

UW B of T Budget Committee
 Agenda
 January 12, 2022 at 10:00 am – 1:00 pm

Executive Session: If necessary, a separate agenda and materials for the Executive Session.

Agenda #	Description	Page #
1.	Update on all crucial Budget issues. Update on ARPA funding received and expended or plans for expenditure. No surprises. Remains as agenda item.	2
2.	Status of Housing debt (dorms & parking) and status of satisfaction of Bond Debt requirements. (timing of use of funds, construction timeline, architect schedule for compliance, etc). Remains as agenda item until project completed.	3
3.	Discussion: Academic Affairs data request from November 2021 committee meeting.	No Materials
4.	Discussion and Action: Review of Trustee Reserve Account original motions. Policy language v. Motion language v. summary language. Review Special Projects Reserve Account and General Operations Reserve Account original motions, as amended. Clean up language in policy and summary to ensure consistent with motions, as amended.	
5.	Information: Six-month Budget v. Actual of Annual Operating Budget (6/30/21 to 12/31/21). Full Board Agenda Item	5
6.	UW Fee Book approval for coming academic year. Full Board Agenda Item	8
7.	Discussion: Upcoming Fiscal Year (FY2023) Operating Budget Assumptions. Full Board Agenda Item	19
8.	Special Projects Reserve Request: School of Computing.	21
9.	<ul style="list-style-type: none"> a. Special Projects Reserve Request: Center of Innovation for Flow through Porous media (COIFPM) b. Office of Research and Economic Development 	21
10.	Special Projects Reserve Request: UW Apartments -- Maintenance	22
11.	Discussion: FY2023 UW Budget Development Timeline/Calendar. Include Committee discussions of supplemental budget items in July and sufficient time for full BofT discussion and action in August.	34

Agenda #1

	A	B	C	D	E	F	G	H	I
			Emergency Student Aid Allocation	Total Expended as of 1/05/2022	Remaining Balance		Institutional Allocation	Total Expended as of 1/05/2022	Remaining Balance
2	Federal Act	Effective Date							
3	CARES ACT (HEERF I)	3/27/20	\$3,306,790	\$3,306,790	\$0		\$3,306,790	\$2,695,809	\$610,981
4	Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)(HEERF II)	12/27/20	\$3,306,790	\$3,306,790	\$0		\$7,239,545	\$7,239,545	\$0
5	American Rescue Plan (ARP) (HEERF III)	3/11/21	\$9,421,784	\$9,421,784	\$0		\$9,170,379	\$8,838,401	\$331,978
6			\$16,035,364	\$16,035,364	\$0		\$19,716,714	\$18,773,755	\$942,959
7									
8									
9	CARES ACT (HEERF I)			Total Expended as of 1/05/2022	Remaining Balance			Total Expended as of 1/05/2022	Remaining Balance
10	Capitalized Equipment LABORATORY							\$ 59,076	
11	Computer Software and License Expense							\$ 24,600	
12	FRINGE RATE							\$ 35,209	
13	FT SALARIES-STA							\$ 62,406	
14	Lab Supplies							\$ 1,041,008	
15	Medical Services Expense							\$ 54,625	
16	Medical Supplies							\$ 297	
17	Non-Capitalized Equipment							\$ 19,139	
18	Professional Services Expense							\$ 24,076	
19	PT SALARIES-NON							\$ 325,091	
20	TELEPHONE							\$ 4,507	
21	Books, Subscriptions, and Media Expense							\$ 12,010	
22	Revenue Replacement							\$ 1,033,766	
23	Student Aid			\$3,306,790					
24	Subtotal HEERF I			\$3,306,790	\$0.00			\$ 2,695,809	\$610,981
25									
26	Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)(HEERF II)								
27	Revenue Replacement							\$ 7,239,545	
28	Student Aid			\$3,306,790					
29	Subtotal HEERF II			\$3,306,790	\$0.00			\$ 7,239,545	\$0
30									
31	American Rescue Plan HEERF III Institutional Costs								
32	Revenue Replacement							\$ 8,690,379	
33	FRINGE RATE							\$ 23,947	
34	FT SALARIES-STA							\$ 46,136	
35	Lab Supplies							\$ 9,204	
36	Professional Services Expense							\$ 34,482	
37	PT SALARIES-NON							\$ 33,051	
38	Memberships and Dues Expense							\$ 180	
39	Postage, Freight, and Shipping Expense							\$ 1,022	
40	Student Aid			\$9,421,784					
41	Subtotal HEERF III			\$9,421,784	\$0			\$ 8,838,401	\$331,978
42									
43	Total HEERF I, II, III			\$16,035,364	\$0			\$18,773,755	\$942,959

Agenda item #2

Status of Housing Debt

The 2021C bond issuance was finalized on August 17, 2021. Total bond proceeds less closing costs were deposited into a separate account specifically for bond proceeds with PFM Asset Management, UW’s Investment Advisor. This account is being managed according to specifications outlined in the bond resolution.

Per section 1.12 of the bond resolution dated June 1, 2021, pursuant to the resolution adopted and approved on November 14, 2019, UW can reimburse itself for capital expenditures relative to phase 1 and 2 of the student housing project with bond proceeds within 18 months of the date of the expenditure of moneys on capital expenditure or on the date upon which the project containing the capital expenditure is placed into service, whichever is later (but in no event more than 3 years after the date of the original expenditure of such moneys).

As of 12/31/2021, \$17,399,017.96 of the bond proceeds for new housing, parking, and dining facility have been expended and reimbursed to UW.

Project Name	Project Funding Amount	Project Committed Costs	Project Actual Expenses	Available Balance
BONDS FUNDED: WYOMING HALL DECONSTRUCTION	2,724,536.00	145,912.24	1,481,605.11	1,097,018.65
BONDS FUNDED: IVINSON LOT PARKING GARAGE	27,805,000.00	18,938,987.56	3,187,112.35	5,678,900.09
BONDS FUNDED: STUDENT HOUSING & DINING	209,470,464.00	5,292,573.25	3,013,843.75	201,164,047.00
BONDS FUNDED: WYOMING HALL UTILITY RELOCATION	10,000,000.00	0.00	9,716,456.75	283,543.25
Total	250,000,000.00	24,377,473.05	17,399,017.96	208,223,508.99

Status of Satisfaction of Bond Debt Requirements

Timing of use of funds

Per the bond tax compliance certificate, 85% of the proceeds, \$213,172,364.10 of the total \$250,791,016.55 are to be expended within three years of the date of issuance of the bonds. Three years expires 8/16/2024.

Draws on Bond Proceeds as of 12/31/2021

Total 2021 C Bond Proceeds	\$ 250,791,016.55			
Cost of Issuance	\$ 791,016.55			
Total Deposit to Project Fund for 2021 Improvement Project	\$ 250,000,000.00			
2021 C Bond Proceeds Remaining	\$ 232,600,982.04			
85% of Proceeds to be expended by:	8/16/2024			
				Total Percentage of Debt Issuance Expended
	Draw	Date	Amount	
	Draw 1	11/30/2021	\$ 16,130,299.65	6%
	Draw 2	12/31/2021	\$ 1,268,718.31	7%
	Total Expended		\$ 17,399,017.96	

Construction Timeline

- Masonry Guaranteed Maximum Price (GMP) to be presented to the Board of Trustees June 15, 2022
- Remaining GMP to be presented to the Board of Trustees October 12, 2022
- Construction start November 1, 2022
- Construction closeout March 1, 2025

Architect Schedule

- Construction documents for the masonry package complete April 1, 2022
- Remaining construction documents complete August 1, 2022

AGENDA ITEM TITLE: Presentation of Six-Month Budget v. Actual of Annual Operating Budget: McKinley/Kean

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 provided as a supplemental Report.

EXECUTIVE SUMMARY: Prior to submitting the President’s proposed FY 2023 Operating Budget to the BOT on April 15, 2022, the Administration would like to provide the board with an analysis of actual FY 2022 expenditures through six months compared to the approved FY 2022 Operating Budget. The analysis is prepared at the subdivision level and identifies significant variances between actual expenditures and budgeted levels.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This analysis is provided annually.

WHY THIS ITEM IS BEFORE THE BOARD:

The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit his proposed Operating Budget for the fiscal year beginning on the following July 1 to the University’s Board of Trustees. The Budget Committee of the Board of Trustees shall hold hearings where each of the University’s Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING: N/A

PROPOSED MOTION: N/A

PRESIDENT’S RECOMMENDATION: N/A

FY2022 Mid-Year Budgetary Review—Unrestricted Operating

Figure 1.

