43		A_B5300 Gifts	-	-	-	-	-	
44		A_B5500 Investment Income	-	-	-	-	-	
45		A_B5600 Other Non Operating Revenues	-	-	-	-	-	
46		A_76004 Provost Strategic Initiatives	-	-	-	-	-	
47		A_77599 Internal Budget Reduction Allocation	-	-	-	-	-	
48		Total Revenue	-	-	-	-	-	
49								
50		A_B6000 Salaries, Wages & Benefits	5,339	12,216	4,010	130,656	118,440	
51		Services, Travel, and Supplies	64,567	95,190	8,880	86,790	(8,400)	
52		Util., Repair & Maint., and Rentals	4,651	4,500	-	4,500	-	
53		Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	7,970	11,270	-	11,020	(250)	
54		Cap. Exp., Discont. Op., and Other Non-op. Exp.	-	-	-	-	-	
55		Total Expenses Before Transfers	82,527	123,176	12,890	232,966	109,790	
56		Net Result Before Transfers	82,527	123,176	12,890	232,966	109,790	
57								
58		A_B7600 Internal Allocations & Sales	62,162	90,200	11,070	77,512	(12,688)	
59		A_D7700 Provisions for Replacement & Depreciation Grouping	-	-	-	-	-	
60		A_D7720 Debt Service Grouping	-	-	-	-	-	
61		A_D7740 Transfers To/From Operations Grouping	-	-	-	-	-	
62		Total Funding Transfers	62,162	90,200	11,070	77,512	(12,688)	
63								
64		Total Expenses After Transfers	144,689	213,376	23,961	310,478	97,102	
65		Statement of Activities Net Result	144,689	213,376	23,961	310,478	97,102	



O_00013: Board of Trustees
Board of Trustees Report

		FY20	FY21	FY22	Variance FY21 Budget to FY22 Budget
		Actual	Budget	Actual through March	Budget
66	A_B4000 Tuition & Educational Fees (net)	-	-	-	-
67	A_B4100 Sales of Goods & Services	-	-	-	-
68	A_B4300 Grants & Contracts	-	-	-	-
69	A_43501 Federal Appropriations	-	-	-	-
70	A_B4400 Other Operating Revenue	-	-	-	-
71	A_B5000 Non Operating Revenues	-	-	-	-
72	A_B5100 Appropriations	-	-	-	-
73	A_B5300 Gifts	-	-	-	-
74	A_B5500 Investment Income	-	-	-	-
75	A_B5600 Other Non Operating Revenues	-	-	-	-
76	A_76004 Provost Strategic Initiatives	-	-	-	-
77	A_77599 Internal Budget Reduction Allocation	-	-	-	-
78	Total Revenue	-	-	-	-
79					
80	FC_B20 Designated Op				
81	A_B6000 Salaries, Wages & Benefits	89,102	-	-	-
82	Services, Travel, and Supplies	214,348	-	-	-
83	Util., Repair & Maint., and Rentals	200	-	-	-
84	Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	-	-	-	-
85	Cap. Exp., Discont. Op., and Other Non-op. Exp.	-	-	-	-
86	Total Expenses Before Transfers	303,650	-	-	-
87	Net Result Before Transfers	303,650	-	-	-
88	A_B7600 Internal Allocations & Sales	44,002	-	-	-
89	A_D7700 Provisions for Replacement & Depreciation Grouping	-	-	-	-
90	A_D7720 Debt Service Grouping	-	-	-	-
91	A_D7740 Transfers To/From Operations Grouping	(386,916)	-	-	-
92	Total Funding Transfers	(342,914)	-	-	-
93					
94	Total Expenses After Transfers	(39,264)	-	-	-
95	Statement of Activities Net Result	(39,264)	-	-	-
96					
97	A_B4000 Tuition & Educational Fees (net)	-	-	-	-
98	A_B4100 Sales of Goods & Services	-	-	-	-
99	A_B4300 Grants & Contracts	-	-	-	-
100	A_43501 Federal Appropriations	-	-	-	-
101	A_B4400 Other Operating Revenue	-	-	-	-
102	A_B5000 Non Operating Revenues	-	-	-	-
103	A_B5100 Appropriations	-	-	-	-
104	A_B5300 Gifts	-	-	-	-
105	A_B5500 Investment Income	-	-	-	-
106	A_B5600 Other Non Operating Revenues	-	-	-	-
107	A_76004 Provost Strategic Initiatives	-	-	-	-
108	A_77599 Internal Budget Reduction Allocation	-	-	-	-
109	Total Revenue	-	-	-	-
110	FC_B30 Restr Expendable Op				
111	A_B6000 Salaries, Wages & Benefits	-	-	-	-
112	Services, Travel, and Supplies	-	-	-	-
113	Util., Repair & Maint., and Rentals	-	-	-	-
114	Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	-	-	-	-
115	Cap. Exp., Discont. Op., and Other Non-op. Exp.	-	-	-	-
116	Total Expenses Before Transfers	-	-	-	-
117	Net Result Before Transfers	-	-	-	-
118	A_B7600 Internal Allocations & Sales	-	-	-	-
119	A_D7700 Provisions for Replacement & Depreciation Grouping	-	-	-	-
120	A_D7720 Debt Service Grouping	-	-	-	-
121	A_D7740 Transfers To/From Operations Grouping	-	-	-	-
122	Total Funding Transfers	-	-	-	-
123					
124	Total Expenses After Transfers	-	-	-	-
125	Statement of Activities Net Result	-	-	-	-

