



Board of Trustees

**BUDGET COMMITTEE**

Wednesday, March 23, 2022

10:00 am

Marian H. Rochelle Gateway Center

UW B of T Budget Committee  
 Agenda  
 March 23, 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. <b>No surprises. Remains as agenda item.</b>	3
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). <b>Remains as agenda item until project completed.</b>	4
3.	Discussion: 2022 Legislative Session Review of Appropriations and impacts to budget planning including Compensation allocation discussion.	6
4.	Discussion: FY2023 Budget Hearings Plan and Draft Schedule. Include Committee discussions of supplemental budget items in July and sufficient time for full BofT discussion and action in August.	25
5.	Discussion: FY2023 CapCon Budget requests to be submitted in May 2023. <b>**Need to prepare and approve list.**</b> (May also be discussed in Facilities Comm.)	No Materials
6.	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.	26
7.	Information: Enrollment Management Plan to include Financial Aid, Recruitment Management Plan, and Transfer Initiatives. <b>Full Board Agenda Item</b>	42
8.	Special Projects Reserve Request: School of Computing (continued discussion from January).	No Materials
9.	Special Projects Reserve Request: Center of Innovation for Flow through Porous media (COIFPM) and ORED positions (continued discussion from January).	Provided at the Meeting
10.	Use of bond maintenance accounts: UW Apartments – Union	65
11.	Foundation quarterly report on matching funds. Funding and recommendation for approval of match.	80
12.		
	<b><u>If time permits the follow items will be discussed.</u></b>	
13.	???	
14.		
15.		

## Agenda #1

	A	B	C	D	E	F	G	H	I
	<b>Federal Act</b>	<b>Effective Date</b>	<b>Emergency Student Aid Allocation</b>	<b>Total Expended as of 3/20/2022</b>	<b>Remaining Balance</b>		<b>Institutional Allocation</b>	<b>Total Expended as of 3/20/2022</b>	<b>Remaining Balance</b>
2	<b>Federal Act</b>								
3	CARES ACT (HEERF I)	3/27/20	\$3,306,790	\$3,306,790	\$0		\$3,306,790	\$2,782,742	\$524,048
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	\$9,067,154	\$103,225
6			\$16,035,364	\$16,035,364	\$0		\$19,716,714	\$19,089,441	\$627,273
7									
8									
9	<b>CARES ACT (HEERF I)</b>			<b>Total Expended as of 3/20/2022</b>	<b>Remaining Balance</b>			<b>Total Expended as of 3/20/2022</b>	<b>Remaining Balance</b>
10	Capitalized Equipment LABORATORY							\$ 59,076	
11	Computer Software and License Expense							\$ 24,600	
12	FRINGE RATE							\$ 35,209	
13	FT SALARIES-ST A							\$ 62,406	
14	Lab Supplies							\$ 1,101,908	
15	Medical Services Expense							\$ 57,990	
16	Medical Supplies							\$ 297	
17	Non-Capitalized Equipment							\$ 19,139	
18	Professional Services Expense							\$ 29,076	
19	PT SALARIES-NON							\$ 325,091	
20	TELEPHONE							\$ 4,507	
21	Books, Subscriptions, and Media Expense							\$ 12,010	
22	Other Supplies							\$ 4,254	
23	Food and Beverage							\$ 13,414	
24	Revenue Replacement							\$ 1,033,766	
25	Student Aid			\$3,306,790					
26	<b>Subtotal HEERF I</b>			<b>\$3,306,790</b>	<b>\$0.00</b>			<b>\$ 2,782,742</b>	<b>\$524,048</b>
27									
28	<b>Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)(HEERF II)</b>								
29	Revenue Replacement							\$ 7,239,545	
30	Student Aid			\$3,306,790					
31	<b>Subtotal HEERF II</b>			<b>\$3,306,790</b>	<b>\$0.00</b>			<b>\$ 7,239,545</b>	<b>\$0</b>
32									
33	<b>American Rescue Plan HEERF III Institutional Costs</b>								
34	Revenue Replacement							\$ 8,690,379	
35	FRINGE RATE							\$ 23,974	
36	FT SALARIES-ST A							\$ 46,136	
37	Lab Supplies							\$ 206,030	
38	Professional Services Expense							\$ 58,468	
39	PT SALARIES-NON							\$ 33,999	
40	Memberships and Dues Expense							\$ 180	
41	Postage, Freight, and Shipping Expense							\$ 1,022	
42	Computer Software and License Expense							\$ 6,500	
43	Other Supplies							\$ 468	
44	Student Aid			\$9,421,784					
45	<b>Subtotal HEERF III</b>			<b>\$9,421,784</b>	<b>\$0</b>			<b>\$ 9,067,154</b>	<b>\$103,225</b>
46									
47	<b>Total HEERF I, II, III</b>			<b>\$16,035,364</b>	<b>\$0</b>			<b>\$19,089,441</b>	<b>\$627,273</b>

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 3/1/2022, \$23,487,628.04 of the bond proceeds for new housing, parking, and dining facility have been expended and reimbursed to UW. \$15,193,538.08 of this amount corresponds to capital expenditures made before the issuance of debt for the projects on August 17, 2021.

Project Name	Project Funding Amount	Project Committed Costs	Project Actual Expenses	Available Balance
BONDS FUNDED: WYOMING HALL DECONSTRUCTION	2,724,536.00	107,004.09	1,517,079.12	1,100,452.79
BONDS FUNDED: IVINSON LOT PARKING GARAGE	27,481,646.78	16,543,495.31	5,551,621.60	5,386,529.87
BONDS FUNDED: STUDENT HOUSING & DINING	201,559,014.00	4,960,770.25	3,706,120.75	192,892,123.00
BONDS FUNDED: WYOMING HALL UTILITY RELOCATION	14,905,300.00	976,597.44	12,712,806.57	1,215,895.99
BONDS FUNDED: BUS GARAGE/FLEET RELOCATION	3,329,503	-	-	3,329,503
<b>Total</b>	<b>250,000,000.00</b>	<b>22,587,867.09</b>	<b>23,487,628.04</b>	<b>203,458,405.37</b>

**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.

If 85% of the proceeds are not expended by 8/16/2024 UW would need to demonstrate continued, planned expenditure of the bond proceeds within a reasonable amount of time. The reasonable amount of time is based on the facts and circumstances of the case and how far from having 85% of the proceeds expended. UW would work with bond counsel to certify the plan for diligently proceeding with the project. The certification document is required to be kept on record at UW. There are no other filing requirements. Additionally, the yield on the unspent bond proceeds would need to be restricted to be no more than the yield on the bonds at this point.

Worst case scenario, if for some reason the project did not move forward, UW would be required to place funds in escrow equal to all unspent bond proceeds plus additional funds to pay the semiannual interest payments and yield the payout at the call date of the bonds. The call date of the bonds is June 1, 2031. The yield of the escrow account can be no more than the yield on the bonds. Another option in this case would be to work to find other legal alternatives for use of the funds.

**Draws on Bond Proceeds as of 2/28/2022**

<b>Total 2021 C Bond Proceeds</b>	\$ 250,791,016.55			
<b>Cost of Issuance</b>	\$ 791,016.55			
<b>Total Deposit to Project Fund for 2021 Improvement Project</b>	\$ 250,000,000.00			
<b>2021 C Bond Proceeds Remaining</b>	\$ 226,512,371.96			
<b>85% of Proceeds to be expended by:</b>	8/16/2024			
				<b>Total Percentage of Debt Issuance Expended</b>
	<b>Draw</b>	<b>Date</b>	<b>Amount</b>	
	Draw 1	11/30/2021	\$ 16,130,299.65	6%
	Draw 2	12/31/2021	\$ 1,268,718.31	7%
	Draw 3	1/31/2022	\$ 1,463,991.26	8%
	Draw 4	2/28/2022	\$ 4,624,618.82	9%
	<b>Total Expended</b>		<b>\$ 23,487,628.04</b>	

Construction Timeline

- Masonry Guaranteed Maximum Price (GMP) to be presented to the Board of Trustees May 2022.
- Remaining GMP is to be presented to the Board of Trustees in September 2022.
- Construction starts November 1, 2022
- Construction closeout March 1, 2025

Architect Schedule

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

ORIGINAL SENATE  
FILE NO. SF0001

ENGROSSED

ENROLLED ACT NO. 12, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION FOR	GENERAL FUND \$	FEDERAL FUNDS \$	OTHER FUNDS \$	TOTAL APPROPRIATION \$
<b>Section 001. OFFICE OF THE GOVERNOR</b>				
PROGRAM				
Administration <sup>1., 2., 3.</sup>	8,113,789			8,113,789
Tribal Liaison	481,743			481,743
Commission on Uniform Laws	94,903			94,903
Special Contingency	475,000		20,000,000 S10	20,475,000
Homeland Security	1,998,131	20,585,798	819,250 SR	23,403,179
Natural Resource Policy <sup>4., 5., 6., 8.</sup>	2,000,000		1,500,000 SR	3,500,000
Endangered Species Admin.	675,000			675,000
Baseline Scientific Assess.	307,150			307,150
WY Innov. Partnership <sup>7.</sup>	<u>27,500,000</u>			<u>27,500,000</u>
TOTALS	41,645,716	20,585,798	22,319,250	84,550,764

AUTHORIZED EMPLOYEES

Full Time	39
Part Time	<u>2</u>
TOTAL	41

1. Of this general fund appropriation, up to one million two hundred fifty thousand dollars (\$1,250,000.00) is appropriated for one (1) or more at-will employee contract positions within the personal services series (100 series) or through the contractual services series (900 series) as necessary to enhance the state's opportunities to secure infrastructure grants. As a condition of this appropriation, the governor's office shall regularly report the result of expenditures and grants secured from expenditures under this footnote to the legislature through the joint appropriations committee. It is the intent of the legislature that this appropriation not be included within the office of the governor's standard budget for the immediately succeeding fiscal biennium. This appropriation shall not be transferred or expended for any other purpose. This appropriation shall not be subject to Section 307 of this act. Of this appropriation, six hundred fifty thousand dollars (\$650,000.00) is effective immediately.

2. Of this general fund appropriation, one hundred twenty-five thousand dollars (\$125,000.00) is for purposes of identifying impediments and acting on opportunities to improve Wyoming's access to export growth in international markets. This appropriation shall not be transferred or expended for any other purpose.

ENROLLED ACT NO. 12, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION	GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	TOTAL APPROPRIATION
FOR	\$	\$	\$	\$

3. Of this general fund appropriation, one hundred twenty thousand dollars (\$120,000.00) shall only be available for expenditure if there is a change of governor as a result of the 2022 general election. This appropriation is for transition staff salaries, travel, expenses incurred in relocating to and from the governor's mansion and other related office expenses, except that up to twenty thousand dollars (\$20,000.00) of this appropriation may be expended for purposes of defraying moving expenses for gubernatorial appointees who are required to move to Cheyenne and not more than five thousand dollars (\$5,000.00) is appropriated for any one (1) appointee. It is the intent of the legislature that this appropriation not be included within the office of the governor's standard budget for the immediately succeeding fiscal biennium. This appropriation shall not be transferred or expended for any other purpose.

4. This general fund appropriation shall be deposited into the federal natural resource policy account. It is the intent of the legislature that this appropriation not be included within the office of the governor's standard budget for the immediately succeeding fiscal biennium.

5. Of this general fund appropriation deposited into the federal natural resource policy account subject to footnote 4 of this section, one million dollars (\$1,000,000.00) is appropriated for the Black Hills national forest plan revision. This appropriation shall not be transferred or expended for any other purpose. This appropriation is effective immediately.

6. Subject to footnote 5 of this section, all funds within the federal natural resource policy account are appropriated and available for expenditure by the governor in accordance with W.S. 9-4-218.

7. (a) Of this general fund appropriation, twenty-seven million five hundred thousand dollars (\$27,500,000.00) is appropriated for phase II of the Wyoming innovation partnership. The following shall apply to this appropriation:

(i) Up to four hundred thousand dollars (\$400,000.00) may be expended for one (1) or more at-will employee contract positions within the personal services series (100 series) or through the contractual services series (900 series) as necessary to administer, monitor and report at regular intervals to the joint appropriations committee on the Wyoming innovation partnership;

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 2022 BUDGET SESSION

APPROPRIATION FOR	GENERAL FUND \$	FEDERAL FUNDS \$	OTHER FUNDS \$	TOTAL APPROPRIATION \$
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(ii) No funds shall be expended until the governor makes a determination that appropriate metrics have been established to measure the intended outputs and outcomes of the Wyoming innovation partnership and the expenditures will result in a reasonable likelihood of successfully achieving the identified metrics. The governor's office shall include a report of the established metrics and results within any biennial budget request submitted under W.S. 9-2-1013 in which the office seeks additional funding for the partnership;

(iii) Expenditures shall be approved by the governor and reported to the joint appropriations committee through the B-11 process as authorized by W.S. 9-2-1005(b)(ii) and reported pursuant to W.S. 9-2-1013(b);

(iv) This appropriation shall not be transferred or expended for any other purpose. It is the intent of the legislature that this appropriation not be included within the office of the governor's standard budget for the immediately succeeding fiscal biennium.

(b) The appropriation in subsection (a) of this footnote shall not be subject to Section 307 of this act.

8. Subject to footnote 5 and footnote 6 of this section, this general funds appropriation or other funds appropriation may be expended by the governor for litigation costs incurred by Wyoming counties involved in litigation relating to treaties between the United States and a federally recognized Indian tribe.

**Section 002. SECRETARY OF STATE**

PROGRAM	GENERAL FUND \$	FEDERAL FUNDS \$	OTHER FUNDS \$	TOTAL APPROPRIATION \$
Administration <sup>1., 2., 3.</sup>	8,175,971	208,690		8,384,661
Securities Enforcement			626,752 SR	626,752
Bucking Horse & Rider			20,000 SR	20,000
<b>TOTALS</b>	<b>8,175,971</b>	<b>208,690</b>	<b>646,752</b>	<b>9,031,413</b>
<b>AUTHORIZED EMPLOYEES</b>				
Full Time		31		
Part Time		<u>0</u>		
<b>TOTAL</b>		<b>31</b>		



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APPROPRIATION FOR	GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	TOTAL APPROPRIATION
	\$	\$	\$	\$
<b>Section 067. UNIVERSITY OF WYOMING</b> <sup>9.</sup>				
PROGRAM				
State Aid <sup>1., 2., 10.</sup>	304,213,013			304,213,013
Family Medical Residency	14,801,609			14,801,609
WWAMI Medical Education <sup>3.</sup>	16,283,547			16,283,547
School of Energy Res. <sup>4.,</sup> <sup>5., 6.</sup>	22,468,000			22,468,000
Tier 1 Engineering	7,584,703			7,584,703
NCAR MOU	1,528,316			1,528,316
Endowments & Matching <sup>7.,</sup> <sup>8.</sup>	<u>2,500,000</u>		<u>25,000,000</u> S13	<u>27,500,000</u>
TOTALS	369,379,188	0	25,000,000	394,379,188
AUTHORIZED EMPLOYEES				
Full Time	0			
Part Time	<u>0</u>			
TOTAL	0			

1. (a) Of this general fund appropriation, ten million dollars (\$10,000,000.00) is appropriated for the purpose of providing a state match for funds received by the University of Wyoming from athletic booster organizations or individuals donating funds to be used solely for athletic programs. This appropriation shall:

(i) Be retained by the state treasurer for distribution in accordance with the provisions of this footnote;

(ii) Be expended for the purposes of:

(A) Authorized recruitment of prospective student athletes to the University of Wyoming and expenses associated with participation in intercollegiate athletics including summer school attendance, nutrition, tutoring, team travel and costs directly related to participation in competition;

(B) Athletic training equipment.

