

**THE UNIVERSITY OF WYOMING
BOARD OF TRUSTEES' REPORT**

[Trustee Retreat 2016]

August 3 – August 5, 2016

The final report can be found on the University of Wyoming Board of Trustees website at
<http://www.uwyo.edu/trustees/>

University of Wyoming Mission Statement (March 2009)

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities. We serve as a statewide resource for accessible and affordable higher education of the highest quality; rigorous scholarship; technology transfer; economic and community development; and responsible stewardship of our cultural, historical, and natural resources.

In the exercise of our primary mission to promote learning we seek to provide academic and co-curricular opportunities that will:

- Expose students to the frontiers of scholarship and creative activity and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

The primary vehicles for identifying the specific actions and resource allocations needed to accomplish this complex mission are the University's strategic plans, revised periodically.

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA

August 3-5, 2016

UW Board of Trustees Retreat

Saratoga, Wyoming

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• High Bay	
• McMurry HAPC	
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Roll Call

Approval of Board of Trustees Meeting Minutes

- May 2016 (regular meeting)
- June 15, 2016 (face-to-face; was conference call)

Approval of Executive Session Meeting Minutes

- May 2016 (regular meeting)
- June 15, 2016 (face-to-face; was conference call)
- July 13, 2016 (conference call)

Reports

ASUW
Staff Senate
Faculty Senate

Public Testimony

[Scheduled for Friday, August 5, at 8:00 a.m.]

Committee of the Whole

REGULAR BUSINESS

Board Committee Reports

[Note-Committees of the Board will present as needed.]

Audit and Fiscal Integrity Committee
Jeff Marsh (Chair)

Financial Management and Reporting Committee (“Financial Committee”)
Dave True (Chair)

Facilities Contracting Committee (“Facilities Committee”)
John MacPherson (Chair)

Budget Committee
John McKinley (Chair)

Honorary Degrees and Awards Committee (“Honorary Degree Committee”)
Mike Massie (Chair)

Note: Ad Hoc Committees will present as needed

Liaison to Other Boards
Alumni Association Board – Wava Tully
Foundation Board – Jeff Marsh & Dave Bostrom
Haub School of Environment & Natural Resources – Michelle Sullivan
Cowboy Joe Club – John McKinley
Energy Resources Council – Dave True

PROPOSED ITEMS FOR ACTION:

1. Arena Auditorium Phase II Bid – Mai
2. BSL 3 – Authority to Negotiate Contract Amendment – Miller
3. Financial System Vendor Contract Update – Mai
4. Amendments to Regulations – Clarify College Department – Miller

FURTHER ITEMS FOR DISCUSSION

1. Professor of Practice Update – Bostrom/Readdy
2. Diversity Program Update – Nichols

New Business

Date of Next Meeting – August 24, 2016 Conference Call

Adjournment

Information Only Items:

1. Capital Construction Report, Mai 36
-
-

AGENDA ITEM TITLE: Buildings (Status/Plan), Mai

- Science Initiative
- Engineering Building
- High Bay
- McMurry HAPC
- Stadium Video and Scoreboard
- Consultant for Arena Auditorium and McMurry High Altitude Performance Center Landscape Plan
- Arena Auditorium Phase II Bid

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
☐ Education Session
☐ Information Item
☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Administration will update the Board on the status and planning for the Capital Construction Projects. Additional written materials and an oral presentation will be provided during the Retreat.

Consultant for Arena Auditorium and McMurry High Altitude Performance Center Landscape Plan – Mai

BACKGROUND AND POLICY CONTEXT OF ISSUE:

As construction of the Arena-Auditorium Renovation, Phase 2 and the Mick and Susie McMurry High Altitude Performance Center projects will occur on adjacent sites and similar time lines, the Board of Trustees Facilities Contracting Committee decided that a comprehensive Landscape Master Plan should be developed for the area surrounding the two project sites to guide the landscape design for each project. Of the two projects, design and construction documentation of the Arena-Auditorium Renovation, Phase 2 was farther ahead, and the landscaping elements for the area immediately east of the Arena-Auditorium were included in the bidding documents for that project.

Fee proposals for landscape master planning were solicited and received from the landscape architects of the Arena-Auditorium Renovation, Phase 2 and the Mick and Susie McMurry High Altitude Performance Center project. The fee proposal from Lime Green Design, landscape architect for the Arena-Auditorium Renovation, Phase 2 project, was the lower in cost of the two bids that were received and it was deemed to be the best value to the University.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Authorization is required from the Board of Trustees to contract the consultant services for the Arena Auditorium and McMurry High Altitude Performance Center Landscaping Plan.

ARGUMENTS IN SUPPORT:

Lime Green Design designed the landscaping elements for the Arena-Auditorium Renovation, Phase 2. Having that firm develop the Landscape Plan for the combined project sites would provide greater design continuity.

ARGUMENTS AGAINST:

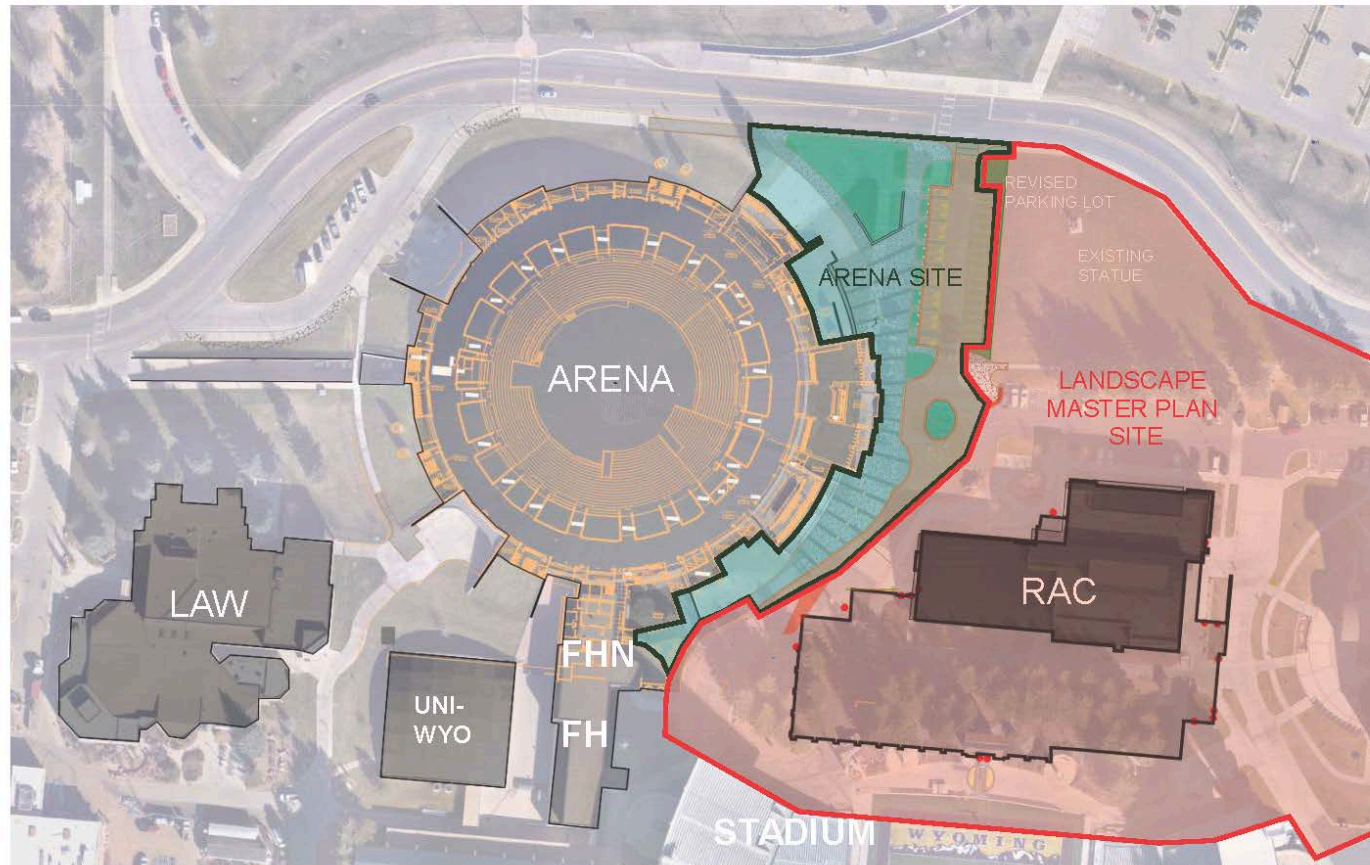
None.

ACTION REQUIRED AT THIS BOARD MEETING:

Authorization to contract with Lime Green Design of Denver, CO.

PRESIDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees of the University of Wyoming authorize the contracting with the recommended landscape architecture consulting firm, Lime Green Design.



Site Development (Civil and Landscape) Extents
(Construction Limits)

OVERALL SITE PLAN

DESIGN DEVELOPMENT

1

UNIVERSITY OF WYOMING
ARENA AUDITORIUM PHASE 2

Arena Auditorium Phase II Bid

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Arena Auditorium (AA), occupied in 1982, was constructed primarily as a competition and practice venue for basketball but also hosts special events and university/high school/WyoTech graduation ceremonies. Recent or planned transformations of similar buildings, particularly in the Mountain West region, are setting a new standard for basketball arenas and practice facilities. The Athletic Facilities Master Plan recommends two phases of renovations to the Arena Auditorium. Phase 1 included renovations to the basketball court, seating bowl, and Locker Room Level; and Phase 2 includes building additions and renovations to the concourse and spectator services located on the concourse level.

The proposed Phase 2 work will include an addition to the east side of the building, which will provide a new major façade to the facility. The concourse will be renovated to provide improved concession areas, merchandise areas, restrooms, way finding, and upgraded appearance. A new central ticket office will be created to serve the AA, as well as War Memorial Stadium. A concession commissary will be developed within the southeast portion of the addition to serve the AA, War Memorial Stadium, and other Athletics events. An elevator will be installed to provide access for patrons seated on or near the arena floor. A new fire suppression and smoke evacuation system will be installed within the facility.

Architectural design for the project was completed by By Architectural Means of Cheyenne, Wyoming.

An Invitation for Prequalification for general contractors was publically advertised starting June 10, 2016. Packets were due June 22, 2016. Eight (8) resident general contractors were approved to bid on the project.

The University is utilizing the design-bid-build project delivery method for this project. The project was publicly advertised starting June 26, 2016. The renovation and addition work in the building is anticipated to begin mid-August and be completed by October 16, 2017. The building will remain occupied during the work. Emergency exits will be maintained throughout the work and disturbance of occupants will be kept to a minimum.

On July 26, 2016, bids were received from seven (7) resident contractors. Following a comprehensive review of the base bids and alternates, **Sletten Construction of Cody, Wyoming** is recommended for this project. Based on available project funding, the recommendation is to approve the Base Bid amount of \$12,720,000.00 plus Alternate #1 (+\$130,000.00), #2 (+229,000.00), #5 (\$25,700.00), and concourse upgrades utilizing unit price schedule (+178,282.00) for a total contract award of **\$13,282,982.00**.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- November 2012 – Board of Trustees approved the architect/engineering firm of By Architectural Means of Cheyenne, Wyoming in association with Sink Combs Dethlefs of Denver, CO for the Arena Auditorium Renovation, Phase 1 project.

- May 2013 – Board of Trustees approved the Construction Manager at-Risk firm, Haselden Wyoming Constructors of Casper, Wyoming for the Arena Auditorium Renovation, Phase 1 project.
- November 2013 – Board of Trustees approved the Guaranteed Maximum Price (GMP) for the Arena Auditorium Renovation, Phase 1 project.
- June 2014 -Board of Trustees approved amending the contract for Architect/Engineer services on the Arena-Auditorium Phase 1 with By Architectural Means, P.C. to include Architect/Engineer services for Phase 2 of the project.
- October 2014 – Board of Trustees approved the Construction Manager at-Risk firm, Haselden Wyoming Constructors for the Arena Auditorium Renovation, Phase 2.
- August 2015 – Board of Trustees approved the exterior design for the Arena Auditorium Renovation Phase 2.
- September 2015 – Board of Trustees received the revised exterior design for the Arena Auditorium Renovation Phase 2
- February 2016- Board of Trustees approved the revised exterior design for the Arena Auditorium Renovation Phase 2
- May 2016- Board of Trustees approved the termination of Haselden as CMAR for the Arena Auditorium Renovation, Phase 2 and approved the project delivery method of design-bid-build.

WHY THIS ITEM IS BEFORE THE BOARD:

This item is for approval of the construction bids by the Board of Trustees to initiate the construction phase of the Arena Auditorium Renovation, Phase 2 project.

ARGUMENTS IN SUPPORT:

There is sufficient funding through state matching funds and private donations to undertake this project.

ARGUMENTS AGAINST:

None.

ACTION REQUIRED AT THIS BOARD MEETING:

Authorization to contract with the lowest responsible bidder, **Sletten Construction of Cody, Wyoming**, for the Arena Auditorium Renovation, Phase 2 project.

PRESIDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees of the University of Wyoming authorize the contracting with the recommended contractor, **Sletten Construction of Cody, Wyoming**, for the Arena Auditorium Renovation, Phase 2 project.

AGENDA ITEM TITLE: Statewide Engagement with K-12, Community Colleges, UW-Casper, Extension, and Outreach, Nichols/Hagy

- Community College Scorecard - Status of Credit Transfer – Hagy
- Feedback from Community College Visits – Nichols/Hagy
- What Steps Can Be Taken to Improve Relationships

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
☐ Education Session
☐ Information Item
☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW President Laurie Nichols and Special Advisor to the President Alyson Hagy will update the Board on Statewide Engagement with K-12, Community Colleges, UW-Casper Extension and Outreach. Additional written materials and an oral presentation will be provided during the Retreat.

**Statewide Articulation of 17 Highest Demand Transfer Programs to the University of Wyoming
August 3, 2016**

	Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern WY CCD (Sheridan/Gillette)	Western WY Community College
Animal & Veterinary Science (Production Option)	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	No Shared Program
Family & Consumer Science	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Biology	In Progress	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	AS Degree >64 Hours
Communication	PLAN COMPLETED	Final Stage	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Criminal Justice	PLAN COMPLETED	Final Stage	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
English	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Political Science	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Psychology	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Wildlife & Fisheries Biology & Management	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	AS Degree >64 Hours
Zoology	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	AS Degree >64 Hours
Accounting	PLAN COMPLETED	AS Degree >64 Hours	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Business Administration	PLAN COMPLETED	AS Degree >64 Hours	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Elementary Education	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Civil Engineering	No Shared Program	No Shared Program	No Shared Program	LONG TERM Planning	PLAN COMPLETED	No Shared Program	LONG TERM Planning
Petroleum Engineering	No Shared Program	No Shared Program	No Shared Program	LONG TERM Planning	PLAN COMPLETED	No Shared Program	LONG TERM Planning
Kinesiology & Health Promotion	PLAN COMPLETED	Final Stage	Final Stage	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	AS Degree >64 Hours
Nursing	RN to BSN	RN to BSN	RN to BSN	RN to BSN	RN to BSN	RN to BSN	RN to BSN

**Statewide Articulation of 17 Highest Demand Transfer Programs to the University of Wyoming
August 3, 2016**

Scorecard Key:

AS Degree >64 Hours

A 2+2 plan is not appropriate since the path to graduation is likely to take more than four years because the associate's degree includes more than 64 credit hours. The two programs can be articulated, allowing students to move smoothly from the community college to UW, but students need to be aware of the extended time to graduation and the financial aid (Hathaway scholarship, federal grants, etc.) implications of that extension. Students can still earn the degree, just not through a defined 2+2 plan. Most UW degree require 120 – 128 hours for accreditation. Mechanical, computer, and electrical engineering degrees require 132 hours for accreditation and can't be completed in four years.

Final Stage

Curriculum agreement has been articulated and is in place; signatures being sought.

In Progress

A 2 plus 2 plan is in the process of being developed: is being drafted, reviewed, or finalized.

Long Term Planning

Community college has long-term plans to develop curriculum in this area.

No Shared Program

Community college does not offer first two years of degree program

Plan Completed

A 2 plus 2 plan has been completed and a formal agreement has been signed.

RN to BSN

Program already established to assist Nursing students in completing a bachelor's degree. No need to develop a 2 plus 2 plan.

**Statewide Articulation of the Next 18 Highest Demand Transfer Programs to the University of Wyoming
August 3, 2016**

	Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern WY CCD (Sheridan/Gillette)	Western WY Community College
Anthropology	PLAN COMPLETED	No Shared Program	PLAN COMPLETED	PLAN COMPLETED	In Progress	No Shared Program	PLAN COMPLETED
Art	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
Physiology	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	Final Stage	AS Degree >64 Hours
Geology	In Progress	No Shared Program	Exploring Shared Programs	In Progress	No Shared Program	Exploring Shared Programs	No Shared Program
Sociology	PLAN COMPLETED	No Shared Program	PLAN COMPLETED	In Progress	In Progress	In Progress	In Progress
History	In Progress	In Progress	PLAN COMPLETED	In Progress	In Progress	In Progress	Final Stage
Global & Area Studies	PLAN COMPLETED	LONG TERM Planning	No Shared Program	No Shared Program	PLAN COMPLETED	No Shared Program	PLAN COMPLETED
Management	PLAN COMPLETED	AS Degree >64 Hours	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Marketing	PLAN COMPLETED	AS Degree >64 Hours	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Finance	PLAN COMPLETED	AS Degree >64 Hours	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Economics	PLAN COMPLETED	In Progress	In Progress	In Progress	PLAN COMPLETED	PLAN COMPLETED	No Shared Program
Business Economics	PLAN COMPLETED	AS Degree >64 Hours	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED
Secondary Ed-English	In Progress	In Progress	Exploring Shared Programs	In Progress	Exploring Shared Programs	Exploring Shared Programs	In Progress
Secondary Ed-Social Studies	In Progress	In Progress	In Progress	In Progress	In Progress	No Shared Program	In Progress
Computer Science	PLAN COMPLETED	LONG TERM Planning	No Shared Program	PLAN COMPLETED	No Shared Program	No Shared Program	In Progress
Pre-Pharmacy	In Progress	No Shared Program	No Shared Program	No Shared Program	In Progress	In Progress	No Shared Program
Physical Education	PLAN COMPLETED	No Shared Program	No Shared Program	PLAN COMPLETED	PLAN COMPLETED	PLAN COMPLETED	In Progress
Energy Resource Management	In Progress	No Shared Program	No Shared Program	No Shared Program	In Progress	No Shared Program	No Shared Program

See color key and notes on page 2.

If you have questions, please contact Patrice Noel, pnoel@uwyo.edu, or Alyson Hagy, ahagy@uwyo.edu.

**Statewide Articulation of the Next 18 Highest Demand Transfer Programs to the University of Wyoming
August 3, 2016**

Scorecard Key:

AS Degree >64 Hours

A 2+2 plan is not appropriate since the path to graduation is likely to take more than four years because the associate's degree includes more than 64 credit hours. The two programs can be articulated, allowing students to move smoothly from the community college to UW, but students need to be aware of the extended time to graduation and the financial aid (Hathaway scholarship, federal grants, etc.) implications of that extension. Students can still earn the degree, just not through a defined 2+2 plan. Most UW degree require 120 – 128 hours for accreditation. Mechanical, computer, and electrical engineering degrees require 132 hours for accreditation and can't be completed in four years.

Exploring Shared Program

Program Leaders at UW and CCs are discussing whether a 2 plus 2 plan is feasible

Final Stage

Curriculum agreement has been articulated and is in place; signatures being sought.

In Progress

A 2 plus 2 plan is in the process of being developed: is being drafted, reviewed, or finalized.

Long Term Planning

Community college has long-term plans to develop curriculum in this area.

No Shared Program

Community college does not offer first two years of degree program

Plan Completed

A 2 plus 2 plan has been completed and a formal agreement has been signed.

AGENDA ITEM TITLE: **Wyoming Business Council Plan to Help Diversify Wyoming Economy**, Boswell

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Governmental and Community Affairs Chris Boswell will update the Board on the Wyoming Business Council Plan to Help Diversify Wyoming Economy. Additional written materials and an oral presentation will be provided during the Retreat.

AGENDA ITEM TITLE: **Medical Education – Budget Update**, Asay

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Special Advisor to the President Meredith Asay will update the Board on the Medical Education Budget.



STATE OF WYOMING

167
Department
Number

2017-2018 SUPPLEMENTAL BUDGET REQUEST

UW - MEDICAL EDUCATION

Department Name

The information in this budget request has been developed in accordance with the agency plan prepared according to W.S. 28-1-115 & 28-1-116 [W.S. 9-2-1011 (b)(vi)]. Submitted by:

Signature _____

Name _____

Title _____

Person(s) responsible for the preparation of this budget:

Prepared for the 2017 State Legislature

Budget Division, Department of Administration &
Information

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2017 - 2018 BIENNIUM

DEPARTMENT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

3

Department Name: UW - MEDICAL EDUCATION							Department Number: 167
1 Description	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Supplemental Budget Request	6 Governor's Changes	7 Revised Appropriation
DIVISION							
FAMILY MEDICAL RESIDENCY PROGRAM	0100	32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
WWAMI MEDICAL EDUCATION	0200	14,305,970	0	14,305,970	0	0	14,305,970
DENTAL CONTRACTS	0400	5,099,824	(468,962)	4,630,862	0	0	4,630,862
NURSING PROGRAM	0500	221,625	0	221,625	0	0	221,625
DOCTORATE - NURSE	0600	0	0	0	0	0	0
PRACTITIONER	7000	0	0	0	0	0	0
WWAMI SPACE - LEVEL II	7100	0	0	0	0	0	0
WWAMI SET ASIDE ACCOUNT		0	0	0	0	0	0
TOTAL BY DIVISION		52,470,734	(806,279)	51,664,455	350,000	0	52,014,455
OBJECT SERIES							
PERSONAL SERVICES	0100	29,339,016	(238,537)	29,100,479	0	0	29,100,479
SUPPORTIVE SERVICES	0200	4,783,323	(44,805)	4,738,518	0	0	4,738,518
GRANTS & AID PAYMENT	0600	15,637,835	(468,962)	15,168,873	0	0	15,168,873
CAPITAL EXPENDITURES	0700	0	0	0	0	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	229,861	0	0	229,861
CONTRACTUAL SERVICES	0900	2,480,699	(53,975)	2,426,724	350,000	0	2,776,724
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		52,470,734	(806,279)	51,664,455	350,000	0	52,014,455
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	37,771,337	(3,026,452)	34,744,885	0	0	34,744,885
OTHER FUNDS	Z	14,699,397	2,220,173	16,919,570	350,000	0	17,269,570
TOTAL BY FUNDS		52,470,734	(806,279)	51,664,455	350,000	0	52,014,455
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		137	(3)	134	0	0	134
PART TIME EMPLOYEE COUNT		25	0	25	0	0	25
AWEC EMPLOYEE COUNT		5	0	5	0	0	5
TOTAL AUTHORIZED EMPLOYEES		167	(3)	164	0	0	164

2017 - 2018 BIENNIUM

DEPARTMENT SUPPLEMENTAL BUDGET NARRATIVE

4

Department Name: UW - MEDICAL EDUCATION

Department Number: 167

SECTION 1. DEPARTMENT STATUTORY AUTHORITY
WYOMING CONSTITUTION

ARTICLE 7 – EDUCATION; STATE INSTITUTIONS; PROMOTION OF HEALTH AND MORALS; PUBLIC BUILDINGS
SECTION 1 – LEGISLATURE TO PROVIDE FOR PUBLIC SCHOOLS
SECTION 15 – ESTABLISHMENT OF UNIVERSITY CONFIRMED
SECTION 16 – TUITION FREE
SECTION 17 – GOVERNMENT OF UNIVERSITY
SECTION 23 – PERMANENT LOCATION

WYOMING STATUTES

TITLE 21 – EDUCATION

CHAPTER 7 – TEACHERS AND EMPLOYEES
ARTICLE 6 - WYOMING TEACHER SHORTAGE LOAN REPAYMENT PROGRAM

CHAPTER 16 – HIGHER EDUCATION GENERALLY
ARTICLE 2 - WESTERN REGIONAL HIGHER EDUCATION COMPACT
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ARTICLE 13 - HATHAWAY SCHOLARSHIP PROGRAM
ARTICLE 14 - UNIVERSITY OF WYOMING ACADEMIC FACILITIES CHALLENGE FUND
ARTICLE 15 - TUITION AND FEES FOR SURVIVORS OF EMERGENCY RESPONDERS
ARTICLE 16 - UNIVERSITY OF WYOMING RECLAMATION AND RESTORATION CENTER CHALLENGE ACCOUNT

CHAPTER 17 - UNIVERSITY OF WYOMING
ARTICLE 1 - IN GENERAL
ARTICLE 2 - BOARD OF TRUSTEES
ARTICLE 3 - AGRICULTURE AND EXTENSION WORK
ARTICLE 4 - CAPITAL CONSTRUCTION PROJECTS

2017 - 2018 BIENNium

DEPARTMENT SUPPLEMENTAL BUDGET NARRATIVE

5

Department Name: UW - MEDICAL EDUCATION

Department Number: 167

CHAPTER 19 - HIGHER EDUCATION RETIREMENT

TITLE 9 - ADMINISTRATION OF THE GOVERNMENT

CHAPTER 2 – AGENCIES, BOARDS, COMMISSIONS AND DEPARTMENTS GENERALLY

ARTICLE 1 – DEPARTMENT OF HEALTH

9-2-118 – PHYSICIAN AND DENTIST LOAN REPAYMENT PROGRAM

9-2-123 – WYOMING INVESTMENT IN NURSING

CHAPTER 4 – PUBLIC FUNDS

ARTICLE 7 – INVESTMENT OF STATE FUNDS

9-4-719 – INVESTMENT EARNING SPENDING POLICY – PERMANENT FUNDS

ARTICLE 10 – GUARANTEE PROGRAM FOR BONDS

9-4-1003 – SUPPLEMENTAL COVERAGE PROGRAM FOR UNIVERSITY REVENUE BONDS

SECTION 6. DEPARTMENT EXCEPTION PRIORITIES

167 - UW Medical Education 2017-2018 Biennium Budget Request								
Priority	Page #	Unit #	Item Requested	Department Request	Governor's Rec	General Fund	Federal Fund	Other Fund
1	9	0102	340B Pharmacy Remodel	350,000		0	0	350,000
			TOTAL	\$350,000		\$0	\$0	\$350,000
			General Fund	\$0				
			Federal Funds	\$0				
			Other Funds	\$350,000				
			Total Funding	\$350,000				

2017 - 2018 BIENNIUM

DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

6

Department Name: UW - MEDICAL EDUCATION Division Name: FAMILY MEDICAL RESIDENCY PROGRAM		Department Number: 167 Division Number: 0100					
1 Division	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Supplemental Budget Request	6 Governor's Changes	7 Revised Appropriation
UNIT							
UWFMRP- CASPER	0101	17,442,029	0	17,442,029	0	0	17,442,029
UWFMRP- CHEYENNE	0102	15,401,286	(337,317)	15,063,969	350,000	0	15,413,969
TOTAL BY UNIT		32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
OBJECT SERIES							
PERSONAL SERVICES	0100	27,142,531	(238,537)	26,903,994	0	0	26,903,994
SUPPORTIVE SERVICES	0200	3,654,090	(44,805)	3,609,285	0	0	3,609,285
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	229,861	0	0	229,861
CONTRACTUAL SERVICES	0900	1,816,833	(53,975)	1,762,858	350,000	0	2,112,858
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	19,395,306	(1,548,879)	17,846,427	0	0	17,846,427
SPECIAL REVENUE	SR	13,448,009	1,211,562	14,659,571	350,000	0	15,009,571
TOTAL BY FUNDS		32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		132	(3)	129	0	0	129
PART TIME EMPLOYEE COUNT		19	0	19	0	0	19
TOTAL AUTHORIZED EMPLOYEES		151	(3)	148	0	0	148

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

7

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CASPER

DEPT	Wyoming On Line Financial Codes DIVISION	UNIT	FUND	APPR
167	0100	0101	001	101

SECTION 1. UNIT STATUTORY AUTHORITY

See Department Narrative Statutory Authority.