A		B	C	D	E	F	G
1	WyoCloud						
2	O_00013: Board of Trustees						
3	Board of Trustees Report						
4			FY20	FY21	FY22	Variance FY21 Budget	
5	Fund Class - Source	Summary Level Natural Accounts	Actual	Budget	Actual through March	Budget	to FY22 Budget
126		A_B4000 Tuition & Educational Fees (net)	-	-	-	-	-
127		A_B4100 Sales of Goods & Services	-	-	-	-	-
128		A_B4300 Grants & Contracts	-	-	-	-	-
129		A_43501 Federal Appropriations	-	-	-	-	-
130		A_B4400 Other Operating Revenue	-	-	-	-	-
131		A_B5000 Non Operating Revenues	-	-	-	-	-
132		A_B5100 Appropriations	-	-	-	-	-
133		A_B5300 Gifts	-	-	-	-	-
134		A_B5500 Investment Income	-	-	-	-	-
135		A_B5600 Other Non Operating Revenues	-	-	-	-	-
136		A_76004 Provost Strategic Initiatives	-	-	-	-	-
137		A_77599 Internal Budget Reduction Allocation	-	-	-	-	-
138		Total Revenue	-	-	-	-	-
139							
140	FC_B35 Restr	A_B6000 Salaries, Wages & Benefits	-	-	-	-	-
141	Expendable Non Op	Services, Travel, and Supplies	-	-	-	-	-
142		Util., Repair & Maint., and Rentals	-	-	-	-	-
143		Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	-	-	-	-	-
144		Cap. Exp., Discont. Op., and Other Non-op. Exp.	-	-	-	-	-
145		Total Expenses Before Transfers	-	-	-	-	-
146		Net Result Before Transfers	-	-	-	-	-
147							
148		A_B7600 Internal Allocations & Sales	-	-	-	-	-
149		A_D7700 Provisions for Replacement & Depreciation Grouping	-	-	-	-	-
150		A_D7720 Debt Service Grouping	-	-	-	-	-
151		A_D7740 Transfers To/From Operations Grouping	-	-	-	-	-
152		Total Funding Transfers	-	-	-	-	-
153							
154		Total Expenses After Transfers	-	-	-	-	-
155		Statement of Activities Net Result	-	-	-	-	-
156		A_B4000 Tuition & Educational Fees (net)	-	-	-	-	-
157		A_B4100 Sales of Goods & Services	-	-	-	-	-
158		A_B4300 Grants & Contracts	-	-	-	-	-
159		A_43501 Federal Appropriations	-	-	-	-	-
160		A_B4400 Other Operating Revenue	-	-	-	-	-
161		A_B5000 Non Operating Revenues	-	-	-	-	-
162		A_B5100 Appropriations	-	-	-	-	-
163		A_B5300 Gifts	-	-	-	-	-
164		A_B5500 Investment Income	-	-	-	-	-
165		A_B5600 Other Non Operating Revenues	-	-	-	-	-
166		A_76004 Provost Strategic Initiatives	-	-	-	-	-
167		A_77599 Internal Budget Reduction Allocation	-	-	-	-	-
168		Total Revenue	-	-	-	-	-
169							
170	FC_B40 Restr Grants	A_B6000 Salaries, Wages & Benefits	-	-	-	-	-
171		Services, Travel, and Supplies	-	-	-	-	-
172		Util., Repair & Maint., and Rentals	-	-	-	-	-
173		Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	-	-	-	-	-
174		Cap. Exp., Discont. Op., and Other Non-op. Exp.	-	-	-	-	-
175		Total Expenses Before Transfers	-	-	-	-	-
176		Net Result Before Transfers	-	-	-	-	-
177							
178		A_B7600 Internal Allocations & Sales	-	-	-	-	-
179		A_D7700 Provisions for Replacement & Depreciation Grouping	-	-	-	-	-
180		A_D7720 Debt Service Grouping	-	-	-	-	-
181		A_D7740 Transfers To/From Operations Grouping	-	-	-	-	-
182		Total Funding Transfers	-	-	-	-	-
183							
184		Total Expenses After Transfers	-	-	-	-	-
185		Statement of Activities Net Result	-	-	-	-	-
186							

Follow-up from Budget Hearings (if needed)