(iii) Not be used for salaries or capital construction projects;

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APPROPRIATION	GENERAL	FEDERAL	OTHER	TOTAL
FOR	FUND	FUNDS	FUNDS	APPROPRIATION
	\$	\$	\$	\$

(iv) To the extent funds are available, be matched on a quarterly basis by the state treasurer for each cash or cash equivalent contribution actually received by the University of Wyoming for the purposes specified in this footnote for the period beginning July 1, 2022 and ending June 30, 2024 by distributing to the University of Wyoming an amount equal to the amount of qualifying contributions for the quarter.

(b) The appropriation specified in subsection (a) of this footnote shall not be transferred or expended for any purpose not specified in this footnote and any unexpended, unobligated funds remaining from this appropriation shall revert as provided by law on June 30, 2024.

2. Of this general fund appropriation, two hundred thousand dollars (\$200,000.00) shall be expended to support the University of Wyoming rodeo team.

3. Of this general fund appropriation, one million five hundred seventy-nine thousand nine hundred forty-eight dollars (\$1,579,948.00) shall be expended for any unfunded increases to student tuition and fees in the WWAMI program and only after all available and permissible federal funds have been exhausted. This appropriation shall not be transferred or expended for any other purpose.

4. Of this general fund appropriation, two million dollars (\$2,000,000.00) is appropriated for a nuclear energy collaboration and training program. It is the intent of the legislature that this appropriation not be included in the University of Wyoming's standard budget for the immediately succeeding fiscal biennium. This appropriation shall not be transferred or expended for any other purpose. This appropriation is effective immediately.

5. Of this general fund appropriation, two million dollars (\$2,000,000.00) is appropriated for energy policy development at the University of Wyoming specifically including a hydrogen center of excellence. It is the intent of the legislature that this appropriation not be included in the University of Wyoming's standard budget for the immediately succeeding fiscal biennium. This appropriation shall not be transferred or expended for any other purpose.

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APPROPRIATION	GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	TOTAL APPROPRIATION
FOR	\$	\$	\$	\$

6. Of this general fund appropriation, three hundred thousand dollars (\$300,000.00) is appropriated for a feasibility study on using carbon dioxide in public works projects. The feasibility study shall include an analysis of the economic feasibility of requiring that a specified percentage of concrete used in public works projects be made using carbon dioxide emissions from coal fired or natural gas fired electric generation facilities and shall also include the feasibility of establishing a potential carbon dioxide storage hub in Wyoming. The feasibility study report shall be completed and submitted by December 1, 2022 to the joint minerals, business and economic development interim committee and the joint appropriations committee. It is the intent of the legislature that this appropriation not be included in the University of Wyoming's standard budget for the immediately succeeding fiscal biennium. This appropriation shall not be transferred or expended for any other purpose. This appropriation is effective immediately.

7. Of this general fund appropriation, two million five hundred thousand dollars (\$2,500,000.00) is appropriated for the purpose of providing a state match for funds received by the University of Wyoming or donated funds to be used solely for support for excellence in research, education and extension in ranch and rangeland management. Distribution of this appropriation is conditioned upon a match of funds in the ratio of one dollar (\$1.00) of appropriated general funds to not less than one dollar (\$1.00) of matching funds from any other source. This appropriation shall be retained by the state treasurer for distribution in accordance with W.S. 21-16-904. Notwithstanding W.S. 9-2-1008, 9-2-1012(e) and 9-4-207, any unexpended, unobligated monies from this appropriation shall not revert until June 30, 2028.

8. (a) Of this other funds appropriation, twenty-five million dollars (\$25,000,000.00) is appropriated to match research grants and contracts related to flow through porous media. It is the intent of the legislature that this appropriation not be included in the University of Wyoming's standard budget for the immediately succeeding fiscal biennium. This appropriation shall not be transferred or expended for any other purpose. Expenditure of this appropriation is conditioned upon:

(i) Securing a match of funds in the ratio of one dollar (\$1.00) of appropriated general funds to not less than one dollar (\$1.00) of matching funds from any other source;

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APPROPRIATION FOR	GENERAL FUND \$	FEDERAL FUNDS \$	OTHER FUNDS \$	TOTAL APPROPRIATION \$
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(ii) Conducting all computational and practical research to the extent reasonably possible with University of Wyoming students within Wyoming;

(iii) Performing research on geologic formations and energy extraction opportunities that may be found within Wyoming;

(iv) Developing any feasibility studies, small-scale experiments or large-scale projects associated with research funded by this appropriation within the state of Wyoming to the extent possible.

9. Not later than June 1, 2022, the University of Wyoming shall report to the joint appropriations committee and the joint education interim committee on the general education requirements or other requirements for students seeking non-liberal arts degrees to take university studies courses or other general education courses outside of the students' majors. This report shall include all regulation and policy incentives and disincentives to students used by the university to take extra-major courses, including any impact on student registration and the effects these requirements, policies and other university actions have on student choice and the cost of education to students. This footnote is effective immediately.

10. Of this general fund appropriation, two hundred fifty thousand dollars (\$250,000.00) shall only be effective if the shop Wyoming marketplace program or an equivalent internet marketplace program is made available to Wyoming companies for the sale of firearms, firearm related products, or both, in compliance with W.S. 13-10-302(a).

**Section 069. WICHE**

PROGRAM	GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	TOTAL
Administration & Grants	4,467,417			4,467,417
TOTALS	4,467,417	0	0	4,467,417

AUTHORIZED EMPLOYEES	
Full Time	0
Part Time	0
TOTAL	0

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[PERSONAL SERVICES TRANSFERS]

**Section 307.**

(a) Unless otherwise specifically provided, nonfederal fund appropriations for personal services (100 series) contained in this act shall not be transferred to any other series or expended for any purpose other than personal services. Notwithstanding W.S. 9-2-1005(b)(ii) or any other provision of this act, nonfederal fund appropriations for contractual services (900 series) contained in this act shall not be transferred to the personal services (100 series).

(b) The following appropriations and agencies are exempt from this section:

(i) Section 2, Section 048 of this act to the department of health;

(ii) Section 2, Section 080 of this act to the department of corrections;

(iii) Any other appropriation in this act that specifies that the appropriation shall not be subject to this section.

(c) The judicial branch is exempt from this section for transfers in a total amount not to exceed four hundred thousand dollars (\$400,000.00).

[MAJOR MAINTENANCE FUNDING FOR STATE FACILITIES, STATE PARKS AND CULTURAL RESOURCES, UNIVERSITY AND COMMUNITY COLLEGES]

**Section 308.**

(a) For the biennium beginning July 1, 2022, there is appropriated from the general fund for major building and facility repair and replacement to the entities and in the amounts specified as provided in this subsection:

(i) One hundred forty-five million ninety-two thousand five hundred thirty-eight dollars (\$145,092,538.00);

(ii) The appropriation in paragraph (i) of this subsection shall be distributed as follows:

(A) Thirty-nine and seventy-five hundredths percent (39.75%) to the state construction department for state facilities managed by the state building commission and state institutions;

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(B) Four and fifty-three hundredths percent (4.53%) to fund projects submitted by the department of state parks and cultural resources as approved by the state building commission;

(C) Thirty-five and eighty-nine hundredths percent (35.89%) to the University of Wyoming for university facilities, excluding student housing, the student union and auxiliary services areas, the latter being those areas funded by university self-sustaining revenues;

(D) Nineteen and eighty-three hundredths percent (19.83%) to the state construction department for community college district facilities.

(b) Notwithstanding W.S. 9-2-1008, 9-2-1012(e) and 9-4-207, appropriations made under subsection (a) of this section shall be separately accounted for by the recipient and shall not revert. Expenditures from these appropriations shall be restricted to expenses incurred for major building and facility repair and replacement as defined in W.S. 9-5-107(h) and as prescribed by rule and regulation of the state building commission.

(c) Not later than September 1, 2023, the state construction department shall submit to the state building commission a recommendation for funding for the biennium beginning July 1, 2024, for major building and facility repair and replacement for state institutions, for University of Wyoming facilities and for community college facilities. This recommendation for all facilities shall be based on a formula adopted by the state building commission pursuant to W.S. 9-5-107(g), except that the formula shall incorporate the gross square footage of buildings and facilities for each category of buildings for state facilities, university facilities and community college facilities, not to exceed seven (7) building categories for each entity, excluding student housing, the student union and auxiliary services areas funded exclusively through university or community college generated revenues unless otherwise specified.

(d) Not later than October 31, 2023, the state construction department, the department of state parks and cultural resources, the University of Wyoming and the community college commission shall report to the state building commission and the joint appropriations committee on the expenditures and commitments made from the appropriations under subsection (a) of this section.

ENROLLED ACT NO. 12, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

(d) Except as provided in subsections (k), ~~and~~ (m) and (n) of this section, any revenue received under subsection (a) of this section in excess of two hundred million dollars (\$200,000,000.00) shall be distributed as follows:

(vi) From the amounts which would otherwise be distributed to the school foundation program account under paragraph (iii) of this subsection and paragraphs (k)(i), ~~and~~ (m)(i) and (n)(i) of this section, there is annually appropriated to the common school permanent fund reserve account the amount determined under W.S. 9-4-719(g). The appropriation shall be credited to the account as provided in W.S. 9-4-719(g);

(vii) From the amounts that would otherwise be distributed to the budget reserve account under paragraph (iv) of this subsection and paragraphs (k)(ii), ~~and~~ (m)(ii) and (n)(ii) of this section, amounts necessary to make the required revenue bond payments as provided by W.S. 9-4-1003(d), but in no event more than eighteen million dollars (\$18,000,000.00) annually;

(n) For fiscal year 2023, any revenue received under subsection (a) of this section in excess of four hundred fifty-nine million dollars (\$459,000,000.00) and for fiscal year 2024, any revenue received under subsection (a) of this section in excess of four hundred twenty-nine million two hundred thousand dollars (\$429,200,000.00) shall be distributed as follows:

(i) Forty percent (40%) to the school foundation program account; and

(ii) Sixty percent (60%) to the budget reserve account.

[AML FUNDING - REAUTHORIZATION OF PRIOR APPROPRIATIONS]

**Section 316.**

(a) The legislature authorizes the department of environmental quality to submit new grant applications or modify existing grant applications to the federal office of surface mining to reappropriate and redirect previously authorized and reverted funds of up to three hundred ten thousand five hundred forty dollars (\$310,540.00) or as much thereof as is available, to the University of Wyoming for energy science graduate stipends and fellowships from the previous appropriation under 2011 Wyoming Session Laws, Chapter 88, Section 346(d)(ii) as amended by 2017 Wyoming Session Laws, Chapter 176.

ENROLLED ACT NO. 12, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

(b) Expenditures under this section are subject to the following:

(i) The University of Wyoming shall not supplant any existing graduate stipend or fellowship funding with these funds;

(ii) The University of Wyoming shall establish minimum grade point average and graduate record examination score thresholds for qualifying students to ensure that only highly qualified candidates are awarded energy science graduate stipends or fellowship opportunities;

(iii) Each year, at least fifty percent (50%) of all funds awarded for energy science graduate stipends and fellowships shall be awarded to qualifying students who have demonstrated Wyoming residency as determined by the University of Wyoming or who are graduates of the University of Wyoming.

(c) The department of environmental quality is authorized to submit new grant applications or modify existing grant applications to the federal office of surface mining to reappropriate and redirect any unexpended, unobligated funds remaining from the reappropriation in this section on May 31, 2024, for the planning and design of segments two (2), three (3) and four (4) of the Bitter Creek restoration project at Rock Springs and for the construction segment one (1) of the Bitter Creek restoration project near Rock Springs. Any unexpended, unobligated funds from the appropriation in this section shall be reverted by notifying the department of environmental quality of the unexpended, unobligated funds upon completion of the project or purposes for which the appropriation was made.



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SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

(i) For each year the certificate is valid, the district provides each teacher employed by the district and holding certification by the national board for professional teaching standards a lump sum payment of four thousand dollars (\$4,000.00), except that for school year 2022-2023 and school year 2023-2024 a lump sum payment of two thousand dollars (\$2,000.00) for each school year shall be made, which payment is in addition to the teacher's annual salary as determined by the board, and which is paid to each certified teacher between December 1 and December 31 of the school year for which application is made;

(b) Nothing in this section shall be interpreted to prohibit a school district from expending any other funds for purposes of a lump sum payment in the amount of two thousand dollars (\$2,000.00) for each school year to each teacher employed by the district and holding certification by the national board for professional teaching standards.

[EMPLOYEE COMPENSATION]

**Section 319.**

(a) There is appropriated sixty-four million eight hundred thousand dollars (\$64,800,000.00) from the general fund to the state auditor for salary adjustments of generally funded employees whose salary is not prescribed by law for the fiscal period commencing July 1, 2022 and ending June 30, 2024 as specified in this section. From this appropriation, the state auditor shall distribute the following amounts:

(i) Thirty-seven million six hundred ninety thousand four hundred sixty-two dollars (\$37,690,462.00) for distribution among the executive branch agencies, including statewide elected officials, pursuant to subsection (b) of this section for employees of the executive branch, the commission on judicial conduct and ethics and the community college commission but not including any agency or entity specified in paragraph (ii) or (iii) of this subsection, the Wyoming business council and Wyoming energy authority;

(ii) Sixteen million two hundred seventy-one thousand four hundred fifty dollars (\$16,271,450.00) to the University of Wyoming pursuant to subsection (b) of this section for employees of the University of Wyoming, the University of Wyoming medical education program, school of energy resources and the enhanced oil recovery commission;

ENROLLED ACT NO. 12, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

(iii) Eight million six hundred sixteen thousand eight hundred thirty-three dollars (\$8,616,833.00) to the community college commission to be allocated among the community colleges in proportion to the state funded payroll of each college relative to the total state funded payroll as submitted by the colleges to the state budget department and further distributed within each college pursuant to subsection (b) of this section among the community colleges for employees of the community colleges and Wyoming public television;

(iv) Two million two hundred twenty-one thousand two hundred fifty-five dollars (\$2,221,255.00) to the supreme court to be further distributed pursuant to subsection (b) of this section among the employees of the supreme court, district courts and circuit courts and related subdivisions.