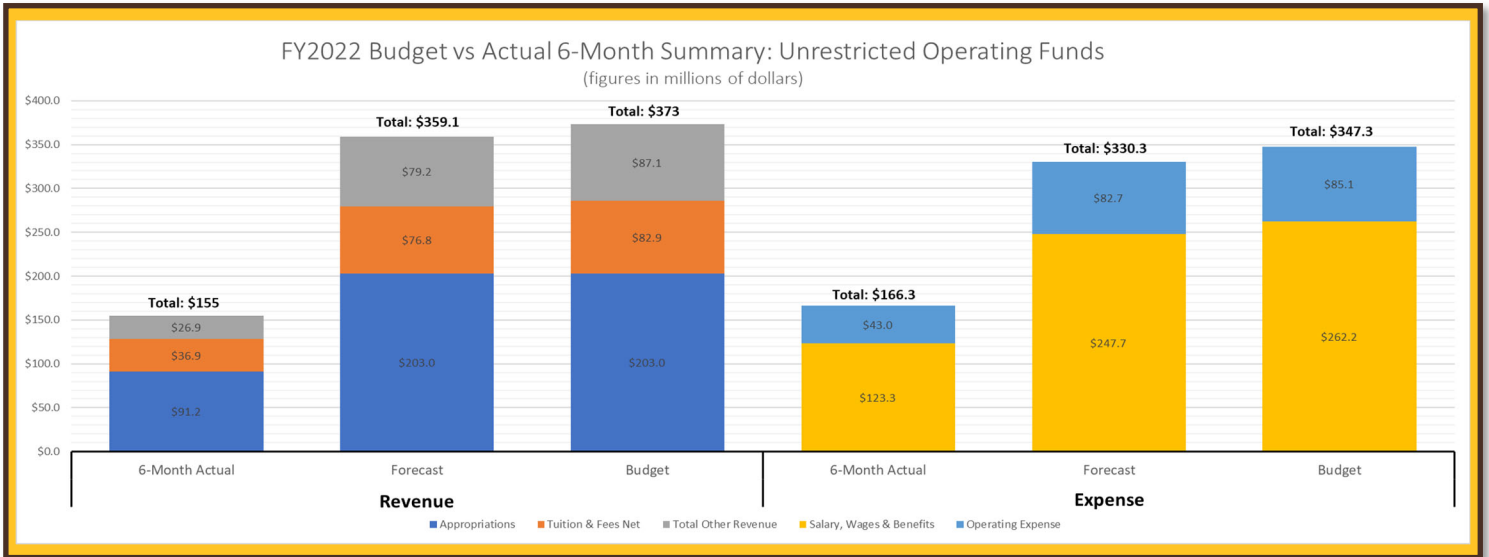


Figure 2.

Key Summary Figures (in millions)

	6 Month Actual	Annual Budget	% Complete	Annual Projection	FY Projected %
Total Revenue	\$155.0	\$373.0	42%	\$359.1	96%
Salary & Benefits	123.3	262.2	47%	247.7	94%
Operating Expenses	43.0	85.1	51%	82.7	97%
Net Result Before Transfers	(\$11.3)	\$25.7	-	\$28.7	112%

Comparisons to Prior Year (December)

Figure 3.

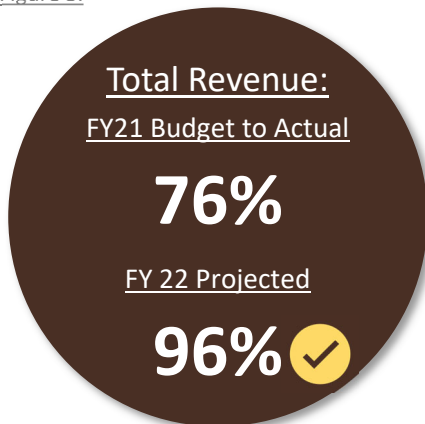


Figure 4.

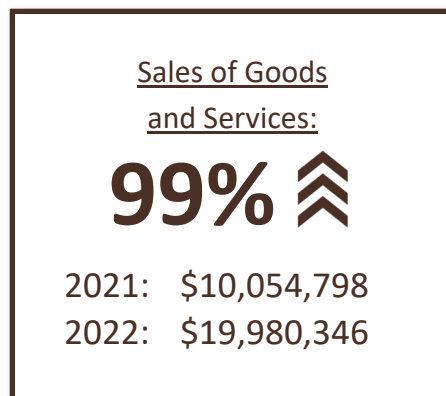


Figure 5.

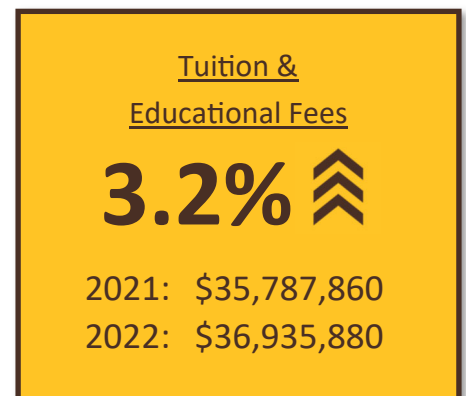


Figure 6.

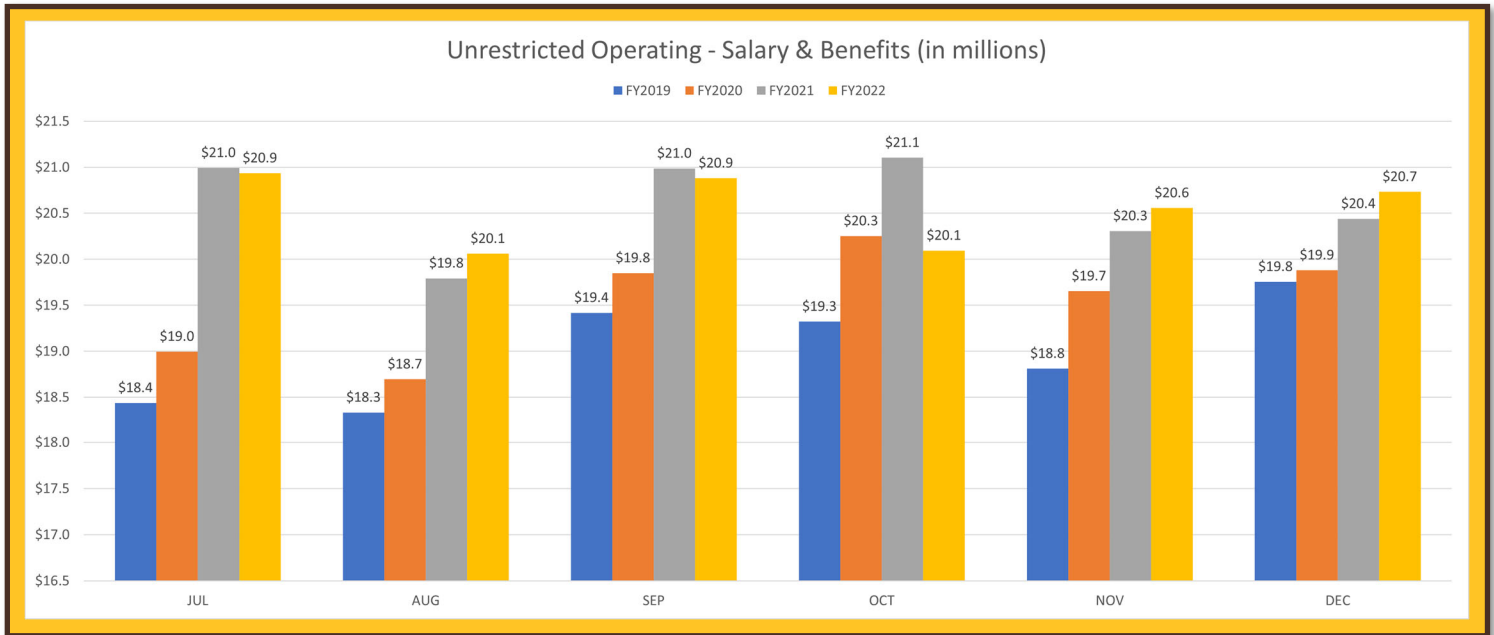


Figure 7.

<u>Mid-Year Salary & Benefit Breakdown</u>	
<u>2021</u>	
Full Time	\$111,612,111
Non-Benefited	\$12,008,011
Total	\$123,620,122
<u>2022</u>	
Full Time	\$110,767,282
Non-Benefited	\$12,490,867
Total	\$123,258,149

Figure 8.



Figure 9.

Key Takeaways from Six-Month Analysis

At Mid-Year:

- Total unrestricted operating expenses (including salary and benefits) exceed unrestricted total revenue by \$11.3 million.

Year-end Projection:

- Revenue is currently projected to fall short of the budget by \$13.9 million.
- Using historical spending patterns, expenditures are anticipated to be lower than budgeted by \$17 million.
- Administration will continue to closely monitor actual revenue versus expenditures.

AGENDA ITEM TITLE: FY23 Fee Book, McKinley

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

Materials will be provided as a supplemental.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Central Fee Book Committee chairs will introduce the proposed changes to the FY23 Fee Book for board consideration.

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 Central Fee Book Committee convened on October 1, 2021, and took fee book requests from campus constituents during the month of October. The Committee has collectively determined the proposed changes are reasonable and needed to support various operations around campus. These changes have been organized and included in the supplemental materials. For the Board's reference, the document includes the impact on revenue, where applicable. It also includes the page number from the FY22 approved Fee Book.

Please note: Course fees and ghost fees were not allowed, due to the Programmatic Fee structure.

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Annually-The Board accepts and approves the Fee Book each year.

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:

No action at this time.

PROPOSED MOTION:

No motion at this time.

PRESIDENT'S RECOMMENDATION:

The President recommends approval of the Fee Book changes presented in the supplemental document.