**University of Wyoming
Capital Appropriations Request
2023-2024**

Priority	Project	Project Cost	State Funds	Other Funds	University Funds
	Major Maintenance	\$ 50,300,000	\$ 50,300,000		
	College of Law Clinical and Experiential Learning Facility Addition	\$ 22,260,000	\$ 12,720,000		\$ 9,540,000
	War Memorial Stadium West Stand Renovation and Corbett Natatorium	\$ 78,758,000	\$ 40,071,200		\$ 38,686,800
	University of Wyoming/Albany County School District #1 Lab School	\$ 30,634,000	\$ 1,237,000	\$ 29,397,000	
	College of Agriculture Research & Extension Centers (Laramie, Lingle, Powell, and Sheridan) Renovations	\$ 8,632,000	\$ 8,632,000		
	College of Education Component of Lab School Renovation	\$ 2,000,000	\$ 2,000,000		
	IT Network Upgrades for College of Agriculture Research & Extension Centers (Laramie, Lingle, Powell, and Sheridan), AMK Ranch, and College of Arts & Sciences Red Buttes Research Center	\$ 1,950,075	\$ 1,950,075		
TOTAL		\$ 194,534,075	\$ 116,910,275	\$ 29,397,000	\$ 48,226,800

Financial Aid FY23 Changes – Materials will be distributed separately

Passenger Aircraft Use & Costing

Introduction

This paper is to discuss the costing model of the UW passenger aircraft (N200UW) and to advocate changes to the current aircraft user fee. Further, the intent is to build the case that a tool such as the University Aircraft provides a service that is more than simple mode of transportation. It is an enabler for safe & efficient accomplishment of the wide responsibilities that UW shoulders for the State of Wyoming. Lastly, it is to provide a recommendation about a plan for funding a second aircraft mechanic.

Background

Since FY 17, the amount of use of the UW passenger aircraft (N200UW) has dropped significantly. Prior to 2016, the average yearly flight time was approximately 300 hours. Since then, annual hours have dropped to 212 in FY 17, 179 in FY 18, 162 in FY 19 and 94 in FY 20. The trend continues in FY 21 with an estimate of about 50 hours forecast for the year from the halfway point of December 2020. While budget cuts in 2016 occurred with the start of this decline, and the COVID-19 virus has accelerated it in FY 20 & 21, there are other factors which may have continued the declining hours between these two significant events. Some of these issues include an inordinately high usage charge and the change from a mileage charge to an hourly fee.

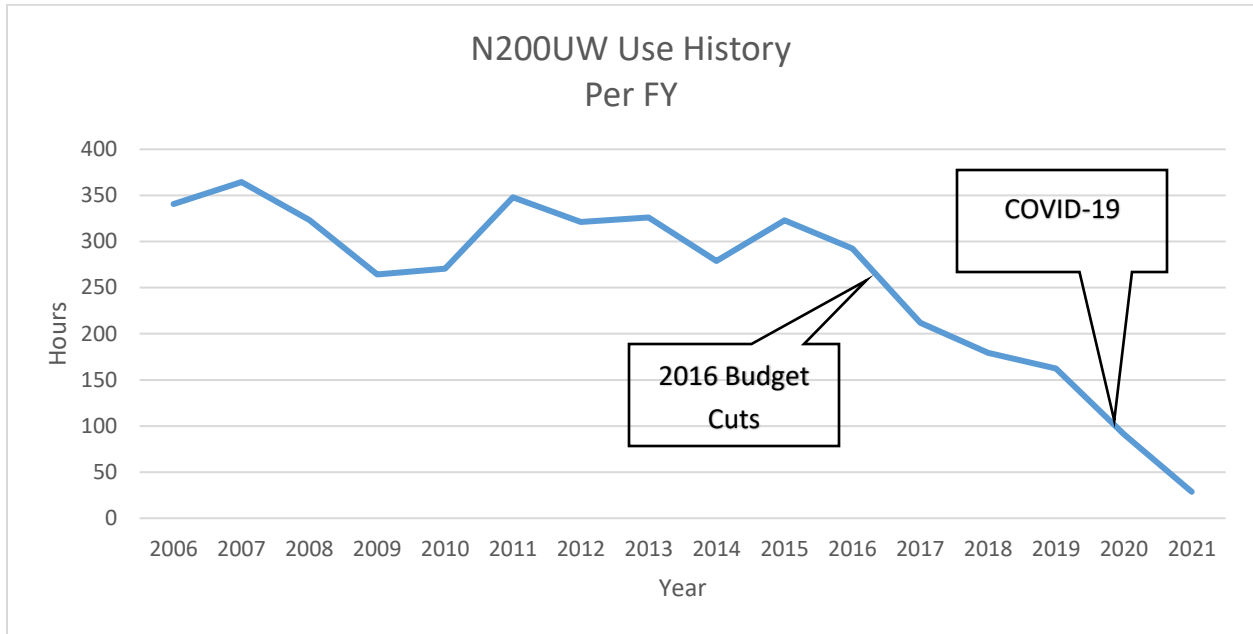


Figure 1

As part of the 2016 budget process, a decision was made to change how aircraft use was billed. Previously, the airplane use fee was a mileage charge based on distance from departure to destination. This *mileage charge* ensured that a quick & accurate cost estimate could be provided to potential aircraft users. It also ensures that the final invoice is identical to the original estimate