(b) Funds appropriated under subsection (a) of this section shall be distributed to employees of entities specified in paragraphs (a)(i) through (iv) of this section to provide for salary and employer paid benefit increases consistent with employee performance and occupational market analysis as determined by the specified recipient entities.

(c) For state executive and judicial branch employees whose compensation is paid from nongeneral fund sources, to the extent funds are available, there is appropriated from those accounts and funds amounts necessary to provide payment of comparable salary increases and employer paid benefits as that which is distributed to employees of entities specified in paragraphs (a)(i) through (iv) of this section and subject to the same distribution methodology that is applied by the entities specified in paragraphs (a)(i) through (iv) of this section, respectively. For state executive and judicial branch employees whose compensation is partially funded by general funds, general funds shall be expended for compensation increases in the same proportion as the employee's budgeted salary is paid by state general funds.

(d) Notwithstanding any other provision of law, the appropriation under this section shall not be transferred or expended for any purpose other than as specified in this section. Any unexpended, unobligated funds remaining from the appropriation under this section shall revert as provided by law on June 30, 2024.

ENROLLED ACT NO. 19, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
 2022 BUDGET SESSION

APPROPRIATION	GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	TOTAL APPROPRIATION
FOR	\$	\$	\$	\$

of this other funds appropriation from the strategic investments and projects account is conditioned upon a match of funds in the ratio of one dollar (\$1.00) of appropriated funds from the strategic investments and projects account to not less than one dollar (\$1.00) from private funds (PR) from the requesting community college and shall be awarded on a first-come, first-served basis.

15. The fair market value of any donation to the community college real property on which this project shall be constructed shall be applied toward the match of the four million four hundred thousand dollars (\$4,400,000.00)PR from private funding sources as required by this act.

(ii) Appropriations and authorization for University of Wyoming projects:

**Section 067. CAPITAL CONSTRUCTION PROJECTS**

PROGRAM

UW-Trustees'

Capital Project 1-	50,000,000	S13	50,000,000
UW - AG College	8,632,000	S13	8,632,000
TOTALS	58,632,000		58,632,000

1. (a) Of this other funds appropriation, fifty million dollars (\$50,000,000.00)S13 is appropriated for the construction or renovation of the Corbett natatorium, construction or renovation of the west stands at war memorial stadium, renovation or additions to the college of law, or any combination thereof. Any amount allocated for renovations or additions to the college of law is effective immediately. Expenditure of this appropriation is conditioned upon a match of funds in the ratio of one dollar (\$1.00) of appropriated funds from the strategic investments and projects account to not less than one dollar (\$1.00) from any other source from the University of Wyoming. The following shall apply to this other funds appropriation from the strategic investments and projects account:

ENROLLED ACT NO. 19, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION	GENERAL FUND	FEDERAL FUNDS	OTHER FUNDS	TOTAL APPROPRIATION
FOR	\$	\$	\$	\$

(i) This appropriation shall be directed to the state treasurer to be deposited into an account for distribution to the university;

(ii) Binding commitments for donations are eligible for the matching funds under this appropriation if the donation will be fully paid by December 31, 2027. Not less than quarterly, the state treasurer shall distribute to the university matching funds under this footnote for any donation or other funds eligible for the match upon receipt of proof of a binding commitment for the donation or availability of other funds.

ENROLLED ACT NO. 20, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION	OTHER FUNDS
FOR	\$
<b>Section 400. AMERICAN RESCUE PLAN DIRECT (ARPD) APPROPRIATIONS</b>	
AGENCY & PROGRAM	
001 - Discr. Health Response <sup>1</sup> .	50,000,000 ARPD
001 - Workforce Prgms <sup>2</sup> .	10,000,000 ARPD
024 - Outdoor Rec. Grant Prgm <sup>3</sup> .	10,000,000 ARPD
024 - Outdoor Rec. & Tourism <sup>4</sup> .	2,000,000 ARPD
<del>[029 - Eligible Water Projects <sup>27</sup>.</del>	<del>45,000,000 ARPD]</del>
045 - Tech. Needs for WyoLink <sup>5</sup> .	35,000,000 ARPD
045 - Air Service Financial Assistance <sup>25</sup> .	8,832,058 ARPD
048 - HHS Staffing Stabilization <sup>6</sup> .	13,000,000 ARPD
048 - HHS Innovation Fund <sup>7</sup> .	5,000,000 ARPD
048 - EMS Dispatch Cert. <sup>8</sup> .	84,000 ARPD
048 - 2-1-1 Capacity Building <sup>9</sup> .	1,750,000 ARPD
048 - EMS Stabilization Fund <sup>10</sup> .	5,000,000 ARPD
048 - EMS Regionalization Pilot <sup>11</sup> .	10,000,000 ARPD
048 - WYHS (FY2023) <sup>12</sup> .	2,749,894 ARPD
048 - HHS Cap. Imprv. & Provider Relief <sup>13</sup> .	5,000,000 ARPD
048 - 24-7 Suicide Prevention <sup>26</sup> .	2,100,000 ARPD
048 - Mental Health Provider Training Phase II <sup>28</sup> .	200,000 ARPD
048 - First Responder & Law Enforcement Mental Health Support <sup>29</sup> .	1,000,000 ARPD
<del>[049 - Crisis Beds/ Stabilization Svcs <sup>14</sup>.</del>	<del>750,000 ARPD]</del>
049 - Food Insecurity - Network Evaluation <sup>30</sup> .	250,000 ARPD
057 - WYIN Loan & Grant Prgm <sup>15</sup> .	6,427,477 ARPD
060 - HHS Capital Construction <sup>16</sup> .	85,000,000 ARPD
060 - Local Gov. Support Projects <sup>17</sup> .	50,000,000 ARPD
060 - Eligible Water & Sewer Projects <sup>18</sup> .	50,000,000 ARPD
067 - Family Medicine	

ENROLLED ACT NO. 20, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION	OTHER FUNDS
FOR	\$
Residency Program <sup>19</sup> .	708,407 ARPD
067 - WWAMI T&F Inflation <sup>20</sup> .	1,579,948 ARPD
067 - College of Health Sciences <sup>31</sup> .	500,000 ARPD
080 - SUD Treatment Backlog <sup>21</sup> .	1,200,000 ARPD
085 - Connect Wyoming 2 <sup>22</sup> .	25,000,000 ARPD
101 - Circuit Court eFiling <sup>23</sup> .	2,140,000 ARPD
101 - PPE & Tests <sup>24</sup> .	150,000 ARPD
101 - Equal Justice Wyoming <sup>32</sup> .	817,900 ARPD
TOTAL	<u>431,239,684</u>

**[BRACKETED LANGUAGE SHOWN IN BOLD AND AS STRICKEN WAS VETOED BY GOVERNOR MARCH 10, 2022.]**

1. This appropriation to the governor's office **[is for purposes of responding to the COVID-19 public health emergency]**. **[BRACKETED LANGUAGE SHOWN IN BOLD WAS VETOED BY GOVERNOR MARCH 10, 2022 - HOUSE AND SENATE VETO OVERRIDE MARCH 11, 2022.]**

2. (a) This appropriation to the governor's office is for distribution to or through the Wyoming business council, department of workforce services, University of Wyoming or Wyoming community college commission and community colleges for:

(i) Pre-apprenticeships and apprenticeships;

(ii) Targeted healthcare workforce programs;

(iii) Targeted early childhood workforce programs;

(iv) Dislocated and underemployed talent transition programs;

(v) Workforce development for targeted populations who do not qualify for other assistance, including prisoners released on parole;

ENROLLED ACT NO. 20, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION	OTHER FUNDS
FOR	\$

18. (a) This appropriation to the office of state lands and investments is for the allocation of competitive grant funding to cities, counties, special districts and tribal governments for eligible water and wastewater projects. The allocation of the competitive grant funding shall be determined by the state loan and investment board. The following conditions shall apply to all grants provided under this footnote:

(i) The maximum grant for any single project shall be seven million five hundred thousand dollars (\$7,500,000.00);

(ii) Expenditure of the grant by the recipient is conditioned upon a match of funds in the ratio of eighty-five cents (\$0.85) of grant funds to not less than fifteen cents (\$0.15) from matching funds provided by the project sponsor.

19. This appropriation to the University of Wyoming is for the family medical residency program.

20. This appropriation to the University of Wyoming WWAMI medical education program is to be expended solely for student tuition and fees if determined in writing by the Wyoming attorney general to be permissible under state and federal law. The Wyoming attorney general's written determination shall be provided to the state auditor's office before funds are released for the university from this appropriation.

21. This appropriation to the department of corrections is for purposes of resolving the substance use disorder treatment backlog created by the COVID-19 public health emergency.

22. (a) This appropriation to the Wyoming business council is for purposes of increasing broadband connectivity to improve access to and meet the increased need for reliable high-speed internet service. In administering funds distributed and expended under this footnote, the Wyoming business council shall:

ENROLLED ACT NO. 20, SENATE

SIXTY-SIXTH LEGISLATURE OF THE STATE OF WYOMING  
2022 BUDGET SESSION

APPROPRIATION	OTHER FUNDS
FOR	\$

27-14-102(a)(xxxii) and law enforcement officers. An emergency medical service provider or county or municipal law enforcement agency seeking a grant under this footnote shall apply to the department detailing the provider's or agency's grant proposal on an application provided by the department. Grant proposals shall be evaluated by the department and prioritized for grant funding based on the following criteria:

(i) The degree to which the proposal will reasonably achieve the intent of this program;

(ii) The adequacy of the proposal's approach to ensuring that any mental health programming funded through the receipt of a grant can be independently sustained by the emergency medical service provider or county or municipal law enforcement agency into the future.

30. This appropriation to the department of family services is for the purpose of planning a system to maximize state and local food distribution and minimize waste of donated and publicly purchased food to feed needy children, families and elderly persons with the intent to identify best practices and opportunities for enhancement and improvement.

31. This appropriation to the University of Wyoming's college of health sciences is for purposes of setting up and developing an accredited physician assistant training program capable of educating and training cohorts of five (5) Wyoming physician assistant students per year. The program shall work and align as closely as possible with current medical education and training programs. The physician assistant program may allow students to participate remotely from any Wyoming community college as practicable.



**TRUSTEES OF THE UNIVERSITY OF WYOMING  
BUDGET COMMITTEE  
FY2023 Budget Hearing Schedule  
Monday, May 9 -Tuesday, May 10, 2022**

<b>Monday, May 9, 2022</b>							
Agenda Item	Start	End	Topic	President, Dean or Vice President	Business Officer	Narrative Page	
1	8:00	8:15	UW Consolidated Budget Overview	Alex Kean			
2	8:15	8:35	Office of the President	President Seidel	Jordan Ditty-Suggs		
3	8:35	9:15	Academic Affairs	Kevin Carman	Stephanie Stark		
4	9:20	10:30	Research and Economic Development (Includes WIP)	Diana Hulme	Jamison Miller		
5	10:35	11:05	School of Computing	Gabrielle Allen	Megan Barber		
6	11:10	12:00	College of Engineering and Applied Science	Cameron Wright	Megan Barber		
	12:00	12:30	<b>Lunch</b>				
7	12:30	1:00	Information Technology	Robert Aylward	Margaux Christensen		
8	1:05	1:35	Honors College	Peter Parolin	Christie Tolman		
9	1:40	2:30	College of Business	Godby	Kevin Rhodine		
10	2:35	3:15	Hauke School of Environment & Natural Resources	John Koprowski	Kim Messersmith		
11	3:20	4:10	General Counsel	Tara Evans	Jordan Ditty-Suggs		
12	4:15	5:00	UW Operations	Bill M	Daisy Bryant		

DRAFT

<b>Tuesday, May 10, 2022</b>							
Agenda Item	Start	End	Topic	President, Dean or Vice President	Business Officer		
13	7:30	8:10	Business Enterprises, Finance and Human Resources	Alex Kean			
14	8:15	9:05	Intercollegiate Athletics	Tom Burman	Rachael Hulet		
15	9:10	10:00	College of Education	Scott Thomas	Kimberly Montez		
16	10:05	10:35	College of Law	Klint Alexander	Laurie Kempert		
17	10:40	11:20	UW Libraries	Ivan Gaetz	Laurie Mendick		
18	11:25	12:00	UW Foundation	Ben Blalock	Troy Casserta		
	12:00	12:30	<b>Lunch</b>				
19	12:30	1:20	College of Agriculture and Natural Resources	Barbara Rasco	Maria Jenks		
20	1:25	2:15	College of Arts & Sciences	Camellia Okpodu	Laurie Sanchez		
21	2:20	3:10	College of Health Sciences	David Jones	Jill Worden		
22	3:15	4:05	Student Affairs	Kim Chestnut	Marjorie Jaeger		
23	4:10	5:00	Institutional Marketing and Communications	Chad Baldwin	Kass Sprague		

RESERVE ACCOUNT	BOARD NARRATIVE	TARGET AMOUNT/ORIGINAL BALANCE	MOTIONS
<b>TRANSPORTATION PLANE RESERVE</b>	<p>Transportation Plane Reverse Account funded with an initial amount of \$1,000,000. The Board also directed the UW President to add an expense line to all future University Operating Budgets for an annual payment of \$140,000 to the Passenger Plan Reserve Account. Funds in the account are intended to be used for funding the future replacement of the passenger plane. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.</p>	<p>\$1,000,000 + \$140,000 annually</p>	<p>September 2017 Full Board Meeting Minutes-Page 50-51 Reserve Account Resolutions- Attachment IV</p>
<b>CAPITAL CONSTRUCTION RESERVE</b>	<p>Capital Construction Reserve Account funded with an initial amount of \$20,000,000. Funds in the account are intended to be used to provide the funding necessary to the University to acquire, develop, repair, and/or renovate University facilities. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.</p>	<p>\$20,000,000</p>	<p>January 2016 Full Board Meeting Minutes-Page 46 Attachment B Attachment D  November 2016 Full Board Meeting Minutes-Page 205-206 Attachment N</p>
<b>RESIDENCE HALL CAPITAL PROJECT RESERVE</b>	<p>Residence Hall Reserve Account funded with an initial amount of \$14,000,000. Funds in the account are intended to be used to fund the demolition, construction and/or renovation of residence halls. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.</p>	<p>\$14,000,000</p>	<p>September 2017 Full Board Meeting Minutes-Page 50-51 Reserve Account Resolutions- Attachment IV</p>