Number	FY22 Page Number	Department/Unit/College	Request Description	FY 2022 Fee	Proposed Fee for FY 23	Revenue (increase or decrease)
Mandatory Student Fee Requests						
1		Division of Student Affairs	Request a 4% increase in Consolidated Student Services fee to address pay modifications to full-time and part-time employees that have not been handled in more than five years. ASUW resolution supports a 4% increase.			
	10		Full-time consolidated student services fee increase	\$ 440.77	\$ 458.40	~\$280,000
	10		Part time consolidated student services fee increase 1-3 credit hours	\$ 25.46	\$ 26.48	
	10		Part time consolidated student services fee increase 4 credit hours	\$ 183.49	\$ 190.83	
	16		Summer mandatory fee, flat rate	\$ 170.00	\$ 176.80	
	16		Summer mandatory fee, per credit	\$ 20.00	\$ 20.80	
2	NEW	Division of Student Affairs	In addition to #1 increase the Consolidated Student Services fee by \$6.25 per semester to directly support staffing Food Security Taskforce in support of exploration of longer term and systemic solutions with the UW Food Security Task Force and the five critical food security strategies. ASUW resolution supports the new fee.	NEW	\$ 6.25	~\$99,000
3	NEW	Division of Student Affairs	In addition to #1, increase the Consolidated Student Services fee by \$4.50 per semester to directly support developing additional violence prevention programs focused on consent education, healthy relationships, and gender identity. ASUW resolution supports the new fee.	NEW	\$ 4.50	~\$71,000
4	NEW	Division of Student Affairs	In addition to #1, increase the Consolidated Student Services fee by \$30.00 per semester to directly support facility improvement for the Wyoming Union. This fee will help maintain the Wyoming Union with a growing list of large deferred maintenance. ASUW resolution supports the new fee at \$15.00 per semester. Fee Book Committee also recommends \$15/semester.	NEW	\$ 15.00	\$238,000
5	10	ASUW	Increase ASUW mandatory fee by \$6.31/semester to address the full-time salaries that have not been increased for the past several years. Additionally, the increase will help support student senators compensation. ASUW also requests extending this fee to all distance students. ASUW supports the full increase. Fee Book Committee also recommends increase. Provost Carman and Deputy VP Kean support ASUW increase to main campus students and recommend an ASUW fee of \$1/credit to all distance students.	\$ 48.69	\$ 55.00	~\$88,000
6	10	Office of the Provost/Academic Affairs	Increase in Student Success Fee to \$62/semester for all undergraduate students, and leaving graduate students at \$30.50. The increase to this fee is largely driven by the cost to support EAB Navigate (~\$369,000/annually). The increase will also help support student success initiatives; including the Advising, Career & Exploratory Sciences, STEP/Learn, Student Success & Graduation, and the Writing Center. ASUW resolution supports \$59/semester increase, Fee Book Committee recommends \$59/semester.	\$ 30.50	\$ 59.00	~\$461,600
7	10	Athletics	Change the minimum number of credits for the full mandatory athletics fee to 6 credit hours. This change mirrors the fee structure of campus partners, including ASUW's fee, Student Success, Consolidated Student Services, and Student Media. This adjustment will allow students full access to athletic events with as few as six credit hours, which Athletics views as a great opportunity to increase the number of students attending events at an effective price point. ASUW supports this proposal	\$ 125.00	\$ 125.00	~\$140,000
8	10	Transit	Increase the Transit Fee to \$59.75 to help support the new debt service related to the parking garage. The increase will also support potential salary increases and increased maintenance. ASUW supports this proposal	\$ 56.33	\$ 59.75	~\$87,500
Other Student Fee Request						
9	19	Colleges of Agriculture and Natural Resources, Arts & Sciences, and Engineering and Applied Science	Increase the Science-Quantitative (Sci-Q) Program Fees by \$5/credit for the undergraduate courses offered currently by the College of Agriculture and Natural Resources and College of Arts and Sciences. (As part of the restructuring plan, some A&S departments that are under the Sci-Q Program Fee will move to the new College of Agriculture and Life Science and to the College of Engineering and Physical Science). The increase to the program fee will support the increase cost of supplies, replacement of lab equipment, and additional tutoring and teaching assistants for the colleges. ASUW resolution supports the full increase to Sci-Q program fees.	\$ 15.00	\$ 20.00	~\$315,000

		Academic Affairs	Extend the \$6/credit Advising Fee to all undergraduate courses regardless of campus or modality. Although online students take fewer credits per semester, they can often be just as time consuming to advise, and these funds will help support advising efforts to all students. The additional fee revenues will be disbursed to colleges through ACES. ASUW resolution supports extending the fee to all undergraduate courses.	\$ 6.00	\$ 6.00	~\$125,000
10	10 & 19	UW at Casper	Increase of baseline student fees at UW-Casper. As part of the MOU with Casper College, UW-C pays the fee to CC to provide access to library, career services, and other services on the campus of Casper College. The increase prevents UWC from a loss of funds if the cost per credit does not equal the charge per credit. Also delete UWC miscellaneous fees charge of \$11 per credit hour. Fee no longer assessed ASUW supports this request	\$ 40.00	\$ 42.00	
11	10, 18	Online, Distance & Digital Education	Reduce the distance delivery fee from \$25/cr to \$14/credit and assess to all courses taught via distance. This request will restructure the distance fees to better reflect the source and use of funds. ASUW supports the reduction.	\$ 25.00	\$ 14.00	~\$(561,000)
12	NEW	Online, Distance & Digital Education	Create Distance Student Services Fee of \$35/credit that applies to all students enrolled in distance programs. The new fee will support the Office of Distance Education and distance students with student support geared towards distance learners. These services will include, mental health, tutoring, testing, etc. This request will restructure the distance fees to better reflect the source and use of funds. ASUW supports the increase	NEW	\$ 35.00	~\$723,000
13		School of Nursing	The Doctor of Nursing Program (DNP) requests the following additions, changes and deletions to their fee structure. The fees are used to cover the unique experiential needs for students in practicum courses. These requests are based on significant curricular changes in the past year to support new nursing accreditation standards, these fees reflect the updates to support changes in courses, support costs in new courses, and delete fees for courses no longer being offered. The following fees are a flat fee applied to each class listed below			
	25		NURS 5824, Advanced Health Assessment and Clinical Decision Making for Nurse Practitioners	\$ 159.00	\$ 40.00	
	25		NURS 5825, Advanced Health Assessment and Clinical Decision Making for Family Nurse Practitioners	\$ 170.00	\$ 1,249.00	
	NEW		NURS 5826, Advanced Health Assessment & Diagnostic Decision Making for Psychiatric Mental Health Nurse Practitioners	NEW	\$ 125.00	
	NEW		NURS 5827, Skills for Family Nurse Practitioners	NEW	\$ 446.00	
	NEW		NURS 5828, Skills for Psychiatric Mental Health Nurse Practitioners	NEW	\$ 135.00	
	25		NURS 5830, Health Behavior Change II	\$ 75.00	\$ 50.00	
	NEW		NURS 5862, Practicum: Diagnosis and Management of Psychiatric Client for the PMNHP I	NEW	\$ 335.00	
	25		NURS 5872, Practicum for Diagnosis & Management of the Primary Care Client for the FNP	\$ 690.00	\$ 335.00	~\$11,000
	25		NURS 5874, Practicum for Primary Care for Children, Adolescents, & Families	\$ 185.00	\$ -	
	25		NURS 5876, Practicum for Primary Care for Adults I	\$ 213.00	\$ -	
	NEW		NURS 5877, Practicum for Primary Care for Adults II	NEW	\$ 12.00	
	25		NURS 5878, Practicum for Primary Care for Adults II	\$ 84.00	\$ 127.00	
	25		NURS 5881, Psychotherapy Models & Theories for Advanced Practice Mental Health Nursing	\$ 100.00	\$ -	
	NEW		NURS 5883, Advanced Psychiatric Mental Health Nursing Diagnosis and Management for the Child & Adolescent	NEW	\$ 50.00	
	NEW		NURS 5891, DNP Project I	NEW	\$ 137.00	
14	NEW	College of Business	Separate our the international experience fee that is currently embedded in face-to-face MBA tuition to be charged as a standalone fee for full-time MBA students. BOT heard from Dr. Ben Cook at the November 2021 meeting about the new MBA tuition rates and this fee was included.	NEW	\$ 4,000.00	Revenue Neutral

