



Academic Affairs  
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Date: October 20, 2016

To: Academic Deans and Directors

From: Anne Alexander, Associate VP, Academic Affairs

Subject: Fee Book Proposals for FY 2017

Proposals for revisions to the Fee Book for FY 2018 are being accepted by the Vice President for Administration. **Proposals from academic units are due to the Office of Academic Affairs by November 30, 2016.** Please send your requests to [aalex@uwyo.edu](mailto:aalex@uwyo.edu). All proposals must be reviewed and approved by the college dean or appropriate academic administrator prior to submission. Academic Affairs will relay requests to the Division of Administration for final consideration. Please review the current *Fee Book* to determine whether changes are needed in your fees and charges being assessed or whether current narratives need to be revised.

If new fees and charges are being proposed, please provide a detailed description and rationale for the request together with supporting documentation showing the cost and revenue projections and assumptions used to make those estimates.

Proposal forms may be downloaded from: <http://www.uwyo.edu/administration/feebok/> (see links at the bottom of the page). You may also contact the Office of the Vice President for Administration at 766-5766 or [mdrever@uwyo.edu](mailto:mdrever@uwyo.edu) to have forms sent as email attachments.

Information to all fee-charging units has been distributed by the Vice President for Administration. **All requests for changes to existing fees must:**

1. Be a result of the increase in anticipated compensation costs, health insurance and retirement contribution cost increases and/or increases in utility costs;
2. Be complete and submitted on the form provided at the Vice President of Administration's website; and
3. Include the signature, either electronic or hard copy of the appropriate Dean or Director. (Requests lacking proper signatures and approval will not go forward for review.)

The following criteria apply specifically to **academic program fee proposals**.

- (1) ***Fees for services to the public will be considered.*** Academic units that charge fees to the public for use of equipment, facilities, or clinical or other services may propose changes to these fees based on documented quantitative evidence of changes to the costs of providing the service.
- (2) ***Proposals for changes in administrative fees for administration of practicums and internships, lab fees, advising fees, career readiness fees, and pass-through fees.*** However, if they are duplicative of the fees proposed in the Revenue Enhancement Committee (REC) proposal, such fees may be approved only if the REC proposal is not approved.
- (3) ***Proposals for changes in or new differential tuition will be considered.***

In an effort to maintain a balance between tuition and fees, the **increases** to fees will be limited to anticipated health insurance and retirement contribution cost increases and increases in utility costs. Costs for these increases should be calculated as follows:

1. Salaries
  - Assume no salary increases for FY 2018

**Table 1: Employer-Paid Benefits**

Retirement (effective July 1, 2017)	13.940%
Social Security	7.650%
Long-term disability	0.232%
Workers Compensation*	0.649%
Retiree Insurance	0.600%
Total EPBs	23.071%

\* Refer to Human Resources (HR) website for details on workers' compensation rate categories. <http://www.uwyo.edu/hr/employee-benefits/workers-compensation/>

2. Health Insurance
  - Increases for each employee must be calculated based on the coverage option in which they are enrolled. **Please note the actual FY 2017 went down compared to the Fee Book memo estimate so please take this decrease into account.** (Note: University Human Resources can provide information on current employee enrollment as needed.)

**Table 2: Health Insurance - Employer Contribution**

<b>Employer Contribution Levels</b>	<b>FY 2017 Actual Annual</b>	<b>Total Projected \$ Increase FY 2018</b>	<b>Total Projected FY 2018 Cost</b>	<b>Total Projected % Increase</b>
Employee Only	\$ 9,038	\$525	\$9,563	5.81%
Split Contracts	\$ 10,288	\$599	\$10,887	5.81%
Employee + Children	\$ 13,743	\$799	\$14,542	5.81%
Employee + Spouse	\$ 17,989	\$1,047	\$19,036	5.81%
Family	\$ 20,576	\$1,198	\$21,774	5.81%

Table 2 provides the projected annual employer contribution for each coverage option. To calculate the total cost of employer-paid health insurance for FY 2018, use the amounts in the column labeled Total Projected FY 2018 Cost - highlighted in yellow - and multiply it by the number of employees in each health insurance option. Compare that total to the projected total cost for FY 2017 to estimate the FY 2018 cost increase.

3. Retirement – Total employer-paid contribution
  - Decrease of 0.375% from the current rate of 14.315% to 13.940% effective July 1, 2017.
4. Long Term Disability
  - Increase of 0.057% from the previous rate of 0.175% to 0.232%.
5. Workers Comp
  - Decrease of 0.114% from the previous rate of 0.763% to 0.649%
6. Utilities
  - Where applicable, projected increase of 5.6% for FY 2018.

In addition, proposals to reduce fees, to correct fee book information, and to include fees currently charged but previously omitted from the fee book will be accepted.

cc: Kate Miller, Tami Benham-Deal, Ann Hild, William Mai, Janet Lowe