<p><b>LEGAL, RISK, AUDIT AND SELF-INSURED RETENTION RESERVE</b></p>	<p>Legal, Risk, Audit and Self-Insured Retention Reserve Account fund which shall be held at the General Counsel’s office with an initial amount of \$5,000,000. Funds in the account are intended to be used for annual expenditures for insurance, claims, legal services and other unfunded risk and litigation expenses exceeding the Office of General Counsel’s approved annual budget. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions. <b>AMENDED: Increased amount to \$7,000,000 at the November 2021 BofT meeting.</b></p>	<p>\$7,000,000</p>	<p>September 2017 Full Board Meeting Minutes-Page 50-51 Reserve Account Resolutions- Attachment IV</p>
<p><b>GENERAL UNIVERSITY OPERATING RESERVE</b></p>	<p>General Unrestricted Operating Reserve Account with an initial amount of \$50,000,000 so said fund has a minimum balance of \$50,000,000. Funds in the account are intended to be used to ensure that the University can address unexpected or unusual conditions due to changes in available revenue or unanticipated costs associated with the approved University budget.</p> <p>The University of Wyoming Operations Reserve Account should contain, at a minimum, an amount equal to ten percent (10.0%) of the University’s annual operating budget as approved by the Board of Trustees (“Minimum Operations Reserve Account Amount”). Any transaction which would reduce this account below the Minimum Operations Reserve Account Amount and during all times the balance of the Operations Reserve Account is below the Minimum Operations Reserve Account Amount, funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the Budget Committee.</p>	<p>\$50,000,000</p>	<p>January 2016 Full Board Meeting Minutes-Page 46 Attachment B</p> <p>November 2016 Full Board Meeting Minutes-Page 205-206 Attachment N</p> <p>Budget Committee Motion November 2016 Meeting</p> <p>Budget Committee Proposed Amendment November 2016 Meeting</p>
<p><b>RECRUITMENT AND RETENTION EXPENDABLE RESERVE</b></p>	<p>Recruitment &amp; Retention Reserve Account with an initial amount of \$10,400,000. Of the \$10,400,000, \$400,000 shall be available for expenditures in FY 2018, and the balance of \$10,000,000 shall be held in a quasi-endowment fund and only the annual income shall be available for expenditure. Funds in the account are intended to be used solely for one-time recruitment, and retention funding. Said recruitment and retention payments shall only be made for one-time payments and shall not be on-going obligations or additions to salary or compensation. Said account shall be University of Wyoming funds and held by and invested by the UW Foundation. The funds shall be held in a quasi-endowment fund and only the annual income shall be available for expenditure unless approved by the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.</p>	<p>\$10,400,000</p>	<p>September 2017 Full Board Meeting Minutes-Page 50-51 Reserve Account Resolutions- Attachment IV</p>

**SPECIAL PROJECT RESERVE**

Special Projects Reserve Account with an initial amount of \$50,585,000. Funds in the account are intended to be used to fund such programs, expenses, and other matters deemed important and necessary by the University of Wyoming. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

\$50,585,000

September 2017  
Full Board Meeting Minutes-Page  
50-51  
Reserve Account Resolutions-  
Attachment IV



*Board Approved 1-21-16 @ 11:25 a.m.*

**University Operations Reserve Account**

The Board directs the UW President to establish and fund a UW Operations Reserve Account from whatever revenue sources are practicable. The UW president shall identify a goal for the balance to be retained in the account, based upon financial conditions and the total amount of expenditures contemplated in the budget approved by the Board of Trustees for University operations for each fiscal year. The UW president shall also develop a policy for sources of funds to fund the account. The goal and policy shall be submitted to the Board of Trustees' Budget Committee for review, and the Committee shall forward its recommendations to the full Board for review. Any proposed revisions to the goal and policy the Board may adopt shall follow this process.

Funds in this University Operations Reserve Account are intended to be used to ensure that the University is able to address unexpected or unusual conditions due to changes in available revenue or in unanticipated costs associated with the approved University budget. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The policy adopted by the Board may include exceptions to this approval process for emergencies. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

**University Capital Facilities Reserve Account**

The Board directs the UW President to establish and fund a UW Capital Facilities Reserve Account from whatever revenue sources are practicable. The UW president shall identify a goal for the balance to be retained in the account, based upon the extent to which capital facilities construction projects are under contract at the University. The UW president shall also develop a policy for sources of funds to fund the account. The goal and policy shall be submitted to the Board of Trustees' Facilities Construction Committee for review, and the Committee shall forward its recommendations to the full Board for review. Any proposed revisions to the goal and policy the board may adopt shall follow this process.

Funds in this Capital Facilities Reserve account are intended to be used to ensure that capital facilities projects at the University serve the goals and objectives of the project as determined by the Board of Trustees. Funds in the account shall be expended for capital facilities projects only with the approval of the Board of Trustees, upon recommendation of the President of the University and of the Facilities Construction Committee of the Board of Trustees. The policy adopted by the Board may include exceptions to this approval process for emergencies. The Vice President for Administration shall report regularly to the Board of Trustees on the balance in the account and any recent transactions.



**Project Development Policy and Procedure for UW Capital Construction for Major Projects**  
*Revised policy approved 1-21-16*

Each Capital Construction Project shall be subject to this process. Effective July 16, 2015, the process for developing capital construction projects shall be as follows:

- 1) **Planning:** Major capital construction projects shall be developed by the Division of Administration in consultation with campus and other university constituencies and approved by the Board of Trustees. Major capital construction projects are those projects that require Level I, II and III steps under Wyoming law. These projects are typically funded in whole or in part by state funds that are generally provided as a result of a budget request approved for submission by the Board of Trustees. The current Capital Facilities Plan is reaching the end of its term, and the Capital Facilities Plan for 2017 to 2022 is being developed. Meanwhile, through the state budget process there are clearly a set of major projects being considered by UW. The Guiding Principles in Appendix A shall apply to this policy and procedure.
- 2) **Project Concept and Intent:** For major capital construction projects, UW's Planning Team, as appointed and charged by the UW Vice President for Administration, shall meet with the primary campus department(s) requesting the project to create a "Statement of Need" or "Project Vision Statement" with the essential purpose and basic elements of the program requirements for the project. The Statement of Need shall include basic information, e.g. "this building renovation is planned to renovate the engineering building with program elements to assist UW in achieving Tier 1 Engineering status." This document may be relatively short with only the basic information regarding the purpose and functionality of the project.
- 3) **Level 1 (Reconnaissance Study):** For major capital construction projects, the Facilities Planning Office will prepare the Level I reconnaissance study. UW typically does not request state funds for Level I reconnaissance studies, but pays for the work from available resources. The Facilities Planning Office shall work with the Planning Team (which shall consist solely of university employees and appropriate stakeholders) to develop the Level I reconnaissance study. The Division of Administration shall ensure that stakeholders working with the Planning Team include a variety of constituencies, including policymakers and at least one member of the Board of Trustees. The Vice President for Administration shall advise the Board of Trustees of the membership of the Planning Team and the stakeholders identified to work with the consultant, prior to the Facilities Planning Office commencing work.

The Level I reconnaissance study shall include all information required by Wyoming law (W.S. 9-5-108).

Upon completion of the Level I reconnaissance study, the Vice President for Administration shall review and may direct further work or modifications to the Document. If the Vice President, after review, approves the Document, the Vice President, subject to the approval of the President, will submit it to the Facilities Construction Committee of the Board for review, prior to consideration by the Board of Trustees.



*Approved 1-21-16 @ 2:18 p.m.*

- 4) **Level II (Feasibility Study):** Upon completion of the Level I reconnaissance study and review and approval by the Board of Trustees, the Vice President for Administration, subject to the approval of the President, shall submit a recommendation for funding for a Level II feasibility study to the Facilities Construction Committee for review prior to consideration by the Board. This typically includes a recommendation for a state budget request for funding.

If funding is secured for a Level II feasibility study, a Consultant will be selected through an RFP/RFQ process with criteria including a focus on planning and conceptual estimating to achieve an appropriate initial or preliminary budget in advance of design drawings. The Vice President for Administration shall recommend, through the Facilities Construction Committee, to the Board of Trustees the firm to be selected. No contract shall be executed for Level II services except upon prior approval by the Board of Trustees.

The Consultant shall prepare a Level II feasibility study in collaboration with the Planning Team and stakeholders. The Board of Trustees shall be advised of any changes in the Planning Team and stakeholders compared with those who were engaged in the Level I reconnaissance study process.

The Level II feasibility study shall include all information required by Wyoming law (W.S. 9-5-108) and additionally shall include the following: a program of spaces required in the facility; the functional, adjacency and proximity requirements for each space; conceptual illustrations, including floor plans as required for conceptual construction cost estimating; and the anticipated project budget. The Level II feasibility study shall also identify target dates for occupancy and operational use of the project. Further:

- a. In the Level II feasibility study, the project requirements—including time and the space requirements, primary building systems, and unique attributes of the various program elements—shall be identified through meetings with the UW Planning Team, stakeholders, and other UW staff, as appropriate. The project requirements and space program shall determine the total assignable square feet (ASF) of new space to be included in the proposed project. The total ASF shall be multiplied by an appropriate building efficiency factor (such as 1.55 for 65% efficiency) to arrive at the gross square feet of new construction required to meet the program requirements.
- b. If the project involves a new building, the Level II feasibility study shall also include analysis of the appropriate location for the building. The Vice President for Administration shall develop a recommendation for location for the building in consultation with campus and external constituencies. The Vice President for Administration, subject to the approval of the President, shall submit a recommendation for location for the new building to the Facilities Construction Committee of the Board for review, prior to consideration by the Board of Trustees. Depending upon the nature and complexity of the project, this recommendation may be submitted prior to completion of the Level II feasibility study in accordance with paragraph 3. The location of any new building must be approved by the Board of Trustees.



*Approved 1-21-16 @ 2:18 p.m.*

- c. **UW shall utilize external consultants with planning/design experience in the particular building type and the regional construction market to estimate the anticipated design and construction costs for the building being considered, including costs associated with landscaping. This information—together with the anticipated durations—shall be used to establish the Initial Project Budget and Initial Project Schedule.**
- d. **The project cost estimate may be prepared by an independent cost estimating subconsultant of the Consultant hired by UW, and shall be reviewed and adjusted as appropriate in collaboration with the Planning Team and, once approved, shall become the Initial Project Budget for the project.**
- e. **In developing the Initial Project Budget, the Consultant and their cost estimating sub-consultant, if any, shall use their expertise and relevant knowledge of the local construction market along with recognized industry publications, government labor and material cost indexes, available costs of similar projects by peer institutions, the knowledge of the Facilities Planning Office, stakeholder input, and any illustrations, examples, drawings or other information available or developed as part of their contract deliverables. The construction cost estimate will also include adjustments for cost escalation as appropriate based upon the approximate schedule for construction.**
- f. **The Level II feasibility study shall include an estimate of the additional operations and maintenance costs for the project when it is fully operational.**
- g. **The construction cost component of the Initial Project Budget is used as a basis for estimates for the cost of other components. The following are typical percentages of the construction cost for the listed components, but may vary depending upon the project:**
  - 5% **Owner's Construction Contingency**
  - 15% **Owner's Design Contingency**
  - 10% **Design Fees (Including CMAR Preconstruction Services fee, if CMAR is used)**
  - 4% **Furniture, Furnishings & Equipment (FF&E)**
  - 3% **Audio-Visual/Information Technology (AV/IT)**
  - 0.75% **Moving Expenses**
  - 4% **Administrative Expenses, including but not limited to:**
    - **Owner's Consultants (Geotechnical Engineer, Site Surveyor, Industrial Hygienist, Commissioning Authority, Quality Control Engineer, Interior Designer);**
    - **City and state plan review fees;**
    - **Facilities Planning Office staff time allocated to the project;**
    - **Physical Plant staff time and materials; and**
    - **Temporary utilities.**





Approved 1-21-16 @ 2:18 p.m

The Initial Project Budget would be presented in categories similar to the example below:

FOR ILLUSTRATION ONLY

Construction Budget	\$	-
Construction/GMP	\$	-
Owner Contingency for Bid Alternates	\$	-
<i>Total Construction Budget</i>	\$	-
Soft Costs	\$	-
Owner Construction Contingency	\$	-
Design & Project Administration Costs	\$	-
Furniture, Furnishings & Equipment (FF&E)	\$	-
AV/IT	\$	-
<i>Total Soft Costs</i>	\$	-
<b>Total Project Budget</b>	\$	-

5) Level III (Design and Construction) – Funding

Upon completion of the Level II feasibility study, and after review and approval by the Vice President for Administration, the Vice President for Administration, subject to approval of the President, shall submit a recommendation for funding to the Facilities Construction Committee for review prior to submission to the Board. The recommendation shall include both sources of funding for the project and a proposed project budget. This typically includes a recommendation for a state budget request for funding.

6) Level III (Design and Construction) – Design

If Level III design and construction funding is secured, the Vice President for Administration, subject to approval of the President, shall submit a recommendation for construction delivery method to the Facilities Construction Committee for review prior to submission to the Board. The construction delivery methods under law are: Design-bid-build; Construction Manager at Risk (CMAR); and Design-Build.

After the Board approves the construction delivery method, the Vice President for Administration shall ensure that an RFQ/RFP process is used to select the firm(s) that will design the project. Except in unusual circumstances, the design process shall not commence unless adequate funding for construction of the project has been secured.

The Vice President for Administration, subject to approval of the President, shall submit a recommendation for selection of a design firm to the Facilities Construction Committee for review prior to submission to the Board. After the Board approves that negotiations with a particular design firm may commence, the Vice President for Administration shall pursue negotiations with such firm. The negotiations shall be based on contract templates with terms



*Approved 1-21-16 @ 2:18 p.m.*

and conditions that have been reviewed and approved by the Board of Trustees. No agreement shall be executed until the Vice President for Administration has consulted with the Facilities Construction Committee as regards the terms of the agreement. The Committee may request that the Board review and approve the agreement prior to its execution.

Prior to execution of the agreement, the Vice President for Administration shall establish a project budget which shall be submitted to the Facilities Construction Committee for review prior to submission to the Board for approval. Once the Board approves the project budget, no modifications to that project budget shall be made without the approval of the Board.

When work under the design agreement commences, the Vice President for Administration shall designate a project manager who will be responsible for all communications on behalf of the university with the design firm. The Vice President for Administration shall also establish in writing a chain of command – organizational chart for the design phase of each project. This org chart will identify lines of authority and reporting responsibilities. The project manager shall follow the guidelines in Appendix B. The Planning Team shall serve as an advisory group to the project manager. The Vice President for Administration shall keep the Facilities Construction Committee apprised of progress of the design process.

The design process shall have the following guiding principles:

- a. The exterior design of the facility and associated landscaping shall be consistent with campus design standards pursuant to the UW Historical Preservation Plan.
- b. The facility will be constructed as to comply with all applicable code requirements, including the Americans with Disabilities Act.
- c. The facility will be designed so that operations and maintenance can be accomplished effectively and efficiently.
- d. The facility shall meet the program requirements envisioned by the principal users of the facility.