15	NEW	Academic Affairs	Assess a one-time \$400 fee to all full-time freshmen during their first semester of enrollment. The proposed fee will cover programming and personnel costs for Saddle Up including faculty, Cowboy Coaches, student workers, and supplemental instruction peers. It will also cover some programming costs for the newly redesigned Admitted Student Day and Summer Visit Programs. As part of this change, the \$40 matriculation fee and the \$60 Orientation fee will be removed from the fee book. ASUW supports the Saddle Up fee of \$200. Fee Book Committee recommends \$200.	NEW	\$	200.00	~\$520,000
16		Housing	Increase to traditional apartment rates based on market competitors and to be used for salary increases for the lowest paid employees, estimated 3.5% increase in utility costs, deferred maintenance and ongoing repairs and renovations, inflationary increases to the costs of supplies and labor. Increase to Bison Run to cover the cost of utilities. Rent increased by approximately \$20 per room to include utilities.				
	53		Landmark One Bedroom Furnished	\$	810.00	\$	825.00
	53		Landmark One Bedroom Unfurnished	\$	785.00	\$	785.00
	53		Landmark Two Bedroom Furnished	\$	865.00	\$	880.00
	53		Landmark Two Bedroom Unfurnished	\$	830.00	\$	830.00
	53		River Village Two Bedroom Unfurnished	\$	980.00	\$	1,000.00
	53		River Village Two Bedroom Furnished	\$	1,006.00	\$	1,050.00
	53		River Village Three Bedroom Unfurnished	\$	1,085.00	\$	1,125.00
	53		River Village Three Bedroom Furnished	\$	1,125.00	\$	1,185.00
	53		River Village Rent by the room, 2 bedroom unfurnished	\$	499.00	\$	525.00
	53		River Village Rent by the room, 2 bedroom furnished	NEW		\$	550.00
	54		Spanish Walk One Bedroom Furnished	\$	790.00	\$	800.00
	54		Spanish Walk One Bedroom Unfurnished	\$	760.00	\$	760.00
	55		Bison Run - 4 bed/2 bath - ADA one level	\$	438.00	\$	470.00
	55		Bison Run - 4 bed/2.5bath	\$	475.00	\$	490.00
	55		Bison Run - 4 bed/3bath (shared bath)	\$	450.00	\$	470.00
	55		Bison Run - 4 bed/3bath (private bath)	\$	485.00	\$	520.00
	55		Bison Run - 3 bed/3bath (private bath)	\$	495.00	\$	525.00
			Increase to UW Housing - Residence Halls to support costs related to deferred maintenance, salary increases, expected support towards housing bond payment, inflationary increases to the cost of supplies, maintenance related labor and material				
	52		Single Twin (Washakie Halls, Honors House, Tobin House)	\$	3,396.00	\$	3,450.00
	52		Double (Washakie Halls, Honors House, Tobin House)	\$	2,411.00	\$	2,495.00
	52		Triple (Tobin House)	\$	2,411.00	\$	2,495.00
	52		Suites (Washakie Halls)	\$	3,461.00	\$	3,700.00
	52		Double as a Single (Washakie Halls)	\$	3,528.00	\$	3,850.00
	52		Summer, Winter Break, Fall Early Arrivals - Double or Triple Occupancy, per night	\$	19.50	\$	25.00
	52		Summer, Winter Break, Fall Early Arrivals - Double or Triple Occupancy, per week	\$	119.00	\$	125.00
	52		Summer, Winter Break, Fall Early Arrivals - Single or Suite Occupancy, per night	\$	30.00	\$	32.00
	52		Summer, Winter Break, Fall Early Arrivals - Double or Triple Occupancy, per week	\$	180.00	\$	185.00
			Increase the Housing Contract Fee to \$250, of which \$100 is non-refundable and \$150 becomes a refundable housing deposit. The \$100 non-refundable portion will help support incorporating DocuSign into the Housing contract/leasing software package.	\$	100.00	\$	250.00
17		Dining	4.7% increase in meal plans, commuter block plans, and training table meal and block plans. Increase and change of meal plans will meet the increased cost of food and supplies while handling maintenance expenses and equipment replacement when needed.				
	49		Any 15 Access Plan	\$	2,754.00	\$	2,880.00
	49		Any 12 Access Plan	\$	2,452.00	\$	2,568.00
	49		Any 5 Access Plan	\$	998.00	\$	1,046.00
	49		Block 165	\$	2,047.50	\$	2,146.00
	49		Block 210	\$	2,712.00	\$	2,840.00
	49		Block 280	\$	2,973.00		Discontinue
	49		Unlimited	\$	3,161.00	\$	3,310.00
	50		Athletic 10 Meals/week	\$	2,138.00	\$	2,238.00
	50		Athletic 12 Meals/week	\$	2,452.00	\$	2,568.00
	50		Athletic 14 (15 Washakie Meal Plan)	\$	2,754.00	\$	2,880.00

	50		Athletic 14 H056	\$ 2,670.00	\$ 2,795.00	
	50		Athletic Any 6	\$ 1,383.00	\$ 1,448.00	
18	43	Academic Affairs	Increase Graduation fee by \$5 and rename Degree Completion Fee. Increase will help offset the increased cost of supplies, equipment and speakers at graduation ceremonies.	\$ 25.00	\$ 30.00	~\$15,000
19	26	WWAMI	Increase medical education contract support payments by 4% to reflect annual tuition and fee increases at the University of Washington School of Medicine, in addition to a \$3,328 increase per student due to the decrease in funding from the State of Wyoming.			~\$60,000
			Year 1 Contract Support Payment	\$ 17,157.00	\$ 21,171.00	
			Year 2 Contract Support Payment	\$ 17,843.00	\$ 22,018.00	
			Year 3 Contract Support Payment	\$ 18,556.00	\$ 22,899.00	
			Year 4 Contract Support Payment	\$ 19,298.00	\$ 23,815.00	
20	9, 15 18, 19	Financial Affairs	Increase the Continuous Registration fee to \$120/credit. The tuition for continuous registration has not been increased since FY 2007, and the increase in revenue would help support the overall university and degree completion.	\$ 40.00	\$ 120.00	~\$25,000

Number	FY22 Page Number	Department/Unit/College	Request Description	FY 2022 Fee	Proposed Fee for FY23	Revenue (increase or decrease)
Business Enterprise Fee Book Requests						
1		Dining	Increase cost of dining plans available to faculty and staff by 4.7% due to increased costs of inflation in food and labor, as well as, help support ongoing repairs to aging facilities and equipment. This will also help support the future bond payments.			
	50		Any 5 Access Plan	\$ 1,046.00	Discontinue	
	50		25 Lunches	\$ 262.00	\$ 274.00	
	50		50 Lunches	\$ 498.00	\$ 521.00	
	50		165 Any Meals (\$150 Dining Dollars)	\$ 2,146.00	\$ 2,247.00	~\$410,000
	50		85 Any Meal (\$100 Dining Dollars)	\$ 1,140.00	\$ 1,194.00	
	50		50 Any Meal (\$75 Dining Dollars)	\$ 705.00	\$ 738.00	
	50		High Altitude Performance Center Training Table (HAPC) Block 25 - Athletic staff	\$ 340.00	\$ 356.00	
	50		HAPC block 50 - Athletic Staff/faculty 50 meals	\$ 576.00	\$ 603.00	
	50		UW Employee Block 25 (breakfast lunch only 25 meals	\$ 288.00	\$ 302.00	
	50		UW Employee Block 25 (breakfast lunch only 25 meals	\$ 524.00	\$ 549.00	
2		Vending Services	Increase laundry facilities fees for washing machines and dryers to help with ongoing repairs and maintenance of facilities and equipment.			Minimal
	59		Laundry Facilities - washing machine	\$ 2.25	\$ 2.50	
	59		Laundry Facilities - dryers	\$ 1.50	\$ 1.75	
3		Jacoby Golf Course	Increase in Jacoby Golf Course cart membership and range bucket fees. Increase will help support the repairs and maintenance on aging equipment.	Varies	Varies	Minimal
			Cart Membership	\$ 350.00	\$ 370.00	
			Range Balls - Small bucket	\$ 2.83	\$ 3.20	
			Range Balls - Medium bucket	\$ 4.71	\$ 5.00	
			Range Balls - Large bucket	\$ 6.60	\$ 6.75	
4		Transit & Parking Services				
	45-46		Central Permit			
	45-46		Annual	NEW	\$ 264.00	
	45-46		Semester (Fall or Spring)	NEW	\$ 132.00	
	45-46		Summer (per month)	NEW	\$ 22.00	
	45-46		Board Retiree	NEW	FREE	
	45-46		Perimeter Permit			
	45-46		Annual	NEW	\$ 162.00	
	45-46		Semester (Fall or Spring)	NEW	\$ 81.00	
	45-46		Summer (per month)	NEW	\$ 13.50	
	45-46		Board Retiree	NEW	FREE	
	45-46		Peripheral Permit			
	45-46		Annual	NEW	\$ 81.00	
	45-46		Semester (Fall or Spring)	NEW	\$ 40.50	
	45-46		Summer (per month)	NEW	\$ 6.75	
	45-46		Board Retiree	NEW	FREE	
	45-46		Garage Permit			
	45-46		Annual	NEW	\$ 390.00	
	45-46		Semester (Fall or Spring)	NEW	\$ 195.00	

	45-46	Summer (per month)		NEW	\$	32.50
	45-46	Resident Permit				
	45-46	Annual	\$	163.00	\$	324.00
	45-46	Semester (Fall or Spring)	\$	81.50	\$	162.00
		Summer (per month)	\$	13.58	\$	27.00
	45-46	Electric Block Heater (not for vehicle charging)		NEW	\$	324.00
	45-46	Disability Permit				
	45-46	Annual		Dependent on customer Classification		Dependent on customer Classification
	45-46	Semester (Fall or Spring)		Dependent on customer Classification		Dependent on customer Classification
	45-46	Summer (per month)		Dependent on customer Classification		Dependent on customer Classification
	45-46	Board Retiree		FREE		FREE
	45-46	Temporary Disability Permit				
	45-46	Annual		Dependent on customer Classification		Dependent on customer Classification
	45-46	Semester (Fall or Spring)		Dependent on customer Classification		Dependent on customer Classification
	45-46	Summer		Dependent on customer Classification		Dependent on customer Classification
	45-46	Motorcycle Permit				
	45-46	Annual	\$	25.00	\$	66.00
	45-46	Semester (Fall or Spring)	\$	12.50	\$	33.00
		Summer	\$	12.50	\$	33.00
		With purchase of other permit		FREE		50% discount
	45-46	Remote Permit (long-term parking by UW Soccer Fields)				
	45-46	Annual		FREE	\$	33.00
	45-46	Semester (Fall or Spring)		FREE	\$	16.00
	45-46	Summer		FREE		2.75/mo.
	45-46	Vendor and Contractor Permits (must be authorized through UW Operations)				
	45-46	Annual	\$	321.00	\$	405.00
	45-46	Monthly		26.75/mo.		33.75/mo.
		University Service Vehicle Permit (All U permits must be approved by Parking Advisory Group)				
		Annual	\$	218.00	\$	243.00
		Non-University Service Vehicle Permit (All U permits must be approved by Parking Advisory Group)				
		Annual	\$	321.00	\$	405.00
		Replacement Permits				
	45-46	Reported Lost	\$	20.00	\$	25.00
	45-46	Reported Stolen	\$	-	\$	-
		Reserved Spaces				
	45-46	Personal Reserved Spaces Annual Fee (Faculty/Staff Only)		NEW	\$	1,200.00
	45-46	Departmental Reserved Spaces Annual Fee (approved by Parking Advisory Group)	\$	504.00	\$	504.00
		Temporary Parking				
	45-46	Day Permit	\$	5.50	\$	7.00
	45-46	Remote Worker Day Permit	\$	2.25	\$	3.50
	45-46	Indoor Parking Meters/Kiosks		NEW		2.25/hr.
	45-46	Outdoor Parking Meters		1.50/hr.		1.75/hr.
		Parking Fines				
	45-46	Fraud	\$	218.00	\$	250.00
	45-46	Parking in an accessible space without a disability permit	\$	187.00	\$	200.00

