

THE UNIVERSITY OF WYOMING
BOARD OF TRUSTEES' REPORT

March 22-24, 2017

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
March 22-24, 2017

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Roll Call

Approval of Board of Trustees Meeting Minutes

February 15, 2017 (conference call)

Approval of Executive Session Meeting Minutes

February 15, 2017 (conference call)

Reports

ASUW

Staff Senate

Faculty Senate

Public Testimony

[Scheduled for Thursday, March 23, 2017, at 11:30 a.m.-12:00 p.m.]

Committee of the Whole

REGULAR BUSINESS

Board Committee Reports

[Note- Committees of the Board will be discussed during a regular work session of the meeting. Those listed below will provide reports during the regular Business meeting.]

Trustee Standing Committees

Audit and Fiscal Integrity Committee (“Audit Committee”)

Jeff Marsh (Chair)

Financial Management and Reporting Committee (“Financial Committee”)

Dave True (Chair)

Facilities Contracting Committee (“Facilities Committee”)

John McKinley (Chair)

Budget Committee

John McKinley (Chair)

Honorary Degrees and Awards Committee (“Honorary Degree Committee”)

Laurie Nichols (Chair) Mike Massie (Trustee chair)

Liaison to Other Boards

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

PROPOSED ITEMS FOR ACTION:

1. Approval of Contracts and Grants – Gern
2. Approval of Personnel – Miller
[Note: Materials to be distributed in advance using the Trustee secure website]
3. Approval of Revisions to UW Regulations – Miller/Alexander
UW Reg: UW Regulation 6-715

New Business

Date of Next Meeting – April 12, 2017 (conference call)

Adjournment

Information Only Items:

Progress Change Orders, Administration	372
UW Foundation Monthly Giving Report, Blalock	384

AGENDA ITEM TITLE: FLAC Final Report on Corrective Action, Marsh/Mai/Gern/Lowe

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Please see information inserted below.

**Board of Trustees
Compliance Audit Follow-Up
March 2017 Board Meeting**

During the December Trustees meeting, the accounting firm of McGee, Hearne and Paiz, LLP presented the results of the unmodified (clean) federal compliance audit. The Trustees requested an update of the findings to be presented at the March, 2017 meeting. The following summarizes what actions have been taken to resolve the findings and what actions have been taken to prevent the issues from reoccurring. The total federal expenditures for the period the audit covered were \$148,227,235 which represents 1,122 different federal awards. The total questioned costs reported in the audit were \$2,727.

Audit Finding #	Condition/Context	Status
2016-001: Schedule of Expenditures of Federal Awards (SEFA) Questioned Costs: None	<p>Summary of Finding: Review of the Schedule of Expenditures of Federal Awards (SEFA) noted the following conditions</p> <ol style="list-style-type: none"> 1. Awards reported as other funding, however should have been classified as Research and Development. 2. One award was classified as Federal and should have been excluded from SEFA as it is Non-Federal. 3. Reconciliation did not take into consideration fixed price contracts where the department is entitled to utilize those funds. 4. Two awards were reported as direct federal funding, however they were federal pass-through. 5. Validation of AML receivable with WYDEQ. 6. Inconsistent Reporting of Subrecipient Expenditures. <p>Corrective Action Plan:</p> <ol style="list-style-type: none"> 1. The Office of Sponsored Programs and the Research Office will review current procedures for determining the type (research, instruction, other) and determine if additional procedures can be implemented to ensure the proper classification of sponsored programs at the time of inception. The correction of previous findings will always be a manual adjustment to the SEFA as it is incorporated into our account code structure. 2. The Manager for the Office of Sponsored Programs will create a detailed procedural memo on the preparation of 	<p>Resolved: The Schedule of Expenditures of Federal Awards (SEFA) is a report in which the University reports all expenditures on Federal Awards. The auditors determine which grants they will select for testing using this report. There are three classifications for awards: research, instruction and other public service. The selection of the awards focuses on the research and development (R&D) awards. The correct classification of each award is critical for the selection of awards to test. None of the items noted on the SEFA result in any questioned costs, they just reference dollar amounts as part of the observation. There were 6 instances of misclassifications of awards in this audit; the following is an update as to the status of each:</p> <ol style="list-style-type: none"> 1. The awards have been reclassified as Research and Development and will be recorded properly on the SEFA. Uniform Guidance requires federal agencies to disclose the classification to the grantee to ensure proper classification. Many agencies have not complied with providing this disclosure. If the agency has not disclosed this classification, the Sponsored Programs Office will contact the PI and receive their guidance for classification according to the federal definition and their project. In this case both NSF and NIH have determined all of their awards will by default classified as R&D. The University has a total of 348 awards from these two sponsors and this observation noted 5 awards were misclassified.

	<p>the SEFA, to include all necessary reconciliations and manual adjustments that need to be made to the SEFA to ensure accuracy, consistency, and timely completion.</p> <p>3. The Office of Sponsored Programs will work closely with our contacts at the DEQ to ensure that the AML funds are monitored closely to ensure issues will not arise in the future. We will have regular meetings to reconcile our balances and status of the accounts including any necessary fund swaps.</p>	<p>2. The award has been reclassified as Non-Federal and will not be included in the SEFA. The award noted was a subaccount set up to manage cost share. The setup carried forward the same classification as the main account of federal. This error was not caught in setup. We have changed our setup procedure to ensure when subaccounts are created, we evaluate all elements that roll forward from the main award.</p> <p>3. The process for creating the SEFA has been modified to include the reconciliation of fixed price contracts.</p> <p>4. The awards have been reclassified as federal pass-through and will be recorded properly on the SEFA. The classification of awards is further complicated when we receive federal funds that are passed through to us by another agency. For example, the State of Wyoming. It is the responsibility of the agency to disclose if the funds are federal pass-through or non-federal to the entity receiving the funds. Many agencies have not complied with providing this disclosure. In this case, two awards were misclassified as federal direct funding instead of federal pass-through. To prevent this from occurring again, all awards will be reviewed to ensure the classification matches the agency information documented.</p> <p>5. As noted by the auditors in the audit report, this issue has been resolved with DEQ. The auditors also noted that it was a unique situation due to the pass-through nature of the AML funds through DEQ.</p> <p>6. In this case, the auditors requested and received subrecipient information from 3 different individuals on campus. The individuals provided information they believed to meet the needs of the auditors however, the data was gathered differently by those individuals and yielded different results. We will work with the auditors to ensure that they are only reviewing the official records of the Institution for sponsored programs financial data.</p>
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<p>2016-002: Student Financial Assistance Cluster – Special Tests: Disbursements To or On Behalf of Students</p> <p>Questioned Costs: None</p>	<p>Summary of Finding: For all 25 students selected for testing, the University was unable to provide support that written notification was provided to students regarding loan disbursements within the required timeframe due to an internal office hard drive failure.</p> <p>Corrective Action Plan: After the hard-drive failed on July 5, 2016, the Financial Services Business Office now requires all supporting direct loan disbursement letters to be stored on a University secure network drive. This drive is backed up by the University's Information Technology division.</p>	<p>Resolved: The University of Wyoming's Financial Services Business Office no longer stores any data on an internal office hard-drive and has implemented UW Information Technology's (IT) recommendation to store data in the Departmental Storage which is made available to all departments on campus. All of the office documents are stored in the Departmental Storage provided by UW IT, not just loan disbursement notifications. The UW IT division provides nightly backups of all data in Departmental Storage and stores these backups at a secure, offsite location. Each nightly backup is stored at the offsite location for 30 days. If a document is deleted, financial services would have 30 days from the date of deletion to recover the original document. The Financial Services Business Office is responsible for which employees have access to individual data folders in an effort to further secure the data.</p>
<p>2016-003: Student Financial Assistance Cluster – Special Tests: Student Loan Repayments</p> <p>Questioned Costs: None</p>	<p>Summary of Finding: Of the 33 borrowers selected for testing, there was one instance in which the University did not send an in-school deferment notification to the borrower.</p> <p>Corrective Action Plan: The Financial Services Business Office immediately requested additional controls be created by the third-party servicer to identify instances in which borrowers do not receive notification for in-school deferments. UW's third party servicer created additional controls on September 17, 2016, to identify error conditions going forward. The Financial Services Business Office has now implemented a monthly monitoring system of in-school deferments.</p>	<p>Resolved: The University of Wyoming's Financial Services Business Office (FSBO) immediately notified Heartland ECSI (third-party loan servicer) of the finding and requested the servicer implement additional controls to create exception reports to identify instances in which borrowers do not receive notification for in-school deferments. On September 17, 2016, Heartland-ECSI had programmed additional error conditions within their software controls to catch these types of situations. Also, as a result of the additional controls, Heartland-ECSI adds memos within each borrower's account when the notification email is sent out. This memo includes a date and time stamp of the email that was sent. FSBO also implemented an additional internal, monthly monitoring system for all in-school deferments processed by both the FSBO staff and Heartland-ECSI. Each month a FSBO employee ensures that all students that were granted an in-school deferment received proper notification via email. If an email was not sent the employee creates a letter and sends via the US Postal Service and adds a memo to the student's account. The employee would also follow up with Heartland-ECSI about the omission. Since Heartland-ECSI implemented the new controls UW has not</p>

		identified any student that was not emailed properly by Heartland-ECSI.
<p>2016-004: Student Financial Assistance Cluster – Special Tests: Enrollment Reporting</p> <p>Questioned Costs: None</p>	<p>Summary of Finding: Of the 40 withdrawn and graduated students selected for testing compliance with the campus-level enrollment reporting requirements within the Federal Pell Grant Program and the Federal Direct Student Loan Programs.</p> <ul style="list-style-type: none"> • One instance in which the student's status change was not reported as of the correct effective date. • Three instances where the student's status change was not accurately reported. <p>Of the 40 withdrawn and graduated students selected for testing compliance with the program-level enrollment reporting requirements within the Federal Pell Grant Program and the Federal Direct Student Loan Programs.</p> <ul style="list-style-type: none"> • Twelve instances in which the student's status change was not reported as of the correct effective date. • Eleven instances where the student's status change was not accurately reported. <p>Corrective Action Plan: To ensure timely and accurate submission of enrollment data, the Student Financial Aid Office (OSFA) and the Registrar's Office will coordinate to monitor all students reported to the National Student Clearinghouse (NSC) who then reports to the National Student Loan Database System (NSLDS). For any issues found, there will be a follow up with the NSC to determine the best course of action so the issue will not continue to happen in future transactions. The determined last date of attendance for the summer, fall and spring all F's students will be manually updated at the campus and program level on NSLDS, since it has been determined that a file of all F students is routinely overridden by the file for the current semester. If necessary, OSFA will manually update the NSLDS with the graduation date of summer, fall and spring graduates, as well as withdrawal students throughout the</p>	<p>Resolved: Student Financial Aid and the Office of the Registrar have been working closely with the National Student Clearinghouse and the National Student Loan Data System to correct these issues. Due to increased complexity of reporting created by recent federal regulations, there has been further guidance as well as training webinars from NSC, NSLDS, and the U.S. Department of Education provided to all schools due to increased audit findings across the nation. All withdrawals are being monitored to ensure correct reporting and error lists from NSC and NSLDS are being corrected.</p>

	year. Additionally, the NSC's annual audit report will be reviewed and any questions or concerns will be clarified with the NSC Audit Resource Center.	
2016-005: SNAP Cluster – Period of Availability; Financial Reporting Questioned Costs: \$2,727	<p>Summary of Finding: Of the 25 expenditures selected for testing the following was noted:</p> <ul style="list-style-type: none"> For the annual award period ending, Sept 30, 2014, one expenditure in the amount of \$518 was charged to the award on Sept 30, 2015 via an expenditure correction. The total amount of expenditure corrections charged to this award after the period of availability were \$3,108. All expenditures were incurred prior to Sept 30, 2014. For the annual award ending, Sept 30, 2015, three expenditures in the amount of \$4,871 were charged to the award in December 2015 and February 2016. The total amount of expenditures charged to this award after the period of availability were \$137,526. All expenditures were incurred prior to Sept 30, 2015, with the exception of \$2,727, for which supporting documentation could not be provided. Of the two draw requests selected for testing compliance with financial reporting provisions, noted one instance where the expenditures reported on the draw request for the quarter ending Sept 30, 2015 was \$140,253 higher than expenditures incurred per PISTOL. The draw request was also required to be filed by November 30, 2015 but was not filed until December 21, 2015. Also noted the June 30, 2015 draw request was not filed until August 18, 2015, which is past the 45 day filing deadline. <p>Corrective Action Plan: The Office of Sponsored Programs will work closely with the SNAP Program Director and the College of Agriculture's Business Office to ensure that grant requirements are clearly communicated and provide support to ensure that compliance requirements are met. The Office of Sponsored Programs will also review its</p>	<p>Resolved: The Manager for the Office of Sponsored Programs has met with the SNAP staff regarding the timely submission of payments on sponsored programs during the period of closeout.</p> <ul style="list-style-type: none"> The granting agency could request that the Institution repay the questioned costs of \$2,727. No request has been received to date and we have not received any correspondence to indicate there will be such a request. The Office of Sponsored Programs has reviewed the policies and procedures for drawing down funds at the end of a grant period and timely reporting to ensure compliance. The responsibility of the Office of Sponsored Programs is to ensure compliance with sponsored program requirements and working with the department to ensure such compliance. The Office of Sponsored Programs have drafted the following policies for Executive Committee approval to provide guidance as well as rules and regulation for the proper management of sponsored program expenses: <ul style="list-style-type: none"> Accounting for Unallowable Costs Policy Asset Management Policy Charging Administrative Expenses to Federal Awards Policy Cost Sharing Policy Cost Transfer Policy Costing Policy Financial Reports Policy for Sponsored Programs The policies will be disseminated to campus by the Office of Sponsored Programs through various campus list serves, email groups, direct communications to current PI's and fiscal administrators, campus-wide training and will be posted on the Sponsored Programs website.

	procedures to ensure requests for reimbursement are supported by the general ledger with any variances properly documented and tracked to ensure compliance with Federal rules and regulations.	
2016-006: SNAP Cluster – Performance Reporting Questioned Costs: None	<p>Summary of Finding: Of the four performance reports selected for testing compliance with the performance reporting provisions for the SNAP Cluster, auditors noted one instance where supporting documentation could not be provided for the administrative expenditures table reported in section two the <i>Annual Report</i>. Only one report was required to be filed and there were no associated questioned costs.</p> <p>Corrective Action Plan: The SNAP Program Director and the College of Agriculture's Business Office will work directly with the Office of Sponsored Programs to report any financial information. This information will come directly from the University's financial system and will also ensure consistency with financial reports submitted by the Office of Sponsored Programs.</p>	<p>Resolved: The Principal Investigator (PI) submitted the performance reports without receiving official financial information from the Office of Sponsored Programs. The Manager of the Office of Sponsored Programs met with the SNAP staff to clarify that sponsored program financial data can only come from the official records of the Institution and provided by the Office of Sponsored Programs to ensure compliance and consistency. This requirement will also be communicated to other PI's through campus-wide training.</p>

AGENDA ITEM TITLE

Presentation from David Jewell re: financial system and timeline updates

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:

Associate Vice President for Budget and Institutional Planning David Jewell will provide an update on the new financial system implementation and the timeline.

AGENDA ITEM TITLE:

Presentation of Complete List of All Requested Additional Change Orders or Additive Alternates for the HBRF (per February 2017 conference call), 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 provide details for the additional change orders or additive alternates for the High Bay Research Facility as presented to the facilities committee.

AGENDA ITEM TITLE: Update re: Law School, Blalock/Klint Alexander

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 Institutional Advancement Ben Blalock and Dean of the Law School Klint Alexander will present a verbal update to the Board.

AGENDA ITEM TITLE: Endowed Funds and Use of Funds (quasi endowments and scholarships) – Blalock/Miller/Brimmer-Kunz

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:

These reports are provided to detail private support results in the current fiscal year as well as discussion points for management decisions relative to the funds held at the UW Foundation for the use of the university. The reports presented represent each of these areas:

Monthly Giving Report

This report details private support during FY17 through February/2017. See information only section of this report

Endowment Numbers

This report illustrates three areas relative to endowed funds held for the various colleges and units on campus as of December 31, 2016. Those three areas are market value, expendable income, and estimated income for FY17.

Scholarship Funds

This report details endowed scholarship dollars at UW while providing a comparator base to both SDSU and CSU. It also provides information on funds currently held in expendable accounts and estimated annual payout.

Quasi Endowment Funds

This report details the values of quasi endowment funds currently in place and the management actions to be taken this calendar year.

Underwater Endowment Funds

This report details endowment funds currently “under water” or below the original gift value.



ENDOWMENT NUMBERS

ENDOWMENT VALUES FOR COLLEGES & UNITS AS OF DECEMBER 31, 2016 IN MILLIONS:

COLLEGE OR UNIT	DECEMBER - 16 EXPENDABLE INCOME	DECEMBER - 16 ENDOWMENT MARKET VALUE	ESTIMATED FY17 INCOME
College of Arts and Sciences	\$3.69	\$49.23	\$1.96
College of Agriculture and Natural Resources	\$2.59	\$46.18	\$1.79
Alumni	\$0.04	\$0.64	\$0.02
American Heritage Center	\$0.99	\$9.76	\$0.40
Art Museum	\$0.74	\$5.99	\$0.23
ASUW	\$0.73	\$3.89	\$0.18
Athletics	\$1.20	\$10.88	\$0.45
College of Business	\$3.11	\$63.25	\$2.57
College of Education	\$1.36	\$22.40	\$0.87
School of Energy Resources	\$1.70	\$10.15	\$0.42
College of Engineering and Applied Science	\$2.34	\$26.72	\$1.05
Haub School of Environment and Natural Resources	\$0.74	\$19.73	\$0.82
College of Health Sciences	\$2.24	\$27.82	\$1.06
Honors Program	\$0.35	\$2.35	\$0.09
International Programs	\$0.18	\$7.59	\$0.32
College of Law	\$0.80	\$13.42	\$0.52
Libraries	\$1.34	\$7.57	\$0.31
Loan Funds	\$0.41	\$1.50	\$0.07
Student Financial Aid	\$3.02	\$39.80	\$1.65
UW President	\$0.77	\$10.17	\$0.41
VP Academic Affairs	\$1.21	\$12.73	\$0.53
VP Administration	\$2.45	\$26.07	\$1.10
VP Research	\$0.78	\$2.63	\$0.11
VP Student Affairs	\$0.12	\$2.42	\$0.11
TOTAL	\$32.88	\$422.88	\$17.06



SCHOLARSHIP FUNDS

Institution	Enrollment	Size of Endowment	Scholarship Endowment	% of Scholarship Support in Endowments
SDSU	12,589	\$106,457,833	\$63,174,580	59%
CSU	33,198	\$286,348,223	\$116,688,943	41%
UW	12,366	\$431,561,163	\$172,318,843	40%

ANNUAL PAYOUT

\$6.97 million

ESTIMATED EXPENDABLE BALANCE 6/30/17

\$15.7 million



QUASI ENDOWMENT FUNDS

Institution	Funds	Market Value	Expendable
Number of funds with Market Value under \$250,000	29	\$1,199,821	\$700,210
Number of funds with Market Value over \$250,000	18	\$16,783,084	\$2,640,836
Bond Maintenance Funds	5	\$4,308,890	\$2,111,860
TOTAL	52	\$22,291,794	\$5,452,906

BY OCTOBER 1, 2017 DECISIONS WILL BE MADE AS FOLLOWS:

Funds with Market Value below \$250,000 will be placed in expendable accounts or into permanent endowments.

Funds with Market Value above \$250,000 will be placed in expendable accounts or into permanent endowments or seek permission to extend the decision for two more years.



— UNDERWATER ENDOWMENT FUNDS —

	Total Count	Total Pool At Original Value	Market Value Allocation	Total TMV	% Above Original Value	Underwater Count	Underwater Allocation
State Match	600	\$95,409,788	\$7,033,002	\$105,711,636	7.37%	114	(\$440,957)
UW	258	\$47,631,849	\$26,001,037	\$73,632,885	54.59%	11	(\$123,653)
Foundation	1,271	\$225,282,853	\$26,933,789	\$252,216,642	11.96%	208	(\$1,477,025)
Total	2,129	\$368,324,489	\$59,967,828	\$431,561,163	16.28%	333	(\$2,041,635)

Underwater less than \$10,000	302
Underwater between \$10,001 and \$20,000	10
Underwater between \$20,001 and \$50,000	14
Underwater between \$50,001 and \$100,000	4
Underwater by more than \$100,000	<u>3</u>
Total	333

AGENDA ITEM TITLE: Follow-Up from Legislative Session, Boswell

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE: The 2017 session of the Wyoming Legislature concluded on Friday evening, March 3rd. UW tracked and regularly offered testimony on bills impacting the University. The list of such bills is on the following pages, with brief notes on bill number, summary, and final action by the Legislature and the Governor, who has until 15 days after the session to act on bills which he did not act upon prior to the adjournment of the session.

From the list on the following pages, trustees may have a particular interest in the following:

- HB 1, the Supplemental Budget bill
- HB 42, adds UW President or designee to the Wyoming Board of Education
- HB 55, spending policy amendments which impact the Excellence in Higher Education Endowment Reserve, Permanent Wyoming Mineral Trust Fund Reserve, and Common School Permanent Fund Reserve
- HB 136 (failed), would have allowed the carrying of concealed weapons on campus, including residence halls and athletic events, by individuals with concealed carry permits
- HB 189 (failed), would have mandated reduced UW tuition for residents of Nebraska and Colorado
- HB 254, increases to \$1 billion amount of state funds authorized for investment for public purposes
- SF 53, includes UW among entities required to provide preferences in hiring for veterans
- SF 95 (failed), offered early retirement incentives for state and university employees
- SF 132, Establishes and funds the ENDOW economic diversification initiative
- SF 145 (failed), would have changed statutory reference to "Chairman" of the UW Board of Trustees, as well as allowing increased number of trustees to serve on board's Executive Committee
- SF 166 (failed), would have stripped \$48.8 million of prior appropriation for the UW Science Initiative facility, redirecting the funding to the State Capitol and Herschler Building reconstruction project, as well as Department of Health facility projects in Evanston and Lander.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS: Trustees have been briefed on a regular basis concerning bills of interest to the University.

WHY THIS ITEM IS BEFORE THE BOARD: Informational

ACTION REQUIRED AT THIS BOARD MEETING: None

PROPOSED MOTION: None

PRESIDENT'S RECOMMENDATION: N/A

2017 Legislative Session, UW Bill Tracking

Bill Number	Title	Purpose/Result	Pass/Did Not Pass (DNP)
HB 001	General Government Appropriations	<p>Supplemental Budget amends FY 2017-2018 Biennial Budget passed in 2016 session.</p> <p>Includes Governor's reductions of approximately \$36 million to UW State Aid Block Grant and other specific line items, as well as separate additional \$520,000 reduction to the Block Grant. Also identifies Governor's reductions to UW Medical Education and WICHE budgets.</p> <p>Amends 2016 session \$5 million appropriation to allow for expendable state match of private gifts for unconventional oil and gas reservoirs research at UW, requires quarterly report.</p> <p>UW, on behalf of community colleges and the Wyoming Community College Commission, shall develop a unified plan for recruitment and retention of high schools students from Wyoming and contiguous states. Report on progress toward plan by September 30, 2017. Submit final plan by December 1, 2017.</p> <p>UW shall seek a meeting with the City of Laramie and report on findings relative to possible vacating of 15th Street between Iverson Avenue and Willett Drive in order to unify campus and protect pedestrians.</p> <p>Provides conditional \$1.25 million appropriation to the Excellence in Higher Education Endowment Reserve Account.</p>	Passed

HB009	Student ownership and privacy rights	Specifies protections of ownership rights of electronic student communications/writings at UW and community colleges. Provides for an expectation of privacy in student writings and other communications.	Passed
HB42	Education – state board of education membership	Adds the president of UW (or designee) as ex-officio member of the state board of education.	Passed
HB55	Spending policy amendments – 2	Amends reserve fund levels and spending policies for Permanent Wyoming Mineral Trust Fund, Common School Account, and Excellence in Higher Education Endowment.	Passed (waiting on gov's signature)
HB77	In-state tuition – AmeriCorps service	Would have permitted in-state tuition for AmeriCorps service in Wyoming as specified by the bill.	DNP
HB93	WICHE-repayment program veterinary medicine students	Would have included WICHE veterinary medicine students under the WICHE repayment program requirements.	DNP
HB128	Tribal License Plates	Authorizes special Eastern Shoshone Indian tribe license plates and Northern Arapaho Indian tribe license plates. Fees collected by UW. Any fees collected are to be deposited into the Chief Washakie memorial endowment fund and the Northern Arapaho endowment fund to be used for scholarships at UW.	Passed
HB136	Campus Carry	Would have allowed concealed weapon permit holders to carry concealed weapons on UW and community college campuses.	DNP
HB137	Wyoming Repeal Gun Free Zones Act	Would allow concealed carry permit holders to carry a concealed weapon at government meetings on public property and at legislative meetings on public property. Amended to clarify that concealed weapons would NOT be allowed on college campuses.	Passed (waiting gov's signature)
HB176	Veterans tuition waiver program requirements	Would have added limitations to benefits under the veterans tuition waiver program.	DNP

HB189	Higher education – nonresident tuition	Would have allowed reduced tuition for residents of Colorado or Nebraska at the time of enrollment at UW.	DNP
HB190	Hathaway reserve account	Increases the amount retained within the Hathaway student scholarship reserve account.	Passed
HB191	Hathaway expand Wyoming scholarships	Would have created two scholarships for outstanding students from each of the states contiguous to Wyoming. Would have been paid for by Hathaway funds.	DNP
HB207	Restrictions on public benefits	Would have conditioned eligibility for public benefits on lawful presence in the U.S. Would have required verification of lawful presence in the U.S. upon application for public benefits.	DNP
HB233	State or school employment contract – compensation reduction	Would have required that any employment contract with UW employee (CC employee, school district employee, or state employee) provide that the employee's salary and benefits are subject to reduction as part of any general compensation reduction approved by the legislature.	DNP
HB254	Public purpose investments	Increases from \$600 million to \$1 billion the total amount of state funds authorized to be invested for specific public purposes, not necessarily for highest possible return.	Passed
HB255	Hathaway scholarship eligibility for noncitizens	Would have repealed a provision that excluded certain noncitizens from Hathaway scholarship eligibility.	DNP
HB277	Hathaway scholarship – application deadline extension	Would have extended the deadline to apply for the Hathaway scholarship from two years to four years after high school graduation.	DNP
HB283	Higher education student recruitment planning	Would have required UW and community colleges to collaborate and develop a unified plan to provide a coordinated approach to the recruitment and retention of students graduating from Wyoming and states contiguous to Wyoming high schools. Language was included in Supplemental Budget bill (HB 1).	DNP

HB286	Wyoming state veterinary biosafety laboratory	Would have specified requirements for a loan and loan repayment for repairs and renovation to the Wyoming state veterinary biosafety laboratory (BSL 3).	DNP
HJ0009	National speech and debate education day	Would have established and recognized a National Speech and Debate Education Day.	DNP
SF37	Education – Hathaway scholarship program -2	Allows for GPA to include a measure to account for academic rigor of courses for determining initial Hathaway scholarship eligibility (to be determined by Wyoming Department of Education). Modifies success curriculum requirements. Requires a report by the Wyoming Department of Education on options to incentivize completion of the Hathaway scholarship success curriculum.	Passed
SF53	Veteran's hiring preference	Specifies the preference in public employment for veterans and surviving spouses of deceased veterans.	Passed
SF56	Omnibus water bill – planning	Authorizes and provides appropriation for water development projects including UW water research.	Passed
SF73	High school graduation requirements	Would have modified high school graduation requirements imposed by the state board of education. Would have required three years of mathematics, “and one (1) additional school year of mathematics or computer science.”	DNP
SF95	Early retirement	Would have created an early retirement incentive option for state employees. Amended early on in process to exclude UW employees.	DNP
SF111	Nurse Practice Act revisions	Revises the Nurse Practice Act.	Passed
SF121	Wyoming Pharmacy Act – amendments	Modifies several provisions of the Wyoming Pharmacy Act.	Passed (waiting

			gov's signature)
SF132	ENDOW initiative	Creates an economic diversification council to oversee and promote economic diversification activities in the state and specifies the duties of the council; requires the development of economic diversification policy and strategy; identifies UW, Community College Commission and Wyoming Department of Workforce Services as staffing support; provides an appropriation.	Passed
SF136	Energy science stipends and fellowships	Extends until June 30, 2020 appropriation for energy science graduate stipends and fellowships; requires that each year at least fifty percent (50%) of the funds be awarded to students who are Wyoming residents or UW graduates.	Passed
SF145	UW and community college boards of trustees – chairman	Would have changed statutory language referring to the Board of Trustees President to the Board of Trustees Chairman. Would have allowed more than three members on the executive council of the UW Board of Trustees.	DNP
SF152	Hathaway student scholarships	Would have made changes to the Hathaway scholarship program. Would have repealed the provisional opportunity scholarship; required students to file FAFSAs; modified eligibility requirements and removed limitations based on semesters of eligibility; limited use of non-need based scholarships to tuition and mandatory fees; repealed provisions for movement between scholarship levels and established total scholarship amounts at initial eligibility levels.	DNP
SF166	State funded capital construction	Would have reduced the \$100 million appropriation to UW science initiative facility by \$48.8 million, and re-appropriated the funds to other state capital construction projects, including the Capitol renovation project.	DNP

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2017 Wyoming Legislature

Interim committee topics with possible UW ties (not intended as a complete list)

Appropriations:

- Budget
- State Employee Benefits **Review** (possibly noting SF 95, Early Retirement)
 - Primarily for new members, but could result in appropriation adjustments or statutory changes

Revenue:

- Wyoming tax structure and revenue streams

Education:

- Computer science education
 - The committee will develop a multi-pronged strategy for increasing the number of opportunities across the state for (K-12) students to take classes in computer science/computational thinking. This may include an analysis of graduation requirements

Transportation:

- Veteran's Tuition Program revisions, perhaps including review of HB 176 Veteran's Tuition Waiver Requirements, to find possible solutions to fulfill current commitments and provide equitable benefits, keeping in mind the state's declining revenues

Minerals, Business and Economic Development:

- Study the possibility of requesting a grant from the federal Department of Energy for an analysis of potential carbon capture at a Wyoming power station. Presentations and feasibility studies from the UW School of Energy Resources and Western Research Institute and possible identification of legislative options to promote best practices in the industry for retrofits and Next Gen power production
- ENDOW
- Pore space. Discuss liability involved with pore space utilization as provided in HB 249, review statutes to ensure adequate framework to encourage carbon capture and injection for enhanced oil recovery and sequestration.

Labor, Health and Social Services:

- Monitor and provide input on UW studies and activity concerning medical education programs, including the Wyoming Family Practice Residency Program and WWAMI

Select Capital Financing and Investments:

- The committee will receive a report from the Treasurer on investment returns associated with permanent funds, including the Excellence in Higher Education Endowment

Select Tribal Relations

- President Nichols has been invited to update the committee on UW efforts relative to interactions with the Eastern Shoshone and Northern Arapaho tribes

Select Water

- The UW Water Research program is among the funding proposals reviewed by the committee

AGENDA ITEM TITLE: Economic Diversification Update, Boswell

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE: Senate File 132 passed the 2017 session of the Wyoming Legislature, and was signed into law by Governor Mead. The following is drawn from the Legislative Service Office bill summary:

- This bill's goal is the development of an economic diversification strategy for the State in order to build a sustainable and diversified, value added economy by 2038.
- The bill creates an economically needed diversity option for Wyoming (ENDOW) executive council of up to fifteen voting members appointed by the Governor with the advice and consent of the Senate. The presiding officers of the House and Senate and chairmen of the minerals committees are non-voting members, as is the Governor or his designee.
- The Council is to receive and evaluate public input, opinions and recommendations regarding the diversification of Wyoming's economy and advise the Governor and Legislature.
- The Council is to report by August 30, 2017 to the Governor and Joint Minerals Interim Committee its assessment of socioeconomic data, including state and local fiscal sustainability, and existing new and emerging economic sectors of the economy.
- The report is also to identify potential business development and innovation zones, and inventory the existing workforce, economic trends and enablers for economic growth in the state.
- By December 31, 2017, the Council is to prepare and submit to the Governor and Legislature a report of its preliminary findings and recommendations in the development of a comprehensive economic diversification strategy.
- The Council is to prepare a twenty year plan for economic diversification strategy (together with four year action plans) for the Governor's approval.
- The bill provides for a coordinator of economic diversification designated by the Governor to direct and oversee execution of the state's diversification strategy and plans. The Governor has appointed Jeremiah Rieman to the position.
- Various state agencies, including the University of Wyoming, are specified to be consulted and/or to provide support for the initiative.
- Appropriates \$2.5 million to a newly created economic diversification account, with funds continuously appropriated to the Governor's Office and requires \$1.5 million to be spent on workforce development.

Vice President Chris Boswell and Steve Farkas of the College of Business have participated in planning meetings with the Governor's Office. Other participants represented the Wyoming Business

Council, the Wyoming Community College Commission, and the Wyoming Department of Workforce Services.

An announcement regarding appointees to the executive council is expected in April. UW has submitted names for consideration.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS: Governor Matt Mead initially presented his thoughts on an economic diversification initiative at the Board of Trustees meeting in May of 2016. The University submitted a draft proposal to the Governor later in 2016, and Trustees MacPherson and McKinley have held subsequent discussions with the Governor regarding the initiative.

WHY THIS ITEM IS BEFORE THE BOARD: Informational update.

ACTION REQUIRED AT THIS BOARD MEETING: None.

PROPOSED MOTION: None.

AGENDA ITEM TITLE:

UW Regulatory Structure Review – Section 1 (Governance and Structure) and Section 4 (Diversity and Equal Opportunity), Evans

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:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW's current regulatory structure over the next year and a half, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating an online manual, including a new "look" and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new *Governing Regulations and Standard Administrative Policies and Procedures Manual*.

Section 1: Governance and Structure

Section 2: Academic Affairs

Section 3: Athletics

Section 4: Diversity and Equal Opportunity

Section 5: Employment and Ethics

Section 6: Facilities

Section 7: Finance and Business

Section 8: Information Technology

Section 9: Research

Section 10: Safety and Security

Section 11: Student Affairs

Section 12: University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

The University will use a **two-step approach** for approval by the Board of the new regulatory structure. First, the University will submit a list of the Governing Regulations, Standard Administrative Policies and Procedures, and Department/Unit Administrative Policies and Procedures for each new section to the Board of Trustees with the following recommendations:

- 1) Whether the current regulation/policy/procedure should be a Governing Regulation (Level A), Standard Administrative Policy or Procedure (Level B), or a Department/Unit Administrative Policy or Procedure (Level C);
- 2) Suggested substantive changes/updates to any of the Governing Regulations, with a brief explanation of what those changes will entail; and
- 3) Whether there are any gaps in the Governing Regulations for that particular section.

Once the Board approves the direction, the Office of General Counsel will work with the President and the responsible Vice President/Administrator to prepare the final versions for approval by the Board.

For this meeting, we are presenting recommendations on the following two sections:

Section 1: Governance and Structure

Section 4: Diversity and Equal Opportunity

A summary spreadsheet for both sections is included in the Board materials plus the relevant Regulations and Presidential Directives in their current form (redline changes will be provided at an upcoming Board of Trustees meeting).

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the September 14-16, 2016, meeting, the Board approved review by Administration of UW's current regulatory structure.

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:

Approval of the recommendations. The University will present final redline changes to the Governing Regulations at an upcoming Board of Trustees meeting.

PROPOSED MOTION

"I move to approve the recommendations as presented in the summary spreadsheets for Section 1 and Section 4 with the understanding that the University will present final redline changes to the Governing Regulations at an upcoming Board of Trustees meeting."

PRESIDENT'S RECOMMENDATION:

The President and Provost recommend the changes as described above.

Section 1: Governance and Structure		
Regulations	Recommended Level	Proposed changes
Total # of Regulations: 4		
1-1 Organization of the University	Governing Regulation (Level A)	Update/streamline Paragraph II; Remove Paragraph III and place in new Section 2: Academic Affairs.
1-2 Establishment of University Administrative Committees	Standard Administrative Policy and Procedure (Level B)	Move statement that there will be University Administrative Committees to UW Regulation 1-1, at the discretion of the President. List of committees will be a Standard Administrative Policy and Procedure (Level B). Most of the committees on the current list will be moved to relevant VP unit (for example, the Animal Care Committee will sit in Research).
1-101 University Regulations and Presidential Directives	Governing Regulation (Level A)	Update language to reflect new Levels: (1) Governing Regulations; (2) Standard Administrative Policies and Procedures; and (3) Department/Unit Administrative Policies and Procedures. Also update to include definitions of the Levels and the 12 new Sections. Repeal Presidential Directives. Move Regulations of the Academic Units to Section 2: Academic Affairs.
1-102 Board of Trustees Directives	Repeal	Transition each Trustee Directive to Level A, B, or C depending on substance. For example, move Directive A (Settlement Authority) to UW Regulation 1-1 under authority of President; move Directives B and C (Change Orders for Construction and Retention or Disposal of Real Property) to new Section 6: Facilities; move Directive D (Graduate Faculty) to a Department/Unit Administrative Policy and Procedure under Academic Affairs.
Presidential Directives		
Total # of PDs: 3		
PD1-2002-4 President's Cabinet, University Executive Council	Repeal	Membership will be at the discretion of the President and the Provost.
PD1-2003-1 UW Organizational Chart	Repeal	Move statement that there will be an organization chart to UW Regulation 1-1. President's Office will post Organization Chart on website and update as needed.
PD3-2014-1 Signature Authority	Standard Administrative Policy and Procedure (Level B)	Update to include threshold levels for Presidential and VP signature.

Section 4: Diversity and Equal Opportunity		
Regulations	Recommended Level	Proposed changes
Total # of Regulations: 4		
1-3 Equal Education and Employment Opportunity Statement and Policy/Diversity Program	Governing Regulation (Level A)	Minimal housekeeping updates.
1-5 Civil Rights Discrimination	Governing Regulation (Level A)	Update title/language to ensure University is conforming with Federal law, including updating definitions, clarifying who has a duty to report, and articulating the investigative process.
1-44 Violence in the Workplace	Governing Regulation (Level A)	Update language including updating definitions, clarifying who has a duty to report, and articulating the investigative process.
1-256 Policies and Procedures Governing Sexual Misconduct	Governing Regulation (Level A)	Update title and substance to include required Title IX Notice and any new federal guidance.
X-XXX ADA and Accessibility	Governing Regulation (Level A)	Draft new Governing Regulation with statement that the University is committed to accessibility (which will refer to Standard Administrative Policies and Procedures - see below).
Policies/Procedures		
Total # of Policies/Procedures: 6		
Accessibility Policy for Technology Purchases	Standard Administrative Policy and Procedure (Level B)	To accompany the new Governing Regulation on ADA and Accessibility.
Affirmative Action Plan narratives for Individuals with Disabilities, Protected Veterans, and Women & Minorities	Department/Unit Administrative Policy and Procedure (Level C)	As required by law, these AAPs are drafted and implemented every year based on statistics and will be posted online and distributed as required.
Civil Rights Discrimination and Violence in the Workplace Investigative Guidelines	Standard Administrative Policy and Procedure (Level B)	To accompany UW Regulations 1-5 and 1-44
OFCCP, Sexual Harassment, and Sexual Misconduct Training policies	Standard Administrative Policy and Procedure (Level B)	Training manual will be created.
Policy on Equal Access to Restrooms and Other Facilities	Standard Administrative Policy and Procedure (Level B)	To accompany UW Regulation 1-3
Sexual Misconduct Policies and Procedures Document for Faculty, Staff, and Students	Standard Administrative Policy and Procedure (Level B)	To accompany UW Regulation 1-256.

UW REGULATION 1-1 Organization of the University

I. OFFICERS OF THE UNIVERSITY

A. Designation

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in section II of this regulation; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in section III of this regulation. Athletic coaches shall not be considered officers of the University but shall be contractual employees.

B. Appointment

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment. All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty. All appointments under this paragraph shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

C. Removal

Any person appointed to an office or position pursuant to this section may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

A. President of the University

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce UW Regulations as adopted hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any

other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a Vice President and General Counsel, a Vice President for Governmental and Community Affairs, a Director of Governmental Relations and a Special Assistant to the President for Diversity. The Special Assistant to the President for Diversity shall, at the direction of the President and in collaboration with the other principal administrative officers of the University, lead the development and implementation of the University diversity plan. He also may have other assistants as are authorized from time to time and may also authorize the appointment of Associate Vice Presidents for each of the principal administrative officers, who shall perform such duties as specified.

B. Vice President for Academic Affairs

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming at Casper and the Office of International Programs, the Divisions of Military Science (Army ROTC) and Aerospace Studies (Air Force ROTC), University Libraries, Honors Program/Summer High School Institute, Wyoming Geographic Information Science Center (WyGISC), the Ellbogen Center for Teaching and Learning, the Haub School of Environment and Natural Resources, the American Heritage Center, and the Art Museum.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents and such other assistants as are authorized from time to time.