Exterior design advisory committee - On all new building construction projects or major renovations subject to this policy, the Vice President for Administration shall appoint an exterior design advisory committee, in consultation with the Board's Facilities Construction Committee. Landscaping for all projects in excess of \$500,000 shall be referred to the Exterior Design committee for review and input. The committee shall have members as follows:

- One member of the Board of Trustees, appointed by the President of the Board
- One member of the Wyoming Legislature
- One member of the Division for Administration
- One representative of the community who is not an employee of the University
- One representative of the unit that will primarily use the building
- If private funds are used to fund the project, one representative of the UW Foundation.



*Approved 1-21-16 @ 2:18 p.m.*

The committee shall be chaired by the appointee who is a member of the Board of Trustees. The Vice President for Administration shall provide staff support for the committee and such information as the committee requires. This committee shall meet with the design firm and provide input on the exterior design of the project buildings. The design of all new or renovated buildings shall be consistent with the existing historical buildings on campus and incorporate elements consistent with the UW Historic Preservation Plan. The Committee shall hold at least one community/public meeting to seek input.

The design firm shall take the Committee's input into consideration in designing the exterior of the building and associated landscaping. The design firm shall document departures from the Historic Preservation Plan in creating the exterior building design and landscaping. The proposed exterior design and landscaping shall be submitted to the Board of Trustees for review and approval. The balance of the design process shall thereafter continue. The proposed exterior design and landscaping shall not be modified from that approved by the Board of Trustees except upon prior approval of the Board.

7) Level III (Design and Construction) – Construction

The selection of a contractor and agreement for construction services will reflect the construction delivery method approved by the Board. The Vice President for Administration shall ensure that a competitive process is used to select the firm(s) that will construct the project. The construction process shall not commence unless adequate funding for construction of the project has been secured.

The Vice President for Administration, subject to approval of the President, shall submit a recommendation for selection of a construction firm to the Facilities Construction Committee for review prior to submission to the Board. After the Board approves that negotiations with a particular construction firm may commence, the Vice President for Administration or his designee shall pursue negotiations with such firm. The negotiations shall be based on contract templates with terms and conditions that have been reviewed and approved by the Board of Trustees. No agreement shall be executed until the Vice President for Administration has consulted with the Facilities Construction Committee as regards the terms of the agreement. The Committee may request that the Board review and approve the agreement prior to its execution. The Vice President for Administration shall also establish in writing a chain of command – organizational chart for the construction phase of each project. This org chart will identify lines of authority and reporting responsibilities. The project manager shall follow the guidelines in Appendix B.

Construction process – If construction manager at risk (CMAR) is the approved construction delivery method, the following apply:

- The Board of Trustees must approve the Guaranteed Maximum Price (GMP) prior to authorization to proceed to construction. Except in unusual circumstances, the GMP shall be based on approximately 90% completion of construction documents.



*Approved 1-21-16 @ 2.18 p.m.*

- No changes resulting in a use of the owners' contingency without prior approval of the Trustees can be made except for changes which are not more than \$25,000. However, in no event shall the cumulative total of all changes result in an amount which exceeds 40% of the owner's contingency fund without board approval.
- No project components which are designated as contingency funds shall be expended without the prior approval of the Vice President for Administration. The Vice President for Administration shall keep the Facilities Construction Committee apprised of the extent to which these funds are expended.

*Approved by the UW Board of Trustees July 2015  
Amended September 2015  
Amended January 2016*



*Approved by the Board of Trustees on  
11-17-16 @ 1:25 p.m.*

**University of Wyoming  
Operations Reserve and Capital Facilities Reserve Policy**

Pursuant to the Reserve Account Resolution passed by the Board of Trustees on January 21, 2016, this document establishes the goals and funding policy for the Reserve Accounts. The establishing Resolution sets forth the Board of Trustees' policy statement, requirements for expenditures, and reporting requirements for these Reserve Accounts.

**Operations Reserve Account Guidelines**

The University of Wyoming Operations Reserve Account should contain, at a minimum, an amount equal to ten percent (10.0%) of the University's annual operating budget as approved by the Board of Trustees ("Minimum Operations Reserve Account Amount"). Any transaction which would reduce this account below the Minimum Operations Reserve Account Amount and during all times the balance of the Operations Reserve Account is below the Minimum Operations Reserve Account Amount, funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the Budget Committee. All reports and accountings of this Operations Reserve Account to the Board of Trustees shall include balances in at least the following categories:

- General operations
- Employer paid benefits
- Academic Affairs
- Information Technology
- Voluntary separation program

The Operations Reserve Account shall be initially funded with not less than \$50,000,000 by January 31, 2017.

**Capital Facilities Reserve Account Guidelines**

The Capital Facilities Reserve Account is established to provide the funding necessary to the University to acquire, develop, repair, supplement construction, and/or renovate University facilities. It is the goal of the University to work toward establishing a capital facilities reserve at the following level:

**Capital Facilities Reserve Account goal:** An overall goal of \$40,000,000 with an initial funding amount totaling \$20,000,000. Within this reserve account will be initial earmarks for specific purposes as follows:

- |                                      |              |
|--------------------------------------|--------------|
| • General construction reserve       | \$5,000,000  |
| • Residence Life and Dining Services | \$10,000,000 |
| • Distributed power project          | \$5,000,000  |

The Capital Facilities Reserve Account shall be initially funded with not less than \$20,000,000 by January 31, 2017.

**Procedures**

The initial funds for these Reserve Accounts shall be provided by moving funds from existing accounts at the University to these official Reserve Accounts. Any spending out of the Operations Reserve or Capital Facilities Reserve Accounts must be accompanied by a plan to replenish the respective reserve account.



*Trustees Approved 11-17-16 @ 1:25 p.m.  
[Modifications made to the original document approved 1-21-16 @ 11:25 a.m.]*

**University Operations Reserve Account**

The Board directs the UW President to establish and fund a UW Operations Reserve Account from whatever revenue sources are practicable. The UW president shall identify a goal for the balance to be retained in the account, based upon financial conditions and the total amount of expenditures contemplated in the budget approved by the Board of Trustees for University operations for each fiscal year. The UW president shall also develop a policy for sources of funds to fund the account. The goal and policy shall be submitted to the Board of Trustees' Budget Committee for review, and the Committee shall forward its recommendations to the full Board for review. Any proposed revisions to the goal and policy the Board may adopt shall follow this process.

Funds in this University Operations Reserve Account are intended to be used to ensure that the University is able to address unexpected or unusual conditions due to changes in available revenue or in unanticipated costs associated with the approved University budget. At all times total funds in this account are below ten percent (10.0%) of the University's annual operating budget as approved by the Board of Trustees ("Minimum Operations Reserve Account Amount") and any transaction which would reduce the Operations Reserve Account below the Minimum Operations Reserve Account Amount. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The policy adopted by the Board may include exceptions to this approval process for emergencies. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

**University Capital Facilities Reserve Account**

The Board directs the UW President to establish and fund a UW Capital Facilities Reserve Account from whatever revenue sources are practicable. The UW president shall identify a goal for the balance to be retained in the account, based upon the extent to which capital facilities construction projects are under contract at the University. The UW president shall also develop a policy for sources of funds to fund the account. The goal and policy shall be submitted to the Board of Trustees' Facilities Construction Committee for review, and the Committee shall forward its recommendations to the full Board for review. Any proposed revisions to the goal and policy the board may adopt shall follow this process.

Funds in this Capital Facilities Reserve account are intended to be used to ensure that capital facilities projects at the University serve the goals and objectives of the project as determined by the Board of Trustees. Funds in the account shall be expended for capital facilities projects only with the approval of the Board of Trustees, upon recommendation of the President of the University and of the Facilities Construction Committee of the Board of Trustees. The policy adopted by the Board may include exceptions to this approval process for emergencies. The Vice President for Administration shall report regularly to the Board of Trustees on the balance in the account and any recent transactions.

**BOT Approved 9-15-17**

### **Resolutions – Reserve Accounts**

#### **Passenger Plane Reserve Account**

Pursuant to Board of Trustees action at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meeting, the Board established a Passenger Plan Reserve Account and directed the UW President to immediately fund the Account with an initial amount of \$1,000,000. The Board also directed the UW President to add an expense line to all future University Operating Budgets for an annual payment of \$140,000 to the Passenger Plan Reserve Account.

Funds in this Passenger Plane Reserve Account are intended to be used for funding the future replacement of the passenger plane. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

#### **Risk Pool/Litigation Reserve Account**

Pursuant to Board of Trustees action at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meeting, the Board established a Risk Pool/Litigation Reserve Account and directed the UW President to immediately fund the Account with an initial amount of \$5,000,000.

Funds in this Risk Pool/Litigation Reserve Account are intended to be used for annual expenditures for insurance, claims, legal services and other unfunded risk and litigation expenses exceeding the Office of General Counsel's approved annual budget. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

#### **Residence Hall Reserve Account**

Pursuant to Board of Trustees action at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meeting, the Board established a Residence Hall Reserve Account and directed the UW President to immediately fund the Account with an initial amount of \$14,000,000.

Funds in this Residence Hall Reserve Account are intended to be used to fund the demolition, construction and/or renovation of residence halls. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

#### **Recruitment & Retention Reserve Account**

Pursuant to Board of Trustees action at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meeting, the Board established a Recruitment & Retention Reserve Account and directed the UW President to immediately fund the Account with an initial amount of \$10,400,000. Of the \$10,400,000, \$400,000 shall be available for expenditures in FY 2018, and the balance of \$10,000,000 shall be held in a quasi-endowment fund and only the annual income shall be available for expenditure.



**BOT Approved 9-15-17**

Funds in this Recruitment & Retention Reserve Account are to be used to create a quasi-endowment fund solely for one-time recruitment, and retention funding. Said recruitment and retention payments shall only be made for one-time payments, and shall not be on-going obligations or additions to salary or compensation. Said account shall be University of Wyoming funds and held by and invested by the UW Foundation. The funds shall be held in a quasi-endowment fund and only the annual income shall be available for expenditure unless approved by the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

**Special Projects Reserve Account**

Pursuant to Board of Trustees action at the June 7, 2017, conference call and the July 18-21, 2017, Board of Trustees meeting, the Board established the Special Projects Reserve Account and directed the UW President to immediately fund the Account with an initial amount of \$50,585,000.

Funds in this Special Projects Reserve Account are intended to be used to fund such programs, expenses, and other matters deemed important and necessary by the University of Wyoming. Funds in the account shall be expended only with the approval of the Board of Trustees, upon recommendation of the UW President and the Budget Committee. The Vice President for Administration shall report regularly to the Board on the balance in the account and any recent transactions.

**AGENDA ITEM TITLE: Enrollment Management Plan to include Financial Aid, Recruitment Management Plan, and Transfer Initiatives, Carmen/K. Moore/Kean**

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

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

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Recruitment, Retention and Marketing efforts of UW are critical to University success. The 2022 enrollment management plan presentation identifies and details the student journey and provides an overview how the University is meeting prospective students where they are in their journey and how the University is improving enrollment outcomes. As demonstrated by the spring 2022 Enrollment Census Day Report, current enrollments trends are concerning; however, Administration is optimistic about fall 2022 and is not recommending any additional changes to the current Financial Aid plan at this time. Looking forward Administration recommends reviewing the structure and requirements of transfer scholarships to ensure these scholarships are competitive in the current market and are effective as a recruitment tool. In addition, Administration would like to begin examining the impacts of changing the tuition structure to block tuition instead of the current per-credit basis. In the meantime, Administration will continue to monitor the effectiveness of the current strategy.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This is an annual topic for discussion and review by the Board.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board reviews enrollment management plans annually.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A



# **ENROLLMENT MANAGEMENT**

## The Student Journey

— Undergraduates —

# MAPPING THE STUDENT JOURNEY

---

Identify Student Personas



Prospective Touchpoints



Improving Outcomes



Engagement Stages



Targeted Nurturing



UNIVERSITY  
OF WYOMING



## Identify Student Personas + Markets

Fictional characters created to represent a group of people and may include aspirations, demographic information, and psychographic details (hopes, dreams, fears, goals, etc.)



## 2022 PERSONAS

---



2022 personas were built based on historical data and market research.

### The Optimist

The Optimists are most likely to start their college search during their junior year. Majority of Optimists will want to attend a college 2 or more hours away from home. They report higher confidence in their college search than the average student.

### The Prepped

Prepped students feel ready for the next step. Prepped are the most likely to start their college search early. They are the most confident group of students.

### The Stressed

These students are the least likely to start their college searches early. Stressed students reported low confidence in their college search.

### The Concerned

Concerned students are the least likely to plan to submit standardized test scores when they apply. They are the only students statistically more likely to rule out colleges based on the published cost.

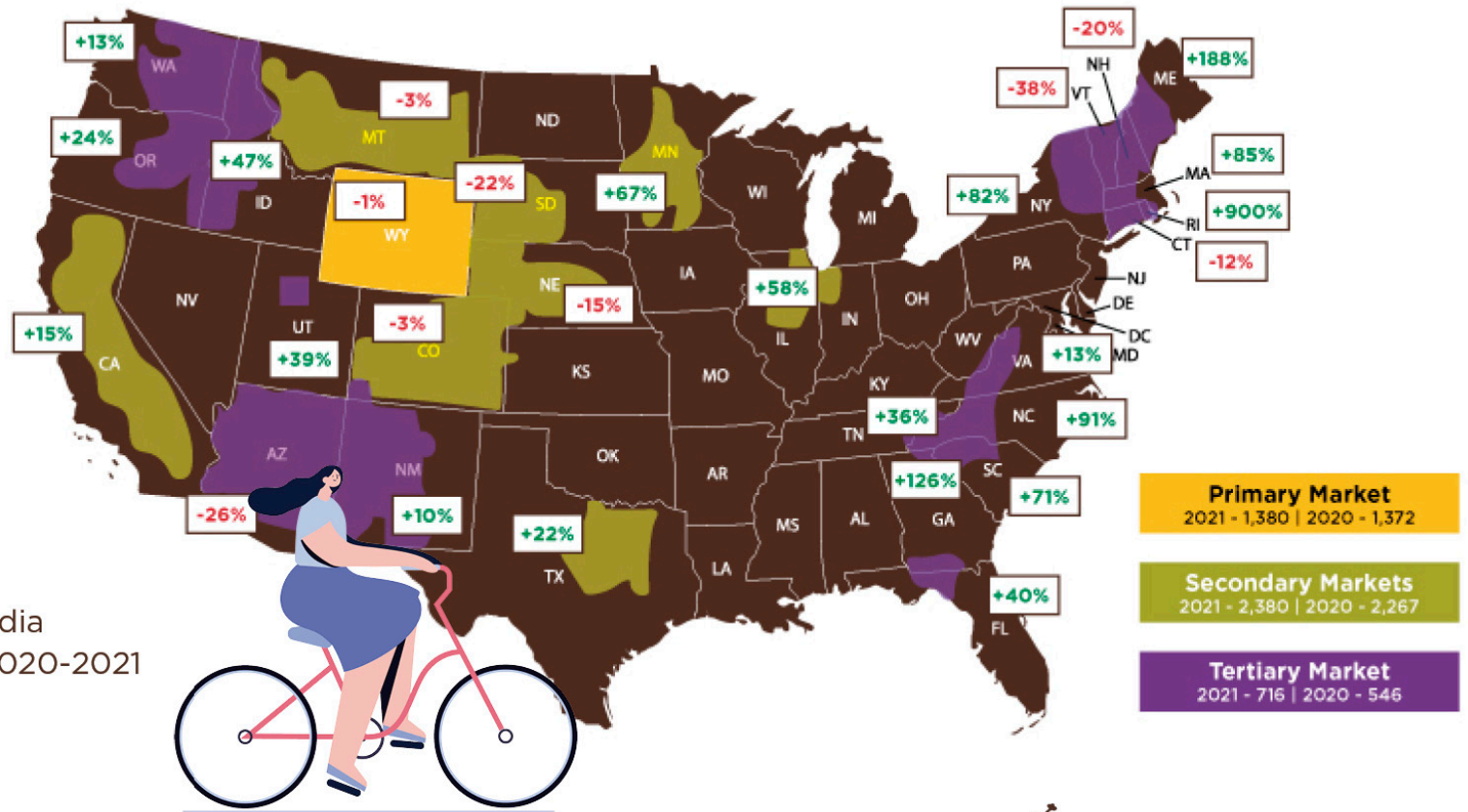
## Common UW brand themes

Grit, Independent, Innovative, Integrity, Optimism, Resilient, Adventure, Authentic, Courage, Creative, Curious, Determined

**Social media marketing aids and drives:**

- Discovery
- Exploration
- Comparison
- Matching
- Decision
- Application

Digital and social media marketing stats for 2020-2021 by markets.