SECTION 2. STANDARD BUDGET REQUEST

Part A: Narrative: During a physician's residency, the physician resident will finish clinical training with a progressive increase in patient care responsibilities. Physicians must complete an accredited residency program to become certified in their area of practice. The UW Family Medicine Residency Programs (UWFMRP) are the only physician residency programs in the State of Wyoming. The UW Family Medicine Residency Programs are located in Cheyenne and Casper. While these residency programs' fundamental purpose is to provide a medical education to family medicine physician-residents, the programs also provide clinical training for students pursuing other health professions and operate health care clinics in Cheyenne and Casper that provide care to patients.

The fundamental purpose of the UW Family Medicine Residency Programs is educational - to provide a medical education to family medicine physician-residents through direct patient care. As studies have found a strong correlation exists between the state or region in which a physician is practicing and the geographic area in which the physician completed residency training, an anticipated outcome of these programs is that graduates will remain in Wyoming to practice, and many do. Approximately 40 percent of the physician residents remain to practice in the state, and there are currently over 120 practicing physicians in Wyoming who graduated from one of the programs. UW Family Medicine Residency Program graduates practice in all areas of the state ranging from Cheyenne and Casper to smaller communities such as Buffalo, Cody and Lander.

The second purpose of the UW Family Medicine Residency Programs is to provide clinical training for students pursuing other health professions and to serve as a resource for university research and service. Many College of Health Sciences professional students (nurses, pharmacists, etc.) and medical students from WWAMI and other programs have received experience in direct patient care in the team-based environment of the UW Family Medicine Residency Programs. The UW Family Medicine Residency Program's residency centers are the only teaching sites in Wyoming offering this educational environment in ambulatory care to students pursuing careers in health professions.

The third and final purpose of the UW Family Medicine Residency Programs is to provide safety-net health care to the people of Wyoming. Since their establishment, the UW Family Medicine Residency Program's residency centers have provided essential medical care for citizens, regardless of their ability to pay. Both centers are important safety-net providers for, and essential parts of, their communities and provide medical care access to patients who are financially less attractive to other providers.

In the governor's recommendations for the 2013-2014 biennium budget, Governor Mead directed the University of Wyoming to work with the Wyoming Department of Health to evaluate both residency programs (Casper and Cheyenne) and explore more efficient delivery options for the services the programs provide to both students and community members.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

8

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CASPER

DEPT	Wyoming On Line Financial Codes DIVISION	UNIT	FUND	APPR
167	0100	0101	001	101

The October 2012 Report to the Governor and subsequent UWFMRP Stakeholders' group recommended developing a Federally Qualified Health Center (FQHC) umbrella to operate the UWFMRPs' clinics and educational programs. In February 2013, the University of Wyoming and the Board of Directors of the Educational Health Center of Wyoming (EHCW) entered into a Co-Applicant Agreement to form a Health Resource and Services Administration (HRSA) approved Federally Qualified Health Center. Application for Federally Qualified Health Center status was made to Health Resource and Services Administration in September 2013, a Health Resource and Services Administration site visit was conducted in January 2014, and the application for Federally Qualified Health Center status was approved on August 1, 2014. The Federally Qualified Health Center status provides several benefits including: increased reimbursement rates from Medicare and Medicaid, lower cost prescriptions for Educational Health Center of Wyoming patients through Pharmacy 340b pricing, and federal medical student loan repayment for physician faculty.

Scope of Program

The UW Family Medicine Residency Program in Casper (UWFMRP-Casper) is fully accredited by the American Osteopathic Association (AOA). From its inception, UWFMRP-Casper has supported 24 resident physicians (8 in each 3 year class) and has graduated 248 family medicine physicians. The residency also provides for clinical training for several other health professions programs at the University of Wyoming College of Health Sciences including WWAMI Medical and Physician Assistant, Doctor of Nursing Practice, Social Work, Nursing, and Pharmacy.

During FY 2015, the UWFMRP-Casper provided care for 34,671 total visits, which includes 27,029 clinic visits, 6,163 hospital visits, 1,387 nursing home visits. The program delivered over 208 babies, and cared for over 426 hospitalized pediatric patients (including newborns). Many of these patients were either uninsured, or used Medicaid or Medicare, making the Program an integral safety net provider for central Wyoming. The UWFMRP-Casper faculty consists of the Director, nine physicians, one behaviorist, and one doctor of pharmacy. Several other staff also work at the UWFMRP-Casper to carry out the scope of the program.

Position Count:

Full- time employees=69

Part-time employees=9

Part B: Revenue:

	<u>2013-2014</u>	<u>2015-2016</u>	<u>2017-2018</u>
General Fund	\$9,653,028	\$10,870,785	\$9,686,220
Special Revenue	0	\$5,036,062	\$7,755,809

2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET NARRATIVE

9

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CASPER

Wyoming On Line Financial Codes
DEPT DIVISION UNIT FUND APPR
167 0100 0101 001 101

GOVERNOR'S RECOMMENDATION

I recommend approval of the standard budget as submitted.

SECTION 2. BUDGET REDUCTIONS

Reduction - \$859,604 Revenue Shift- The clinic is requesting the general fund reduction be replaced with Clinic Income and GME federal funding. Based on the following information below:

2017-2018 General Fund Reduction	(859,604)	
Clinic Income Replacement	370,774	
GME Income Replacement	488,830	(New federal funds as of March 2016)
Remaining Balance	-	

The GME federal funds were based on a review by CMS Medicare as payments for pass-through costs for the Federally Qualified Health Center (FQHC). The payments started March 2, 2016 and the clinics receive \$16,169 bi-weekly totaling \$840,788, which can be used for graduate medical education at both the Casper and Cheyenne Clinic locations.

The replacement of revenue will allow the UWFMRP- Casper to continue to provide the same level of service to their current clients. In addition, this will allow the program to stay at the same level until the Department of Health has completed a program review study by October 1, 2016, which will provide detailed information for a future work plan.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

10

Department Name: UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes					
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM							
Unit Name: UWFMRP- CASPER							
		DEPT	DIVISION	UNIT	FUND	APPR	
		167	0100	0101	001	101	
1	2	3	4	5	6	7	
Description	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Supplemental Budget Request	Governor's Changes	Revised Appropriation
EXPENDITURES							
SALARIES CLASSIFIED	0103	9,316,393	0	9,316,393	0	0	9,316,393
SALARIES OTHER	0104	525,576	0	525,576	0	0	525,576
EMPLOYER PD BENEFITS	0105	2,392,882	0	2,392,882	0	0	2,392,882
EMPLOYER HEALTH INS BENEFITS	0196	2,346,687	0	2,346,687	0	0	2,346,687
RETIRES INSURANCE	0197	59,055	0	59,055	0	0	59,055
PERSONAL SERVICES	0100	14,640,593	0	14,640,593	0	0	14,640,593
REAL PROPTY REP & MT	0201	124,000	0	124,000	0	0	124,000
EQUIPMENT REP & MNTC	0202	51,000	0	51,000	0	0	51,000
UTILITIES	0203	121,000	0	121,000	0	0	121,000
COMMUNICATION	0204	87,000	0	87,000	0	0	87,000
DUES-LICENSES-REGIST	0207	234,000	0	234,000	0	0	234,000
ADVERTISING-PROMOT	0208	2,000	0	2,000	0	0	2,000
MISCELLANEOUS	0210	11,941	0	11,941	0	0	11,941
TRAVEL IN STATE	0221	67,519	0	67,519	0	0	67,519
TRAVEL OUT OF STATE	0222	122,848	0	122,848	0	0	122,848
EMPLOYEE MOVING EXPENSES	0224	7,000	0	7,000	0	0	7,000
BOARD IN-STATE TRAVEL	0228	20,000	0	20,000	0	0	20,000
OFFICE SUPPL-PRINTNG	0231	421,000	0	421,000	0	0	421,000
MTR VEH&AIRPLANE SUP	0233	500	0	500	0	0	500
FOOD FOOD SVC SUPPL	0234	3,000	0	3,000	0	0	3,000
MEDICAL-LAB SUPPLIES	0235	445,000	0	445,000	0	0	445,000
EDUCA-RECREATNL SUPP	0236	33,000	0	33,000	0	0	33,000
SOFT GOODS&HOUSEKPNG	0237	6,000	0	6,000	0	0	6,000
OFFICE EQUIP-FURNISH	0241	145,365	0	145,365	0	0	145,365
DP REPRODUCT OTH EQ	0242	0	0	0	0	0	0
MEDICAL-LAB EQUIPMNT	0245	0	0	0	0	0	0
REAL PROPERTY RENTAL	0251	39,000	0	39,000	0	0	39,000
SUPPORTIVE SERVICES	0200	1,941,173	0	1,941,173	0	0	1,941,173
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
FUND SHIFT - FISCAL	0881	229,861	0	229,861	0	0	229,861
NON-OPERATING EXPENDITURES	0800	229,861	0	229,861	0	0	229,861
PROFESSIONAL FEES	0901	630,402	0	630,402	0	0	630,402
CONTRACTUAL SERVICES	0900	630,402	0	630,402	0	0	630,402
EXPENDITURE TOTALS		17,442,029	0	17,442,029	0	0	17,442,029
SOURCE OF FUNDING							
GENERAL FUND	1001	10,545,824	(859,604)	9,686,220	0	0	9,686,220
GENERAL FUND/BRA	G	10,545,824	(859,604)	9,686,220	0	0	9,686,220

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UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

11

Department Name: UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes					
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM							
Unit Name: UWFMRP- CASPER							
1		2	3	4	5	6	7
Description		2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Supplemental Budget Request	Governor's Changes	Revised Appropriation
FAMILY PRACTICE MEDICAL SV FEE	5103	6,896,205	370,774	7,266,979	0	0	7,266,979
RES MNT - MEDICARE	W202	0	488,830	488,830	0	0	488,830
SPECIAL REVENUE	SR	6,896,205	859,604	7,755,809	0	0	7,755,809
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		17,442,029	0	17,442,029	0	0	17,442,029
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		69	0	69	0	0	69
PART TIME EMPLOYEE COUNT		9	0	9	0	0	9
TOTAL AUTHORIZED EMPLOYEES		78	0	78	0	0	78

2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET NARRATIVE

12

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CHEYENNE

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

SECTION 1. UNIT STATUTORY AUTHORITY

See Department Narrative Statutory Authority.

SECTION 2. STANDARD BUDGET REQUEST

Part A: Narrative: During a physician's residency, the physician resident will finish clinical training with a progressive increase in patient care responsibilities. Physicians must complete an accredited residency program to become certified in their area of practice. The UW Family Medicine Residency Programs (UWFMRP) are the only physician residency programs in the State of Wyoming. The UW Family Medicine Residency Programs are located in Cheyenne and Casper. While these residency programs' fundamental purpose is to provide a medical education to family medicine physician-residents, the programs also provide clinical training for students pursuing other health professions and operate health care clinics in Cheyenne and Casper that provide care to patients.

The fundamental purpose of the UW Family Medicine Residency Programs is educational - to provide a medical education to family medicine physician-residents through direct patient care. As studies have found a strong correlation exists between the state or region in which a physician is practicing and the geographic area in which the physician completed residency training, an anticipated outcome of these programs is that graduates will remain in Wyoming to practice, and many do. Approximately 40 percent of the physician residents remain to practice in the state, and there are currently over 120 practicing physicians in Wyoming who graduated from one of the programs. UW Family Medicine Residency Program graduates practice in all areas of the state ranging from Cheyenne and Casper to smaller communities such as Buffalo, Cody and Lander.

The second purpose of the UW Family Medicine Residency Programs is to provide clinical training for students pursuing other health professions and to serve as a resource for university research and service. Many College of Health Sciences professional students (nurses, pharmacists, etc.) and medical students from WWAMI and other programs have received experience in direct patient care in the team-based environment of the UW Family Medicine Residency Programs. The UW Family Medicine Residency Program's residency centers are the only teaching sites in Wyoming offering this educational environment in ambulatory care to students pursuing careers in health professions.

The third and final purpose of the UW Family Medicine Residency Programs is to provide safety-net health care to the people of Wyoming. Since their establishment, the UW Family Medicine Residency Program's residency centers have provided essential medical care for citizens, regardless of their ability to pay. Both centers are important safety-net providers for, and essential parts of, their communities and provide medical care access to patients who are financially less attractive to other providers.

In the governor's recommendations for the 2013-2014 biennium budget, Governor Mead directed the University of Wyoming to work with the Wyoming Department of Health to evaluate both residency programs (Casper and Cheyenne) and explore more efficient delivery options for the services the programs provide to both students and community members.

2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET NARRATIVE

13

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CHEYENNE

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

The October 2012 Report to the Governor and subsequent UWFMRP Stakeholders' group recommended developing a Federally Qualified Health Center (FQHC) umbrella to operate the UWFMRPs' clinics and educational programs. In February 2013, the University of Wyoming and the Board of Directors of the Educational Health Center of Wyoming (EHCW) entered into a Co-Applicant Agreement to form a Health Resource and Services Administration (HRSA) approved Federally Qualified Health Center. Application for Federally Qualified Health Center status was made to Health Resource and Services Administration in September 2013, a Health Resource and Services Administration site visit was conducted in January 2014, and the application for Federally Qualified Health Center status was approved on August 1, 2014. The Federally Qualified Health Center status provides several benefits including: increased reimbursement rates from Medicare and Medicaid, lower cost prescriptions for Educational Health Center of Wyoming patients through Pharmacy 340b pricing, and federal medical student loan repayment for physician faculty.

Scope of Program: The UW Family Medicine Residency Program at Cheyenne (UWFMRP-Cheyenne) is dually accredited by the Accreditation Council for Graduate Medical Education (ACGME) and the American Osteopathic Association (AOA). The clinical activities of the UW Family Medicine Residency Program currently support training of 18 resident physicians (six in each 3-year class). Accepting the first resident class in 1980, the Program has graduated 197 Family Medicine physicians as of June 30, 2015. The UWFMRP-Cheyenne faculty consists of the Program Director, 3 full-time physicians and one part-time physician, (note: 4 faculty physician positions were vacant due to difficulty recruiting), 2 clinical pharmacologists, one social worker, 2 nurse practitioners and 1 mental health psychiatric nurse practitioner. The UWFMRP-Cheyenne also provides clinical training for several other health profession programs in the UW College of Health Sciences including WWAMI, Social Work, Nursing and Pharmacy.

In FY 2015, the Program provided 22,663 patient encounters in the out-patient clinic, in-patient hospital, nursing homes and home visits. This included delivery of 82 newborns. Many of these patients were either uninsured or Medicaid or Medicare making the Program an integral safety net provider for Laramie County. The UWFMRP-Cheyenne operates a rural satellite clinic in Pine Bluffs, Wyoming, which has been highly successful from an educational and service perspective.

Position Count:

Full-time employees=60

Part-time employees=10

Part B: Revenue:

	2013-2014	2015-2016	2017-2018
General Fund	\$10,544,851	\$9,522,021	\$8,160,207
Special Revenue	\$4,600,000	\$5,650,000	\$7,253,762

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UNIT SUPPLEMENTAL BUDGET NARRATIVE

14

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CHEYENNE

DEPT	Wyoming On Line Financial Codes DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

GOVERNOR'S RECOMMENDATION

I recommend approval of the standard budget as submitted.

SECTION 2. BUDGET REDUCTIONS

Reduction - \$351,958 Revenue Shift- The clinic is requesting a \$351,958 of the general fund reductions be replaced with GME federal funding. The GME federal funds were based on a review by CMS Medicare as payments for pass-through costs for the Federally Qualified Health Center (FQHC). The payments started March 2, 2016 and the clinics receive \$16,169 bi-weekly totaling \$840,788, which can be used for graduate medical education at both the Casper and Cheyenne Clinic locations.

Reduction - \$283,342 & 3 full-time positions Satellite Clinic Closure- The clinic also proposes to withdraw its presence at the Pine Bluffs satellite office resulting in a savings of \$283,342 in general fund. The clinic in Pine Bluffs has been co-operated with the other FQHC in Cheyenne, HealthWorks. The facility is owned by the Cheyenne Regional Medical Center (CRMC). CRMC has asked UWFMRP if they would be willing to exit operations at the Pine Bluffs clinic. CRMC representatives have stated that they will need to raise rent and would also like to only have only one tenant at the facility. Additionally, after an in-depth review of the office, it was discovered the office has not been profitable over the last couple of years and numerous complaints were filed with CMRC about the clinic hours of operations.

Reduction - \$53,975 Support Services/Professional Fees- The clinic will continue to find cost saving to cover the remaining \$53,975 in general fund, through improved business practices and a review of all contracts.

General Fund Reduction	(689,275)
GME Income Replacement	351,958
Pine Bluffs Clinic Reduction	283,342
Operational Reductions	53,975
Remaining Balance	-

Consequences- The replacement of revenue will allow the UWFMRP- Cheyenne to continue to provide a basic level of service to their current clients.

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UNIT SUPPLEMENTAL BUDGET NARRATIVE

15

Department Name: UW - MEDICAL EDUCATION
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM
Unit Name: UWFMRP- CHEYENNE

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

In addition, this will allow the program to continue to offer the same level of services at the Cheyenne clinic until the Department of Health has completed a program review study by October 1, 2016, which will provide detailed information for a future work plan.

SECTION 3. SUPPLEMENTAL REQUEST

1. PRIORITY #1 - 340B PHARMACY REMODEL REQUEST \$350,000

A. BASIS OF REQUEST: As a component clinical site of the Educational Health Center of Wyoming (EHCW), an FQHC a look-alike (US Health Resources Services Administration (HRSA) designation), the University of Wyoming Family Medicine Residency Program (UWFMRP –Cheyenne) is eligible to establish a 340B pharmacy service for its patients. HRSA has established these programs in FQHCs to accomplish more accessible and lower cost medication for the patients of FQHCs with a secondary benefit of additional revenues to the health center. The EHCW's experience with 340B services at the Casper residency site has shown that it can be a self-sustaining successful contractual program.

This request is for an increase in spending authority of \$350,000 for the purpose of remodeling the UWFMRP –Cheyenne building to accommodate an onsite pharmacy in order to contractually operate a 340B pharmacy program on site. No additional funding from the Wyoming legislature is being requested for this project.

B. REQUEST BY OBJECT CODE, FUNDING AMOUNT & FUND SOURCE:

1.	0903	Special Project	\$350,000	100% 5103- Clinic Income
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C. PERFORMANCE JUSTIFICATION: Both the UWFMRP – Casper and the UWFMRP – Cheyenne have been charged by the Governor to increase their access to non-state revenue. The 340B pharmacy operating in the UWFMRP – Casper has proven successful in providing an income source separate from state funding. It is expected that a similar pharmacy arrangement at the UWFMRP- Cheyenne clinic will be a successful way to increase non-state revenue to the UWFMRP – Cheyenne.

The offering of a 340B pharmacy at the UWFMRP – Cheyenne is an enhancement in client services and is expected to increase the number of patients who visit the Cheyenne clinic. In this manner, the pharmacy will bring increased revenue to the Cheyenne clinic through, not only pharmacy services, but increased patient visits.

An onsite pharmacy has been shown, through medical research data, to improve the number of prescriptions that are actually filled in comparison to off-site pharmacies. By allowing the UWFMRP- Cheyenne to invest its clinic revenue to remodel existing space, there will be an increase in revenue from clinical operations at UWFMRP – Cheyenne. Furthermore, the clinic currently has financial reserves accumulated to pay for the estimated costs of the remodeling.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

16

Department Name: UW - MEDICAL EDUCATION Division Name: FAMILY MEDICAL RESIDENCY PROGRAM Unit Name: UWFMRP- CHEYENNE		Wyoming On Line Financial Codes					
		DEPT 167	DIVISION 0100	UNIT 0102	FUND 001	APPR 101	
1 Description	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Supplemental Budget Request	6 Governor's Changes	7 Revised Appropriation
EXPENDITURES							
SALARIES CLASSIFIED	0103	7,819,415	(160,092)	7,659,323	0	0	7,659,323
SALARIES OTHER	0104	444,696	0	444,696	0	0	444,696
EMPLOYER PD BENEFITS	0105	2,013,778	(40,292)	1,973,486	0	0	1,973,486
EMPLOYER HEALTH INS BENEFITS	0196	2,174,465	(37,193)	2,137,272	0	0	2,137,272
RETIREEES INSURANCE	0197	49,584	(960)	48,624	0	0	48,624
PERSONAL SERVICES	0100	12,501,938	(238,537)	12,263,401	0	0	12,263,401
REAL PROPTY REP & MT	0201	163,100	(12,205)	150,895	0	0	150,895
EQUIPMENT REP & MNTC	0202	135,100	0	135,100	0	0	135,100
UTILITIES	0203	123,900	(2,235)	121,665	0	0	121,665
COMMUNICATION	0204	212,800	(8,495)	204,305	0	0	204,305
DUES-LICENSES-REGIST	0207	181,300	0	181,300	0	0	181,300
MISCELLANEOUS	0210	16,000	(720)	15,280	0	0	15,280
TRAVEL IN STATE	0221	60,823	0	60,823	0	0	60,823
TRAVEL OUT OF STATE	0222	91,894	0	91,894	0	0	91,894
EMPLOYEE MOVING EXPENSES	0224	76,000	0	76,000	0	0	76,000
BOARD IN-STATE TRAVEL	0228	10,000	0	10,000	0	0	10,000
OFFICE SUPPL-PRINTNG	0231	144,100	(900)	143,200	0	0	143,200
MTR VEH&AIRPLANE SUP	0233	10,800	(20,250)	(9,450)	0	0	(9,450)
FOOD FOOD SVC SUPPL	0234	2,100	0	2,100	0	0	2,100
MEDICAL-LAB SUPPLIES	0235	175,500	0	175,500	0	0	175,500
EDUCA-RECREATNL SUPP	0236	91,400	0	91,400	0	0	91,400
SOFT GOODS&HOUSEKPNG	0237	15,500	0	15,500	0	0	15,500
DP REPRODUCT OTH EQ	0242	40,000	0	40,000	0	0	40,000
TRANSPORTATION EQUIP	0243	0	0	0	0	0	0
MEDICAL-LAB EQUIPMNT	0245	90,000	0	90,000	0	0	90,000
REAL PROPERTY RENTAL	0251	70,000	0	70,000	0	0	70,000
INSURANCE-BOND PREMS	0254	2,600	0	2,600	0	0	2,600
SUPPORTIVE SERVICES	0200	1,712,917	(44,805)	1,668,112	0	0	1,668,112
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
PROFESSIONAL FEES	0901	986,431	(53,975)	932,456	0	0	932,456
SPECIAL PROJ & SVCS	0903	200,000	0	200,000	350,000	0	550,000
CONTRACTUAL SERVICES	0900	1,186,431	(53,975)	1,132,456	350,000	0	1,482,456
EXPENDITURE TOTALS		15,401,286	(337,317)	15,063,969	350,000	0	15,413,969
SOURCE OF FUNDING							
GENERAL FUND	1001	8,849,482	(689,275)	8,160,207	0	0	8,160,207
GENERAL FUND/BRA	G	8,849,482	(689,275)	8,160,207	0	0	8,160,207
FAMILY PRACTICE MEDICAL SV FEE	5103	6,551,804	0	6,551,804	350,000	0	6,901,804
RES MNT - MEDICARE	W202	0	351,958	351,958	0	0	351,958

2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

17

Department Name: UW - MEDICAL EDUCATION Division Name: FAMILY MEDICAL RESIDENCY PROGRAM Unit Name: UWFMRP- CHEYENNE		Wyoming On Line Financial Codes					
		DEPT 167	DIVISION 0100	UNIT 0102	FUND 001	APPR 101	
1 Description	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Supplemental Budget Request	6 Governor's Changes	7 Revised Appropriation
SPECIAL REVENUE	SR	6,551,804	351,958	6,903,762	350,000	0	7,253,762
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		15,401,286	(337,317)	15,063,969	350,000	0	15,413,969
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT	63		(3)	60	0	0	60
PART TIME EMPLOYEE COUNT	10		0	10	0	0	10
TOTAL AUTHORIZED EMPLOYEES	73		(3)	70	0	0	70

2017 - 2018 BIENNIUM

DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

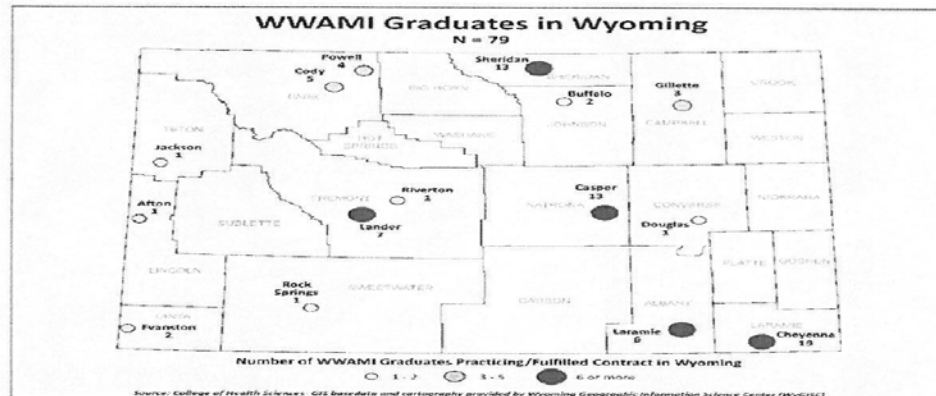
18

Department Name: UW - MEDICAL EDUCATION		Department Number: 167					
Division Name: WWAMI MEDICAL EDUCATION		Division Number: 0200					
1	2	3	4	5	6	7	
Division	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Supplemental Budget Request	Governor's Changes	Revised Appropriation
UNIT							
WWAMI MED ED INSTRUCTION/ CONTRACT	0201	14,305,970	0	14,305,970	0	0	14,305,970
TOTAL BY UNIT		14,305,970	0	14,305,970	0	0	14,305,970
OBJECT SERIES							
PERSONAL SERVICES	0100	2,196,485	0	2,196,485	0	0	2,196,485
SUPPORTIVE SERVICES	0200	1,119,233	0	1,119,233	0	0	1,119,233
GRANTS & AID PAYMENT	0600	10,326,386	0	10,326,386	0	0	10,326,386
CONTRACTUAL SERVICES	0900	663,866	0	663,866	0	0	663,866
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		14,305,970	0	14,305,970	0	0	14,305,970
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	13,054,582	(1,008,611)	12,045,971	0	0	12,045,971
SPECIAL REVENUE	SR	1,251,388	1,008,611	2,259,999	0	0	2,259,999
TOTAL BY FUNDS		14,305,970	0	14,305,970	0	0	14,305,970
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		5	0	5	0	0	5
PART TIME EMPLOYEE COUNT		6	0	6	0	0	6
AWEC EMPLOYEE COUNT		5	0	5	0	0	5
TOTAL AUTHORIZED EMPLOYEES		16	0	16	0	0	16

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0200	0201	001	201

W.S. 21-17-109

Part A: Narrative: WWAMI is a consortium of rural states (Washington, Wyoming, Alaska, Montana, and Idaho) that offers medical education through a partnership with the University of Washington School of Medicine (UWSOM). The WWAMI Medical Education program provides an opportunity for Wyoming residents to receive a medical education and to be trained as quality physicians in rural settings. As of July 2015, 107 WWAMI graduates have finished residency training, and 74 (69.2%) have returned to Wyoming to practice medicine. In addition, 5 WWAMI graduates from other WWAMI states are practicing in Wyoming. The map below shows locations of these WWAMI graduates in Wyoming. The remaining 33 students (30.8%) who are not practicing medicine in Wyoming are repaying the funds expended on their medical education, with interest, pursuant to WWAMI's loan-for-service component. The first class of Wyoming WWAMI students began medical school in 1997. The class size has expanded through legislative appropriation from an initial class size of 10 students per year in 1997 to the current class size of 20 students per year.