C. Vice President for Administration

The Vice President for Administration is the principal financial officer of the University and shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University, including institutional planning, preparation and administration of the University budget and development of long-term financing strategies to support implementation of the Capital Facilities Plan. The Vice President serves as the principal advisor to the President on the status of the University budget, and shall perform such duties as are required by statute or by UW Regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University in accordance with UW Regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: Fiscal Administration, which includes Financial Services, Accounting, Procurement Services, and Budget and Institutional Analysis; Administrative Operations, which includes Auxiliary Services, Campus Police, Physical Plant, Central Scheduling, and Real Estate Operations; Human Resources; Facilities Planning; and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, including the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments and the disbursement or investment of such funds and monies as authorized by the Trustees. Such disbursements shall be on vouchers authorized and approved by the Vice President for Administration or designee.

D. Vice President and General Counsel

The Vice President and General Counsel provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The Vice President and General Counsel is responsible for administration of UW Regulations and procedures related to risk management, environmental health and safety, and discrimination and employment practices and has administrative responsibility for the Diversity and Employment Practices Office and the Risk Management and Safety Office.

E. Vice President for Information Technology

The Vice President for Information Technology shall be responsible to the President for the general information technology functions of the University. As the chief information officer of the University, the Vice President shall oversee and manage the elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology and data privacy; develop and manage computing standards, network architecture and security; determine information integration methodologies; and work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support, research, social media, and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

F. Vice President for Institutional Advancement

The Vice President for Institutional Advancement shall be responsible to the President for private fundraising and University relations with alumni and friends, and shall maintain administrative supervision of the Office of Institutional Advancement. The Vice President's primary functions shall include seeking private financial support for the University, coordinating private development and fundraising activities, and communicating with the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to ensure that development and alumni/friends relations are

properly implemented and coordinated, and shall consult with and advise the President on all development and alumni/friends relations.

G. Vice President for Research and Economic Development

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University. The Vice President shall be responsible for reviewing and evaluating proposed research and economic development programs; continuing review of existing contracts and grants; and maintaining research compliance, including oversight of the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), conflict of interest in research, and export control. The Vice President shall also be responsible for responding to allegations of research misconduct and shall serve as the Research Integrity Officer for the University.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall have administrative supervision over the following research units: Research Services, Sponsored Programs, the Advanced Research Computing Center (ARCC), the Wyoming IDeA Networks for Biomedical Excellence (INBRE) Program, the University of Wyoming-National Park Service Research Center, the Neuroscience Center, the Water Research Program/Office of Water Programs, Wyoming EPSCoR/IDeA, the Wyoming Natural Diversity Database (WYNDD), the Wyoming Research Products Center, the Humanities Institute, and any such other units as may be designated by the President.

The Vice President shall have administrative supervision over the following economic development units: the Wyoming Procurement Technical Assistance Center (PTAC), Manufacturing Works, the Market Research center, the Wyoming SBIR/STTR Initiative (WSSI), the Wyoming Small Business Development Center (SBDC), the Wyoming Technology Business Center (WTBC), and any such other units as may be designated by the President.

H. Vice President for Student Affairs

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students.

In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the

needs of the state, the demands of the workforce, and the resources of the institution. The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and assisted in achieving their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision over the following units: Admissions Office, including International Students and Scholars; Alumni Relations; the Associated Students of the University of Wyoming (ASUW); Cowboy Parents; the Center for Advising and Career Services; Campus Recreation; Dean of Students, which includes Multicultural Affairs; Office of the Registrar; Residence Life and Dining Services; Student Educational Opportunity, which includes the University Disability Support Services; Student Financial Aid; Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union; and any other such units or responsibilities as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

I. Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics shall be responsible to the President for the planning, direction and management of the Athletics Division.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

J. Vice President for Governmental and Community Affairs

The Vice President for Governmental and Community Affairs is responsible to the President for establishing and implementing the University's plans for relations with federal, state, and local government officials. The Vice President represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Vice President provides advice, assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The Vice President has administrative responsibility for the Institutional Communication and Institutional Marketing Departments.

III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

A. Academic Personnel

The faculty consists of (a) all persons having professional ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either non-tenure track or tenure track. Non-tenure track faculty include clinical, visiting, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either non-extended-term track (previously referred to as "temporary") or extended-term track. Extended-term track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are non-extended-term track employees. Academic professionals in the other categories may be non-extended-term track or extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Non-tenure track, visiting, and adjunct faculty members and non-extended-term track academic professionals are non-voting academic personnel. Specific University regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic professional category and who have not elected to convert to the academic professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with UW Regulation 1-101.

B. Colleges

The University shall have the following colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, and Law.

Each college and the Haub School of Environment and Natural Resources shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college or school and who shall report to the Vice President for Academic Affairs. The dean shall preside at meetings of the college or school faculty, recommend the college or school budget in consultation with the heads of subunits within the college or school, transmit and recommend appointments and promotions with respect to academic personnel and staff of the college or school and exercise general administrative supervision over the educational programs and operations of the college or school.

The faculty of the college or school shall consist of the President of the University and the Vice President for Academic Affairs (serving as ex officio without vote), the dean, and all members of the University faculty serving in the college or school.

The college or school faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college or school, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college school, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college or school faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college or school, shall recommend candidates for diplomas and degrees in course to the President and the Trustees. Subject to the approval of the Trustees, each college or school may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

C. Graduate Education

Graduate education at the University shall be the primary responsibility of the faculty, department head/chair and Deans of the academic colleges or the Haub School of Environment and Natural Resources and interdisciplinary programs under the oversight of the Vice President for Academic Affairs or designee. Policies pertaining to individual degrees and majors, graduate program admission and degree completion processes are outlined in the University Catalog. The Graduate Council, a standing committee of the Faculty Senate, shall be

responsible for reviewing proposals for new academic programs and making recommendations to the Vice President for Academic Affairs, reviewing policies for graduate education, and providing an appellate body to review appeals of graduate students. The membership and charge of the Graduate Council is outlined in UW Regulation 6-702. The faculty shall recommend candidates for advanced degrees and diplomas to the President and the Trustees through the college or school dean or interdisciplinary program director.

D. The Outreach School

The Outreach School shall be headed by a Dean who shall report to the Vice President for Academic Affairs and shall be responsible for the recommendation of the Outreach School budget and for the administration of the programs and functions of the School.

E. University Libraries

University Libraries shall be headed by a Dean who shall be responsible for the provision of library services, and for the recommendation of the Library budget. The Dean shall report to the Vice President for Academic Affairs. Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Dean, and shall be forwarded to the Vice President for Academic Affairs who shall add his/her recommendations to the President for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

1. Selection and development of library collections and other informational resources;
2. Bibliographical control of collections and their organization for use;
3. Reference, bibliographic instruction and advisory services;
4. Development and application of specialized information systems;
5. Library administration and management; and
6. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended-term appointment system more specifically set forth in UW Regulations. Recruiting, appointments and salaries will be administered by the Dean, through

the Vice President for Academic Affairs. The principles of academic freedom as defined in these Regulations shall apply to Librarians.

F. Divisions of Military Science and Aerospace Studies

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the Vice President for Academic Affairs. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

IV. HONORARY DEGREES

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than four members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

Source:

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 3/23/2012 Board of Trustees meeting
Revisions adopted 1/17/2014 Board of Trustees meeting
Revisions adopted 6/16/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 1/20/2016 Board of Trustees meeting
Revisions adopted 11/18/2016 Board of Trustees meeting

UW REGULATION 1-2

Establishment of University Administrative Committees

I. PURPOSE

To establish the standing administrative committees of the University of Wyoming, with specific duties and structure for the individual committees as outlined below.

II. GENERAL INFORMATION

All administrative committees established under the authority of the President shall be responsible and advisory to him/her. For the purposes of general administration, a University Vice President is designated for each committee. The designated Vice President shall provide administrative support, receive recommendations, and otherwise assist in effectuating the purposes and functions of the committee.

The applicable Vice President or designee shall appoint a chairperson (or co-chairpersons) and members of the committee. Appointed members and ex officio members of each committee shall have the same privileges of participation unless otherwise stated. If applicable, copies of minutes of all committee meetings shall be sent to the designated Vice President who shall maintain such minutes. These minutes shall be available for review by the President.

III. UNIVERSITY ADMINISTRATIVE COMMITTEES

A. Animal Care Committee

1. Rationale

The Health Research Extension Act (HREA) of 1985 and the Animal Welfare Act require the University to appoint an Institutional Animal Care and Use Committee (IACUC), whose responsibilities are delineated by federal law and policy.

2. Functions

The IACUC is responsible for overseeing the care and well-being of animals used for research and educational purposes at the University and serves the public by ensuring compliance with all legal and ethical standards regarding the use of vertebrate animals in research and teaching at the University.

3. Composition

The composition of the Committee shall be determined as outlined in the Public Health Service Policy on the Humane Care and Use of Laboratory Animals. The Associate Vice President for Research and Economic Development and the Veterinary Officer shall serve as *ex officio* members of the Committee. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

B. Athletics Planning Committee

1. Rationale

As a result of Trustee action authorizing the University to subscribe to the Knight Foundation Commission "one-plus-three" model for Intercollegiate Athletics -- presidential control directed toward academic integrity, financial integrity, and independent certification, the Committee shall be advisory to the President for the formulation of intercollegiate athletics planning and policy.

2. Functions

The Committee shall review, formulate and initiate general and long-range goals, plans and policies pertaining to the Division of Intercollegiate Athletics. In addition, the committee shall review and assess matters pertaining to NCAA compliance and the application of University rules and regulations for eligibility, scholarships and equity; review annually the status of the Division of Intercollegiate Athletics to determine needs, and submit findings to the President; review regularly the academic issues, policies and progress associated with student-athletes in the Division; meet at least quarterly at the discretion of the Chairperson or President; report to the University Faculty Senate in general Senate meetings at least once annually and, upon request, to Staff Senate and Student Senate; and assume other duties as directed by the President.

3. Composition

The Committee shall consist of the faculty representative to the Mountain West Conference and National Collegiate Athletic Association, eight other faculty members from degree granting colleges, two deans, four administrators (*ex officio*), two staff members, two students, and the Director of Intercollegiate

Athletics, all appointed by the President of the University. The Faculty Athletic Representative will serve as the Committee chair.

C. Controlled Substances Use Committee

1. Rationale

The Committee is required to ensure the proper handling of controlled substances under the jurisdiction of the University.

2. Functions

The Committee shall develop policies and practices for the handling of controlled and dangerous substances consistent with applicable Federal and State regulations and shall submit its recommendations to the Vice President for Research and Economic Development.

3. Composition

The Committee shall consist of at least five faculty members including at least three biological scientists and with representation from the Colleges of Agriculture and Natural Resources, Arts and Sciences, Health Sciences, or the Division of Medical Education and Public Health (a physician). The Safety Officer and the Vice President for Research and Economic Development shall be *ex officio* members of the Committee. Administrative responsibility is assigned to the Vice President for Administration.

D. Employee Benefits Committee

1. Rationale

The University, on as needed basis, should have a mechanism to review and develop economic benefits for the faculty and staff.

2. Functions

It shall be the primary function of this Committee to formulate, propose and review programs of fringe benefits relating to the economic status of faculty and staff, and to make recommendations to the Vice President for Administration concerning the same. The Committee shall provide recommendations on the development of economic benefits for the faculty and staff in the broad areas of insurance, group investments, social security and retirement.

3. Composition

The Committee shall be composed of four faculty members, one of whom shall be a retiree, selected by the Faculty Senate; four staff members, one of whom shall be a retiree, selected by the Staff Senate; and one staff officer and one academic officer of the University, chosen by the Vice President for Administration. The Director of Human Resources shall be an ex officio member without vote. Administrative responsibility is assigned to the Vice President for Administration.

E. Environmental Health, Safety, and Risk Management Committee

1. Rationale

Sound policies and practices regarding environmental health, safety, and risk management are essential: 1) to ensure the well-being of students, employees, and visitors to the campus, and 2) to attain the most cost-effective methods for safeguarding University assets. A committee drawn from diverse areas of the University is vital to the process of evaluating safety practices and risk exposure and formulating relevant policy recommendations.

2. Functions

The Committee shall review incidents and situations related to safety or risk concerns and make policy or action recommendations to the appropriate Vice President or relevant division/department administrators. The Committee shall assist University offices to: 1) formulate recommendations to the appropriate Vice Presidents regarding the allocation of resources for environmental health, safety, and risk management purposes, and 2) ensure compliance with policies and practices.

The Committee also provides the University community a forum for expression of health, safety, and risk concerns.

3. Composition

The committee membership includes representatives from the offices of Agriculture Research Service, Athletics, Facilities Planning, Financial Services, Residence Life and Dining Services, Human Resources, Kinesiology and Health, Physical Plant, Campus Police, Risk Management, Environmental Health and Safety, and Dean of Students, as well as three members of the faculty, one student, and one staff member at-large.

The faculty members are appointed by the Faculty Senate for three-year terms on a rotating basis from the various colleges with representation to include physical and biological sciences; the student member is appointed by the ASUW for a one-year term; and the staff member at-large is appointed by the Staff Senate for a three-year term. Administrative responsibility is assigned to the Vice President for Administration.

F. Facilities and Space Allocation Committee

1. Rationale

The University must sustain its programs and respond to emerging needs within the constraints of existing space and available resources. Establishing this committee will promote the allocation of these limited resources in a manner consistent with overall program goals.

2. Functions

It shall be the function of the Committee to determine the allocation of space not assigned to colleges and determine the reassignment of space among colleges and other units in accordance with University program requirements.

3. Composition

The Committee shall consist of the Vice Presidents of the University and the Director of Intercollegiate Athletics as needed. The Committee shall be co-chaired by the Vice President for Academic Affairs and the Vice President for Administration. This Committee is assisted by the Office of Space Management.

G. Institutional Biosafety Committee

1. Rationale

The University shall ensure biological safety through prudent practices necessary to protect people and the environment from hazardous biological materials and through conformance with biological safety directives and federal and state guidelines.

2. Functions

The Committee shall make recommendations and proposals on matters pertaining to the use of biological agents in research and

teaching, including toxins, bacteria, viruses, fungi, parasites, infected or potentially infected human, animal or plant cells, recombinant DNA, infectious nucleic acids and toxin producing agents. Such matters shall include but are not limited to research, sanitation, treatment and disposal of hazardous biological materials. The Committee shall recommend such regulation as may be necessary for assuring the proper handling of biohazardous materials. The Biological Safety Specialist shall have the responsibility to provide the professional expertise needed in carrying out the charge of the Committee, and shall interpret, upon consultation with the Office of General Counsel, federal and state regulations regarding biological agents for the committee.

3. Composition

The Institutional Biosafety Committee shall be comprised of at least one representative from each academic unit interested and involved in research related to biological agents, the Biological Safety Specialist, and at least two qualified individuals not affiliated with the University to represent the interest of the community with respect to health and protection of the environment. The Biological Safety Specialist shall be a permanent voting member of the committee. Members shall be appointed by the Vice President and General Counsel and the Committee shall select a chairperson annually. A quorum will consist of a simple majority. A passing vote will be a simple majority of the members present. Administrative responsibility is assigned to the Vice President and General Counsel.

H. Institutional Review Board for Projects Involving Human Subjects

1. Rationale

The Department of Health and Human Services Policy for Protection of Human Research Subjects requires the University to appoint at least one Institutional Review Board (IRB), whose responsibilities are delineated by federal law and policy.

2. Functions

The IRB is responsible for conducting initial and continuing reviews and providing oversight for all research activities involving the use of human subjects performed by any employee or student of the University.

3. Composition

The composition of the Committee shall be determined as outlined in the Department of Health and Human Services Policy for Protection of Human Research Subjects. The Associate Vice President for Research and Economic Development shall serve as an *ex officio* member of the Committee. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

I. Parking Advisory Committee

1. Rationale

Staff, students and faculty should have the opportunity to participate in the formulation of traffic and parking regulations and to address the special traffic and parking needs of those in the University community.

2. Functions

The committee shall make recommendations to the administration concerning general traffic and parking regulations, assign special and reserve parking spaces, act on written appeals for special parking permit considerations, and work with the Manager of Transportation and Parking to implement minor changes in the traffic patterns and parking.

3. Composition

The committee shall include six representatives appointed by the Vice President for Administration. Administrative responsibility is assigned to the Vice President for Administration.

J. Radiation Safety Committee

1. Rationale

The University, operating under a type A broad scope byproduct (radioactive materials) license, is required under the United States Nuclear Regulatory Commission (NRC) to appoint a radiation safety committee.

2. Functions

The Committee shall develop, administer and periodically review policies and procedures to assure control of procurement and use of radioactive materials, and enforce the radiation safety program by advising and directing personnel regarding the applicable policies and procedures of the NRC.

3. Composition

The Committee shall consist of the Associate Vice President for Research, the Radiation Safety Officer/Health Physicist, at least one administrative representative appointed by the Vice President and General Counsel, and at least one technical representative from each college, group or activity using ionizing radiation sources under the University's license. Appointments will be for a one-year term. Administrative responsibility is assigned to the Vice President and General Counsel.

K. Traffic Appeals Committee

1. Rationale

Staff, students and faculty should have the opportunity to appeal traffic citations issued to them by the University.

2. Functions

The Committee shall (1) act on all written appeals made within fifteen days of the date of violation; (2) grant, deny, reduce or alter the appeal; and (3) make recommendations concerning general traffic and parking regulations to the Parking Advisory Committee.

3. Composition

The Committee shall include a representative of the Vice President for Administration and one representative each from the faculty, staff, and ASUW. The Chief of the University Police Department or designee shall be an ex officio member without vote. Administrative responsibility is assigned to the Vice President for Administration.

Source:

University Regulation 2; adopted 1/22/10 Board of Trustees meeting
Revisions adopted 3/23/12 Board of Trustees meeting
Revisions adopted 6/16/14 Board of Trustees meeting
Revisions adopted 7/17/14 Board of Trustees meeting

UW REGULATION 1-101
University Regulations and Presidential Directives

I. REGULATIONS GENERALLY

Article IX of the ByLaws of the Board of Trustees of the University provides that rules for the government of the University shall be designated as Regulations of the Trustees. These Regulations may also be referred to as "UW Regulations." The President of the University shall propose to the Board new regulations and modifications to and repeal of existing regulations as necessary to provide for the organization and operation of the University.

II. REGULATIONS OF ACADEMIC UNITS

In accordance with its bylaws, the University Faculty may propose regulations to establish educational and academic policies for the University to promote the general welfare of the University, its students and academic personnel; to establish policies regarding student conduct, student life, and student organizations; and to establish faculty committees.

The faculties of the various colleges and of the Graduate School may propose regulations to establish the organization of their respective units, including functions, programs and procedures. Other academic units, after consultation with the Vice President for Academic Affairs, may propose such regulations as are required for the discharge of their responsibilities.

All regulations proposed by the University Faculty, the faculties of the various colleges and of the Graduate School and of other academic units shall be reviewed by the President. The President shall consider the need for such regulations, the duties and authority of the officer or academic unit proposing the regulation, possible conflicts with other existing regulations, and such other matters as the President may deem relevant to the best interests of the University.

As part of the review, the President may seek recommendations from any affected units of the University, and/or any officers or committees concerned with the substance of the proposed regulation.

The President may return the proposed regulation for further consideration. If the regulation was proposed by the Faculty Senate, and the Senate, after consideration of the President's views, repasses the regulation by a three-fourths vote of the members present and voting (there being a quorum of at least two-thirds of the voting members present), the President shall refer the regulation to the Trustees, at their

next regularly scheduled meeting, for final approval, disapproval or other disposition of the regulation. At this meeting, the Board shall hear the views of the President and the Chair of the Faculty Senate or designee.

III. PUBLICATION AND EFFECT OF REGULATIONS

All UW Regulations shall be issued by the Trustees of the University, shall be in a form approved by the Trustees, and shall be published and distributed in a manner directed by the President, including being available on the University's website.

As a condition of their employment, all employees must conduct themselves in accordance with UW Regulations.

As a condition of enrollment in the University, students applying for admission or enrolled in the University must comply with all applicable UW Regulations.

All UW Regulations approved by the Board shall remain effective until repealed or modified by the Board.

IV. PRESIDENTIAL DIRECTIVES

A Presidential Directive is a policy established by the University President having general University-wide effect or application. It is not intended to serve as a substitute for a UW Regulation. Presidential Directives shall be published and distributed in a manner directed by the President, including being available on the University's website.

As a condition of their employment, all employees must conduct themselves in accordance with Presidential Directives.

As a condition of enrollment in the University, students applying for admission or enrolled in the University must comply with all applicable Presidential Directives.

All Presidential Directives shall remain effective until repealed or modified by the President.

Source:

Adopted 7/17/08 Board of Trustees meeting

Revisions adopted 7/17/14 Board of Trustees meeting

**UW REGULATION 1-102
Board of Trustees Directives**

I. DIRECTIVES OF THE BOARD OF TRUSTEES

A. Settlement Authority

(Minutes of the Trustees – March 3-4, 2000, Budget Committee).
The President is authorized to settle claims against the University up to \$100,000.

B. Change Orders for Construction

(Minutes of Trustees – September 14-16, 2006 – Consent Agenda, p. 35).
The Director of Physical Plant is authorized to approve change orders for construction or major maintenance projects up to \$50,000. The Vice President for Administration is authorized to approve change orders for construction or major maintenance projects up to 20% of the total project amount approved by the Trustees. All change orders will be reported to the Trustees.

C. Retention or Disposal of Real Property

(Minutes of the Trustees – July 25, 1998, Physical Plant & Equipment Committee). Attachment A is the policy for retention and disposal of real property.

D. Graduate Faculty

(Minutes of the Trustees – December 8, 1990, Item #10, p. 45 & December 14, 1991, p. 30). The Graduate Faculty of a department will be reviewed for participation in graduate committees and the quality of supervised graduate student degree programs. Any member of the Graduate Faculty who has not served on any graduate committee since the last review period will have the designation of "Graduate Faculty" terminated.

E. President's Authority to Appoint Certain Faculty

(Minutes of the Trustees – March 3-4, 2000, Personnel Committee). The President of the University may approve gratis, adjunct, temporary, clinical, and visiting academic appointments, whether full- or part-time. The President shall report all such personnel actions to the Trustees annually.

F. Emeritus Status and Board Retirement

(Minutes of the Trustees – January 9-11, 2003, Work Session). Emeritus faculty and academic professionals shall receive Board retirement benefits whether or not

they meet the University service requirements for eligibility for Board retirement contained in UW Reg 4-2.

G. Authorization for Stock Transfers

(Minutes of the Trustees – July 25, 1998, Budget Committee).

The President of the University and Treasurer of the Board are authorized to:

1. Sell, assign, and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity, and to execute any and all instruments necessary, proper or desirable for the purpose, and to ratify any past actions;
2. Act as agents of UW and to sign agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of transfer; and as agents they are fully authorized to sell, assign and transfer stocks, bonds, evidence of interest, etc. and all other securities, corporate or otherwise, now or hereafter held by the corporation its own right or in any fiduciary capacity pursuant to this authorization and to execute any and all instruments necessary, proper or desirable for the purpose.

H. University of Wyoming Investment Policy

(Minutes of the Trustees – March 12, 2007, Audit and Fiscal Integrity Committee). Attachment B is the Investment Policy of the University of Wyoming which establishes the general guidelines and procedures for the investment of University funds.

I. Evaluation of Unoccupied Facilities

(Minutes of the Trustees – July 25, 1998). It is the policy of the University that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation.

J. Master List of Degrees

(Minutes of the Trustees – March 1983). At its annual meeting in May, the Board of Trustees shall approve the master list of degrees offered by the University of Wyoming. The list may be amended by the Board at any meeting.

K. Trustees Serving on Boards

(Minutes of the Trustees – March 5, 2010, Consent Agenda) If the Board of Trustees agrees to appoint Board members to the governing bodies of University related organizations, such appointments shall be for service only as non-voting members.

L. School of Energy Resources

(Minutes of the Trustees – January 17, 2014). The Division of Academic Affairs shall establish and provide for the implementation of the following:

1. For any performance evaluation of an employee in a non-classified administrative position within the School of Energy Resources, there shall be an opportunity for the Energy Resources Council to provide input and there shall be a report to the Energy Resource Council regarding the outcome of the performance evaluation.
2. The search committee established for the selection of any deputy director position within the School of Energy Resources shall include at least one member of the Energy Resources Council who is not an employee of the University.
3. The process for selecting the director of the School of Energy Resources shall include the following:
 - a. The chairman of the Energy Resources Council, or the Chairman's designee, shall be a member of the search committee.
 - b. The search committee member in subparagraph 3.a. shall consult with the other members of the Energy Resources Council during that member's service on the search committee.
 - c. The Vice President for Academic Affairs shall consult with the Energy Resources Council before recommending a candidate to the President for consideration by the Board of Trustees.

M. Public Art Policy

(Minutes of the Trustees – January 17, 2014). Attachment C is the University of Wyoming Public Art Policy which outlines the roles of the President's Public Art Committee.

N. Policy for Performance and Payment Bonds for Construction Work at UW

(Minutes of the Trustees – July 17, 2014). Attachment D is the Policy for Performance and Payment Bonds for Construction Work at UW, which provides the amounts, process and delegations of authority for bonds required by statute for construction work.

O. New Student Live-In Policy

(Minutes of the Trustees – September 12, 2014). Attachment E is the New Student Live-In Policy, which was approved by the Board in 1996 and establishes the policy requiring all new incoming students to live in the residence halls for their first two semesters unless one of the articulated exceptions applies.

P. Selection Advisory Committees

(Minutes of the Trustees- January 16, 2015, Work Session). Whenever the appropriate appointing authority appoints an Advisory Committee with regard to the selection of an administrative officer as defined in UW Regulation 1-1 II. B through J., a dean of a college as defined in UW Regulation 1-1 III.B., the Director of the Haub School of Environment and Natural Resources, or the Director of the School of Energy Resources, the following shall apply:

1. The President of the Board of Trustees shall appoint a subcommittee of three (3) members of the Board with regard to that selection to allow the Board of Trustees to be kept fully informed without interfering with the process.
2. As soon as the Trustee Subcommittee is appointed, the Chair of the Advisory Committee for that selection shall provide the Trustee Subcommittee with a copy of the statement of qualifications the Advisory Committee will use during its recruitment process.
3. The Chair of the Advisory Committee shall regularly inform the Trustee Subcommittee of the progress of the search, recognizing that the Trustee Subcommittee can provide nonbinding feedback.
4. After the Advisory Committee has identified the final candidates it will recommend to the appropriate appointing authority, but before submission to the appropriate appointing authority, the Trustee Subcommittee and the Chair of the Advisory Committee, and such other members of the Advisory

Committee deemed advisable, shall confer solely for the purpose of the Trustee Subcommittee receiving information.

5. The Trustee Subcommittee may communicate with the full membership of the Board of Trustees as it determines. All communications to and from the Trustee Subcommittee under this regulation shall be treated in a confidential manner.
6. When the President of the University decides that the University should make an offer of employment for a position to which this Paragraph P applies, prior to the University commencing negotiations with the person to whom the offer will be made, the President of the University shall advise the Board of Trustees of his intention to make such an offer. The President shall do so in an executive session of a meeting of the Board of Trustees and shall provide such information to the Board as the Board may require. Negotiations with the candidate shall not commence prior to the Board's executive session. If the negotiations are successful, the President of the University shall recommend the Board approve appointment of the candidate but all matters shall remain confidential pending the Board's final approval.

Q. Indirect Cost Policy

(Minutes of the Trustees- January 22, 2016). Attachment F is the University Indirect Cost Policy.

R. Gifts and Celebratory Events for Employees Policy

(Minutes of the Trustees – May 12, 2016). Attachment G is the University of Wyoming Gifts and Celebratory Events for Employees Policy which outlines the circumstances where University funds may be used to purchase gifts and/or host celebratory events for employees.

Source:

Adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 3/5/2010 Board of Trustees meeting
Revisions adopted 1/17/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 1/16/2015 Board of Trustees meeting
Revisions adopted 3/27/2015 Board of Trustees meeting
Revisions adopted 5/13/2015 Board of Trustees meeting
Revisions adopted 1/22/2016 Board of Trustees meeting
Revisions adopted 5/12/2016 Board of Trustees meeting

ATTACHMENT A TO UW REGULATION 1-102
Policy for Retention or Disposal of Real Property

It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land.

1. The following definitions for the purposes of this regulation shall apply:
 - a. "Land" means unimproved or agricultural property owned by the University.
 - b. "Facility" means a building or improved property owned by the University.
 - c. "No Longer Occupied" means a facility or land that is not currently assigned a specific use or purpose supporting the mission of the University.
 - d. "Disposal" means either demolition or removal of facilities and/or improvements or, in the case of sale of land.
2. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation. The process may include but is not limited to the following:
 - a. Cost-benefit analysis;
 - b. Environmental analysis; or
 - c. Analysis of the facility's usability and flexibility.
3. Any evaluation regarding retention or disposal of real property shall be presented to the Trustees of the University of Wyoming for consideration.

University of Wyoming Investment Policy

Reviewed by Audit and Fiscal Integrity Committee: June 1, 2015
Approved by Board of Trustees: June 15, 2015

A. Purpose

The Investment Policy of the University of Wyoming establishes the general guidelines and procedures for the investment of University funds. This policy is established by the University Of Wyoming Board Of Trustees (Board) to guide the Board, its Audit and Fiscal Integrity Committee (Committee), and the University administration in the process of fund investment. The Board retains the right to make decisions contrary to this policy, when such decisions are deemed to be in the best interests of the University. The Board also retains the right to accept and administer donated funds or property with donor restrictions contrary to this policy.

It is not the purpose of this document to specify the details of every situation, nor to set forth specific short-term goals. The policy governs the investment management of University operation funds and long-term investment practices, and is supplemented annually with discussion of market conditions and short-term goals, including return targets.

B. Standards of Care

- a. Prudence – All University officers and employees involved in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”
- b. Ethics and Conflicts of Interest – Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions, broker/dealers, or security issuers with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the University.

C. Safeguards and Controls

- a. Third-party Safekeeping – Securities will be held by an independent third-party safekeeping institution selected by the University. All securities will be evidenced by safekeeping receipts in the University's name.
- b. Delivery vs. Payment – All trades, where applicable, will be settled on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the University's safekeeping accounts prior to the release of funds. All securities shall be perfected in the name of or for the account of the University and shall be held by a third-party custodian as evidenced by safekeeping receipts.
- c. Sales Prior to Maturity – Securities may be sold prior to maturity for reasons which include:
 - i. To meet liquidity needs,
 - ii. To reduce risk or minimize loss of principal,
 - iii. As part of a security swap that seeks to improve the quality, yield, or expected return of the portfolio, or to reduce risk,
 - iv. To adjust or rebalance the portfolio to:
 - 1. Be in compliance with policy guidelines,
 - 2. Better match expected cash flows,
 - 3. Adjust the portfolio duration to better match the target,
 - 4. Better align with current and expected market conditions, or
 - 5. Better match a designated performance benchmark.

D. Use of Manager and Advisors

- a. It is the policy of the Board to invest in funds through a combination of the University's Manager, Financial Services and externally contracted, professional registered investment advisor(s) selected by the Board, or the Board's designee.
- b. Portfolios managed by the Manager, Financial Services (internal) include fixed income, low risk, federally guaranteed or insured instruments only.
- c. Portfolios managed by contracted managers (external) include instruments appropriate to the style of each manager, limited to security types in W.S. 9-4-831.
- d. It is also the policy of the Board, or the Board's designee, to determine the need to contract with an independent investment advisor or performance evaluation service. The Board, or the Board's designee, determines, and periodically reviews, the level of services desired.

E. Invested Funds

- a. Endowment type funds
 - i. Endowment and Quasi-Endowment funds are invested by the University of Wyoming Foundation, as outlined in the Memorandum of Agreement

dated May 10, 1989 and Addendum to the Memorandum dated November 10, 2003. See Appendix A for the University of Wyoming's Quasi-Endowment Guidelines.

- b. Operating and Agency Funds
 - i. The Manager, Financial Services invests the following types of funds, in a combination of fixed-income, minimal risk instructions, money market funds and collateralized certificates of deposit.
 - 1. Departmental gift and endowment income funds are invested at departmental request and earnings are directed to the accounts invested, provided a minimum balance of five thousand dollars (\$5,000) is maintained for at least one year.
 - 2. Bond proceeds and construction funds are fully invested in accordance with bond resolutions, contracts and payment schedules. Earnings are deposited to the relevant bond or construction accounts, with consideration given to applicable federal arbitrage regulations.
 - 3. Federal funds reinvested at departmental request and earnings are directed to the accounts invested.
 - 4. Operating funds are invested in accordance with overall operating and liquidity needs and earnings are accounted for as general University income. Amounts to be invested are determined daily by the Manager, Financial Services.
 - 5. Agency funds are invested at agency request and earnings are direct to the accounts invested.
- c. Advanced Payment of Higher Education Costs Program (APHEC)
 - i. The University administration invests funds held for the APHEC program in accordance with Wyoming law and the regulations of the APHEC governing board.

F. Investment Objectives

- a. Investment goals for endowment type funds are designed to achieve the following objectives:
 - i. Donor objectives;
 - ii. Protection of assets from excessive risk;
 - iii. Total return, which provides program income and allows for growth of the endowment;
 - iv. Preservation of purchasing power.
- b. Investment goals for operating and agency funds are designed to achieve the following primary objectives:
 - i. Safety – Safety of principal is the foremost objective of the investment program. Investments of the University shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To attain this objective, diversification is required.

- ii. Liquidity – The University's investment portfolio must remain sufficiently liquid to enable the University to meet all operating requirements which might be reasonably anticipated. To attain this objective, the portfolio should be structured so that securities mature concurrent with anticipated cash needs.
- iii. Yield/Return on Investment – The University's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the University's investment risk constraints and the cash flow characteristics of the portfolio.
- iv. These goals dictate a policy that utilizes relatively low-risk, investment-grade, fixed-income investments.

G. Asset Allocations

- a. Endowment type funds – These funds will be invested in allowed investments under the University of Wyoming Foundation investment policy and follow their asset allocation guidelines.
- b. Operating and Agency Funds – The University is considered a political subdivision in accordance to W.S. 21-17-404. As such, the University is authorized and limited to invest in those types of securities allowed by W.S. 9-4-831 for public entities.
 - i. Security Type Limits – Investments shall be diversified, subject to the following maximum allocations per security type:

• U.S. Treasuries and securities guaranteed by the U.S. Government	No limit
• U.S. federal government agency or instrumentality	No limit
• Repurchase agreements	No limit
• U.S. agency/instrumentality mortgage-backed securities	30%
• U.S. government agencies callable securities	30%
• Collateralized time and demand deposits	No limit
• Commercial paper and bankers' acceptances combined	50%
• Money Market Mutual Funds/LGIPS	50%
 - ii. Issuer Limit – No more than 5% of the total market value of the portfolio may be invested in any one non-government issuer. Investments in bankers' acceptances and commercial paper will be combined to determine aggregate exposure.
 - iii. Collateralization – In order to provide an adequate level of security, all deposited funds shall be collateralized at 100%.
 - 1. For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus

demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Insurance Corporation or the National Credit Unions Share Insurance Fund.

2. The collateral will be adequate to secure both principal and accrued interest of the deposits.
 3. Authorized instruments for collateralization are those found in W.S. 9-4-821.
 4. In addition to the collateralization requirements found in W.S. 9-4-821, collateralization will also be required on the following types of investments:
 - a. Time deposits
 - b. Repurchase agreements
- iv. Portfolio Duration – Maturities of securities will be managed in coordination with the cash flow needs of the University.
1. Funds needed to satisfy operating cash flows of the University will be invested in securities and funds that mature in less than one year.
 2. Funds not needed to satisfy operating cash flows, or core funds, of the University can be invested in a portfolio whose duration does not exceed three (3) years on the overall portfolio. This allocation is targeted to 20-30% of the University operating and agency funds, but will not exceed 40%.

H. Income Distribution

- a. Return Allocations
 - i. Operating and Agency funds are in various pools dependent on type of funds. The principal may change daily and the earnings are distributed on a prorate basis at the end of each month.

I. Performance Evaluation and Reporting

- a. Reporting
 - i. Performance reports are supplied to the Board following the end of each quarter.
 - ii. Management reports and related discussions are prepared and conducted quarterly, generally within sixty (60) days after the end of a quarter.
- b. Performance Standards
 - i. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a full market cycle, generally a period of 3-5 years or more. A market benchmark may be established against which portfolio performance shall be compared.
- c. Marking to Market
 - i. The market value of the portfolio shall be calculated monthly and a statement of the market value of the portfolio shall be issued at least quarterly to the Board.

- d. Credit Downgrades
 - i. Credit ratings should be monitored on a regular basis. The University or its investment advisor shall review any downgrades below the minimum ratings guidelines and recommend an appropriate course of action.
- e. Policy Considerations
 - i. The policy shall be reviewed annually by the Audit and Fiscal Integrity Committee and recommended changes will be presented to the Board for consideration.

J. Authority and Responsibilities

- a. Board of Trustees – The Board is responsible for prudent investment of funds and distribution of earnings to applicable programs.
- b. Audit and Fiscal Integrity Committee – The Committee provides oversight of investment performance and makes recommendations to the Board regarding policy and investment management. The Committee has the authority to approve short-term deviations from the stated policy, when urgent situations threaten the safety of invested funds.
- c. Vice President for Administration (Deputy Treasurer) – The Vice President is responsible for administration of Board policy and recommendations to the Audit and Fiscal Integrity Committee. The Vice President has authority to deviate from the policy in an urgent situation, after consultation with members of the Committee.
- d. Associate Vice President for Fiscal Administration/University Controller – The University Controller is responsible for maintenance of all endowment files, preparation, compilation, and review of reports, and coordination with the Foundation and the Manager, Financial Services.
- e. Manager, Financial Services – The University Manager, Financial Services is responsible for daily decisions regarding internal investments and periodic reports on the internally invested portfolio. The Manager has authority to make short-term investment decisions in accordance with Board-approved policy and established process.
- f. External Managers – Contracted managers are responsible for management of external portfolios and quarterly and annual reports. Managers have the authority to select investment instruments and make trade decisions, in accordance with the objectives and policies of the University, as agent for the Board.

APPENDIX A

University of Wyoming Investment Policy Quasi-Endowment Guidelines

Quasi-endowment funds are defined as funds established to function as endowment funds. These funds are invested in a manner consistent with the investment of endowment funds. The following procedures will be used to create new, add to existing or withdraw moneys from quasi-endowment funds:

1. The minimum threshold to establish a new "stand-alone" quasi-endowment is \$50,000. There is no minimum if the quasi-endowment is related to an existing "true" endowment.
2. Unrestricted gifts (fund 1600) and funds restricted for purposes other than scholarships (fund 4400) may be used to create a quasi-endowment. No state appropriations, tuition & fees, operating funds, pledged revenues, contract/grant funds or other funds may be used for this purpose. If restricted funds are used, the earnings remain restricted to the original purpose.
3. Moneys used to create a new quasi-endowment account, or funds added to an existing quasi-endowment account, must be held for a minimum of five (5) years. Exceptions to the minimum timeframe may be approved by the Vice President for Administration (if created under No. 5 below) or by the President of the university and the Board of Trustees (if created under No. 6 below).
4. College Deans and University Officers may request new quasi-endowment accounts and/or additions to existing quasi-endowment accounts. Recommendations by the requester's vice-president must be obtained prior to approval under No. 5 or No. 6.
5. The Vice President for Administration, or his/her designee, is authorized to approve individual requests for new quasi-endowment accounts and/or additions to existing quasi-endowment accounts of less than \$250,000 as they are received throughout the year.
6. Any request to establish a quasi-endowment account of \$250,000 or more requires recommendation of the Vice President for Administration and approval by the President of the University and the Board of Trustees.
7. All quasi-endowment accounts shall be invested by the University of Wyoming Foundation according to the November 10, 2003 Addendum to the Memorandum of Agreement dated May 10, 1998 between the University and the Foundation.
8. Written requests to withdraw funds from a quasi-endowment account must be given at least one hundred and twenty (120) days prior to the end of any calendar quarter (March 31, June 30, September 30, and December 31).

9. If established under no. 5, the Vice President for Administration, or his/her designee, shall approve withdrawals after the minimum time period. If established under No. 6, the President of the University and the Board of Trustees shall approve withdrawals.
10. The Vice President for Administration will report annually to the Board of Trustees on new quasi-endowment accounts established in the past year.
11. In consideration of State of Wyoming matching funds, a quasi-endowment account will be designated as permanent and an agreement executed memorializing the permanent nature of matched funds.

University of Wyoming Public Art Policy
*(Approved by the University of Wyoming Board of Trustees during the
January 2014 Board meeting.)*

I. Committee Charge. Per the appointment letter of January 24, 2012, and consistent with the action of the Board of Trustees on October 23, 2013, the President's Public Art Committee (the Committee) is hereby charged with: 1) evaluation and providing a recommendation on proposals for the placement of art—permanent or temporary—in public areas of the university, including outdoor public areas and interior public spaces (prominent public areas, lobbies, atria, entrances, and principal assembly areas); and 2) working with Physical Plant and the University of Wyoming (UW) Foundation to develop a plan for the future placement of trees, benches, and picnic tables through the Foundation's "Tree and Bench" program.