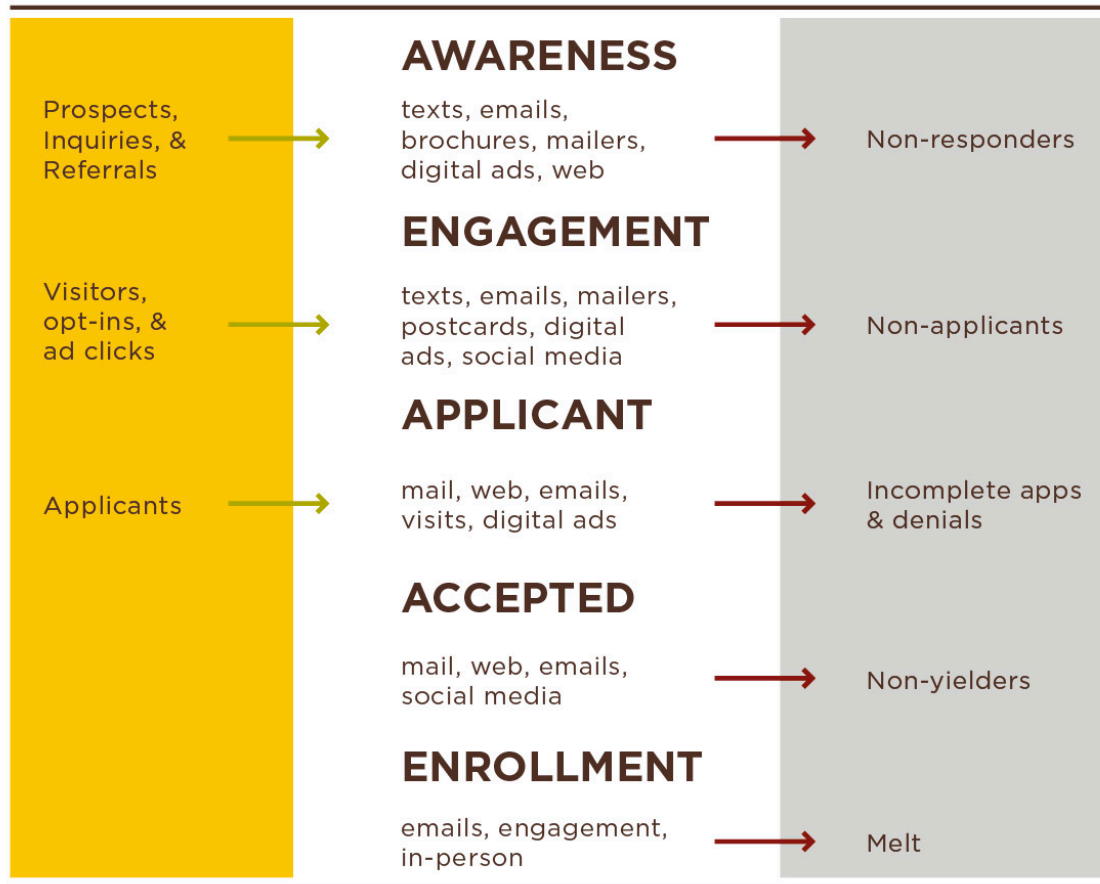




# Engagement Stages

The general steps a prospective student goes through during the awareness, interest, decision, and action phases.





## Funnel & Engagement






# Prospective Touchpoints



# Social Media Advertising + Engagement


Paid and organic content



 **University of Wyoming** Sponsored · Expand Story

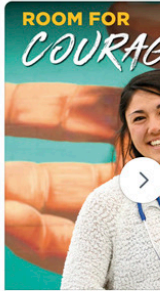
Students just like you make the choice to draw upon their courage and confront life head on. We will boldly walk toward challenges, and you can help us get there.

Find your courage in an unexpected place at the University of Wyoming.




**ROOM FOR COMMUNITY**




What you do next matters. [Learn More](#)




**ROOM FOR COURAGE**

And where you choose does too. [Learn More](#)


 19 1 Share

 Like  Comment  Share

Strong digital focus in primary, secondary, and tertiary markets.

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**ROOM FOR COMMUNITY**



[Learn More](#)

# Email Marketing

## TOOL

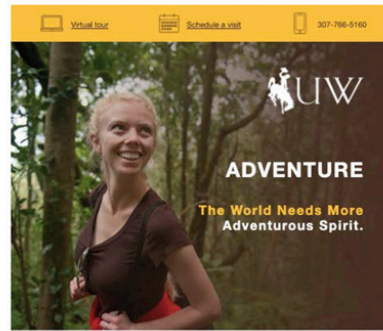
Salesforce Marketing Cloud

## AUDIENCES

We send 6-15 “brand awareness” emails throughout the year to:

- Freshman ~500 (pre-eligibility)
- Sophomore ~4k (pre-eligibility)
- Juniors ~20k
- Seniors ~48k

This audience consist of: name buys, prospects, inquiries, transfers, applicants, and admits. Incomplete apps and warm leads receive additional email reminders.



Hi %%Contact:FirstName%%,

A Cowboy is an adventurous spirit who can never resist the call of the unknown.

Discovering is a Cowboy's instinct — whether it's finding a new adventure in Wyoming's wide-open spaces or creating solutions to complex problems in the classroom.

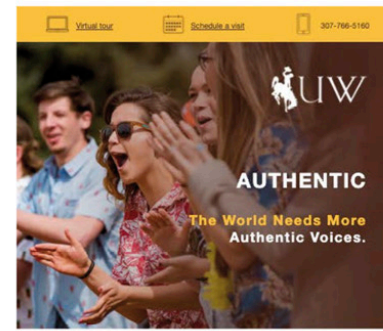
Don't stop seeking adventure and they take on new challenges with confidence as they come. We believe you do, too.

[See what it means to be a Cowboy -->](#)

*THE WORLD NEEDS MORE COWBOYS.*

Still have questions?

[Start a chat with us](#)



Hi %%Contact:FirstName%%,

A Cowboy is unapologetically authentic.

If you set your gaze just beyond the ordinary — well past the expected — you will find Cowboys in all their authentic greatness.

While Cowboys all look and dream differently, their common ground is their authenticity. It's that realness and individuality that make us all unique and tie us all together.

Be you, always — because it's not what you are that makes you a Cowboy, it's who you are.

Ready for the next step? Check out the virtual UW campus tour.

[See UW for yourself -->](#)

*THE WORLD NEEDS MORE COWBOYS.*



Hi %%Contact:FirstName%%,

Have questions about the University of Wyoming, how to apply for admission, scholarship opportunities, and more? Your UW admission counselor is here to help answer those questions for you and guide you through the application process.

Our admission counselors serve different areas of the state of Wyoming and the country — [find your admission counselor](#) and connect with them to learn more and get your questions answered!

Ready to apply to become a Cowboy? Don't wait, [submit your application!](#)

[Apply today -->](#)

*THE WORLD NEEDS MORE COWBOYS.*

## Traditional Marketing

### Postcards and Mailers

Freshmen, sophomores, juniors, and seniors all receive direct mail marketing.

UW has a robust, dependable, and consistent communication flow. These all create the framework of connecting the student to the University. We sync the timing of our marketing campaigns to our students' perspectives, psychology, and journey with UW, while also not overwhelming students with constant content (digital and/or tradition).

Direct mail is tangible and has a higher shelf-life than other marketing channels.



Our emails and mailer content is personalized and specific to the students level of engagement and their needs.

## Brand

The World Needs More Cowboys  
 The World Needs More You  
 Grit, Optimism, Innovative...  
 Rankings & Recognitions  
 Affordability  
 Friendly & Small Town Feel  
 Outdoor Opportunities  
 Wide-Open Spaces

## Lifestyle

Find Your Next Adventure  
 Tips For Living On Campus  
 Campus Organizations  
 Student Life  
 Adventure Campus  
 Things To Do in Laramie  
 Weather And Elevation  
 Outdoor Program  
 Attend A Sporting Event  
 Housing Options  
 Gym & Wellness Center

## Academic

Explore Majors  
 Featured Faculty  
 Brown And Gold Commitment  
 Cowboy Commitment  
 Student Testimonial  
 Student-to-Faculty Ratio  
 Study Abroad Info  
 80+ Majors  
 Average Class Sizes  
 Alumni Stories  
 Scholarship Opportunities

## Connect

It's Time To Apply  
 Filling Out FAFSA  
 Complete Your Application  
 Orientation  
 WyoWeb  
 Connect On ZeeMee  
 Confirmation Notification  
 Connect with Admissions  
 Student Ambassadors  
 Live Chats & Cowboy Joe  
 Explore Social Media



Our prospective students are demanding a new level of service and customization. By using Salesforce Marketing Cloud automation systems, we are able to rise to the challenge.



## Targeted Nurturing

Meeting prospective students where they are in their journeys and addressing their thoughts, questions, and concerns appropriately.

### Ways in which we do this...

---

- Cowboy Joe texts
  - ZeeMee
  - Phone calls
  - Live chat
  - Personalized emails
  - Visit opportunities
  - Virtual tours
  - Webinars
  - Parent emails
  - Timely calls-to-action
  - Exploring majors
  - Financial aid “how to”
  - In-state v. out-of-state
  - “Life in Laramie”
  - Dining and housing
  - Campus organizations
  - Study abroad options
  - Dedicated landing pages
  - Student testimonials
  - Student ambassadors
-

THE STUDENT JOURNEY



We keep guiding students to the next step. That may be a visit, application completion, conversations with students and faculty, or filing a FAFSA.



**Discovery**



**Research**



**Application**



**Acceptance**



**Commitment**

*Organic searching  
and names purchased*

*Use website and  
reach out for  
more information*

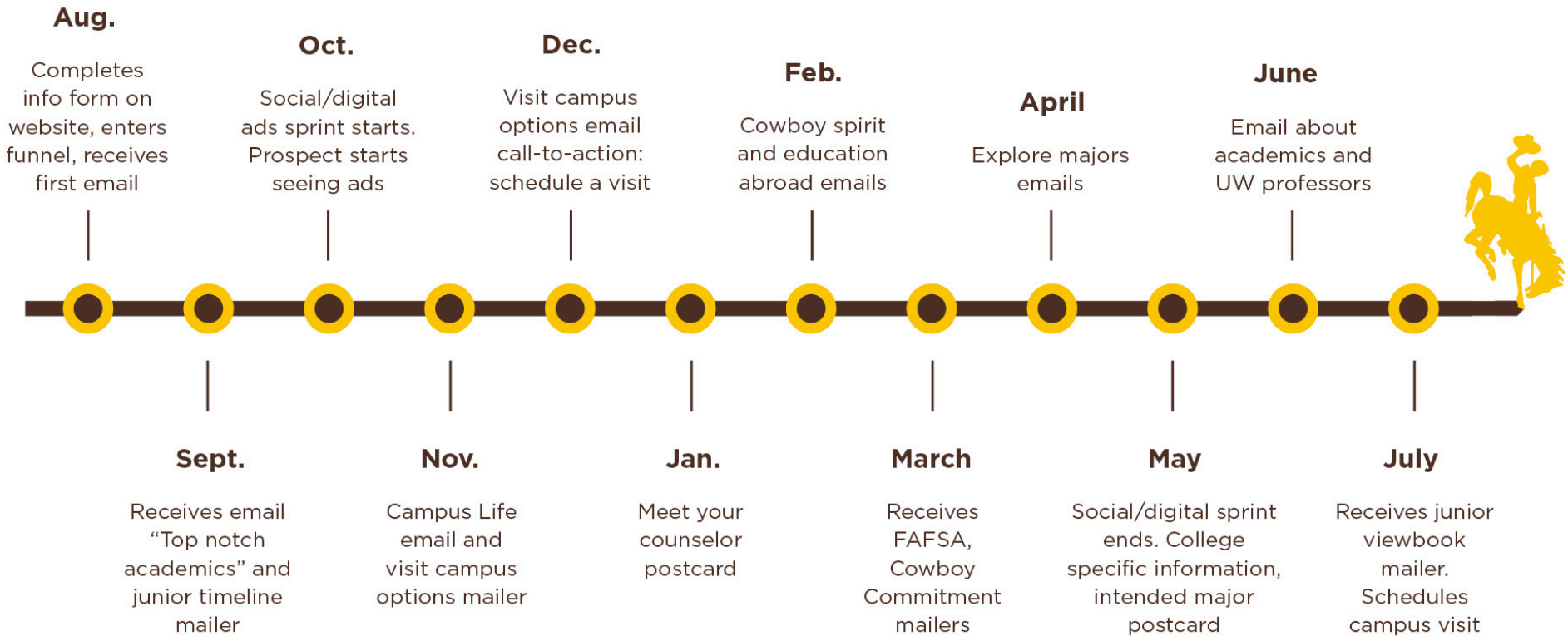
*Start or complete  
an application*

*Receive an  
acceptance letter*

*Confirm their  
enrollment and  
commitment to  
UW.*



**Junior Prospective Student Journey Example**  
 Goal: brand awareness, generate interest, & visit UW





## Improving Outcomes + Opportunities

—

Ways we can improve the student/prospect experience and hit our metrics, boost enrollment numbers, improve the student experience, and create more personalized messaging.