~324,000

	45-46		Parking in a fire lane	\$	94.00	\$	150.00	
	45-46		Parking in a yellow zone	\$	44.00	\$	50.00	
	45-46		Parking in "No Parking" areas, including sidewalks and reserved spots	\$	38.00	\$	43.00	
	45-46		Failing to register vehicle	\$	39.00	\$	39.00	
	45-46		No Permit	\$	39.00	\$	39.00	
	45-46		Not parked in assigned area	\$	31.00	\$	35.00	
	45-46		Failing to display permit properly	\$	25.00	\$	26.00	
	45-46		Multiple vehicles parked on campus		NEW	\$	39.00	
	45-46		Overtime violation on meter or timed area	\$	25.00	\$	26.00	
	45-46		All other violations	\$	25.00	\$	26.00	
			Vehicle Immobilization (Boot Fees)					
	45-46		1st Immobilization	\$	62.00	\$	75.00	
	45-46		Subsequent Immobilizations	\$	125.00	\$	150.00	
	45-46		Paratransit - Processing Fee		NEW	\$	2.00	
	45-46		Charter Bus Fees					
	45-46		Flat Mileage Fee - minimum 100 miles for out-of-town, 50 miles for in-town		NEW		\$5.25/mile	
	45-46		Driver Surcharge		NEW		\$100.00/day	
	45-46		Cleaning Fees		NEW		0.00 - 1,000.00	
	45-46		Late Cancellation Fee (less than 48 hour notice)		NEW	\$	250.00	
	45-46		Additional Driver Fee		NEW		\$300.00/day	
4		Car Rental Services	Adjust car rental services fees to a variable rate structure to allow flexibility during peak rental periods. Increases will help maintain facilities and vehicles.					
	55		Full-size Sedan - 1/2 day	\$	39.00		\$39.00 - 49.00	
	55		Full-size Sedan - Daily	\$	54.00		\$54.00 - 68.00	
	55		Full-size Sedan - Monthly	\$	432.00		\$432.00 - 540.00	
	55		Minivan - 1/2 day	\$	46.00		\$46.00 - 64.00	
	55		Minivan - Daily	\$	64.00		\$64.00 - 90.00	
	55		Minivan - Monthly	\$	512.00		\$512.00 - 717.00	
	55		Standard Crossover Utility - 1/2 day	\$	48.00		\$48.00 - 60.00	
	55		Standard Crossover Utility - Daily	\$	67.00		\$67.00 - 84.00	
	55		Standard Crossover Utility - Monthly	\$	536.00		\$536.00 - 670.00	
	55		Compact Pickup - 1/2 day	\$	55.00		\$55.00 - 77.00	
	55		Compact Pickup - Daily	\$	76.00		\$76.00 - 106.00	
	55		Compact Pickup - Monthly	\$	608.00		\$608.00 - 851.00	
	55		1/2 Ton 4x4 pickup - 1/2 day	\$	60.00		\$60.00 - 84.00	
	55		1/2 Ton 4x4 pickup - Daily	\$	82.00		\$82.00 - 115.00	
	55		1/2 Ton 4x4 pickup - Monthly	\$	656.00		\$656.00 - 914.00	
	55		3/4 Ton 4x4 Pickup - 1/2 day	\$	64.00		\$64.00 - 89.00	
	55		3/4 Ton 4x4 Pickup - Daily	\$	88.00		\$88.00 - 123.00	
	55		3/4 Ton 4x4 Pickup - Monthly	\$	704.00		\$704.00 - 986.00	
	55		1 Ton 4x4 Pickup - 1/2 day	\$	72.00		\$72.00 - 101.00	
	55		1 Ton 4x4 Pickup - Daily	\$	99.00		\$99.00 - 139.00	
	55		1 Ton 4x4 Pickup - Monthly	\$	792.00		\$792.00 - 1,110.00	
	55		Full size SUV - 1/2 day	\$	64.00		\$64.00 - 90.00	
	55		Full size SUV - Daily	\$	88.00		\$88.00 - 123.00	
	55		Full size SUV - Monthly	\$	704.00		\$704.00 - 986.00	
	55		9-12 passenger van - 1/2 day	\$	72.00		\$72.00 - 101.00	
	55		9-12 passenger van - Daily	\$	98.00		\$98.00 - 137.00	
	55		9-12 passenger van - Monthly	\$	784.00		\$784.00 - 1,098.00	
	55		Mini Cargo Vans - 1/2 day	\$	34.00		\$34.00 - 43.00	
	55		Mini Cargo Vans - Daily	\$	48.00		\$48.00 - 60.00	
	55		Mini Cargo Vans - Monthly	\$	384.00		\$384.00 - 538.00	

~\$60,000

5		Early Care and Education Center	Increase tuition rate for ECEC infant, toddler, preschool by \$0.75/day, and school-age programs (\$0.25/day). Increase will address proposed increases in salaries and associated benefits. The increase will also help cover the increase in food prices.			
	76		Infants (Full day), per day	\$	57.75	\$ 58.50
	76		Toddlers (Full day), per day	\$	50.75	\$ 51.50
	76		Preschoolers (Full day), per day	\$	48.75	\$ 49.50
	76		School-age Children (after school program)	\$	23.25	\$ 23.50
	76		School-age Children - Full day public school closures	\$	42.25	\$ 42.50
	76		School-age Children - Half day public school closures	\$	27.25	\$ 27.50
6		College of Business	Clean up fees to include new spaces and provide more flexibility in extended event rentals with daily or bulk fee. No charge for UW affiliates or student organizations except events open to RSO non-members or the general public. Non-profits are charged half the rates. Extended facility rental fee rates will be determined on a case-by-case basis. Minimal changes to revenue, as most users are UW at no charge. Fees received will help with maintenance fees.	NEW		\$ 231.00
	71		Per Hour - Atrium, Auditorium, Board Room, Case Room, Student Commons	\$	100.00	\$ 100.00
	71		Per Day - Atrium, Auditorium, Board Room, Case Room, Student Commons	NEW		\$ 600.00
	71		Per Hour - Classrooms, Conference Rooms, Lounges, Study Rooms	\$	50.00	\$ 50.00
	71		Per Day - Classrooms, Conference Rooms, Lounges, Study Rooms	NEW		\$ 300.00
	71		Tables, chairs, bar set-up (one-time charge per event)	NEW		\$ 100.00
	71		Cleaning Charge (required for all paid rentals)	\$	39.00	\$ 40.00
	71		Staff Technology Assistance in non-classroom facilities	New		\$ 50.00
7		Fine Arts Box Office	Introduce a new \$50 fee (maximum) for the Buchanan Center Special Event ticket price and consolidate the ticket handling fee into one line (\$3/ticket). This will replace the \$5 ticket handling fee on season tickets, the \$1/ticket handling fee, and the \$3 max fee for non-Sponsored events. The ticket handling fees will cover the costs related to credit card processing and per ticket fee charged by vendor.			
	76		Ticket Handling fee (replaces the various handling charges currently assessed)	Various		\$ 3.00
	76		Buchanan Center Special Event Ticket Prices	NEW		\$ 50.00
8		Music	Separate out special event pricing to cover the higher costs associated with these joint productions. The increase to regular event pricing it to reflect the \$2 ticket fee to give patrons a better understanding of the cost on events. The increase in revenue will help support paying honoraria to guest artists, costs of advertising, and event costs.			
	88		Special Events - Includes \$2 ticket fee, per ticket			
	88		Adults	\$	12.00	\$ 20.00
	88		Seniors (60 & Over)	\$	8.00	\$ 15.00
	88		UW Students (with ID)	\$	6.00	\$ 12.00
	88		Child 12 & Under	\$	6.00	\$ 8.00
	88		Regular Events - Includes \$2 ticket fee, per ticket			
	88		Adults		10-12.00	\$ 12.00
	88		Seniors (60 & Over)		7-8.00	\$ 10.00
	88		UW Students (with ID)		FREE	FREE
	88		Child 12 & Under	\$	6.00	\$ 8.00
9		Theatre and Dance	The pricing changes are to incorporate the ticket handling fees, no increase to individual ticket prices.			
	91		Special Events - Includes \$2 ticket fee, per ticket			
	91		Adults		15-18.00	\$ 20.00