2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

20

Department Name: UW - MEDICAL EDUCATION
Division Name: WWAMI MEDICAL EDUCATION
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT

DEPT	Wyoming On Line Financial Codes DIVISION	UNIT	FUND	APPR
167	0200	0201	001	201

The first year of the four-year WWAMI medical education program is delivered on the University of Wyoming campus and the state of Wyoming fully funds the operating costs of training these first year students. The second year of the medical school program takes place in Seattle where Wyoming students are trained alongside with other University of Washington School of Medicine students. Students rotate through clinical training sites located across the five-state region during their third and fourth years of medical school. The state of Wyoming pays the full tuition and fees associated with the 2nd- 4th year Wyoming medical students.

Under the WWAMI Medical Education program contract with students, a student pays an annual tuition fee to the University of Wyoming, and agrees to return to Wyoming to practice medicine for a three-year period after their residency is completed or repays the funds expended for the student's medical education, with interest.

The first year WWAMI program operational costs currently include salaries for Wyoming's WWAMI Program Director (1.0 FTE), two anatomy faculty members (1.5 FTE), a general foundations phase lecturer (1.0 FTE), two administrative support staff (2.0 FTE), and three part-time employees (physicians and scientists) to assist with teaching efforts. First-year program costs also include contract payments to other departments and faculty at the University of Wyoming for teaching first-year courses in Molecular and Cellular Basis of Disease; Invaders and Defenders; Cardio, Pulmonary and Renal Systems; Blood and Cancer, and Energetics and Homeostasis as well as other elective courses. Other operational costs include: office expenses and supplies; travel to clerkship sites and to Seattle; human anatomy lab costs including cadaver purchases and dissection supplies; funds for replacement/updating and repair of teaching microscopes; human clinical exam models; AV equipment; clinical preceptor costs; rural medicine training; and books and other electronic resources.

Position Counts:

Full- time employees=5

Part-time employees=6

AWEC=5

Part B: Revenue:

	<u>2013-2014</u>	<u>2015-2016</u>	<u>2017-2018</u>
General Fund	\$10,483,137	\$12,515,926	\$12,045,971
Special Revenue	-	\$801,800	\$2,259,999

GOVERNOR'S RECOMMENDATION

I recommend approval of the standard budget as submitted.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

21

Department Name: UW - MEDICAL EDUCATION
Division Name: WWAMI MEDICAL EDUCATION
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT

DEPT	Wyoming On Line Financial Codes DIVISION	UNIT	FUND	APPR
167	0200	0201	001	201

SECTION 2. BUDGET REDUCTIONS

Reduction - \$1,008,611 Revenue Shift: State appropriations for the WWAMI budget is essentially comprised of two components:

1. Tuition and Fees paid to the University of Washington School of Medicine (UWSOM) for 2nd – 4th year students. (State Appropriation=\$11,274,219)
2. Educating 1st year UWSOM students in Laramie (State Appropriation=\$1,780,363)

The program is requesting the general fund reduction be replaced with other sources of revenue, based on new legislation (HB85) approved during the 2016 Session. HB85 made available support payments from WWAMI students for the running of the WWAMI program. In addition, monies exists from the earnings on the Medical Education Income fund for exclusive support of medical education.

2017-2018 General Fund Reduction	(1,008,611)	
Tuition/Contract Payment-HB85 Replacement	285,869	
2017 4% Medical Edu Replacement	361,371	(4% based on 5 yr. avg. market value of the funds)
2018 4% Medical Edu Replacement	361,371	(4% based on 5 yr. avg. market value of the funds)
Remaining Balance	-	

Proposal: Utilize these two revenue sources listed above to offset the loss of state appropriated general fund.

Alternatives:

- Place extra financial burden (as a result of cuts) upon medical students who are already under contract with the University of Wyoming.
- Reduce resources needed to deliver the 1st year curriculum. Upshot would be a risk of losing accreditation since curriculum must be delivered equivalently across sites.
- Cut WWAMI class size from 20 to 16 students – this would not help with costs in this biennium but would reduce costs beginning in the next biennium.

Notes:

- Use of funds as specified in the proposal will not inhibit Wyoming WWAMI's ability to host the second year of medical school in Laramie since Wyoming will receive tuition flow back from UWSOM for the additional time in Laramie. The projected flow back will be enough to cover instructional expenses associated with hosting the second year in Laramie.
- By using HB85 monies, we substantially limit the ability of WWAMI to reserve funds to help defray the cost of WWAMI space when the first two years of medical school are hosted in Laramie.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

22

Department Name: UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes					
Division Name: WWAMI MEDICAL EDUCATION							
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT		DEPT	DIVISION	UNIT	FUND	APPR	
1		167	0200	0201	001	201	
Description	Code	2	3	4	5	6	7
		2017-2018	Governor's Budget	Total Adjusted	Supplemental	Governor's	Revised
		Appropriation	Reductions	Appropriation	Budget Request	Changes	Appropriation
		Budget Bill					
EXPENDITURES							
SALARIES CLASSIFIED	0103	729,216	0	729,216	0	0	729,216
SALARIES OTHER	0104	487,540	0	487,540	0	0	487,540
EMPLOYER PD BENEFITS	0105	297,506	0	297,506	0	0	297,506
AWEC SALARY & BENEFITS	0110	403,855	0	403,855	0	0	403,855
EMPLOYER HEALTH INS BENEFITS	0196	271,066	0	271,066	0	0	271,066
RETIREEES INSURANCE	0197	7,302	0	7,302	0	0	7,302
PERSONAL SERVICES	0100	2,196,485	0	2,196,485	0	0	2,196,485
COMMUNICATION	0204	10,000	0	10,000	0	0	10,000
DUES-LICENSES-REGIST	0207	830,742	0	830,742	0	0	830,742
TRAVEL IN STATE	0221	9,000	0	9,000	0	0	9,000
TRAVEL OUT OF STATE	0222	52,400	0	52,400	0	0	52,400
EMPLOYEE MOVING EXPENSES	0224	0	0	0	0	0	0
BOARD IN-STATE TRAVEL	0228	26,000	0	26,000	0	0	26,000
OFFICE SUPPL-PRINTNG	0231	10,000	0	10,000	0	0	10,000
MEDICAL-LAB SUPPLIES	0235	24,000	0	24,000	0	0	24,000
EDUCA-RECREATNL SUPP	0236	40,000	0	40,000	0	0	40,000
PAYMENTS	0255	117,091	0	117,091	0	0	117,091
SUPPORTIVE SERVICES	0200	1,119,233	0	1,119,233	0	0	1,119,233
AIDS (TO/BEHALF OF)	0608	10,326,386	0	10,326,386	0	0	10,326,386
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	10,326,386	0	10,326,386	0	0	10,326,386
PROFESSIONAL FEES	0901	663,866	0	663,866	0	0	663,866
CONTRACTUAL SERVICES	0900	663,866	0	663,866	0	0	663,866
EXPENDITURE TOTALS		14,305,970	0	14,305,970	0	0	14,305,970
SOURCE OF FUNDING							
GENERAL FUND	1001	13,054,582	(1,008,611)	12,045,971	0	0	12,045,971
GENERAL FUND/BRA	G	13,054,582	(1,008,611)	12,045,971	0	0	12,045,971
Tuition/Contract Payment HB85	5009	0	285,869	285,869	0	0	285,869
FAMILY PRACTICE MEDICAL SV FEE	5103	0	0	0	0	0	0
LOAN REPAYMENTS	9201	1,251,388	722,742	1,974,130	0	0	1,974,130
SPECIAL REVENUE	SR	1,251,388	1,008,611	2,259,999	0	0	2,259,999
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		14,305,970	0	14,305,970	0	0	14,305,970
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		5	0	5	0	0	5

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

23

Department Name: UW - MEDICAL EDUCATION				Wyoming On Line Financial Codes											
Division Name: WWAMI MEDICAL EDUCATION				DEPT	DIVISION	UNIT	FUND	APPR							
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT				167	0200	0201	001	20							
1		2		3		4		5		6		7			
Description		Code		2017-2018 Appropriation Budget Bill		Governor's Budget Reductions		Total Adjusted Appropriation		Supplemental Budget Request		Governor's Changes		Revised Appropriation	
PART TIME EMPLOYEE COUNT				6		0		6		0		0		6	
AWEC EMPLOYEE COUNT				5		0		5		0		0		5	
TOTAL AUTHORIZED EMPLOYEES				16		0		16		0		0		16	

2017 - 2018 BIENNIUM

DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

24

1 Department Name: UW - MEDICAL EDUCATION Division Name: DENTAL CONTRACTS		Department Number: 167 Division Number: 0400					
Division	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Supplemental Budget Request	6 Governor's Changes	7 Revised Appropriation
UNIT							
DENTAL CONTRACTS	0401	5,099,824	(468,962)	4,630,862	0	0	4,630,862
TOTAL BY UNIT		5,099,824	(468,962)	4,630,862	0	0	4,630,862
OBJECT SERIES							
SUPPORTIVE SERVICES	0200	10,000	0	10,000	0	0	10,000
GRANTS & AID PAYMENT	0600	5,089,824	(468,962)	4,620,862	0	0	4,620,862
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		5,099,824	(468,962)	4,630,862	0	0	4,630,862
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	5,099,824	(468,962)	4,630,862	0	0	4,630,862
TOTAL BY FUNDS		5,099,824	(468,962)	4,630,862	0	0	4,630,862
AUTHORIZED EMPLOYEES							
TOTAL AUTHORIZED EMPLOYEES							

2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET NARRATIVE

25

Department Name: UW - MEDICAL EDUCATION
Division Name: DENTAL CONTRACTS
Unit Name: DENTAL CONTRACTS

DEPT	Wyoming On Line Financial Codes DIVISION	UNIT	FUND	APPR
167	0400	0401	001	401

SECTION 1. UNIT STATUTORY AUTHORITY

W.S. 21-17-119

SECTION 2. STANDARD BUDGET REQUEST

Part A: Narrative: WYDENT Program - Action taken during the 2007 session of the Wyoming Legislature authorized a loan-for-service repayment program for students pursuing a degree in dentistry. The program is administered by the University of Wyoming through the College of Health Sciences. The program contracts for educational services with schools of dentistry at the University of Nebraska-Lincoln and Creighton University in Omaha. The program offered admission to five students at each institution in 2007, 2008, and 2009. The seats were reduced to 7 (4 per institution) as a result of the budget cuts of 2017 for students entering 2017-2018 school year and later. The original intent was to support 40 students when the program was fully loaded (5 students per institution x 2 institutions x 4 years), but current funding contemplates a total of 28 students over four years.

Currently the status of WYDENT students and graduates is:

73 students started WYDENT (through 2015) less 2 withdrawals:

43	Graduates (through 2015)
27	Practicing in Wyoming, includes 6 completed service requirement
7	Practicing outside Wyoming, includes 1 paid in full
3	Enrolled in specialty residency
6	Grace period

2017-2018 enrollment in dental school with reductions:

14	Creighton University
14	University of Nebraska

Their obligation for repayment will begin one year after completion of their program of study (grace period). This may include allowing for a residency and/or fellowship.

Part B: Revenue:

	2013-2014	2015-2016	2017-2018
General Fund	\$4,876,597	\$4,876,597	\$4,630,862

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

26

Department Name: UW - MEDICAL EDUCATION
Division Name: DENTAL CONTRACTS
Unit Name: DENTAL CONTRACTS

Wyoming On Line Financial Codes
DEPT DIVISION UNIT FUND APPR
167 0400 0401 001 401

GOVERNOR'S RECOMMENDATION

I recommend approval of the standard budget as submitted.

SECTION 2. BUDGET REDUCTIONS

Reduction - \$468,962 Reduction- Grant payments (object code 0626) will be reduced by not filling one student slot for the class entering in the fall of 2016 (Creighton) and three additional slots for the class entering in 2017 (Creighton & Nebraska).

School Year	Student Count	Creighton	Cost	Student Count	Nebraska	Cost	Total Cost Per Year
2016-2017	15	78,278	1,174,170	16	76,197	1,219,152	2,393,322
2017-2018	14	80,627	1,128,778	14	78,483	1,098,762	2,227,540
							4,620,862
2017-2018 Tuition Appropriation		5,089,824	(student count is 32)				
New Estimated Tuition Cost		4,620,862	(student count will be 28)				
General Fund Reduction		468,962					

Consequences: Wyoming residents seeking to enter dental school will have less access to dental schools. If admitted outside the program they will incur much greater student debt. Wyoming will have fewer health care providers contractually obligated to return to the state to provide service.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

27

Department Name: UW - MEDICAL EDUCATION Division Name: DENTAL CONTRACTS Unit Name: DENTAL CONTRACTS		Wyoming On Line Financial Codes					
		DEPT 167	DIVISION 0400	UNIT 0401	FUND 001	APPR 401	
1 Description	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Supplemental Budget Request	6 Governor's Changes	7 Revised Appropriation
EXPENDITURES							
OFFICE SUPPL-PRINTNG	0231	10,000	0	10,000	0	0	10,000
SUPPORTIVE SERVICES	0200	10,000	0	10,000	0	0	10,000
GRANT PAYMENTS	0626	5,089,824	(468,962)	4,620,862	0	0	4,620,862
GRANTS & AID PAYMENT	0600	5,089,824	(468,962)	4,620,862	0	0	4,620,862
EXPENDITURE TOTALS		5,099,824	(468,962)	4,630,862	0	0	4,630,862
SOURCE OF FUNDING							
GENERAL FUND	1001	5,099,824	(468,962)	4,630,862	0	0	4,630,862
GENERAL FUND/BRA	G	5,099,824	(468,962)	4,630,862	0	0	4,630,862
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		5,099,824	(468,962)	4,630,862	0	0	4,630,862
AUTHORIZED EMPLOYEES							

AGENDA ITEM TITLE: **Committee Appointments and Reappointments/Executive Committee Reinstatement**, MacPherson

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustees President John MacPherson will update the Board on Committee Appointments and Reappointments/Executive Committee Reinstatement. Additional written materials and an oral presentation will be provided during the Retreat.

AGENDA ITEM TITLE: **Budget**, Nichols/Mai

- FY 17
- FY 18
 - Budget Grant Reductions \$15M (FCAC Report) – Steve Bieber
 - Program Elimination, Consolidation, Reduction, or Modification
 - Restructure and Reorganization
 - Huron Group Report – Andrew Law
 - Revenue Enhancement – President Nichols and Rob Godby
 - Tuition - Nichols
 - Academic Program Fee Plan for STEM and Other High Cost Academic Programs – Rob Godby
 - FY 18 Budget Process and Trustee Approval of Timeline – Mai
 - Long-Term Budget Vision for UW - Mai

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

University of Wyoming President Laurie Nichols and Vice President for Administration Bill Mai will provide an update on the UW Budget for FY 17 and FY 18.

**BFY 2017-2018 Biennial Budget --- Supplemental Request
Agency 067 (University of Wyoming)
Operating Budget Exception Requests**

DRAFT – July 28, 2016

PRIORITY #1 – UNCONVENTIONAL OIL AND GAS RESERVOIRS MATCHING FUNDS - LANGUAGE ONLY

Amount Requested: \$0

The university requests an amendment to language in the 2016 Session Laws, Chapter 31, Senate Enrolled Act 19, Section 067, Footnote 7. This act provides \$10,350,000 General Fund appropriation for the Endowment Challenge Fund Program and for matching funds for entrepreneurship, water management for the future, and school of energy resources or college of engineering and applied science initiatives. Existing language only allows funding to be used to create an endowment for this research.

Of the amount appropriated for the 2017-2018 biennium, the university requests to expend \$5,000,000, upon matching, for the purpose of research on unconventional oil and gas reservoirs. Note this change would allow the \$5,000,000 in previously appropriated funds to be expendable. The remaining \$5,350,000 original appropriation would be available for the purposes specified.

More specifically, the \$5 million appropriation would be directed to the State Treasurer for deposit into an account created in 2015 Wyoming Session Laws, Chapter 142, Section 345 (g). Funds would be distributed by the State Treasurer to the University of Wyoming for research related to unconventional oil and gas reservoirs pursuant to agreements between the university and private or non-Wyoming public entities. Under these agreements, non-state funding, in the form of cash or cash equivalent, must be received by the university, then appropriated state funds would be available to the university for expenditure.

The proposed language would direct the university to provide quarterly reports of funding received. The State Treasurer would match reported cash or cash equivalent funding on a quarterly basis through distribution to the university. Notwithstanding W.S. 9-2-1008, 9-2-1012(e) and 9-4-207, unexpended, unobligated appropriations for this purpose would not revert until June 30, 2020.

This request will provide funding to continue to build on a successful track record for the use of matching programs.

PRIORITY #2 – GIFT MATCHING FUNDING – FOOTNOTE CLARIFICATION

Amount Requested: \$0

The university requests an amendment to language in the 2016 Session Laws, Chapter 31, Senate Enrolled Act 19, Section 067, Footnote 8. Existing language provides \$1,150,000,000 in General Fund appropriation to be deposited to an account held by the State Treasurer for distribution to the University of Wyoming for any university initiative with a total cost less than \$200,000.

The university requests language to clarify this 2017-2018 biennium appropriation. More specifically, the university requests these funds be available when a university initiative receives cash or cash equivalent match of up to \$200,000 for those projects which are not eligible for funding under Footnote 7 in the appropriations bill. The proposed language would further specify any use of state match funding must be recommended by the President of the university and approved by the Board of Trustees. Finally, the requested language would direct that any unexpended, unobligated funds appropriated for this purpose would not revert until June 30, 2020.

This request will provide funding to continue to build on a successful track record for the use of matching programs.

AGENDA ITEM TITLE: **UW Foundation**, Blalock/April Brimmer Kunz

- Establishment of Fundraising Priorities for FY 17 and Future Years
- Discussion of Fundraising Priorities for UW for FY 17 by Board of Trustees, Foundation, and Administration
- Establishment of a Strategic Fundraising Plan
- Maximum Use of Available Funding
- Capital Campaign
- Appointment of Committee to Deal with Matters Going Forward Based on Board/Foundation Discussion and Direction
- Matching Funds from the small pool appropriation made in 2016 session - Stark/Boswell
- Other

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Institutional Advancement and CEO of the UW Foundation Ben Blalock and Chair of the UW Foundation Board April Brimmer Kunz will provide an update to the Board on the UW Foundation. Additional Materials and an oral presentation will be provided during the Retreat.

Updated information has been provided for this section. Please see attachment 1 for the updated information, which takes the place of pages 45-51 of the report.

AGENDA ITEM TITLE: **Enrollment – Should UW Grow its Enrollment**, Axelson/Alexander

- Proper Student/Faculty Ratio
- Cost to Education a Student
- Maximum UW Student Efficiency Ratio
- Costs/Savings by Adding Students
- Tuition v. State Funding Ratio
- Enrollment Plan/Target for 2017
- What Can Be Done to Increase Student Enrollment?
 - Recruitment
 - Tuition Concessions
 - Tuition and Scholarships
 - Improved Community College Relationships and Credit Transfers

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

An update will be shared with the Board on university-wide planning for optimal enrollment growth. Over the next five years, UW needs to implement a well-thought out plan for enrollment and resulting revenue growth. The topics that will be covered include student/faculty ratio; cost to educate a student; maximum student efficiency ratio; tuition and state funding; enrollment planning and student recruiting and retention; tuition rate and scholarship plans and programs to meet enrollment goals and improved community college relationships and credit transfer.

See enclosed pertinent data for the discussion.

WHY THIS ITEM IS BEFORE THE BOARD:

This information is presented for the general information of the Trustees.



Enrollment – Should UW Grow Its Enrollment

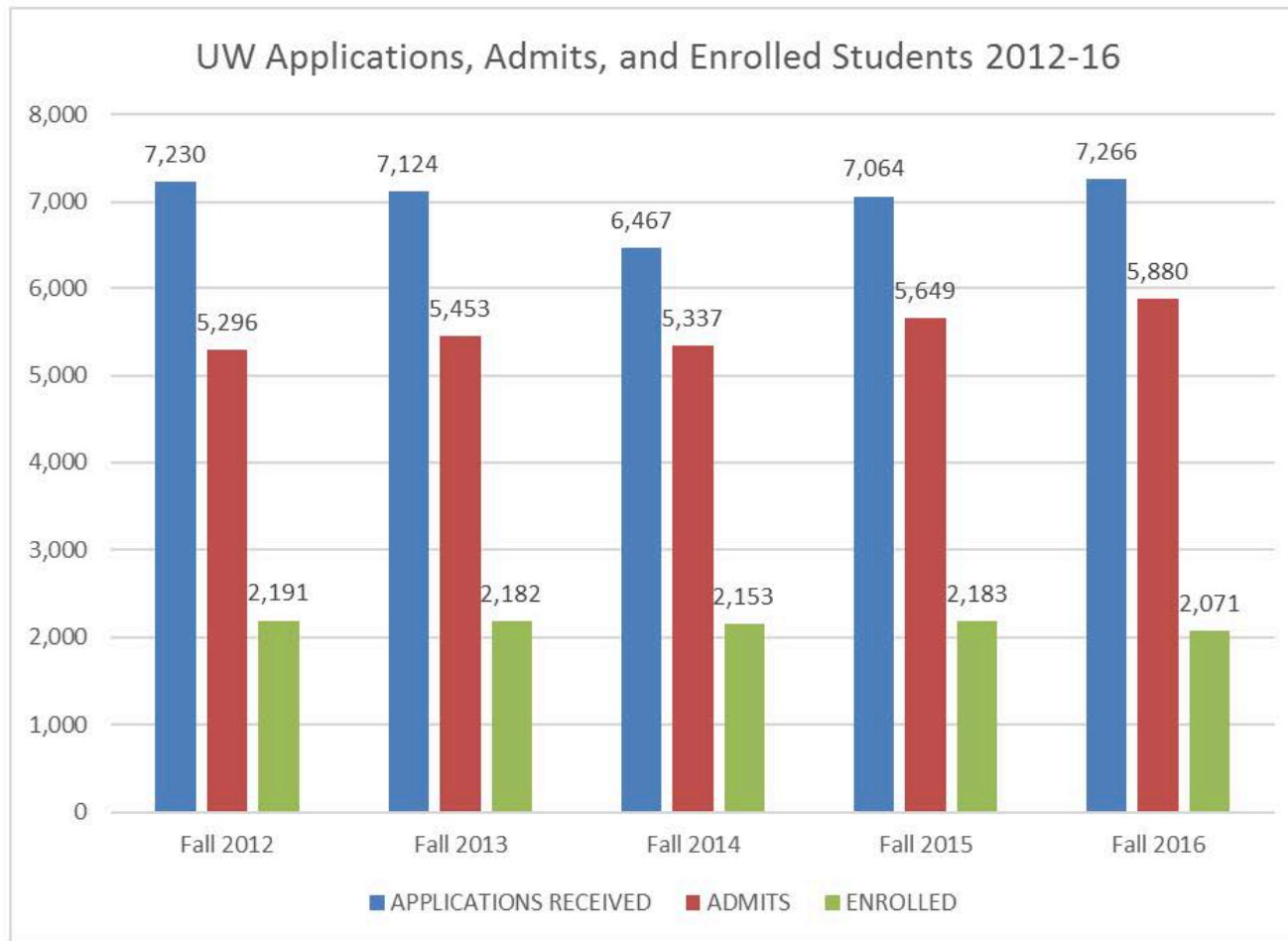
Board of Trustees

August 4, 2016

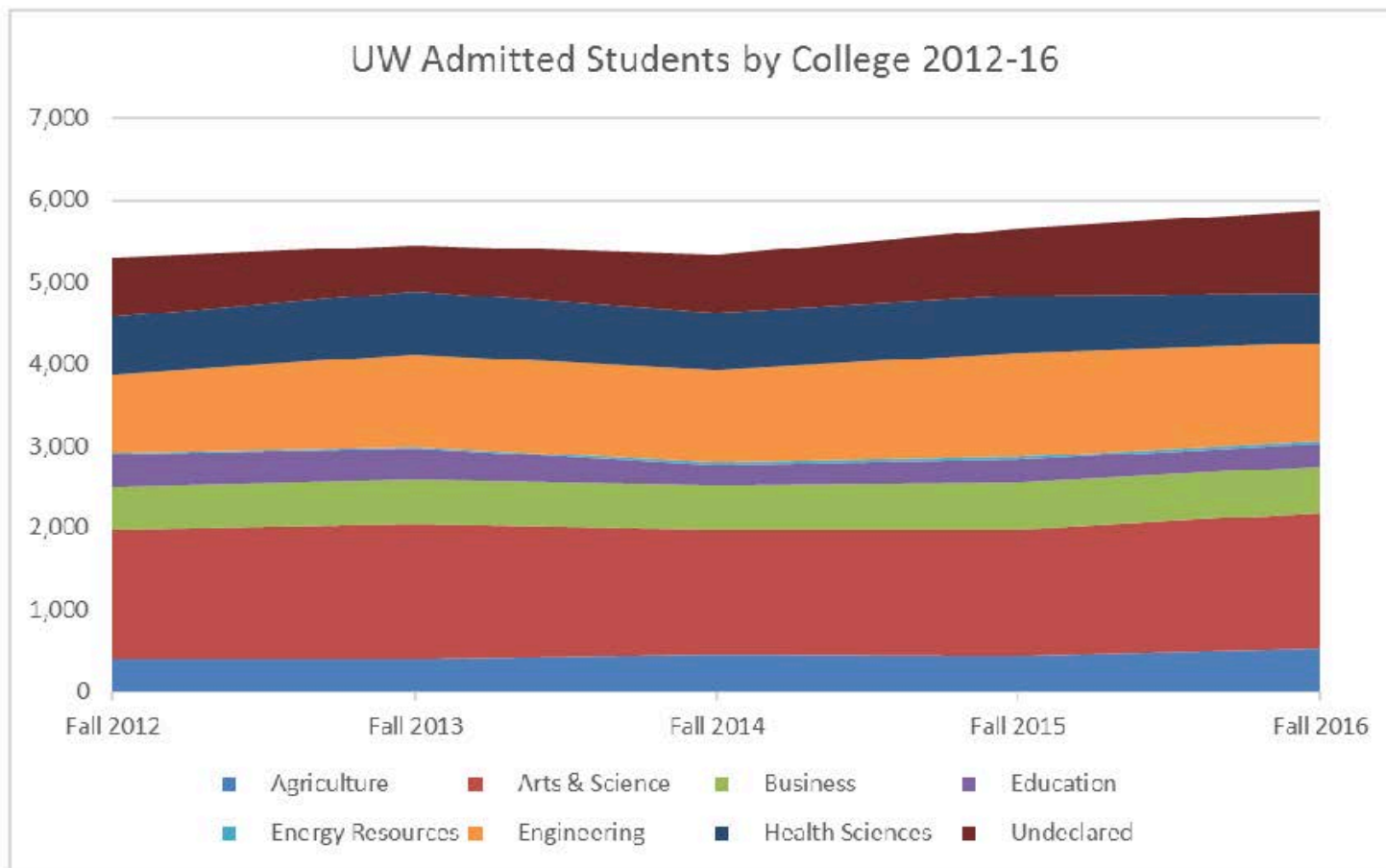
*Anne Alexander and Sara Axelson
Academic Affairs and Student Affairs*