The mileage charge was changed to an hourly use charge in 2016. At the same time, the charge was no longer based on actual expenses, but was set *equal* to the charge for use of the Wyoming State jet. This resulted in increasing the cost of N200UW above that of the jet since N200UW is a slower aircraft. Additionally, it is possible that the change in billing from ~\$5.00/nautical-mile to \$1400/hour caused a “sticker shock” which discouraged UW colleges & agencies from using the aircraft. As well, a “quote” for a passenger flight is less accurate when based on an hourly use than when charged per mile because the actual flight duration

can change due to weather or other delays. This can lead to consternation among users when their invoice is different than the original quote.

N200UW Costing Information

Costs for the aircraft involve numerous items, some of which are fixed and others which are variable.

Fixed costs include items such as basic maintenance, insurance, training & travel, physicals, hangar upkeep, manuals & maps, and safety audit & safety documents.

Variable costs, sometimes termed direct costs, depend on hours flown, and include fuel plus hangar & landing fees at the destination airports.

Another item which I discuss as an 'other' is the expense for temporary pilots.

Yes, it is a variable cost, but one that I believe is necessary for three reasons.

1. While employed full time, our pilots are not available 100% of the time because of obligations such as meetings, sick leave, training and vacation. Because of this, use of these temps is essential with a busier flight schedule to ensure the Chief Pilot can attend other necessary meetings while the aircraft is flying. It also ensures that pilots can attend training as scheduled without requiring cancellation or rescheduling should another pilot become ill and unable to fly.
2. Engaging temporary pilots only on an as-needed basis is problematic since there are safety issues associated with training and currency that often cannot be addressed in an ad-hoc basis on short notice. Temp pilots must maintain a basic familiarity with the operation of the aircraft avionics.

3. Southeast Wyoming has a limited pool of pilots that have acceptable backgrounds and training. Keeping these highly qualified pilots interested in UW by receiving some amount of remuneration helps keep them from seeking employment elsewhere and making them unavailable to support our occasional needs.

Prior to 2016, the Department of Atmospheric Science (DATSC) in coordination with UW administration, included an additional mileage-based fee retained in a reserve account to pay for the significant expenses associated with major engine and propeller overhaul. These expenses are periodic and normally occur after a fixed number of hours of aircraft use. For example, the engines require a full overhaul after 3600 hours of use. The cost for this is roughly \$700,000. Following a fresh overhaul there is a “hot-section inspection” that happens after 1800 hours of use and costs approximately \$175,000. We currently have about 1600 hours before the next engine overhaul. Further, a small amount was reserved for avionics repairs and contingencies that typically occur but cannot be predicted in advance.

In 2016, these reserve amounts were “swept” and no longer exist in a separate account identified for aircraft use and now, major maintenance items are budgeted on an annual basis.

Figure 2 (below) gives average values for the various fixed and variable expenses for two timeframes, FY 14 – 21 and FY 18 – 21.

FY 14-21 Averages			FY 18-21 Averages		
	Total	Per Hour		Total	Per Hour
Fuel	\$84,469	\$421	Fuel	\$52,392	\$261
Maintenance	\$35,521	\$177	Maintenance	\$31,252	\$156
Temp Pilots	\$7,375	\$37	Temp Pilots	\$750	\$4
Insurance	\$12,055	\$60	Insurance	\$9,641	\$48
Training	\$19,555	\$98	Training	\$21,368	\$107
Training Travel	\$6,533	\$33	Training Travel	\$7,050	\$35
Pilot Physicals	\$2,553	\$13	Pilot Physicals	\$2,475	\$12
Hangar	\$3,140	\$16	Hangar	\$3,100	\$15
Manuals/Maps	\$3,678	\$18	Manuals/Maps	\$4,015	\$20
Hangar & Ldng fees	\$3,328	\$17	Hangar & Ldng fees	\$2,592	\$13
Safety Audits & FOM	\$3,190	\$16	Safety Audits & FOM	\$3,827	\$19
Misc	\$3,552	\$18	Misc	\$3,373	\$17
Grand Total	\$184,951	\$923	Grand Total	\$141,834	\$708
Average Total Hours	200		Average Total Hours	123	
Average Speed	206		Average Speed	206	
Average Cost / Hour	\$923		Average Cost / Hour	\$1,156	
Average Cost / N. Mile	\$4.48		Average Cost / N. Mile	\$5.61	

Figure 2

I believe that changing the aircraft usage fee back to a mileage fee and reducing it to a reasonable level would help promote wider use of this important tool.