~\$17,024

Minimal

Minimal

Minimal

	91		Seniors (60 & Over)	12-13.00	\$	15.00	
	91		UW Students (with ID)	8-9.00	\$	12.00	
	91		Children (5-18, under 5 not admitted)	8-9.00	\$	8.00	
	91		Regular Events - Includes \$2 ticket fee, per ticket				Zero
	91		Adults	\$ 14.00	\$	16.00	
	91		Seniors (60 & Over)	\$ 11.00	\$	12.00	
	91		UW Students (with ID)	\$ 7.00	\$	8.00	
	91		Children (5-18, under 5 not admitted)	\$ 7.00	\$	8.00	
	91		Season Tickets and Three-Packs				
	91		Season Pass Adults & Seniors	60-86.00		Approx. 10% discount from regular prices	
	91		General Admission Events, includes \$1 ticket fee per ticket	New	\$	6.00	
10		Psychology Center	Revise assessment fees to incorporate additional assessment option to clinical services. Clinic is now providing ASD evaluations. A change to the fees will allow for any combination of the four assessment components: ADHD, SLD, DC, and/or ASD. The Level 4 Assessment is the new assessment category and includes all four components.				Minimal
	44		Level 4 Assessment - Graduate Student Clinician or Postdoc				
	44		Net income under \$25,000 OR UW Student OR Senior	NEW	\$	500.00	
	44		Net income \$25,001 to \$50,000	NEW	\$	750.00	
	44		Net income \$50,001 and above	NEW	\$	1,000.00	
	44		Level 4 Assessment - Licensed Faculty Member Clinician				
	44		Net income under \$25,000 OR UW Student OR Senior	NEW	\$	1,000.00	
	44		Net income \$25,001 to \$50,000	NEW	\$	1,500.00	
	44		Net income \$50,001 and above	NEW	\$	2,000.00	
11		Wyoming Institute for Disabilities (WIND)	Increase the current ranges or fee rates and update descriptions to match services provided. Add two new fee service categories to align with the work being funded. Increases will help cover salary and fringe benefits and support programmatic functions of the unit.				Minimal
	98-99		Educational, developmental, or functional assessments for persons with disabilities, per	50.00 - 125.00		65.00 - 63.00	
	98-99		Accessible Materials: technical assistance for production of alternative formatted accessible materials, per professional hour. Materials provided at cost plus 20%	up to \$100 per hour		45.00 - 113.00	
	98-99		Training Technical Assistance, Evaluations and Technology Sourcing for organizations and individuals supporting persons with disabilities. Per professional hour	50.00 - 125.00		54.00 - 135.00	
	98-99		Accessible Web Services: specialized web sites, or website accessibility review, per	50.00 - 100.00		53.00 - 133.00	
	98-99		Behavior management training or social skill training. Per professional hour	80.00 - 120.00		64.00 - 160.00	
	NEW		Data evaluation technical assistance: Development of evaluation matrices, client questionnaires, survey data evaluation, and data interpretation. Per professional hour	NEW		77.00 - 193.00	
	NEW		Leadership Level Technical Assistance: organizational development, strategic planning, program development, grant writing and review. Per professional hour.	NEW		109.00 - 273.00	
12		Communications Disorders	Increase Speech-Language Pathology Evaluations and Individual Speech-Language Treatment services to enhance clinic services to the community and general revenue for clinical operations and support student educational experiences. Fees based sliding scale income levels which are also being adjusted.				
			Speech-Language Pathology Evaluations				
	75		Evaluation - Level 1	\$ 115.50	\$	200.00	
	75		Evaluation - Level 2	\$ 69.30	\$	100.00	

	75		Evaluation with Instrumentation - Level 1	\$	165.00	\$	250.00	Minimal
	75		Evaluation with Instrumentation - Level 2	\$	99.00	\$	150.00	
			Individual Speech-Language Treatment					
	75		Per Semester - Level 1	\$	242.00	\$	302.00	
	75		Per Semester - Level 2	\$	121.00	\$	181.00	
	75		Evaluation with Instrumentation - Level 1	\$	121.00	\$	151.00	
	75		Evaluation with Instrumentation - Level 1	\$	60.50	\$	90.50	
	76		Adjustments to income levels to reflect 2021 Federal Poverty Guidelines	\$	10.00	\$	20.00	
13		College of Engineering & Applied Science	Increases to hourly CNC equipment and Industrial 3D printers to account for the increased cost of supplies. Increase to Okuma Genos L3000 is to match the per hour fee of other CNC equipment.					Minimal
	74		Okuma Genos L3000 CNC Lather, per hour	\$	40.00	\$	80.00	
	74		Press Brake, per hour	\$	40.00	\$	60.00	
	74		Medium Industrial FDM 3D Printers (Stratasys F370), per hour	\$	4.00	\$	7.00	
	74		Industrial Polyjet 3D Printer (Stratasys J750) per hour	\$	10.00	\$	15.00	
	74		Metal 3D Printer (EOS M100), per hour	\$	10.00	\$	15.00	
14	65	American Heritage Center	Add a \$0.20 per square inch charge to Photographic Prints as there is currently not a category for prints larger than 30"x40"					Minimal
			Photographic Prints - Over 30' x 40"		New		\$0.20 per square inch	
15	89-91	Stable Isotope Facility	Update on-campus and external user fees based on break even amount calculated annual. SIF is a service center.		Various		Various	Breakeven
16	90	UW Near Surface Geophysics Instrument Center	Update service center fees for customers inside the university and external customers. The charges are set at a breakeven price point because the UWNSG is a service center.		Various		Various	Breakeven

AGENDA ITEM TITLE: Upcoming Fiscal Year Operating Budget Assumptions, McKinley (Chair), Kean

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]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Administration is currently developing the University’s FY 2023 Operating Budget. The BOT Budget Committee is scheduled to hold budget hearings with the Leadership of the University’s Divisions and Colleges on May 9th – 10th 2022, and deliver an update on the FY 2023 budget to the full BOT on May 12th 2022, conduct follow-up hearings (if necessary) in late May through early June, and then when prepared, recommend to the full BOT a final FY 2023 Operating Budget for approval and adoption prior to the start of FY 2023 on July 1, 2022.

The Administration presented the University’s request for State funding to the Joint Appropriations Committee on December 14, 2021. Initial discussions indicate the University will likely receive state funding for compensation increases for FY2023. Final funding will not be known until the conclusion of the 2022 Wyoming Legislative Session, scheduled to begin in February 2022.

Some preliminary budget assumptions by the Administration in the FY2023 budget are:

State Appropriations	Standard Budget plus exception requests as recommended by the Governor.
Gross Tuition Increase	4% resident and non-resident
Net Tuition Revenue (net of financial aid)	\$3,000,000
Fringe Benefit Rates (non-sponsored)	45.1% Faculty, 49.9% Staff, 2.8% Non-Benefited
Salary Increase	The Governor has recommended funding for compensation increases at the University equating to roughly 3% salary pool with fringe. The actual allocation of the increases will be determined through the budget process.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS: NA

WHY THIS ITEM IS BEFORE THE BOARD:

The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University’s Board of Trustees. The Budget Committee of the Board of Trustees shall hold hearings where each of the University’s Administrative Officers shall present the proposed budget for their Division/Unit (Organization)

for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING: N/A

PROPOSED MOTION: N/A

PRESIDENT'S RECOMMENDATION: N/A

Agenda Items 8, 9 and 10 Overview

Agenda #	Title	FY2022 Special Projects Reserve Account Request
8*	School of Computing	\$330,000
9a*	Center of Innovation for Flow Through Porous Media (Equipment Replacement, Maintenance, and Expansion)	\$4,000,000
9b*	Strategic University Research Position Funding (Includes partial year funding for Center of Innovation for Flow Through Porous Media and Office of Research and Economic Development)	\$560,000
10	UW Apartments Maintenance	\$1,676,500

*Additional materials will be provided at the meeting.



FY22 Reserve Request Summary University of Wyoming Housing

- Landmark Apartment Complex Parking Lots, \$300,000
- River Village Roof Replacement, \$687,500
- Spanish Walk Building A Corridor Carpet Replacement, \$100,000
- Spanish Walk Apartment Updates in Building A, \$504,000
- Spanish Walk Sprinkler System, \$85,000

Request: **Landmark Apartment Parking Lot Replacement**

Amount Requested: UW Operations estimate, \$300,000 (see attached)

Date: December 17, 2021

Project description and justification:

The Landmark apartment community has four main sections of parking for residents. All four of these parking areas have significant asphalt deterioration. Concerns include pot holes, cracking, upheaval, disintegration and more.



Photos taken in November, 2021:

South
lot:West
lot:North
lot:East
lot:



UW Operations
 1000 E. University Ave, Dept 3227
 Laramie, WY 82071
 Phone 307-766-6225 Fax: 307-766-4040

Date Received:	11.29.21
AiM Project #:	22-10563

REQUEST FOR ESTIMATE

PART I:

INSTRUCTIONS FOR PART I (completed by department):

1. Complete ALL fields in Part I.
2. Obtain signature of authorizing departmental authority. Email signature is acceptable.
3. Forward to Heather Earl (hearl@uwyo.edu) at the Service Building. For additional information, call 766-6883.
4. Originator will be contacted by a UW Operations representative with additional information.