The Committee shall serve in an advisory capacity to the UW President. In offering input, the Committee shall strive to provide recommendations by unanimous consent wherever reasonably possible. In the event unanimous consent is not achievable, recommendations will be determined by a majority vote of a minimum quorum of three Committee members.

II. Committee Mission. The President's Public Art Committee seeks to enrich the cultural, intellectual, and scholarly life of the University of Wyoming's students, faculty, staff, and visitors while advancing the university's academic mission through enhancing and complimenting the physical and aesthetic environment of campus, preserving and celebrating its history and heritage, and inspiring contemplation, reflection, and dialogue.

III. Vision Statement. The President's Public Art Committee strives to advance the aesthetic and physical environment of UW by creating an integrated mixed use of public spaces that reflects the University's teaching, research, and service mission and acknowledges its heritage. Art can become the physical expression of UW and that art can further inquiry and widen knowledge. Finding a balance from traditional to contemporary is essential in creating public spaces that challenge and broaden the experience of our students, faculty, staff, donors, and visitors on campus.

IV. Definition of Public Art. The Committee is guided by the following definition of public art: art objects placed in a shared, publicly accessible space.

A. Categories of public art may include functional, expressive, or installation art donated or commissioned, or otherwise acquired that are prominent and located in public space.

B. Art media may include but is not limited to sculptures, painting, murals, photography, drawings, prints, mixed media, electronic media, gardens, including fountains and seating, and may include but is not limited to objects in clay, fiber, textiles, wood, metal, plastic, or other material.

V. Definition of Additional Property and Facilities (Defined Property) under the Review of the Committee. In addition to public art, the Committee shall provide recommendations regarding the placement of donated trees, benches, monuments, tables, and similar donated structures.

VI. Composition of the Committee and Term of Appointments. Members of the Committee are appointed by the UW President for indefinite terms and serve at the pleasure of the President.

VII. Authority of the Committee. The Committee advises the President on matters relating to the selection, location, cost, financing, and installation of art and defined property in the public spaces of the university. The final decisions on the disposition of public art rest with the UW President. The Committee:

- A. maintains an inventory of the works of public art acquired after January 2012 (or records from prior acquisitions, as identified) and maintains copies of acquisitions, deeds of gift, or loan forms;
- B. identifies sites at the university where art or defined property may be safely installed, consistent with the mission and criteria adopted by the Committee;
- C. guides students, faculty, staff, alumni, donors, members of the public, and artists who seek to install works of public art or defined property;
- D. seeks input and communicates with the stakeholders regarding the acquisition and placement of public art or defined property;
- E. engages artists and facilities managers to ensure that the installation is appropriate, safe, and secure for audiences (traffic flows, etc.), feasible (installation and maintenance), that every effort is made to prevent vandalism or theft, and that every effort is made to retain the integrity of work;
- F. may require artists, donors, or sponsors to engage stakeholders to discuss any proposed installation (both its physical nature and its content) with the university and community, or other stakeholders;
- G. makes a recommendation to the UW President to accept or deny a proposed public art or defined property installation;
- H. encourages the inclusion of public art (interior and exterior locations) in major renovations or new construction of university buildings; and
- I. ensures that the proper signage is attributed to works of public art or defined property.

VIII. Types of Proposals Considered. The following definitions apply to proposals that require review by the Committee and its recommendation to the UW President.

A. Duration of Installations:

- 1. *Permanent installations:* Installations of public art or defined property that are the permanent property of the University and are intended to be installed for an extended period of time or in perpetuity;

2. *Limited-term installations*: Public art or defined property that may or may not be the property of the University and is installed for a specified period of time.

B. Methods of Selection/Acquisition:

The following types of acquisitions are to be made in consultation with the Committee:

1. *Donation*: A work of public art or defined property is donated to the University through the UW Foundation upon recommendation of the Committee and action by the UW President;
2. *Direct selection*: An individual artist is chosen by the UW President upon recommendation of the Committee and a work is either purchased or commissioned. The Committee may also direct a separate, ad hoc, committee, appointed with the approval of the President, to oversee the selection of an individual artist;
3. *Open competition*: The Committee, or a separate, ad hoc, committee, appointed with the approval of the President, may hold a competition or issue requests for proposals for a commissioning regulated by the Committee. Competitions or commissions may include faculty, staff, students, and external artists.

C. Acquisitions.

Acquisitions of public art or defined property may be made by donation or purchase.

1. *Donations.*

- a. Donations may be made by the artist or donor(s), including but not limited to an individual, family, alumni group, or class gift committee;
- b. Donor(s) may approach any units of the University, but all offers of works of public art or defined property must be acted upon by the Committee, and are subject to approval by the UW President in consultation with the President of the Board of Trustees;
- c. The University representative in contact with the donor must discuss any potential gift with the Committee. Preliminary review by the Committee will address the appropriateness of the work of art for the University, including content, size, material, condition, site suitability and installation and maintenance costs. This review may be based on conversations or a written proposal, but the Committee must act on all proposals and forward its recommendations to the UW President;
- d. Based on a recommendation from the Committee, the President may designate a representative of the University, to discuss the offer in detail

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including appropriateness, integrity of design and condition, proposed installation site, installation and maintenance costs, signage or recognition identifying the title of the work, the artist, dates, and the donor, activities acknowledging the gift of the work of art, e.g., celebrations, openings; determine the responsible party, i.e., the office responsible for the installation, insurance, and maintenance of the work of art;

e. Based on the results of discussions in subparagraph C1d., the Committee on Public Art may call for open meetings with specified parties to further discuss the acquisition.

2. Purchases:

a. Any university unit may propose to purchase works of art or defined property for interior and exterior public spaces. The University representative from the unit should discuss any potential purchase with the Committee. Preliminary review will address the appropriateness of the work of art for the University, including content, size, material, condition, site suitability and installation and maintenance costs. This review may be based on conversations or a written proposal, but the Committee must act on all proposals and forward the results to the UW President;

b. Purchases must follow the processes in Section IX. Selection Processes for Purchases of New Works or Extant Works of this policy.

D. Limited-term Installations, including Art or Defined Property on Loan.

In the event the artwork or defined property is intended to be a temporary display, in addition to the above considerations, special attention shall be made to the timeline, financing, and disruption for and during construction and removal of the property. Arrangements for disposal or removal should be concluded in advance of the loan and its implementation whenever possible.

IX. Selection Processes for Purchases of New Works or Extant Works.

A. Determination of Selection Committee:

An ad hoc committee including representatives of the proposers, representative of the UW Art Museum, community liaison, and other individuals deemed essential to the selection process by the Committee, e.g. members of physical plant, departments or units occupying the building or adjacent area, etc. shall comprise the Selection Committee for new or extant works, only upon recommendation of the Committee and approval by the UW President in consultation with the President of the Board of Trustees.

B. Determination of Selection Process.

1. *Direct purchase from living or deceased artist.* A living artist submits to the purchasing group an appropriate number of images of works; a proposal sheet

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containing information on the artist's name, address, title of work, dimensions, medium, price, current location, and installation instructions; resume, artist statement, and references from similar projects regarding the creation and installation of public art. If the artist is deceased, the purchasing group works with the artist's Estate or representative to present appropriate number of images of the artist's work, a biographical sketch and resume, and information on the current location, cost of the work and installation instructions to the ad hoc committee.

2. *Open competition.* Purchasers provide scope, description, budget, and schedule as well as installation timeline to the Selection Committee. Artists submit to the Selection Committee in response to a Call for Artwork: resume and list of works, images of their works of art, a statement of conceptual approach to the project/artist's statement, and a reference from a similar project regarding the creation and installation of public art.

3. *Limited competition.* Purchasers provide scope, description, budget, and schedule as well as installation timeline. The Selection Committee may invite a limited number of selected artists to compete. Invited artists must submit: resume and list of works, images of their works of art, a statement of conceptual approach to the project or artist's statement, and a reference from a similar project regarding the creation and installation of public art.

C. Selection Procedure.

Within sixty (60) days, the Selection Committee reviews all proposals and selects a minimum of 3 finalists. Finalists are compensated for creating specific proposals which are presented in person in open forums. The Selection Committee selects their proposal and submits it to the Committee, and, upon recommendation of the Committee, the UW President makes the final selection in consultation with the President of the Board of Trustees.

X. Criteria for Selection. All public art or defined property shall be judged against the following criteria:

A. Artistic Merit Considerations.

1. *Enhances the physical and aesthetic environment of the university;*
2. *Instills a sense of quality through the civic spaces of the university;*
3. *Enriches the cultural, intellectual, and scholarly life of UW;*
4. *Inspires contemplation, reflection, and dialogue;*
5. *Preserves and acknowledges history, heritage and culture; and*
6. *Fosters university identity and enhances and balances existing works of art.*

B. Physical Plant Considerations.

1. *Location and artwork or defined property avoids life, safety, or health risks;*
2. *Work contemplates a suitable location for infrastructure;*

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3. *On-going maintenance requirements; and*
4. *Work of art is consistent with UW's Long Range Development Plan (LRDP), existing area, landscaping, buildings, and view shed.*

C. Constituent Input.

1. *Students and parents;*
2. *Faculty, staff, and administrators;*
3. *Donors and alumni; and*
4. *Community and policymakers.*

D. Financing.

1. *Identified source of funds for acquisition or loans;*
2. *Identified source of funds for installation;*
3. *Identified source of funds for maintenance; and*
4. *Identified source of funds for removal (if temporary).*

E. Considerations Related to Individual Artists.

1. *Regional, national or international accomplishments, ie professional artist who has garnered curatorial recognition, gallery representation, or other recognitions in the field;*
2. *Proven record of public art commissions / installations.*

XI. Exemptions. This policy shall not apply to the established academic programs in the UW Student Union Gallery, UW Art Museum, College or Department galleries, including exterior space of the Visual Arts building, or student exhibitions.

XII. Disclaimer. The University endeavors to maintain the public art per the original agreement but shall reserve the right to remove, reinstall, store, move, or dispose of the object at the discretion of the University and in discussion with the artist and his/her Estate. The University is obligated to retain the artwork in its original form and not alter, change, or otherwise reconfigure the work.

ATTACHMENT D TO UW REGULATION 1-102
Policy for Performance and Payment Bonds for Construction Work at UW

1. A faithful performance bond and a labor and materials bond, or other form of guarantee in accordance with section (c) set forth below, shall be required for the construction, major maintenance or renovation to any University building or structure or for any public work or improvement when the contract price exceeds \$7,500. The bond or other form of guarantee shall be provided by the Contractor to the University after award of the contract but prior to any work commencing under the contract (W.S. 16-6-112). All bonds shall meet all Wyoming statutory requirements, be filed with the contracting department of the University, and be approved by the Office of Risk Management and Safety or designee.

Bonds shall be set in the following amounts:

- a. For all new construction, the contractor shall submit a performance bond equal to 100% of the contract amount, including as amended by change order, and a labor and material (payment) bond equal to at least 50% of the contract amount, including as amended by change order. The amount of the performance bond, on a case-by-case basis, may be approved in an amount less than 100% of the contract amount if authorized by the Vice President for Administration, but in no case may the amount fall below 50% of the contract amount.
 - b. For any other construction-related work or other work falling under W.S. 16-6-112, the Director of Facilities Planning or Director of Physical Plant may set the amount of the performance and payment bonds sufficient to protect the University's interests but in no event in an amount less than 50% of the contract amount, including any changes to the contract amount as amended by change order.
 - c. For projects between \$7,500 and \$150,000, the University may accept other forms of guarantee other than a bond, upon approval by the Director of Facilities Planning or the Director of Physical Plant and when determined to be in the University's best interests. Accepted forms of guarantee may include, but are not limited to: a check, agreed upon partial or delayed payments by University, or additional retainage to be held by the University. Other forms of guarantee must also meet all Wyoming statutory requirements and be filed and approved by the University.
2. The University may also require performance bonds in other types of contracts, such as material and services contracts, in order to protect the University's interests. The amount for the performance bond shall be determined by the contracting department and approved by the Manager of Procurement Services in consultation with the Office of General Counsel.

**ATTACHMENT E TO UW REGULATION 1-102
New Student Live-In Policy**

Policy

The University of Wyoming Board of Trustees requires all incoming new students to live in the residence halls their first academic year on campus and to contract for a minimum of a 12-accesses-per-week dining plan.

Possible reasons for exemption include:

1. Student is 21 years of age or older;
2. Student is married;
3. Student is a single parent with custody of child;
4. Student plans to live in Laramie (or within a 60 mile driving distance from Laramie) with parent(s), grandparent(s), sibling(s), or legal guardian(s);
5. Student will live on property purchased by parent(s) or legal guardian(s) while attending UW;
6. Student has completed two semesters as a full-time student, or the equivalent credit hours, at a prior university or college (24 credit hours);
7. Student has a medical condition that is directly related to living in the residence halls and/or eating in Washakie Dining Center (student must provide documentation which explains why the condition cannot be accommodated by the residence hall or dining room facilities).

Appeals

A University committee of faculty, staff, and/or students will be established to address student appeals to the New Student Live-In Policy.

**Attachment F to UW Regulation 1-102
Indirect Cost Policy**

I. Indirect Costs

Indirect costs are revenues that the University receives from two sources. One source is the indirect cost rate applied to University research funded in whole or in part by government entities or the private sector, i.e. "externally funded research." The other source is indirect costs associated with federal or other grant funding that does not involve a research grant or contract. The indirect cost rate for these grants is typically specified in the grant.

II. Indirect cost rate for externally funded research

- A. Except as provided in subparagraphs II.b. and c. of this paragraph, the indirect cost rate for all externally funded research shall be the federally approved indirect cost rate for federally funded research at the time the research agreement is executed.
- B. The indirect cost rate for all research funded by an agency or governmental subdivision of the state of Wyoming shall be twenty percent (20%), except that this rate may be modified with the approval of the Board of Trustees for the best interests of the University. The President of the University also may approve a different rate for research contracts with government entities of other states or with not for profit organizations which provide services to Wyoming citizens. The President shall provide a report to the Board at each meeting regarding contracts for which a different rate has been approved.
- C. No indirect costs shall be assessed on funds appropriated by the State of Wyoming designated to match externally funded research at the University.

III. Distribution and expenditure of indirect costs

- A. Twenty-five percent (25%) of the indirect costs derived from each externally funded research grant for each fiscal year shall be distributed in the subsequent fiscal year as follows:
 - 1. Fifteen percent (15%) to the department or program in which the Principal Investigator (PI) is located. If there are multiple PI's, the Vice Presidential for Research and Economic Development shall allocate the funds among the PIs in consultation with them. These funds shall be used as the department or program determines to stimulate research and to relieve impact on the department or program. The Vice President for Research and Economic Development will report annually to the Board of Trustees on expenditures by each department or program receiving funds under this subdivision A.1.
 - 2. Five percent (5%) to the college or similar level unit in which the department or program is located. These funds shall be used as the college or similar level unit determines to stimulate research and to relieve impact on the college or similar

level unit. The Vice President for Research and Economic Development will report annually to the Board of Trustees on expenditures by each college or similar level unit receiving funds under this subdivision A.2.

3. Five percent (5%) to the Office of Research and Economic Development. These funds shall be used as provided in subparagraph B. of this paragraph.
- B. Except as otherwise provided in subparagraph C. of this paragraph, all other indirect costs from whatever source derived for each fiscal year, and the revenue from subdivision III.A.3. shall be distributed in the subsequent fiscal year, and accounted for by the Vice President for Research and Economic Development, as follows:
1. To fund operational costs in the Office of Research and Economic Development, including the Office of Sponsored Programs and the Research Products Center, in accordance with a budget approved by the Board of Trustees.
 2. To fund institutional research infrastructure including, but not limited to, the AMK Ranch, research computing, and institutional compliance responsibilities regarding human research and animal care, in accordance with a budget approved by the Board of Trustees.
 3. To fund required match necessary for participation in major federal research programs, including, but not limited to EPSCOR, National Institutes IDeA, in accordance with a budget approved by the Board of Trustees.
 4. To defray the impact of the University's research operation and of administering non-research grants, an amount to the Division of Administration, in accordance with a budget approved by the Board of Trustees.
 5. To fund faculty start-up costs and otherwise support faculty research, such as providing required matchings or purchase of equipment to support research, in accordance with a budget approved by the Board of Trustees.
 6. To replenish the federally recommended research audit reserve account to levels approved by the Board of Trustees upon recommendation of the Vice President for Research and Economic Development in consultation with the Vice President for Administration, and with the approval of the President.
- C. Indirect costs derived from an externally funded research agreement may be distributed in a manner different from that specified in subparagraph B. of this paragraph if the Board of Trustees approves a different distribution method at the time Board approves the research agreement.
- D. To the extent indirect cost revenues are greater than the amounts budgeted under subdivisions B.1. through B.6., the Vice President for Research and Economic Development, in consultation with the Vice President for Administration and with the

approval of the President, shall submit a plan for the use of those funds to the Board of Trustees for approval.

ATTACHMENT G TO UW REGULATION 1-102

Gifts and Celebratory Events for Employees

I. Policy Statement

Units of the University of Wyoming may occasionally spend funds from appropriate funding sources to recognize employees under certain circumstances. Units must follow the Internal Revenue Service rules and University requirements outlined below. Expenditures for such gifts or celebratory events must conform with this policy, be related to the primary mission of the institution, and take into account the institution's financial condition.

II. Reason for Policy

As a state entity, the University has an obligation to use its funds prudently. Furthermore, federal regulations may impact the spending of University funds on employee gifts and celebratory events. This policy outlines the circumstances where University funds may be used to purchase gifts and/or host celebratory events for employees.

III. Applicability

This policy is effective on and after July 1, 2016, and applies to the purchase of gifts and/or hosting of celebratory events, involving University funds. For purposes of this policy, a gift is defined as: a transfer of property for which the dominant motive is detached or disinterested generosity, or affection, respect, admiration, charity, or like sentiment. Gifts may take the form of gift certificates or tangible personal property such as a watch, pen, or briefcase. This policy does not apply to awards provided under University employee recognition programs authorized by the President.

IV. Procedures

a. Ensure the Gift or Event is for an Allowable Occasion.

Allowable employee recognition may take the form of celebratory events or gifts for the following occasions:

- i. Work-related achievements. Examples include: (1) to mark achievement of a major department goal, (2) to honor an employee in connection with a work-related employee recognition program, (3) to honor an employee who is leaving the department, college, or the University, or (4) to honor a retiring employee.

- ii. Sympathy upon the death or serious illness of an employee or employee's immediate family member. Appropriate sympathy gifts include a flower arrangement or a memorial gift. In addition, a donation to a charity on behalf of the University is also allowable. The limits of paragraph b of this section apply to this subsection.

University funds may not be spent in recognition of personal events or achievements unrelated to work, including but not limited to: birthdays, weddings, and baby showers.

b. Comply with the Established Dollar Amount.

Gifts to and celebratory events for employees must not exceed \$250.00, including sales taxes, delivery fees, service charges and any other costs. Generally, the number of gifts should be limited to once per calendar year per employee.

c. Use an Appropriate Funding Source.

Only funds from the University of Wyoming Foundation may be used for gifts and celebratory events. Other University funds, including but not limited to state appropriations, tuition, and other institutional fees may not be used.

d. Record the Gift or Event Expense Properly.

Upon approval of the responsible Vice President, the employee may purchase the gift and/or pay all costs associated with the event. To be reimbursed for these costs, the employee must submit "Form 100 Expenditure Voucher Discretionary Funds", along with all related receipts to the University Foundation Financial Services Office.

e. Consider the Tax Implications.

Depending on the type of gift, there may be tax implications.

- i. Regardless of the cost, cash gifts and cash equivalent gifts, including gift certificates, are always taxable and are reported on the employees W-2 form. For all cash gifts and cash equivalent gifts, please contact the University Financial Service Business Office at (307) 766-4391.
- ii. Non-cash length of service gifts are not taxable as long as they meet the following requirements: (1) the amount of the gift is not over \$400.00, (2) the employee did not receive the award during his or her first 5 years of employment, and (3) the employee did not receive another length-of-service award during the same year or in any of the prior 4 years.

- iii. For all other gifts, please contact the University Financial Service
Business Office at (307) 766-4391.

Presidential Directive 1-2002-4, President's Cabinet, University Executive Council, Academic Deans' Council, and Deans' and Directors' Council

PURPOSE. To define the compositions and functions of the President's Cabinet, the University Executive Council and the Deans' and Directors' Council.

PRESIDENT'S CABINET

The following University officers shall serve as the President's Cabinet, advisory to the President of the University. The President shall be cabinet chair. The Provost and Vice President for Academic Affairs or other designated officer may serve as cabinet chair at the President's direction or in his or her absence.

President's Cabinet members are:
Provost and Vice President for Academic Affairs
Vice President for Administration
Vice President for Information Technology
Vice President for Institutional Advancement
Vice President for Research and Economic Development
Vice President for Student Affairs
Director of Intercollegiate Athletics
General Counsel
Director of Governmental and Community Affairs

UNIVERSITY EXECUTIVE COUNCIL

The following University officers shall serve as an Executive Council, advisory to the President of the University of Wyoming. The President shall be council chair. The Provost and Vice President for Academic Affairs or other designated officer may serve as council chair at the President's direction or in her or her absence.

Executive Council members are:
Provost and Vice President for Academic Affairs
Vice President for Administration
Vice President for Information Technology
Vice President for Institutional Advancement
Vice President for Research and Economic Development
Vice President for Student Affairs
Director of Intercollegiate Athletics
General Counsel
Director of Governmental and Community Affairs
Associate Vice Presidents or equivalent officers (all divisions)
(e.g. University Controller, Senior Associate Director of Intercollegiate Athletics)
Director of University Public Relations
Special Assistant(s) to the President
Executive Assistant to the President

Other individuals may be invited to regularly attend Executive Council meetings for information or as resource personnel

DEANS' AND DIRECTORS' COUNCIL

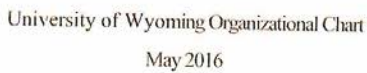
The Deans' and Directors' Council shall be advisory to the Provost and Vice President for Academic Affairs, who shall serve as chair. An Associate Provost or other person may serve as chair at the Vice President's direction or in his or her absence.

Deans' and Directors' Council members are:

Dean, College of Agriculture and Natural Resources
Dean, College of Arts and Sciences
Dean, College of Business
Dean, College of Education
Dean, College of Engineering and Applied Science
Dean, College of Health Sciences
Dean, College of Law
Dean, Graduate School
Dean, Libraries
Dean, Outreach School
Associate Provost(s)
Director, American Heritage Center
Director, Art Museum
Director, Ellbogen Center for Teaching and Learning
Director, Honors Program and High School Institute
Director, International Programs
Director, School of Environment and Natural Resources
Director, Wyoming GIScience Center
Chair, Faculty Senate

Other individuals may be invited to regularly attend Deans' and Directors' Council meetings for information or as resource personnel.

President Tom Buchanan - January 22, 2010



**PRESIDENTIAL DIRECTIVE
THE UNIVERSITY OF WYOMING
3-2014-1**

July 28, 2014

SUBJECT: Signature Authority

1. **General information.** The University is a large institution that produces over 2,000 contracts and agreements per year. In order to manage the risk and liability associated with this type of enterprise, only a few individuals have authority to bind the University.
2. **Purpose.** The directives below are intended to identify officers of the University, as defined in UW Regulation 1-1, that have signature authority on behalf of the University.
3. **Officers; signature authority.**
 - a. **President.** The President has the authority to sign any and all documents on behalf of the University.
 - b. **Vice President for Administration.** The Vice President for Administration has the authority to sign routine business transactions, including, but not limited to, the following:
 - i. Advertising agreements;
 - ii. Agreements for the purchase or lease of equipment;
 - iii. Agreements for printing and publishing services;
 - iv. Agreements for professional services for construction of facilities (architects, engineers, surveyors, etc.), construction contracts, and change orders;
 - v. Agreements for services, including personal services agreements;
 - vi. Agreements involving real property or mineral interests, including financing, sale, purchase, lease or easements of any type;
 - vii. Consulting agreements;
 - viii. Facilities use agreements;
 - ix. Hotel and banquet event order agreements;
 - x. Lending agreements (UW Art Museum);
 - xi. Memorandums of agreement/understanding involving an exchange of money;
 - xii. Performance contracts;
 - xiii. Presenter agreements;
 - xiv. Software and maintenance agreements; and
 - xv. Trademark licensing agreements.
 - c. **Vice President for Academic Affairs.** The Vice President for Academic Affairs has the authority to sign routine agreements involving academic units (but not involving expenditure of University funds), including, but not limited to, the following:
 - i. Cooperative educational agreements;
 - ii. Memorandums of agreement/understanding involving an academic unit with no exchange of money; and
 - iii. Student and faculty exchange agreements.
 - d. **Vice President and General Counsel.** The Vice President and General Counsel has the authority to sign all agreements engaging outside counsel and for services designated as attorney work product.

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Page 2

- e. **Vice President for Research and Economic Development.** The Vice President for Research and Economic Development has the authority to sign routine agreements involving research grants and economic development units, including, but not limited to, the following:
 - i. Agreements involving technology protection, licensing and transfer;
 - ii. Federal, state, local government and private contracts and grants,
 - iii. Material transfer agreements;
 - iv. Non-disclosure agreements; and
 - v. Agreements with the Office of Research and Economic Development reporting entities.
- f. **Director of Intercollegiate Athletics.** The Director of Intercollegiate Athletics has the authority to sign routine agreements involving athletics (but not involving expenditure of University funds), including, but not limited to, the following:
 - i. Athletics banquet order event requests;
 - ii. Athletics facilities use agreements;
 - iii. Cowboy Joe Club agreements;
 - iv. Game scheduling agreements; and
 - v. Sports apparel agreements.
- 4. **Delegation of signature authority.** Officers with signature authority may delegate their signing authority to other employee(s) within their units, with prior written approval of the President. This delegation must be in writing.
- 5. **Review process.** The Office of General Counsel reviews contracts and agreements for legal issues and concerns. The Office of Risk Management and Safety may also review contracts and agreements, as appropriate, for insurance requirements. The contracting unit is responsible for (1) looking at the purpose of each agreement and questioning those that may not best serve the University's interests; (2) reviewing the business and technical terms of the agreement; and (3) submitting the agreement to the Office of General Counsel. If the agreement involves a professional services account code (9xxxxx), the contracting unit must first consult with and/or send the agreement and the Employee/Independent Contractor Determination Worksheet to the Tax Office. The Tax Office will forward to the Office of General Counsel. The Office of General Counsel will review the agreement and route to the appropriate University officer for signature.
- 6. **Record-keeping.** It is strongly advised that each officer with signature authority keep a copy and log of each signed agreement.

Approved



Richard C. McGinity
University President

July 28, 2014

Date

UW REGULATION 1-3
Equal Education and Employment Opportunity Statement and
Policy/Diversity (Affirmative Action) Program

I. STATEMENT AND POLICY

The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

The University is also committed to complying with all of the rules, regulations, and relevant orders of the Secretary of Labor and the Office of Federal Contract Compliance Programs (OFCCP), issued pursuant to Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act, and Section 503 of the Rehabilitation Act of 1973, and has an audit and reporting system to facilitate compliance.

It is the continuing, active, individual responsibility of each principal Administrative Officer, Dean, Department and Division Head or Supervisor to assure that the University's Equal Employment Opportunity policy is followed when making decisions relating to recruiting, hiring, training or promoting qualified persons.

II. RETALIATION

The University prohibits retaliating against individuals who make a good faith complaint pursuant to this policy or in any manner assists with the investigation of a complaint. Employees and applicants will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of provisions of Section 503 of Rehabilitation Act of 1973, as amended (Section 503), any other Federal, State or local law requiring equal opportunity for disabled persons, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), or any other Federal, State or local law requiring equal opportunity for covered veterans;

(3) opposing any act or practice made unlawful by Section 503 or its implementing regulations or any other Federal, State or local law requiring equal opportunity for disabled persons or VEVRAA or its implementing regulations or any other Federal, State or local law requiring equal opportunity for covered veterans; or (4) exercising any other right protected by Section 503, VEVRAA or their implementing regulations in this part.

III. ADMINISTRATION

This policy, and the University's affirmative action program ("AAP"), have the full support of the President, the Board of Trustees, and the University's senior leadership team. Together they establish and implement both this policy and the program. The President of the University has overall responsibility for implementation of the Equal Opportunity Policy and the AAP. The President delegates the administration of the policy and the AAP to the Director of Employment Practices/Diversity through the Office of General Counsel. It is the Director's responsibility to publish and to administer the program.

The University's Affirmative Action Plans are available for review by any employee or applicant for employment upon request by contacting the Director of Diversity and Employment Practices.

Source:

University Regulation 3; adopted 1/22/2010 Board of Trustees meeting
Revisions adopted 11/16/2012 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting

UW REGULATION 1-5 Civil Rights Discrimination

I. DEFINITIONS

Discrimination includes:

- a. **Civil Rights Discrimination** – Adverse treatment and harassment on the basis of race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations.
- b. **Employment Discrimination** – Civil rights discrimination in hiring, discharge, compensation, promotion, terms and conditions of employment, or other treatment which adversely affects employment status.
- c. **Program Discrimination** – Civil rights discrimination that serves to exclude from or deny to its clientele equal access to the University's programs, activities, or benefits.
- d. **Sexual Harassment** – Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.
- e. **Retaliation** – Adverse action or threat made in reprisal against any individual who participates as an actual or potential party, witness, or representative relating to a report of discrimination or harassment as authorized by this policy.

II. POLICY

It is a violation of University policy to interfere with or circumvent in an inappropriate manner the employment or educational pursuits of any member of the University community. Discrimination and retaliation are specifically prohibited. Violations of this policy will be addressed promptly, with appropriate corrective action taken; violations of a severe or persistent nature are considered serious and may result in separation from the University.

III. RESPONSIBILITY

It is the responsibility of any person subjected to discrimination or retaliation to promptly report the occurrence of the offending remarks or behavior to the Director of Diversity and Employment Practices or other appropriate University officials. University officials include every administrative officer, dean, director, department head, supervisor, and all instructional personnel. A report of discrimination or retaliation made to a University official shall be referred to the next administrative level of the University and to the Director of Diversity and Employment Practices, who is responsible for coordination of this policy.

Requests for confidentiality or anonymity shall be respected consistent with the University's obligation to investigate all reports of discrimination or retaliation.

IV. PROCEDURES

The University will respond to all reports of discrimination or retaliation.

- a. Acts of discrimination or retaliation should be reported promptly and without unreasonable delay. Student complaints should normally be reported within one semester following any occurrence.
- b. The University's Director of Diversity and Employment Practices will be responsible for administering a complaint investigation process.
- c. All parties have responsibility for ensuring full cooperation with the investigator.
- d. The vice president or appropriate dean shall promptly address any instance of discrimination or retaliation identified in the investigation.
- e. The vice president must authorize any disciplinary action.
- f. The vice president or appropriate dean may meet with any individual accused of discrimination or retaliation to discuss issues raised in the investigation and any disciplinary action which might be contemplated.
- g. The vice president shall provide written notice of any disciplinary action imposed.
- h. Any corrective action or discipline imposed as a result of substantiated discrimination or retaliation shall be consistent with applicable faculty, staff, and student dispute resolution, grievance or appeals processes.

V. DISPOSITION OF THE RECORD

All records concerning a discrimination or retaliation complaint shall be considered a personnel record and closed to the public in accordance with Wyoming law. Records involving students shall be forwarded to the Dean of Students and shall be closed in accordance with federal and Wyoming law.

Source:

University Regulation 5, Revision 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/16/2012 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting

UW REGULATION 1-44 Violence in the Workplace

I. POLICY

Violations of this policy will be addressed promptly, with appropriate corrective action taken. Violations of a severe or persistent nature are considered serious and may result in termination of University employment, subject to applicable UW Regulations governing dismissal of academic personnel or staff.

This policy is independent of and not intended to replace or supplant the role of law enforcement in responding to acts or threats of violence. In many cases, the first response to acts or threats of violence should be to call the University police or local law enforcement.

II. PROCEDURES

A. General Roles and Responsibilities

1. General

- a.** Any person experiencing or observing threats or acts of violence should call 911 or University Police immediately.
- b.** Acts of violence, threats of violence, or acts of retaliation should be reported to the Director of Diversity and Employment Practices within ten (10) working days of the incident.
- c.** Each employee should notify his/her supervisor or another appropriate university official of any protective orders or restraining orders against individuals who are included in the workplace.

2. Persons Authorized to Receive Reports of Workplace Violence, Threats of Violence, or Retaliation

- a.** A complaint may be brought to any appropriate administrator of the University community including
 - (1.)** Employee Relations Manager, Human Resources
 - (2.)** Director, Human Resources
 - (3.)** Director, Diversity and Employment Practices

- (4.) Any academic or administrative officer of the University
- (5.) Any college dean, director, supervisor, department head or their designee

3. Investigation of Complaints

- a. Any member of the University community—i.e. student, staff, faculty member, and campus visitor—is required to report acts or threats of workplace violence to the Director of Diversity and Employment Practices or the appropriate university official.
- b. All University personnel who are informed of complaints of violence or threats of violence shall immediately forward the complaint to the Director of Diversity and Employment Practices.
- c. The Director of Diversity and Employment Practices, or their designee, is responsible for coordinating a complaint investigation process. Investigations, if necessary, shall ordinarily be completed within thirty calendar days following the date the complaint is received by the Director of Diversity and Employment Practices. The President or appropriate Vice President may approve an extension of time for good cause. The investigator may make a recommendation on action to the appropriate Vice President.
- d. The Vice President shall take action, including disciplinary action where appropriate.
- e. Diversity and Employee Practices will maintain University-wide information on workplace acts or threats of violence.

III. SANCTIONS

Employees who violate this policy will be subject to disciplinary action up to and including termination. Employees who intentionally bring false charges will also be subject to disciplinary action up to and including termination. In all cases in which termination is sought, employees have the right to due process as set forth in applicable UW Regulations governing dismissal of academic personnel or staff. Non-employee violations of this policy will be handled in accordance with applicable University policies.

IV. DISPOSITION OF THE RECORD

All University records concerning acts of violence or threats of violence shall be considered confidential personnel records and will be closed to the public in accordance with Wyoming law. Student records shall be closed in accordance with federal and Wyoming law. The Office of Diversity and Employment Practices shall be custodian of official records of all complaints.

Nothing contained in this policy shall be construed to infringe upon the right of free speech or academic freedom of any member of the University community, nor to diminish any individual's right to make a legal claim under state or federal statutes.

Source:

University Regulation 44; adopted 1/22/2010 Board of Trustees meeting
Revisions adopted 11/15/2013 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting

UW REGULATION 1-256
Policies and Procedures Governing Sexual Misconduct

I. PURPOSE

The University of Wyoming is committed to maintaining a respectful, safe, and non-threatening environment for its faculty, staff, students, contractors, and visitors and will address and resolve all complaints of sexual misconduct. This Regulation establishes policies and procedures governing sexual misconduct that is committed by any member of the University community.

II. POLICY

The Regulation applies to all faculty, staff, students, contractors, and visitors of the University. The University prohibits sexual misconduct in any form, including dating violence, domestic violence, hostile environment sexual harassment, sexual assault, sexual exploitation, sexual harassment, stalking, and any other conduct of a sexual nature that is nonconsensual. The *Sexual Misconduct Policies and Procedures Document for Faculty, Staff, and Students* sets forth resources available to University community members, describes prohibited conduct, and establishes procedures for responding to incidents of sexual misconduct.

III. ADMINISTRATION

This Regulation, and the University's policies and procedures for addressing sexual misconduct, have the full support of the President, the Board of Trustees, and the University's senior leadership team. The President of the University has overall responsibility for implementation of the policies and procedures. The President delegates the administration of the Regulation and the policies and procedures to the Title IX Coordinator/Director of Diversity and Employment Practices through the Office of General Counsel.

IV. REVISION, APPROVAL, AND EFFECTIVE DATE

The policies and procedures document shall be revised as determined by the Title IX Coordinator. Any revisions to the document shall become effective from the date of their approval by the Title IX Coordinator.

V. DISTRIBUTION/NOTIFICATION

The policies and procedures document shall be available on the University website or a copy may be obtained from the Office of Diversity and Employment Practices, the Human Resources Department, or the Dean of Students Office during normal business hours.

Appendix A Sexual Misconduct Policies and Procedures Document for Faculty, Staff, and Students

Source:

Formerly UW Reg 8-256; adopted 1/20/2012 Board of Trustees meeting
Revisions adopted 10/20/2014 Board of Trustees meeting

AGENDA ITEM TITLE:

Regulation Related to Administration of Operating Budget Discussion, McKinley/Mai/Evans

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:

The Board will receive a verbal update on this topic. Materials may be shared should the committee choose to do so.

AGENDA ITEM TITLE: Board Retirement and Sick Leave Policies, Evans/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:

In June 2016, the Board of Trustees approved modifications to the Board Retirement section of UW Regulation 4-2. The University proposes modifications that provide some clean up to those changes as well as language that will bring UW's sick leave policies in line with the State's policies. Proposed modifications were provided to the Board at the January 18-20, 2017, Board of Trustees meeting as an information item.

Prior to the January 2017 Board meeting, the University provided these proposed changes to Faculty Senate, Staff Senate and ASUW for feedback. The Faculty Senate did not comment, but had previously passed Resolution #333 on October 24, 2016, seeking to reinstate the Board Retirement group health insurance benefit. ASUW passed Senate Resolution #2524 on December 5, 2016, supporting Faculty Senate Bill #333 in its entirety. Staff Senate passed Resolution #223 on January 4, 2017, endorsing Faculty Senate Resolution #333. All three resolutions are attached. While the University agrees that it could have presented the changes to UW Regulation 4-2 more effectively in June 2016, we do not recommend reinstating the health insurance benefit as it creates fiscal uncertainty for the University.

In addition to the resolution, on February 14, 2017, Staff Senate submitted suggested clarifications/modifications to UW Regulations 4-2 and 5-173 and the Employee Handbook (see attached). The University agrees with several of Staff Senate's suggestions to the Employee Handbook, which have been incorporated into the proposed modifications (highlighted in yellow).

Below is a summary of the proposed changes:

UW Regulation 4-2 (pp. 6-12)

- 1) Clarifies an inadvertent loophole.** In the June 2016 modifications, there was an inadvertent loophole created in the Board Retirement section where an employee who was eligible for the sick leave conversion (up to 960 hours) on July 1, 2016, by having met the 15 years of service criteria would lose that benefit if the employee attained the age of 60 after July 1, 2016. That was clearly not the intent, and the University has corrected that language in 4-2(VI)(C) to the benefit of the employee.
- 2) Definition of retirement.** There is no definition of "retirement" specifically for the purpose of the sick leave payout (both WRS and TIAA have different criteria for meeting retirement). The University has added a general definition of retirement in 4-2(VI)(B).

- 3) **Rehired Retiree.** Clarifies that rehired Retirees who have previously received the conversion benefit (up to 960 hours) are not eligible to receive that same benefit again. They will be able to receive another payout of sick leave upon re-separation, but they will only be able to use sick leave accrued from the rehire, not the original hire.
- 4) **Date of sick leave payout.** Clarifies that the payment for ½ of the current unused sick leave balance will be paid on the employee's termination date.
- 5) **Part time employees.** Removes a redundant statement that sick leave conversion is paid in proportion to the percent of appointment; sick leave is already calculated on a prorated basis, so this sentence would seemingly reduce the employee's payout further, which is not the intent.

UW Regulation 5-173 (p. 5)

- 1) **Sick leave payout on separation of service, instead of retirement.** During the June 2016 modifications, the Board changed the 960 conversion to payment of ½ of the employee's sick leave balance upon retirement, not to exceed 480 hours. The State allows sick leave payout on any "separation," not just retirement. The University proposes that UW mirror the State's rule.
- 2) **Reinstatement of accrued sick leave.** This change removes the provision allowing an employee with a break in service of less than 5 years to be credited with his or her previously unused accrued sick leave. If sick leave is to be paid on separation, this provision is essentially moot. Additionally, the State does not allow a reinstatement of sick leave and the proposed language would mirror the state language.

Employee Handbook (pp. 14 -17 and p. 36).

- 1) **Lump sum v. terminal leave.** Clarifies that if an employee does not elect lump sum or terminal leave (vacation and/or sick leave), then the default will be a lump sum payment. [Oftentimes, employees who are terminated leave without filling out any paperwork.]
- 2) **Rehired within 31 days.** State statute requires the following: "Any employee who has been paid for accumulated vacation upon separation and who is rehired into a benefited position within thirty-one (31) calendar days after separation, shall fully reimburse all payments for accumulated vacation within thirty-one (31) days after being rehired with all rights. Any person who fails to reimburse the University as herein required shall be terminated." The University proposes following the state rule.
- 3) **Reinstatement of accrued sick leave.** Same as above. This change removes the provision allowing an employee with a break in service of less than 5 years to be credited with their previously unused accrued sick leave.

- 4) **Sick leave payout on separation of service, instead of retirement.** Same as above. This change would allow sick leave payout on any "separation," not just retirement, which mirrors the state rule.
- 5) **Retrenched employees.** Clarifies (1) that retrenched employees will also receive the sick leave payout as described above; and (2) that if a retrenched employee is rehired within 12 months of separation, the retrenched employee may choose to reimburse all payments for accumulated sick leave and/or vacation at the rate it was paid out, and the accumulated sick leave and/or vacation will be restored to the employee.