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Proper Student/Faculty Ratio

- Data on near peer and aspirational comparators – see spreadsheet data provided in meeting materials
 - UW Student/Faculty Ratio trends towards 15:1 to 14:1

UW Student Faculty Ratio	IPEDS 2014 Unduplicated 12- month Full Time Enrollment Undergraduate	Instructional Staff
15	10,823	742

Average near-peer = 18-19:1

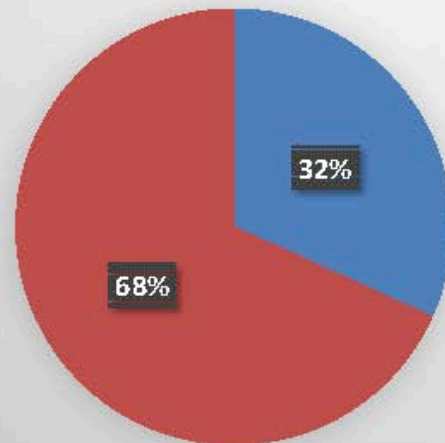


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Cost to Educate a Student

**UW Annual Instruction Cost per Full Time Enrollment =
\$14,616 (FY 2014)**

**UW Academic Year Tuition and Required Fees, Full Time
Undergraduate = \$4,646 (AY 2014)**



- Academic Year Tuition and Required Fees
Full time undergraduate
- Balance of instruction cost/full time enrollment covered by institution

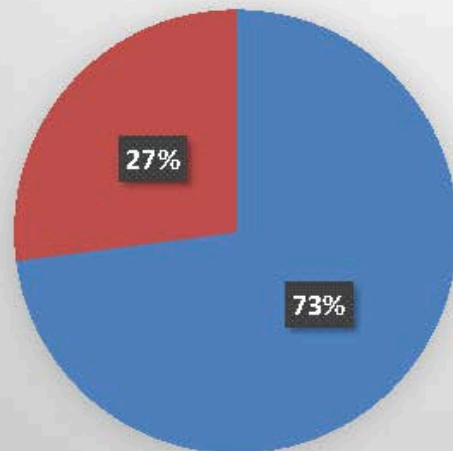


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Cost to Educate a Student

**Average of Comparators, Annual Instruction Cost per
Full Time Enrollment = \$13,738 (FY 2014)**

**Average of Comparators, Academic Year Tuition and
Required Fees, Full Time Undergraduate = \$10,020 (AY
2014)**



- Academic Year Tuition and Required Fees
Full time undergraduate
- Balance of instruction cost/full time enrollment covered by institution



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Space Capacity

- Ad Astra Capacity Management study – 2014
 - Utilize space at “off prime-time” hours more effectively (policy implemented Fall 2015 to require 40% of courses be offered before 9 AM and after 2 PM)
 - Not enough general pool classrooms (policy implemented Fall 2014 to incentivize moving department managed to shared and general)



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Space Capacity

- Ad Astra Capacity Management study – 2014

Seats	Classrooms*
1-20	12
21-30	32
31-40	40
41-60	24
61-80	12
81-100	4
100+	13 (max 150 seats)
Total	137

Note: No large lecture classrooms capable of holding between 350-400 students

**Pre-Enzi STEM building opening*



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Instructional Capacity

- Instructional Bottlenecks:
 - Some science general education courses – lab space is particularly “binding”
 - Some parts of Communications sequence because of low course caps
 - Some upper division general education courses



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Instructional Capacity

- Academic Affairs will address bottlenecks guided by principles to minimize barriers to student progress to graduation and provide pedagogically excellent instruction
 - Increase section caps, consolidation of sections for multi-section courses
 - Use waitlists as indicators to open new sections
 - Patrol fill rates
 - Tap undergraduate and graduate student TA's for science labs, writing course assistance, large course assistance
 - Provide better incentives for online course delivery



Maximum UW Student Efficiency Ratio

Estimate: using existing capacity and resources, student population could grow to 15,500-16,000 by 2020.

- See data on marginal cost of adding enrollment, block grant estimates, instructional costs and tuition (provided in board materials)



UNIVERSITY OF WYOMING

Costs/Savings by Adding Students

- Data on marginal cost of enrollment increases indicates:
 - Instructional, academic support, student services costs of one additional student at (at peer student-faculty ratios) is around \$2,600-\$2,800 per student
 - Average tuition and fee revenue per student: around \$4,900



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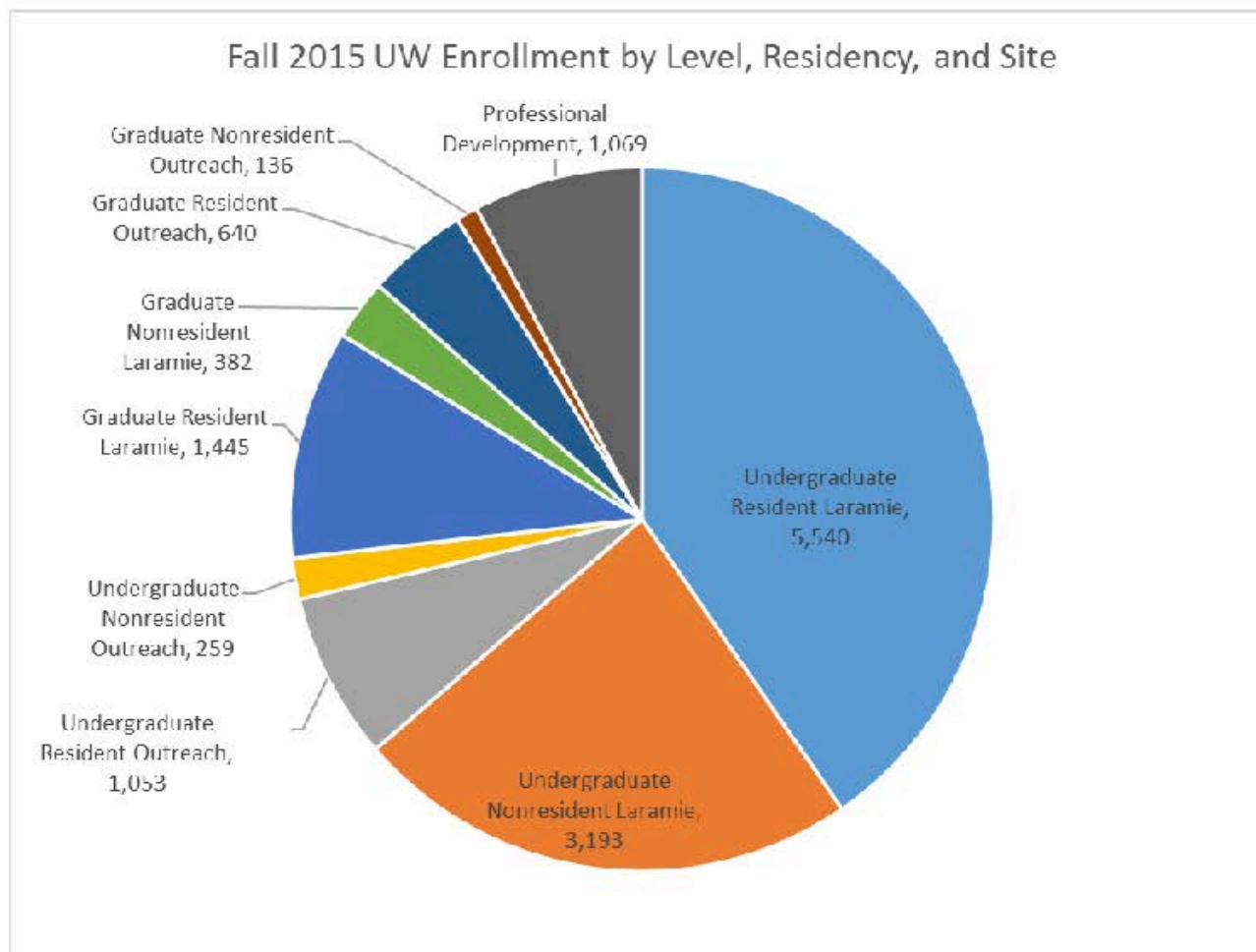
Tuition v. State Funding Ratio

Core revenues per FTE enrollment, by source: Fiscal year 2014

Tuition and fees	\$4,549
State appropriations	\$19,471
Local appropriations	\$0
Government grants and contracts	\$8,309
Private gifts, grants, and contracts	\$2,865
Investment return	\$2,649
Other core revenues	\$6,069



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Strategic Enrollment Plan

- Strategic Enrollment Plan developed in Fall 2016 to include the following:
 - University-wide leadership
 - Data Review and Goal Setting
 - Strategies to Achieve Goals
 - External Consultant to facilitate
 - Enrollment Model: 15,500 students by 2022



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Strategic Enrollment Plan

- Plans to be developed for:
 - Recruiting:
 - New Freshmen
 - Improved Community College Relationships and Credit Transfer
 - Graduate Students
 - International Students
 - Students by Major and College
 - Multicultural Students



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Strategic Enrollment Plan

- Plans to be developed for:
 - University Retention, Persistence and Completion
 - Scholarship and Pricing Analyses
 - Market Analysis and Student Recruiting
 - Technology Tools and Support
 - Challenges and Opportunities
 - Resource Alignment



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What Can Be Done to Increase Student Enrollment?

Recruitment:

- 2016 Fall Enrollment Campaign
- 2017 Fall Enrollment Cycle in Motion
 - Strategic Student Recruitment Program
 - Statewide Engagement
 - Expanded Nonresident
 - New Residence Halls
 - Career Development; Internships and Employment



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What Can Be Done to Increase Student Enrollment?

- Retention
 - Advising Design Rapid Response Team
 - STEP Expansion & Math Bridge
 - Academic Department Campaigns & Tools
- Improved Graduation Rates/Reducing Time to Graduation
 - 4 Year Plans & USP
 - 2+2 Plans with Community Colleges



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Enhancing Student Success with STEP

- Help with high challenge courses for all UW students

GPA	Percentage of Users
3.0 +	45%
2.0-2.99	37%
< 2.0	19%



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Enhancing Student Success with STEP

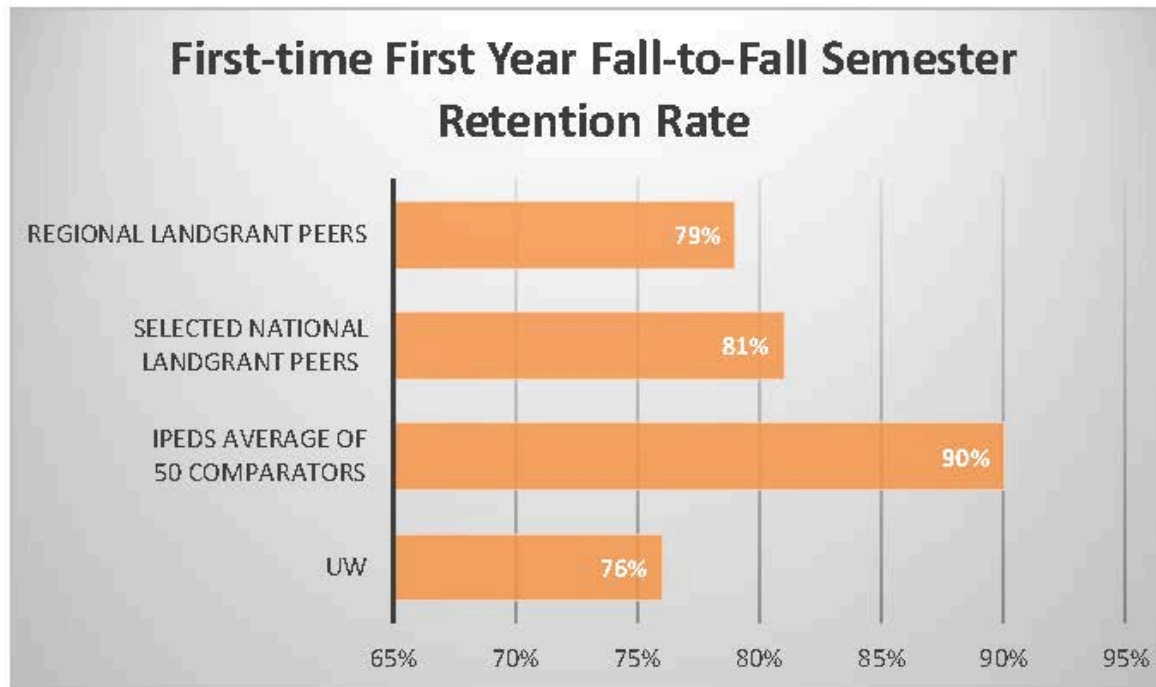
- Outcomes of STEP users

Retention Rate	Used STEP 3+ Times	Did Not Use STEP
Fall 2014 to Fall 2015	83%	76%
Spring 2015 to Fall 2015	85%	82%
GPA	Used STEP	Did Not Use Step
Admitted to UW with Support	2.17	1.76
Regular UW Admission	2.71	2.37



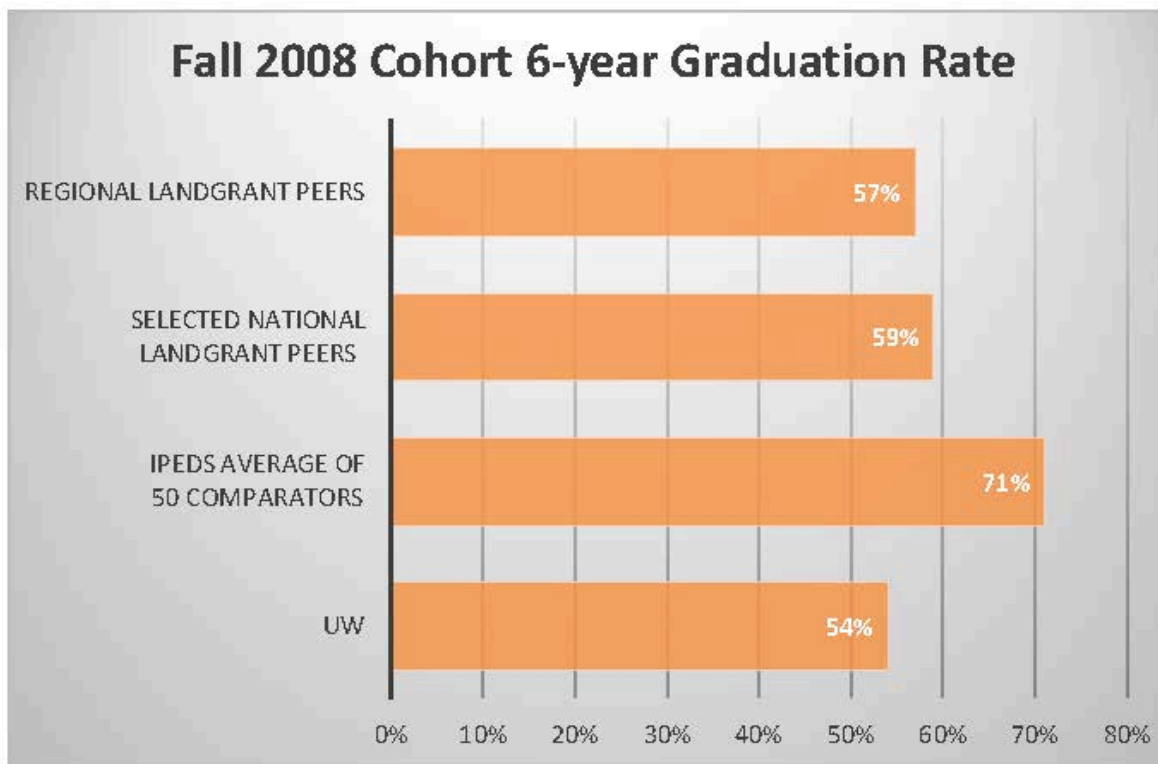
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Retention Rate



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Graduation Rate



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What Can Be Done to Increase Student Enrollment?

- Tuition and Scholarships
 - Centralized Scholarship Administration
 - Competitive Tuition Rates
 - Private and Public Scholarship Realignment
- University-wide commitment and support



UNIVERSITY OF WYOMING



Questions?

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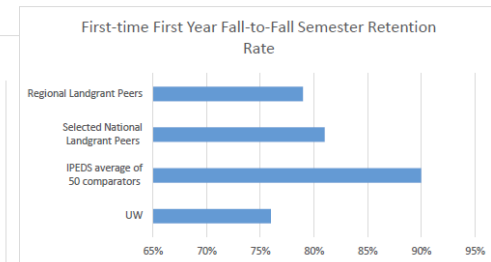
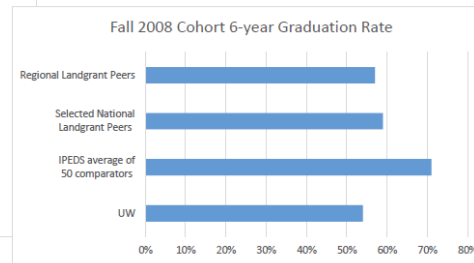
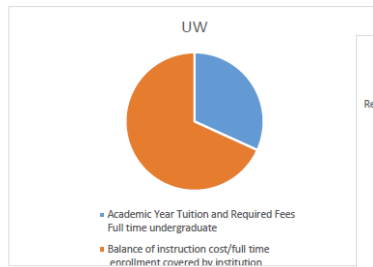
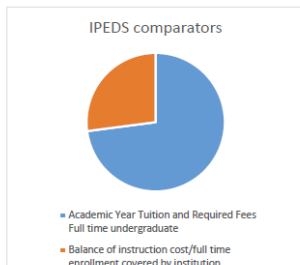
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Peer Institutions	Student Faculty Ratio	IPEDS AY2014 Ave. 9 month salary equivalent - All Instructional Employees	Instructional Staff	IPEDS 2014 Unduplicated 12-month Full Time Enrollment undergraduate	2014 Full-Time 6-year Graduation Rate	2014 Fall-to-Fall First-Time Full-Time Retention
University of Wyoming	15	\$82,116	742	10823	54%	76%
Utah State University	22	\$76,158	878	27662	50%	71%
University of Nevada-Reno	22	\$88,920	599	19934	54%	82%
New Mexico State University-Main Campus	17	73,665	689	15829	44%	74%
Oklahoma State University-Main Campus	20	76,392	1132	25962	62%	81%
University of Rhode Island	17	85,518	704	16571	63%	82%
University of Maine	16	86,490	486	11286	59%	77%
University of Idaho	17	74,214	545	11702	56%	77%
Montana State University	19	75,429	569	14982	49%	76%
South Dakota State University	17	69,282	548	12543	56%	77%
North Dakota State University-Main Campus	19	69,777	594	14747	53%	80%
Kansas State University	19	74,259	1081	24766	58%	83%
West Virginia University	16	56,205	114	2884	23%	58%
Clemson University	16	99,431	1121	21857	82%	92%
Colorado State University-Fort Collins	16	82,845	1438	31354	63%	85%
Washington State University	15	82,071	1317	28686	67%	80%
University of Nebraska-Lincoln	21	91,746	1259	25066	65%	84%
Auburn University	17	85,383	1209	25912	68%	91%
University of New Hampshire-Main Campus	19	102,024	610	15117	78%	86%
University of Vermont	15	87,678	608	12856	76%	87%
Mississippi State University	19	72,423	940	20138	58%	80%
University of Alaska Fairbanks	14	82,575	405	8620	33%	78%
Oregon State University	19	81,558	1292	28886	61%	84%
University of Arizona	20	92,727	1583	42236	61%	82%
University of California-Davis	18	113,283	1481	34508	81%	93%
Avg, Selected Peers	17.91667	\$ 82,502.21	883.42	20587.67	59%	81%

Peer Institutions	Student Faculty Ratio	IPEDS AY2014 Ave. 9 month salary equivalent - All Instructional Employees	Instructional Staff	IPEDS 2014 Unduplicated 12-month Full Time Enrollment undergraduate	2014 Full- Time 6-year Graduation Rate	2014 Fall-to- Fall First-Time Full-Time Retention
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Utah State University	22	\$ 76,158	878	27662	50%	71%
Washington State University	15	\$ 82,071	1317	28686	67%	80%
Avg., Selected Regional Peers	18.66667	\$ 79,866	942.5833333	22802.25	57%	79%

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FY 2014	UW	FY 2014	IPEDS average of 50 comparators	Fall 2014	UW	IPEDS average of 50 comparators	Selected National Landgrant Peers	Regional Landgrant Peers
Annual Instructional cost per full time enrollment	\$ 14,616.00	Annual Instructional cost per full time enrollment	\$ 13,738.00	First-time First Year Fall-to-Fall Semester Retention Rate	76%		90%	81%
Academic Year Tuition and Required Fees Full time undergraduate	\$ 4,646.00	Academic Year Tuition and Required Fees Full time undergraduate	\$ 10,020.00	Fall 2008 Cohort 6-year Graduation Rate	54%		71%	59%
Balance of instruction cost/full time enrollment covered by institution	\$ 9,970.00	Balance of instruction cost/full time enrollment covered by institution	\$ 3,718.00					79%



State Funding Summary
From <http://legisweb.state.wy.us/budget/2015databook.pdf>, p. 70

Summary of Appropriations and Positions 2005-06 thru 2015-16, by Service Expenditure Category 067
067 Budget only - University of Wyoming

Biennium	2005-06	2007-08	2009-10	2011-12	2013-14	2015-16	Estimate, with \$41 million reduction 2016-17	Estimate, with additional \$15 million reduction 2018-19
Total	\$ 415,473,122.00	\$ 464,129,242.00	\$ 600,582,830.00	\$ 603,180,938.00	\$ 526,343,863.00	\$ 454,758,935.00	\$ 413,758,935.00	\$ 398,758,935.00

In an "at capacity program"			
Cost to add one student, annual		At SFR = 18:1	At SFR = 19:1
Add 8 courses			
Average add cost of one class @ \$5,000			
\$	40,000.00	\$ 2,222.22	\$ 2,105.26
Add Sppt services (IPEDS categories)			
Academic Sppt / FTE = \$3,488		\$194	\$184
Institutional Sppt/FTE = \$5,494		\$ 305.22	\$ 289.16
Student Svc Sppt/FTE = \$1,519		\$ 84.39	\$ 79.95
(not counting Rsch and Other)			
Estimated Marginal cost at SF ratio - one student		\$ 2,805.61	\$ 2,657.95
		At 18:1	At 19:1

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State Funding Summary

From <http://legisweb.state.wy.us/budget/2015databook.pdf>, p. 70

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067 Budget only - University of Wyoming

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2015-16	\$ 454,758,935.00
Estimate, with \$41 million reduction 2016-17	\$ 413,758,935.00
Estimate, with additional \$15 million reduction 2018-19	\$ 398,758,935.00

**Strategic Enrollment Management Planning
August – December 2016**

Overview:

President Laurie Nichols has charged the University of Wyoming with forming a system-wide Strategic Enrollment Management (SEM) task force and has appointed members to include key institutional leaders and subgroup planning chairs.

Campus Leadership and Planning Chairs:

Division of Academic Affairs

- Associate Vice President for Undergraduate Education
- Deans or Associate Deans from each College
- Representative from Graduate Education
- Director of Transfer Relations

Division of Student Affairs

- Vice President for Student Affairs
- Director of Admissions
- Director of Advising and Career Services
- Director of Residence Life and Dining
- Enrollment Policy and Planning Strategist

Division of Administration

- Director of the Office of Institutional Analysis
- Representative from Institutional Marketing

Outreach School

- Dean of the Outreach School
- Associate Dean/Director, UW-Casper

External

- External Enrollment Management Consulting
- Huron Consulting

Data Review and Goal-setting:

Data review will include collection and review of longitudinal, current, and projected data related to the following. Assessment of this data will inform longer-term goals and identify areas of emphasis to include a five-year plan for both enrollment numbers and student body profile.

- UW enrollment profile to include multiple student cohorts (traditional Freshmen, transfer students, academically underprepared students, Honors-eligible students, etc.)
- Demographic data of the state and region
- Demographics of students who choose UW
- Demographics of students who enroll elsewhere
- Regional analyses of comparator enrollments
- UW's placement in choice of college for students who attend (low, middle, first choice, etc.)

Develop Strategies to Achieve Enrollment Goals:

- Outline a means to move toward a culture that values and prioritizes student recruitment, retention, and completion as a university-wide responsibility.
- Outline a means to develop recruitment and retention efforts that draw on all university divisions in achieving enrollment and student success goals.
- Set a timeline for implementation
- Plan to launch the above efforts as of January 1, 2017, with the expectation that limited effects will be seen as of the fall 2017 semester.

Work with External Consultant(s) to set Goals that are Ambitious but Achievable as well as Adaptable under Shifts in Organizational Priorities and Resources:

- Develop a vision and guiding principles under which goals will be determined. At a minimum, set quantitative goals for the following:
 - Increase student enrollment to n students and/or x percent growth.
 - Increase the Freshman to Sophomore retention rate to 80%.
 - Foster improved persistence for Juniors and Seniors by x percentage.
 - Reduce time to graduation and increase four and six-year graduation rates to x percent.

Develop Enrollment Model:

- Address undergraduate, graduate, and international student models.
- Address Laramie Campus, Outreach School, UW-Casper, and online course enrollments under complimentary, not competing, models.
- Address factors that play a role in instructional capacity.
- Refine the scholarship awarding model that best promotes enrollment and retention goals.
- Set goals and develop a model for all terms; Fall, January Term, Spring, and Summer.

Planning Components to be undertaken by Subgroups:

- New Freshmen recruiting plan
- Engineering; Science and Education Initiatives recruiting plans
- Transfer Student recruiting plan including
 - Three-year UW enrollment trend
 - Number of students enrolled at Wyoming community colleges
 - Efforts to recruit transfer students from out of state schools
 - Review of students' financial incentives to enroll
 - Review of program agreements with out of state schools
 - Review of the Reverse Transfer Initiative and the potential to expand efforts
- Graduate Student recruiting plan
 - Review of current efforts
 - Overenrolled programs where students could be redirected?
 - Efforts related to recruiting UW undergraduates
- International Student recruiting plan
 - Regions of the world on which to focus
 - Opportunities to collaborate with Colleges and faculty undertaking international research
 - Centralization of ISSO, IPO, ELS in promoting recruitment and student support

- Focus on potential undergraduate as well as graduate students

Recruitment and Retention Plans and Efforts in the Colleges:

- Develop recruitment plans within academic departments.
- Develop distance student recruitment plan, including analysis of program demand and nonresident pricing
- Identify opportunities arising from statewide engagement and/or through an increase in engagement.
- Acknowledge the potential that RCM budgeting will provide incentives for academic departments to expand recruitment, retention, graduation of undergraduates as well as graduate student enrollment and degree efforts.