Request Date:	11/29/2021	Desired Project Completion Date:	
Originator:	Kim Zafft	Email Address:	zafft@uwyo.edu
Department Name:	Housing	Phone Number:	766-6503
Job Location -- Building:	Landmark	Job Location - Room:	Parking lots
Job Description:	The north, east, south and west parking lots around Landmark are in very bad condition. Need an estimate to put in new asphalt for these lots. Need an estimate by the beginning of January for the January 12 BOT meeting.		

_____ Date: _____
 Department Signature


PART II: ESTIMATED COSTS

(Completed by UW Operations)

Customer Contacted Date:

Estimator:	Charlie Jahner	Date of Estimate:	12-1-21	Estimate is valid for 60 days
Estimator Phone Number:	760-0815	Estimate Amount:	\$ 309,000.00	<input type="checkbox"/> Budgetary purposes only
Estimator Comments:	<input type="checkbox"/> See attached memo			

Capital Non-Capital (Department will be notified if project is classified as a capital project)


 Deputy Director, Facilities Engineering Date: 12-10-21

PART III: JOB AUTHORIZATION

INSTRUCTIONS FOR PART III (completed by department):

1. Complete ALL fields in Part III for entire estimated amount.
2. Obtain signature of authorizing departmental authority.
3. Forward to Estimator at the Service Building. *** Please indicate which fiscal year funds are budgeted: _____

Entity	Fund Class	Fund Source	Org	Exp Class	Program	Activity

_____ Date: _____
 Dean, Director, or Dept. Head (Print Name) Dean, Director, or Dept. Head Signature

Admin Authorization Required _____ Date: _____
 Director, UW Operations Signature



UW Operations
Dept. 3227 • 1000 East University Avenue • Laramie, WY 82071
(307) 766-6225 • Fax (307) 766-4040 • svskdesk@uwyo.edu

To: Kim Zafft
From: Brad Gill
CC:
Date: 12/1/2021
Re: Project 22-10563 Repair/Replace Landmark Apartments Parking Lot Surfaces

Thank you for the opportunity to provide UW Operations services for your project. As requested, an estimate for the project "22-10563 Repair/Replace Landmark Parking Lot Surfaces" has been prepared based on the scope as indicated below.

The project scope for this estimate *includes*.

- Demo of all asphalt in the four parking lots of Landmark Apartments.
- Minor substrate grading and compacting.
- Replace damaged concrete curbs, gutters, sidewalks and install a new ADA parking area in the East parking lot with an ADA approach.
- Lay four inches of new asphalt in two inch lifts in the four Landmark parking lots.
- Restripe all parking lots and new ADA parking area.

This estimate *excludes*.

- Any major landscaping, or permits.
- Any work not mentioned above.

Attached is a Request for Estimate (RFE) form for this project. Please review the scope indicated above and the estimate amount on the attached RFE and complete Part III of the RFE to authorize the project. The form is to be signed by a person authorized to commit departmental funds. Work on this project will be scheduled after receipt of the signed RFE.

The estimate provided is a not to exceed price. Only the actual project cost will be billed. Any changes to project scope as stated above must be identified, estimated, and then approved by the person who signed the RFE. Should any unforeseen conditions arise during the execution of the project, you will be notified of the issue, provided with an estimate of costs associated with these unforeseen conditions and the project budget will be adjusted accordingly.

If you have any questions or concerns please contact me.

Respectfully,

Brad Gill
Project Manager
Facilities Engineering
307-399-2694
Bgill5@uwyo.edu

Request: River Village roof replacement

Amount requested: Estimate from UW Operations - \$687,500

Date: December 17, 2021

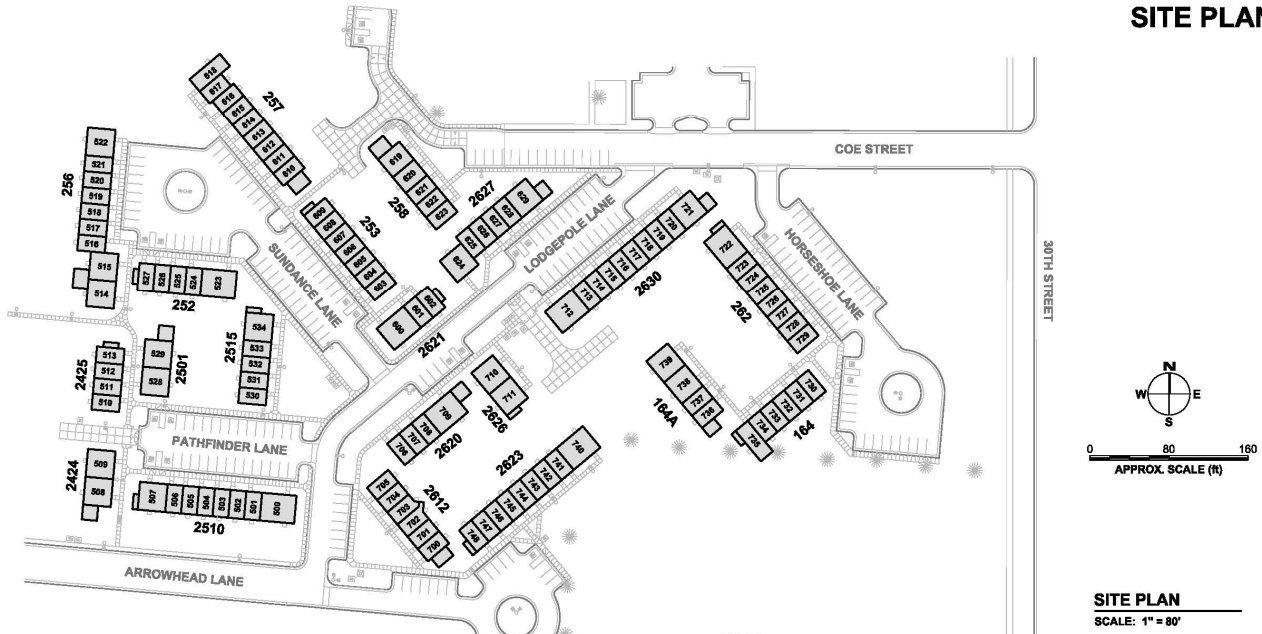
Project description and justification:

The University of Wyoming River Village apartment complex was built in 1992. The complex is made up of 21 buildings and 114 apartments.

The roofs for this complex are original and are T-lock shingles. The manufacturing of T-lock shingles was discontinued in 2004. These shingles have an approximate 30 year life expectancy and these roofs are now on their 29th year. Some areas of the roof are showing signs of wear and are areas of concern, see photos below.



**RIVER VILLAGE APARTMENTS
SITE PLAN**





UW Operations
 1000 E. University Ave, Dept 3227
 Laramie, WY 82071
 Phone 307-766-6225 Fax: 307-766-4040

Date Received:	11.29.21
AiM Project #:	22-10562

REQUEST FOR ESTIMATE

PART I:

INSTRUCTIONS FOR PART I (completed by department):

1. Complete ALL fields in Part I.
2. Obtain signature of authorizing departmental authority. Email signature is acceptable.
3. Forward to Heather Earl (hearl@uwyo.edu) at the Service Building. For additional information, call 766-6883.
4. Originator will be contacted by a UW Operations representative with additional information.

Request Date:	11/29/2021	Desired Project Completion Date:	
Originator:	Kim Zafft	Email Address:	zafft@uwyo.edu
Department Name:	Housing	Phone Number:	766-6503
Job Location – Building:	River Village	Job Location - Room:	Roofs
Job Description:	Need an estimate for roof replacement at River Village. Some areas are a concern and they are 29 yrs old.		
Need estimate by beginning of January for the January 12 BOT meeting.			

_____ Date: _____
 Department Signature

PART II: ESTIMATED COSTS

(Completed by UW Operations)

Customer Contacted Date:

Estimator:	Charlie Jahner	Date of Estimate:	12-9-2021	Estimate is valid for 60 days
Estimator Phone Number:	760-0815	Estimate Amount:	\$ 687,500 ⁰⁰	<input type="checkbox"/> Budgetary purposes only
Estimator Comments:	<input type="checkbox"/> See attached memo			

Capital Non-Capital (Department will be notified if project is classified as a capital project)

_____ Date: _____
 Deputy Director, Facilities Engineering

PART III: JOB AUTHORIZATION

INSTRUCTIONS FOR PART III (completed by department):

1. Complete ALL fields in Part III for entire estimated amount.
2. Obtain signature of authorizing departmental authority.
3. Forward to Estimator at the Service Building. *** Please indicate which fiscal year funds are budgeted: _____

Entity	Fund Class	Fund Source	Org	Exp Class	Program	Activity

Dean, Director, or Dept. Head (Print Name) _____ Date: _____
 Dean, Director, or Dept. Head Signature

Admin Authorization Required _____ Date: _____
 Director, UW Operations Signature



UW Operations
Dept. 3227 • 1000 East University Avenue • Laramie, WY 82071
(307) 766-6225 • Fax (307) 766-4040 • svskdesk@uwyo.edu

To: Kim Zafft
From: Charlie Jahner
CC:
Date: 12/9/2021
Re: Replace Roofs at River Village

Thank you for the opportunity to provide UW Operations services for your project. As requested, a budgetary estimate for the project "" has been prepared based on the scope as indicated below.