The University is seeking approval of the proposed changes to UW Regulation 4-2 and 5-173. Per UW Regulation 4-174, the changes to the Employee Handbook do not require Board approval, but are provided as background and context.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the June 15, 2016, conference call, the Board approved modifications to the Board Retirement section of UW Regulation 4-2. Proposed modifications to UW Regulation 4-2, UW Regulation 5-173, and the Employee Handbook were presented to the Board at the January 18-20, 2017, meeting as an information item.

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.

PROPOSED MOTION

"I move to approve the modifications to UW Regulations 4-2 and 5-173 as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President agrees with the proposed changes.

DRAFT
For Preliminary Discussion Only
TE 12-14-16

UW REGULATION 4-2

Employment Provisions Applicable to All Personnel

I. NEPOTISM

University employees shall not be immediate supervisors to their relatives. Relatives include parents, spouses, children, siblings (or the foregoing as in-laws), domestic partners, grandparents, grandchildren, uncles/aunts, nephews/nieces, and first cousins. Employees who find themselves in a work situation that conflicts with the foregoing statement shall have the remainder of the fiscal year to work with UW Administration to find alternative solutions, which may involve changes in the lines of supervision for their relatives.

Employees shall recuse themselves from formal discussions, votes, and/or decisions affecting the appointment, tenure, promotion, performance evaluation or other personnel status of a relative as defined above.

No provision of this section shall be interpreted or applied to prevent the hiring, admission to degree candidacy, or award of a scholarship, fellowship, or graduate assistantship to a person who is a relative of any employee of the University or of the Trustees. Nor shall this Regulation bar any employee from (1) reporting concerns about sexual harassment, discrimination, procedural violations, or other inappropriate workplace behavior; (2) inquiring about the possibility of University employment for a family member; or (3) seeking supervisory positions and discussing alternatives for managing family-related conflicts of interest.

II. COMPENSATION

A. Salary Payment

The base salary for most faculty and academic professionals is for work performed during the academic year, defined as the period beginning with the first day of the Fall semester registration and ending with Spring semester commencement. The base salary for faculty performing administrative duties and other duties beyond the usual academic assignments and for most other salaried staff employees is for work performed during the fiscal year.

All base salaries shall be paid in twelve (12) monthly installments except as specified in UW Regulation 5-173, Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officer. The University shall take any required deductions from salary payments for federal withholding taxes, social security, retirement, and for such additional purposes as may be authorized by the individual, or as required by law.

DRAFT
For Preliminary Discussion Only
TE 12-14-16

B. Supplementary Compensation

1. From Funds Disbursed Through the University

Full-time employees during their regular terms of service shall not have their salaries supplemented from University grants, contracts, or other University sources except for:

- a.** Employment in extension classes, noncredit programs, and similar activities scheduled through adult education programs.
- b.** Occasional employment at University-sponsored events such as ticket selling at athletic events, or similar duties.
- c.** Overtime payments when required by the employee contract or by applicable state or federal law.
- d.** Employment as part-time instructor, lecturer or professional employee, where the appointing department, with the approval of the employee's vice president or administrative officer, determines that:
 - (1.)** The employment will not interfere with the performance of the employee's regularly assigned duties;
 - (2.)** The part-time duties to which the employee is assigned on a supplementary basis require instructional or professional expertise that is not available through regularly appointed academic personnel or professional employees or through part-time appointment of non-University personnel;
 - (3.)** The supplementary assignment does not exceed the equivalent of one regularly scheduled three-hour credit course in any calendar year; and
 - (4.)** The supplementary assignment is not recurring and is not in addition to the maximum time allowed for consulting as outlined below.
- e.** Employment on grants, contracts and similar University-funded activities where the work is in addition to the individual's regularly assigned duties under limited conditions and for a limited period of time. Such employment may be approved when:

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For Preliminary Discussion Only
TE 12-14-16

- (1.) The essential services cannot be provided by persons employed or receiving salary support under the grant;
 - (2.) It is not possible to relieve the employee of part of usual duties;
 - (3.) The project is one for which another department has principal responsibility; and
 - (4.) The overload will not exceed twenty (20) days per academic year or twenty-four (24) days per fiscal year as determined by the employee's period of appointment and shall not be in addition to the maximum time allowed for consulting as outlined below.
- f. When approved by the appropriate University authorities, full-time employees on academic year appointments may earn up to one-third (1/3) of their base salary for services rendered during the period from Spring commencement to Fall reporting date.
- g. When approved by the appropriate University authorities, employees who have been granted a sabbatical leave may receive compensation from sponsored research grants and contracts awarded to the University, up to a maximum of forty (40) percent of their approved academic year salary, if funding from the grant or contract is an integral component of the sabbatical proposal.

2. From Funds Disbursed by State Agencies

The University recognizes its obligation to make its resources available to state agencies; however, the costs of such services are not included in the University budget and must, accordingly, be covered by funds from the agencies or from other non-University sources. The performance of professional and consulting work by a University employee for any Wyoming State agency shall, in general, be covered by the regulations that cover work for other outside agencies, i.e., the employee must obtain approval of the appropriate University officers and adhere to the maximum period for which additional compensation may be accepted. When an employee's services are required for a longer period, the University will make every effort to release the individual to the state agency for the time required with appropriate salary adjustment to be made between the agency and the University.

III. CONSULTING

A. Requirements

During the period of full-time University employment, academic personnel, athletic coaching and training personnel, and University officers may, with prior approval of the President or the President's designee, perform professional and consulting work with or without compensation. A determination that the following requirements have been met shall be made by the appropriate dean, director or principal University officer. The President of the University shall receive notification of each request prior to initiation of the professional or consulting work.

1. The commitment to professional and consulting work shall not normally exceed thirty-nine (39) calendar days per academic year for academic year employees and forty-eight (48) calendar days per fiscal year for fiscal year employees.
2. The work must not interfere with the employee's University duties and must be in addition to, rather than a part of, the employee's full-time University duties. Such work must also be related to the employee's duties and must contribute to the effectiveness of the employee's work.
3. When academic personnel or University officers perform professional and consulting work, they must furnish written statements signed by the employee and the client(s) attesting that the efforts are independent of the employee's University employment and any affiliation thereto, that the University will be held harmless in relation to any product thereof, and that the University is not to be connected with the results and may not be involved in publicity, advertising or other activities related to the work, except for publication of scholarly works. In those instances where client confidentiality is a necessary and customary practice of the profession, the academic personnel member or University officer shall furnish assurance that such signed, written statements are maintained in the member's or officer's client file.

B. Competition with the Private Sector

When engaging in outside work, University personnel shall not unreasonably compete with the private sector.

C. Use of University Facilities

The facilities of the University may not be used for outside work without the recommendation of the appropriate dean or director and approval of the Vice

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President for Administration, who shall establish the compensatory schedule for facilities used.

D. Scope

This Regulation shall not apply to work which

1. Does not involve use of University facilities;
2. Does not represent the University; and
3. Is performed outside an individual's overall commitment of time and effort to the University, or conducted during approved vacation or leave without pay.

Paid professional or consulting activities undertaken outside the employee's overall commitment to the University will be disclosed to the appropriate dean, director, or University President.

E. Conflict of Commitment

Failure to comply with this Regulation shall constitute a conflict of commitment and shall be cause for disciplinary action, up to and including termination.

IV. CONFLICT OF INTEREST/CONFLICT OF COMMITMENT

A conflict of interest exists when an employee has an external interest that affects or provides an incentive to affect the employee's conduct of his/her University activities.

A conflict of commitment exists when an employee renders professional service that is not part of his/her duties to the University to the detriment of his/her obligations to the University. A conflict of commitment arises when professional service or research contracted for outside the University, consultations, or other outside activities (e.g., outside teaching or business) of an employee interferes with the paramount obligations to students, colleagues and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial remuneration or other inducements and, in such cases, may also constitute conflicts of interest.

Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated, or managed in

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accordance with University policies, will result in appropriate sanctions, up to and including termination.

V. MILITARY LEAVE

Employees are eligible for a leave of absence from the University to serve in the armed forces during a period of national or state emergency or for training.

A. Active Duty for War or National or State Emergency

Employees who have been employed for eleven (11) months who leave the University for active duty with the armed forces, voluntarily or involuntarily, during a state of war or declared national or state emergency will be given a leave of absence without pay. Application for such leave must be made to the employee's immediate supervisor and transmitted through regular channels to the President for approval by the Trustees. The time spent in national or state service shall count toward University retirement.

B. Active Duty for Training

Employees eligible for vacation privileges may have an additional fifteen (15) working days leave with pay per calendar year for active duty for training in addition to any other leave or vacation with pay to which the employee is entitled.

VI. RETIREMENT

A. Wyoming Retirement System and TIAA-CREF

Employees of the University are automatically included by state law in the Wyoming Retirement System and the Federal Social Security program (FICA). As an alternative to participation in the Wyoming Retirement System, University employees may participate in a legislatively approved plan with the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF).

B. Payment of Sick Leave

Any employee who retires after July 1, 2016, but is not eligible for retirement under C, D, E or any other section of this Regulation, shall receive payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, but in no circumstances will the payout exceed a total of 480 hours. For the avoidance of doubt, the payment of sick leave will be calculated using the employee's annual salary on the employee's last working day.

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For purposes of this section only, retirement is defined as an employee who has attained the age of fifty (50) with at least four (4) years of service.

CB. Board Retirement

Any employee who (1) has completed twenty-five (25) years of full- or part-time benefitted service with the University; (2) has attained the age of sixty (60) with fifteen (15) years of University full- or part-time benefitted service with at least ten (10) consecutive years of uninterrupted service immediately preceding the date of retirement; or (3) elects an early retirement program authorized by state statute shall be designated Board Retired at the time of retiring. A list of Board Retired personnel shall be maintained in the Human Resources office.

- i. Board retirement – before July 1, 2016, and on or after July 1, 2016 for employees Board retirement eligible on July 1, 2016, and after July 1, 2016 for employees who have completed fifteen (15) years of University service with at least ten (10) consecutive years of uninterrupted service immediately preceding July 1, 2016

Each Board Retiree (1) who retired before July 1, 2016, ~~or~~ (2) who was eligible for Board retirement on July 1, 2016 and who retires on or after July 1, 2016, with continuous University employment from July 1, 2016 through the date of retirement, or (3) who earns qualifying status on or after July 1, 2016, with continuous service from July 1, 2016 through the date of retirement, and who had completed fifteen (15) years of University service with at least ten (10) consecutive years of uninterrupted service immediately preceding July 1, 2016, shall be eligible for the following benefits:

1. Conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance or payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, not to exceed 480 hours (see VI (B) above). If the Board Retiree elects to convert the 960 hours of accrued sick leave to a state contribution for group health insurance, the conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. If the employee dies, the sick leave conversion benefit shall be transferred to the surviving spouse. A rehired Board Retiree who has received this benefit previously is not eligible to receive this benefit again.

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2. Payment for half the premium for state life insurance, if elected, for the remainder of the retiree's life. The employee's spouse or surviving spouse is not eligible for this benefit.
3. Access to recreation facilities without charge. The employee's spouse or surviving spouse may purchase access.
4. A campus parking permit without charge. The employee's spouse or surviving spouse may purchase a permit.
5. Season tickets to athletic events, at the same discount provided to benefited personnel. The employee's spouse or surviving spouse shall receive the same discount.
6. UW library privileges, including all electronic files available to UW personnel. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.
7. Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.
8. Defensive driving course, without charge, once every three years, as long as UW continues to offer the course. The employee's spouse or surviving spouse may also take this course without charge, once every three years.
9. UW classes, at no tuition cost, provided space is available. The spouse of an eligible retiree may receive a fifty (50) percent tuition discount and a surviving spouse may receive the employee's full tuition discount provided space is available.
10. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree. The benefit is only available to retiring faculty members and academic professionals who receive emeritus status under UW Regulations 4-2 and 5-1. The employee's spouse or surviving spouse is not eligible for this benefit.

If an employee eligible for Board Retirement dies prior to retiring from the University, the Board Retiree benefits, including the sick leave conversion benefit, shall be made available to his or her surviving spouse, including any spousal provisions listed above.

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~~Eligible part-time employees shall receive the sick leave conversion in proportion to the percent of the appointment.~~

Retiring faculty members and academic professionals who receive emeritus status under UW Regulations 4-2 and 5-1 shall be eligible for the benefits numbered i.3 through i.10 of this subparagraph, whether or not they are eligible for Board Retirement.

Employees receiving official Board Retirement status shall be responsible for initiating the process to receive the paid-up health insurance through established personnel policies and guidelines. At the conclusion of any paid-up health insurance, the Board Retiree shall be eligible to participate in the group health insurance plan pursuant to the current personnel policies and/or insurance carrier's contracts.

ii. Board retirement – on or after July 1, 2016 but not eligible for Board retirement on July 1, 2016

Each Board Retiree not eligible for benefits under subparagraph ~~CB.i.~~ or D.i. of this section shall be eligible for the following benefits:

1. Payment for one-half (1/2) of the current unused sick leave balance ~~on as of the employee's termination date~~ the date of retirement not to exceed 480 hours.
2. Payment for half the premium for state life insurance, if elected, for the remainder of the retiree's life. The employee's spouse or surviving spouse is not eligible for this benefit.
3. Access to recreation facilities without charge. The employee's spouse or surviving spouse may purchase access.
4. A campus parking permit without charge. The employee's spouse or surviving spouse may purchase a permit.
5. Season tickets to athletic events, at the same discount provided to benefited personnel. The employee's spouse or surviving spouse shall receive the same discount.
6. UW library privileges, including all electronic files available to UW personnel. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.

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7. Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.
8. Defensive driving course, without charge, once every three years, as long as UW continues to offer the course. The employee's spouse or surviving spouse may also take this course without charge, once every three years.
9. UW classes, at no tuition cost, provided space is available. The spouse of an eligible retiree may receive a fifty (50) percent tuition discount and a surviving spouse may receive the employee's full tuition discount provided space is available.
10. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree. The benefit is only available to retiring faculty members and academic professionals who receive emeritus status under UW Regulations 4-2 and 5-1. The employee's spouse or surviving spouse is not eligible for this benefit.

~~Eligible part-time employees shall receive the sick leave conversion in proportion to the percent of the appointment.~~

Retiring faculty members and academic professionals who receive emeritus status under UW Regulations 4-2 and 5-1 shall be eligible for the benefits numbered ii.3 through ii.949 of this subparagraph, whether or not they are eligible for Board Retirement.

DC. Conversion of Accrued Sick Leave for Non-Board Retirees

Any employee who retires, but is not eligible for Board Retirement as defined in paragraph VI.B-C of this regulation shall receive a benefit as follows:

- i. Employees who retire before July 1, 2016, and who have completed fifteen (15) years of University service with at least ten (10) consecutive years of uninterrupted service immediately preceding the date of retirement, shall receive a benefit of conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance. The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. The amount of the state contribution shall be equal to the employer's contribution for the coverage the employee had while employed reduced by the amount of any state-funded health insurance contributions for the retiree. If the

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retiree dies before the full amount of this benefit is paid, the balance of the benefit shall be transferred to the surviving spouse as a contribution toward state group health insurance payments. If an employee eligible for this conversion benefit dies prior to retiring from the University, the conversion benefit due this employee shall be transferred to his or her surviving spouse.

- ~~ii.~~ ii. Employees who retire on or after July 1, 2016, with continuous service from July 1, 2016 through the date of retirement, and who have completed fifteen (15) years of University service with at least ten (10) consecutive years of uninterrupted service immediately preceding July 1, 2016, shall receive a benefit of conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance or payment for one-half (1/2) of the current sick leave balance as of the employee's last working day, not to exceed 480 hours (see VI (B) above). If the employee elects to convert the 960 hours of accrued sick leave to a state contribution for group health insurance, —The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. The amount of the state contribution shall be equal to the employer's contribution for the coverage the employee had while employed reduced by the amount of any state-funded health insurance contributions for the retiree. If the retiree dies before the full amount of this benefit is paid, the balance of the benefit shall be transferred to the surviving spouse as a contribution toward state group health insurance payments. A rehired Retiree who has received the conversion of up to 960 hours of accrued sick leave previously is not eligible to receive this benefit again.
- ~~iii.~~ iii. ~~Employees who retire on or after July 1, 2016, and are not eligible for the benefit under subparagraph C.ii of this section shall receive payment for one-half (1/2) of the unused sick leave balance not to exceed 480 hours.~~

ED. Retirement Incentive

Employees who elect to retire between July 1, 2016, and the earlier to occur of: 1) August 5, 2016 or 2) when the sum of the annual compensation of employees electing retirement reaches \$14,000,000.00, who are at least sixty-one (61) years of age on the date of retirement, and who are eligible either for Board retirement under subparagraph BC.i. of this section or the benefit under subparagraph ED.ii. of this section shall receive the following additional benefits:

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- i. The conversion rate shall be 2.0 months of health insurance coverage for every 40 hours of accrued sick leave.
- ii. A payment in an amount equal to the employee's annual salary from the date of election to retire until December 31, 2016. This payment is consideration for the agreement to retire. It shall not be considered salary. The payment shall be made on the employee's last day of leave status under subparagraph VI.~~DE~~.iii.
- iii. Notwithstanding the provisions of any other University regulation, an employee who elects to retire and receive the additional benefits under this paragraph VI.~~DE~~ shall not be eligible to receive a lump sum payment for accrued annual leave. In lieu thereof, the employee shall be in a leave status from the date of election to retire until the total number of hours of accrued vacation have been used. During this leave status, the employee shall not accrue sick or annual leave, but shall receive all other benefits.
- iv. The beneficiary of an employee who dies prior to receiving all the benefits shall be paid the balance of the benefits in a lump-sum.
- v. Employees whose salaries are funded by the state 0167 UW Medical Education budget or by the state 070 Enhanced Oil Recovery Commission budget are ineligible for benefits under this section.

FE. Separation Incentive

Employees who elect to terminate their employment with the University on or after July 1, 2016, but not later than August 5, 2016, who are at least sixty-one (61) years of age on the date of the election, and who do not qualify for the benefits under paragraph VI.~~DE~~ of this regulation, shall receive the following benefits:

- i. Notwithstanding the provisions of any other University regulation, the employee:
 - a. Shall receive payment for one-half (1/2) of the unused sick leave balance not to exceed 480 hours; and
 - b. Shall receive payment for the number of hours under FE.i.a of this section and for unused annual leave as follows:

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- I. The employee shall be in a leave status until the total number of hours under EF.i.a of this section and the total number hours of accrued annual leave have been used or 480 hours, whichever is less. During this leave status, the employee shall not accrue sick or annual leave, but shall receive all other benefits.
- II. If the employee has an unpaid leave balance after 480 hours in a leave status under EF.i.b.I of this section, then the balance shall be paid in a lump sum on the last day of that leave status.
- ii. A payment in an amount equal to the employee's annual salary from the date of election until December 31, 2016. This payment is consideration for the agreement to terminate their employment. It shall not be considered salary. The payment shall be made on the employee's last day of leave status under EF.i.b of this section.
- iii. The beneficiary of an employee who dies prior to receiving all the benefits shall be paid the balance of the benefits in a lump-sum.
- iv. Employees whose salaries are funded by the state 0167 UW Medical Education budget or by the state 070 Enhanced Oil Recovery Commission budget are ineligible for benefits under this section.

VII. EMERITUS DESIGNATION FOR ACADEMIC PERSONNEL

The emeritus designation shall be conferred upon academic personnel who retire after long and distinguished service to the University. For faculty, qualifications include tenure, associate rank, fifteen (15) years of service, and extraordinary performance in one or more of the following: teaching, advising, research/creative endeavors, professional and/or public service, or administration at the University of Wyoming.

For academic professionals (lecturers, extension educators and research scientists), qualifications include an extended term appointment, associate rank, fifteen (15) years of service, and extraordinary performance in one or more areas of their job duties.

Nominations for emeriti status shall be initiated by the department head and/or dean. The department head and/or dean shall forward the nomination to the Vice President for

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Academic Affairs, who shall forward his/her recommendation to the President. The President shall then forward a recommendation to the Trustees.

Academic personnel officially retired from the University may be recalled annually by the Trustees. Request for recall shall be made by the appropriate University officer(s) with the consent of the retiree.

VIII. POLITICAL ACTIVITIES

The political rights and privileges of all employees of the University are the same as those of any other citizen of the State. However, exercise of those rights and privileges shall not involve the use of University funds, time, services and facilities unless authorized as part of the educational process. Any unauthorized use may be subject to disciplinary action, up to and including termination.

IX. CLASSIFIED RESEARCH

The University of Wyoming does not prejudice the appropriateness of participating in classified research. Rather, it reserves the right to examine each proposed project in the context of scientific merit as well as contributions the research may make to the general welfare of the state, the nation and the whole of humankind. As the governing body for the University, the Trustees have authority to accept or reject all research grants, contracts and gifts.

The Trustees shall be fully apprised of the character of all proposed classified research to be conducted at the University. The University, its academic personnel and staff, shall enter into contracts for classified research only with the express approval of the Trustees. If the University participates in classified research, the Office of Research and Economic Development will oversee the necessary steps to allow this type of research to occur.

X. SAFETY

Safety is the responsibility of every employee. Each employee shall conduct their activities in compliance with applicable governmental, University, and campus unit safety and health policies, procedures and regulations. This includes abiding by safety rules, participating in safety training as required and reporting hazards and potential violations. Any employee who believes there is a safety problem in his/her work environment or elsewhere in the University is obligated to bring the problem to the attention of the immediate supervisor and the Chief Risk Officer as appropriate. The Chief Risk Officer has primary responsibility for employee safety activities of the

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University and all such workplace health and safety programs, policies and procedures. These documents will be available on the Risk Management and Safety Office website or a copy may be viewed at the Risk Management and Safety Office during normal business hours. The Chief Risk Officer is charged with the planning and implementation of actions to meet the requirements of all applicable state and federal environmental health and safety legislation and all associated rules and regulations. The Chief Risk Officer shall have the authority necessary to ensure the safety of the University community, including the authority to vacate and close down University facilities, projects or activities. Such decisions are subject only to review by the President or his/her designee.

The Chief Risk Officer also has primary responsibility for the University's insurance and for protecting the University from liability. Employees shall comply with all Risk Management policies and procedures and make all reports required by the Chief Risk Officer.

The University shall maintain an alcohol and drug testing program that complies with federal and state law. When federal or state law or University Regulation makes such program applicable to an employee, that employee shall comply with the requirements of the University program.

Source:

Trustee Regulation VII; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 3/4/2011 Board of Trustees meeting
Revisions adopted 5/6/2011 Board of Trustees meeting
Revisions adopted 9/9/2011 Board of Trustees meeting
Revisions adopted 11/16/2012 Board of Trustees meeting
Revisions adopted 6/16/2014 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 6/16/2015 Board of Trustees meeting
Revisions adopted 6/15/2016 Board of Trustees meeting

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UW REGULATION 5-173
Regulations Governing Vacation, Sick Leave, and Compensation
for Faculty and University Officers

1. BENEFITS PRESERVED.

Faculty or University officers whose anniversary date precedes January 20, 1996, shall retain any accrued benefits of employment which may have been earned by such individual while governed by the preceding regulations.

2. VACATION LEAVE.

A. ENTITLEMENT

- a. Each full-time faculty and University officer appointed to a fiscal year contract is entitled to twenty-two (22) working days of vacation leave with pay annually, accrued at the rate of 1.834 working days per month.
- b. Each part-time faculty or University officer appointed to a fiscal year contract for the equivalent of twenty (20) to thirty (30) hours per week is entitled to accrue vacation leave with pay at the rate of fifty (50) percent of the full-time accrual rate.
- c. Each part-time faculty or University officer appointed on a fiscal year contract for the equivalent of thirty (30) to forty (40) hours per week is entitled to accrue vacation leave with pay at the rate of seventy-five (75) percent of the full-time accrual rate.
- d. Faculty and University officers whose contract periods are less than twelve (12) months, irrespective of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to vacation leave with pay. This includes nine-month faculty and University officers who receive time-off periods at Christmas, between school terms, etc.

B. USE OF VACATION LEAVE CREDITS.

- a. Accrued vacation leave credits may not be utilized until six (6) months of University service have been completed, except as approved by the President for the health and safety of the University. After six (6) months of University service have been completed, vacation leave credits may be utilized when requested in advance and with the approval of the appointing authority.
- b. Vacation leave credits may not accrue beyond the maximum amount which may be earned over two years. Employees terminating for all reasons other than disciplinary may elect a lump sum payment and/or terminal leave; an employee released for

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disciplinary reasons must take the accrued annual leave in a lump sum. No other type of leave may be used during terminal annual leave except holiday leave.

- c. Vacation leave credits may be used within the year in which they are earned. In addition, vacation leave credits earned and unused in the immediately preceding anniversary year which are not utilized in the current anniversary year shall be lost and no compensation shall be paid to faculty or University officers who fail to use their vacation leave entitlement.

C. CHANGES IN APPOINTMENT.

- a. A faculty and University officer accepting appointment to a position which is eligible for accrual of vacation leave under this regulation shall begin accruing vacation leave credits as described in the regulation as of the effective date of such appointment.
- b. The vacation leave credit of faculty or University officer accepting an appointment to a position which is eligible for accrual of vacation leave shall be transferred to the department in which he/she is appointed and the vacation leave becomes an obligation of this department.
- c. A faculty or University officer accepting an appointment to a position which is not eligible for accrual of vacation leave shall utilize accrued vacation leave credits prior to the effective date of the new appointment.

D. PAYMENT OF UNUSED VACATION LEAVE CREDITS.

- a. Faculty and University officers separating from University service through resignation, termination, permanent disability, or retirement are entitled to be paid for unused vacation leave credits or terminal leave provided six (6) months of service has been completed at the time of separation.
- b. The value of unused vacation leave credits earned by a faculty or University officer who dies in University service will be paid as an amount owed to the descendent.

E. OTHER.

- a. A faculty or University officer is not entitled to accrue vacation leave credits while on leave without pay, during a break in service or after the last day that service is performed.
- b. A faculty member or University officer on a sabbatical leave at full pay is eligible to accrue vacation leave credits at a rate of 1.834 working days per month, and a faculty member or University officer on a sabbatical leave at half pay is eligible to accrue vacation leave credits at a rate of .917 working days per month.

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- c. Holidays which occur during vacation leave periods will not be charged to vacation leave credits

3. SICK LEAVE

A. ENTITLEMENT.

Each faculty or University officer appointed on a continuing or temporary basis is eligible to accrue sick leave as follows:

- a. A regular full-time faculty member or University officer appointed on a continuing or temporary basis shall be eligible to accrue sick leave at a rate of eight (8) hours per paid month of service.
- b. A regular part-time faculty member or University officer appointed on a continuing or temporary basis for the equivalent of twenty (20) to thirty (30) hours per week shall be eligible to accrue sick leave at a rate of four (4) hours per paid month of service.
- c. A regular part-time faculty member or University officer appointed on a continuing or temporary basis for the equivalent of thirty (30) to forty (40) hours per week shall be eligible to accrue sick leave at a rate of six (6) hours per paid month of service.
- d. Faculty or University officers entitled to accrue sick leave under the provisions of this section are permitted unlimited accrual, except that no faculty member or University officer is entitled to receive credit for more than one hundred and twenty (120) days (24 months) or actual accrual, whichever is less.
- e. A faculty member or University officer on a sabbatical leave at full pay is eligible to accrue sick leave at a rate of eight (8) hours per paid month, and a faculty member or University officer on a sabbatical leave at half pay is eligible to accrue sick leave at a rate of four (4) hours per paid month.
- f. A faculty member or University officer is not eligible to accrue sick leave during a leave without pay or a break in continuous service.

B. USAGE.

Accrued sick leave may not be utilized until one month of service has been completed and then only for that portion which has actually accrued. Sick leave may only be used as it is accrued, except when approved by the President for the health and safety of the University.

Faculty and University officers are entitled to utilize accrued sick leave credits whenever they are unable to perform their duties because of temporary disability caused by illness, injury, pregnancy and/or childbirth. Such credits may also be used for medical, psychological, dental or optical examinations or treatment; death in the employee's or employee's spouse's

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immediate family, including and limited to parent, wife, husband, children, brother, sister, grandmother, grandfather, grandchildren, son-in-law, daughter-in-law, or another member of the immediate household; medical care of a member of the employee's immediate family, including and limited to parent, wife, husband, children or another member of the immediate household; or when an employee is exposed to a contagious disease and the employee's physician submits a written recommendation that the employee's presence at work would constitute a health hazard to fellow employees or students. An employee may be required to submit to a medical examination at University expense by a physician selected by the University.

- a. Faculty and University officers are eligible to use all sick leave credits accrued (in current and previous years) at full pay.
- b. The use of sick leave credits is subject to verification by the appointing authority. Failure to provide appropriate written medical documentation when requested in writing may result in the faculty member or University officer being placed on leave without pay for the period in question, or disciplinary action may be initiated by the appointing authority.
- c. A faculty member or University officer unable to report to work and planning to utilize sick leave credits must notify his or her immediate supervisor as soon as possible on the first day of absence, and on subsequent days of absence if unable to determine an exact date of return due to the nature/seriousness of the situation.
- d. Sick leave credits will not be charged against the accrued balance whenever a University observed holiday or other non-working day occurs during sick leave.
- e. If approved by the appointing authority or designated supervisor, a faculty member or University officer may use sick leave credits instead of vacation credits if the employee becomes disabled or ill while on vacation provided satisfactory medical verification is submitted upon return to work.
- f. If a faculty member or University officer has accrued a minimum of eighty (80) hours of sick leave, they may donate up to sixteen (16) hours of sick leave in any calendar year to another benefitted University employee who has an immediate and reasonable need for such assistance, has exhausted his/her available sick leave and vacation leave, and has a minimum of six months benefitted service to the University of Wyoming. The Director of Personnel Services must receive a written statement specifying the number of hours donated and the name and department of the employee to whom the donation is made. A copy of this statement is retained by the appointing authority. Donations of sick leave will be used in the order they are received. Unused sick leave donations are credited back to the original donor(s) when the recipient returns to work or no longer has an immediate and reasonable need for the leave.

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C. REAPPOINTMENTS.

~~Faculty or University officers appointed to a benefited position on or after January 1, 1996, after a break in service of less than five (5) years from a previous benefited appointment will be credited with their previously unused accrued sick leave.~~

D. SEPARATION FROM UNIVERSITY SERVICE.

- a. When a faculty member, academic professional, or University officer is separated from University service because of termination, resignation, permanent disability or death, ~~no cash payment shall be made to the employee, his or her beneficiaries and/or estate for unused sick leave accrual balance~~ the faculty member, academic professional, or University officer shall receive payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, but in no circumstances will the payout exceed a total of 480 hours. For the avoidance of doubt, the payment of sick leave will be calculated using the employee's annual salary on the employee's last working day.
- b. When a faculty member, academic professional, or University officer is granted Board Retirement under UW Regulation 4-2, he or she shall be eligible for the benefits listed in UW Regulation 4-2 G.

E. REPORTING.

Each faculty member or University officer missing work due to illness; injury; pregnancy; childbirth; medical, dental or optical examinations/treatment; death in the employee's family or medical care of a family member; or when exposed to a contagious disease, shall be responsible for completing the approved sick leave record for the appointing authority who must submit the record to the Human Resources Office pursuant to established personnel policies and procedures.

F. OTHER.

A faculty member or University officer is eligible to use sick leave credits only during his or her obligated period of service which terminates the last day that service is performed.

4. COMPENSATION

A. INITIAL APPOINTMENT.

The initial appointment, including designation of the starting salary or rate of pay, for newly appointed faculty and University officers shall be authorized as follows:

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a. Faculty

- i. Full time members of the faculty are subject to appointment by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations, to the President of the University for recommendation to the Trustees.

The recommendation for appointment of a full time faculty member submitted by the head of the unit through appropriate academic and/or administrative channels to the Trustees shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or a rate of pay shall be based upon academic rank, academic assignment, academic credentials and market conditions.

- ii. Part time members (including summer school) of the faculty shall be appointed by the President of the University. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations.

The recommendation for appointment of a part time faculty submitted by the head of the unit through appropriate academic and/or administrative channels to the president shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or rate of pay shall be based upon academic assignment, academic credentials and market conditions.

- iii. An adjunct or clinical appointment, and starting salary or rate of pay, if any, shall be made in the same manner provided for the initial appointment of a full time member of the faculty.

b. University Officers

- i. A full time continuing University officer, as defined in the Regulations of the Trustees of the University of Wyoming, Chapter I., Section 1, shall be subject to appointment by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, except that:

- (1) The President shall be responsible for initiating the recommendation for a vice president and an assistant to the president, including a special

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assistant or any other University officer reporting directly to the President;

- (2) The chair of a search committee established by the President shall be responsible for submitting recommendations to the President for an appointment of a vice president or such other University officers as the President may designate;
- (3) The chair of a search committee established by a cognizant vice president shall be responsible for submitting recommendations to the cognizant vice president for an appointment of a dean or director reporting to the cognizant vice president, or such other University officers as the cognizant vice president may designate; and
- (4) The chair of a search committee established by a cognizant dean shall be responsible for submitting recommendations to the cognizant dean for an appointment of a department head or director reporting to the cognizant dean, or such other University officers as the cognizant dean may designate
- (5) The recommendation for an appointment of a full time University officer initiated by the head of a unit shall be forwarded through the appropriate administrative officers, who shall add their recommendations, to the President of the University for recommendation to the Trustees.

The recommendation for appointment of a full time University officer submitted by the head of the unit through appropriate administrative channels to the Trustees shall be accompanied by a recommendation for a starting salary or rate of pay. The recommendation for a starting salary or rate of pay shall be based upon level of responsibility, appropriate credentials and market conditions.

- ii. A part time, temporary or fixed term University officer shall be subject to appointment by the Trustees, and shall comply with the provisions of the appointment process for a full time University officer, except that the President of the University may authorize the waiver of the requirement for a search committee for a part-time, temporary or fixed term University officer. The President may not authorize a waiver of the requirement of a search committee for the appointment of a University officer to be appointed to a fixed term of more than two years.

B. CHANGES IN SALARY RATES.

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Prior to the beginning of each fiscal year, faculty and administrative officers shall be advised by the President, or the President's designee, of any changes in individual salary rates being recommended to and subsequently approved by the Trustees of the University of Wyoming.

In order to receive a uniform salary increase, a faculty member or a University officer on a continuing full time or part time appointment shall not have received less than a satisfactory performance rating for the last performance appraisal period, shall not have had disciplinary action imposed during the preceding six (6) months, and shall have completed a minimum of one academic term of six months, whichever is less, of continuous employment with the University.

In order to receive a merit salary increase, a minimum of one academic term of employment at the University shall have been completed.

In order to receive a salary increase for a promotion in rank, a faculty member must be recommended for promotion as prescribed by UW Regulation 5-1.

The effective employment date for continuing faculty and administrative officers, whether academic year or fiscal year appointments, is July 1, and any changes in individual salary rates authorized by the Trustees are effective on July 1 for continuing faculty and administrative officers.

All changes in salary rates provided in this section are subject to the availability of funds and the adoption of a salary administration policy by the Trustees.

1. CHANGES IN APPOINTMENT. A faculty member appointed to a position as a University officer, or a University officer transferred or promoted to another position as a University officer is subject to the appointment procedures for University officers, including the establishment of the starting salary or rate of pay, as prescribed by this section.

A University officer appointed or reappointed to a faculty position or departing a University officer position but retaining a faculty position shall be subject to the following provisions:

- a. The reassignment or assignment or retention of a full time or part time faculty position shall be on the basis of an academic year appointment as defined by UW Regulation 5-1 except when the standard appointment in the academic unit in which the appointment occurs is other than an academic year appointment; and
- b. The salary rate for the position into which the individual is reassigned, assigned or retained is:
 - i. For vice presidents, associate vice presidents, and deans of academic colleges returning to a previously held faculty position at the University, the academic

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year salary at the time of their appointment as a University officer increased by the average annual merit and market based salary increases within their department during their service as a University officer.

- ii. For vice presidents, associate vice presidents, and deans of academic colleges who did not hold a faculty position at the University prior to their appointment as a University officer, at the time of their appointment as a University officer, it shall be established as provided in this subparagraph. At the time the person is appointed as a University officer, the Vice President for Academic Affairs, with the approval of the President, shall establish an academic year salary at a market rate based on comparator institutions for the rank in the department in which the University officer holds an appointment. Upon reassignment, assignment or retention to an academic appointment, the person's salary shall be the salary established at the time of appointment as a University officer under this subparagraph increased by the average annual merit and market based salary increases within that department during their service as a University officer.
- iii. For all other University officers, a salary recommended by the Vice President for Academic Affairs and approved by the President.

2. SABBATICAL LEAVES. The salary rate for sabbatical leaves for faculty, as authorized by the UW Regulation 5-1 are:

- a. A sabbatical leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member's annual salary rate;
- b. A sabbatical leave for half of a contract year shall be compensated at the annual salary rate.

While on sabbatical leave, grants and other forms of non-University compensation may be accepted. The University shall not, however, be obligated to pay the individual more than the amount of sabbatical compensation which, when added to the non-University sources of compensation, will equal the faculty member's full regular salary for the period of the sabbatical leave.

A faculty member who fails to return to the University for at least one academic year immediately following their sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of sabbatical leave.

University officers, in their capacity as University officers, are not generally eligible for University sabbatical leaves.

3. SUMMER SCHOOL

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- a. Faculty members shall be appointed to the Summer School by the President of the University upon the recommendation of the Provost. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs and are submitted to the Provost through the regular academic and/or administrative process.
 - b. The salary for regular University faculty members appointed to summer school positions is determined on the basis of twenty-two and two-tenths (22.2) percent of an academic year salary for a six credit hour load.
 - c. The salary rate for faculty members who are not regular University faculty but are appointed to summer school positions is subject to the approval of the President upon the recommendation of the Provost. The recommendation for the appointment initiated by the head of the unit in which the appointment occurs shall be accompanied by a recommendation for a salary rate. The recommendation is submitted to the Provost through the regular academic and/or administrative process. The recommended salary rate shall be based upon academic assignment, academic credentials and market conditions.
- 4. REAPPOINTMENTS.** A faculty member or University officer reappointed by the University following a break in service is not entitled to any appointment or salary considerations, and is subject to all provisions of the initial appointment section of this regulation.
- 5. TEMPORARY SALARY INCREASE.** A temporary increase in salary rate may be recommended for a faculty member or a University officer designated to perform the duties and responsibilities of a faculty member or University officer to be absent for two months or more but less than two (2) years or to temporarily fill a vacant position.

Temporary increases for a faculty member or a University officer for up to four (4) months maybe authorized by the President upon the recommendation of the cognizant vice president. Temporary increases for a faculty member and a University officer for a period in excess of four (4) months require authorization from the Trustees of the University.

6. SALARY PAYMENT

- a. The salaries of full time faculty and University officers on either academic year or fiscal year appointments shall be paid in twelve (12) monthly installments.
- b. The salaries of part time faculty and University officers employed for the equivalent of half time or more on either academic year or fiscal year appointments shall be paid in twelve (12) monthly installments.
- c. The salaries of part time faculty and University officers employed for the equivalent of less than half time on either academic year or fiscal year

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appointments shall be paid in monthly installments during the period of active employment.

- d. Exceptions to paragraphs a, b and c of Section 7 include, and are limited to, faculty and University officers appointed on a fixed term basis not to exceed one academic year or summer session; salaries of such faculty or University officers shall be paid in monthly installments during the period of active employment.
- e. Salaries of faculty members on academic year appointments who terminate at the conclusion of an academic year and are not continuing on either a summer school appointment or an academic year appointment may request payment in full of all earned salary at the conclusion of the academic year. All such requests are contingent upon the authorization of the cognizant dean and vice president. The faculty member requesting and receiving payment in this manner forfeits University payment of all benefits which normally accrue to faculty whose salaries are paid in twelve (12) monthly installments.
- f. Salaries of faculty members on academic year appointments who terminate at the conclusion of an academic year will normally, except as provided in paragraph e of this section, be paid in twelve (12) monthly installments, and, therefore, will continue to receive all benefits normally accruing to faculty whose salaries are paid in twelve (12) monthly installments.

7. OTHER.

- a. Faculty and University officers are not eligible for overtime compensation.
- b. Supplementary income provisions are described in the UW Regulation 4-1.

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Source:
University Regulation 5-173; adopted 11/20/09 Board of Trustees meeting
Revisions adopted 11/16/12 Board of Trustees meeting
Revisions adopted 11/20/15 Board of Trustees meeting

Excerpts from Employee Handbook

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his/her obligations to the University. A conflict of commitment arises when professional service or research contracted outside the University, consultations or other outside activities (e.g. outside teaching or business) of an employee interferes with the paramount obligations to students, colleagues and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial remuneration or other inducements and, in such cases, may also constitute conflicts of interest.

Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated or managed in accordance with University policies, will result in appropriate sanctions, up to and including termination, if warranted. For more information, please see UW Regulation 4-2 at: <http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-4-2.pdf>.

12. PATENTS AND COPYRIGHTS

The University has UW Regulations and Presidential Directives dealing with patents and copyrights. Employees who have questions regarding patent and copyright issues should consult the UW Regulations and Presidential Directives or contact the University Technology Transfer Office. For more information, please see UW Regulation 4-2 at: <http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-4-2.pdf>.