Other options to increase use of the aircraft include messaging from the President's Office to the Colleges to promote use and to encourage BoT use of the aircraft for any appropriate UW-related business.

The intent of the proposed changes is to increase use of N200UW to 225 hours/year or greater. Not only does increased aircraft usage produce higher pilot proficiency, but it also decreases the aircraft costs as shown below in Figure 3.

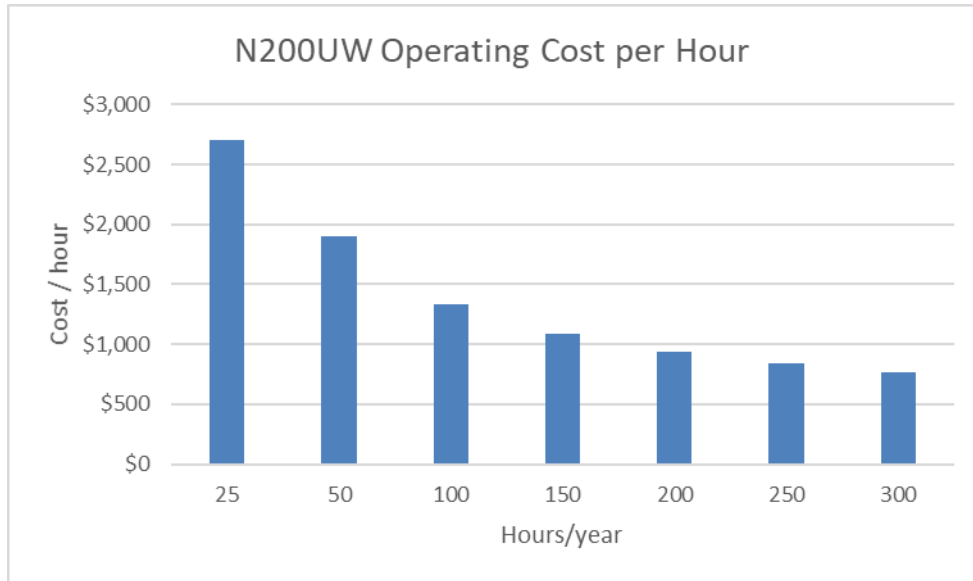


Figure 3

Maintaining an aircraft available to the wider University has benefits beyond just a simple mode of transportation. Public transportation in Wyoming is limited, and driving is very time consuming. The aircraft increases the efficiency of all those who must travel throughout the region significantly. It enables business to be completed in a single day that would take multiple days to complete by driving.

Loss of Second Aircraft Mechanic

Background:

Again, due to the 2016 budget cuts, funding in the amount of \$285,620 (incl. fringe) for the positions of Chief Research Pilot and the Chief Aircraft Mechanic were removed from the Atmospheric Science budget in FY 18. Additionally, funding for the second mechanic that Atmospheric Science employed prior to FY

17/18 was removed. This position was lost and has not been regained. There are two reasons to restore funding for the second mechanic:

1. Aircraft operations at UW are periodically audited for compliance with the protocols of the International Standard for Business Aircraft Operations (IS-BAO) which is established and monitored by the International Business Aviation Council (IBAC). In a recent audit, the absence of a second mechanic was identified as a problem which has safety implications related to double-checking work as well as working alone at the Flight Center.
2. During negotiations over the recently purchased Research Aircraft the Wyoming SLIB Staff inquired about the UW succession plan for our aircraft mechanic. Without a second mechanic we have a very poor plan and one that does not ensure continuity of operations for either research or transportation.

Currently, UW funds 1.5 pilots and 0.5 mechanic from the aircraft usage charge.

ATSC funds 1.5 pilots and 0.5 mechanic from Department external funds.

Job Title	ATSC			
	UW %	UW \$	%	ATSC \$
Pilot	100%	\$123,155	0%	\$0
Chief Pilot	25%	\$39,724	75%	\$119,173
Pilot	25%	\$36,186	75%	\$108,598
Chief Aircraft				
Mechanic	50%	\$65,107	50%	\$65,107
Executive Business				
Manager	10%	\$10,035	90%	\$90,317
		<u>\$274,207</u>		<u>\$383,194</u>

Figure 4

Proposal:

To ensure safety of maintenance, continuity of operations, and necessary support to remote research projects and domestic passenger operations, ATSC proposes to add a second aircraft mechanic to the funded positions at the Flight Center. To achieve this, Atmospheric Science suggests that ATSC will fully fund the Chief Aircraft Mechanic if UW will fund a more junior mechanic. In this proposal, ATSC would shoulder most of the subsequent salary increases.