The project scope for this estimate *includes*:

- All River Village Apartments, Building Numbers:
 - 164
 - 164A
 - 252
 - 253
 - 256
 - 257
 - 258
 - 262
 - 2424
 - 2425
 - 2501
 - 2510
 - 2515
 - 2612
 - 2620
 - 2621
 - 2623
 - 2626
 - 2627
 - 2630
- Malarkey Legacy shingles
- Malarkey Ice and Water in valleys, 1 roll, side walls, 1 roll and two rows at eaves.
- Veltex underlayment
- New valley metal
- New metal drip edge

- Ridge vent LOR-30
- Labor to remove all existing roofing
- Labor to install all new roofing.

This estimate *excludes*:

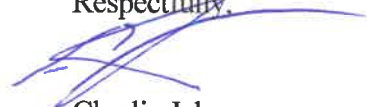
- Any additional building or work not mentioned above.

Attached is a Request for Estimate (RFE) form for this project. Please review the scope indicated above and the estimate amount on the attached RFE and complete Part III of the RFE to authorize the project. The form is to be signed by a person authorized to commit departmental funds. Design work on this project will be scheduled after receipt of the signed RFE.

The estimate provided is a budgetary estimate. The project will be bid to outside contractors at which time the estimate will be finalized. You will then be asked to authorize the construction. If you decide not to proceed with the construction, your department will be responsible for the design and project documentation costs incurred to date. Any changes to project scope as stated above must be identified, estimated, and then approved by the person who signed the RFE. Should any unforeseen conditions arise during the execution of the project, you will be notified of the issue, provided with an estimate of costs associated with these unforeseen conditions and the project budget will be adjusted accordingly.

If you have any questions or concerns please contact me.

Respectfully,



Charlie Jahner
Facilities Engineering
(307) 760-0815
charliej@uwyo.edu



Request: Spanish Walk Corridor Carpet Replacement

Amount requested: \$100,000

Date: December 17, 2021

Project description and justification:

The Spanish Walk apartment complex is comprised of 5 buildings. Each building has three floors. There are 7 apartments on the garden floor and 8 apartments on the second and third floors, 23 apartments total in each building. All are one bedroom apartments and the same floor plan. The complex was built in 1972 and was acquired by the University of Wyoming in 1999.

There is asbestos in the wall texture, popcorn ceilings and flooring (from overspray and the mastic). The asbestos creates many challenges when facility renovations or maintenance work needs to be performed.

The main corridors on each floor have very old carpet. The carpet is stained, worn out and frayed and/or snagged in several areas. The worn carpet could be a safety concern as a result of the snags, creating a possible exposure to the asbestos. It is also a maintenance and aesthetic concern. Replacing this carpet will be complicated and expensive because of the abatement that needs to be done to replace the flooring. All apartments on each floor can only be accessed by the corridor. This means that all existing residents will need to be temporarily moved during the containment part of the abatement process and while the flooring is being replace. Several options for temporary lodging are available and would be arranged based on the information provided by UW Operations and the length of time the residents would need to be restricted from the corridor. Limiting the time residents are unable to access their rental apartment will minimize the cost of the project.

At the time this proposal was written all apartments in Spanish Walk were occupied. During the month of July there is typically some transition and would be a good time to do this project.

The Housing Department has assessed the corridors in all 5 buildings and feels that Spanish Walk A building in the highest priority for the corridor carpet replacement.



Request: Spanish Walk Apartment Updates in Building A

Amount requested: Estimate \$504,000

- \$24,000 per apartment for abatement and upgrades – including abatement of popcorn ceiling
- 16,250 per apartment for abatement and upgrades – excluding ceiling

Date: December 17, 2021

Project description and justification:

The Spanish Walk apartment complex is comprised of 5 buildings. Each building has three floors. There are 7 apartments on the garden floor and 8 apartments on the second and third floors, 23 apartments total in each building. All are one bedroom apartments with the same floor plan. The complex was built in 1972 and was acquired by the University of Wyoming in 1999.

Two apartments in building A were updated in 2018 (A16 and A27). We are requesting funds to update the remaining 21 apartments. Cost savings could be realized if the entire building was updated at one time, along with the corridors. The estimate is based on actual cost for abatement and updates done to one apartment in April, 2021, with modest inflationary adjustments.

The scope of the project includes:

- Abate popcorn ceiling and re-hang sheetrock
- Abate all flooring
- Replace flooring (carpet and VCT)
- Paint apartment, including ceiling
- Replace bathroom vanity, tub, medicine cabinet and light fixture (toilet if needed)
- Replace kitchen cabinetry, counter and range hood
- Replace light fixtures in entry, bathroom and kitchen
- Paint doors to bedroom and bathroom

Request: Spanish Walk Sprinkler System

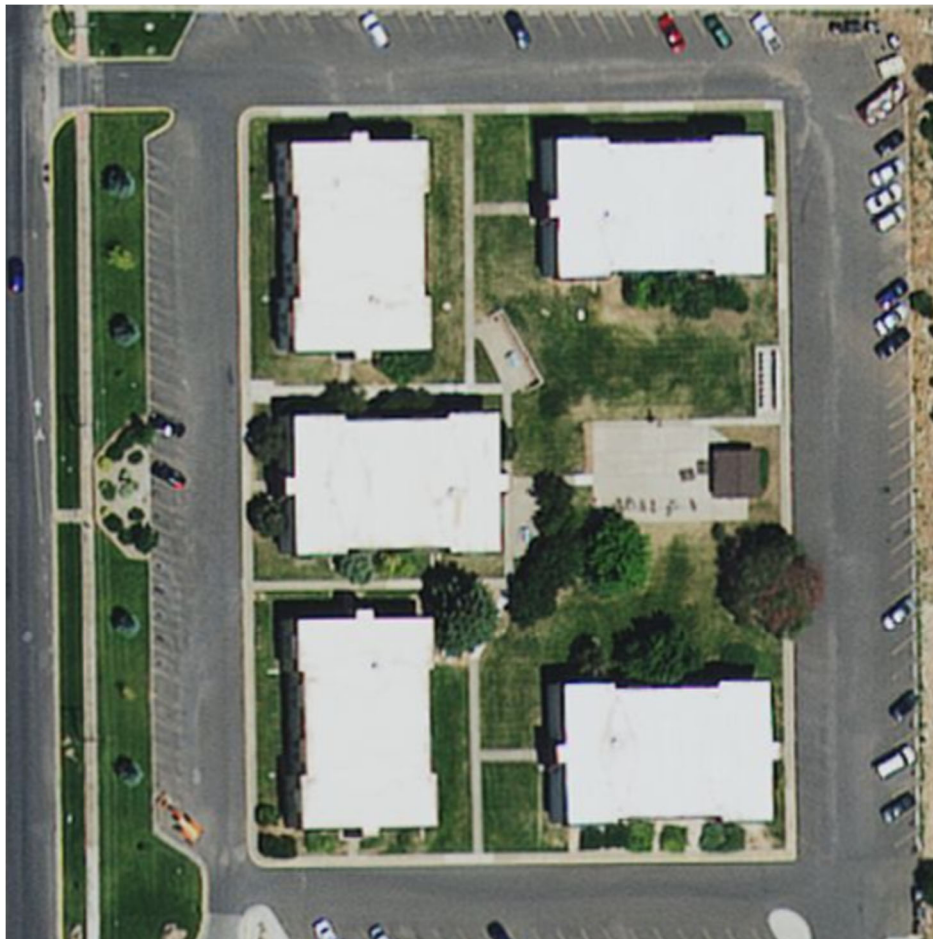
Amount requested: Estimate from summer 2021 was \$85,000

Date: December 17, 2021

Project description and justification:

The grounds around the Spanish Walk apartment complex is maintained by the Housing maintenance staff and part-time summer labor. The grass around the buildings is watered manually and the grass parallel to 30th street is on a sprinkler system maintained by UW Operations.

Housing staff use multiple tractor sprinklers to water this grass. This is a very time-consuming and inefficient process. The satellite image below shows the inconsistencies of this watering system. Because staff are needed to set these up, move them and make adjustments the watering is done during the day. This is labor intensive and creates tripping hazards around the property which also limit the ability of residents to fully enjoy the grounds for Frisbee, football, etc.





FY2023 Budget Development Timeline

Purpose:

To outline the timeline for developing FY2023 budgets. Please contact the Budget & Planning Office with any questions.

- January 10th - Budget User Guide posted on the Budget Office website.
- January 10th – WyoCloud Planning & Budgeting module released/opened
- January 11th – 21st WyoCloud Planning & Budgeting Training Sessions available daily.
- March 4th 5:00pm **All FY2023 budgets** due to the Budget Office
- March 5th -9th Budget Office review
- March 10th - April 8th **Division/College budget review sessions with President, VPs, and Deans**
- March 23rd - **Board of Trustee’s meeting (Review any major changes in the State appropriated budget that will impact the preparation of the FY2023)**
- April 11th -13th President's review
- April 15th - FY23 Budget materials are due to the BOT
- May 9th -10th **Division & College budget hearings with Board of Trustees Budget Committee**
- May 11th Review capital construction requests to be submitted to the state construction department
- May 12th **Budget Committee update on FY2023 budget to the full Board of Trustees**
- May 16th – May 27th Budget Committee follow-ups and call backs as needed
- June 15th **Board of Trustee’s conference call**
- June 30th Data migration to Final BOT approved version in WyoCloud Planning & FY2023 Budgetary Control in WyoCloud Financial Management
- July 12th Budget committee review FY2023-2024 supplemental budget requests to be submitted to the Governor.
- August 17th **Board of Trustee’s conference call** (approve supplemental budget request priorities)