13. CLASSIFIED RESEARCH AND SECURITY CLEARANCE

Employees involved in classified research and security clearance should refer to UW Regulations and Presidential Directives. For more information, please see UW Regulation 4-2 at <http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-4-2.pdf>.

14. MOTOR VEHICLES

The University of Wyoming adopted a motor vehicle use policy which went into effect on July 1, 2011. This policy includes the requirement of a Motor Vehicle Report for all persons who drive on University business. A person's continued employment in a position where driving is required may be subject to the results of the report up to and including termination. For information, please see UW Regulation 3-179 at: <http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-3-179.pdf>.

15. VACATION

For additional information applicable to faculty, academic professionals, and University Officers, please refer to UW Regulation 5-1, Academic Personnel. Faculty and University Officers whose contract periods are less than 12 months are not entitled to vacation leave with pay.

Employees may accrue a maximum of 352 hours of vacation as follows:

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Full-time exempt employees accrue 22 days per year;

Part-time exempt employees accrue pro-rated vacation days according to the percentage of the appointment;

Full-time nonexempt employees accrue 10 vacation days per year for the first two years of employment. At the beginning of the third year of employment, the employee accrues 16 days of vacation per year. At the beginning of the seventh year of employment, the employee accrues 22 days per year;

Part-time nonexempt employees accrue pro-rated vacation days according to the percentage of the appointment.

Vacation leave may not be used in advance of accrual, or in the month in which it is accrued.

It is the employee's responsibility to monitor vacation usage to protect against the potential loss of vacation accrual. If eligible, compensatory time shall be used before taking any vacation leave unless the employee is at or near the maximum vacation accrual amount allowed. Vacation must be scheduled in advance and with the approval of the supervisor, who may or may not be the Appointing Authority. An employee may not use vacation to extend the workday beyond the normally scheduled hours.

All employees must report all leave taken accurately each pay period. Holidays occurring during vacation are not charged to vacation.

Employees may utilize vacation leave or unpaid leave to observe religious holidays that are not official University holidays. Prior approval must be obtained from the employee's supervisor and leave will be permitted unless it would cause a significant disruption to the work of the department.

Employees who separate from University service are entitled to be paid at 100% of the current salary rate for all accrued, unused vacation which may not exceed 352 hours. Employees terminated for all reasons other than corrective actions may elect a lump sum payment, terminal leave or a combination of terminal leave and lump sum payment. An employee terminated for corrective action reasons, or an employee who gives less than two (2) weeks' notice of intent to resign, must take the accrued annual leave in a lump sum unless otherwise determined by the Appointing Authority. –If an employee elects terminal leave, the leave may include both accrued sick leave and accrued vacation.

Any employee who has been paid for accumulated vacation upon separation and who is rehired into a benefited position within thirty-one (31) calendar days after separation,

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shall fully reimburse all payments for accumulated vacation within thirty-one (31) days after being rehired with all rights. The accumulated vacation shall be restored to the employee. Any person who fails to reimburse the University as herein required shall be terminated.

An employee who is appointed to another University position retains any vacation leave accrued in the previous position. The vacation balance becomes the obligation of the administrative department of the current appointment. A person appointed to a benefited position after a break in service of less than 90 calendar days from a previous appointment will accrue vacation at a rate consistent with the length of service for which vacation accruals had been credited in the previous appointment unless the new position accrues at a higher rate. A person appointed to another position after a break in service of 90 calendar days or more from a previous appointment will accrue vacation at the same rate as a new employee. Academic personnel moving from a fiscal year contract to a nine-month (academic year) contract must use their accrued vacation leave prior to starting their new appointment.

The value of unused vacation, up to 352 hours, for an employee who dies in service will be paid in a lump sum at 100% of the current salary rate.

16. SICK LEAVE

For additional information applicable to faculty and academic professionals, please refer to UW Regulation 5-1, Academic Personnel.

A full-time benefited employee accrues sick leave at the rate of 12 days per year. A part-time benefited employee accrues sick leave in accordance with the percentage of appointment up to a maximum of 100%. The amount of leave accrued per month will vary slightly depending on the number of days in the month.

Sick leave may not be used in advance of accrual, or in the month in which it is accrued. All employees must report all leave taken accurately each pay period.

An employee may also use sick leave for medical, psychological, dental, or optical examinations or treatment. Sick leave is also available for the medical care of immediate family. Immediate family includes and is limited to parent, spouse/partner, child, or another member of the immediate household.

When using sick leave, an employee must notify the supervisor as soon as possible on the first day of absence and on subsequent days. Failure to do so will result in corrective action up to and including termination.

Sick leave is intended for short-term illnesses and or injury where the employee's return to work is expected in a reasonable length of time.

Sick leave will not be charged against the accrued balance whenever a University observed holiday or other non-working day occurs during sick leave.

The use of sick leave is subject to verification by the Appointing Authority. The employee must provide appropriate written medical documentation when requested.

Employees who do not provide such documentation may be placed on leave without pay for the period in question, and/or corrective action may be initiated by the Appointing Authority. Sick leave use must be reported to the department via approved leave reports. An employee does not earn sick leave while on leave without pay or during a break in service. An employee may not use sick leave to extend the workday beyond the normally scheduled hours.

If approved by the Appointing Authority or designated supervisor, an employee may use sick leave instead of vacation if the employee becomes disabled or ill while on vacation, provided satisfactory medical verification is submitted upon return to work. Such approval must be in writing and provided to the employee with a copy to the Department of Human Resources.

An employee who is appointed to another University position with no break in service retains any sick leave balance accrued in the previous position. The sick leave balance becomes the obligation of the administrative department of the current appointment. Employees appointed to a benefited position after a break in service within five years from a previous benefited appointment will be reinstated upon reemployment with 100% of the previously unused accrued sick leave. Employees transferring from a State of Wyoming agency will be credited with any remaining accrued sick leave balance in excess of 960 hours if they have no break in service. If the break in service between State and University employment is less than 90 calendar days, one-half of the remaining balance over 960 hours will be credited. An employee appointed to or from the State of Wyoming shall not be allowed to transfer un-used accrued sick leave and shall be paid out in accordance with the State Compensation policies or applicable UW Regulation or Policy.

Employees who separate from University service shall receive payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, but in no circumstances will the payout exceed a total of 480 hours. Employees terminated for all reasons other than corrective actions may elect a lump sum payment, terminal leave or a combination of terminal leave and lump sum payment. An employee terminated for

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corrective action reasons, or an employee who gives less than two (2) weeks' notice of intent to resign, must take the accrued sick leave in a lump sum unless otherwise determined by the Appointing Authority. If an employee does not elect either option, the University will pay the accrued sick leave as a lump sum. If an employee elects terminal leave, the leave may include both accrued sick leave and accrued vacation.

No payment is made for unused sick leave at the termination of employment, retirement, or death. However, if an employee is granted Board Retirement per UW Regulation 4-2, G(VI) or has had completed 15 years of University service with at least 10 consecutive years of uninterrupted service immediately prior to July 1, 2016, continuous service and is eligible for retiree insurance, the state's retiree health insurance benefit, the employee may convert up to 960 hours of sick leave to be applied toward the state contribution for group health insurance at the rate of 1.5 months coverage for each 40 hours of accrued sick leave. Retirees receiving Board Retirement status are responsible for initiating the process to receive the State contribution to health and dental insurance. The retiree is eligible to participate in the group health and dental insurance plan pursuant to the current University policies and/or insurance carrier's contracts upon completion of the sick leave conversion provision. If the Board Retiree dies after retiring, this benefit will transfer to the spouse if the employee has included the spouse in the insurance coverage.

An employee is eligible to use sick leave only during the employee's obligated period of service which terminates the last day that service is performed.

Any employee who has been paid for accumulated sick leave upon separation and who is rehired into a benefited position within thirty-one (31) calendar days after separation, shall fully reimburse all payments for accumulated sick leave within thirty-one (31) days after being rehired with all rights. The accumulated sick leave shall be restored to the employee. Any person who fails to reimburse the University as herein required shall be terminated.

17. DONATED SICK LEAVE

Benefited employees are eligible for donated sick leave if they are eligible for leave according to the Family and Medical Leave Act (FMLA) and have an immediate and reasonable need for such assistance as verified by a health care provider. The employee must have exhausted his/her available sick leave, compensatory time, and vacation leave prior to being eligible for donated sick leave. When the employee returns to work, unused donated sick leave is forfeited. Employees who receive payments under the

<http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/6academic-policy.html>.

1. PROCEDURE

In anticipation of a reduction in workforce, appointing authorities or their designees must consult with Human Resources. A Human Resources (HR) professional will provide assistance and will ensure that reductions in the workforce actions are conducted in an equitable and consistent manner.

The appointing authorities, or their designees must provide to HR:

A written Retrenchment Plan, outlining the reasons for the reduction in work force.

Copies of the department's organizational chart prior to retrenchment and the proposed organizational chart after retrenchment.

The Retrenchment Plan must also include the name and position classification of the employee(s) to be retrenched, and a statement of how the duties of the retrenched position will be fulfilled.

HR may require new Position Description Questionnaires for the positions which will assume the duties of the retrenched position.

The Retrenchment Plan will be reviewed by the Employment Practices Office to ensure retrenchment decisions are not based on protected class status.

A status employee subject to retrenchment shall be given as much advanced notice as possible, but no less than 30 days. The notice shall include the reason for the layoff, the effective date of the layoff, and instructions on who to contact for information on staff benefits continuation, counseling, and placement in another position. A copy of this Retrenchment Policy should be included with the notice.

2. RETRENCHMENT BENEFITS

Reemployment rights will remain in effect for 12 months after the effective date of the retrenchment or until the employee has refused one offer of University employment, whichever comes first.

Offers requiring relocation outside the employee's current geographical area shall not count towards the reemployment offer. If a retrenched employee's position is reestablished within 12 months after employee's retrenchment date, the employee shall be offered reinstatement at his/her previous salary, regardless of present employment status.

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When interested, the retrenched employee will take the responsibility to apply for job openings for which they are qualified. The retrenched employee will then notify HR of any applications that they have made and HR will apprise the hiring department. It is the responsibility of the retrenched employee to keep Human Resources Employment Partners informed of his/her interest in employment, current address, email address and telephone number.

Unless the appointing authority chooses to promote internally he/she is encouraged to interview retrenched employees who apply and who meet the minimum qualifications. Any appointing authority who chooses to interview and hire another applicant instead of a qualified retrenched employee must justify his/her decision in writing to the responsible vice president or special assistant. The VP or special assistant must inform HR of this decision.

Order of hire will be:

Internal promotion opportunity (direct appointment) within appointing authority jurisdiction.

Twelve month retrenched employee who meets the required qualifications.

UW wide transfers, promotions, or candidates external to the University.

Consistent with the University affirmative action plan, any retrenched employee who is a member of a protected class and is in consideration for a job opening will be identified to the appointing authority for affirmative action purposes.

Unless reinstated to his/her former position, any rehired retrenched employee shall be required to serve an initial probationary period.

Any retrenched employee who is rehired within 12 months shall have his/her former anniversary date reinstated. An employee exempt under the Fair Labor Standards Act who is retrenched and is later rehired into a nonexempt position will have his/her leave accrual rate grandfathered.

A person rehired after 12 months of separation due to retrenchment shall be treated as a new employee.

Any retrenched status employee is immediately eligible for any "outplacement services" which may be established by the University through its Human Resources Department. Any outplacement services offered may be available to retrenched employees upon notification of retrenchment. Outplacement services may include the following, for example:

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- a. Access to a computer for job search assistance.
- b. Limited use of University facilities and equipment to produce resumes and seek employment; includes personal computer and copier services.
- c. The tuition waiver benefit for retrenched full and part-time staff is described in UW Regulation 4-175. For more information, please go to:
<http://www.uwyo.edu/generalcounsel/new-regulatory-structure/general-employment.html>. This benefit will be available for up to 12 months for the retrenched employee only and only at the University.

Upon separation, a retrenched staff employee may take accrued annual leave as terminal leave or receive a lump sum payment, or choose a combination of the two.

A retrenched employee shall receive payment for one-half (1/2) of the current sick leave balance as of the employee's termination date, but in no circumstances will the payout exceed a total of 480 hours. A retrenched employee may take accrued sick leave as terminal leave or receive a lump sum payment, or choose a combination of the two.

If a retrenched employee is rehired within 12 months of separation, the employee may choose to reimburse all payments for accumulated sick leave and/or vacation at the rate it was paid out, and the accumulated sick leave and/or vacation will be restored to the employee.

For persons who were actively employed as classified staff by the University on or before, August 15, 2016, the University will pay the state's share of the health insurance benefits under the group plan for UW employees, separated from service because of a reduction in force, for a period of six months following separation or until the retrenched employee acquires employment which offers health insurance, whichever occurs first, if the employee was covered under the plan immediately prior to retrenchment. Classified Staff that were hired after August 15, 2016 will not receive this health care benefit but will upon separation be eligible for health insurance coverage (COBRA) in accordance with the regulations of the state's group health insurance program at the employee's expense.

K. CORRECTIVE ACTION

All University employees are expected to follow all established rules and policies of their department, the University, and the Trustees of the University. As a condition of employment, all employees shall cooperate with the Department of Human Resources in an investigation. This corrective action policy does not apply to probationary, at-will, and contract employees.

**Faculty Senate
Resolution 333, as amended**

**Introduced by Senator Robert Sprague
on behalf of the Executive Committee**

**RESOLUTION TO RESTORE BOARD RETIREE GROUP HEALTH INSURANCE BENEFIT TO
PREVIOUSLY PROMISED LEVELS**

WHEREAS, UW Regulation 4-2(VI.B) (Board Retirement) states, "Any employee who (1) has completed twenty-five (25) years of full- or part-time benefitted service with the University; (2) has attained the age of sixty (60) with fifteen (15) years of University full- or part-time benefitted service with at least ten (10) consecutive years of uninterrupted service immediately preceding the date of retirement; or (3) elects an early retirement program authorized by state statute shall be designated Board Retired at the time of retiring";

AND WHEREAS, Board Retirement eligible employees receive certain benefits upon retirement;

AND WHEREAS prior to July 1, 2016, Board Retirement eligible employees received a conversion of up to 960 hours of accrued sick leave, at a rate of 1.5 months of coverage for each 40 hours of accrued sick leave, to a state contribution for group health insurance, effectively providing up to three years of state contribution for group health insurance;

AND WHEREAS, on June 15, 2016, the University of Wyoming Board of Trustees amended UW Regulation 4-2(VI.B) by adding a section (ii) that provides that any employees who were not Board Retirement eligible as of July 1, 2016 will now receive "[p]ayment for one-half (1/2) of the current unused sick leave balance on the date of retirement not to exceed 480 hours";

AND WHEREAS, this amendment to UW Regulation 4-2(VI.B) constitutes a considerable reduction in benefits for Board Retirement eligible employees that can materially and adversely impact retirement plans for long-term UW employees who were planning to retire in the next few years;

35 **AND WHEREAS**, the University of Wyoming Board of Trustees reduced this vital benefit,
36 without prior notice to or consultation with the University faculty and staff, penalizing
37 many of the University's hard-working and devoted employees; therefore,
38
39 **BE IT RESOLVED THAT** the Faculty Senate request the Board of Trustees to reverse its
40 action and reinstate the Board Retirement group health insurance benefit as it has existed
41 for at least the past twenty-five years and continue to confer the original benefit on all
42 employees who become Board Retirement eligible on or after July 1, 2016, or, in the
43 alternative, make any reduction in benefits applicable solely to benefitted employees hired
44 on or after July 1, 2017.

AUTHENTICATION: The foregoing Faculty Senate Resolution 333, duly adopted by the Faculty Senate of the University of Wyoming under date of October 24, 2016, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.



Scott R. Shaw
Chair of the Faculty Senate

SENATE RESOLUTION #2524

TITLE: Statement in Support of Faculty Senate Resolution #333

DATE INTRODUCED: November 15, 2016

AUTHOR: Senator Julian

SPONSORS: Senators Farley, Kennedy, Morton, and Powell



1. WHEREAS, it is the purpose of the Associated Students of the University of Wyoming
2. (ASUW) Student Government to serve our fellow students in the best manner possible
3. through professional interaction with campus programs and organizations; and,
4. WHEREAS, the Faculty Senate of the University of Wyoming (UW) has unanimously
5. passed Faculty Senate Resolution #333: Resolution to Restore Board Retiree Group Health
6. Insurance Benefit to Previously Promised Levels; and,
7. WHEREAS, it is an expressed goal of the 104th ASUW Student Government to work towards
8. faculty retention as this directly impacts the student experience; and,
9. WHEREAS, the creation of Faculty Senate Resolution #333 was in response to what has
10. been presented in very public fashion as "a little-noticed change in the University of
11. Wyoming's retirement plan [that] will cut millions in employee health insurance benefits for
12. future retirees" ("UW Retirement: Change will cut millions in benefits to future UW
13. retirees," *Casper Star Tribune*, October 10, 2016); and,
14. WHEREAS, such widespread and negative press exposure will impact the morale of current
15. faculty members, potential employees of UW, and the State of Wyoming as a
16. whole, influencing decisions made by individuals to apply for and remain in positions at
17. UW; and,
18. WHEREAS, according to Faculty Senate Resolution #333 and the aforementioned *Star*
19. *Tribune* article "There was no notice that the benefit was being considered for elimination,

20. and little to no mention of it after the decision was made, with many employees only recently
21. learning about it" (*Casper Star Tribune*); and,
22. WHEREAS, in this Financial Crisis, there is a reasonable expectation of transparency and
23. the mitigation of any uncertainty regarding the cost savings of unilateral movements to cut
24. funding; and,
25. WHEREAS, the ASUW has sought transparency in these processes through direct
26. involvement in the Financial Crisis Advisory Committee and legislation (Senate
27. Resolution #2521).
28. THEREFORE, be it resolved that the Associated Students of the University of Wyoming
29. Student Government support Faculty Senate Bill #333 in its entirety as found in Addendum
30. A; and,
31. THEREFORE, be it further resolved that this resolution be electronically sent to all members
32. of the Faculty and Staff Senates.

Referred to: AT&S

Date of Passage: 11/29/16 Signed: Tyler Wynn
(ASUW Chairperson)
"Being enacted on 12/05/2016, I do hereby sign my name hereto and
approve this Senate action." [Signature]
ASUW President

STAFF SENATE RESOLUTION #223

Title: Endorsement of Faculty Senate Resolution 333

Date: November 2, 2016

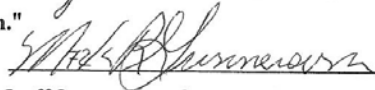
Author: Staff Senate Executive Committee

Sponsors: Senators Lindsay Galey, Kathy Kirkaldie, Cecelia Schlup, Kristen Smoot, and Allen Tanner

- 1 WHEREAS, on June 15, 2016 the University of Wyoming Board of Trustees voted to approve a
- 2 revision to UW Regulation 4-2, causing a significant reduction of the benefit extended to
- 3 board retirees by eliminating the conversion of accrued sick leave to a state contribution for
- 4 group health insurance, and;
- 5 WHEREAS, Staff Senate and Faculty Senate received no notice of the proposed change prior
- 6 to the June 2016 Board of Trustees' meeting, effectively eliminating the possibility of
- 7 providing feedback on the proposed revision, and;
- 8 WHEREAS, the revision to the board retirement benefits outlined in Regulation 4-2 has a
- 9 significant financial impact on long-term UW employees;
- 10 THEREFORE, be it resolved that the Staff Senate of the University of Wyoming endorses the
- 11 request made in Faculty Senate Resolution #333 to reinstate the Board Retirement group
- 12 health insurance benefit.

Date of Passage: January 4, 2017

"Being enacted on Jan 4 2017, I do hereby sign my name hereto and approve this Senate action."


Staff Senate President, Mark Gunnerson

Tara R. Evans

From: Mark Richard Gunnerson
Sent: Tuesday, February 14, 2017 10:41 AM
To: Tara R. Evans
Cc: William H. Mai; Laurie Nichols
Subject: Staff Senates input to Uni Reg. Changes
Attachments: Unireg 4 comments.docx

Hello Tera here are Staff Senates input for the coming Uni. Reg. changes Thanks for your consideration. Mark R Gunnerson

1) UW Regulation 4-2 (pp. 6-12)

1. 4-B-1-ii-1. Please list out the criteria that needs to be met rather than have in paragraph form. This is confusing as to whether the employee needs to meet one of the three listed or all three
2. D-ii. Same issue as above.
3. VI-B. Change "using the employee's annual salary on the employee's last working day" to "using the average salary of all UW employees eligible for the sick leave buyout"

- a. **Clarifies an inadvertent loophole.** In the June 2016 modifications, there was an inadvertent loophole created in the Board Retirement section where an employee who was eligible for the sick leave conversion (up to 960 hours) on July 1, 2016 by having met the 15 years of service criteria would lose that benefit if the employee attained the age of 60 after July 1, 2016. That was clearly not the intent and we have corrected that language in 4-2 (VI)(C) to the benefit of the employee.
- b. **Definition of retirement.** As HR/Payroll began to implement the June changes, they quickly realized there was no definition of "retirement" specifically for the purpose of the sick leave payout (both WRS and TIAA have different criteria for meeting retirement). We have added a general definition of retirement in 4-2(VI)(B).
- c. **Rehired Retiree.** Clarifies that rehired Retirees who have previously received the conversion benefit (up to 960 hours) are not eligible to receive that same benefit again. They will be able to receive another payout of sick leave upon re-separation, but they will only be able to use sick leave accrued from the rehire (not the original hire).
- d. **Date of sick leave payout.** Clarifies that the payment for $\frac{1}{2}$ of the current unused sick leave balance will be paid on the employee's termination date (which is the last working day if the employee chooses a lump sum payment or is the last day of terminal leave if the employee chooses that option). This is an interpretation question from HR – this language clarifies that question.
- e. **Part time employees.** Removes a redundant statement that sick leave conversion is paid in proportion to the percent of appointment (sick leave is already calculated on a prorated basis, so this sentence would seemingly reduce the employee's payout further, which is not the intent).

2) UW Regulation 5-173 (p. 5)

4. Asked for clarification that UW Regulation 5-173 only applies to Faculty and University Officers – not Staff.

- a. **Sick leave payout on separation of service (instead of retirement).** During the June 2016 modifications, the Board changed the 960 conversion to payment of $\frac{1}{2}$ of the employee's sick leave balance upon retirement, not to exceed 480 hours. The State allows sick leave payout on any "separation," not just retirement. We propose that UW mirror the State's rule.
- b. **Reinstatement of accrued sick leave.** This change removes the provision allowing an employee with a break in service of less than 5 years to be credited with their previously unused accrued sick leave. If sick leave is to be paid on separation, this provision is essentially moot. Additionally, the State does not allow a reinstatement of sick leave and the proposed language would mirror the state language.

3) Employee Handbook (pp. 14 -17).

- a. **Lump sum v. terminal leave.** Clarifies that if an employee does not elect lump sum or terminal leave (vacation and/or sick leave), then the default will be a lump sum payment. [Oftentimes, employees who are terminated leave without filling out any paperwork.]

5. Will employees be allowed to add the vacation and sick leave hours together and use them as terminal leave? That could be a maximum of 832 hours of terminal leave? This should be clearly stated.

- b. **Rehired within 31 days.** The State has the following rule (by statute): "Any employee who has been paid for accumulated vacation upon separation and who is rehired into a benefited position within thirty-one (31) calendar days after separation, shall fully reimburse all payments for accumulated vacation within thirty-one (31) days after being rehired with all rights. Any person who fails to reimburse the University as herein required shall be terminated." We propose following the state rule.

6. Regarding the required repayment of unused vacation/sick leave - Suggested language to include "UNLESS returning within 31 days is in the best interest of the University." There could be times when the employee is needed for help with a big project, or teach a course, that would be of benefit to UW.

7. Handbook (policy) should be clearly stated that if employees are required to reimburse UW for payment of vacation/sick hours, those hours should be restored in the vacation and sick leave banks of the employee. They should not simply disappear as the employee earned those hours. If not, where does the money go that is paid back to UW???

8. If any employee is rehired within 31 days and UW is reimbursed for the unused leave/sick hours, (assuming the hours are restored to an employee's leave bank) how will the repayment affect the report of employee wages for tax reporting purposes? Will the payout be "credited" back against the gross pay for an employee for their W-2? It seems that if this is not corrected, there is potential that an employee will pay taxes on the lump sum payout and then again when taking vacation/sick leave when an employee receives their monthly paycheck. It could be a double tax liability to employees.

- c. **Reinstatement of accrued sick leave.** Same as above. This change removes the provision allowing an employee with a break in service of less than 5 years to be credited with their previously unused accrued sick leave.
- d. **Sick leave payout on separation of service (instead of retirement).** Same as above. This change would allow sick leave payout on any "separation," not just retirement, which mirrors the state rule.

9. Page 16, paragraph 5, of the attached draft Employee Handbook notes that "An employee appointed to or from the State of Wyoming shall not be allowed to transfer used accrued sick leave and shall be paid out in accordance with the State Compensation policies or applicable UW Regulation or Policy." I believe this should read "un-used"?

10. How will the payment of unused vacation/sick leave affect retrenched employees?

11. Page 33, J. Retrenchment

(from page 36) "Upon separation, a retrenched staff employee may take accrued annual leave as terminal leave or receive a lump sum payment, or choose a combination of the two." This section

should be revised to also include the payout of sick leave. As per the draft handbook (page 16, last paragraph), an employee would be paid for both annual and sick leave under any other circumstance of separation from UW. Retrenchment should be no different.

Tara R. Evans

From: William H. Mai
Sent: Sunday, March 5, 2017 11:17 AM
To: Mark Richard Gunnerson
Cc: Tara R. Evans; Jeanne Durr; Laurie Nichols
Subject: FW: Staff Senates input to Uni Reg. Changes
Attachments: Employee Handbook working copy 2-16-17.docx; UW_Reg_4-2 edits 12 13 16.docx; UW Reg 5-173 sick leave payout 12-6-16.docx

Mark, now that I've received the input back from you at the staff senate meeting regarding the questions I had about the comments you had previously forwarded to me, please see my responses below. Also, see newly attached documents. Hopefully changes herein address some of the staff senate concerns, as discussed below.

Let me know if you have further questions,

Bill

William Mai
Vice President for Administration
University of Wyoming
Dept. 3982
1000 E. University Ave.
Laramie, WY 82072
(307)766-5766

14 February 2017

Mark, please see my **responses in red** to the comments you forwarded. I appreciate the conversation today at staff senate. I hope these answer your questions, and I invite you to follow up with me or with the general counsel's office if you desire further clarification.

1) UW Regulation 4-2 (pp. 6-12)

1. 4-B-1-ii-1. Please list out the criteria that needs to be met rather than have in paragraph form. This is confusing as to whether the employee needs to meet one of the three listed or all three

2. D-ii. Same issue as above. **Mark, on these two I sought your and staff senate's input about what's being asked, because I could not track the references. Clarification provided today indicates the question is in regard to what the conditions are to be eligible for board benefits, and retiree health insurance benefits. I think page 17 of the handbook, near the end of Section 16, spells out that board and separation benefit.**

Board retirees, and any employee who separates from university service who had 10 consecutive years of service prior to July 1, 2016, and is eligible for the state's retiree health insurance upon that separation, will be eligible to convert unused sick leave, at a maximum of 960 total accrued hours, to cover the state contribution amount for group health insurance at the rate of 1.5 months of coverage per 40 hours of accrued sick leave.

The maximum number of months of paid coverage, then, would be 960 hours/40 hours/month*1.5=36 months.

The key in this language is that in order to be eligible for this insurance payment, the employee had to have 10 years of consecutive service prior to July 1, 2016. That date has to do with when the early retirement option was offered in the summer of 2016.

It might be helpful to have a chart prepared, as a supporting document for the handbook and the regulation, which reflects the conditions and accompanying benefits being discussed in these changes/updates. I will ask for its preparation, if you believe it would help employees to understand the benefits.

3. VI-B. Change "using the employee's annual salary on the employee's last working day" to "using the average salary of all UW employees eligible for the sick leave buyout"

I have read the staff senate resolution, and understand this is the senate's position. However, the board of trustees requested a draft change that closely resembles the state policy. The draft commented on by the senate is more aligned with the board's request. The staff senate would necessarily need to address the resolution with the board.

- a. **Clarifies an inadvertent loophole.** In the June 2016 modifications, there was an inadvertent loophole created in the Board Retirement section where an employee who was eligible for the sick leave conversion (up to 960 hours) on July 1, 2016 by having met the 15 years of service criteria would lose that benefit if the employee attained the age of 60 after July 1, 2016. That was clearly not the intent and we have corrected that language in 4-2 (VI)(C) to the benefit of the employee.
- b. **Definition of retirement.** As HR/Payroll began to implement the June changes, they quickly realized there was no definition of "retirement" specifically for the purpose of the sick leave payout (both WRS and TIAA have different criteria for meeting retirement). We have added a general definition of retirement in 4-2(VI)(B).
- c. **Rehired Retiree.** Clarifies that rehired Retirees who have previously received the conversion benefit (up to 960 hours) are not eligible to receive that same benefit again. They will be able to receive another payout of sick leave upon re-separation, but they will only be able to use sick leave accrued from the rehire (not the original hire).
- d. **Date of sick leave payout.** Clarifies that the payment for ½ of the current unused sick leave balance will be paid on the employee's termination date (which is the last working day if the employee chooses a lump sum payment or is the last day of terminal leave if the employee chooses that option). This is an interpretation question from HR – this language clarifies that question.
- e. **Part time employees.** Removes a redundant statement that sick leave conversion is paid in proportion to the percent of appointment (sick leave is already calculated on a prorated basis, so this sentence would seemingly reduce the employee's payout further, which is not the intent).

2) UW Regulation 5-173 (p. 5)

4. Asked for clarification that UW Regulation 5-173 only applies to Faculty and University Officers – not Staff. I believe the regulation is clear, in that it is titled "Regulations governing vacation, sick leave, and compensation for faculty and university officers." With no mention of staff governance, it cannot be accurately interpreted apply to staff.

- a. **Sick leave payout on separation of service (instead of retirement).** During the June 2016 modifications, the Board changed the 960 conversion to payment of ½ of the employee's sick leave balance upon retirement, not to exceed 480 hours. The State allows sick leave payout on any "separation," not just retirement. We propose that UW mirror the State's rule.
- b. **Reinstatement of accrued sick leave.** This change removes the provision allowing an employee with a break in service of less than 5 years to be credited with their previously unused accrued sick leave. If sick leave is to be paid on separation, this provision is essentially moot. Additionally, the State does not allow a reinstatement of sick leave and the proposed language would mirror the state language.

3) Employee Handbook (pp. 14 -17).

- a. **Lump sum v. terminal leave.** Clarifies that if an employee does not elect lump sum or terminal leave (vacation and/or sick leave), then the default will be a lump sum payment. [Oftentimes, employees who are terminated leave without filling out any paperwork.]

5. Will employees be allowed to add the vacation and sick leave hours together and use them as terminal leave? That could be a maximum of 832 hours of terminal leave? This should be clearly stated. The attached modified draft takes this recommendation into consideration, and changes the language to include the statement.

- b. **Rehired within 31 days.** The State has the following rule (by statute): "Any employee who has been paid for accumulated vacation upon separation and who is rehired into a benefited position within thirty-one (31) calendar days after separation, shall fully reimburse all payments for accumulated vacation within thirty-one (31) days after being rehired with all rights. Any person who fails to reimburse the University as herein required shall be terminated." We propose following the state rule.

6. Regarding the required repayment of unused vacation/sick leave - Suggested language to include "UNLESS returning within 31 days is in the best interest of the University." There could be times when the employee is needed for help with a big project, or teach a course, that would be of benefit to UW. This only applies in the case of a separated employee being re-hired into a full-time, benefitted position. Separated employees could be hired for the cases stated, into non-benefitted positions without triggering the repayment provision. Additionally, waiting beyond the 31 days for any type of re-hiring of an employee would avoid the problem, altogether.

7. Handbook (policy) should be clearly stated that if employees are required to reimburse UW for payment of vacation/sick hours, those hours should be restored in the vacation and sick leave banks of the employee. They should not simply disappear as the employee earned those hours. If not, where does the money go that is paid back to UW??? Again, please see the attached handbook revised draft for clarification.

Upon repayment, the leave hours will be restored. The language in the attached revision should clarify that. The monies used to repay the university for the leave payout will be deposited in university accounts.

8. If any employee is rehired within 31 days and UW is reimbursed for the unused leave/sick hours, (assuming the hours are restored to an employee's leave bank) how will the repayment affect the report of employee wages for tax reporting purposes? Will the payout be "credited" back against the gross pay for an employee for their W-2? It seems that if this is not corrected, there is potential that an employee will pay taxes on the lump sum payout and then again when taking vacation/sick leave when an employee receives their monthly paycheck. It could be a double tax liability to employees.

Repayment of leave payouts will be reflected in employee earnings as having no net increase or decrease. Timing of leave payouts and repayment could, however, affect tax liabilities in a given year. Professional tax advice should be probably be sought in cases where there is doubt about the implications of such employment decisions.

- c. **Reinstatement of accrued sick leave.** Same as above. This change removes the provision allowing an employee with a break in service of less than 5 years to be credited with their previously unused accrued sick leave.
- d. **Sick leave payout on separation of service (instead of retirement).** Same as above. This change would allow sick leave payout on any "separation," not just retirement, which mirrors the state rule.

9. Page 16, paragraph 5, of the attached draft Employee Handbook notes that "An employee appointed to or from the State of Wyoming shall not be allowed to transfer used accrued sick leave and shall be paid out in accordance with the State Compensation policies or applicable UW Regulation or Policy." I believe this should read "un-used"? Agreed, with the correction appearing in the attached draft update.

10. How will the payment of unused vacation/sick leave affect retrenched employees?

Retrenched employees will be granted the same leave payout options as any other separating employee. In the attached draft update, provision has been made for retrenched employees, re-hired within 12 months of their initial separation, to exercise an option to repay the university the amount paid to the employee for their accumulated leave in order to replenish the employee's leave balances to the pre-separation levels.

11. Page 33, J. Retrenchment

(from page 36) "Upon separation, a retrenched staff employee may take accrued annual leave as terminal leave or receive a lump sum payment, or choose a combination of the two." This section should be revised to also include the payout of sick leave. As per the draft handbook (page 16, last paragraph), an employee would be paid for both annual and sick leave under any other circumstance of separation from UW. Retrenchment should be no different. Agreed, and reflected in the attached draft update.

From: Mark Richard Gunnerson

Sent: Tuesday, February 14, 2017 10:41 AM

To: Tara R. Evans <tevans15@uwyo.edu>

Cc: William H. Mai <william.mai@uwyo.edu>; Laurie Nichols <Laurie.Nichols@uwyo.edu>

Subject: Staff Senates input to Uni Reg. Changes

Hello Tera here are Staff Senates input for the coming Uni. Reg. changes Thanks for your consideration. Mark R Gunnerson

AGENDA ITEM TITLE: Voluntary Separation Incentive Program, Miller/Benham-Deal/Jewell

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

On Nov. 18, 2016 the UW Board of Trustee approved a faculty separation incentive plan (VSIP) that offers one-time separation for qualified academic personnel with a goal of \$4 million in savings with \$2 million reduced from the FY18 budget. Eligible applicants included academic personnel whose positions are provided for in the University's agency 067 budget and who currently hold tenure track faculty positions, clinical faculty positions or extended term positions, and have been employed by the University of Wyoming for at least 20 years as of Aug. 31, 2017 (Aug. 22, 2017 for academic year employees). Years of employment do not have to be consecutive.

Employees were notified of their eligibility and had from December 1, 2016 through February 1, 2017 to apply. Using a standardized methodology, deans and supervisors reviewed applications from their units and provided the Provost with recommendations for admission. Applicants will be notified on March 27, 2017.

The VSIP was highly successful and exceeded the goal of \$4 million in savings. After \$2,000,000 is reduced from the FY18 budget, a total net impact on budget savings of up to \$4,450,60 is possible. Board action to modify the cap on expenditures is needed to allow for maximal participation and savings. (See attachment inserted below for 5-year comparison of budget savings with and without cap.)

A proposal for a no-cap VSIP will be presented (see second attachment inserted below). Impact on positions and academic programs, and a plan for meeting short and long term instructional needs will be discussed. A plan for repayment of funds used from the UW Operating Reserve for FY17 one-time expenditures will be presented.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

On Nov. 18, 2016 the UW Board of Trustee approved a faculty separation incentive plan (VSIP). The proposed plan was amended to allow for a cap on the one-time incentive payment (not to exceed \$150,000) and on the expenditure (not to exceed \$5 million).

WHY THIS ITEM IS BEFORE THE BOARD:

Board approval needed to modify conditions of the Voluntary Separation Incentive Program.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval to remove cap on expenditure for the voluntary separation program.

PROPOSED MOTION

Amend the conditions of the Voluntary Separation Incentive Program to eliminate the \$5 million cap on expenditure to allow for maximum participation and savings.

PRESIDENT'S RECOMMENDATION:

President recommends approval.

Proposal for No-Cap Voluntary Separation Incentive Plan

Impact on Positions	N
Estimated number of positions eliminated in the \$2 million reduction	23
Estimated number of key administrative positions refilled for FY18	3
Estimated number of faculty positions refilled for FY19	19
Total Proposed Number of Participants	45

Program Analysis of Impact (Based on Deans' recommendations and justifications for admitting applicants)	Salaries
No or minimal impact on instructional capacity for AY17-18	\$2,067,412
High impact on instructional capacity for AY17-18	\$1,840,392
High impact on key administrative functions for AY17-18	\$603,108
Total Annual Salaries	\$4,510,912

Plan for Meeting AY17-18 Instructional Needs	N
Total credit hours reported by Deans that can be covered in AY17-18 by adjusting schedules for elective courses and streamlining curriculum. Other strategies may include increasing class size, filling all seats before opening new sections, and readjusting GA teaching duties.	105
Total credit hours to be covered by temporary adjustment in current faculty workload	167
Total credit hours to be covered by employing temporary lecturers	203
Total credit hours taught in AY16-17 by 45 applicants	475

Total FY 18 Budget Savings	Savings
Salaries	\$4,510,912
Benefits	\$1,939,689
Total Salaries & Benefits	\$6,450,601
Permanent Budget Reduction	-\$2,000,000
Total Net Impact on Budget Savings	\$4,450,601

Reallocation Plan for VSIP Savings in FY18	Amount
Estimated Cost for Temporary Instruction (\$356,000) & Key Administrative Positions for (\$603,108) AY17-18	\$959,108
Estimated cost for conducting national searches to replace key strategic faculty positions for AY18-19	\$250,000
Estimated amount to be used by Academic Affairs and the President to support strategic initiatives in FY18 (e.g., funding for priority programs that are at risk due to reduction in Wyoming Excellence Fund; partnerships for growing distance education revenue, etc.)	\$1,000,000
Operating Reserve Repayment	\$2,241,493
Total	\$4,450,601

No-Cap VSIP (FY17 One-Time Reserve)	Amount
UW Operating Reserve	\$5,000,000
Additional Reserve from Outreach School Reserves	\$2,308,547
Total Salaries and Benefits for 45 FTE	\$7,308,547

Replacement Plan for UW Operating Reserve	Amount
Starting Balance	\$5,000,000
FY18 payment from remainder of FY18 savings (\$4,450,601) after one-time costs (\$2,209,108) deducted	-\$2,241,493
Subtotal	\$2,758,507

Portion of annual repayment is from salary differential (\$450,000) resulting from replacing key strategic positions (N=19) held by VSIP participants (Associate Professor and Professor rank) with Assistant Professors (estimate based on OSU salary comparators)

FY19	-\$700,000
FY20	-\$700,000
FY21	-\$700,000
FY22	-\$658,507
Balance	\$0

No-Cap VSIP Plan		Budget Savings					
	Total Cost						
45 FTES	FY17 ONE-TIME RESERVE	FY18	FY19	FY20	FY21	FY22	5 Year Budget Savings
Salaries	\$ 5,216,110	\$ 4,510,912	\$ 4,510,912	\$ 4,510,912	\$ 4,510,912	\$ 4,510,912	\$ 22,554,560
Benefits	\$ 2,092,437	\$ 1,939,689	\$ 1,939,689	\$ 1,939,689	\$ 1,939,689	\$ 1,939,689	\$ 9,698,445
Total Salaries & Benefits	\$ 7,308,547	\$ 6,450,601	\$ 6,450,601	\$ 6,450,601	\$ 6,450,601	\$ 6,450,601	\$ 32,253,005
Permanent Budget Reduction		(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$10,000,000)
Total Net Impact on Budget Savings		\$ 4,450,601	\$ 4,450,601	\$ 4,450,601	\$ 4,450,601	\$ 4,450,601	\$ 22,253,005
\$5MM Cap VSIP Plan		Budget Savings					
	Total Cost						
31 FTES	FY17 ONE-TIME RESERVE	FY18	FY19	FY20	FY21	FY22	5 Year Budget Savings
Salaries	\$ 3,691,207	\$ 3,219,591	\$ 3,219,591	\$ 3,219,591	\$ 3,219,591	\$ 3,219,591	\$ 16,097,955
Benefits	\$ 1,303,052	\$ 1,384,423	\$ 1,384,423	\$ 1,384,423	\$ 1,384,423	\$ 1,384,423	\$ 6,922,115
Total Salaries & Benefits	\$ 4,994,259	\$ 4,604,014	\$ 4,604,014	\$ 4,604,014	\$ 4,604,014	\$ 4,604,014	\$ 23,020,070
Permanent Budget Reduction		(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$10,000,000)
Total Net Impact on Budget Savings		\$ 2,604,014	\$ 2,604,014	\$ 2,604,014	\$ 2,604,014	\$ 2,604,014	\$ 13,020,070
No-Cap vs. \$5MM Cap		Budget Savings					
	Total Cost						
14 FTES Fewer with the \$5MM Cap VSIP Plan	FY17 ONE-TIME RESERVE	FY18	FY19	FY20	FY21	FY22	5 Year Budget Savings
Budget Differential ¹	\$ 2,314,288	\$ (1,846,587)	\$ (1,846,587)	\$ (1,846,587)	\$ (1,846,587)	\$ (1,846,587)	\$ (9,232,935)

Notes:

1. While the No-Cap VSIP Plan is estimated to cost approximately \$2.3M more than the \$5MM Cap VSIP Plan, it is projected that the No-Cap VSIP Plan would result in more than \$9.2MM additional budget savings over 5 years compared to the projected budget savings for the \$5MM Cap VSIP Plan.