Job Title	UW %	UW \$	ATSC	
			%	ATSC \$
Pilot	100%	\$123,155	0%	\$0
Chief Pilot	25%	\$39,724	75%	\$119,173
Pilot	25%	\$36,186	75%	\$108,598
Chief Aircraft Mechanic	0%	\$0	100%	\$130,213
Aircraft Mechanic, Jr.	100%	\$104,510	0%	\$0
Executive Business Manager	10%	\$10,035	90%	\$90,317
	TOTAL:	\$313,610		\$448,301
	INCREASE:	\$39,403		\$65,107

Figure 5

Summary

The UW Passenger Aircraft can provide nearly 365 days/year of safe, reliable, and efficient transportation options to the University. It is a valuable tool during the many months each year when travel by car is hazardous or impossible in addition to the time-saving productivity benefit. Yes, it is not cheap, but it is an asset that can be priced at a level accessible to most UW Colleges. To ensure it is not viewed as just a tool of UW Administration and to maintain our flight operation to the audited standard, I make the following recommendations.

1. To set the aircraft use fee to an appropriate & reasonable level. One that easily accommodates historical use of \$1000/hour is suggested.
2. Return to using a mileage charge instead of an hourly charge for use of N200UW to promote better fiscal accountability as well as decreasing the cost from present levels, thus increasing utilization. I suggest \$4.86 per nautical mile.
3. Provide funding for a second aircraft mechanic as detailed above.

The result of the above is to fully support both transportation and research flight operations and to do so through maintaining the Flight Center adherence to the International Standard for Business Aircraft Operations (IS-BAO) guidelines.

Brett

Brett Wadsworth

UW Flight Center Director & Chief Research Pilot



Financing & Construction Milestones

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FINANCING MILESTONES

- Develop Bond Resolution
- Confirm Plan of Finance
- Underwriter RFP Distribution & Selection
- June 16: Board Approval of Bond Resolution
- Update POS & Rating Materials
- August 5: State Land and Investment Board for Approval of Financing
- Early August: Release POS
- Early/Mid August: Price Bonds
- Late August: *Bond Closing & Funds Received*
- August: 85% of tax-exempt proceeds must be spent to avoid arbitrage constraints



CONSTRUCTION MILESTONES

- May 12 -14: Board to Approve: GMP for Parking Garage
- Residence Hall & Dining Interior and Exterior Design
- *Construction for Parking Garage commences*
- Schematic Design & Design Development for Residence Hall & Dining complete
- Board to Approve: GMP for Residence Hall & Dining
- *Residence Hall & Dining construction commences*
- *Construction completed/ opening of Parking Garage*
- *Construction completed/ opening of South Hall (June) & North Hall (October)*



To: Edward Seidel, President
Anne Alexander, Interim Provost and Vice President of Academic Affairs

From: Barbara Rasco, Dean of College of Agriculture and Natural Resources

CC: University Budget and Institutional Planning Office

Date: May 4, 2021

Subject: **Transfer of Operating Funds Between Expenditure Classifications**

In accordance with University Regulation 7-1 III C, the College of Agriculture and Natural Resources (CoANR) requests to transfer budget authorization between expenditure classifications for FY2021.

The main drivers for this request include the following.

- Over the last year, we conducted a systematic reconstruction of the College budget and a comprehensive overhaul of our accounting and financial management processes in cooperation with the UW Financial and Administrative Support Team (FAST). In FY2021, we implemented the much refined accounting and financial management protocols from this effort and this resulted in a budget that, in its entirety, was remarkably accurate considering the significant degree of change. However, due to these changes and the lack of accurate history at the natural account and expenditure classification roll-up levels, we experienced significant differences between the classification of actual expenses and the budgeted accounts and categories.
- Over the last year, there were also some accounting changes instituted at the University level that created differences specifically between how capital expenditures and faculty start-up expenses were recorded. These changes created shifts between where actual expenses were recorded and where their corresponding budgets lie.

If these transfers are not approved, while the CoANR will end the year in a balanced URO position, the variances at many of the expenditure classification levels will exceed 10%, with some exceeding 15%. The biggest shift is evidenced between Total Funding Transfers and the other expenditure classifications.

The total of these transfers amount to \$1,261,000 and represent 4.12% of the CoANR's total URO expense budget.

Proposed Transfer:

	FY21	FY21	Budget			
Summary Level Natural Accounts	Budget	FCST	Transfer Amount (Debit)/Credit	Transfer % of Total Expenses	Variance After Transfer	% Variance
Salaries, Wages & Benefits	26,831,457	25,399,602	(300,000)	-0.98%	1,131,855	4.22%
Services, Travel, and Supplies	2,616,827	2,021,430	(650,000)	-2.12%	(54,603)	-2.09%
Util., Repair & Maint., and Rentals	311,795	245,049	(66,000)	-0.22%	746	0.24%
Int., Claims, Other Exp., Subcontracts, Depr. & Amort.	488,049	440,476	(45,000)	-0.15%	2,573	0.53%
Cap. Exp., Discont. Op., and Other Non-op. Exp.	200,000	1,065	(200,000)	-0.65%	(1,065)	-0.53%
Total Expenses Before Transfers	30,448,128	28,107,621			1,079,507	3.55%
Total Funding Transfers	163,727	1,428,685	1,261,000	4.12%	(3,958)	-2.42%
Total Expenses After Transfers	30,611,855	29,536,306			1,075,549	3.51%