## Creating Unified Communications, Trust, and the Brand Experience

77% of students said that personalized messages made them feel like their institution cared about their success.

**Salesforce.org**

62% of students indicated that personal letters received from colleges had influenced their choices.

**EAB.com**

48% of students reported that the communications they've been receiving from colleges and universities all look and sound the same. Only 8% said they feel very personal.

**Niche.com**



UNIVERSITY  
OF WYOMING

## NEXT STEPS

Incorporating college-specific messaging into our communication flows.

University Messaging — Discover UW

College Specific Messaging — Program Overview

University Messaging — Schedule a Visit

College Specific Messaging — Student Testimonial

University Messaging — Apply Now

Working with college recruiters and marketing communication specialists from the colleges, we'll build out email communication flows and build out from there.



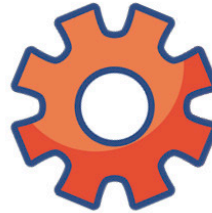
## WORK IN PROGRESS

When a student fills out a form and tells us they are interested in a specific program or extracurricular opportunity, if we are not sending them information about it right away, that is a missed opportunity.

Inquiries should be given information that matches our brand and what we tell them from our website and marketing materials.

### STEPS TO LAUNCH

1. Meet with college recruiters and/or marketing communication specialists
2. Draft, review, and edit email content
3. Create creative content (graphics, videos, buttons)
4. Build out emails and student journeys
5. Launch comm flow
6. Evaluate performance and make necessary edits



**Example:** College of Engineering and Applied Sciences

**Email #1A – Intro to domestic undergrads (enticing prospective students)**

**Subject:** Engineer your future with the University of Wyoming College of Engineering and Applied Science

**Text:**

Hello STUDENT'S NAME,

- Explore all that the University of Wyoming College of Engineering and Applied Science has to offer!
- Maybe you know exactly what degree you are interested in, or maybe you're still unsure. No matter what position you're in, this is the perfect time to look at your options and consider what interests you.
- [\\*Link to CEAS landing page](#)
- (CALL TO ACTION BUTTON) [DISCOVER OUR DEGREE PROGRAMS](#)  
Check out our [ten degree](#) programs. Browse our list of on-demand degree programs. Learn about academic opportunities, our student success system, ways to become [why the University of Wyoming College of Engineering and Applied Science is right](#)
- (CALL TO ACTION BUTTON) [CHECK US OUT ON SOCIAL MEDIA](#)  
We want you to be connected to our College of Engineering and Applied Science community on and offline, so check out our channels and see what sparks your interest. Then follow, like, and share to your heart's content!
- (CALL TO ACTION BUTTON) SCHOLARSHIPS [connect to UW scholarships](#)  
We offer a range of scholarships that recognize academic excellence.
- (CALL TO ACTION BUTTON) REQUEST MORE INFORMATION [LINK TO FORM/WOULD NEED TO CREATE A NEW FORM?](#)
- The University of Wyoming College of Engineering and Applied Science is [located in](#) the heart of the Mountain West [in beautiful Laramie](#). Our college recruiting coordinator is eager to help you learn more about UW. Contact us today!



(currently at step #2)

## MAKING IT HAPPEN

Enrollment management is working closely with institutional marketing on all aspects of the student journey.

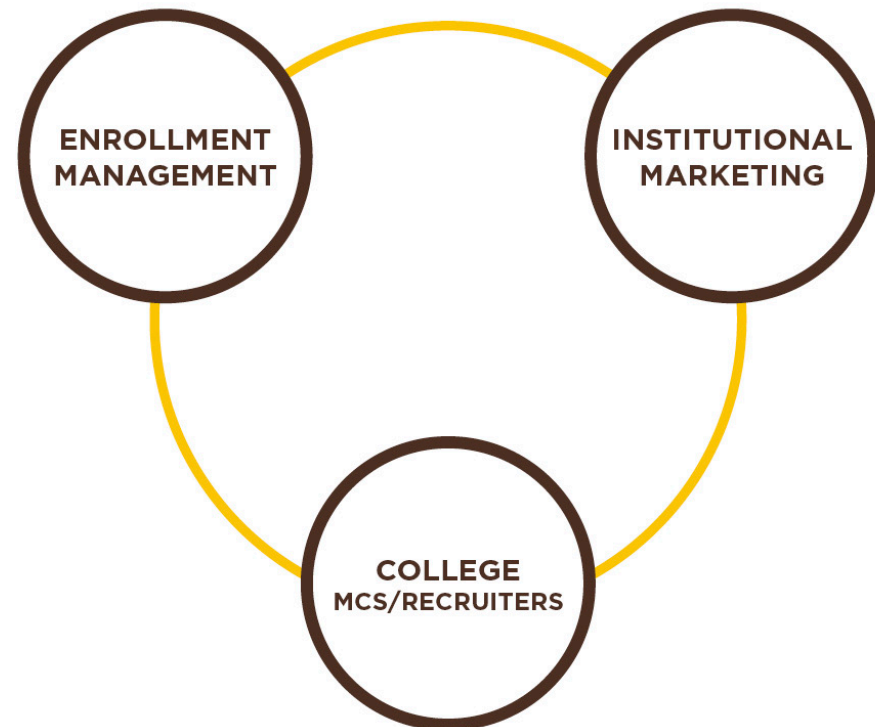
College's marketing communications specialists and/or recruiters can contact enrollment management to kick things off.

### **Kyle Moore**

Vice Provost, Enrollment Management  
kyle.moore@uwyo.edu  
307.766.4898

### **Matt McDermit**

Manager, Strategic Enrollment Management  
mmcdermi@uwyo.edu  
307.766.3876





UNIVERSITY OF WYOMING

*THANK YOU!*

For promotional purposes. This material is descriptive only. The precise coverage offered is subject to the terms and conditions of the policies issued. Coverage may not be available in all departments. Certain sections of this report contain forward-looking statements based on outlooks, estimates, projections and assumptions. Words referring to expectations, anticipations, planning, beliefs, schedules, estimations and variations of these words and similar expressions are intended to recognize forward-looking statements, which include but are not limited to projections of revenues, earnings, cash flows. Statements are subject to certain risks and uncertainties. Many important factors could affect the operations in the future which could cause its results to differ materially from those expressed in the forward-looking statement. Please consider such risk factors. All content refers only as of the date of this report. The University of Wyoming does not assume any obligation to amend or publicly release any changes to forward-looking statements to reflect events, circumstances or modifications in expectations of this report.

## FY2021 - FY2023 UW Commitments and Scholarships

	A	B	C	D	E	F	G	H	I	J	K
1											
2		FY2021 Paid Counts	FY2021 Paid Amounts	FY2022 Paid Counts	FY2022 Paid Amounts	Change in Counts (FY2022 minus FY2021)	Change in Amounts (FY2022 minus FY2021)	FY2023 Estimated Counts	FY2023 Estimated Amounts	Change in Counts (FY2023 minus FY2022)	Change in Amounts (FY2023 minus FY2022)
3	<a href="#">Wyoming Scholars Award</a>	626	\$597,393	364	\$346,470	-262	(\$250,923)	175	\$173,500	-189	(\$172,970)
4	<a href="#">Cowboy Commitments</a>	539	\$1,031,750	984	\$1,968,500	445	\$936,750	1567	\$3,086,108	583	\$1,117,608
5	<a href="#">Cowboy Commitment \$6,500</a>	6	\$39,000	22	\$143,000	16	\$104,000	30	\$192,094	8	\$49,094
6	<a href="#">Cowboy Commitment \$3,500</a>	165	\$554,750	308	\$1,062,250	143	\$507,500	472	\$1,652,510	164	\$590,260
7	<a href="#">Cowboy Commitment \$1,500</a>	284	\$399,750	456	\$670,500	172	\$270,750	709	\$1,063,613	253	\$393,113
8	<a href="#">Cowboy Commitment \$500</a>	84	\$38,250	198	\$92,750	114	\$54,500	356	\$177,891	158	\$85,141
9	<i>Block Grant Used to Fulfill Cowboy Commitments</i>	117	\$197,300	432	\$730,956	315	\$533,656		\$1,145,953		\$414,997
10	<a href="#">Cowboy Need Grant</a>	131	\$462,916	155	\$660,576	24	\$197,660		\$731,637		\$71,061
11	<a href="#">WUE</a>	381	\$4,145,659	259	\$2,968,820	-122	(\$1,176,839)	158	\$1,992,907	-101	(\$975,913)
12	<a href="#">Rocky Mountain 150%</a>	192	\$2,115,239	134	\$1,594,905	-58	(\$520,334)	75	\$956,250	-59	(\$638,655)
13	<a href="#">Rocky Mountain \$6,000</a>	369	\$2,091,000	206	\$1,185,000	-163	(\$906,000)	112	\$657,000	-94	(\$528,000)
14	<a href="#">Rocky Mountain \$3,000</a>	33	\$87,000	15	\$40,500	-18	(\$46,500)	9	\$27,000	-6	(\$13,500)
15	<a href="#">Rocky Mountain International \$5,000</a>	18	\$85,000	9	\$45,000	-9	(\$40,000)	6	\$30,000	-3	(\$15,000)
16	<a href="#">Rocky Mountain International \$3,000</a>	9	\$25,500	5	\$13,500	-4	(\$12,000)	1	\$3,000	-4	(\$10,500)
17	<a href="#">Rocky Mountain International Plus</a>	18	\$8,500	9	\$4,500	-9	(\$4,000)	6	\$3,000	-3	(\$1,500)
18	<a href="#">Brown &amp; Gold 150%</a>	14	\$158,826	22	\$264,153	8	\$105,327	29	\$368,689	7	\$104,536
19	<a href="#">Brown &amp; Gold Commitments</a>	328	\$1,420,000	544	\$2,246,500	216	\$826,500	958	\$4,421,741	414	\$2,175,241
20	<a href="#">Brown &amp; Gold \$7,000</a>	100	\$665,000	156	\$1,074,500	56	\$409,500	288	\$2,086,570	132	\$1,012,070
21	<a href="#">Brown &amp; Gold \$4,000</a>	178	\$662,000	220	\$856,000	42	\$194,000	420	\$1,786,081	200	\$930,081
22	<a href="#">Brown &amp; Gold \$2,000</a>	50	\$93,000	168	\$316,000	118	\$223,000	250	\$549,091	82	\$233,091
23	<i>Block Grant Used to Fulfill Brown &amp; Gold Commitments</i>	233	\$713,100	495	\$1,570,445	262	\$857,345		\$3,091,076		\$1,520,631
24	<a href="#">Wyoming Transfer Award</a>	189	\$169,500	13	\$7,000	-176	(\$162,500)	0	\$0	-13	(\$7,000)
25	<a href="#">WUE Transfer</a>	59	\$618,728	41	\$466,242	-18	(\$152,486)	42	\$535,500	1	\$69,258
26	<a href="#">Nebraska Transfer</a>	5	\$52,043	5	\$56,712	0	\$4,670	6	\$70,125	1	\$13,413
27	<a href="#">Cowboy Transfer Commitment</a>	133	\$510,000	225	\$864,000	92	\$354,000	243	\$970,000	18	\$106,000
28	<i>Block Grant Used to Fulfill Cowboy Transfer Commitment</i>	39	\$124,275	119	\$353,065	80	\$228,790		\$396,381		\$43,316
29	<a href="#">UW Transfer Commitment</a>	102	\$88,500	131	\$115,500	29	\$27,000	151	\$146,500	20	\$31,000
30	<i>Block Grant Used to Fulfill UW Transfer Commitment</i>	24	\$13,500	33	\$25,750	9	\$12,250		\$32,661		\$6,911
31											
32	<b>Total Unrestricted Operating Aid</b>	2457	\$11,665,477	2316	\$10,333,595	-141	(\$1,331,883)	618	\$10,214,679	-1698	(\$118,916)
33	<b>Total Foundation Funded Aid</b>	689	\$2,002,075	805	\$2,514,284	116	\$512,209	2918	\$3,958,278	2113	\$1,443,994
34	<b>Total Financial Aid Awarded</b>	3146	\$13,667,552	3121	\$12,847,879	-25	(\$819,674)	3536	\$14,172,957	415	\$1,325,078

Notes:

1. Data as of March 4, 2022.



Financial Affairs  
Old Main • Dept 3314, 1000 E. University Ave • Laramie, WY 82071  
www.uwyo.edu

Re: Bond Maintenance Accounts

## Wyoming Budget Session Law Requirement

Wyoming Budget Session Laws in 1991, 1999 and 2000 required UW use funds from university sources to create bond maintenance accounts equal to 15% of the cost of the new construction authorized under each bond issue. Wyoming Budget Session Laws for 1991, 1999 and 2000 state the following:

“The university shall create a sinking fund for the purpose of operation and maintenance of any expansion of facilities authorized under this footnote. Funding for this fund shall be from university sources, shall be in an amount equal to fifteen percent (15%) of the cost of new construction authorized by this footnote and the fund shall be fully funded by” ( various dates for the three bond issues: June 30, 1996, June 30, 2004, June 30, 2005). –Wyoming Budget Session Laws 1991 Chapter 242 Section 067 2 (c); Wyoming Budget Session Laws 1999 Chapter 169 Section 067 1 (c); Wyoming Budget Session Laws 2000 Chapter 076 Section 0672 (c).

The university put \$2,786,736.78 in endowments at the UW Foundation to meet the state requirements for maintenance sinking funds. \$2,416,461.78 makes up the total corpus of bond maintenance endowment for the 1991 (Law Library, Regulated Materials Management Center, and River Village Apartments) and 1999 (Union, UW bookstore and Spanish Walk Apartments) bond issues, which were refunded in the 2009 bond issue. \$370,275.00 makes up the corpus of the bond maintenance endowment for the 2001 (Washakie Center) bond issue which was refunded in the 2010 bond issue.