No-Cap VSIP Proposal and Budget Impact

March 11th, 2017



Projected Budget Savings from the VSIP

- Table 1 below shows that if all 45 applicants for the Voluntary Separation Incentive Plan (No-Cap VSIP) were accepted, the total cost of the plan would be approximately \$7.3M and would result in an annual budget savings of approximately \$6.45M. After the \$2M permanent budget reduction is applied, the annual net budget savings would be approximately \$4.45M.
- If a \$5M cap is applied to the VSIP, 14 fewer positions would be included and the annual net budget savings would be only \$2.6M; which is \$1.8M less than the No-Cap Plan.

Table 1

No-Cap VSIP Plan		Budget Savings					
	FY17 ONE-TIME RESERVE	FY18	FY19	FY20	FY21	FY22	5 Year Budget Savings
45 FTEs							
Salaries	\$ 5,216,110	\$ 4,510,912	\$ 4,510,912	\$ 4,510,912	\$ 4,510,912	\$ 4,510,912	\$ 22,554,560
Benefits	\$ 2,092,437	\$ 1,939,689	\$ 1,939,689	\$ 1,939,689	\$ 1,939,689	\$ 1,939,689	\$ 9,698,445
Total Salaries & Benefits	\$ 7,308,547	\$ 6,450,601	\$ 6,450,601	\$ 6,450,601	\$ 6,450,601	\$ 6,450,601	\$ 32,253,005
Permanent Budget Reduction		(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$10,000,000)
Total Net Impact on Budget Savings		\$ 4,450,601	\$ 4,450,601	\$ 4,450,601	\$ 4,450,601	\$ 4,450,601	\$ 22,253,005
\$5M Cap VSIP Plan		Budget Savings					
	FY17 ONE-TIME RESERVE	FY18	FY19	FY20	FY21	FY22	5 Year Budget Savings
31 FTEs							
Salaries	\$ 3,691,207	\$ 3,219,591	\$ 3,219,591	\$ 3,219,591	\$ 3,219,591	\$ 3,219,591	\$ 16,097,955
Benefits	\$ 1,303,052	\$ 1,384,423	\$ 1,384,423	\$ 1,384,423	\$ 1,384,423	\$ 1,384,423	\$ 6,922,115
Total Salaries & Benefits	\$ 4,994,259	\$ 4,604,014	\$ 4,604,014	\$ 4,604,014	\$ 4,604,014	\$ 4,604,014	\$ 23,020,070
Permanent Budget Reduction		(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$2,000,000)	(\$10,000,000)
Total Net Impact on Budget Savings		\$ 2,604,014	\$ 2,604,014	\$ 2,604,014	\$ 2,604,014	\$ 2,604,014	\$ 13,020,070
No-Cap vs. \$5M Cap		Budget Savings					
	FY17 ONE-TIME RESERVE	FY18	FY19	FY20	FY21	FY22	5 Year Budget Savings
14 FTEs Fewer with the \$5M Cap VSIP Plan							
Budget Differential ¹	\$ 2,314,288	\$ (1,846,587)	\$ (1,846,587)	\$ (1,846,587)	\$ (1,846,587)	\$ (1,846,587)	\$ (9,232,935)

Notes:

1. While the No-Cap VSIP Plan is estimated to cost approximately \$2.3M more than the \$5M Cap VSIP Plan, it is projected that the No-Cap VSIP Plan would result in more than \$9.2M additional budget savings over 5 years compared to the projected budget savings for the \$5M Cap VSIP Plan.



Proposed Funding for the No-Cap VSIP

- As noted in Table 1, the total cost of the No-Cap VSIP is estimated to be approximately \$7.3M.
- Table 2 below outlines UW's Executive Team's proposed plan for funding the No-Cap VSIP
 - The proposed plan would set-up a specific reserve for the No-Cap VSIP that would be fully funded in FY17.
 - 68% of the required funding (\$5M) would come from the University's Operating Reserve as previously approved by the Board of Trustees in November, 2016. This \$5M would be repaid over 5-years, FY18 – FY22 (a detailed repayment plan is outlined in Table 7).
 - 35% of the required funding (\$2.3M) would come from the one-time use of existing Outreach School Reserves; which would not require repayment.

Table 2

No-Cap VSIP (FY17 One-Time Reserve)	Amount
UW Operating Reserve	\$5,000,000
Additional Reserve from Outreach School Reserves	\$2,308,547
Total Salaries and Benefits for 45 FTE	\$7,308,547



VSIP Position Impact Analysis

- Table 3 shows that of the 45 positions, 51% (23 positions) would be eliminated to meet the \$2M permanent budget reduction, 7% (3 positions) are key administrative positions that would be filled in FY18, and 42% (19 positions) are key faculty positions that would be searched for in the 2017-18 Academic Year (FY18) with the goal of filling the positions permanently at the beginning of the 2018-19 Academic Year (FY19).

Table 3

Impact on Positions	N
Estimated number of positions eliminated in the \$2 million reduction	23
Estimated number of key administrative positions refilled for FY18	3
Estimated number of faculty positions refilled for FY19	19
Total Proposed Number of Participants	45

- Table 4 outlines a salary analysis based on the Deans' recommendations and justifications for admitting the 45 applicants to the VSIP and shows that nearly 46% (\$2.067M) of the estimated annual salary savings represents positions that would have no or minimal impact on instructional capacity for the 2017-18 Academic Year, and thus would be part of the \$2M permanent budget reduction.
- Approximately 41% of the total salary savings (\$1.84M) represents positions that would have a high impact on instructional capacity for the 2017-18 Academic Year and the plan to address these instructional needs is on the following slide.
- 13% of the salary savings (\$0.6M) is attributable to key administrative positions that would need to be filled for the 2017-18 Academic Year.
- The expected impact on research of 45 FTE is believed to be minimal to our research portfolio.

Table 4

Program Analysis of Impact (Based on Deans' recommendations and justifications for admitting applicants)	Salaries
No or minimal impact on instructional capacity for AY17-18	\$2,067,412
High impact on instructional capacity for AY17-18	\$1,840,392
High impact on key administrative functions for AY17-18	\$603,108
Total Annual Salaries	\$4,510,912



Plan for Meeting 2017-18 Academic Year Instructional Needs

- Based upon Fall 2016 enrollments, should the 45 No-Cap VSIP applicants be accepted, UW's student-to-faculty ratio would only slightly increase by one from 14:1 to 15:1 and would still be below the average of our peers.
- Table 5 outlines UW's plan for meeting the instructional needs for the 2017-18 Academic Year should all 45 VSIP applicants be accepted.
- It's important to note that the plan outlined below was developed in consultation with the Deans' recommendations and would not hinder any student's ability to complete his/her degree (undergraduate, graduate, or professional) during the 2017-18 Academic Year.
- As noted in Table 4, during the 2016-17 Academic Year, the 45 VSIP applicants taught a combined course load of 475 credit hours and the proposed plan to address these instructional needs in the 2017-18 Academic Year is as follows:
 - 22% (105 credit hours) would be covered by adjusting schedules for elective courses, streamlining curriculums, increasing class size slightly, filling all seats before new sections of classes are opened, and readjusting GA teaching duties.
 - 35% (167 credit hours) would be covered by temporarily reallocating the workload to current/remaining faculty members.
 - 43% (203 credit hours) would be covered by employing temporary lecturers and adjuncts which the Deans and Provost's Office are confident can be done within the existing pool of human capital available in the Wyoming, Northern Colorado and Metropolitan Denver geographic region. The estimated cost of this one-time, temporary labor is \$356,000 for FY18.

Table 5

Plan for Meeting AY17-18 Instructional Needs		N
Total credit hours reported by Deans that can be covered in AY17-18 by adjusting schedules for elective courses and streamlining curriculum. Other strategies may include increasing class size, filling all seats before opening new sections, and readjusting GA teaching duties.		105
Total credit hours to be covered by temporary adjustment in current faculty workload		167
Total credit hours to be covered by employing temporary lecturers		203
Total credit hours taught in AY16-17 by 45 applicants		475



Reallocation Plan for VSIP Savings in FY18

- Table 6 below outlines how the net budget savings of \$4.45M from the No-Cap VSIP Plan would be reallocated in FY18 (2017-18 Academic Year):
 - 22% of the net budget savings (\$959,108) would be used to cover the costs of the temporary instructional needs (\$356,000) as noted in Table 5 and the salaries for the 3 key administrative positions (\$603,108) that will be refilled in FY18 as noted in Table 4.
 - 6% of the net budget savings (\$250,000) would be used to fund national searches to replace the approximately 19 key strategic faculty positions for the 2018-19 Academic Year (FY19) as noted in Table 3.
 - 22% of the net budget savings (\$1,000,000) would be allocated to a strategic investment pool to support key initiatives found in the University's strategic plan and programs focused on revenue growth and diversification.
 - 50% of the net budget savings (\$2,241,493) would be allocated to repaying the University's Operating Reserve for the \$5M of funding that will be used to pay for the overall cost of the VSIP as noted in Table 2.

Table 6

Reallocation Plan for VSIP Savings in FY18	Amount
Estimated Cost for Temporary Instruction (\$356,000) & Key Administrative Positions for (\$603,108) AY17-18	\$959,108
Estimated cost for conducting national searches to replace key strategic faculty positions for AY18-19	\$250,000
Estimated amount to be used by Academic Affairs and the President to support strategic initiatives in FY18 (e.g., funding for priority programs that are at risk due to reduction in Wyoming Excellence Fund; partnerships for growing distance education revenue, etc.)	\$1,000,000
Operating Reserve Repayment	\$2,241,493
Total	\$4,450,601



Repayment Plan for \$5M of Funding from Operating Reserve

- As outlined in Table 7 below, the proposed repayment plan would restore the \$5M of funding for the No-Cap VSIP to the UW Operating Reserve over a 5-year period ending in FY22.
- As noted in Table 6, UW would use half of the projected net budget savings from the No-Cap VSIP in FY18 to make a balloon payment of approximately \$2.2M.
- The remaining balance after the FY18 balloon payment would be paid in nearly equal installments of approximately \$700,000 each year over the next 4 Fiscal Years (FY19 – FY22).

Table 7

Repayment Plan for UW Operating Reserve	Amount
Starting Balance	\$5,000,000
FY18 payment from remainder of FY18 savings (\$4,450,601) after one-time costs (\$2,209,108) deducted	-\$2,241,493
<i>Subtotal</i>	<i>\$2,758,507</i>
Portion of annual repayment is from salary differential (\$450,000) resulting from replacing key strategic positions (N=19) held by VSIP participants (Associate Professor and Professor rank) with Assistant Professors (estimate based on OSU salary comparators)	
	FY19 -\$700,000
	FY20 -\$700,000
	FY21 -\$700,000
	FY22 -\$658,507
Balance	\$0



Proposed Budget Reduction & Reallocation Plan

- Table 8 outlines the proposed budget reduction and reallocation plan which incorporates the anticipated higher net budget savings from the No-Cap VSIP (row #1), the planned use of the VSIP savings in FY18-FY22 (rows #6-8), as well as the proposed Operating Reserve repayment plan (row #16).
- The Proposed Plan also includes the other recurring FY18 budget reductions as outlined in the President's *A Plan for Budget Reduction at the University of Wyoming for the FY17-18 Biennium* (rows #2-4).
- In addition to the VSIP reallocations, the Proposed Plan includes reallocations for the WyoCloud/Oracle Software, Utilities Deficit, Academic Affairs Structural Shortfall, the FY18 Block Grant Cut passed in this year's legislative session, and the restoration of some Penny Plan cuts that resulted in detrimental outcomes to certain operations and programs (rows #9-13).

Table 8

Reductions							
1 Faculty Voluntary Separation Incentive Plan (VSIP) Net of \$2M Budget Reduction	2,000,000	4,510,912	4,510,912	4,510,912	4,510,912	4,510,912	22,554,560
2 Elimination of 15 Vacancies held by President	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
3 Total Vice President's/Division Cuts	5,915,500	5,915,500	5,915,500	5,915,500	5,915,500	5,915,500	29,577,500
4 Huron Consulting Recommended Operational Savings	1,795,000	1,795,000	1,795,000	1,795,000	1,795,000	1,795,000	8,975,000
5 Total Reductions	10,460,500	12,971,412	12,971,412	12,971,412	12,971,412	12,971,412	64,857,060
Reallocations							
6 Faculty/Key Administrative Rehiring in High Priority/High Need Areas	2,000,000	959,108	3,500,000	3,500,000	3,500,000	3,500,000	14,959,108
7 Costs for National Searches to Replace 19 Faculty Positions for AY18-19		250,000	-	-	-	-	250,000
8 Strategic Initiatives Pool Funding		1,000,000	250,000	250,000	250,000	250,000	2,000,000
9 WyoCloud/Oracle Annual Software License	830,000	830,000	830,000	830,000	830,000	830,000	4,150,000
10 Utilities Annual Deficit	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
11 Academic Affairs Structural Shortfall	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000
12 Additional FY18 Block Grant Cut	1,000,000	500,000	500,000	500,000	500,000	500,000	2,500,000
13 Restoration of Penny Plan Cuts	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
14 Total Reallocations	7,380,000	7,089,108	8,630,000	8,630,000	8,630,000	8,630,000	41,609,108
15 Net Budget Savings (Total Reductions less Total Reallocations)	3,080,500	5,882,304	4,341,412	4,341,412	4,341,412	4,341,412	23,247,952
16 Less Repayment to Operating Reserve for VSIP	-	(2,241,493)	(700,000)	(700,000)	(700,000)	(658,507)	(5,000,000)
17 Additional Revenue from Proposed 4% Tuition Increase	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
18 Funding Available for Potential FY18 Salary Increase and FY19-22 Strategic Priorities	5,080,500	5,640,811	5,641,412	5,641,412	5,641,412	5,682,905	28,247,952

AGENDA ITEM TITLE: Budget Reduction Plan Update FY18, Nichols

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:

Information on the FY18 budget reduction plan with detailed information on internal allocation of the budget reduction can be found below.

Budget Reduction and Reallocation Plan (March 2017)							
	FY18 Budget (Oct. '16)	FY18 Budget (Mar. '17)	FY19 Budget	FY20 Budget	FY21 Budget	FY22 Budget	5-Year Total (FY18-FY22)
Reductions							
1 Faculty Voluntary Separation Incentive Plan (VSIP) Net of \$2M Budget Reduction	2,000,000	4,510,912	4,510,912	4,510,912	4,510,912	4,510,912	22,554,560
2 Elimination of 15 Vacancies held by President	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
3 Total Vice President's/Division Cuts	5,915,500	5,915,500	5,915,500	5,915,500	5,915,500	5,915,500	29,577,500
4 Huron Consulting Recommended Operational Savings	1,795,000	1,795,000	1,795,000	1,795,000	1,795,000	1,795,000	8,975,000
5 Total Reductions.....	10,460,500	12,971,412	12,971,412	12,971,412	12,971,412	12,971,412	64,857,060
Reallocations							
6 Faculty/Key Administrative Rehiring in High Priority/High Need Areas	2,000,000	959,108	3,500,000	3,500,000	3,500,000	3,500,000	14,959,108
7 Costs for National Searches to Replace 19 Faculty Positions for AY18-19		250,000	-	-	-	-	250,000
8 Strategic Initiatives Pool Funding		1,000,000	250,000	250,000	250,000	250,000	2,000,000
9 WyoCloud/Oracle Annual Software License	830,000	830,000	830,000	830,000	830,000	830,000	4,150,000
10 Utilities Annual Deficit	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
11 Academic Affairs Structural Shortfall	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	6,250,000
12 Additional FY18 Block Grant Cut	1,000,000	500,000	500,000	500,000	500,000	500,000	2,500,000
13 Restoration of Penny Plan Cuts	300,000	300,000	300,000	300,000	300,000	300,000	1,500,000
14 Total Reallocations.....	7,380,000	7,089,108	8,630,000	8,630,000	8,630,000	8,630,000	41,609,108
15 Net Budget Savings (Total Reductions less Total Reallocations).....	3,080,500	5,882,304	4,341,412	4,341,412	4,341,412	4,341,412	23,247,952
16 Less Repayment to Operating Reserve for VSIP	-	(2,241,493)	(700,000)	(700,000)	(700,000)	(658,507)	(5,000,000)
17 Additional Revenue from Proposed 4% Tuition Increase		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
18 Funding Available for Potential Salary Increase Pool and/or Strategic Priorities	3,080,500	5,640,811	5,641,412	5,641,412	5,641,412	5,682,905	28,247,952

AGENDA ITEM TITLE: Spring 2017 Enrollment Update, Axelson

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:

Spring semester classes started on January 23, 2017. Official counts for the 2017 spring semester were taken on Monday, February 13, 2017 (after the 15th class day of the semester which was on Friday, February 10, 2017). See the following analysis and tables that will be shared at the March Board meeting.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING: N/A

PROPOSED MOTION: N/A

PRESIDENT'S RECOMMENDATION: N/A

15th Day Enrollment Summary-Spring 2017

Each semester, the UW Office of Institutional Analysis releases an enrollment report based on the 15th class day. Points of note for the spring 2017 report include:

- Total headcount of 11,795 students
 - Decline of 188 students, or -1.6%
- Total Full-Time Equivalent (FTE) of 9,907.7
 - Decline of 150.7 FTE, or -1.5%
- Increase in racial and ethnic minority enrollment, up from 12.1% to 12.6%
- Increase in incoming class (both undergrad and graduate), up from 839 to 876, which is +37 students or 4%
- Continued increase in freshman 1st semester GPA to 2.86 (rolling 5 year average of 2.74)
- Decrease in freshman probation, down to 15.7% (rolling 5 year average of 19.8%)
- Increase in 2nd semester retention, up to 92.4% (rolling 5 year average of 91.3%)
- Above the rolling average for 4, 5, and 6 year graduation rates-

	4-year graduation	5-year graduation	6-year graduation
Spring 2017	26.7	50.2	55.0
Rolling 5-year ave.	25.8	48.6	54.4

- Increase of degrees awarded, up from 602 to 625, which is +23 or 3.8%

Reports are published at: <http://www.uwyo.edu/oia/student/bos/index.html>

Questions?

Sue Koller, UW Institutional Analysis, 307-766-2896

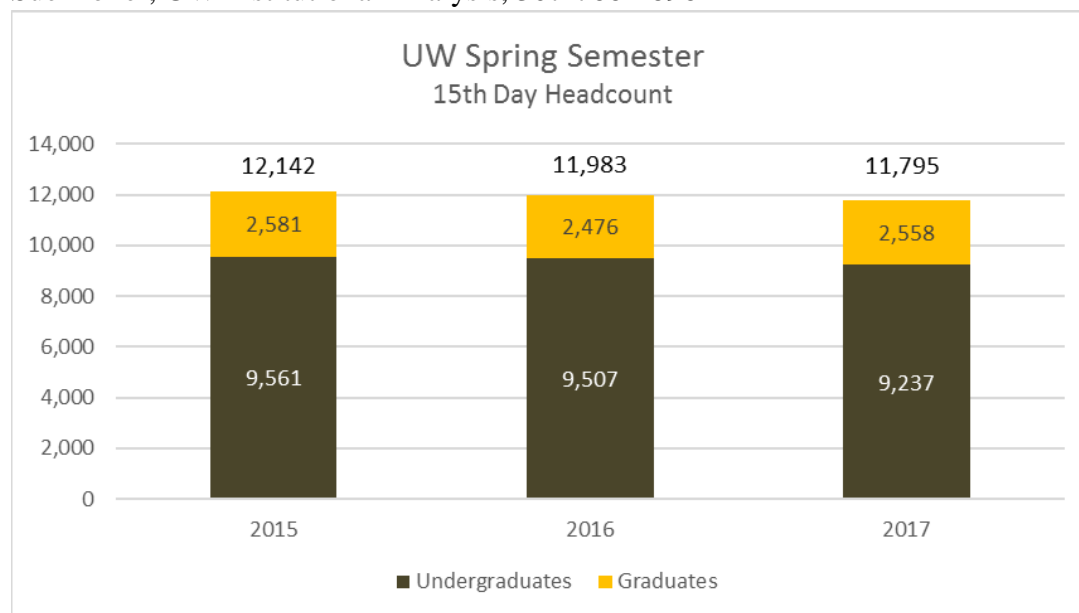


Table 1. UW Enrollment Comparisons: Federal Totals, Spring 2015 - 2017 - Day 15

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total Students*	12,142		11,983		11,795		-188	-1.6	-347	-2.9
Full-time Equivalent (FTE)	10,106.7		10,058.3		9,907.7		-150.7	-1.5	-199.0	-2.0
Full/Part-time Status										
Full-time	9,089	74.9	9,096	75.9	8,964	76.0	-132	-1.5	-125	-1.4
Part-time	3,053	25.1	2,887	24.1	2,831	24.0	-56	-1.9	-222	-7.3
Classification based on credit hours										
Freshmen	1,427	11.8	1,502	12.5	1,374	11.6	-128	-8.5	-53	-3.7
Sophomores	1,620	13.3	1,588	13.3	1,627	13.8	39	2.5	7	0.4
Juniors	1,983	16.3	1,961	16.4	2,007	17.0	46	2.3	24	1.2
Seniors	3,891	32.0	3,886	32.4	3,714	31.5	-172	-4.4	-177	-4.5
Second Bachelors	412	3.4	358	3.0	342	2.9	-16	-4.5	-70	-17.0
Non-degree undergrads	228	1.9	212	1.8	173	1.5	-39	-18.4	-55	-24.1
[Undergraduates Subtotal]	9,561	78.7	9,507	79.3	9,237	78.3	-270	-2.8	-324	-3.4
Graduate/Professional	2,410	19.8	2,332	19.5	2,414	20.5	82	3.5	4	0.2
Non-degree graduates	171	1.4	144	1.2	144	1.2	0	0.0	-27	-15.8
[Graduate Subtotal]	2,581	21.3	2,476	20.7	2,558	21.7	82	3.3	-23	-0.9
Gender										
Males	5,822	47.9	5,808	48.5	5,760	48.8	-48	-0.8	-62	-1.1
Females	6,320	52.1	6,175	51.5	6,035	51.2	-140	-2.3	-285	-4.5
Race & Ethnicity										
White	8,947	73.7	8,698	72.6	8,394	71.2	-304	-3.5	-553	-6.2
Hispanics of any race	685	5.6	751	6.3	753	6.4	2	0.3	68	9.9
Asian	160	1.3	149	1.2	137	1.2	-12	-8.1	-23	-14.4
American Indian or Alaskan Native	62	0.5	64	0.5	71	0.6	7	10.9	9	14.5
Black or African American	109	0.9	110	0.9	123	1.0	13	11.8	14	12.8
Native Hawaiian or Pacific Islander	27	0.2	23	0.2	23	0.2	0	0.0	-4	-14.8
Two or more races	303	2.5	352	2.9	379	3.2	27	7.7	76	25.1
[Minority Subtotal]	1,346	11.1	1,449	12.1	1,486	12.6	37	2.6	140	10.4
International	834	6.9	806	6.7	758	6.4	-48	-6.0	-76	-9.1
Race & Ethnicity Unknown	1,015	8.4	1,030	8.6	1,157	9.8	127	12.3	142	14.0
Residency										
Resident	8,476	69.8	8,258	68.9	8,226	69.7	-32	-0.4	-250	-2.9
Non-Resident	3,666	30.2	3,725	31.1	3,569	30.3	-156	-4.2	-97	-2.6

Table 1. UW Enrollment Comparisons, Spring 2015 - 2017 - Day 15, continued

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
College										
Agriculture & Natural Resources	960	7.9	931	7.8	961	8.1	30	3.2	1	0.1
Arts & Sciences	3,652	30.1	3,557	29.7	3,434	29.1	-123	-3.5	-218	-6.0
<i>A&S Natural Science</i>	27.5	0.2	26.5	0.2	28.0	0.2	1.5	5.7	0.5	1.8
Business	1,126	9.3	1,190	9.9	1,234	10.5	44	3.7	108	9.6
Education	1,276	10.5	1,212	10.1	1,229	10.4	17	1.4	-47	-3.7
<i>Education Natural Science</i>	27.5	0.2	26.5	0.2	28.0	0.2	1.5	5.7	0.5	1.8
Engineering & Applied Science	1,811	14.9	1,926	16.1	1,839	15.6	-87	-4.5	28	1.5
Health Sciences	1,790	14.7	1,683	14.0	1,656	14.0	-27	-1.6	-134	-7.5
Law	213	1.8	222	1.9	221	1.9	-1	-0.5	8	3.8
Interdisciplinary Programs/Haub School	198	1.6	191	1.6	202	1.7	11	5.8	4	2.0
Undeclared	1,061	8.7	1,018	8.5	963	8.2	-55	-5.4	-98	-9.2
Instructional Location										
Laramie Campus	9,712	80.0	9,681	80.8	9,515	80.7	-166	-1.7	-197	-2.0
Outreach School	2,430	20.0	2,302	19.2	2,280	19.3	-22	-1.0	-150	-6.2
UWC	201	1.7	182	1.5	190	1.6	8	4.4	-11	-5.5
Outreach Credit Programs	2,229	18.4	2,120	17.7	2,090	17.7	-30	-1.4	-139	-6.2
Attempted Hours by Student Level	145,063		144,154		141,684		-2,470	-1.7	-3,379	-2.3
Undergraduate	124,059	85.5	123,511	85.7	120,420	85.0	-3,091	-2.5	-3,639	-2.9
Graduate/Professional	21,005	14.5	20,643	14.3	21,264	15.0	622	3.0	260	1.2
Attempted Hours by Instructional Location	145,063		144,154		141,684		-2,470	-1.7	-3,379	-2.3
Laramie Campus	117,631	81.1	116,145	80.6	113,445	80.1	-2,700	-2.3	-4,187	-3.6
Outreach School	27,432	18.9	28,009	19.4	28,240	19.9	231	0.8	808	2.9

* Professional development students are excluded from the totals of this report.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

March 6, 2017

Table 1 - Supplemental. UW Enrollment Comparisons: Professional Development, Spring 2015 - 2017 - Day 15

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total Students	485		358		382		24	6.7	-103	-21.2
Full/Part-time Status										
Full-time	0	0.0	0	0.0	7	1.8	7	--	7	--
Part-time	485	100.0	358	100.0	375	98.2	17	4.7	-110	-22.7
Classification based on credit hours										
Freshmen	0	0.0	0	0.0	0	0.0	0	--	0	--
Sophomores	0	0.0	0	0.0	0	0.0	0	--	0	--
Juniors	0	0.0	0	0.0	0	0.0	0	--	0	--
Seniors	1	0.2	0	0.0	0	0.0	0	--	-1	-100.0
Second Bachelors	2	0.4	0	0.0	1	0.3	1	--	-1	-50.0
Non-degree undergrads	3	0.6	4	1.1	9	2.4	5	125.0	6	200.0
[Undergraduates Subtotal]	6	1.2	4	1.1	10	2.6	6	150.0	4	66.7
Graduate/Professional	4	0.8	5	1.4	2	0.5	-3	-60.0	-2	-50.0
Non-degree graduates	475	97.9	349	97.5	370	96.9	21	6.0	-105	-22.1
[Graduate Subtotal]	479	98.8	354	98.9	372	97.4	18	5.1	-107	-22.3
Gender										
Males	90	18.6	67	18.7	55	14.4	-12	-17.9	-35	-38.9
Females	395	81.4	291	81.3	327	85.6	36	12.4	-68	-17.2
Race & Ethnicity										
White	414	85.4	311	86.9	323	84.6	12	3.9	-91	-22.0
Hispanics of any race	16	3.3	14	3.9	10	2.6	-4	-28.6	-6	-37.5
Asian	1	0.2	3	0.8	1	0.3	-2	-66.7	0	0.0
American Indian or Alaskan Native	1	0.2	1	0.3	3	0.8	2	200.0	2	200.0
Black or African American	0	0.0	2	0.6	0	0.0	-2	-100.0	0	--
Native Hawaiian or Pacific Islander	1	0.2	1	0.3	1	0.3	0	0.0	0	0.0
Two or more races	4	0.8	2	0.6	6	1.6	4	200.0	2	50.0
[Minority Subtotal]	23	4.7	23	6.4	21	5.5	-2	-8.7	-2	-8.7
International	0	0.0	3	0.8	9	2.4	6	200.0	9	--
Race & Ethnicity Unknown	48	9.9	21	5.9	29	7.6	8	38.1	-19	-39.6
Attempted Hours										
Overall	830	171.1	642	179.3	741	194.0	99	15.4	-89	-10.7

Based on the 15th day of the semester.
Source: Office of Institutional Analysis

March 6, 2017

Table 2. UW Outreach Enrollment Comparisons, Spring 2015 - 2017 - Day 15

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total Students*	2,430		2,302		2,280		-22	-1.0	-150	-6.2
Full/Part-time Status										
Full-time	618	25.4	671	29.1	627	27.5	-44	-6.6	9	1.5
Part-time	1,812	74.6	1,631	70.9	1,653	72.5	22	1.3	-159	-8.8
Classification based on credit hours										
Freshmen	39	1.6	54	2.3	34	1.5	-20	-37.0	-5	-12.8
Sophomores	41	1.7	49	2.1	42	1.8	-7	-14.3	1	2.4
Juniors	219	9.0	215	9.3	243	10.7	28	13.0	24	11.0
Seniors	1,000	41.2	959	41.7	852	37.4	-107	-11.2	-148	-14.8
Second Bachelors	185	7.6	150	6.5	137	6.0	-13	-8.7	-48	-25.9
Non-degree undergrads	122	5.0	113	4.9	97	4.3	-16	-14.2	-25	-20.5
[Undergraduates Subtotal]	1,606	66.1	1,540	66.9	1,405	61.6	-135	-8.8	-201	-12.5
Graduate/Professional	715	29.4	673	29.2	778	34.1	105	15.6	63	8.8
Non-degree graduates	109	4.5	89	3.9	97	4.3	8	9.0	-12	-11.0
[Graduate Subtotal]	824	33.9	762	33.1	875	38.4	113	14.8	51	6.2
Gender										
Males	694	28.6	728	31.6	742	32.5	14	1.9	48	6.9
Females	1,736	71.4	1,574	68.4	1,538	67.5	-36	-2.3	-198	-11.4
Race & Ethnicity										
White	1,883	77.5	1,753	76.2	1,667	73.1	-86	-4.9	-216	-11.5
Hispanics of any race	118	4.9	134	5.8	120	5.3	-14	-10.4	2	1.7
Asian	27	1.1	25	1.1	23	1.0	-2	-8.0	-4	-14.8
American Indian or Alaskan Native	17	0.7	17	0.7	18	0.8	1	5.9	1	5.9
Black or African American	14	0.6	16	0.7	23	1.0	7	43.8	9	64.3
Native Hawaiian or Pacific Islander	5	0.2	2	0.1	6	0.3	4	200.0	1	20.0
Two or more races	60	2.5	63	2.7	72	3.2	9	14.3	12	20.0
[Minority Subtotal]	241	9.9	257	11.2	262	11.5	5	1.9	21	8.7
International	16	0.7	17	0.7	10	0.4	-7	-41.2	-6	-37.5
Race & Ethnicity Unknown	290	11.9	275	11.9	341	15.0	66	24.0	51	17.6
Instructional Location										
UWC	201	8.3	182	7.9	190	8.3	8	4.4	-11	-5.5
Outreach Credit Programs	2,229	91.7	2,120	92.1	2,090	91.7	-30	-1.4	-139	-6.2
Attempted Hours by Student Level	17,234		16,843		16,469		-374	-2.2	-765	-4.4
Undergraduate	13,262	77.0	12,766	75.8	11,560	70.2	-1,206	-9.4	-1,702	-12.8
Graduate/Professional	3,972	23.0	4,077	24.2	4,909	29.8	832	20.4	937	23.6
Attempted Hours by Instructional Location	27,432		28,009		28,240		231	0.8	808	2.9
UWC	1,591	5.8	1,434	5.1	1,422	5.0	-12	-0.8	-169	-10.6
Outreach Credit Programs	25,841	94.2	26,575	94.9	26,818	95.0	243	0.9	977	3.8

* Professional development students are excluded from the totals of this report.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

March 6, 2017

Table 3. Race & Ethnicity of Students, Spring 2015 - Spring 2017 - Day 15

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Undergraduate	9,561		9,507		9,237		-270	-2.8	-324	-3.4
White	7,359	77.0	7,133	75.0	6,728	72.8	-405	-5.7	-631	-8.6
Hispanics of any race	617	6.5	674	7.1	659	7.1	-15	-2.2	42	6.8
Asian	128	1.3	124	1.3	110	1.2	-14	-11.3	-18	-14.1
American Indian or Alaskan Native	45	0.5	49	0.5	53	0.6	4	8.2	8	17.8
Black or African American	94	1.0	94	1.0	107	1.2	13	13.8	13	13.8
Native Hawaiian or Pacific Islander	23	0.2	20	0.2	21	0.2	1	5.0	-2	-8.7
Two or more races	258	2.7	298	3.1	313	3.4	15	5.0	55	21.3
[Minority Subtotal]	1,165	12.2	1,259	13.2	1,263	13.7	4	0.3	98	8.4
International	408	4.3	398	4.2	373	4.0	-25	-6.3	-35	-8.6
Race & Ethnicity Unknown	629	6.6	717	7.5	873	9.5	156	21.8	244	38.8
Graduate/Professional	2,581		2,476		2,558		82	3.3	-23	-0.9
White	1,588	61.5	1,565	63.2	1,666	65.1	101	6.5	78	4.9
Hispanics of any race	68	2.6	77	3.1	94	3.7	17	22.1	26	38.2
Asian	32	1.2	25	1.0	27	1.1	2	8.0	-5	-15.6
American Indian or Alaskan Native	17	0.7	15	0.6	18	0.7	3	20.0	1	5.9
Black or African American	15	0.6	16	0.6	16	0.6	0	0.0	1	6.7
Native Hawaiian or Pacific Islander	4	0.2	3	0.1	2	0.1	-1	-33.3	-2	-50.0
Two or more races	45	1.7	54	2.2	66	2.6	12	22.2	21	46.7
[Minority Subtotal]	181	7.0	190	7.7	223	8.7	33	17.4	42	23.2
International	426	16.5	408	16.5	385	15.1	-23	-5.6	-41	-9.6
Race & Ethnicity Unknown	386	15.0	313	12.6	284	11.1	-29	-9.3	-102	-26.4
Total (Includes Non-degree)*	12,142		11,983		11,795		-188	-1.6	-347	-2.9
White	8,947	73.7	8,698	72.6	8,394	71.2	-304	-3.5	-553	-6.2
Hispanics of any race	685	5.6	751	6.3	753	6.4	2	0.3	68	9.9
Asian	160	1.3	149	1.2	137	1.2	-12	-8.1	-23	-14.4
American Indian or Alaskan Native	62	0.5	64	0.5	71	0.6	7	10.9	9	14.5
Black or African American	109	0.9	110	0.9	123	1.0	13	11.8	14	12.8
Native Hawaiian or Pacific Islander	27	0.2	23	0.2	23	0.2	0	0.0	-4	-14.8
Two or more races	303	2.5	352	2.9	379	3.2	27	7.7	76	25.1
[Minority Subtotal]	1,346	11.1	1,449	12.1	1,486	12.6	37	2.6	140	10.4
International	834	6.9	806	6.7	758	6.4	-48	-6.0	-76	-9.1
Race & Ethnicity Unknown	1,015	8.4	1,030	8.6	1,157	9.8	127	12.3	142	14.0

* Professional development students are excluded from this report.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

February 28, 2017

Table 4. New Student Applications and Yields Report, Spring 2015 - 2017 - Day 15

	Spring 2015	Spring 2016	Spring 2017	1 Year Change		2 Year Change	
				Number	Percent	Number	Percent
Completed Applications Received	1,392	1,341	1,350	9	0.7	-42	-3.0
Degree-Seeking							
Freshmen	94	102	108	6	5.9	14	14.9
Transfer	610	624	620	-4	-0.6	10	1.6
Graduate/Professional	188	166	213	47	28.3	25	13.3
Non-degree students							
Undergraduate	226	243	184	-59	-24.3	-42	-18.6
Graduate	274	206	225	19	9.2	-49	-17.9
Applicants Admitted	1,343	1,288	1,291	3	0.2	-52	-3.9
Degree-Seeking							
Freshmen	80	92	96	4	4.3	16	20.0
Transfer	588	607	591	-16	-2.6	3	0.5
Graduate/Professional	176	143	197	54	37.8	21	11.9
Non-degree students							
Undergraduate	225	240	182	-58	-24.2	-43	-19.1
Graduate	274	206	225	19	9.2	-49	-17.9
Applicants Enrolled	916	839	876	37	4.4	-40	-4.4
Degree-Seeking							
Freshmen	36	55	59	4	7.3	23	63.9
Transfer	316	336	347	11	3.3	31	9.8
Graduate/Professional	148	124	166	42	33.9	18	12.2
Non-degree students							
Undergraduate	160	149	109	-40	-26.8	-51	-31.9
Graduate	256	175	195	20	11.4	-61	-23.8
<u>Yield Rates - Degree-Seeking Students</u>							
Applicants Admitted	94.6%	94.4%	93.9%				
Freshmen	85.1%	90.2%	88.9%				
Transfer	96.4%	97.3%	95.3%				
Graduate/Professional	93.6%	86.1%	92.5%				
Applicants Enrolled	56.1%	57.7%	60.8%				
Freshmen	38.3%	53.9%	54.6%				
Transfer	51.8%	53.8%	56.0%				
Graduate/Professional	78.7%	74.7%	77.9%				
<u>Former UW Undergraduates Re-enrolling</u>							
Applications Received	278	271	267	-4	-1.5	-11	-4.0
Applicants Eligible	272	269	261	-8	-3.0	-11	-4.0
Applicants Enrolled	184	169	171	2	1.2	-13	-7.1

NOTE: Added non-degree students category. At the time of admission, professional development students are not identified, but most will be non-degree.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

March 8, 2017

Table 5. Demographic Statistics for New Freshmen, Spring 2015 - 2017 - Day 15

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total	36		55		59		4	7.3	23	63.9
Males	20	55.6	38	69.1	46	78.0	8	21.1	26	130.0
Females	16	44.4	17	30.9	13	22.0	-4	-23.5	-3	-18.8
Race & Ethnicity										
White	17	47.2	35	63.6	24	40.7	-11	-31.4	7	41.2
Hispanics of any race	3	8.3	6	10.9	5	8.5	-1	-16.7	2	66.7
Asian	0	0.0	0	0.0	0	0.0	0	--	0	--
American Indian or Alaskan Native	0	0.0	0	0.0	1	1.7	1	--	1	--
Black or African American	0	0.0	0	0.0	0	0.0	0	--	0	--
Native Hawaiian or Pacific Islander	0	0.0	0	0.0	0	0.0	0	--	0	--
Two or more races	3	8.3	1	1.8	2	3.4	1	100.0	-1	-33.3
[Minority Subtotal]	6	16.7	7	12.7	8	13.6	1	14.3	2	33.3
International	6	16.7	6	10.9	12	20.3	6	100.0	6	100.0
Race & Ethnicity Unknown	7	19.4	7	12.7	15	25.4	8	114.3	8	114.3
Full/Part-time Status										
Full-time	33	91.7	50	90.9	54	91.5	4	8.0	21	63.6
Part-time	3	8.3	5	9.1	5	8.5	0	0.0	2	66.7
Residency										
Resident	20	55.6	39	70.9	35	59.3	-4	-10.3	15	75.0
Non-Resident	16	44.4	16	29.1	24	40.7	8	50.0	8	50.0
Geographic Home										
Albany County/Laramie	8	22.2	9	16.4	7	11.9	-2	-22.2	-1	-12.5
Natrona County/Casper	0	0.0	0	0.0	5	8.5	5	--	5	--
Laramie County/Cheyenne	3	8.3	2	3.6	4	6.8	2	100.0	1	33.3
Lincoln County/Kemmerer	2	5.6	3	5.5	4	6.8	1	33.3	2	100.0
Other Wyoming	4	11.1	22	40.0	12	20.3	-10	-45.5	8	200.0
[Wyoming Subtotal]	17	47.2	36	65.5	32	54.2	-4	-11.1	15	88.2
Colorado	4	11.1	7	12.7	7	11.9	0	0.0	3	75.0
Other WUE States	2	5.6	1	1.8	1	1.7	0	0.0	-1	-50.0
Other U.S. States	2	5.6	3	5.5	6	10.2	3	100.0	4	200.0
International	6	16.7	6	10.9	12	20.3	6	100.0	6	100.0
Unknown	5	13.9	2	3.6	1	1.7	-1	-50.0	-4	-80.0