UW Regulation 7-10 outlines the primary uses for unrestricted operating reserves in the following way:

The purpose of maintaining modest unrestricted operating reserves at the Division and College level is to ensure the financial health and stability of the University, and to provide an additional measurement of the fiscal condition of the University. There are three primary uses for reserves:

- A. To provide support in the event of a sudden shortfall in revenue (e.g., unforeseen drop in enrollment or a reduction in state appropriation);
- B. To cover unanticipated expenditures (e.g., unanticipated increases in utility costs, deferred maintenance item that requires immediate attention, legal fees, faculty start-ups, minor upgrades or renovations of classrooms and labs, etc.);
- C. To fund unexpected opportunities and provide for extraordinary, one-time investments. Reserves should not be utilized to backfill expected shortfalls in revenue unless a plan exists to either increase the respective revenue stream or reduce related expenses. The use of reserves is appropriate to assist with timing issues but should not be relied upon for the support of on-going expenditures. The reserves also provide operational flexibility to allow for strategic-related risks and to respond to changes within the environment. Through these reserves, the University will be able to better manage financial challenges and remain focused on strategic initiatives.

Procurement or replacement of capital assets are not mentioned in the Regulation as a primary use of reserves.

I. PURPOSE

The purpose of this policy is to provide guidance for planning for the purchase of capital assets.

II. DEFINITIONS

A capital asset (also known as a fixed asset/capital equipment) is any individual item that:

1. Has a per-unit acquisition or fabrication/construction cost of \$5,000 or more;
2. Is moveable (not permanently affixed to a building or infrastructure);
3. Has a useful life of at least one (1) year; and
4. Is an inanimate object, typically used to perform tasks (e.g., research, grounds-keeping, farming, transportation, etc.). It does not include real property (land), most software, animals, or library holdings.

III. PROCEDURE

The Division or College business manager is the University employee primarily responsible for oversight and management of the Division's or College's financial activities including establishing a three-year plan for capital asset acquisitions or replacements. The capital asset plan will be reviewed in conjunction with the annual operating budget.

The University Budget Office will provide business managers with a Capital Asset Plan template to be used. Plans require specific objectives, budget amounts and funding strategies. The plan will be established by the following types and funding sources.

Capital Asset Expenditures shall be categorized by type:

TYPE	Expenditure Cap	Multi-Year Budgeting Allowable with Board Approval
Routine	Less than \$50,000	No
Minor	Less than \$250,000	Limited
Major	More than \$250,000	Yes

Capital Asset Expenditures shall be budgeted by Funding Source:

	Unrestricted Operating	Designated Operating	Restricted Operating	Unrestricted Operating Reserve	Trustees' Reserve Accounts / State Appropriation Request
Routine	Yes	Yes	Yes	No	No
Minor	Yes	Yes	Yes	Yes	Yes
Major	Yes	Yes	Yes	Yes	Yes

For questions about executing this process, please work with the University Budget and Institutional Planning Office: <https://www.uwyo.edu/administration/financial-affairs/budget/>

Responsible Division/Unit: Finance and Administration / Financial Affairs / Budget Office

Associated Regulations, Policies, and Forms:

University Capital Equipment and Depreciation of Capital Assets Policy

http://www.uwyo.edu/regs-policies/_files/docs/policies/assetmanagementcapitalequipment_sap_7-23-19.pdf

Understanding Capital Assets in WyoCloud Financial Management

http://www.uwyo.edu/administration/financial-affairs/_ffiles/docs/other-university-docs/capital_asset_business_process_guide.pdf

**AGENDA ITEM TITLE: FY22 Fee Book Revision for Advising Fee-Distance Students,
Cook/Jewell**

SESSION TYPE:

- Work Session
 - Education Session
 - Information Item
 - Other:
- [Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Materials will be proved as a supplement.

EXECUTIVE SUMMARY:

The Provost’s Distance Education office is requesting a revision to the AY22 Fee Book to include the \$6.00/credit Advising Fee to Distance and UW-Casper undergraduate courses. Currently, the advising fee is only charged to main campus courses, but it is imperative that all students are provided advising services regardless of their educational modality. This change also ensures adequate funding for main campus students, regardless of whether they choose to take online courses or traditional courses.

Pursuant to the Bylaws of the Trustees, Article VIII. Section 2 (STUDENTS):

All student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.