	A	B	C	D	E
	Name	Total Funds Available for Appropriation	Endowment Gift Value	Current Market Value (6/30/2021)	Preliminary Estimated FY 2022 Income
1	Bond Maintenance-Law Library	10,410	19,837	47,230	1,459
2	Bond Maintenance-Regulated Materials Management Center	331,910	436,431	1,033,484	31,942
3	Bond Maintenance-River Village	1,473,961	1,527,510	3,616,436	111,776
4	Bond Maintenance-Washakie Center	299,078	370,275	559,415	17,290
5	Bond Maintenance-Wyoming Union	369,406	432,682	669,969	20,707
6	Totals	\$2,484,768	\$2,786,736	\$5,926,536	\$183,177



## **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

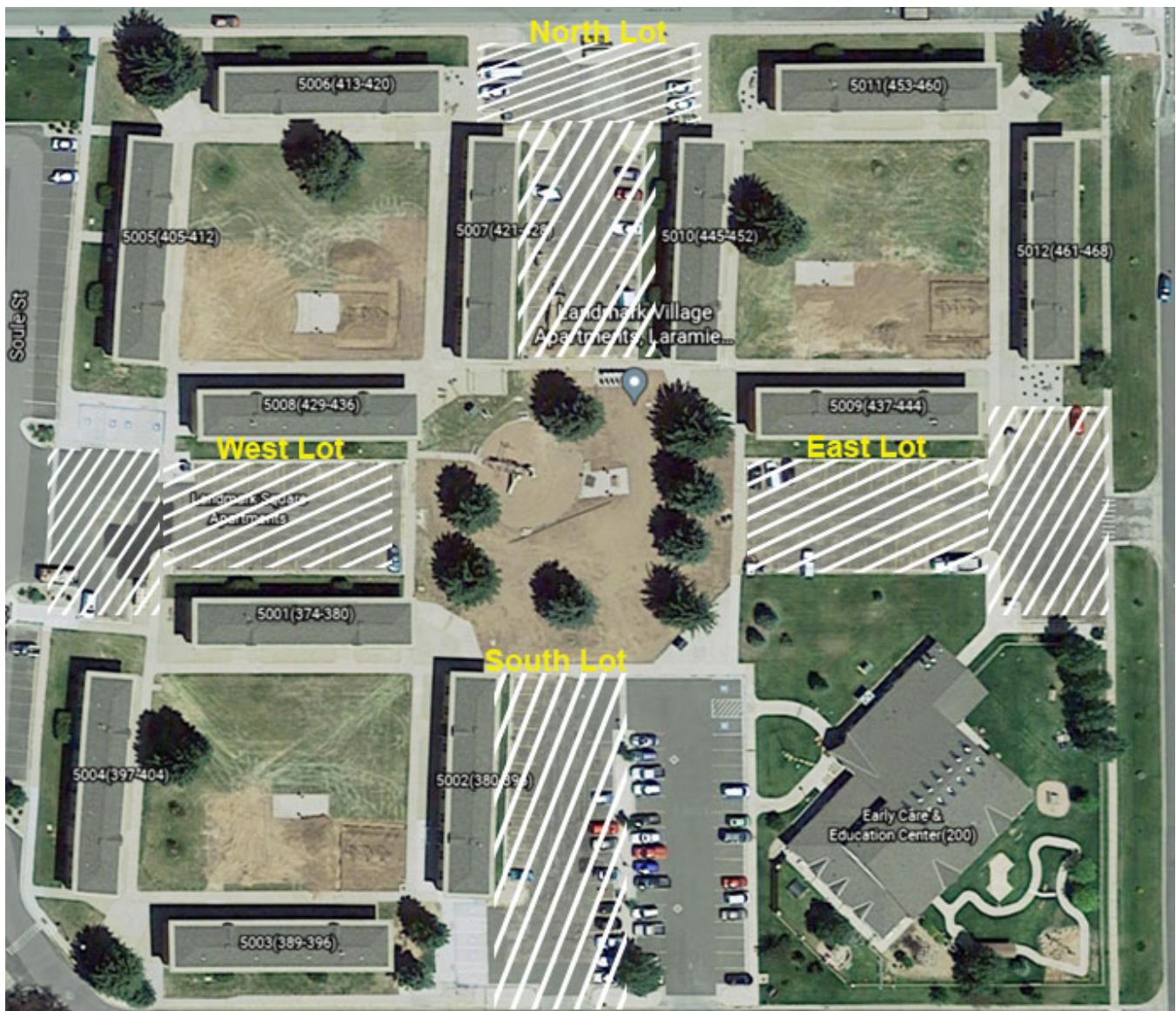
Request: **Landmark Apartment Parking Lot Replacement**

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](mailto: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

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: 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**

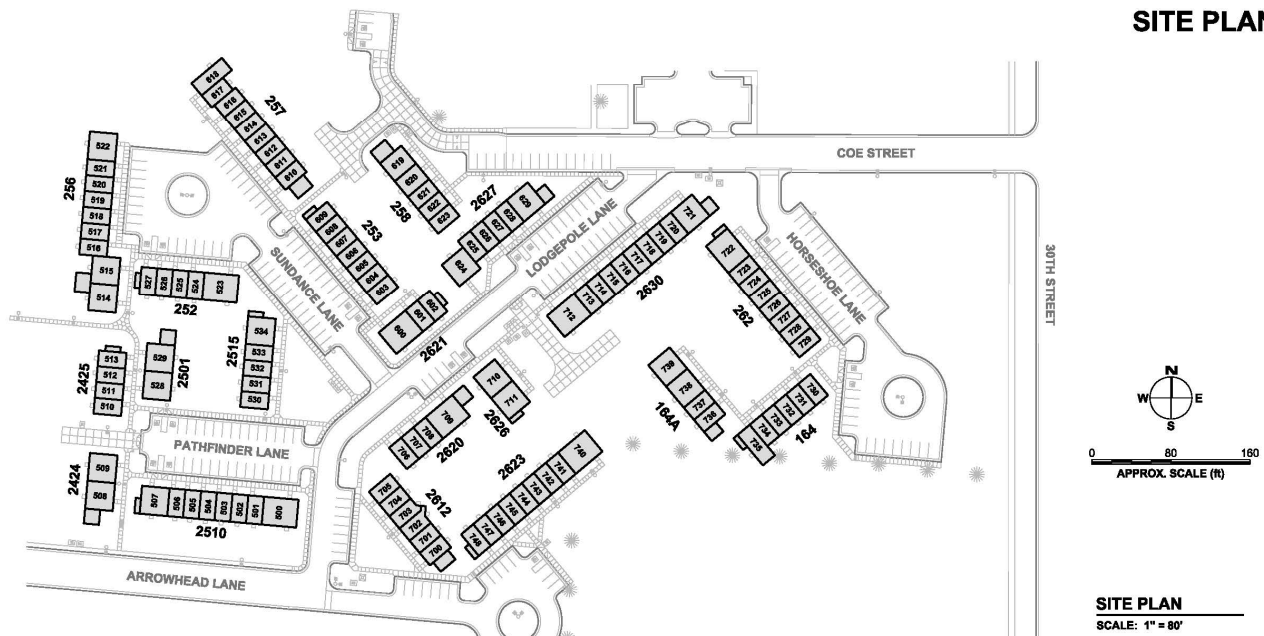
Amount requested: Estimate from UW Operations - \$687,500

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 29<sup>th</sup> 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](mailto: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*:

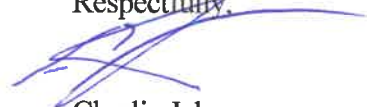
- Any additional building or work not mentioned above.

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](mailto: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**

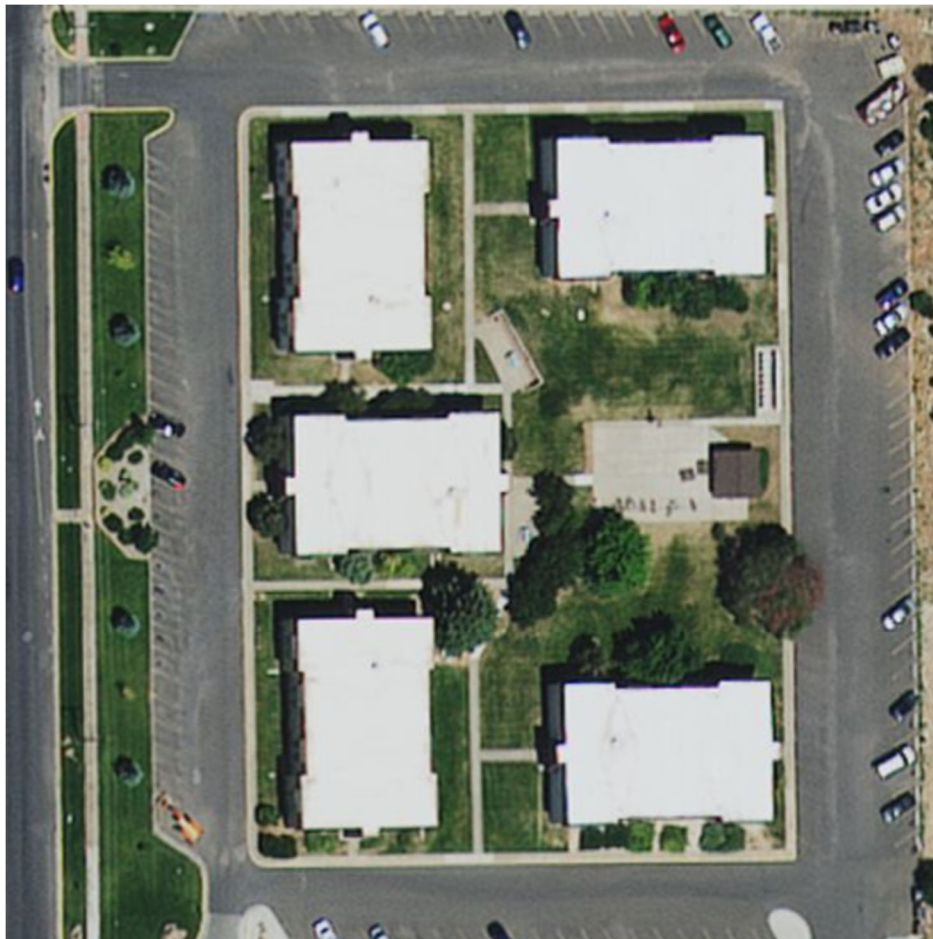
Amount requested: Estimate from summer 2021 was \$85,000

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 30<sup>th</sup> 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.





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

Date Received: 11.2.21
AiM Project #: 22-10535

## 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](mailto: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:	11/2/2021	Desired Project Completion Date:	
Originator:	Kim Zafft	Email Address:	zafft@uwyo.edu
Department Name:		Phone Number:	766-6503
Job Location - Building:	Wyoming Union	Job Location - Room:	
Job Description:	Roof Replacement - Roof G & Roof J		

\_\_\_\_\_ 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:	\$ 210,000.00	<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)

\_\_\_\_\_ 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: \_\_\_\_\_  
 Associate VP, UW Operations



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: Union Roofs G and J replacements

---

Thank you for the opportunity to provide UW Operations services for your project. As requested, a budgetary estimate for the project "Student Union Roof Replacement roofs G & J" has been prepared based on the scope as indicated below.

The project scope for this estimate *includes*:

- Strip and re-roof of Roofs G and J on the student Union
- New PVC Membrane over cover board over Polyiso insulation with 20 year warranty.

This estimate *excludes*:

- Any additional roofs.

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](mailto:charliej@uwyo.edu)

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

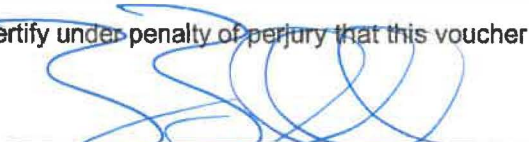
Agenda #11

**New commitments as of  
December 31, 2021**

<b>Date of Commitment</b>	<b>Commitment Amount</b>	<b>Endowment Fund</b>
11/29/2021	\$ 188,410.50	W. Richard and Barbara Andrau Powell Wildlife/Livestock Disease Training Fund
12/31/2021	\$ 50,000.00	The Joseph and Ray Broadbent Ranches Uinta County Extension Fund

**\$ 238,410.50 Total New Commitments this Report**

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



---

Ben Briscoe, UW Foundation CEO/President

*Alex Kean*

1010EE680B945408...  
Alex Kean, Deputy VP, Budget & Finance, VP for Administration Office

1/13/2022

Date

1/12/2022

Date



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

Request for Payment  
December 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 12/31/21	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	Geology & Geophysics - Donald L. 'Doc' Blackstone Excellence	\$ 150,000.00
	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	25,000.00	25,000.00	50,000.00	-	25,000.00	Roy J. Shlemon Endowment for Quaternary Studies (geology)	25,000.00
	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	60,000.00	-	60,000.00	-	-	O. H. Recharad Memorial (mathematics)	60,000.00
	40,000.00	40,000.00	-	40,000.00	-	-	Donald L. Blackstone, Jr. Excellence Fund in Geology	40,000.00
	165,000.00	165,000.00	-	165,000.00	-	-	Donald and Roberta Adams Engineering Scholarship	165,000.00
	25,000.00	10,000.00	-	10,000.00	15,000.00	-	Allen-Aldrich Mathematics Fund	10,000.00
	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
<b>Total:</b>	<b>\$ 1,000,000.00</b>	<b>\$ 850,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 875,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 25,000.00</b>		<b>\$ 850,000.00</b>

**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 12/31/21	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
<b>Total:</b>	<b>\$ 1,000,000.00</b>	<b>\$ 1,000,000.00</b>	<b>\$ -</b>	<b>\$ 1,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,000,000.00</b>

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

Request for Payment  
December 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 12/31/21	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
	75,000.00	15,000.00	55,000.00	70,000.00	5,000.00	55,000.00	Schuman Rangeland Restoration Fellowship	15,000.00
	50,000.00	-	50,000.00	50,000.00	-	50,000.00	The Joseph and Ray Broadbent Ranches Uinta County Extension Fund	-
	188,410.50	-	188,410.50	188,410.50	-	188,410.50	W. Richard and Barbara Andrau Powell Wildlife/Livestock Disease Training Fund	-
<b>Total:</b>	<b>\$ 923,410.50</b>	<b>\$ 125,000.00</b>	<b>\$ 293,410.50</b>	<b>\$ 418,410.50</b>	<b>\$ 505,000.00</b>	<b>\$ 293,410.50</b>		<b>\$ 125,000.00</b>

**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 09/30/21	Net Unpaid by Donor	UW Match Requested this Quarter	Endowment Fund	UW Match Paid Prior to this Request
	\$ 50,000.00	\$ 16,209.32	\$ 6,758.14	\$ 22,967.46	\$ 27,032.54	\$ 6,758.14	Sharon Fitzgerald Memorial Scholarship for College of Law Mothers	\$ 16,209.32
	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	-
	105,000.00	105,000.00	-	105,000.00	-	-	Mary Frances "Ricky" Blackstone & Jack Dieterich Scholarship	105,000.00
	176,989.96	176,989.96	2,599.15	179,589.11	(2,599.15)	2,599.15	Terry W. Macke Scholarship	176,989.96
<b>Total:</b>	<b>\$ 531,989.96</b>	<b>\$ 473,199.28</b>	<b>\$ 9,357.29</b>	<b>\$ 482,556.57</b>	<b>\$ 49,433.39</b>	<b>\$ 9,357.29</b>		<b>\$ 473,199.28</b>
<b>Grand Total</b>	<b>\$ 3,455,400.46</b>	<b>\$ 2,448,199.28</b>	<b>\$ 327,767.79</b>	<b>\$ 2,775,967.07</b>	<b>\$ 679,433.39</b>	<b>\$ 327,767.79</b>		<b>\$ 2,448,199.28</b>

**Grand Total Requested this Report:**

**\$327,767.79**