Table 5. Demographic Statistics for New Freshmen, continued

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Percent Change		Percent Change	
High School Rank										
Top 10%	0	0.0 *	2	7.1 *	1	5.6 *	-1	-50.0	1	--
1st Quartile	2	20.0 *	6	21.4 *	4	22.2 *	-2	-33.3	2	100.0
2nd Quartile	5	50.0 *	13	46.4 *	6	33.3 *	-7	-53.8	1	20.0
3rd Quartile	2	20.0 *	7	25.0 *	7	38.9 *	0	0.0	5	250.0
4th Quartile	1	10.0 *	2	7.1 *	1	5.6 *	-1	-50.0	0	0.0
Unranked	26	--	27	--	41	--	14	51.9	15	57.7
	Number	Means	Number	Means	Number	Means	Mean Change		Mean Change	
High School GPA	31	3.08	50	3.14	56	3.22	0.08		0.14	
Admissions Test Scores										
ACT	28	21.8	48	23.1	41	23.0	-0.1		1.2	
English	27	20.7	47	22.2	41	22.6	0.4		1.9	
Mathematics	27	21.2	47	22.2	41	22.6	0.4		1.4	
SAT	5	1024	5	1098	3	1197	99		173	
Verbal	5	498	5	486	3	583	97		85	
Mathematics	5	526	5	612	3	613	1		87	

**Percent is based on only students with a high school rank.*

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

February 28, 2017

Table 6. Demographic Statistics for New Transfers, Spring 2015 - 2017 - Day 15

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total	316		336		347		11	3.3	31	9.8
Males	139	44.0	143	42.6	173	49.9	30	21.0	34	24.5
Females	177	56.0	193	57.4	174	50.1	-19	-9.8	-3	-1.7
Race & Ethnicity										
White	185	58.5	190	56.5	193	55.6	3	1.6	8	4.3
Hispanics of any race	16	5.1	30	8.9	14	4.0	-16	-53.3	-2	-12.5
Asian	2	0.6	7	2.1	8	2.3	1	14.3	6	300.0
American Indian/Alaska Native	1	0.3	2	0.6	2	0.6	0	0.0	1	100.0
Black or African American	3	0.9	4	1.2	5	1.4	1	25.0	2	66.7
Native Hawaiian or Pacific Islander	0	0.0	1	0.3	0	0.0	-1	-100.0	0	--
Two or more races	10	3.2	8	2.4	12	3.5	4	50.0	2	20.0
[Minority Subtotal]	32	10.1	52	15.5	41	11.8	-11	-21.2	9	28.1
International	23	7.3	20	6.0	22	6.3	2	10.0	-1	-4.3
Race & Ethnicity Unknown	76	24.1	74	22.0	91	26.2	17	23.0	15	19.7
Full/Part-time Status										
Full-time	193	61.1	183	54.5	210	60.5	27	14.8	17	8.8
Part-time	123	38.9	153	45.5	137	39.5	-16	-10.5	14	11.4
Residency										
Resident	218	69.0	251	74.7	247	71.2	-4	-1.6	29	13.3
Non-Resident	98	31.0	85	25.3	100	28.8	15	17.6	2	2.0
Wyoming Transfer Colleges										
Laramie County Community College	53	16.8	62	18.5	51	14.7	-11	-17.7	-2	-3.8
Casper College	28	8.9	58	17.3	47	13.5	-11	-19.0	19	67.9
Northern Wyoming Community College	18	5.7	20	6.0	33	9.5	13	65.0	15	83.3
Western Wyoming Community College	27	8.5	18	5.4	16	4.6	-2	-11.1	-11	-40.7
Central Wyoming College	10	3.2	12	3.6	15	4.3	3	25.0	5	50.0
Northwest College	19	6.0	18	5.4	12	3.5	-6	-33.3	-7	-36.8
Eastern Wyoming College	12	3.8	9	2.7	10	2.9	1	11.1	-2	-16.7
Wind River Tribal College	0	0.0	0	0.0	0	0.0	0	--	0	--

Table 6. Demographic Statistics for New Transfers, continued

	2015		2016		2017		1 Year Change		2 Year Change	
	Number	Percent	Number	Percent	Number	Percent	Percent	Change	Percent	Change
Geographic Home										
Natrona County/Casper	23	7.3	44	13.1	44	12.7	0	0.0	21	91.3
Laramie County/Cheyenne	19	6.0	36	10.7	33	9.5	-3	-8.3	14	73.7
Albany County/Laramie	22	7.0	34	10.1	32	9.2	-2	-5.9	10	45.5
Campbell County/Gillette	8	2.5	19	5.7	16	4.6	-3	-15.8	8	100.0
Sweetwater/Rock Springs	10	3.2	15	4.5	11	3.2	-4	-26.7	1	10.0
Other Wyoming	79	25.0	71	21.1	68	19.6	-3	-4.2	-11	-13.9
[Wyoming Subtotal]	161	50.9	219	65.2	204	58.8	-15	-6.8	43	26.7
Colorado	25	7.9	21	6.3	25	7.2	4	19.0	0	0.0
California	7	2.2	7	2.1	12	3.5	5	71.4	5	71.4
Nebraska	2	0.6	2	0.6	5	1.4	3	150.0	3	150.0
Other WUE States	13	4.1	11	3.3	7	2.0	-4	-36.4	-6	-46.2
Other U.S. States	17	5.4	19	5.7	22	6.3	3	15.8	5	29.4
International	23	7.3	20	6.0	22	6.3	2	10.0	-1	-4.3
Unknown	68	21.5	37	11.0	50	14.4	13	35.1	-18	-26.5
Transfer GPA at time of admission										
	Number	Means	Number	Means	Number	Means	Mean Change		Mean Change	
	301	3.10	319	3.10	327	3.07	-0.02		-0.03	
Admissions Test Scores										
ACT	126	22.1	130	22.1	142	22.9	0.8		0.8	
English	121	21.7	121	21.6	129	22.2	0.6		0.5	
Mathematics	121	21.6	122	21.5	129	22.2	0.7		0.6	

Based on the 15th day of the semester.
Source: Office of Institutional Analysis

February 28, 2017

Table 7. Summary of First-time, Full-time Fall Freshmen Outcomes

Cohort	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Rolling 5 Yr. Avg.
First Semester Enrollment	1,552	1,627	1,681	1,576	1,458	1,531	1,578	1,568	1,554	1,674	1,534	1,582
End of First Semester												
Number Enrolled	1,532	1,584	1,659	1,541	1,432	1,515	1,553	1,539	1,539	1,650	1,506	1,557
Cumulative GPA	2.69	2.59	2.63	2.58	2.61	2.61	2.63	2.71	2.69	2.83	2.86	2.74
Probation %	19.9%	23.2%	21.8%	24.6%	23.2%	22.7%	24.0%	21.2%	21.1%	17.0%	15.7%	19.8%
Second Semester												
Number Enrolled	1,405	1,482	1,524	1,426	1,344	1,402	1,433	1,414	1,431	1,525	1,418	1,444
Percent Retained	90.5%	91.1%	90.7%	90.0%	92.2%	91.6%	90.8%	90.2%	92.1%	91.1%	92.4%	91.3%
Fall-to-Fall (1st Year)												
Number Enrolled	1,148	1,179	1,212	1,152	1,071	1,157	1,166	1,182	1,184	1,279		1,194
Percent Retained	74.0%	72.5%	72.1%	73.1%	73.5%	75.6%	73.9%	75.4%	76.2%	76.4%		75.5%
Retention %												
2nd Year	66.0%	65.2%	65.4%	65.6%	66.4%	68.5%	65.0%	68.9%	68.9%			67.5%
3rd Year	63.3%	62.0%	63.1%	62.2%	63.0%	65.1%	62.7%	65.3%				63.7%
Continuing + Graduated												
4th Year	61.9%	60.4%	62.0%	60.3%	61.9%	63.6%	61.3%					61.8%
5th Year	60.7%	59.1%	60.6%	59.5%	60.9%	62.2%						60.5%
6th Year	60.3%	59.6%	60.3%	59.8%	60.6%							60.1%
Graduation %*												
4th Year	23.1%	23.9%	24.3%	25.7%	26.5%	25.8%	26.7%					25.8%
5th Year	46.6%	47.3%	47.5%	48.4%	49.8%	50.2%						48.6%
6th Year	54.1%	53.7%	53.8%	55.2%	55.0%							54.4%

*Unofficial: Does not include exclusions for students who are deceased or were on missions. End of semester cohorts are used for tracking until Fall 2016. Graduation statistics updated as of summer 2016.

Table 8. UW Degrees Awarded, Fall 2014 - Fall 2016

	2014	2015	2016*	1 Year Change	2 Year Change
Bachelor's					
Number	497	483	513	30	16
Percent Minority	11.1%	12.4%	11.3%	-1.1%	0.2%
Average GPA	3.19	3.18	3.18	0.00	-0.01
Master's					
Number	83	87	78	-9	-5
Percent Minority	7.2%	8.0%	9.0%	0.9%	1.7%
Average GPA	3.75	3.71	3.65	-0.06	-0.10
Doctorate					
Number	24	20	26	6	2
Percent Minority	12.5%	5.0%	0.0%	-5.0%	-12.5%
Average GPA	3.79	3.70	3.76	0.06	-0.03
Juris Doctor (Law)					
Number	8	12	8	-4	0
Percent Minority	0.0%	8.3%	0.0%	-8.3%	0.0%
Average GPA	2.88	3.04	2.95	-0.09	0.07
Doctor of Pharmacy					
Number	1	0	0	0	-1
Percent Minority	--	--	--	--	--
Average GPA	--	--	--	--	--
Total Degrees Awarded	613	602	625	23	12
Certificates--undergraduate and graduate (information only)					
Number	14	16	11	-5	-3
Percent Minority	0.0%	6.3%	9.1%	2.8%	9.1%
Average GPA	3.91	3.95	3.82	-0.13	-0.09

*Unofficial: This will be updated with official data in next year's report.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

February 28, 2017

AGENDA ITEM TITLE: Strategic Enrollment Plan Update, Miller/Martinelli

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:

The Strategic Enrollment Management Plan was developed by a task-force of 46 members, including 13 faculty, 17 staff, and 16 administrators, in consultation with Huron Consulting. The plan is based on primary research, undergraduate student enrollment data, 125+ interviews with people across campus and across the state, intensive analysis of all input and data, and multiple working meetings between November 2016 and January 2017. This process has done much to help us understand and identify our place in the market, and ways to improve and invest in recruitment and retention.

The planning process has revealed basic areas for focus. UW will need to more effectively support the needs of the students that are currently enrolled. Otherwise, enrollment growth may exacerbate current challenges surrounding capacity, and student and faculty retention and morale. In the short term, growth in the student body will come from a focus on improving retention and outcomes for the students we already have and on growing the number of transfer students we enroll. Long term opportunities exist in recruiting more first-time full-time students. All of this will require much more coordination and collaboration across our Office of Admissions, colleges and departments, our marketing and institutional communications group, and our faculty.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

In July of 2016, the Board discussed UW's plans to begin a Strategic Enrollment Management Planning process from VP Sara Axelson. In November of 2016, the Board heard an update on progress from Rose Martinelli of Huron Consulting, along with VP Sara Axelson and AVP Anne Alexander.

WHY THIS ITEM IS BEFORE THE BOARD:

This information is presented to the Board to provide the final report and next steps planned.

ACTION REQUIRED AT THIS BOARD MEETING:

None.

PROPOSED MOTION

N/A

PRESIDENT'S RECOMMENDATION:

N/A.

AGENDA ITEM TITLE: Reorganization of Academic Affairs, Miller/Evans

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:

The proposed reorganization of Academic Affairs is designed to:

- Closely align student recruitment, financial aid, and instructional capacity with the work of faculty and academic administration to significantly increase enrollment, retention and graduation rates.
- Achieve a coordinated partnership approach to promoting student success, through a multi-disciplinary team that integrates and manages academic preparation, financial wellness, physical and mental wellness, and a sense of belonging, seamlessly for all students.
- Ensure that the university fully embraces the 21st century instructional environment including online, hybrid, distance and outreach teaching approaches, along with strong partnerships with community colleges.
- Expand opportunities for transformative learning experiences that extend beyond the classroom including internships, research and international experiences.
- Strengthen support for research and economic development by promoting new degree offerings and graduate and undergraduate student experiences that align with state, national and international demand for research of societal importance and graduates who are well prepared to enter the workforce.
- Improve efficiency and effectiveness of operations to include achievement of budget reduction targets for the 2017-18 fiscal years.
- Encourage innovative and entrepreneurial approaches to funding the university's mission.

These revisions encompass two major steps: 1) movement of a number of units from Student Affairs to Academic Affairs and 2) the elimination of the Outreach School.

The most substantial changes occur in UW Regulations 1-1 and 7-620. The changes in UW Regulation 1-1 move a number of units from Student Affairs to Academic Affairs. In addition, the Outreach School is removed from the list in 1-1. UW Regulation 7-620 defines the governance of the Outreach School so it is eliminated entirely.

Changes to the remaining regulations involve elimination of the term "Outreach School" entirely and/or reference to "distance education" as a teaching modality rather than something owned entirely by a particular unit. In addition, there are a number of "cleanup" items, such as changing

the term “Vice President for Academic Affairs” to “Provost and Vice President for Academic Affairs”.

Timeline for Implementation

Due to the comprehensive and complex nature of Academic Affairs (AA) and the units that are included in the reorganization, a multi-phased process for implementation will be used. Reorganization can occur swiftly in cases where unit budgets and personnel can be moved as integrated wholes. In other cases, more time is needed to ensure that critical functions are not disrupted and services continue to be provided to all stakeholders, especially students. Listed below is the projected timeline for the reorganization.

Reorganization Timeline

March, 2017	<ul style="list-style-type: none"> • Board of Trustees approves changes in UW regulations • International and Enrollment Management functions, UW Casper move to Academic Affairs • Outreach IT staff moves to University IT • External searches begin for AVP Enrollment Management, AA Budget Director
April, 2017	<ul style="list-style-type: none"> • Honors College proposal - internal review by Faculty Senate etc. • Launch internal search for Honors College Dean, Interim AVP Graduate Education
May, 2017	<ul style="list-style-type: none"> • Presentation of AA FY 18 Budget to Board subcommittee • Board approval of Honors College and Dean, Interim AVP Graduate Education • Present remaining aspects of reorganization to Board
June, 2017	<ul style="list-style-type: none"> • Complete Reorganization, including reductions in personnel • Hire AVP Enrollment Management, AA Budget Director

Budget Impact

The reorganization can be conducted at no net additional cost and no addition to the number of administrative titles at the University. An outline of changes follows:

- *University Officers and Senior Managers: – Net change – Zero*
 - Add AVP Enrollment Management; Remove Dean of Outreach School
 - Associate Dean UW – Casper and Regional Centers
 - AVP Graduate Education or Dean – no change
 - Director of Honors Program becomes a Dean - no change
 - Elevate International Programs Director to Executive Director
 - Hire Executive Director for Budget and Finance Administration for Academic Affairs – no change
 - Move Wyoming Public Media to Research Office – no change

- *Move other personnel or eliminate positions as appropriate*
 - Move International Programs from Outreach School and Student Affairs to Academic Affairs – zero impact.
 - Move duplicate enrollment services from Outreach School to enrollment management – some overall reduction in personnel likely
 - Move some IT/OVN Services Distance Education from Outreach School to Information Technology - some overall reduction in personnel likely
 - Move some Marketing and Communications personnel in Outreach to Government and Community Affairs
 - Move some business services personnel from Outreach to Academic Affairs
 - Reorganization at UW Casper and regional centers - some overall reduction in personnel likely
- *Notes/Caveats*
 - Includes reductions to meet required \$500K FY 18 budget cut
 - Still many details to come on the last five bullets above
 - Estimate ca. \$150K in salary increases may be necessary to recruit University Officers and Senior Managers. These increases can be accommodated within existing budget

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

November, 2016: Provost Miller shared with the Board a preliminary plan for reorganization of Academic Affairs.

December, 2016: Provost Miller reported on progress being made on this reorganization. It was requested that a flow chart of the reorganization be provided again to the Board at the March meeting to ensure that new Board members be briefed on the topic before voting. The Provost noted she was working with a wide variety of stakeholders about how to reorganize and streamline processes.

WHY THIS ITEM IS BEFORE THE BOARD:

University Regulation 1-1 requires all changes to regulations be approved by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

1. Approval of changes to university regulations pertaining to the organizational structure of the Office of Academic Affairs, including:
 - a. 1-1 Organization of the University,
 - b. 4-175 Tuition Privileges of University Employees and Other Eligible Personnel,
 - c. 5-800 Flexible, Faculty-Approved Teacher Effectiveness Evaluating System,
 - d. 6-402 International Exchange and Faculty-led Course Study for Credit,
 - e. 6-701 Faculty Senate Bylaws,
 - f. 6-702 Establishment of Faculty Senate Committees,
 - g. 6-703 Establishment of University Standing Advisory Committees,
 - h. 6-716 Change of Recorded Grades,

- i. 8-1 Students,
 - j. 8-3 Admission of Undergraduate and Graduate Students,
 - k. 8-244 Registration Fees for Academic Credit, and
 - l. 8-247 Requirements for Student Participation in the ACT or SAT Assessment Program and University Use of Results.
2. Approval of elimination of University Regulation 7-620 (Regulations of the Outreach School).

PROPOSED MOTION:

Authorize changes to university regulations pertaining to the Office of Academic Affairs as presented to the Board.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

1 Faculty Senate Resolution 336, as amended

Introduced by
Faculty Senate Executive Committee

2
3
4
5 RESOLUTION IN SUPPORT OF ACADEMIC AFFAIRS BILL TO CHANGE UW REGS
6 6-402 (INTERNATIONAL EXCHANGE), 6-701 (FACULTY SENATE BYLAWS), 6-702
7 (FACULTY SENATE COMMITTEES), 6-703 (UNIVERSITY STANDING ADVISORY
8 COMMITTEES), AND 6-716 (CHANGE OF RECORDED GRADE), AS REQUIRED
9 DUE TO THE PROPOSED REORGANIZATION OF ACADEMIC AFFAIRS
10

11
12
13 WHEREAS, the University of Wyoming is planning a re-organization of Academic Affairs that
14 includes the elimination of the Outreach School and incorporating many of the Outreach School
15 activities within Academic Affairs; and


16
17 WHEREAS, the current UW Regulations include references to the Outreach School or positions
18 within the Outreach School in thirteen UW Regulations, and the Academic Affairs Bill proposes
19 to change those regulations to eliminate the mention of the Outreach School; and

20
21 WHEREAS, five of the thirteen UW Regulations are under the jurisdiction of the Faculty Senate
22 and its committees; and

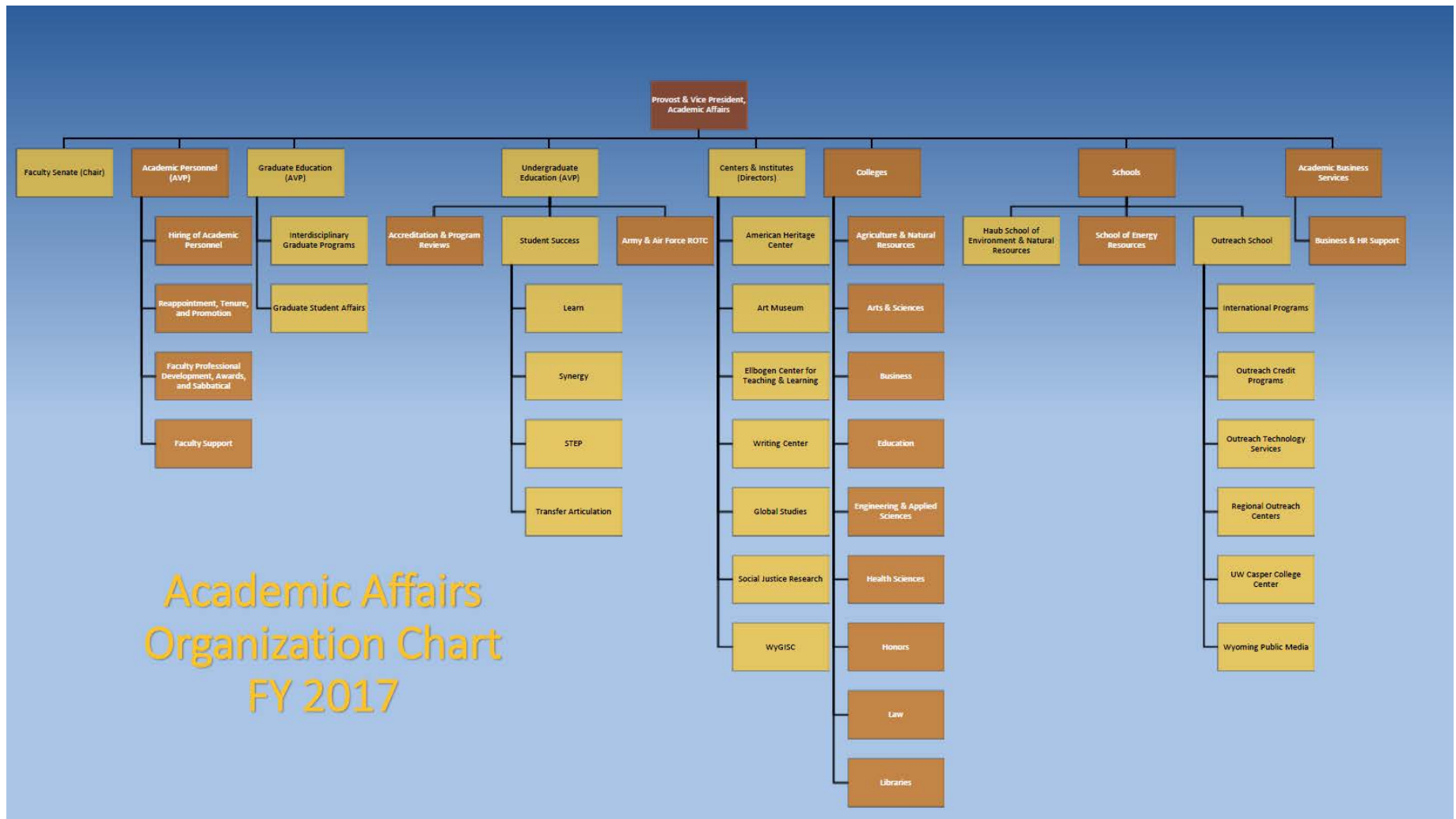
23
24 WHEREAS, the changes to the five regulations under Faculty Senate jurisdiction are limited to
25 eliminating mention of the Outreach School and other minor changes that are editorial in nature;
26 therefore,

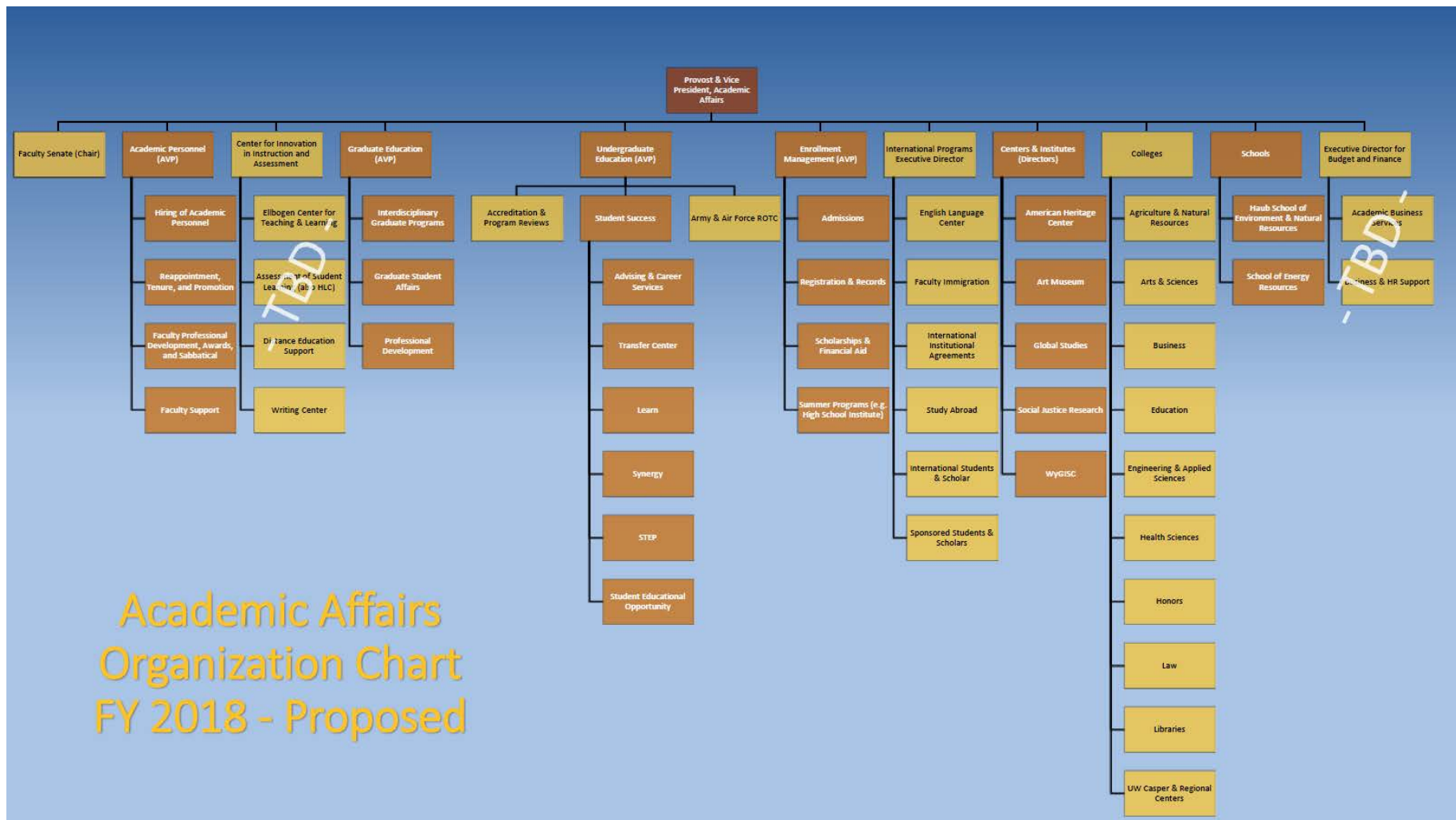
27
28 BE IT RESOLVED, the Faculty Senate of the University of Wyoming supports the changes to
29 the five UW Regulations that are under the jurisdiction of the Faculty Senate proposed in the
30 Academic Affairs Bill Routing Sheet dated February 2, 2017.

31
32
AUTHENTICATION: The foregoing Faculty Senate Resolution 336, as amended, duly adopted
by the Faculty Senate of the University of Wyoming under date of February 27, 2017, is hereby
transmitted to the President of the University of Wyoming for review in accordance with UW
Regulations.



Scott R. Shaw
Chair of the Faculty Senate





UW REGULATION 1-1 Organization of the University

I. OFFICERS OF THE UNIVERSITY

A. Designation

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in section II of this regulation; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in section III of this regulation. Athletic coaches shall not be considered officers of the University but shall be contractual employees.

B. Appointment

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment. All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty. All appointments under this paragraph shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

C. Removal

Any person appointed to an office or position pursuant to this section may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

A. President of the University

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce UW Regulations as adopted hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any

other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Provost and Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Provost and Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a ~~Vice President and~~ General Counsel, a Vice President for Governmental and Community Affairs, a Director of Governmental Relations and a Special Assistant to the President for Diversity. The Special Assistant to the President for Diversity shall, at the direction of the President and in collaboration with the other principal administrative officers of the University, lead the development and implementation of the University diversity plan. He also may have other assistants as are authorized from time to time and may also authorize the appointment of Associate Vice Presidents for each of the principal administrative officers, who shall perform such duties as specified.

B. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Provost and Vice President shall maintain administrative supervision of the academic colleges and schools; academic personnel; academic centers and institutes; the Art Museum; the University of Wyoming at Casper; enrollment management; international programs; the University Libraries; and undergraduate and graduate education. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming at Casper and the Office of International Programs, the Divisions of Military Science

~~(Army ROTC) and Aerospace Studies (Air Force ROTC), University Libraries, Honors Program/Summer High School Institute, Wyoming Geographic Information Science Center (WyGIS), the Ellbogen Center for Teaching and Learning, the Haub School of Environment and Natural Resources, the American Heritage Center, and the Art Museum.~~

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents and such other assistants as are authorized from time to time.

C. Vice President for Administration

The Vice President for Administration is the principal financial officer of the University and shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University, including institutional planning, preparation and administration of the University budget and development of long-term financing strategies to support implementation of the Capital Facilities Plan. The Vice President serves as the principal advisor to the President on the status of the University budget, and shall perform such duties as are required by statute or by UW Regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University in accordance with UW Regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: Fiscal Administration, which includes Financial Services, Accounting, Procurement Services, and Budget and Institutional Analysis; Administrative Operations, which includes Auxiliary Services, Campus Police, Physical Plant, Central Scheduling, and Real Estate Operations; Human Resources; Facilities Planning; and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall

exercise all duties and responsibilities incident to this position, including the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments and the disbursement or investment of such funds and monies as authorized by the Trustees. Such disbursements shall be on vouchers authorized and approved by the Vice President for Administration or designee.

D. ~~Vice President and~~ General Counsel

The ~~Vice President and~~ General Counsel provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The ~~Vice President and~~ General Counsel is responsible for administration of UW Regulations and procedures related to risk management, environmental health and safety, and discrimination and employment practices and has administrative responsibility for the Diversity and Employment Practices Office and the Risk Management and Safety Office.

E. Vice President for Information Technology

The Vice President for Information Technology shall be responsible to the President for the general information technology functions of the University. As the chief information officer of the University, the Vice President shall oversee and manage the elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology and data privacy; develop and manage computing standards, network architecture and security; determine information integration methodologies; and work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support, research, social media, and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

F. Vice President for Institutional Advancement

The Vice President for Institutional Advancement shall be responsible to the President for private fundraising and University relations with alumni and friends, and shall maintain administrative supervision of the Office of Institutional Advancement. The Vice President's primary functions shall include seeking

private financial support for the University, coordinating private development and fundraising activities, and communicating with the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to ensure that development and alumni/friends relations are properly implemented and coordinated, and shall consult with and advise the President on all development and alumni/friends relations.

G. Vice President for Research and Economic Development

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University. The Vice President shall be responsible for reviewing and evaluating proposed research and economic development programs; continuing review of existing contracts and grants; and maintaining research compliance, including oversight of the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), conflict of interest in research, and export control. The Vice President shall also be responsible for responding to allegations of research misconduct and shall serve as the Research Integrity Officer for the University.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall have administrative supervision over the following research units: Research Services, Sponsored Programs, the Advanced Research Computing Center (ARCC), the Wyoming IDeA Networks for Biomedical Excellence (INBRE) Program, the University of Wyoming-National Park Service Research Center, the Neuroscience Center, the Water Research Program/Office of Water Programs, Wyoming EPSCoR/IDeA, the Wyoming Natural Diversity Database (WYNDD), the Wyoming Research Products Center, the Humanities Institute, and any such other units as may be designated by the President.

The Vice President shall have administrative supervision over the following economic development units: the Wyoming Procurement Technical Assistance Center (PTAC), Manufacturing Works, the Market Research center, the Wyoming SBIR/STTR Initiative (WSSI), the Wyoming Small Business Development Center (SBDC), the Wyoming Technology Business Center (WTBC), [Wyoming Public Media](#), and any such other units as may be designated by the President.

H. Vice President for Student Affairs

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students.

~~In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the needs of the state, the demands of the workforce, and the resources of the institution.~~—The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and assisted in achieving their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision over the following units: ~~Admissions Office, including International Students and Scholars;~~ Alumni Relations; the Associated Students of the University of Wyoming (ASUW); Cowboy Parents; ~~the Center for Advising and Career Services;~~ Campus Recreation; Dean of Students, ~~which includes;~~ Multicultural Affairs; ~~Office of the Registrar;~~ Residence Life and Dining Services; ~~Student Educational Opportunity, which includes~~ the University Disability Support Services; ~~Student Financial Aid;~~ Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union; and any other such units or responsibilities as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

I. Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics shall be responsible to the President for the planning, direction and management of the Athletics Division.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

J. Vice President for Governmental and Community Affairs

The Vice President for Governmental and Community Affairs is responsible to the President for establishing and implementing the University's plans for relations with federal, state, and local government officials. The Vice President represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Vice President provides advice,

assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The Vice President has administrative responsibility for the Institutional Communication and Institutional Marketing Departments.

III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

A. Academic Personnel

The faculty consists of (a) all persons having professional ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either non-tenure track or tenure track. Non-tenure track faculty include clinical, visiting, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either non-extended-term track (previously referred to as "temporary") or extended-term track. Extended-term track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are non-extended-term track employees. Academic professionals in the other categories may be non-extended-term track or extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Non-tenure track, visiting, and adjunct faculty members and non-extended-term track academic professionals are non-voting academic personnel. Specific University regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic professional category and who have not elected to convert to the academic professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with UW Regulation 1-101.

B. Colleges and Schools

The University shall have the following colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, and Law.

Each college and the Haub School of Environment and Natural Resources shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college or school and who shall report to the Provost and Vice President for Academic Affairs. The dean shall preside at meetings of the college or school faculty, recommend the college or school budget in consultation with the heads of subunits within the college or school, transmit and recommend appointments and promotions with respect to academic personnel and staff of the college or school and exercise general administrative supervision over the educational programs and operations of the college or school.

The faculty of the college or school shall consist of the President of the University and the Provost and Vice President for Academic Affairs (serving as ex officio without vote), the dean, and all members of the University faculty serving in the college or school.

The college or school faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college or school, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college school, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college or school faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college or school, shall recommend candidates for diplomas and degrees in course to the President and the Trustees. Subject to the approval of the Trustees, each college or school may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

C. Graduate Education

Graduate education at the University shall be the primary responsibility of the faculty, department head/chair and Deans of the academic colleges, ~~or the Haub School of Environment and Natural Resources~~ and interdisciplinary programs under the oversight of the Provost and Vice President for Academic Affairs or designee. Policies pertaining to individual degrees and majors, graduate program admission and degree completion processes are outlined in the University Catalog. The Graduate Council, a standing committee of the Faculty Senate, shall be responsible for reviewing proposals for new academic programs and making recommendations to the Provost and Vice President for Academic Affairs, reviewing policies for graduate education, and providing an appellate body to review appeals of graduate students. The membership and charge of the Graduate Council is outlined in UW Regulation 6-702. The faculty shall recommend candidates for advanced degrees and diplomas to the President and the Trustees through the college or school dean or interdisciplinary program director.

~~**D. The Outreach School**~~

~~The Outreach School shall be headed by a Dean who shall report to the Vice President for Academic Affairs and shall be responsible for the recommendation of the Outreach School budget and for the administration of the programs and functions of the School.~~

E.D. University Libraries

University Libraries shall be headed by a Dean who shall be responsible for the provision of library services, and for the recommendation of the Library budget. The Dean shall report to the Provost and Vice President for Academic Affairs. Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Dean, and shall be forwarded to the Provost and Vice President for Academic Affairs who shall add his/her recommendations to the President for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

1. Selection and development of library collections and other informational resources;
2. Bibliographical control of collections and their organization for use;
3. Reference, bibliographic instruction and advisory services;

4. Development and application of specialized information systems;
5. Library administration and management; and
6. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended-term appointment system more specifically set forth in UW Regulations. Recruiting, appointments and salaries will be administered by the Dean, through the Provost and Vice President for Academic Affairs. The principles of academic freedom as defined in these Regulations shall apply to Librarians.

F.E. Divisions of Military Science and Aerospace Studies

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the Provost and Vice President for Academic Affairs. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

IV. HONORARY DEGREES

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than four members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

Source:

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 3/23/2012 Board of Trustees meeting
Revisions adopted 1/17/2014 Board of Trustees meeting
Revisions adopted 6/16/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 7/17/2014 Board of Trustees meeting
Revisions adopted 1/20/2016 Board of Trustees meeting
Revisions adopted 11/18/2016 Board of Trustees meeting

UW REGULATION 4-175
Tuition Privileges of University Employees and Other Eligible Personnel

I. PURPOSE

To establish the policy relating to University tuition privileges of University employees, spouses of University employees, other persons with teaching roles, certain full-time state and federal employees, and other eligible individuals as determined by the Vice President for Administration.

II. POLICY

A. For eligible individuals, the University will waive tuition and mandatory student fees for one course of up to six (6) semester hours of University enrollment in college credit courses ~~(including Outreach courses)~~ during each regular semester and regular summer session. Eligible individuals shall pay applicable student and course fees. Eligible individuals include:

1. Benefited University employees who are employed on at least a half-time (0.5 full time equivalent) basis during the semester or summer session during which the course is offered.
2. Full-time employees of state and federal government agencies rendering significant educational services to the University, as determined by the President of the University.
3. Professional persons, other than University employees, rendering teaching or research services in University-approved credit programs when recommended by an appropriate Appointing Authority or University Officer and approved by the Vice President for Administration.
4. Employees of cooperating agencies when approved by the Vice President for Administration.

B. The University shall waive:

1. One-half the tuition (exclusive of any student fees and course fees) for college credit courses, ~~including Outreach courses~~, each regular semester and summer session for a spouse or domestic partner of a full-time benefited University employee, when the spouse or domestic partner is enrolled as a part-time or full-time University student.

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2. One-fourth of the tuition (exclusive of any student fees and course fees) for college credit courses, ~~including Outreach courses,~~ each regular semester and summer session for the spouse or domestic partner of a part-time benefited employee, when the spouse or domestic partner is enrolled as a part-time or full-time University student and has met the residency requirements for in-state tuition (eligible for only one-half of the above tuition benefit).
 - C. The definition of "domestic partner" can be found in the University's Domestic Partner Health Insurance Benefit Policy, which is available on the Department of Human Resources' website.
 - D. Except as provided in Section 3, a University employee eligible for the tuition and fee waiver under this Regulation shall be released from assigned duties for actual attendance at classes of up to a maximum of six (6) semester hours of University enrollment during a regular semester and summer session in order to attend classes that meet during regular duty hours.

III. ADMINISTRATION

Eligible employees applying for a tuition waiver under this Regulation shall submit an application through their Appointing Authority to the Director of Human Resources on forms provided by the Human Resources Department. The Vice President or the Director of Intercollegiate Athletics may disapprove an application under this section if the Vice President or the Director of Intercollegiate Athletics, in consultation with the Appointing Authority, finds the Employee's absence during work hours would significantly impair the unit's ability to accomplish its mission. If a Vice President or the Director of Intercollegiate Athletics makes such a determination, the Vice President or the Director of Intercollegiate Athletics shall take action to ensure the employee is able to take the desired course during work hours as soon as practicable at a subsequent semester or summer session.

Source:

University Regulation 175, Revision 2; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 4/13/2015 Board of Trustees meeting

UW REGULATION 5-800
Establishment of a Flexible, Faculty Approved Teacher Effectiveness
Evaluating System

I. PURPOSE

The purpose of a system for evaluation of academic personnel's teaching effectiveness and of student learning is twofold:

- A. To provide feedback to academic teaching personnel from students and colleagues to aid in the improvement of instructional methods, course content, and student learning; and
- B. To provide independent data on teaching effectiveness for consideration in the decision-making processes related to continued employment, salary, promotion, tenure and/or awards.

II. POLICY

The system of regular student and peer evaluation of teaching effectiveness applies to all courses taught as part of the University curriculum, ~~whether during the Spring semester, Fall semester, or Summer session, or any other session or term, and applies to correspondence and online courses, and other courses delivered through the Outreach School.~~ This system of evaluation applies to all academic personnel, of whatever rank, category, or status, who perform teaching functions within the University.

- A. Evaluations by students, colleagues, peers, administrators, and self-evaluations must be included in any comprehensive evaluation of teaching and learning.
- B. Academic teaching personnel should not consider the formal, University-mandated evaluations described below in Section 3 as the only course evaluations permitted.

III. PROCEDURES FOR MANDATED EVALUATION OF TEACHING

A. Student Evaluations

- 1. Evaluation Forms:
 - a. Each college or department shall design an instrument for student evaluation of teaching in all courses taught in/by that unit. The chosen instrument shall provide a reasonable opportunity for all students in a course to express their

evaluations. More than one college or department may choose to use the same instrument.