The Committee Chairs will make a recommendation to the Board with respect to acceptance and approval of the reports.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board voted at the January 2021 meeting to approve the Fees for AY 21-22.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees is responsible for the establishment of all fees, charges, and deposits assessed, and refunds afforded to individuals applying for admission to the university, enrolled students, university employees, and the general public. Such fees shall be reasonable and prudent for the adequate protection and control of university funds, equipment, facilities services and materials.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT’S RECOMMENDATION:

The President recommends approval of the FY22 Advising Fee revision presented in the supplemental document.

2021 Session: State Capital Construction Appropriation of \$6 million

This general fund appropriation shall be matched in a ratio of one dollar (\$1.00) from the general fund to one dollar (\$1.00) of matching funds from the university from any other source. This appropriation shall be expended for the design and construction of University of Wyoming projects selected by the University of Wyoming board of trustees.

**University of Wyoming
UW Matching Funds - 2020 State Appropriation**

Agenda #11

Request for Payment
March 31, 2021

UW Match Schedule

Tier 1 Engineering or Science

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/21	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	Geology & Geophysics - Donald L. 'Doc' Blackstone Excellence	\$ -
	25,000.00	5,000.00	-	5,000.00	20,000.00	-	Henry R. Bauer Computer Science Excellence Fund	5,000.00
	100,000.00	20,000.00	-	20,000.00	80,000.00	-	Patrick and Nora Ivers Excellence Fund in Physics and Astronomy	20,000.00
	50,000.00	-	-	-	50,000.00	-	Roy J. Shlemon Endowment for Quaternary Studies (geology)	-
	10,000.00	10,000.00	-	10,000.00	-	-	Richard C. Day Civil Engineering Scholarship	10,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	Moncrief Dean's Excellence Fund (engineering)	100,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	Westedt Dean's Excellence Fund for Systems Management in the College of Engineering	100,000.00
	60,000.00	10,100.00	20,000.00	30,100.00	29,900.00	20,000.00	O. H. Rechard Memorial (mathematics)	10,100.00
	40,000.00	-	-	-	40,000.00	-	Donald L. Blackstone, Jr. Excellence Fund in Geology	-
	165,000.00	165,000.00	-	165,000.00	-	-	Donald and Roberta Adams Engineering Scholarship	165,000.00
	25,000.00	5,000.00	-	5,000.00	20,000.00	-	Allen-Aldrich Mathematics Fund	5,000.00
	50,000.00	40,000.00	-	40,000.00	10,000.00	-	Center for Biogenic Natural Gas Research Excellence Fund	40,000.00
	125,000.00	125,000.00	-	125,000.00	-	-	Strickland Family Wyoming Coop Unit Excellence Fund	125,000.00
Total:	\$ 1,000,000.00	\$ 580,100.00	\$ 20,000.00	\$ 600,100.00	\$ 399,900.00	\$ 20,000.00		\$ 580,100.00

Professorships in Ag

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/21	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -	Farm Credit Services of America Ranch Management and Agricultural Leadership Chair	\$ 1,000,000.00
Total:	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ -		\$ 1,000,000.00

University of Wyoming
UW Matching Funds - 2020 State Appropriation

Request for Payment
 March 31, 2021

UW Match Schedule Continued

Programs in Ag Ed or Research

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/21	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 500,000.00	\$ -	\$ -	\$ -	\$ 500,000.00	\$ -	Farm Credit Services of America Ranch Management and Agricultural Leadership Excellence Fund	\$ -
	10,000.00	10,000.00	-	10,000.00	-	-	T. J. Dunnewald Memorial Scholarship (agriculture)	10,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	Westedt Ranch Management Excellence Fund for UW Rodeo	100,000.00
	50,000.00	-	-	-	50,000.00	-	Schuman Rangeland Restoration Fellowship	-
Total:	\$ 660,000.00	\$ 110,000.00	\$ -	\$ 110,000.00	\$ 550,000.00	\$ -		\$ 110,000.00

Law Clinics and ELP

	Commitment Amount Approved for Match	Total Paid by Donor Prior to this Report	Payments by Donor this Report	Total Paid by Donor as of 03/31/21	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 50,000.00	\$ 6,758.14	\$ -	\$ 6,758.14	\$ 43,241.86	\$ -	Sharon Fitzgerald Memorial Scholarship for College of Law Mothers	\$ 6,758.14
	75,000.00	75,000.00	-	75,000.00	-	-	Center for Written Advocacy Endowment Fund	75,000.00
	100,000.00	100,000.00	-	100,000.00	-	-	UW College of Law Clinic & Experimental Learning	100,000.00
	25,000.00	-	-	-	25,000.00	-	The University of Wyoming College of Law	-
Total:	\$ 250,000.00	\$ 181,758.14	\$ -	\$ 181,758.14	\$ 68,241.86	\$ -		\$ 181,758.14

Grand Total **\$ 2,910,000.00** **\$ 1,871,858.14** **\$ 20,000.00** **\$ 1,891,858.14** **\$ 1,018,141.86** **\$ 20,000.00** **\$ 1,871,858.14**

Grand Total Requested this Report:	\$20,000.00
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