University Retention Plan:

- Shape the entering class while maintaining UW's commitment to access
- Effectively attain freshman retention and sophomore, junior and senior persistence goals
- Establish goals for transfer specific retention, persistence, and completion
- Attract more high-achieving resident students
- Develop effective academic support and centers
- Undertake advising reform
- Expand efforts around the STEP Center and Early Alert grading
- Identify a tool to manage predictive modeling and retention campaigns
- Develop financial aid interventions that serve to retain eligible students who are considering leaving UW

Scholarship and Pricing Analyses:

- Review both resident and non-resident scholarships to determine how price affects student choice and how scholarship awarding can promote enrollment. Non-resident scholarship reviews will include private scholarships, 150% tuition awards; and waivers of non-resident tuition.
- Review the call for and availability of non-federal need-based aid through an analysis of Pell-eligible students' financial need and academic outcomes and the percentage of unmet need currently met through gift aid.

Market Analysis and Recruitment Planning:

- Review the following for current efforts, best practices, return on investment, effectiveness, and emerging social and other media opportunities:
 - Print publications, advertising, relationship marketing, travel planning, events, target markets, potential pay-per-click technologies, messaging, and career development messaging woven into recruitment process

Technology Tools and Support:

Challenges and Opportunities:

Resources Needed:

PDC Award Application Packet

Cover Page

Institutional Contact Information

<i>Date Submitted:</i>	05/02/2016
<i>Name of Institution</i>	University of Wyoming
<i>Name of Initiative/Project</i>	STEP Program
<i>Primary Institution Contact</i>	Anne Alexander, Associate Vice President for Undergraduate Education, Academic Affairs Department 3302 1000 E. University Ave., Laramie, WY 82071 307-766-4286 aaalex@uwyo.edu

PDC Award Application Packet

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Section 1: Institutional Context, Problem Statement, and Significance of Effort

Section 2: Overview of Initiative

Section 3: Description of Implementation and Institutional Buy-In Strategy

Section 4: Results of Initiative

Sections 5: Sustainability of Initiative and Lessons Learned

Letter of Endowments from President

Appendix 1 - University of Wyoming Admissions Standards

Appendix 2 – STEP Report Cards

PDC Award Application Packet

Section 1: Institutional Context, Problem Statement, and Significance of Effort (10%)

Describe the institutional context and significance of the retention and/or graduation effort at the institution. Indicate and demonstrate the problem intended to be addressed by the initiative and discuss its significance.

Mission: The University of Wyoming is a land-grant, Research Extensive, public doctoral institution. We are also in the unique position of being the only public four-year university in the state of Wyoming. As such, we balance a mission highlighting rigorous, internationally-recognized scholarship and creative activity, economic and community development, technology transfer, extension and outreach, and world-class accessible, affordable higher education

Student body characteristics:

UW's undergraduate student body totals 10,056 (end-of-semester counts, Fall 2015); the new freshmen class that entered this academic year included 1,695 new undergraduate students. The population is 54% female/46% male, with around 91% of the student population coming from white non-Hispanic backgrounds. Our minority student population are comprised of 6% Hispanic students; approximately 1% American Indian, Alaska Native, Native Hawaiian or Other Pacific Islander students; close to 1% Asian students; and around 1% Black or African American students. Approximately 21% of UW first-time full-time students receive Pell-grants. We serve a significant non-traditionally aged population, with the average age of our undergraduate population on the Laramie campus being 22 years old, and including our distance education population, 23.3 years old. Approximately 38% of the UW student population are 25

years old or older; around 22% of the undergraduate population 25 years old or older. UW also serves a large transfer population, especially from Wyoming community colleges.

Approximately 80% of new undergraduate transfer students are Wyoming transfers, and the transfer population each year is nearly half as large as the first-time incoming freshman population. Our Student Success Services (SSS) program, housed in the UW Department of Student Educational Opportunity (SEO), serves 230 first-generation, income-eligible students and students with disabilities at UW each year. Wyoming resident students - many who come from rural- to frontier-areas and about a third of whom are first-generation college students – constitute around 65% of the UW student population.

Admissions criteria:

Because of its land-grant mission, and because UW is the only four-year public university in the state of Wyoming, UW has relatively open admission. Appendix One describes the assured admissions, admissions with support, and holistic admissions UW uses.

UW's open admission policy demonstrates the institution's dedication to the value of democratic education opportunity. This, coupled with very low tuition rates and a significant state investment in funding for students to attend UW (the Hathaway Scholarship Program, which allows virtually any Wyoming student the opportunity to attend college in Wyoming), are a product of the UW Board of Trustees and Wyoming Legislature valuing UW's role as a haven of opportunity for those who otherwise might not have access to a world-class university education. These open admissions criteria and low tuition lead to UW serving a significant number of academically underprepared students.

Institution's level of community engagement:

As a land-grant institution, our commitment to community and statewide engagement is extremely strong. UW has extension agents in each Wyoming county, as well as the Wind River Reservation, five extension research facilities statewide, and eight Outreach School sites across Wyoming. Faculty, staff, and students are encouraged to travel Wyoming, both to present their research and to learn about and engage with community needs. In the past two years, over 100 "2+2" articulation and transfer agreements have been finalized between UW's faculty and the seven Wyoming community colleges, and that number continues to grow. This articulation partnership was directly targeted at increasing the four-year graduation rates for all Wyoming's students in higher education.

National and international engagement are also highly valued. Students and faculty are encouraged to participate in our extensive opportunities for studying, doing research, and interning abroad, and there is significant institutional funding available for international engagement.

Problem being addressed with supporting evidence

In 2010, responding to incremental but worrisome declines in retention and graduation rates (as illustrated in Tables 1-6 below) UW's Vice President for Student Affairs convened a strategic committee to review UW's retention initiatives and consider avenues for impacting student success. This multi-year process involved reviewing current retention and student success programs and developing predictive analytics for student success; incorporating strategies from Education Advisory Board (EAB) and the National Resource Center for The First Year Experience; soliciting a Noel Levitz analysis of UW's retention practices; and reviewing

successful programs at other institutions (including Colorado State, Georgia State, West Virginia University, and Oklahoma State, among others). Analysis of UW's student retention trends revealed that some student populations at risk of departure received little or no direct intervention, including students enrolled in high-challenge, general education classes (predominantly lower division STEM classes), first-year students on academic probation after fall semester, and first-generation college students not served by TRIO programs.

In 2012 and 2013, several pilot programs showed promise for impacting student success in the first and second year (e.g. Early Alert progress reports, academic probation interventions, and additional Math support). However, the programs lacked internal coordination and a centralized student space. And, while UW provides student success programs for specific key populations (Athletes, TRIO, veterans, minorities, etc.) many students who need support cannot or do not participate in these support programs.

STEP (Student Success, Tutoring, Engagement, & Personal Growth) was conceived as a network of student success initiatives serving all lower division students as well as targeted support for general education STEM courses. **STEP was designed to be accessible to all UW students, regardless of major and level of academic preparation. STEP was also aimed at bolstering a culture of support for students at all levels, and engaging staff and faculty in understanding and promoting critical habits of mind, resources, and engaged learning.**

Table 1: Fall-to-Fall Retention of UW First-Time Freshmen (UW Office of Institutional Analysis)

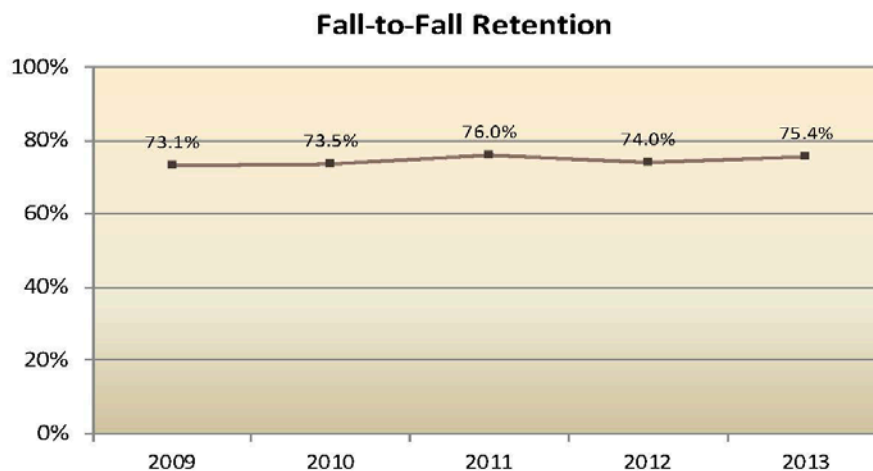


Table 2: Graduation Rates of UW First-Time, First Year Students (UW Office of Institutional Analysis)

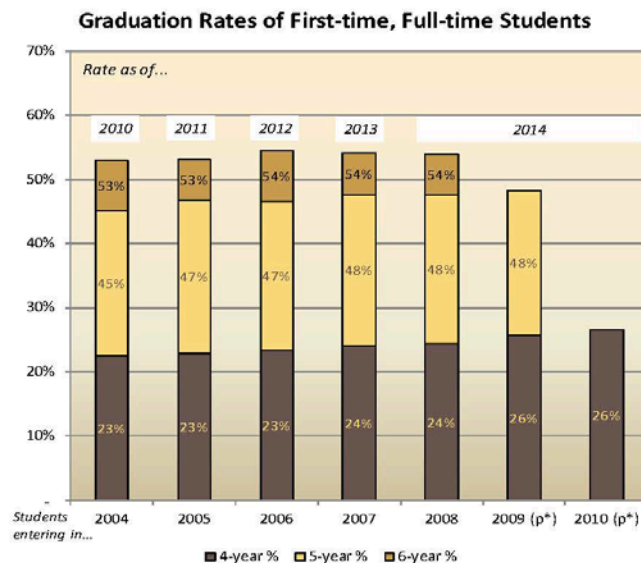


Table 3: UW Graduation Rates Compared to Peer Institutions

UW Graduation Rate Comparison

	UW	DRE Public	DRI Public
4 Year	24%	44%	27%
5 Year	46%	65%	46%
6 Year	53%	69%	52%

DRE and DRI refers to Carnegie Research Extensive and Intensive Classifications. UW is classified as DRE (the top research classification). UW's average student entry characteristics (GPA and ACT) are in the middle of the DRI and DRE averages.

Source: 2013-14 CSRDE Retention Report

Table 4:

4 Year Graduation Rates of UW Students, by College (UW Office of Institutional Analysis)

4-Year Graduation Rates				
Entering College	<i>Starting in Fall or Summer 2010</i>			
	# of Students Entering	% Graduated from Entering UW College	% Graduated from different UW College	% Graduated from UW
College of Agriculture & Natural Resources	108	22%	6%	29%
College of Arts & Sciences	410	29%	1%	30%
College of Business	125	34%	4%	38%
College of Education	112	31%	4%	36%
College of Engineering & Applied Science	239	15%	6%	21%
College of Health Sciences	221	18%	7%	25%
School of Energy Resources	4	0%	25%	25%
Undeclared	239	0%	16%	16%
	1,458	20%	6%	26%

Table 5:

5 Year Graduation Rates of UW Students, by College (UW Office of Institutional Analysis)

5-Year Graduation Rates				
Entering College	<i>Starting in Fall or Summer 2009</i>			
	# of Students Entering	% Graduated from Entering UW College	% Graduated from different UW College	% Graduated from UW
College of Agriculture & Natural Resources	106	39%	16%	55%
College of Arts & Sciences	445	38%	10%	48%
College of Business	124	31%	15%	47%
College of Education	122	39%	13%	52%
College of Engineering & Applied Science	286	31%	16%	47%
School of Energy Resources	1	100%	0%	100%
College of Health Sciences	247	32%	20%	52%
Undeclared	245	0%	43%	43%
	1,576	30%	19%	48%

Table 6:

6 Year Graduation Rates of UW Students, by College (UW Office of Institutional Analysis)

6-Year Graduation Rates				
Entering College	<i>Starting in Fall or Summer 2008</i>			
	# of Students Entering	% Graduated from Entering UW College	% Graduated from different UW College	% Graduated from UW
College of Agriculture & Natural Resources	120	44%	18%	62%
College of Arts & Sciences	420	45%	9%	55%
College of Business	150	35%	10%	45%
College of Education	149	42%	17%	59%
College of Engineering & Applied Science	305	41%	15%	57%
College of Health Sciences	218	34%	18%	52%
Undeclared	319	0%	49%	49%
Total	1,681	33%	20%	54%

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Section 2: Overview of Initiative (10%)

Following the review of UW efforts of current retention and student success programs and development of predictive analytics for student success, analysis of UW's student retention trends revealed that some student populations at risk of departure received little or no direct intervention. A variety of programs piloted in response showed promise for impacting student success. However, efforts lacked cohesion and coordination. STEP was conceived as an intentionally designed, coordinated network of student success initiatives serving all lower division students as well as targeted support for general education STEM courses. **STEP was designed to accessible to all UW students, regardless of major and level of academic preparation.**

Launched in 2014, STEP is co-led by Academic Affairs (Learning Resource Networks, LeaRN) and Student Affairs (UW Center for Advising and Career Services, CACS). STEP's goals are to enhance student and faculty awareness of all support services, coordinate and provide accessible tutoring and supplemental instruction in pivotal lower division courses, provide academic coaching services, and provide a limited number of summer bridge programs for math-readiness. The STEP leadership and staff collect feedback and data on an on-going basis on (1) individual student feedback on services, (2) macro-level success data of students who use STEP, including their GPAs and retention rates, and (3) micro- and macro-level usage data on supplemental instruction, tutoring, Early Alert, and the Summer Bridge. This data is routinely analyzed and disseminated to multiple audiences, including faculty, staff, administrators, and the UW Board of Trustees. The 2015-15 STEP Annual Report Card, Fall 2015 Semester STEP Report Card, and STEP Monthly Update for the Spring of 2016 are included in Appendix Two. Below is a

description of the institutional challenges identified as persistent and ripe for institutional action, as well as the STEP response to them.

Institutional Challenge: Historically, UW has offered tutoring for a small set of subjects and in a diffuse model. Because success in lower-division gateway courses is pivotal to student progress in college, highly-visible tutoring offers a pathway to success in courses that even the most prepared students find challenging.

STEP Response: Free tutoring is now available to all students, simultaneously collocated in partnership with the UW Coe Library. Drop in tutoring is available in the evening for dozens of classes each year.

Institutional Challenge: Students in high-challenge courses had limited access to study sessions beyond content help to develop core college skills. Few opportunities existed on campus for students to learn skills including exam preparation, note-taking, and critical reading alongside actual course material.

STEP Response: Expanded Supplementary Instruction (SI) provides targeted course-based support to thousands of students in approximately 30 gateway classes each semester. SI is designed as a series of study sessions led by a student who has successfully completed the course. Leaders work with faculty individually in each class. SI has been shown to bolster academic performance in participating classes, and students at all levels of academic preparation take advantage of the support.

Institutional Challenge: A large number of incoming students are placed into remedial, non-credit bearing math courses. Participating in a remedial course has many negative implications

for students, including delaying their progress in a major and even circumventing their persistence.

STEP Response: Summer Bridge is designed for incoming freshmen that do not place into credit-bearing math. Bridge is a 4-week, on campus living program that acclimates students to college level coursework and transitions them to the UW community. They will start on track at UW by gaining eligibility for higher-level math in the fall, and allow them to earn six or more hours of college level credit. The pilot Summer Bridge was so successful that it is being expanded to 4 sections this year.

The ongoing funding stream used to start up and sustain STEP operations is \$125,000 in tuition revenues. This funding stream was approved by the UW Board of Trustees and designated for STEP funding in perpetuity. STEP also partners with colleges to share costs and broaden the reach of services. Additional resources are being sought, in conjunction with the UW Foundation, from private sources.

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Section 3: Description of Implementation and Institutional Buy-In Strategy (10%)

In Fall 2013, the President of UW, at that time, expressed interest in formalizing and centralizing retention initiatives. A small team of Academic and Student Affairs professionals met to study a very successful endeavor at a neighboring institution, Colorado State University. This team also attended the First Year Conference to collect programming ideas. The group coalesced and used the information to design the STEP program with a multi semester timeline for rolling out strategic initiatives with specific metrics to measure success and impact with the long term goal to provide a true First Year Experience. As this was occurring UW was also implementing a First Year Seminar and redesigning the general education requirements. The First Year Seminar provided a targeted group of faculty as key stakeholders to participate in Early Alert progress reports and help connect first year students with tutoring and supplemental instruction..

After a full year of STEP services, program leaders shared success outcomes with key stakeholders such as deans, administrators and trustees. This performance and usage data demonstrated the impact of these programs and upward trending retention rates. Because of support from the Associate Provost for Undergraduate Education and the Vice President of Student Affairs and their willingness to share the STEP story, STEP became part of the fabric of first year success.

The next steps are to implement predictive analytics into admission considerations. The goal is to use these analytics to identify and reach students in specific probability of retention bands and deliver targeted services based on their individual characteristics. There is promising data that

demonstrates programmatic impact on first to second year retention for a small subset of students that received STEP services. The voice of the new UW President and Provost will be critical to expansion and future expansion of the STEP program.

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Section 4: Results of Initiative (40%)

To date, the results of STEP are incredibly encouraging. Tables 7-11 below summarize why we are so encouraged. As you can see, a large number of students across many levels and degrees of academic preparation are benefitting. Since STEP has only been in place for 3.5 semesters, it is difficult to attribute changes in graduation rates, time-to-degree, or degrees awarded thus far. However, retention rates, reduction in probation and suspension rates, and evidence in GPAs are already showing great promise from the STEP interventions.

Table 7 summarizes tutoring and SI usage over the life of STEP to date, focusing on tutoring for 45-50 different subjects and 30 different SI courses, with over 51,550 contact hours to date in SI. Table 8 shows the promising trends we believe are attributable to the establishment of STEP. Table 9 shows that students with many levels of academic preparation are availing themselves of STEP services. Tables 10 and 11 demonstrate the impact of using STEP on GPA's and retention rates among students with access to STEP.

In addition, faculty have played a key role in advertising STEP services, adjusting their courses to better utilize Early Alert and supplemental instruction, and infusing students' first year with a belief that seeking help is a sign of strength.

Table 7: STEP Usage

	Fall 2014- Spring 2015	Fall 2015	Spring 2016 to Date	Total
Total number of tutoring appointments	3695	2133	1071	6899
Total students tutored	908	611	372	1891
SI	3,328	1,647	2,905	7,880

Table 8 Overall UW Student Data Trends Since Inception of STEP in Fall 2014

	2015 (Spring)	2016 (Spring)
First-time freshmen UW cumulative GPA average	2.69	2.83
New first-time freshman academic probation rate	21.1%	17.0%
Overall UW 5-Year Graduation Rate	48.4%	49.8%
Overall UW 6-Year Graduation Rate	53.8%	55.2%

Table 9: Initial Grade Distribution of Users

GPA	Percentage of Users
3.0 +	45%
2.0-2.99	37%
< 2.0	19%

Table 10: GPA's of Student Who Had Access to STEP- Students Using STEP Versus Not using STEP (Fall GPA's)

	Used STEP	Did Not Use Step
Admitted to UW with Support	2.17	1.76
Regular UW Admission	2.71	2.37

Table 11: Retention Rates of Frequent Users (Net of Graduating Students)

	Used STEP 3+ Times	Did Not Use STEP
Fall 2014 to Fall 2015	83%	76%
Spring 2015 to Fall 2015	85%	82%

PDC Award Application Packet

Section 5: Sustainability of Initiative and Lessons Learned (30%)

STEP has built multiple funding partners for the Summer Bridge Programs (Math, Summer Programs, the College of Education, and the College of Engineering and Applied Science, and LeaRN), and with numerous campus entities, including Enrollment Management, College Deans, College Advisors, Office of Institutional Analysis, UW's Coe Library, Academic Affairs, Student Affairs, and the Students Success Programs for key populations including Athletics, SSS, Multicultural Affairs, and Veterans. The program from tuition is ongoing, and to show students the value of the investment of their tuition dollars, the program will continue to assess and analyze key indicators such as GPA's, retention rates, graduation rates, and other persistence and satisfaction measures. As part of UW's strategic planning, STEP will continue to gauge its effectiveness for UW students, and expand to new areas of demonstrated demand. For example, this semester hybrid of SI and tutoring for a small number of courses – is connecting student peers from their sections to study and learn together with a study group leader facilitating sessions; Think Tanks have also been piloted – structured, formalized study groups led by students within a class. Strategic planning for expansion has already begun to continue to increase STEP's role in First-Year Seminars, enhance and expand Early Alert and academic coaching, and the student mentoring program. STEP is also working with partners across campus to work towards a full-blown the First-Year Experience, spanning an enhanced Summer Bridge Program to targeted first-year block scheduling.

The use of STEP by students with many kinds of backgrounds and level of preparation is a result of word of mouth from students who are using STEP services, as well as significant marketing to

advisors and students. Faculty commonly refer students to STEP tutoring and SI in their syllabi and throughout the semester. We believe that in the short time STEP has been in existence, providing the stable, intentional network of student success services for all UW students, its reputation as a tool to help UW students persist has been its best outreach tool.

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**Appendix One
University of Wyoming Admissions Standards**

1. For assured admission, a first-time, first-year student with fewer than 30 transferable semester college credit hours require:
 - A cumulative, unweighted high school GPA of 3.0 (on a 4.0 scale)
 - A minimum composite ACT score of 21 or SAT score of 980 (math/critical reasoning combined)
 - Completion of the success curriculum while attending high school, including: four years each of English, Math (including college preparatory Algebra I, Algebra II, and geometry), Science (one year of which must be from the physical sciences: physics, chemistry, or a college preparatory physical science course; remaining years may be a combination of biological, life, physical, or earth/space science courses; three years of Social Science, two years of Foreign Language, and two years of additional coursework.
 - Home school students must meet the same requirements as other high school graduates, and GED credentials are accepted with required average score of at least 550 on the GED test with no individual score below 500.
2. If a student does not qualify under the guidelines outlined above, they may be admitted with support if they are a high school senior or graduate and satisfy the following:
 - Official ACT or SAT test scores submitted

- A cumulative, unweighted high school GPA of: (1) 2.5 - 2.99 or (2) 2.25 - 2.49 **and** a minimum composite ACT score of 20 or SAT score of 960 (math/critical reasoning combined)
- Completion of the success curriculum outlined above, with no more than two deficiencies. Both deficiencies cannot occur in the same curriculum category.

To foster academic success, students admitted with support participate in UW's nationally recognized Synergy program or other academic transition programs.

3. If a student does not qualify under assured admission or admission with support categories, they may enter under Holistic Alternative Admissions. Applicants must be graduating with a high school diploma or GED, and are required to submit official high school transcripts, official ACT or SAT test scores, and one essay of 350 words. The essay is on one of two guided topics, and are evaluated based on recognition of the complexity of ethical issues, creativity, articulation of a clear proposal to address the problem, and understanding the multiple perspectives and contexts. Admissions representatives evaluate the student's application and may admit a student that shows potential, requiring student success programs support.

Transfer students from Wyoming Community Colleges who have completed an AA, AS, AB, or ADN can transfer automatically to UW. Transfer students from other community colleges who have completed an AS, AA, or AB can transfer automatically to UW.

PDC Award Application Packet

Appendix Two
UW STEP Report Card, Academic Year 2014-15
UW STEP Fall 2015 Semester Report
UW STEP Spring 2016 Report to Date (March 2016)

AGENDA ITEM TITLE: **Development of a Strategic Plan for UW**, Nichols

- Leadership – Team Composition
- Timeline
- Process to be Used
- Selection of Peer Institutions and Initial Benchmark Data – Brian Schueler
- Board Role
- Other

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
☐ Education Session
☐ Information Item
☐ Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW President Laurie Nichols and Research Aid Brian Schueler will update the Board on the Development of a Strategic Plan for the University of Wyoming. Additional written materials and an oral presentation will be provided during the Retreat.



DRAFT

Campus Strategic Planning Process

This document provides a framework for the strategic planning process which will commence in September 2016 by engaging the campus and stakeholder communities in a series of planning discussions.

Strategic Planning Leadership Council

This Council will be appointed by the President to serve as the steering committee for the strategic planning process, providing overarching leadership. Responsibilities include implementing and monitoring a transparent process and timeline, collecting and synthesizing planning materials, creating and vetting drafts, integrating feedback and developing the final plan. Composition to include:

- Provost, chair
- 2 Deans
- 1 Department head
- 4 Faculty to include President of Faculty Senate
- 1 Undergraduate student
- 1 Graduate student
- 2 Staff to include President of Staff Senate
- 1 Trustee
- 1 Foundation Board member
- 1 Alumni Board member

Ex-officio: VP for Institutional Advancement/President UW Foundation, Executive Director of the UW Alumni Association, VP for Research and Economic Development, VP for Administration, VP for Student Affairs, and VP for Information Technology.

Campus-wide nominations will be solicited for the Council, which will be appointed by the President, following consultation with the leadership of campus constituent groups. The Council will be named in September 2016.

Dialogue and Listening Topics

Due to their cross-cutting nature, several topics will be studied and discussed in campus-wide dialogue and listening sessions. The topics with a brief description follow.

1. University Structures & Organization

Discuss current University structure regarding effectiveness and efficiency including the extent to which the current structure aligns like-disciplines/functions to encourage interdisciplinary work and/or streamlined services. Within the structure, other organizational functions/processes will be discussed as well. [Insert Co-leaders]

2. Extended Education & Lifelong Learning (off campus)

Discuss delivery of learning including off-campus enrollment, online education, and credit and non-credit bearing lifelong learning opportunities including conferences and training. [Insert Co-leaders]

3. Undergraduate Recruitment and Enrollment (on campus)

Discuss enrollment including undergraduate recruitment and on-campus undergraduate enrollment including international recruitment/enrollment and enrolling students from under-represented groups. [Insert Co-leaders]

4. Diversity and Inclusion

Discuss diversity and inclusion at UW including overall campus climate and efforts to increase diversity. This team will interface with the Undergraduate Recruitment and Enrollment team as needed. [Insert Co-leaders]

5. Academic Programs, Curriculum and Academic Quality

Discuss the portfolio and quality of academic program offerings, including accreditation of programs, the standards and processes currently used to ensure that programs are rigorous and reputable. Included in the charge to this team will be discussion of teaching and learning, interdisciplinary and multidisciplinary degrees/curricula/collaboration, classrooms to facilitate active learning, faculty development for active and team-based learning, etc. [Insert Co-leaders]

6. Information Technology

Discuss the technology infrastructure and support structures including networking, classroom technology, learning platforms and portals, website, and the effectiveness to which UW uses technology to communicate both on and off campus. This team will interface with extended education, academic programs, and research as needed. [Insert Co-leaders]

7. Student Success

Discuss UW's student success programming, and its effectiveness in improving retention, 4-year graduation rate, student engagement and satisfaction. [Insert Co-leaders]

8. Research, Scholarship and Graduate Education

Discuss the quality and quantity of research and scholarly outcomes including interdisciplinary and multidisciplinary research. In concert, discuss the portfolio and quality of graduate programs. [Insert Co-leaders]

9. Engagement and Outreach; Economic Development and Vibrant Communities

Discuss efforts of the university to engage with external audiences and provide outreach programming to meet the needs of these audiences. Discuss the role of the university in the state and region's economic development including community development. [Insert Co-leaders]

10. Resource Alignment, Revenue and Budgeting Model

Discuss current and potential university budgeting models including the degree to which academic responsibility (decisions) are aligned to revenue generation (consequences). Discuss the university's financial services and processes. [Insert Co-leaders]

11. Design, Master Plan and Campus Aesthetics

Discuss the current university master plan with attention to function, design, aesthetics, and sustainability. [Insert Co-leaders]

12. Athletics

Discuss UW's position as a Division I, high performing athletic program. [Insert Co-leaders]

A dialogue/listening team will be named to study the topic, lead guided conversation and draft an executive report. Each topic will have two scheduled open campus sessions so as to gain wide participation and feedback. These will be held during the months of [insert dates]. This process will be completed by [insert dates] with executive reports posted at that time.

Meetings by Department/Unit

As part of the planning process, the leadership team and relevant dean will meet with every academic department during [insert dates]. Short (10 minute) presentations will be developed by the department followed by a future-oriented dialogue (approximately 1 hour per department). Each presentation and a short summary of the discussion will be posted to a planning website for others to view.

College Meetings

During [insert semester], the President and Provost will meet with each academic college. The focus of the meetings will be to discuss future directions, suggestions for the future, etc. This technique could be expanded to other units as well (e.g. Division of Student Affairs, IT, Administration, Athletics, Research, etc.)

State-wide Meetings

A series of state-wide meetings will be hosted by Extension/Outreach personnel and organized by region to invite input from stakeholders, alumni and others. Special meetings will be arranged to meet with specific boards such as the Alumni Association Board, Foundation Board, and perhaps a few others (SER, Haub School, etc.).

Proposed Timeline

September 26, 2016	Kick-off event with special guest F. King Alexander, Louisiana State University President
September 2016	Name Leadership Council and convene Dialogue and Listening Topics finalized & leaders invited
October 2016	Potential campus visit from invited guest Meet with Dialogue and Listening Topic team leaders and launch Start departmental meetings
November, 2016	Continue departmental meetings College meetings Dialogue and listening sessions Statewide meetings
December 2016	Finish department meetings College meetings Dialogue and listening sessions complete
January 2017	Dialogue and Listening Reports due Meet with each dialogue and listening team to review report Department presentations/discussions posted
February 2017	Begin drafting university plan
March 2017	Vet plan to campus community and stakeholders
April 2017	Revise plan and present plan at Community/Campus Town Hall meeting
May 2017	Approve plan through governance structures
July 2017	New Strategic Plan begins
Fall 2017	College/Unit plans developed

1. Committee of the Whole – ITEMS FOR APPROVAL
Arena Auditorium Phase II Bid, Mai

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify: Committee of the Whole (Items for Approval)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Please see work session section for information on this topic.

2. Committee of the Whole – ITEMS FOR APPROVAL

BSL 3 – Authority to Negotiate Contract Amendment, Miller

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify: Committee of the Whole (Items for Approval)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President and General Counsel Rick Miller will provide an update on the BSL 3 – Authority to Negotiate Contract Amendment.

3. Committee of the Whole – ITEMS FOR APPROVAL
Financial System Vendor Contract Update, Mai

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify: Committee of the Whole (Items for Approval)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Administration Bill Mai will update the Board on the Financial System Vendor Contract.

4. Committee of the Whole – ITEMS FOR APPROVAL
Amendments to Regulations – Clarify College Department, Miller

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
☐ Education Session
☐ Information Item
☒ Other Specify: Committee of the Whole (Items for Approval)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Each College has its own University regulation. UW Regulation 7-540 (College of Education) and 7-550 (College of Engineering and Applied Science) both list the academic departments of the college in the regulation. [The College of Law has a regulation but does not have departments.]

The current regulations for the other four colleges and the Libraries specify departments as follows:

- a. Agriculture & Natural Resources – UW Regulation 7-500 II.A. specifies departments are listed in the College ByLaws.
- b. Arts & Sciences – UW Regulation 7-510 II.a. states that the units of the College are specified in the College Bylaws.
- c. Business – UW Regulation 7-530 II.A. does not specify departments. Rather it indicates that departments will include specified disciplines, plus that other disciplines may develop.
- d. Health Sciences – UW Regulation 7-560 II. a. states that the units in the College are specified in the College Bylaws as approved by the Board of Trustees. (I have not searched the minutes of the Board of Trustees to determine if such approval was ever granted. If it was, it was more than 16 years ago.)
- e. Libraries – UW Regulation 7-631 III.A states the Libraries shall be organized into departments and working groups.

The proposed changes to the regulation are not intended to make any change to the current campus organizational structure. Rather, College Bylaws, where available, and the information on the unit's website have been used to ensure that all college units are specified in the regulations in a consistent manner. Academic Affairs has reviewed these regulations.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommended modifications to the Regulation.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

UW REGULATION 7-500

Regulations of the College of Agriculture and Natural Resources

I. PURPOSE.

To establish the regulations of the College of Agriculture and Natural Resources.

II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

A. Academic Departments

The College of Agriculture and Natural Resources shall consist of the Land Grant units, Academic and Student Programs, University Extension, and Wyoming Agricultural Experiment Station plus the following academic units ~~that are specified in the College bylaws:~~

1. Agricultural and Applied Economics
2. Ecosystem Science and Management
3. Molecular Biology
4. Agricultural Communications
5. Family and Consumer Sciences
6. Plant Sciences
7. Animal Science
8. Microbiology
9. Veterinary Sciences

B. Dean

The Dean is the chief administrative officer of the College, appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College and shall report to the Vice President for Academic Affairs. The Dean may hold joint appointment as Director of the Wyoming Agricultural Experiment Station and/or the University Extension Service. The Dean shall preside at meetings of the College Faculty, recommend the College budget in consultation with the Associate Deans and Directors, Directors, Heads and Chairs of the subunits within the College, transmit and recommend appointments and promotions with respect to the Faculty and staff of the College, and exercise general administrative supervision over the educational programs and operations of the College in accordance with UW Regulations.

The appointment as Dean shall be considered an assignment of duties. Being appointed as Dean shall not be considered a promotion and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a

department, the person retains that tenure during the period of deanship. A Dean selected from outside the College must be approved by a department of the College as a member of that department.

C. Associate and Assistant Deans

Associate or Assistant Deans shall be recommended by the Dean to the Vice President of Academic Affairs. The Dean's recommendation is made after consultation with academic personnel of the College and the academic leadership of the College.

D. Department Heads, Chairs, and Directors

Each department and interdisciplinary unit shall have as its chief administrative officer a Head, Chair, or Director, who shall be appointed in accordance with UW Regulations. . Department Heads, Chairs, and Directors are responsible for all matters relating to the educational and administrative affairs of their unit. The unit Department Head, Chair, or Director, or designee, presides at all academic personnel meetings of the unit, recommends appointments and promotions with respect to the Faculty, academic professionals and staff of the unit, and exercises general administrative supervision over the educational programs and operations of the unit.

The Dean recommends these appointments. The appointments are subject to approval by the Vice President for Academic Affairs and the President. The Dean's recommendation is made after consultation with academic personnel of the appropriate unit and the academic leadership of the College. Department Heads, Chairs, and Directors hold administrative office subject to the continued approval by the Dean, the Provost and Vice President for Academic Affairs, the President, and the Board of Trustees.

III. COMMITTEES.

A. Standing Committees

Through its bylaws, the College may establish standing committees. The membership, duties, and governing procedures of such committees shall be defined in the bylaws and in accordance with any relevant UW Regulations.

At least one standing committee shall be established that provides recommendations to the Dean on cases involving the reappointment, tenure, promotion, and extended-term appointments of academic personnel.

B. Other Committees

Ad hoc committees may be established by the Dean or Associate Deans subject to approval by the Dean.

IV. FACULTY.

A. Membership

The academic leadership structure of the College will be described in its bylaws. The academic personnel of the College consists of the Dean, all members of the tenured and tenure track Faculty, and instructors and academic professionals serving in the College. Faculty emeriti and visiting professors are nonvoting members. The President of the University and Provost are ex-officio members without vote.

The academic personnel of the College may have representatives from other colleges of the University as may be determined by the academic personnel of the College as having a major role in the programs of the College. Such representatives shall be appointed by the Dean of the colleges in which the representatives are budgeted, and shall not vote. Such appointments shall be reported to the Office of Academic Affairs.

B. Powers and Duties

Powers and duties of the Faculty shall be as defined in the UW Regulations.

C. Office Hours

Faculty adhere to a modified open door policy with regard to their interaction with students. Whenever a Faculty member is not in class or similarly occupied, she/he is available to meet with students. In addition, all Faculty will be expected to note on class syllabi specific times during the week that she/he will be available for consultation and advice. The specific time will meet or exceed a minimum of six hours per week.

D. Appointment, Promotion, and Tenure

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

E. Meetings

Meetings of the academic personnel will be described in the bylaws.

V. STUDENTS.

A. Admission

The College academic personnel, subject to limitations contained in the UW Regulations and in accordance with national accreditation standards, has the power to determine the minimum standards for admission to the programs of the College. In the absence of such College standards, any student who qualifies for admission to the University will be admitted to the College.

B. Advisement

Advisement of students is the responsibility of the academic units and the office of the Dean. The academic head, chair or unit chair designates advisors, facilitates assignment of students, and supervises the maintenance of student records. Students in the College who are in an undeclared status shall be advised by designees of the Dean, who shall ensure the maintenance of appropriate advising records for each student's term of undeclared status.

C. Probation, Dismissal, Reinstatement

In matters of student probation, dismissal, and reinstatement, the College shall conform to the published codes of the academic units (if any) and the UW Regulations.

VI. DEGREES AND PROGRAMS.

A. Degrees

The degrees offered by the College are those authorized under UW Regulation 8-2.

B. Programs

The academic programs offered by the College and the requirements thereof are approved by the units of the College, the College academic personnel, and the appropriate University committee, and are published in the University Catalog.

VII. ADMINISTRATION OF THE REGULATION

A copy of any change or revision to this regulation shall be presented in writing (may be electronic) to the academic personnel at least one month prior to action. Any changes or revisions shall become effective immediately upon the approval of a majority of the academic personnel of the College voting by electronic or written ballot and the President of the University, subject to review by the Board of Trustees of the University.

Source:

University Regulation 500, Revision 2, Change 1; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 11/18/11 Board of Trustees meeting
Revisions adopted 8/05/15 Board of Trustees meeting

UW REGULATION 7-510

Regulations of the College of Arts and Sciences

I. PURPOSE.

To establish the regulations of the College of Arts and Sciences.

II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

A. Academic Departments

The College of Arts and Sciences shall consist of the following units specified in the College Bylaws. For the purpose of this Regulation, "department" will refer to both an academic department and an academic program.

Academic departments

1. African American and Diaspora Studies
2. American Indian Studies
3. American Studies
4. Anthropology
5. Art
6. Botany
7. Chemistry
8. Communications and Journalism
9. Criminal Justice
10. English
11. Gender and Women's Studies
12. History
13. Latina/o Studies
14. Life Sciences Program
15. Mathematics
16. Modern and Classical Languages
17. Music
18. Philosophy
19. Physics and Astronomy
20. Political Science
21. Psychology
22. Religious Studies
23. Sociology
24. Statistics
25. Theatre and Dance
26. Zoology and Physiology

Support and Outreach Units

- [1. Fine Arts Outreach](#)
- [2. Cultural Programs](#)
- [3. Research Support \("Shops"\)](#)
- [4. Wyoming Survey and Analysis Center \(WySAC\)](#)
- [5. Science Math Teaching Center \(SMTTC\) \[a joint unit of the College of Education and the College of Arts and Sciences\]](#)

B. Divisions of the College

Through its Bylaws, the College may establish Divisions of allied departments to promote effective and representative governance.

C. Dean

The Dean is the chief administrative officer of the College and shall be appointed to a term of five years and shall be appointed in accordance with UW Regulations. The Dean shall exercise general administrative supervision over the educational programs and operations of the College, appoint members to committees discussed in Section IV, and preside at Faculty meetings. In addition, in consultation with Department Heads the Dean shall determine, the College budget, Faculty and staff appointments, Faculty and staff salaries, and actions concerning Faculty promotion and tenure in accordance with UW Regulations

The appointment as Dean shall be considered an assignment of duties. Being appointed as Dean shall not be considered a promotion and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside the College must be approved by a department of the College as a member of that department.

D. Associate Deans and Assistant Deans

Associate or Assistant Deans shall be recommended by the Dean to the Vice President for Academic Affairs.

E. Assistant to the Deans

Assistants to the Dean shall be recommended by the dean to the Vice President for Academic Affairs.

F. Department Head and Chairs

Department Heads and Chairs shall be appointed to a term of three years. Appointment as a Department Head or Chair shall not be considered a promotion

and relinquishing the position shall not be considered a demotion, but rather as a partial reassignment of duties. Performance as a Department Head or Chair shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary. Performance of administrative duties as a Department Head or Chair shall not of itself constitute sufficient grounds for promotion or tenure.

Department Heads and Chairs shall have general administrative supervision over the conduct of their respective departments, exercising this authority in consultation with members of their departments and when appropriate with the Dean(s) of the College. The Department Heads and Chairs responsibilities shall include, but not be limited to: (1) the recruitment and assignment of personnel in the department; (2) recommendations concerning the retention and dismissal of personnel; (3) preparing and forwarding recommendations on promotion and tenure matters; (4) formulation and implementation of the academic program in the department; (5) the development of departmental facilities and support; (6) the promotion and encouragement of academic excellence within the department; and (7) the development of department budgets.

G. Directors and Managers

Multidisciplinary units and non-academic units housed in the College are managed by a Program Director or Manager. Directors and Managers shall be appointed to a term of three years. Appointment as a Director or Manager shall not be considered a promotion and relinquishing the position shall not be considered a demotion, but rather as a partial reassignment of duties. Performance as a Director or Manager shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary.

Directors and Managers have general administrative supervision over the conduct of their respective units, exercising this authority in consultation with members of their units and when appropriate with the Dean(s) of the College. The Directors and Managers responsibilities shall include, but not be limited to: (1) the recruitment and assignment of personnel in the unit; (2) recommendations concerning the retention and dismissal of personnel; (3) preparing and forwarding recommendations on promotion and tenure matters (if applicable); (4) the development of unit facilities and support; and (5) the development of unit budgets.

III. COMMITTEES.

A. Standing Committees

Through its bylaws, the College may establish standing committees. The membership, duties, and governing procedures of such committees shall be defined in the bylaws and in accordance with any relevant UW Regulations. At least one standing committee shall be established that provides recommendations

to the Dean.

B. Other Committees

Ad hoc committees may be established by the Dean.

IV. FACULTY.

A. Membership

The voting membership of the College Faculty shall include, (1) all tenure-track professors, associate professors, assistant professors, instructors and extended-term-track academic professionals in the departments and divisions within the College, (2) heads of administrative units having degree programs in the College, and (3) joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

The ex officio membership of the College shall have no voting privileges and shall include (1) the President of the University, Vice President for Academic Affairs, Vice President for Student Affairs, the Vice President for Research, and the Dean of the University Library, (2) official representatives to the College from the Army and Air Force ROTC units on campus, (3) official representatives to the College from other colleges in the University, and (4) Faculty emeriti, visiting and adjunct professors, all those holding temporary Faculty and academic professional appointments.

B. Powers and Duties

Powers and duties of the Faculty shall be as defined in the UW Regulations. The Faculty of the College may establish Bylaws to implement and specify the Regulations of the College and to provide for such other matters as may not be appropriately included in the College Regulations.

The Faculty shall meet regularly once each semester. Special meetings may be called by the President, the Dean, or that of ten percent of voting members of the Faculty. Those Faculty members present at any regular or special meeting shall constitute a quorum.

C. Office Hours

It is the goal of the College of Arts and Sciences to provide students with maximum direct access to all faculty. To achieve this goal, faculty are available for consultation during office hours or by appointment. Students may arrange appointments directly with faculty or through the departmental clerical staff. In addition, faculty will include office hours on each syllabus and hours will be posted on or about faculty office doors. Although the great majority of faculty

maintain far more, the minimum number of office hours shall be three hours a week, hours which must be spread across at least two days of the week. When a faculty member cannot meet regularly scheduled hours, the departmental secretary will be notified of when the announced schedule will be resumed.

D. Appointment, Promotion, and Tenure

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

V. STUDENTS.

A. Admission

Any undergraduate student accepted by the University will be accepted by the College. Graduate student applications will be reviewed by the appropriate academic department for admission decision.

B. Advisement

The advising program of the College shall be defined and shaped by the following objectives, (1) to guide the student to a wise choice of educational objectives, (2) to assist the student to select proper courses to meet the requirements of the student's choice of program, and (3) to counsel the student on problems of academic progress and adjustment.

C. Probation, Dismissal, Reinstatement

In matters of student probation, dismissal, and reinstatement, the College shall conform to the UW Regulations.

VI. DEGREES.

The degrees offered by the College are those authorized under UW Regulation 8-2. Curricula and requirements for the degrees shall be set forth annually in the University Catalog.

VII. THE UNIVERSITY OF WYOMING INFRARED OBSERVATORY.

A. Description

The UWIRO shall include the property and facilities designated as UWIRO on Jelm Mountain, on campus, and elsewhere. The Department of Physics and Astronomy in the College of Arts and Sciences shall operate the observatory in

the interest of the entire University for recognized astrophysical research by the faculty and by approved visitors.

B. Director

The Chairman of the Department of Physics and Astronomy shall recommend a candidate for UWIRO Director to the Dean of the College of Arts and Sciences who shall nominate to the President a Director for a term of two years, in consultation with the Vice President for Research and Economic Development. A candidate for UWIRO Director must be a member of the faculty with demonstrated expertise in astrophysics, in instrumentation, and in leadership and with an intense interest in the welfare of the UWIRO. The Director shall serve at the pleasure of the Dean.

The UWIRO Director is responsible for all facets of daily operation of the UWIRO and shall report directly to the Chairman of the Department of Physics and Astronomy. Specifically, the UWIRO Director shall have administrative and supervisory authority over the budget, property, premises, and personnel assigned to the UWIRO. He/she may exercise this custodial authority through other employees of the University. The UWIRO Director, shall recommend to the Chairman of the Department of Physics and Astronomy and to the Dean of the College of Arts and Sciences candidates for staff positions at the UWIRO, who may be appointed by the Dean.

VIII. ADMINISTRATION OF THE REGULATION.

A tentative draft of any proposed amendments to this regulation shall be circulated to the members of the Faculty of the College at least two weeks before a Faculty meeting, either regular or called, at which they are introduced, discussed, and may be amended. The final version as arrived at by the meeting shall then be circulated to all voting members of the College's academic personnel in residence in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Office of the Dean shall be not less than two administrative working days after the ballots are sent out from the office. If two-thirds or more of the ballots returned by the deadline favor the amendment, the amendment shall be considered as passed and shall be forwarded to the Office of the President for approval by the Trustees. If less than two-thirds of the returned ballots favor the amendment, the amendment has failed and no further action is called for. This regulation may only be amended following the above process.

Source:

University Regulation 510, Revision 6; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 05/13/15 Board of Trustees meeting

UW REGULATION 7-530

Regulations of the College of Business

I. PURPOSE.

To establish the regulations of the College of Business.

II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

A. College Units

The College shall consist of the following units

1. ~~The Academic departments of that include the disciplines of Accounting, Business Administration, Business Law, Economics, and Finance, and Management, and Marketing, Decision Sciences, and other business and business-related disciplines that may develop over time.~~

2. The Peter M. and Paula Green Johnson Career Center, which provides career and internship services to students in the College of Business.

3. The Business Academic Advising Office, organized to provide centralized academic advising to undergraduate students and to provide assistance to the Director of Graduate Business Programs. The College Academic Advising Office also functions as a central source of student information in the College.

B. Dean

The appointment, review and reassignment of College Deans shall be in accordance with UW Regulations. The Dean shall be appointed to a term of five years. The appointment as Dean shall be considered an assignment of duties. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside the College must be approved by a department of the College as a member of that department.

The Dean, as chief administrative officer of the College, shall, (1) be responsible for all matters relating to the educational and administrative affairs of the College, (2) preside at meetings of the College faculty, (3) recommend the College budget in consultation with the Department Chairs, (4) recommend appointments,

promotions, and salaries with respect to the faculty and staff of the College, (5) exercise general administrative supervision over the educational programs and operations of the College, and (6) appoint, in consultation with the Executive Committee, members of appointive committees.

C. Assistant Administrative Officers

Associate Deans, Assistant Deans, Program Directors, Assistants to the Dean, or other administrative assistants as may be authorized or may be appointed in accordance with UW Regulations.

D. Department Chairs

Department Chairs shall be nominated by each Department's tenured and tenure-track faculty with professorial rank (i.e., above instructor) and shall be appointed by the Trustees following the initial recommendation of the Dean; they shall serve at the pleasure of the Dean.

Department Chairs shall be appointed to a term of three years. It shall be considered neither a promotion to be appointed Chair nor a demotion to relinquish the office; rather, it shall be considered a partial reassignment of duties. Chairs shall serve as department administrators for the nine-month academic year unless remuneration is provided for service in addition to their normal nine-month academic appointments. Performance as department Chair shall be considered in evaluation for merit salary raises, and such raises shall become a permanent part of the person's base salary. Performance of administrative duties as Chair shall not of itself constitute sufficient grounds for promotion or tenure.

The Department Chair shall have general administrative supervision over the conduct of his/her respective Department, exercising this authority in consultation with members of the Department and when appropriate with the Dean. The Department Chair shall be responsible for, (1) recruiting and assigning personnel in the Department, (2) recommending the retention and dismissal of personnel, (3) preparing and forwarding recommendations on promotion and tenure matters, (4) formulating and implementing the academic program in the Department, (5) presiding over Department Faculty meetings, (6) developing and administering Department budgets, and (7) Representing the Department on the College Executive Committee.

III. COMMITTEES.

A. Standing Committees

Standing committees shall be governed by College By-Laws. By-Laws shall be maintained by the Dean.

B. Other Committees

Ad Hoc Committees may be established by the Dean as needed.

IV. FACULTY.

A. Membership

The voting membership of the College faculty shall include, (1) all professors, associate professors, assistant professors and instructors in the Departments within the College, (2) all individuals holding full-time, temporary, or lecturer faculty positions after employment for two consecutive academic years, and (3) joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

The ex officio membership of the College shall have no voting privileges and shall include, (1) the President, the Vice President for Academic Affairs and Student Affairs, the Vice President for Research and Economic Development, and the Director of the University Libraries, (2) official representatives to the College from other colleges in the University, (3) Official representatives to the College from the Army and Air Force ROTC units on campus, and (4) Faculty emeriti; visiting and adjunct professors; all those holding part-time faculty appointments; and those holding appointment as full-time temporary, supply, or lecturer faculty positions who have held the position for less than two consecutive years.

B. Powers and Duties

Changes to the By-Laws of the College shall be made by majority vote of the faculty of the College. Additional powers and duties of the faculty shall be defined in UW Regulations.

C. Office Hours

Faculty are available to their students outside of regularly scheduled classes for at least three scheduled hours over at least two separate weekdays and otherwise by appointment. Office hours of each faculty

member will be posted on his/her respective office door and stipulated in the course syllabus (or other written form) which will be handed out during the first week of the semester. If it is not possible for a faculty member to be available during a given Office Hour, he/she will announce this in class if possible and, if not, will, to the extent feasible, arrange to have a notice posted on his/her door.

D. Appointment, Promotion, and Tenure

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

E. Meetings

The faculty shall meet regularly at least once each semester. Special meetings may be called by the President, the Dean, or that of five or more voting members of the faculty. Request for a faculty meeting convened by the faculty, shall be in writing to the Dean, shall be signed by the faculty requesting the meeting, and shall state the matters to be considered at the requested meeting.

Those faculty members present at any regular or special meeting shall constitute a quorum except on those voting issues which affect the structure, academic programs, or faculty rights and responsibilities in the College, in which case all eligible voting members of the College shall receive a ballot.

V. STUDENTS.

A. Admission

Any undergraduate or graduate student who is accepted by the University and who meets the prerequisite requirements that have been or may be established by the College faculty to take courses in the College will be accepted by the College.

B. Advisement

The advising program of the College shall be defined and shaped by the following objectives, (1) to guide the student to a wise choice of educational objectives, (2) to assist the student to select proper courses to meet the requirements of the student's choice of program, and (3) to counsel the student on problems of academic progress and adjustment. In curricular matters, undergraduate students in the business programs of the College shall be advised centrally by personnel in the College of Business Academic Advising Office. Faculty are responsible for providing career advising.

C. Probation, Dismissal, Reinstatement

In matters of student probation, dismissal, and reinstatement, the College shall conform to the regulations of the University.

VI. DEGREES.

The degrees offered by the College are those authorized under UW Regulation 8-2. Curricula and requirements for the degrees shall be set forth annually in the University Catalog.

VII. ADMINISTRATION OF THE REGULATION.

A draft of proposed amendment(s) shall be circulated to the members of the College faculty at least two weeks before a faculty meeting where the regulation will be discussed. The final version approved by a majority of the faculty in attendance shall then be circulated to all voting members of the College faculty in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Dean shall be not less than three working days after the ballots are sent out. If two-thirds or more of the ballots returned by the deadline favor the amendment(s), the amendment(s) shall be considered as passed and shall be forwarded to the Office of the President for approval by the Trustees. If less than two-thirds of the returned ballots favor the amendment(s), the amendment(s) has failed and no further action is called for.

To satisfy a temporary condition for a specified time period, a change to this Regulation may be passed by the College faculty unless otherwise prohibited by another UW Regulation.

Source:
University Regulation 530, Revision 2; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 05/13/15 Board of Trustees meeting

UW REGULATION 7-560
Regulations of the College of Health Sciences

I. PURPOSE.

To provide regulations for the College of Health Sciences and set forth the basic organization and processes for the College.

II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

A. Academic Units

The College shall consist of the following academic units specified in the College of Health Sciences Bylaws and approved by the Board of Trustees:

1. Division of Communication Disorders

2. Division of Kinesiology and Health,

3. Division of Social Work

4. School of Nursing

5. School of Pharmacy

6. Wyoming Institute for Disabilities.

7. The Division of Medical Education which is composed of (1) the Family Medicine Residency Program at Casper, (2) the Family Medicine Residency Program at Cheyenne, and (3) the WWAMI Medical Education Program.

B. Dean

The Dean is the chief administrative officer of the College, appointed in accordance with UW Regulations. The Dean is responsible for all matters relating to the educational and administrative affairs of the College; presides at meetings of the College academic personnel; makes recommendation for the College budget, in consultation with the unit directors; transmits and recommends appointments and promotions for academic personnel and staff; and exercises general administrative supervision over the educational programs and operations of the College.

The appointment as Dean shall be considered an assignment of duties, not a promotion, and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, that person retains tenure in that department during the period of deanship. A Dean selected from outside must be approved by a department of the College as a member of that department. Tenure application is reviewed by the College Tenure and Promotion Committee.

C. Associate and Assistant Deans

The Dean may recommend and appoint Associate or Assistant Deans in consultation with the Vice President for Academic Affairs.

D. Directors

Unit Directors are assigned the chief administrative officers of a unit of the College and are responsible for all matters relating to the educational and administrative affairs of their unit. The Unit Director or designee presides at all academic personnel meetings of the unit; recommends appointments and promotions with respect to the faculty, academic professionals and staff of the unit; and exercises general administrative supervision over the educational programs and operations of the unit. Directors in the Fay W. Whitney School of Nursing and the School of Pharmacy also hold the title of Dean of the School.

Unit Directors hold administrative office at the pleasure of the Dean, the Vice President for Academic Affairs, the President, and the Board of Trustees. The Dean recommends such appointments. They are subject to approval by the Vice President for Academic Affairs and the President. The Dean's recommendation is made after consultation with academic personnel members of the appropriate unit and the academic leadership of the College.

E. Academic Leadership

The academic leadership structure for the College will be described in the College Bylaws.

III. COMMITTEES.

A. Standing Committees

Through its bylaws, the College may establish standing committees as are necessary for effective and representative governance. The membership, duties, and governing procedures of such committees shall be defined in the College Bylaws in accordance with UW Regulations. Among the standing committees shall be one

that formulates recommendations to the Dean on cases involving the reappointment, tenure, promotion, and extended-term appointments of academic personnel.

B. Other Committees

Ad hoc committees may be established by the Dean, as necessary for the administrative and academic welfare of the College.

IV. FACULTY.

A. Membership

1. The academic personnel and membership of the College consist of the Dean, all members of the tenured and tenure-track faculty, clinical track faculty, instructors and academic professionals, serving in the College. Additionally, faculty emeriti and visiting professors are considered nonvoting members, and the President of the University and the Vice President for Academic Affairs are ex-officio members without vote.
2. The academic personnel of the College may also include representatives from other Colleges of the University, when the academic personnel of the College determine the representatives have a major role in the programs of the College. Such representatives shall be appointed by the Dean of the Colleges in which the representatives are budgeted, and shall not vote. Such appointments shall be reported to the Office of Academic Affairs.

B. Powers and Duties

Powers and duties of the academic personnel shall be as defined in the current UW Regulations.

C. Office Hours

Faculty are required to hold office hours at least three hours per week. Office hours for individual faculty are posted in the respective departments and are listed on syllabi and/or other literature regularly distributed to students. In addition, all faculty are available by appointment. (Office hour requirements for part-time faculty may be prorated.)

D. Appointment, Promotion, and Tenure

Procedures for appointment, promotion, and tenure within the College shall be in accordance with current UW Regulations.

E. Meetings

Meetings of the academic personnel will be described in the Bylaws.

V. STUDENTS.

A. Admission

The College academic personnel, subject to the limitations contained in the UW Regulations and in accordance with national accreditation standards, has the power to determine the minimum standards for admission to the programs of the College. In the absence of such College standards, any student who qualifies for admission to the University will be admitted to the College.

B. Advisement

Advisement of students is the responsibility of the academic units and the office of the Dean. The unit or department director designates advisors, facilitates assignment of students, and supervises the maintenance of student records. Students in the College who are in an undeclared status shall be advised by designees of the Dean, who shall ensure the maintenance of appropriate advising records for each student's term of undeclared status.

C. Probation, Dismissal, Reinstatement

In matters of student probation, dismissal, and reinstatement, the College and its departments, units and divisions shall conform to the published codes of the academic units (if any) and the UW Regulations.

VI. DEGREES AND DIPLOMAS.

A. Degrees

The degrees offered by the College are those authorized under UW Regulations.

B. Programs

Academic programs offered by the College and the requirements for those programs must be approved by the units of the College, the College academic personnel, and the appropriate University committee, and are published or made available online in the University Catalog.

VII. ADMINISTRATION OF THE REGULATION.

These regulations may be changed or revised in accordance with University policy. A copy of the intended change or revision shall be presented in writing to the College's academic personnel at least one month prior to any action being taken on the regulations.

These regulations and any changes or revisions thereto shall become effective immediately upon the approval of (1) a majority of those academic personnel of the College voting by electronic or written ballot, and (2) the President of the University and the Board of Trustees.

Source:

University Regulation 560, Revision 3; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 9/17/10 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 05/13/15 Board of Trustees meeting

UW REGULATION 7-631 Regulations of the University Libraries

I. PURPOSE

To promulgate the regulations of the University of Wyoming Libraries, as adopted by the library faculty.

II. MISSION

The University Libraries supports the teaching, research, and outreach needs of University students, faculty, and staff. They are physical as well as virtual places focused on learning and access to information resources. Additionally, the Libraries are a cultural resource for the University and state in providing access to the intellectual capital of the University. In addition, they shall make available their resources and expertise to our state, nation, and the world.

III. ADMINISTRATIVE ORGANIZATION

A. Departments

The University Libraries shall be organized into departments ~~as follows: and working groups in order to support the programs and functional needs of the University.~~

1. Digital Collections
2. Scholarly Communications
3. Collection development office Technical Services
4. Geology Library
5. Access Services
6. Learning Resource Center
7. Research and Instruction Services
8. Special Collections
9. Regional Medical Library Liaison

B. Dean

The University Libraries shall be headed by a Dean who shall be appointed in accordance with UW Regulations. The Dean shall report to the Vice President for Academic Affairs and shall be responsible for all matters related to the Libraries' programs as developed through stated purpose, goals and objectives, and in accordance with UW Regulations. The Dean shall preside at meetings of the library faculty that he or she calls, encourage

faculty development, and make recommendations concerning initial appointments, reappointments, extended term appointments, promotions, and extended term appointment reviews. UW Regulations shall govern the Dean's appointment, evaluation, and dismissal.

C. Assistant and Associate Deans

Assistant and Associate Deans are appointed in accordance with UW Regulations. They shall perform such functions as the Dean of Libraries may assign.

D. Department Heads

Department heads are appointed in accordance with UW Regulations to meet staffing and organizational requirements in the Libraries. The primary role of a library department head is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area.

IV. FACULTY

Professional librarians have long been recognized as members of the University faculty. Due to the differences between library faculty and the rest of the University faculty, certain procedures contained in other UW Regulations must be modified to fit the administrative structure, ranks, or expectations of professional librarians. However, it is the intent of this Regulation to adhere to the spirit of the relevant faculty-related UW Regulations and to refer to specific UW Regulations when they apply directly to library faculty.

A. Membership

The library faculty shall include the President of the University and the Vice President for Academic Affairs, *ex officio* without vote; the Dean of Libraries; and all members of the University faculty serving in the Libraries with the ranks of Assistant Librarian, Associate Librarian and Librarian as defined by this Regulation. An exception to this provision must be brought to the library faculty and approved by a two-thirds majority of all members of the voting faculty.

B. Library Faculty Ranks

Appointment as a library faculty member requires that an individual have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank.

New library faculty hires are normally appointed on an annual basis. Mandatory reappointment reviews occur in the first, second, and fourth years of employment;

additional reviews may occur in the third and fifth years. Such reappointment reviews will be based upon peer review and evaluation, utilizing the criteria set forth in this Regulation and applicable supplemental guidelines adopted by the library faculty. Faculty who hold the ranks of Associate Librarian and Librarian shall be eligible for extended term appointment, as defined in this Regulation.

The ranking structure for the library faculty is as follows:

- 1. Assistant Librarian.** This rank is the beginning level of librarianship and generally requires little or no pertinent experience.
 - a. Master's degree in library and/or information science from an ALA accredited program, or an appropriate equivalent.
 - b. Promise as an academic librarian as demonstrated by performance and experience.
 - c. Individuals must be recommended for extended term appointment and promotion from this rank by the end of the sixth year of service in rank, effective no later than the beginning of the seventh year of appointment, or be subject to a terminal contract in the seventh year.
- 2. Associate Librarian**
 - a. Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
 - b. Demonstration of expertise in librarianship and a high level of creative and analytical ability in performing job responsibilities.
 - c. Evidence of effective teaching, administration, and/or outreach, as defined in the library job description.
 - d. Evidence of sustained research, scholarly activities, or creative activities.
 - e. Leadership in the activities of professional or scholarly organizations, University committees, or civic community groups.
 - f. Evidence of continuing commitment to professional development activities.
 - g. Six years of experience as an Assistant Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.
- 3. Librarian.** Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.
 - a. Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
 - b. Outstanding achievements in areas of professional librarianship.
 - c. Evidence of superior teaching administration, and/or outreach, as defined in the library job description.

- d. Evidence of significant research, scholarly activities, or creative activities.
- e. National or regional recognition for leadership in professional or scholarly organizations.
- f. Evidence of continuing commitment to professional development activities.
- g. Seven years of experience as an Associate Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

C. Criteria for Reappointment, Promotion and Extended Term Appointment

The main criteria for reappointment, extended term appointment, and promotion decisions are creative development, advancement of knowledge, and dissemination of knowledge. Accordingly, the criteria for evaluating the University's library faculty are designed to contribute to the achievement of this goal by the maintenance of high standards of librarianship. A candidate for reappointment, promotion, or extended term appointment must be evaluated on the quality of academic functions he or she is expected to perform. Members of the library faculty must work cooperatively and collegially to accomplish these functions. The evaluations will appropriately recognize the proportionate time expected and allocated to the particular functions by the candidate. The programmatic needs and directions of the University will also be considered in reappointment and extended term appointment cases.

Reappointment, promotion and extended term appointment will be based on the requirements defined in this Regulation. Specifics of these requirements may be detailed in guidelines adopted by the library faculty.

1. Practice of Librarianship

- a. **Librarianship.** Librarianship is a multifaceted discipline, encompassing both the public (access services, reference) and technical (acquisitions, cataloging, collection development, systems) sides of information management. Librarians are specialists in providing access to information and are involved in the development and acquisition of resources, library collections, and information systems. Librarians evaluate, organize and catalog resources to effectively manage and control the bibliographic content of the entire library collection. Librarians also provide research instruction, reference, and advisory services for students, staff, and other faculty.
- b. **Teaching.** Library faculty effectively instruct both individuals and groups, in formal and informal settings, to impart knowledge, skills, and abilities to locate, evaluate, and effectively use needed information.
- c. **Outreach.** Library faculty demonstrate involvement in extended degree programs and outreach services by assisting in making the Libraries' resources available off campus to the people of the state.

- d. Administration.** Library faculty demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.
- e. Professional Development.** Library faculty continue to improve their professional capabilities by keeping abreast of developments in librarianship and other relevant disciplines through a variety of means, such as workshops, professional programs, coursework or the earning of additional degrees from accredited institutions of higher education.

2. Research, Scholarly Activities, and Creative Activities

Library faculty are expected to continue their education and intellectual development throughout their professional lives. This development is expressed through one or more of the following: creating new knowledge and disseminating this knowledge for review by peers; applying theories, systems, and procedures to new settings; gaining new bodies of knowledge that expand understanding and thus the practice of librarianship; applying knowledge in educating other librarians or others; organizing new knowledge to improve its use by others; and using creative means to communicate new understandings or perceptions to other people.

- a. Research.** The product of theoretical and applied research in librarianship or other disciplines may appear in print or electronic publications. The quality, not the quantity, of research publications is the most important criterion. Indicators of quality include: media of dissemination (particularly peer reviewing) and impact of publication on the understanding of the appropriate audiences for such publications. Representative categories of research can be found in the supplemental guidelines adopted by the library faculty.
- b. Scholarly and Creative Activities.** Librarianship is a professional/technical field that works with the content of all academic disciplines and areas of human knowledge. The standard terminal professional degree, as accredited by ALA, is the master's degree in library and/or information science. Scholarly and creative activities include the dissemination of library or disciplinary knowledge to audiences of scholars, professionals, and/or the general public. Representative categories of scholarly and creative activities can be found in the supplemental guidelines adopted by the library faculty.

3. Professional Service and University-Related Activities

Professional service and University-related activities refer to work that draws upon one's academic and professional expertise in serving the campus, community, state, nation, and the world. Representative categories of professional service and University-related activities can be found in the supplemental guidelines adopted by the library faculty.

D. Extended Term Appointment

Extended term appointment may be granted to library faculty who have been hired into extended-term appointments; consistently perform the responsibilities outlined in their individual job descriptions in a competent, creative and professional manner; develop a record demonstrating professional development in the Libraries, the University and librarianship; and are promoted to the ranks of Associate Librarian or Librarian. In the case of an individual being appointed initially to the rank of Associate Librarian or Librarian, a minimum of three years in rank is normally required before becoming eligible for extended term appointment. The criteria that apply to appointment, reappointment, and promotion, as well as the programmatic needs of the library, form the basis for the granting of extended term appointment. Extended term appointments are five years in length.

All extended term appointment decisions for library faculty shall be made in accordance with procedures outlined in supplemental guidelines adopted by the library faculty. The library faculty as a whole shall perform the departmental peer review. In keeping with the importance of this decision, the faculty member's entire career is examined. An accumulation of accomplishments and evidence of potential are required.

E. Extended Term Appointment Renewal

Library faculty granted initial extended term appointment will undergo annual administrative evaluations. Faculty will undergo an evaluation for extended term appointment renewal, as specified in this Regulation and *Guidelines for Extended Term Appointment Renewal: A Library Faculty Supplement to UW Regulations*. The extended term appointment review and renewal will occur in the final year of each five-year appointment. If a library faculty member's extended-term contract is not renewed, the faculty member's employment with the University shall end no later than one year after he or she receives notification of the non-renewal.

F. Promotion in Rank Salary Increase

Salary increases for library faculty who are promoted in rank shall follow the same rules as for all University faculty members as prescribed in UW Regulations.

G. Dismissal

Dismissal of probationary library faculty shall follow the same process for probationary faculty as prescribed in UW Regulations.

Library faculty on extended term appointment will undergo annual administrative evaluations. If an annual review results in a rating of "performing below expectations," the library faculty member will be required to develop and implement a performance improvement plan, subject to the approval of the department head and the Dean of Libraries. Failure to implement such a plan successfully may constitute grounds for

dismissal. This provision shall not be interpreted in a manner that violates academic freedom.

Library faculty may also be dismissed for non-renewal of extended term at the end of each five-year term. Library faculty on extended term appointments may be terminated for cause and due to bona fide financial exigencies of the University as defined in and in accordance with the procedures provided in UW Regulations.

H. Sabbaticals

Sabbaticals may be granted to library faculty with extended term appointment for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical time may be used to enhance her/his practice of librarianship, research, writing, and/or study at a place of the recipient's choosing. Library faculty whose duties are primarily administrative in nature shall also be eligible for sabbatical. Sabbaticals will normally be granted for either a full or a half academic year, although shorter periods are possible. General policies regarding library faculty sabbatical leave are governed by the section, "Faculty Sabbatical Leave," UW Regulations.

I. Faculty Senate

Members of the library faculty shall be eligible for nomination and election to the Faculty Senate in accordance with UW Regulations.

J. Meetings

Meetings of the library faculty shall be held on a regular basis, but not less than quarterly. Special meetings may be called as necessary (1) by the Dean of Libraries, (2) on request of the President of the University or the Vice President for Academic Affairs, or (3) by written request of five members of the library faculty. Policies governing the frequency of regular meetings, selection of officers including the presiding officer and secretary, definition of a quorum, and the conduct of business, will be maintained as supplemental guidelines. Proposed amendments to this Regulation shall be discussed as needed during faculty meetings.

V. COMMITTEES

The Dean of Libraries shall define the roles and responsibilities of library committees and task forces as may be necessary for the accomplishment of the Libraries' stated purpose, goals and objectives. The Dean may then appoint or authorize the election of committees within the Libraries. Committees and task forces within the divisions and departments of the Libraries may be appointed and charged by appropriate associate/assistant deans or department heads.

A. Standing Committees

The library faculty may establish standing committees and task forces to manage faculty issues and to contribute professional expertise to the management of the Libraries and the University. The faculty may also nominate and/or elect members for library-wide or University-wide committees where membership is restricted to either the library faculty or University Faculty.

The library faculty will approve the establishment of necessary standing committees, including establishing those committees' purposes, organization, and procedures, and elect committee members. Typically, standing committee members select their own committee chairs. All standing committees shall report regularly to the faculty and may advance issues for consideration by the entire faculty whenever appropriate. Documentation for standing committees shall be maintained in an easily accessible location such as the Libraries' Intranet or other shared electronic file. Periodically, the library faculty shall review the continuing need for all standing committees.

B. Task Forces

The library faculty will approve the establishment of necessary limited-purpose, limited-term task forces, including establishing those task forces' purposes and membership, how membership is to be solicited, and how the chair is to be selected. Typically, task forces report back to the faculty and then are disbanded.

VI. STAFF

Persons employed by the Libraries and not designated officers, members of the library faculty or student employees shall be appointed and function in accordance with UW Regulations.

A. Staff Senate

Regular staff employees working at least twenty hours per week shall be eligible for elected membership to the Staff Senate in accordance with UW Regulations.

B. Staff Meetings

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Dean, Associate/Assistant Deans, Department Heads, committee chairpersons or other appropriate authority.

The Dean or the Dean's designee may convene general meetings for all officers, faculty and staff for the purposes of providing a forum for the discussion of issues within the Libraries' organization and programs, for sharing information generally, and for encouraging consultation.

VII. ADMINISTRATION OF THE REGULATION

The library faculty at any meeting convened and conducted in accordance with Section IV (J) may propose amendments to this Regulation. Amendments excepting amendments to Section IV may be proposed by written request of at least three members of the library staff, as defined herein.

Source:

University Regulation 631, Revision 4; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting

1. Committee of the Whole – FURTHER ITEMS FOR DISCUSSION
Professor of Practice Update, Bostrom/Readdy

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify: Committee of the Whole (Further Items for Discussion)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee Dave Bostrom and Dr. Tucker Readdy will update the Board on the Professor of Practice. Additional written materials and an oral presentation will be provided during the Retreat.

2. Committee of the Whole – FURTHER ITEMS FOR DISCUSSION
Diversity Program Update, Nichols

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify: Committee of the Whole (Further Items for Discussion)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

University of Wyoming President Laurie Nichols will update the Board on the Diversity Program. Additional written materials and an oral presentation will be provided during the Retreat.

1. INFORMATION ONLY ITEM **Progress Report/Change Orders**

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
☐ Education Session
☒ Information Item
☐ Other Specify:

Capital Construction **Progress Report as of July 22, 2016**

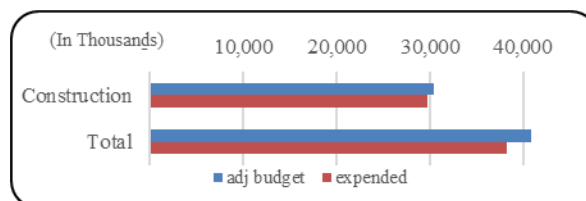
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

PROJECTS IN CONSTRUCTION

1. Buchanan Center for the Performing Arts

Contractor: Sampson Construction Company, Inc.
Cheyenne, WY

Original Project Budget \$35,000,000 (a)
Adjusted Project Budget \$40,925,000 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
State Appropriation	16,800,000	16,800,000
Bond Fund including interest	12,200,000	12,217,253
UW Income Fund	-	9,000,000
Transferred to Cap Con Reserve	-	(3,425,000)
Major Maintenance	2,300,000	2,675,000
Federal Mineral Royalty (FMR)	1,700,000	1,700,000
Funds provided by Office of Pres. 13/14	-	559,774
Foundation	2,000,000	102,342
Other UW Departments	-	47,709
Bungalow Removal included in Const- paid by Visual Arts Project	-	1,248,333
Total Funding	35,000,000	40,925,411

Guaranteed Maximum Price
Contract Substantial Completion Date
Extended

\$25,700,000
October 31, 2014
August 2015

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	25,700	3,775	968	30,443	(29,766)	(55)	622
Contingency	1,289	-	(1,289)	-	-	-	-
Design	2,993	-	321	3,314	(3,263)	(4)	47
FF&E	2,450	1,500	-	3,950	(3,062)	(593)	295
Technology	1,208	-	-	1,208	(721)		487
Admin	1,360	650	-	2,010	(1,496)	(663)	(149)
Total	35,000	5,925	-	40,925	(38,308)	(1,315)	1,302

Statement of Contract Amount

Original Contract		25,700,000
Change Order 1	Temporary Classroom Trailer	150,000
Change Order 2	Bungalow Asbestos Abatement	232,749
Change Order 3	Bungalow Deconstruction	92,674
Change Order 4	Bungalow Parking Lot	766,927
Change Order 5	New Roof Area, curtains, storage cabinets, fireproof deck, permits	674,444
Change Order 6	Award Audio Visual Scope of Project, Re-roof two areas, add smoke vents	888,061
Change Order 7	Add AST Wall Panels, Vapor Barrier, Overhead Door, Sound Doors	916,942
Change Order 8	Add Fire Valves, Skylight Wall Changes, Design Changes for Code	13,601
Change Order 9	Added Piping, Telescopic Platform Seating, Replace Existing Valves, Add FF&E Alternate #5, Add AV To Classroom	252,100
Change Order 10	Instrument Storage Lockers, New Flooring in Existing Studios, Ceiling Changes, Fire Alarm Changes	145,489
Change Order 11	Ductwork Changes, Concrete for Brick Ledge, ADA Shower Accessories, Bungalow Parking Lot Changes, Refinishing West Lobby	94,786
Change Order 12	Design Changes, Listed AV Recording Equip, Casework Changes	85,488
Change Order 13	Recording Equip Credit, Doors & Hardware, Roof Drain Design Changes, Structural Conflicts	50,011
Change Order 14	Wall & Ceiling Changes, Add Roof Walk Pads & Ladder, Cost for Beneficial Occupancy	103,791

Change Order 15	Pipe Insulation Abatement, Rework Thrust Theatre, Infrastructure WAP Locations	79,464
Change Order 16	Redesign Acoustical Shelf, Redesign Recital Shelf, Add Motorized Roller Shades, Structural Modifications Passenger Elevator	184,199
Change Order 17	GC Extension, FF&E, AV Equip Changes, Box Office Changes, Update Existing Panel Schedule, Modify Stair	382,553
Change Order 18	Add Space Saver, Demo-Rework Choral Storage, Design Changes	104,220
Change Order 19	HVAC Changes and repairs, Add Interior Finishes, Drip Pan & Leak Detection AHU, Thrust Theater Cross Under Framing	91,401
Change Order 20	Exterior Improvements	791,213
Change Order 21	Beneficial Occupancy	-
Change Order 22	Recital Changes, Add Power, Cable Pass, Add Audio Equip, Add Floor Plates, Add Fire Alarm, Lighting Switching	52,260
Change Order 23	Modify Theater Walls, Loading Dock Guardrail, Water Booster Pump	53,060
Change Order 24	Enhanced Landscaping, Camera Upgrade, Add Sound Attenuation Faculty Studios	121,013
Change Order 25	Additional Services Mechanical	14,118
Adjusted Contract		32,040,564

Work Completed/In Progress:

- Waiting on radio responder quotes.
- Window installation on the west and south sides has been completed.
- Door installation has been completed on the west and south sides of the building.
- Sanitary Sewer Lift Station design has been submitted to the DEQ for review.

Issues Encountered with Proposed Resolution for Each:

- Sanitary sewer requires a lift station as the line is too flat for low flow fixtures.

Work Planned for the Upcoming Month:

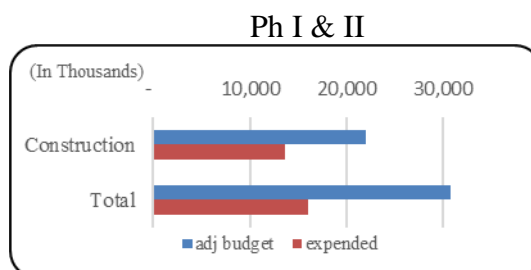
- Sanitary Sewer Lift Station.
- AV floor boxes redesign.

2. Arena Auditorium Renovation

Phase I

Contractor: Haselden Wyoming Constructors
Casper, WY

Original Project Budget \$12,850,000 (a)
Adjusted Project Budget \$12,982,109 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Foundation	5,000,000	3,149,951
State Match	5,000,000	3,900,049
State Appropriation	2,850,000	5,120,000
Athletics	-	812,109
Total Funding	12,850,000	12,982,109

Guaranteed Maximum Price \$ 7,056,730
Contract Substantial Completion Date March 27, 2014

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	7,057	911	360	8,328	(8,328)	-	-
Contingency	360	-	(360)	-	-	-	-
Design	1,065	-	-	1,065	(1,042)	(57)	(34)
FF&E	3,663	(460)	-	3,203	(3,200)	(60)	(57)
Tech	250	(250)	-	-	-	-	-
Admin	455	(69)	-	386	(295)	-	91
Total	12,850	132	-	12,982	(12,865)	(117)	-

Phase II

Contractor- pre construction: Haselden Wyoming Constructors
Casper, WY

Contractor – Design/Bid/Build: TBD (awaiting Board approval)

Original Budget for Phase I and Phase II was \$30,000,000. Funding remaining from Phase I was applied to Phase II. See additional funding (b) below.

Original Project Budget \$17,150,000 (a)
Adjusted Project Budget \$17,830,000 (d)

Funding Sources:	Original Anticipated:	Actual:
Foundation	5,000,000	6,850,049
State Match	5,000,000	6,099,951
State Appropriation	7,150,000	4,880,000
Total Funding	17,150,000	17,830,000

Contract Price \$ not yet set
Contract Substantial Completion Date

Note: Funds have been reallocated among the budget categories. The adjusted budget has not changed in total. Corresponding expenditures and obligations have also been reallocated. The project has changed from CMAR to Design/Bid/Build.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	13,050	980	-	14,030	-	(50)	13,980
Contingency	913	167	-	1,080	-	-	1,080
Design	1,835	(27)	-	1,808	(1,278)	(94)	436
FF&E	760	(225)	-	535	(28)	-	507
Tech	300	(150)	-	150	-	-	150
Admin	292	(65)	-	227	(153)	(186)	(112)
Total	17,150	680	-	17,830	(1,459)	(330)	16,041

Statement of Contract Amount

Original contract	Not Yet Set	-
	No Change Orders	-
Adj Contract		-

Work Completed/In Progress:

- Prequalification process was completed with eight general contractors approved and qualified to submit bids on the project.
- A final graphics package was submitted to Athletics and a few minor changes are being made by Advent before final approval.
- Bid opening held on July 26th.
- Seven resident bids received

Issues Encountered with Proposed Resolution for Each:

- None

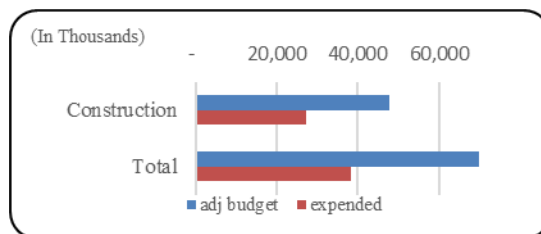
Work Planned for the Upcoming Month:

- With Board of Trustees approval, approved contractor will submit contract and bonds to UW for review and possibly begin mobilization as soon as August 15th.

3. High Bay Research Facility

Contractor: Haselden Wyoming Constructors
Casper, WY

Original Project Budget
(not including donated equipment) \$64,800,000 (a)
Adjusted Project Budget
(not including donated equipment) \$69,952,341 (d)



Funding Sources:	Original Anticipated:	Actual:
Foundation	16,300,000	16,300,000
Grants (AML sponsored programs)	15,000,000	15,000,000
State Appropriations	14,800,000	14,800,000
Foundation donor restricted for equipment	11,200,000	11,200,000
State Matching 2014	7,500,000	7,500,000
Reserve for cost overrun	-	4,384,000
Reserve Account	-	699,458
Total Funding	64,800,000	69,883,458
Donation of Physical Equipment eligible for State match	2,500,000	2,500,000
Total Project	67,300,000	72,383,458

Guaranteed Maximum Price \$42,925,724
Budget includes amounts restricted for equipment purchase only under Tech.
Contract Substantial Completion Date January 2017

Note: Change orders #3-8 have resulted in a decrease in the use of contingency and the reserve funding. Also, the amount of restricted donation funds has been moved out of Tech and represented as Restricted for Tech for clarification.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	42,926	4,963	17	47,906	(27,365)	(20,541)	-
Contingency	3,125	-	(17)	3,108	-	-	3,108
Design	4,741	121	-	4,862	(4,385)	(450)	27
FF&E	1,288	-	-	1,288	-	-	1,288

Tech	644	-	-	644	-	-	644
Restricted for Tech	11,200	-	-	11,200	(6,196)	(5,004)	-
Admin	876	-	-	876	(285)	(5)	586
Subtotal	64,800	5,084	-	69,884	(38,231)	(26,000)	5,653
Equip Donation	2,500	-	-	2,500	-	-	2,500
Total	67,300	5,084	-	72,384	(38,231)	(26,000)	8,153

Statement of Contract Amount

Original contract		42,925,724
Change Order 1	Additional Concrete Work, Gas Meter, Manifold & Piping, Equipment Relocation	86,647
Change Order 2	Additional Costs for Extended Contract Date and Mechanical Systems Changes	4,952,341
Change Order 3	Door and Exterior Detail Changes, Bike Racks	10,563
Change Order 4	Radiation Shielding at South Walls	15,411
Change Order 5	Credits: Door Card Reader, Roof Davit	(11,559)
Change Order 6	Deleted Casework, Truck Turning Layout, Floor Radiation Shielding	(13,366)
Change Order 7	Heat Recovery, Fume Hoods, Electrical Changes	(76,674)
Change Order 8	Chiller Vibration Isolation, Epoxy Flooring, Add End Switches to Control Valves	7,791
Change Order 9	Vibration Isolation for Pumps, Vertical Wire Management Sleeve	9,226
Adjusted Contract		47,906,104

Work Completed/In Progress:

- Concrete has been placed in the Strong Wall within the Structural Testing Laboratory.
- Taping and drywall work is complete on the second floor of the west wing and painting activities have commenced.
- Taping and drywall work is ongoing on the first floor of the west wing.
- Rough grading and initial landscaping work has moved to the west side of the building.
- Curtain wall framing and glazing installation is ongoing with current focus on the east façade of the north wing.
- Coordination of an additional generator, transformer and UPS system took place. SER will be paying for this additional equipment.

- Asphalt paving is complete in the west parking lot.
- Floor prep for the epoxy flooring is ongoing in the CT Scanner rooms.
- Storm Line #1 which extends to the detention pond at 19th and Willett is complete to the south side of the Animal Sciences and has commenced in the parking lot south of Animal Sciences.
- Mechanical equipment is being installed in the first floor mechanical room.

Issues Encountered with Proposed Resolution for Each:

- An unexpected gas line branch was discovered in Gibbon Street. Operations has coordinated the design for removing and capping this line with Black Hills Energy.
- The detention pond at 19th and Willett has water in it from irrigation making access with heavy equipment for Storm Line #1 a problem. Coordination will take place with Operations to turn off irrigation in the pond to dry the area.
- UW Operations has voiced concerns about damage to the new roof from construction activities. The roof will be inspected by the manufacturer and any damaged areas will be replaced.

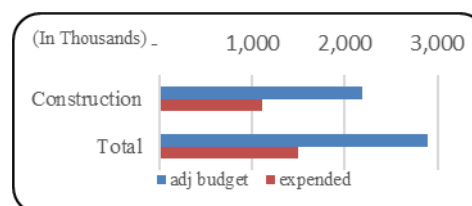
Work Planned for the Upcoming Month:

- Suspended ceilings will begin installation on the north side of the west wing.
- Coordination/installation of the phone line for the elevator will continue with UWIT.
- First bid package for furniture, fixtures and equipment will be advertised. Bids will be received on August 11, 2016.
- Drywall/taping and painting continue.
- Steel framing and roof structure for the new mechanical/electrical room addition will continue.
- Electrical switch gear will continue to be installed in the mechanical penthouses.
- A submittal package for Owner Provided card readers and security cameras will be prepared by UWIT and the design team for review prior to ordering.

4. Hoyt Hall Renovation

Contractor: Elk Ridge Builders & Design LLC
Laramie, WY

Original Project Budget \$ 2,900,000 (a)
Adjusted Project Budget \$ 2,900,000 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Major Maintenance	3,000,000	2,900,000

Contract Sum \$ 2,000,888
Contract Substantial Completion Date July 22, 2016

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	2,001	-	186	2,187	(1,372)	(815)	-
Contingency	323	-	(186)	137	-	-	137
Design	299	-	-	299	(286)	(13)	-
FF&E	-	-	-	-	-	-	-
Tech	-	-	-	-	-	-	-
Admin	277	-	-	277	(146)	(53)	78
Total	2,900	-	-	2,900	(1,804)	(881)	215

Statement of Contract Amount

Original Contract		2,000,888
Change Order 1	Install Self-leveling Flooring Floors 1-3	66,909
Change Order 2	Change Door Finish to Match Pre-existing Doors	4,387
Change Order 3	Additional Work to Finish Basement	20,621
Change Order 4	Electrical and Plumbing Revisions	17,288
Change Order 5	Additional Work in the Kitchen	18,686
Change Order 6	Correct Uneven Plaster Walls, ADA WC Fixtures, ADA Switch Height Changes, Replacement of Door Jams	21,232
Change Order 7	Add Wood Trim, Plumbing Wall Removal, Add Demo, Change to Flooring in Restrooms	21,050
Change Order 8	Finish Coat to Doors, Add Wood Apron Trim , 2 nd Floor Ceiling Drop Soffit	16,564
Adjusted Contract		2,187,625

Work Completed/In Progress:

- The general contractor and all subcontractors have completed all remaining work in the building.
- A preliminary punch list has been completed for the entire building and the general contractor is currently addressing those items.
- Move-in of furniture and equipment from crane Hall began during June.

Issues Encountered with Proposed Resolution for Each:

- None to Date

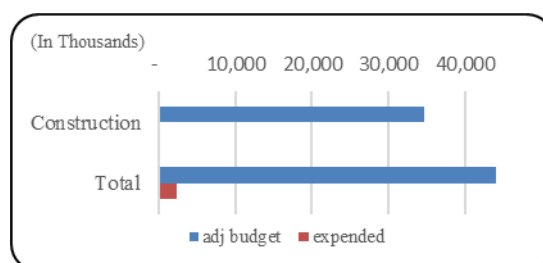
Work Planned for the Upcoming Month:

- A final punch-list will be completed on Tuesday July 26th.
- Furniture and equipment move-in will continue through mid-August.
- Scheduled for Fall semester occupancy.

5. Mick and Susie McMurry High Altitude Training Center

Contractor: GE Johnson
Jackson, WY

Original Project Budget \$ 44,000,000 (a)
Adjusted Project Budget \$ 44,000,019 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Foundation	3,000,000.00	3,000,000.00
Foundation	21,000,000.00	21,000,000.00
State Match	20,000,000.00	20,000,000.00
Athletic Gifts	-	18,844.89
Total Project	44,000,000.00	44,018,844.89

Guaranteed Maximum Price not yet set
Contract Substantial Completion Date not yet set

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	34,684	-	-	34,684	-	(60)	34,624
Contingency	1,363	-	-	1,363	-	-	1,363
Design	3,469	-	-	3,469	(2,336)	(478)	655
FF&E	1,961	-	-	1,961	-	-	1,961
Tech	1,015	-	-	1,015	-	-	1,015
Admin	1,508	19	-	1,527	(49)	(6)	1,472
Total	44,000	19	-	44,019	(2,385)	(544)	41,090

Statement of Contract Amount

Original contract	Not Yet Set	-
	No Change Orders	-
Adj Contract		-

Work Completed/In Progress:

- Received 50% Construction Documents (CD) July 15th, 2016. Pappas and Pappas/DLR are working toward 90% Construction Documents and will be submitting them to UW August 19th, 2016. UW internal review and comment generation of the 50% CD's occurred on July 27th, 2016.

Issues Encountered with Proposed Resolution for Each:

- The 50% CD packet was still incomplete with respect to electrical and mechanical drawings. This is causing difficulty with respect to firm pricing updates from our CMAR.
- Pappas and Pappas is working with MKK to get complete MEP plans for integration into the 90% CD's.
- Pappas and Pappas missed their delivery date for the Veteran's Memorial early bid package by 10 days. This has delayed the advertisement period and subsequent construction commencement.
- The Veteran's Memorial relocation will be delayed accordingly. Pappas and Pappas will correspond with all interested parties to dictate the revised completion date.

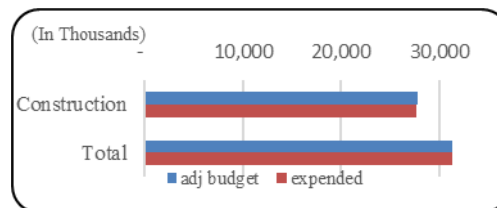
Work Planned for Following Month:

- GE Johnson will commence the Construction Fencing install on the North side of War Memorial Stadium the week of August 8th, after bid opening for the Veteran's Memorial Relocation early bid package.

6. Half Acre Gym

Contractor: Groathouse Construction, Inc.
Laramie, WY

Original Project Budget \$ 27,268,577 (a)
Adjusted Project Budget \$ 31,385,671 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Bond Proceeds	11,918,577.03	11,935,671.30
State Appropriation	15,000,000.00	15,000,000.00

ASUW & FMRs 2010 – architect	350,000.00	350,000.00
UW Income Fund	-	3,600,000.00
BOT authorized campus recreation	-	250,000.00
BOT authorized FMRs	-	250,000.00
Total Project	27,268,577.03	31,385,671.30

Guaranteed Maximum Price \$19,800,000
Guaranteed Maximum Price as adjusted \$27,718,204

Contract Substantial Completion Date November 2015

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	19,800	6,825	1,142	27,767	(27,698)	(69)	-
Contingency	1,142	-	(1,142)	-	-	-	-
Design	3,272	(1,202)	-	2,070	(2,050)	(20)	-
FF&E	974	(272)	-	702	(501)	(16)	185
Tech	974	(974)	-	-	-	-	-
Admin	1,106	(259)	-	847	(1,115)	(35)	(303)
Total	27,268	4,118	-	31,386	(31,364)	(140)	(118)

Statement of Contract Amount

Original Contract		19,800,000
Change Order 1	Construct Temporary Fitness Areas, Trailer for Outdoor Recreation, Temporary Parking Lot	219,712
Change Order 2	Base Bid Reconciliation, Increase for Time Extension	1,468,712
Change Order 3	Add Isolated Ground Outlets, Add Asbestos Abatement	41,158
Change Order 4	Fire Rated Shaft Around Climbing Wall, Architectural & Structural Modifications	431,034
Change Order 5	Increase Casework Bid Package, Cold Weather Protection, Weather Related Impact Costs, Fireproofing Scope Expansion	601,568
Change Order 6	Enclose Back Wall of Racquetball Courts, Interior Furring Assemblies on Existing Walls, Revise Roofing Walk Pads, Drain Piping fro Day Lot to New Storm Sewer Manhole	147,872
Change Order 7	Increase Tile Bid Package, Scope Expansion for Gym Equipment, Cold Formed Framing Modifications	296,285

Change Order 8	Scope Expansion for AV/IT Infrastructure	675,026
Change Order 9	Power Operated Window Shade in Climbing Area, Revisions to Gym Wall Pads, Lowering Existing Water Main, Revisions to Gym Graphics	124,559
Change Order 10	COW Trade layout, COW Weather Protection, Wall Bracing,	174,268
Change Order 11	Power & Receptacles for Motorized Projector Screens, Cast Bronze Floor Medallion, Outdoor Program Air Compressor, Power Revisions	35,804
Change Order 12	Beneficial Occupancy	-
Change Order 13	Beneficial Occupancy	-
Change Order 14	Stair Well Terminations & Ceiling Finishes, FF&E Additions, Fire Resistant Construction Revisions, Traffic Coating in Penthouse, Dance Studio Floor Refinishing	261,945
Change Order 15	Technology Buildout Package, Spinning Stage Connectivity	420,959
Change Order 16	MEP Space Concerns, Track Guardrail Revisions, Power Modifications	115,133
Change Order 17	Asbestos Abatement, Demolition Modifications, MEP Phase 1 Sequencing, Weather Protection, COW Trade Layout, COW Daily Cleanup,	247,858
Change Order 18	Modify Duct Penetrations, Interface Fire Alarm With AV, Modify Stair Rails, Modify Toilet Access	91,773
Change Order 19	COW Hoisting Equipment, Daily Cleanup, Weather Protection	87,800
Change Order 20	Increase Pool Bid Package	172,996
Amendment #2	Adjustment to Contract Amount	2,303,742
Change Order 21		71,488
Change Order 22	Emergency Radio Responder Repeater System	(22,621)
Adjusted Contract		27,767,071

Work Completed/In Progress:

- Emergency Radio Response Coverage has been bid out by Groathouse. They are working on scheduling the work.

Issues Encountered with Proposed Resolution for Each:

- Warranty issues with tiling and flooring.

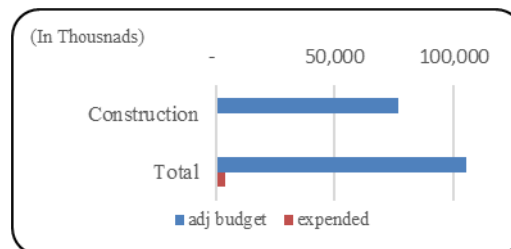
Work Planned for the Upcoming Month:

- Emergency Radio Responder Repeater System

7. Engineering Building

Contractor: GE Johnson
Jackson, WY

Original Project Budget \$ not yet set (a)



Funding Sources:	Original Anticipated:	Actual:
Grant – AML funds	350,000.00	350,000.00
Grant 2 – AML funds	750,154.00	750,154.00
State appropriation	55,000,000.00	55,000,000.00
Reduced by 2015 legislative action	(8,570,000.00)	(8,570,000.00)
Reduced by 2015 legislative action	-	(3,475,737.00)
State gen fun from AML – held until match	15,800,000.00	15,800,000.00
State matching funds	14,200,000.00	14,200,000.00
State Sec I swap for cap construction	10,000,000.00	10,000,000.00
2016 Appropriation	14,500,000.00	14,500,000.00
2015 DEQ redirected funds	-	3,475,737
Foundation donation	3,328,756	3,328,756
Total Project	105,358,910.00	105,358,910.00

Guaranteed Maximum Price not yet set
Contract Substantial Completion Date not yet set

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	76,853	-	-	76,853	-	-	76,853
Contingency	3,843	-	-	3,843	-	-	3,843
Reserve	5,243	-	-	5,243	-	-	5,243
Design	7,943	-	-	7,943	(3,485)	(4,436)	22
FF&E	3,993	-	-	3,993	-	-	3,993
Tech	3,474	-	-	3,474	-	-	3,474
Admin	4,010	-	-	4,010	(359)	(857)	2,794
Total	105,359	-	-	105,359	(3,844)	(5,293)	96,222

Statement of Contract Amount

Original contract	Not Yet Set	-
	No Change Orders	-
Adj Contract		-

Work Completed/In Progress:

- GE Johnson delivered the 100% Design Development (DD) construction cost estimate on schedule to UW on July 18th. Estimated cost of construction is presently \$71.9 million.
- Site demolition and clearing is ongoing.

Issues Encountered with Proposed Resolution for Each:

- The third and final City Council reading of the alley vacation application was postponed from planned discussion during the July 19th meeting. Reading was rescheduled for August 2nd.

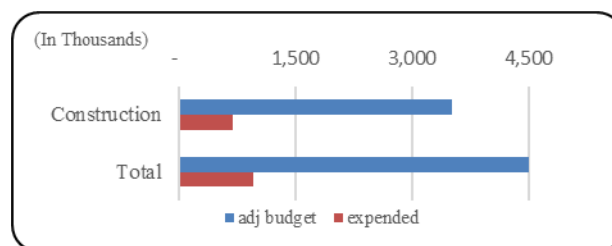
Work Planned for the Upcoming Month (June 2016):

- Set priorities for the remaining additive and deductive alternates to be carried forward into the Guaranteed Maximum Price (GMP) development.
- Bid package 1 materials will be released on August 5th.

8. Video and Score Boards

Contractor: Panasonic Corporation NA

Original Project Budget \$ 4,500,000 (a)



Funding Sources:	Original Anticipated:	Actual:
Administrative Loan	4,500,000.00	4,500,000.00
Total Project	4,500,000.00	4,500,000.00

Contract Substantial Completion Date August 1, 2016

Note: Design expenditures and obligations were reversed in prior month. Correct in this report.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	3,513	-	-	3,513	(688)	(2,816)	9
Contingency	280	-	-	280	-	-	280

Design	164	-	-	164	(79)	(65)	20
FF&E	200	-	-	200	(165)	(20)	15
Admin	343	-	-	343	(16)	(13)	314
Total	4,500	-	-	4,500	(948)	(2,914)	638

Statement of Contract Amount

Original contract		3,504,301
	Owner Contingency for Additive Alternates	8,761
	No Change Orders	-
Adj Contract		3,513,062

Work Completed/In Progress:

- The primary structural steel erection portion of the project is complete.
- Secondary steel, stairs, and standoffs for wall panel installation are in progress
- All 'supplementary' infrastructure associated with this project including fascia boards, game clocks, play clocks, the UniWyo gym video board and all associated fixed digit clock installation is complete and commissioned.
- We'll take delivery on the static signage and wall panels for the main Video Board on 7/22 and commence installation immediately.
- ☐ he LED's, speakers, and associated cabling will be installed concurrently.

Issues Encountered with Proposed Resolution for Each:

- None.

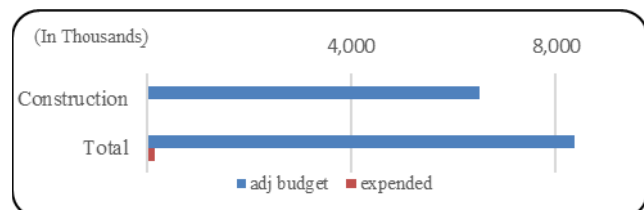
Work Planned for the Upcoming Month:

- Substantial completion on 8/1.
- Training and final commissioning will be complete by 8/15.

9. BSL3 – State Vet Lab

Contractor: Sampson Construction Co, Inc.

Original Project Budget 8,372,000
(a)



Funding Sources:	Original Anticipated:	Actual:
State of Wyoming Reimbursement	8,372	8,372
Total Project	8,372	8,372

Contract Substantial Completion Date June 26, 2017

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	6,512			6,512		(6,512)	-
Specialized Equipment	253			253		(198)	55
Contingency	496			496			496
Consultants	766			766	(85)	(681)	-
Admin	345			345	(64)	(52)	229
Total	8,372			8,372	(149)	(7,443)	780

Statement of Contract Amount

Original contract		6,512,000.00
	No Change Orders	
Adj Contract		6,512,000.00

Work Completed/In Progress:

- Sampson construction has constructed temporary walls/barriers.
- Mechanical and Electrical subcontractors are verifying existing conditions
- Demolition of existing spaces start next week.
- New masonry wall in the cage was area will start next week.

Issues Encountered with Proposed Resolution for Each:

- None to date.

Work Planned for the Upcoming Month:

- Demolition
- Construction of the new addition and cage wash area

STRATEGIC FUNDRAISING PRIORITIES

Keys to elevating private giving for public higher education:

- **A Bold Vision**
- **Focus Private Gifts on achieving the “Margin of Excellence”**
- **Private Gifts should not be viewed as replacement dollars for state funding or for standard revenue generating practices**

The University of Wyoming Foundation is an actively engaged strategic partner in the university’s planning process. The UW Foundation helps identify strategic fundraising opportunities that will propel UW to achieve its top tier agendas—nationally recognized for exceptional programs that prepare our students for academic and professional success.

Strategic Fundraising Priorities are the areas of greatest opportunity, not necessarily the areas of greatest need, that have the highest potential to generate private support. Criteria are the following:

- A focused, specific, and achievable vision
- Institutional commitment and advocacy
- Proven record of success and distinction in identified or related area(s)
- Recognized prospects and/or donors
- Identified deliverable(s)

Donors’ vital private contributions are not only about funding a single set of priorities. They are also about creating dynamic relationships between those who desire to impact people’s lives and the causes that inspire their generosity. Private giving will continue to play a critical role in UW’s transformation for years to come.

1-2 YEARS

SHORT TERM STRATEGIC FUNDRAISING PRIORITIES

ULTIMATELY GUIDED BY UW STRATEGIC PLAN



ENGINEERING

Achieving Tier I status through capital facilities and identified programmatic priorities.

\$20 MILLION



ENVIRONMENT

Elevating the stature of the Haub School through innovative interdisciplinary teaching, research, and collaborative stakeholder-driven solutions to environmental challenges.

\$10 MILLION



ENERGY

Creating technology and knowledge that leverage Wyoming's natural resources; generating revenue opportunities for the state that include supply of clean energy and carbon products; providing continued leadership in unconventional reservoirs.

\$30 MILLION



EDUCATION

Achieving national preeminent status in professional educator preparation through the advancement of the Trustees Education Initiative and the outreach of the UW Literacy Research Center and Clinic in Wyoming communities.

\$15 MILLION



STEM

Leveraging the Michael B. Enzi STEM Building to support programmatic opportunities including scholarships, research, summer programs, outreach opportunities, and a K-12 STEM Center.

\$20 MILLION



HONORS

Creating a University of Wyoming Honors College. This strategic fundraising priority will be guided by President Laurie Nichols.

TBD



ENTREPRENUERSHIP

Creating an interdisciplinary culture of entrepreneurship that is accessible across all of the university's colleges, departments, centers, and programs.

\$10 MILLION



BUSINESS

Supporting student success, academic excellence, and community engagement through the Rocky Mountain Center for the Advancement of Professional Selling and the creation of a School of Accountancy.

\$5 MILLION



AGRICULTURE

Supporting opportunities will build on the significant areas of expertise at the College of Agriculture and Natural Resources including wildlife and livestock health, as well as reclamation and restoration.

\$20 MILLION



BIODIVERSITY CONSERVATION

Building on excellence at UW's Biodiversity Institute through the promotion of research, education, and outreach concerning the study and preservation of living organisms in Wyoming and beyond.

\$5 MILLION



LAW

A Centennial Campaign for the College of Law supporting a building expansion for clinical and experiential learning, a Hall of Traditions & Fame, and programs enhancing collaboration across campus.

\$15 MILLION



PLANNED GIVING

Planned giving has a defining impact creating a legacy of traditions and remembrances for UW students, faculty, and programs that will last for generations. The UW family—alumni and friends of all levels of wealth—can engage in strategic planned giving with an emphasis on strengthening UW's endowment.

\$100 MILLION



HEALTH CARE

Establishing a Center for Integrated Health Care that will pull together faculty across the College of Health Sciences to better integrate disciplines and to maximize a vision for healthy bodies, healthy minds, and healthy communities across Wyoming.

\$5 MILLION



STATE MATCHING FUNDS

2016 LEGISLATIVE SESSION

TOTAL APPROPRIATION \$11,500,000

Large Pool (Entrepreneurship, CEAS, SER, Haub - water management)	\$10,350,000
Commitments received to date (Hess - \$5 MM, Fisher - \$2.5MM)	<u>(\$7,500,000)</u>
Remaining balance	\$2,850,000
 Small Pool (to be defined)	 \$1,150,000

PRIOR LEGISLATIVE SESSION

TOTAL \$7,500,000

Petroleum Engineering Chairs	\$5,000,000
Literacy Center	\$2,500,000

REINVESTMENT POLICY

UNIVERSITY OF WYOMING UNIVERSITY OF WYOMING FOUNDATION

Endowment Earnings Reinvestment Policy

I. DEFINITION

Reinvestment is the process of identifying expendable endowment payout funds that are not able to be spent on endowment purposes in a reasonable amount of time after distribution and adding them back to the endowment corpus. Reinvestment will increase the invested assets of the endowment which in turn will enhance the future distributions as a curb against inflation and the loss of purchasing power over the years.

II. ELIGIBLE FUNDS

Funds eligible for reinvestment are any expendable funds that have been distributed to spend on endowment purposes. Before reinvestment is considered, all efforts should be made to expend the dollars for the purposes expressed in the endowment agreement. When an endowment account's expendable funds balances reaches a level of more than two times the average annual distribution to expendable funds, consideration of this option should be made.

If funds are being accumulated for a specific purpose, a business plan should be developed and approved by the department head, dean, and appropriate Vice President. Once approved, the plan should be filed with the Shared Business Services Office for future monitoring. Any accumulated funds not being utilized according to the filed plan may be considered for reinvestment.

III. REINVESTMENT PROCESS

- a. Departments and colleges should review expendable balances at least annually to be sure that donor funds are being used as directed by donor agreements. This annual review should take place at the end of the fiscal year.
- b. Prior to October 1, college or department can request reinvestment of expendable funds by submitting a "Transfer of Funds from Expendable Income to Permanent Endowment" form to the University of Wyoming Foundation.
- c. The form must be signed by the department head or dean of the unit that benefits from the funds per the endowment agreement, as well as the responsible Vice President and the Vice President of Administration.
- d. The University of Wyoming Foundation will provide a written confirmation to the department or college when the transfer of funds has occurred.

IV. REINVESTMENT CONDITIONS

- a. Reinvestment of funds is a decision that is made by the department and college/unit that is the beneficiary of the expendable funds.
- b. Reinvestment of funds is a permanent decision.
- c. Reinvested funds are no longer available for endowment purpose expenditure now or in the future.

ADDENDUM A

Review of Endowment Earnings with more than Two Times the Annual Distribution

- I. During the first week of April, the University of Wyoming Foundation will produce a Reinvestment Report to be distributed via email to all responsible parties including department heads, deans, directors and vice presidents. This report will list all accounts with expendable endowment payout funds in excess of two years of average annual distributions as of end of February of that year.
- II. After careful review and consideration of their accounts listed on the report, departments and colleges/units, based on approval of the UW Office of Academic Affairs, or relevant Vice President if outside of Academic Affairs, may choose between two options:
 - i. Permanently reinvest some or all of the funds back into the corpus of the endowment for future growth, by submitting a signed "Transfer of Funds from Expendable Income to Permanent Endowment" form to the University of Wyoming Foundation; or
 - ii. Develop a business plan outlining the specific purpose for which funds are being accumulated for future use. Plans must be approved by the responsible Vice President and the Vice President for Administration. Once the plan is approved, it will be filed with the Shared Business Services Office for future monitoring.
- III. Decisions regarding all accounts listed on the annual Reinvestment Report are due from departments/ colleges/units by the first week of May.

UNIVERSITY OF WYOMING
STATE MATCHING FUNDS PLAN – BUDGET SESSION 2016

The State of Wyoming having recently appropriated the sum of One Million One Hundred Fifty Thousand Dollars (\$1,150,000) for the University of Wyoming to match certain gifts for university initiatives with a total cost of less than \$200,000, the University of Wyoming Board of Trustees hereby establishes the following policy to govern the allocation of said matching funds.

From this pool of matching funds, the sum of \$150,000 shall be set aside to match gifts for any university initiative or program, except as specifically excluded herein, in the minimum amount of \$5,000 and the maximum amount of \$25,000. Qualifying matching gifts can be made in support of students (undergraduate or graduate), faculty or programmatic functions. The matching funds can be used to match expendable or endowed gifts.

\$1,000,000 from this pool of matching funds shall be set aside to match gifts for any university initiative or program, except as specifically excluded herein, in the minimum amount \$25,000 for expendable gifts and \$50,000 for endowed gifts, with a maximum gift amount of \$100,000 per donor. Qualifying matching gifts can be made in support of students (undergraduate or graduate), faculty or programmatic functions. The matching funds can be used to match expendable or endowed gifts.

Preference will be given to any initiative or program within the College of Arts and Sciences, the Debate Team, Honors Program, “Synergy”, the UW Art Museum, the American Heritage Center, UW Libraries, International Programs, the Center for Global Studies, UW Humanities Research Institute, and the Ellbogen Center for Teaching and Learning. No department, initiative or program will be permitted to claim more than \$200,000 in matching funds. Gifts made to the College of Engineering, College of Education, School of Energy, Intercollegiate Athletics and the Haub School of Environment & Natural Resources are not eligible for this pool of matching funds.