- b.** Because students and administrators may be utilizing a variety of evaluation instruments, it is important that clear instructions to the students be part of each instrument.
 - c.** The academic teaching personnel of the relevant unit must approve the instrument used. To encourage an exchange of ideas among colleges and departments, each college and department shall keep a copy of its approved instrument on file in the Faculty Senate office and the Academic Affairs office.
- 2.** Administering evaluations:
 - a.** The evaluations described in this Section are to be administered according to the following minimum standard:
 - 1)** All non-tenured and non-extended term academic teaching personnel will be evaluated in each course taught during their first three years. After that, evaluation will be conducted in at least one course per semester or term in which the individual teaches. If feasible, different courses should be evaluated each year.
 - 2)** Tenured assistant or associate professors and extended term academic teaching personnel will be evaluated in at least one course per semester or term in which the individual teaches. If feasible, different courses should be evaluated each year.
 - 3)** Tenured full professors will be evaluated in at least one course per year. If feasible, different courses should be evaluated in any two year sequence.
 - b.** Mandated evaluations must be given during the last twenty percent of the contact hours of the scheduled course period.
 - c.** Evaluations must be conducted in a manner that preserves the anonymity and confidentiality of student responses and maintains the integrity of the process. If evaluations

described in this sub-section are to be completed in the classroom, an appropriate member of the University community other than the class teacher must administer them.

3. Processing and Release of Evaluation Results:

- a.** To preserve the anonymity of students, "open-ended" or "free response" comments shall be typed, either by having departmental staff transcribe handwritten responses, or by having the students provide typed responses. Data relating to the class level or major of the individual student may be collected and reported separately, but shall not be keyed in any way to individual open-ended or free response comments.
 - b.** Results of student evaluations described shall be released to the teacher and the teacher's immediate supervisor only after the semester or term is completed and final grades have been submitted to the Registrar's office. ["Results" refers to the typed or transcribed responses and compilations of any numerical responses.]
 - c.** Original completed student responses (or copies thereof) shall be preserved by the college or department for no less than three (3) years. Except as provided below, the original completed student responses from any student evaluation system shall not be available outside the department. "Results" may be forwarded along with other available evidence regarding teaching performance to the administrative officials or committees duly charged with the responsibility for making decisions regarding the teacher's continued employment, salary, promotion, tenure and/or awards.
 - d.** In the event of an appeal/dispute, any teacher, department/division head, dean, or appropriate committee has the right to provide a written statement to accompany the "results" as they are distributed.
- 4.** After results of the student evaluations have been provided to the teacher, copies of the original completed student responses must be made available to the teacher upon written request to the immediate supervisor.

5. Upon request of the Office of the Vice President for Academic Affairs or the appropriate dean of the college and after written notification to the teacher, the teacher's immediate supervisor shall provide copies of original completed student responses to the administrative officials or committees duly charged with the responsibility for making decisions regarding the individual teacher's continued employment, salary, promotion, tenure and/or awards.

B. Peer Evaluations

Each college or department shall design a process and timeline for peer evaluation of its academic teaching personnel. The right to challenge peer evaluation results or to make a written statement to accompany the results of the evaluation process as they are distributed, is the prerogative of any teacher, department/division head, dean, or appropriate committee.

Source:

University Regulation 800, Revision 7; adopted 7/17/2008 Board of Trustees meeting

UW REGULATION 6-402
International Exchange and Faculty-led Course Study for Credit

I. PURPOSE

To clarify policies relating to International Exchange and Faculty-led courses taught at off-campus locations in fulfilling instructional obligations of the University.

II. GENERAL POLICY

The fundamental precept governing the University's outreach activities is that of state service. First responsibility is to provide outreach courses to meet the educational needs of Wyoming residents and students. International Exchange and Faculty-led courses may be offered to fulfill this obligation, but in such cases, there must be a direct connection between course content and the teaching site such that course content will be enhanced by the special location. International Exchange and Faculty-led courses will be equivalent in quality of instruction and content to that expected for courses offered on campus.

III. COURSE REVIEW AND APPROVAL

All International Exchange and Faculty-led courses are subject to the review and approval procedures which apply to proposals for the introduction of new courses. Academic credit will be denied for any such course which has not been so approved.

IV. ADMINISTRATIVE SERVICES

All International Exchange and Faculty-led courses shall be coordinated through the Office of Academic Affairs~~the Outreach School~~. Procedures will follow those in effect for administering outreach credit classes.

V. OTHER APPROVALS REQUIRED

Travel arrangements and any brochure copy which relates to student and University responsibilities are subject to approval by the ~~Director of International Programs~~Provost and Vice President for Academic Affairs or ~~his/her~~ designee. Contracts and statements of the University's liability are subject to approval by the Office of General Counsel.

Source:

University Regulation 402: adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 6/16/2015 Board of Trustees meeting

**UW REGULATION 6-701
Faculty Senate Bylaws**

I. PURPOSE

To establish the Faculty Senate Bylaws.

II. THE UNIVERSITY FACULTY SENATE

- A.** The Faculty Senate is established by Bylaws of the University Faculty and vested, subject to limitations contained therein, with the powers conferred upon the University Faculty by the Board of Trustees.
- B.** Pursuant to such Bylaws of the University Faculty, the Faculty Senate shall seek to determine and establish educational and academic policies which promote and protect the interests and welfare of the University community and further the full and free development and preservation of scholarly learning, teaching, and research.

III. MEMBERSHIP

The membership of the Faculty Senate is to be determined in accordance with the Bylaws of the University Faculty.

IV. OFFICERS

The officers of the Faculty Senate shall be selected from the elected faculty senators and shall consist of the following: (a) Chair, (b) Chair-Elect, and (c) Secretary. The incoming officers shall take office effective with the May Board of Trustees meeting, and their voting privileges shall be as described below. (In the following paragraphs, the term "Executive Committee" refers to the Executive Committee described in Section 9 of this Regulation.)

Chair. If the chair's term as a faculty senator expires during the chair's term as chair, the chair's Faculty Senate term shall be extended to last for the remainder of the chair's term as chair. While serving as chair, the chair of the Faculty Senate shall not vote on matters decided by vote of the Executive Committee or on matters decided by vote of the Faculty Senate, unless the chair's vote is necessary to break a tie.

Chair-Elect. After being elected and taking office as chair-elect, the chair-elect shall serve for one year; the chair-elect shall then become chair of the Faculty Senate for the following year. While serving as chair-elect, the chair-elect shall be entitled to vote on matters decided by vote of the Executive Committee and matters decided by vote of the Faculty Senate. If the Faculty Senate term of the chair-elect expires before or during his/her term as chair-elect, the Faculty Senate term of the chair-elect shall be extended to last until the chair-elect has become chair and completed his/her term as chair.

Secretary. If the secretary's Faculty Senate term does not expire while he/she is serving as secretary, the secretary shall be entitled during his/her term as secretary to vote on matters decided by vote of the Executive Committee and matters decided by vote of the Faculty Senate. If the secretary's Faculty Senate term expires before or during his/her term as secretary, the secretary for the remainder of his/her term as secretary shall remain a voting member of the Executive Committee, and shall attend Faculty Senate meetings but shall not vote on matters decided by vote of the Faculty Senate unless re-elected to a new term as a faculty senator by his/her academic unit.

V. OFFICERS' DUTIES

The duties of the officers shall be such as are specified in these Bylaws and as directed by the Faculty Senate. The primary duties of the officers shall be as follows:

- A.** The Chair shall preside at meetings of the Faculty Senate and of its Executive Committee.
- B.** The Chair-Elect shall preside at meetings of the Faculty Senate and of its Executive Committee in the event of the absence of the Chair, or at his/her request, and shall take on such other Senate tasks as requested by the Chair.
- C.** The Secretary shall record the roll call, proceedings and votes upon bills of the Faculty Senate, and shall receive and keep all communications and reports to and from the Faculty Senate.

VI. ELECTION PROCEDURES

The Chair-Elect shall be responsible for soliciting nominations of at least two candidates for each of the offices to be filled. If the Chair-Elect is unable after good faith effort to identify at least two candidates for each office to be filled, the Senate may proceed with an election for any office for which there is only one candidate nominated. The Chair-Elect shall send a report of these nominations to the Faculty Senate Coordinator who shall cause the names of the nominees to be published at least one week prior to the Senate meeting preceding the election meeting. Additional nominations of officers may be made from the floor at that meeting. All nominations, both from the nominating committee and from the floor, shall be accompanied by a written statement from the candidate regarding background, Senate and University contributions, and goals for the position sought. Such statements should be distributed at the time the candidate is nominated or within one week. At the nominating meeting, candidates for all offices will be introduced and, if time permits, given a chance to speak to the nomination. At the meeting when elections are to be held, voting shall be carried out by written, secret ballot.

VII. TERM OF OFFICE

Officers shall be elected at the February meeting of the Faculty Senate, and shall serve for one year beginning at the first regular meeting of the next academic year or at the first summer session meeting, if held, and until, a successor has been duly installed. Any officer may be re-elected for one additional term in the same office. If an officer is filling the unexpired term of a previous officer, the officer's service during that partial term does not count toward the two-term limit. The Faculty Senate may declare an office to be vacant whenever an officer is unable, except temporarily, to carry out the duties of his/her office. A vacancy shall be filled for the period to complete the term by special election.

VIII. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the following: The Chair, the Chair-Elect, the immediate Past-Chair, the Secretary of the Faculty Senate, and four members-at-large who shall be elected from the voting membership of the Faculty Senate for staggered two-year terms. Any sitting member of the Faculty Senate is eligible to be elected as member-at-large to the Executive Committee for the following two-year term. Should the Faculty Senate term of any Executive Committee member other than the Chair or Chair-Elect expire before or during the period in which the member is serving on the Executive Committee, he/she shall remain a voting member of the Executive Committee for the remainder of his/her term on the Executive Committee, and shall attend Faculty Senate meetings but shall not vote on matters decided by vote of the Faculty Senate unless re-elected to a new term as a faculty senator by his/her academic unit. The Chairs of the Academic Planning Committee, the Budget Planning Committee, the Committee on Committees, the FASR&R Committee, the Faculty Development Committee, the Graduate Council, the Library Council, the Student Interaction Committee, the Academic Information Technology Committee, and the University Course Review Committee shall serve as ex officio members of the Executive Committee, with voting rights as specified in UW Regulation 6-702(3)(J).
- B. The Chair of the Faculty Senate shall serve as the Chair of the Executive Committee.
- C. The Executive Committee shall have general supervision of the affairs of the Faculty Senate and its standing committees; fix the hour and place, and prepare the agenda for the Faculty Senate meetings; and perform such other duties as are specified in the Bylaws or may be assigned to it by the Faculty Senate.

IX. FACULTY SENATE COORDINATOR.

- A. The University shall appoint a staff member to serve as the Faculty Senate Coordinator. The role of the Faculty Senate Coordinator is the coordination, management, and execution of the administrative support functions of the Faculty

Senate, the Faculty Senate chair, the Executive Committee, and the Committee on Committees.

- B. The Faculty Senate Coordinator shall be a non-voting member of the Executive Committee and the Committee on Committees.

X. COMMITTEE ON COMMITTEES

The Committee on Committees shall be responsible for the following duties:

- A. Appointment of faculty members to standing committees as described in UW Regulation 6-702, subject to ratification by the Faculty Senate.
- B. Appointment of faculty members to those standing advisory committees as described in UW Regulation 6-703.
- C. Nominate faculty members to serve on administrative committees or boards:
 - 1. For those committees or boards where members are to be selected by the Faculty Senate; and
 - 2. For other committees when requested to do so by an appropriate administrative body.
- D. Be informed of the changes to, formation of, and charges to all committees appointed by the President, or a vice president for consideration, advice, or action upon matters pertaining to general University operations and programs, as distinguished from matters under the cognizance of an individual college; and responsible for the coordination of the activities between Faculty Senate committees and the foregoing committees whenever it appears there may be conflict or duplication in assigned functions or purposes of committees.
- E. Preparation of appropriate bills for adoption by the Faculty Senate describing the duties, powers, membership and functions of all Faculty Senate standing committees and standing advisory committees; and
- F. Maintenance of a continuing review of the need and functioning of Faculty Senate standing committees and standing advisory committees.

Composition. The Committee on Committees shall consist of ~~11~~ 10 members selected by this committee and approved by the Executive Committee of the Faculty Senate. Each of the seven colleges (two from Arts and Sciences), the Libraries, ~~and the American Heritage Center and the Outreach School~~ will be given the opportunity to be represented. If representation from any of these areas cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The chair of the Committee on Committees shall serve as an ex officio member of the

Executive Committee of the Faculty Senate. The chair-elect of the Senate shall be an ex officio member of the Committee on Committees.

XI. STANDING COMMITTEES

Standing committees shall be established and disestablished by the Faculty Senate, and they shall be responsible for duties as may be determined by the Faculty Senate.

XII. AD HOC COMMITTEES

The Executive Committee may appoint ad hoc committees from time to time as it deems necessary and proper for furthering the business of the Faculty Senate. Such ad hoc committees may be temporarily assigned as a subcommittee of one of the existing Faculty Senate standing committees.

XIII. COMMITTEE REPORTS

The chair of each Faculty Senate committee or an appointed representative shall be present at each Faculty Senate meeting, and the Executive Committee may require reports in such form and at such times from any committee as it deems necessary and proper for furthering the business of the Faculty Senate. The Executive Committee of the Faculty Senate shall send the agenda and minutes of each Faculty Senate meeting to the chair of each committee.

XIV. COMMITTEE MEETINGS

All standing committees, with the exception of the Reappointment, Tenure and Promotion Committee, shall notify the Faculty Senate Executive Committee, in advance, their meetings and the matters they may have under consideration. These announcements shall be distributed to the Vice Presidents, the Deans, the Department and Division Heads/Chairs, and to all Faculty Senators. Any member of the University Faculty shall be entitled to appear before any standing committee and be heard upon any pending matter or upon matters within the functions and duties of the committee.

XV. CHAIRS OF STANDING COMMITTEES

Chairs of Faculty Senate committees shall be ratified by the Faculty Senate upon nomination by the committee members and upon presentation to the Committee on Committees.

XVI. MEETINGS

The Executive Committee shall establish in September of each year the time and place for its regular meetings during the academic year, and shall call additional meetings when it deems necessary or upon petition by ten or more Senators.

XVII. NOTICE OF MEETINGS

Notice and agenda of all meetings of the Faculty Senate shall be published seven days prior to the time of regular meetings, and one day prior to emergency meetings.

XVIII. JOINT MEETINGS.

Upon recommendation of the Executive Committee or by a majority vote of members present at a Senate meeting or responding to a mail ballot, joint meetings may be held with other bodies such as the Student Senate, Staff Senate, or the University Trustees.

XIX. VOTING LIMITATIONS

- A.** No vote shall be called for in the Faculty Senate upon any matter unless the substance thereof has been introduced in written form at a prior meeting or circulated to the Faculty Senate not less than one week prior to a meeting by a Senator for action by the Faculty Senate unless it appears to the presiding officer that the matter is not legislative in nature. A Bill or Resolution may be introduced to the Faculty Senate that has not been circulated prior to a meeting upon consent of three-fourths of the members of the Faculty Senate present.
- B.** No vote on any matter pending before the Senate shall be taken unless at least two-thirds of the voting members be present.
- C.** An academic unit may elect an alternate faculty member, with voting privileges, to replace a Senator representing their academic unit for any Senate meeting at which the Senator cannot attend. Any member attending a Senate meeting as an alternate for an elected Senator shall announce during the roll call that he or she is attending the meeting as an alternate. Such alternates will be counted in the two-thirds quorum required for a vote to be taken on any Senate matter.
- D.** Any Senator may appoint any other Senator to act as a proxy and vote for him/her on any Senate matter. Any member attending a Senate meeting as a proxy for an elected Senator shall announce during the roll call that he or she is attending the meeting as a proxy. Senators with proxies acting in their behalf may not be counted toward the two-thirds quorum voting requirement.
- E.** When voting on bills, any member may require a show of hands by requesting such action to the presiding officer. A roll call vote can be initiated by a motion with second, undebatable, if the motion is sustained by at least 20 percent of the voting members present.

XX. INTRODUCTION OF BILLS (THE TERM "BILL" SHALL INCLUDE "RESOLUTIONS")

- A. Matters presented for consideration of the Faculty Senate shall normally be introduced in the form of a written bill, the purpose of which is to establish a regulation, make recommendations to other authorities, or accomplish such other objectives as may be appropriate. Each bill shall identify the sponsoring Senator and shall contain a title descriptive of its content and purpose which title shall be read at the time of introduction.
- B. The Faculty Senate Coordinator shall record the introduction of each bill and assign an appropriate identification number to it.
- C. In the absence of consent to vote at the time of introduction, the presiding officer may lay the bill over to the next meeting, refer it to a standing committee for consideration and report, refer it to the Executive Committee for consideration, or take such action as directed by motion from the floor.

XXI. COMMITTEE REPORTS ON BILLS

At each meeting of the Faculty Senate, any committee possessing bills referred to it shall make a report as to whether it desires to retain the bill for further study or report the bill for Faculty Senate action with its recommendations and any proposed amendment of the committee. The Executive Committee or the Faculty Senate may direct any committee to return a bill to the Faculty Senate for action, and all committees shall advise the Executive Committee, in advance of scheduled meetings, of the bills they will report to the Faculty Senate.

XXII. GENERAL FILE AND PROCEEDINGS

- A. All bills reported by committees or those laid over from prior meetings shall be placed in a general file maintained by the Faculty Senate Coordinator. Bills shall be voted upon in the order received by the Secretary, unless a majority of a quorum pass a motion to bring a specific bill from general file before the Faculty Senate for vote.
- B. At each meeting of the Faculty Senate, the presiding officer shall call for consideration of bills on general file in the order filed with the Secretary. Bills called from committees by the Executive Committee or the Faculty Senate and bills approved for vote at the time of introduction shall take precedence on general file. A bill returned with presidential disapproval may be introduced for repassage by any member and shall be considered under "unfinished business."
- C. Bills and reports of committees shall be read in their entirety, if a motion to such effect is passed by a majority vote.
- D. Thereafter it shall be in order for any member to move:
 - 1. To postpone consideration to a certain date.

2. To recommit the bill to a committee.
 3. To amend, the form of which motion may be the adoption of committee amendments, or may be independent of such amendments. All amendments shall be reduced to writing if desired by the presiding officer or any member.
- E. In the absence of any motions after reading of a bill on general file, or after disposition of motions, the presiding officer shall state the question thus: "This bill (naming it by number), having been read, the question is: 'Shall the bill pass?'" The ayes and nays shall be counted on the vote upon all bills.

XXIII. DISPOSITION OF APPROVED BILLS

All bills passed by the Faculty Senate shall be authenticated by the Secretary and transmitted to the President of the University of Wyoming for review in accordance with UW Regulations unless review provisions have been initiated by the University Faculty. Upon approval on review, such bills shall become effective for the purposes stated therein, and shall be distributed in such manner as directed by the President of the University.

XXIV. DISAPPROVED BILLS

- A. Except as hereinafter provided, any bills which are disapproved upon review shall be null and void, and the Secretary shall enter the disapproval in the record of proceedings relating to the bill.
- B. A disapproved bill may be returned to the Faculty Senate by the President of the University for reconsideration with regard to specific matters stated by the President. In such event, the bill shall be considered as a newly introduced bill.
- C. Repassage of a bill does not require advanced circulation of the bill and can be introduced by any Senator (bill must be seconded and debatable), but the text cannot be changed in any manner. All disapproved or altered bills will be published in the agenda under announcements for one meeting and reconsideration will occur as unfinished business.
- D. If the Senate repasses a bill returned by the President by a three-fourths vote of the members present and voting, the President shall refer the proposed bill to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval or other disposition. At this meeting, the President shall present her/his views on the proposed bill to the Trustees and the Chair of the Faculty Senate or her/his designated representative shall be invited by the Trustees to represent the views of the Faculty Senate on the proposed bill.

XXV. PARLIAMENTARY AUTHORITY

The rules contained in the most recent Robert's Rules of Order Revised shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

XXVI. REPORT OF SENATE ACTIONS

Following each Faculty Senate meeting, the Executive Committee shall publish a summary of bills introduced, matters under consideration by committees, action on bills, members absent, and other significant matters.

XXVII. COMMUNICATION BY MEMBERS

Members of the Faculty Senate shall communicate with their constituents by such systematic means as may be available to them such as regular college or academic unit meetings, or meetings called for discussing Faculty Senate business.

XXVIII. FLOOR PRIVILEGES

- A. Upon the recommendation of a Senate Committee or by approval of a majority of the members present, any person may address the Faculty Senate on a matter pending before it, subject to such time limitations as may be imposed by the presiding officer.
- B. Upon recommendation of the ASUW President or his/her representative, ASUW Executive Assistants for Academic Affairs, Housing, and External Affairs shall be allowed to speak on the Senate floor; however, no student officer other than the President of ASUW, as ex officio member of the Senate, may introduce legislation to the Faculty Senate.

XXIX. BYLAW AMENDMENTS

The Bylaws may be amended by the vote of two-thirds of the members present and voting, provided that the amendment has been proposed by a committee of the Faculty Senate and has been circulated to the members of the Faculty Senate at least one week prior to the meeting at which action on the proposed amendment is to be taken.

Source:

University Regulation 701, Revision 11; adopted 9/17/2010 Board of Trustees meeting

Revisions adopted 3/24/2016 Board of Trustees meeting

UW REGULATION 6 – 702
Establishment of Faculty Senate Committees

I. PURPOSE

This regulation shall establish the standing committees of the Faculty Senate with specific duties and structured as outlined in the following sections pertaining to the individual committees.

II. INDIVIDUAL STANDING COMMITTEES

The standing committees of the Faculty Senate shall consist of:

- A. Academic Information Technology Committee
- B. Academic Planning Committee
- C. Budget Planning Committee
- D. Committee on Committees
- E. Executive Committee
- F. Faculty Academic Standards, Rights and Responsibilities Committee
- G. Faculty Development Committee
- H. Graduate Council
- I. Reappointment, Tenure and Promotion Committee
- J. Student Interaction Committee
- K. University Course Review Committee Library Council
- L. University Studies Committee

III. GENERAL CHARGE TO COMMITTEES OF THE FACULTY OF THE UNIVERSITY OF WYOMING

Bylaws of the University Faculty, UW Regulation 6-700, Article IV, Section 1, states "All committees of the University Faculty shall be responsible to the Faculty Senate, and it shall establish or dissolve committees as it deems necessary.

A. Goals of the Committee Structure

The system of standing committees of the Faculty Senate of the University of Wyoming is intended to:

1. Be broad enough to encompass all areas of University activity in which faculty are involved on a policy-making level requiring the endorsement of the Faculty Senate, in accordance with UW Regulation 6-700;
2. Be specific enough to consider the problems, grievances, or concerns of each faculty member of the University community;
3. Be advisory to the University administration only in those matters requiring Faculty Senate approval of proposed action; and
4. Provide an effective and efficient legislative committee system to work for the Faculty Senate through the Executive Committee.

B. General Committee Functions

The primary function of committees of the faculty shall be to consider bills or proposals submitted to the Senate and assigned to their areas of responsibility. Committees shall be expected, in a reasonable time, to return appropriate recommendations to the Senate for action. Committees shall also initiate and draft bills establishing faculty regulations or recommendations as needs arise in their areas of responsibility. Committee Chairs or their designees shall introduce such bills to the Senate for adoption or other action.

C. Individual Committee Responsibilities

The duties of each committee are individually detailed, and incorporated as a faculty regulation. However, the intention of this committee system is to provide a dynamic, timely, and effective aid to the progress of the University. For this reason, each committee is charged with the responsibility for continual review of its delegated duties. If changes of a committee's duties, composition, or existence are deemed advisable, the committee shall make such recommendations to the Faculty Senate through the Committee on Committees.

D. Sub-committee Structure

The responsibilities of most faculty committees are intentionally broad in order to prevent duplication of effort and conflicting recommendations. Therefore, it may well be advisable for certain committees to establish sub-

committees from their own membership to perform more specialized functions or to handle particular issues within the overall responsibility of the committee. The establishment and dissolution of such sub-committees shall be left entirely to the discretion of the committee concerned.

E. Meeting and Reporting

A committee shall generally communicate whenever its responsibilities require that it should, whenever directed to do so by the Faculty Senate, and in during the fall and spring semesters. Reports shall be made to the Faculty Senate at such times as to keep the Senate well informed of committee activity, on call of the Executive Committee of the Faculty Senate, and no less than once per year.

F. Commencement of Service

Committee assignments shall be effective with the beginning of the fall semester unless the assignment is otherwise stated. The Senate shall select committee members to fill known vacancies prior to the end of each spring semester. Committee members may succeed themselves on a particular committee (once) with the exception of the Reappointment, Tenure and Promotion Committee. Following the selection of committee members by the Faculty Senate, the Faculty Senate Coordinator shall notify the individual of selection, provide a written copy of the committee charge, and provide the name of the current committee Chair. The committee Chair shall receive notification of the election of new members.

G. Election of Officers

By April 15th, each committee shall elect a Chair and such other officers as it deems necessary, to begin service at the start of the fall semester. Each committee shall forward the names of these officers to the Committee on Committees and the Executive Committee. Students shall not be eligible to chair Faculty Senate committees. In the event a committee is left without a Chair, the Committee on Committees' Chair will call the first meeting to elect the Chair.

H. Alternate and Permanent Replacement Committee Members

When a committee member is to be absent from one or more committee meetings and the Chair and/or the committee deems the presence of a temporary replacement to be desirable, the Chair shall select an alternate committee member after consulting the rest of the committee and forward this person's name to the Chair of the Committee on Committees. In the event a permanent replacement is deemed necessary, the Chair of the affected

committee shall notify the Committee on Committees and the replacement shall be appointed in the same manner as the original appointment. The replacement shall be appointed to complete the term of the original appointment.

I. Absenteeism and Notice of Removal

In the event that a committee member has failed to attend three consecutive committee meetings, and the committee Chair has determined that such absences have been detrimental to the committee's function, the committee Chair shall petition to the Committee on Committees to recommend to the Executive Committee of the Faculty Senate removal of the non-attending committee member. Upon removal for non-attendance, the vacancy shall be filled in the same manner as the original appointment was made. All permanent committee replacements must be approved by the Faculty Senate. A copy of the petition for removal shall be sent to the offending committee member, and he/she shall have ten days from the date of the petition in which to challenge in writing before the Committee on Committees the committee Chair's determination that he/she has had continuous absenteeism as defined herein. Thereafter, he/she shall be deemed to have waived his/her right to challenge the petition and may be removed.

J. Ex officio

The words "*ex officio*" shall be interpreted as "*ex officio* without vote" throughout UW Regulations 6-701, 6-702, 6-703, unless otherwise stated.

K. Expert Consultation

Committees may seek consultation of experts from within or outside of UW as required.

L. Associated Students of the University of Wyoming (ASUW)

The ASUW representatives on faculty committees shall be appointed by the ASUW Senate but shall not be required to be ASUW Senate members.

IV. ACADEMIC INFORMATION TECHNOLOGY COMMITTEE

A. Rationale

The committee is established to coordinate and to exchange information regarding academic information technology services for the University.

B. Functions

The committee shall aid in the establishment of policies for academic information technology services and usage at the University. It shall provide advice in regard to needed information technology capabilities and services for academic purposes, and in this regard to the long range goals of the University. The committee shall endeavor to serve as a channel for communication among the various academic users and providers of academic information technologies.

C. Powers

The committee shall serve in an advisory capacity to the President, appropriate vice presidents, deans, or directors on matters pertaining to needed information technology capabilities and services for academic purposes. All committee actions shall be reported to the Faculty Senate regularly.

D. Composition

The committee shall consist of ~~12-11~~ voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, ~~the Outreach School~~ and ASUW will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The Vice President for Information Technology and Chief Information Officer shall be an *ex officio* member. Committee members shall serve staggered three-year terms, except for the student representative, who shall serve a one-year term. The Chair of the Academic Information Technology Committee shall serve as an *ex officio* member of the Administrative Information Technology Advisory Committee and the Faculty Senate Executive Committee.

V. ACADEMIC PLANNING COMMITTEE

A. Rationale

The overall development of the University, the determination of academic goals and the establishment of academic priorities are fundamental responsibilities necessarily shared by Trustees, administrative officials, faculty, and students. The Academic Planning Committee operates as a forum in which educational directions may be discussed, and specific recommendations developed.

B. Functions

The committee's function is to review and make recommendations to the Faculty Senate on matters related to the structure and organization of the academic activities of the University. This review will be carried out in the context of the University's comprehensive development. The committee will recommend policies regarding priorities for long range development. It will make recommendations concerning the initiation, quality, modification or termination of academic programs. When changes in programs are related to the University's physical facilities the committee will also make recommendations with respect to them. In making recommendations the committee will take into consideration the educational system and needs of the State of Wyoming as well as University considerations.

C. Powers

The committee shall receive proposals and requests for recommendations from the Faculty Senate, the President, the [Provost and](#) Vice President for Academic Affairs, and the Vice President for Research and Economic Development. The Academic Planning Committee may instigate its own inquiries into areas of academic concern. The committee will forward its recommendations to the Faculty Senate, to the [Provost and](#) Vice President for Academic Affairs, and to other appropriate groups or individuals. All substantive committee actions will be reported to the Faculty Senate regularly.

D. Composition

The Academic Planning Committee will consist of ~~12~~11 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, ~~the Outreach School~~ and ASUW will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The [Provost and](#) Vice President for Academic Affairs, the Vice President for Research and Economic Development, ~~the Dean of the Outreach School~~, and Chairs of the Student Interaction Committee, Graduate Council, Budget Planning Committee, and University Course Review Committee shall be *ex officio* members. Faculty representatives shall be selected by the Committee on Committees and shall serve staggered three-year terms. The Chair of the Academic Planning Committee shall serve as an *ex officio* member of the Budget Planning Committee and the Executive Committee of the Faculty Senate.

VI. BUDGET PLANNING COMMITTEE

A. Rationale

The overall development of the University, the determination of goals, and the establishment of priorities have significant budgetary consequences for the entire University community. The Budget Planning Committee provides a forum for the faculty to effectively participate in budgetary deliberations.

B. Functions

The committee's function is to participate in budgetary planning and related deliberations and make policy recommendations to the Faculty Senate on matters related to the long-term acquisition and disposition of the University's financial resources. These activities will be carried out in the context of the University's comprehensive development. It will act as a resource body to the Academic Planning Committee to provide relevant budgetary insight on the ramifications of proposed program changes as well as the financial impact of physical facilities modifications and additions. In making recommendations the committee will take into consideration the economic realities of the times and the needs of the State of Wyoming as well as University considerations.

C. Powers

The committee shall receive proposals and requests for recommendations from the Faculty Senate, the President, the vice presidents, and others authorized by the President. The Budget Planning Committee may instigate its own inquiries into areas of budgetary concern. The committee will represent the faculty in all strategic budget planning and in the budget review process and forward its recommendations to the Faculty Senate, to the Vice President for Administration, and/or to other appropriate groups or individuals. All substantive committee actions will be reported to the Faculty Senate regularly.

D. Composition

The Budget Planning Committee shall consist of ~~13~~12 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, ASUW, and Staff Senate, ~~and the Outreach School~~ will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Faculty representatives shall be selected by the Committee on Committees and shall

| serve staggered four-year terms. The [Provost and](#) Vice President for Academic Affairs, the Vice President for Administration, and the Chair of the Academic Planning Committee shall be *ex officio* members. The Chair of the Budget Planning Committee shall serve as an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate.

VII. FACULTY ACADEMIC STANDARDS, RIGHTS, AND RESPONSIBILITIES COMMITTEE

A. Rationale

The faculty needs to examine and draft policies which affect the University community and its individual members. The University administration subscribes to the tenet that true education may flourish only when the faculty is both free and responsible; the committee is established to provide a vehicle by which rights are insured and responsibilities defined.

B. Functions

The committee shall formulate policies involving the entire University in matters of faculty rights and of faculty responsibility and academic standards for the University and teaching profession. The committee shall be authorized to participate with the President and other appropriate administrative officers in the examination and formulation of policies and procedures relating to the organization and governance of the University's colleges, divisions, and departments whenever these procedures seem likely to affect faculty rights and responsibilities and/or academic units, and shall define the position of the faculty when inconsistencies exist.

The Committee shall consider general policy issues presented by the faculty and shall hear any individual or groups of individuals when such issues are deemed relevant to faculty rights and responsibilities and academic standards.

C. Composition

The Faculty Academic Standards, Rights, and Responsibilities Committee shall consist of 11 members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center and ASUW will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Members shall be selected by the Committee on Committees and shall serve staggered three-year terms. The Chair of this committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

VIII. FACULTY DEVELOPMENT COMMITTEE

A. Rationale

The ongoing development of the faculty is critical to the educational well-being of the University. To maintain and provide the highest level of educational experience, the faculty needs to be afforded the opportunity to learn and implement the latest advances in teaching methodology, and be enabled to compete in the national and international research arena. In order to attract and retain the highest quality faculty, it is necessary to promote an adequate and fair distribution of faculty salaries, and create meaningful incentive and merit systems.

B. Functions

This committee will review and make recommendations on all projects, programs, opportunities, and services at the University which assist and facilitate faculty in the performance of their duties in teaching and research. This will include, but is not limited to, faculty development, teaching, and research awards; and patents and copyrights agreements. The committee shall also review salary and compensation distributions within the University, make surveys of faculty opinion when appropriate, assess the influence of salary and compensation policies on the academic functions of the University, and make general recommendations to the Faculty Senate and the [Provost and Vice President for Academic Affairs](#) regarding salary distribution and policies affecting merit determination.

C. Composition

The Faculty Development Committee shall consist of ~~11~~10 members. Each of the seven colleges (two from Arts and Sciences), the Libraries, and the American Heritage Center ~~and the Outreach School~~ will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Members shall be selected by the Committee on Committees and shall serve staggered three-year terms. The [Provost and Vice President for Academic Affairs](#), the Vice President for Research and Economic Development, the Vice President for Administration, and the Chair of the Research Advisory Committee shall serve as *ex officio* members without vote. The Chair of this committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

IX. GRADUATE COUNCIL

A. Rationale

The University Faculty has certain responsibilities for graduate education which may be delegated to a representative group. This Council is formed to act as that representative group. The development and maintenance of graduate programs of high quality is a concern of this Council.

B. Functions

The Council shall recommend the broad policies concerning the overall University function in graduate education and the University requirements for graduate degrees. It shall advise the Faculty Senate on any proposed changes in UW Regulations which would affect graduate programs.

C. Powers

The Council shall advise on the formulation and review of regulations concerned with graduate education. It shall review proposals and make recommendations to the Provost and [the Provost and](#) Vice President for Academic Affairs concerning new graduate programs, substantive changes in existing graduate programs, implementation of changes in graduate programs recommended through program reviews, and deletion of graduate programs.

D. Composition

The Graduate Council shall consist of 17 members, 15 of whom shall be members of the faculty distributed among the colleges as follows: Agriculture and Natural Resources 2, Arts and Sciences 4, Business 2, Education 2, Engineering and Applied Science 2, Health Sciences 2, Law 1. Two graduate students chosen by the Council shall also be members. College representatives shall be chosen by each college in a manner similar to that used to elect members of college reappointment, tenure and promotion committees (see UW Regulation 5-803.) College representatives shall have terms of office of three years. Student members shall have one-year terms of office. If possible, college representatives shall have staggered terms. *Ex officio* members of the Graduate Council shall include: the [Provost and](#) Vice President for Academic Affairs, the Vice President for Research and Economic Development, ~~the Dean of the Outreach School~~, the Director of the American Heritage Center, and the Dean of University Libraries or their designees. The Associate Vice President for Graduate Education will serve as liaison with the Office of Academic Affairs. The Chair of this Council shall serve as an *ex*

officio member of the Executive Committee of the Faculty Senate. The Chair of this Council or designee shall serve on the Academic Planning Committee and the University Course Review Committee of the Faculty Senate.

X. LIBRARY COUNCIL

A. Rationale

It is important to create a broad, active, and strong Library Council to address the difficult and vital issues of resources, technology, and the open and effective communication between the Libraries and the University.

B. Functions

The Library Council will bring University needs and concerns to the Dean of the Libraries and to the [Provost and](#) Vice President for Academic Affairs, and will advise them concerning these issues. The Library Council will issue an annual report that is distributed to the [Provost and](#) Vice President for Academic Affairs, the Dean of the Libraries, the Faculty Senate and the ASUW concerning its recommendations for changes in the Libraries' strategic plan, organization, and principles for allocation of resources.

C. Powers

The Library Council will report to the [Provost and](#) Vice President for Academic Affairs and advise the Dean of the Libraries on library issues.

D. Composition

The Library Council shall consist of 13 voting members, which are to include one representative from each of the seven colleges (two from Arts and Sciences) and the Libraries, one American Heritage Center archivist, one undergraduate and one graduate student, one non-University representative appointed by the [Provost and](#) Vice President for Academic Affairs (this person should be knowledgeable in library issues). *Ex officio* members with vote shall include the [Provost and](#) Vice President for Academic Affairs, the Dean of the Libraries, the Vice President for Information Technology, ~~and the Vice President for Research and Economic Development, and the Dean of the Outreach School~~. The Chair shall be an *ex officio* member of the Faculty Senate Executive Committee. The representatives from the colleges, the Libraries, and the American Heritage Center shall be elected by their respective units, and the student members shall be selected by ASUW and by the graduate students, respectively. Members shall serve three-year staggered terms, and the Chair shall be a faculty member.

XI. REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE

A. Rationale

The faculty has the inherent right and responsibility to advise the President and the Trustees of the University in matters relating to one or several of its members regarding tenure, promotion, dismissals, and reappointment.

B. Functions

The committee shall advise the [Provost and](#) Vice President for Academic Affairs on matters pertaining to tenure, promotion, dismissals, and reappointment.

C. Powers

The committee shall serve in an advisory capacity to the [Provost and](#) Vice President for Academic Affairs. Where broad policy issues are involved, and questioned, the committee shall refer such issues directly to the Faculty Senate.

D. Composition

The Reappointment, Tenure and Promotion Committee shall consist of at least 17 members excluding the vice presidents, the deans, the associate and assistant deans, the directors, and the department or division heads/chairs. Two tenured faculty members shall be elected from each of the following five colleges: Agriculture and Natural Resources, Business, Education, Engineering and Applied Science, and Health Sciences; four from the College of Arts and Sciences; one from the College of Law, one extended-term faculty member elected from the Libraries; and one extended-term faculty member elected from the American Heritage Center. The University Reappointment, Tenure and Promotion Committee has the authority to appoint one or more academic professional(s) to its committee. The [Provost and](#) Vice President for Academic Affairs shall be an *ex officio* member. Members who have served a three-year term cannot succeed themselves. Replacements (temporary or permanent) shall be determined in the same manner as the original appointments.

E. Frequency of Meetings

The committee shall meet at the request of the [Provost and](#) Vice President for Academic Affairs and at all other times that the Chair of the committee deems necessary.

XII. STUDENT INTERACTION COMMITTEE.

A. Rationale

The policies which determine the scholastic standards of the University of Wyoming and which regulate other areas of scholastic affairs are of basic concern to the faculty.

B. Functions

The committee shall formulate and review policies and procedures in the broad area of undergraduate student academic affairs, including but not limited to scholastic probation and suspension of students, evaluation and recognition of credit, credit-hour requirements, grades, honor roll, honor graduation, all- University degree requirements, University admissions standards, and University student scholarships. The committee shall provide advice in regard to needed services and programs for both foreign students studying at the University of Wyoming and University of Wyoming students studying at foreign institutions. It shall also help formulate long-range goals for international education. Additionally, the committee shall recommend general policy for the University's financial aid program, review its operation and provide recommendations to sustain its orderly function and development.

C. Composition

The Student Interaction Committee shall consist of 13 members. Each of the seven colleges (two from Arts and Sciences; none from the College of Law), the Libraries, the American Heritage Center, and ASUW (four representatives) will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The [Provost and](#) Vice President for Academic Affairs, the [Executive](#) Director of International Student Services, the Director of Admissions, the Registrar, and the Director of Student Financial Aid shall be *ex officio* members without vote. Faculty representatives shall be selected by the Committee on Committees and shall serve three-year staggered terms. The Chair of the Student Interaction Committee shall serve as an *ex officio* member of the Academic Planning and Executive Committees of the Faculty Senate.

XIII. UNIVERSITY COURSE REVIEW COMMITTEE

A. Rationale

The University Course Review Committee is established to monitor and implement the University course review process as described in UW Regulation 6-806, Section II, Part E.

B. Functions

When considering course additions, revisions or deletions to the University curriculum, the University Course Review Committee shall be responsible for insuring that all of the requisite endorsements have been obtained (UW Regulation 6-806, Section II, Part E.), that the proposal does not present any unjustified duplication with other academic units, and that the request is consistent with the current University guidelines regarding courses. The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines (see UW Regulation 6-806, Section II, Parts F. through I.), and with the routine examination and maintenance of the Course Review Process itself.

C. Powers

The University Course Review Committee shall make its recommendations relating to the addition, revision, and deletion of courses to the [Provost and Vice President for Academic Affairs](#). These recommendations will be rendered in the context of the University's comprehensive development. In making these recommendations, the University Course Review Committee will take into consideration the Wyoming community colleges and the educational needs of the State of Wyoming as well as University considerations. All committee actions will be reported to the Faculty Senate regularly.

D. Composition

The University Course Review Committee will consist of the representatives from each of the seven colleges. Each college will select its own representative along with an alternate. If representation from any of these colleges cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The Chair of the University Studies Committee, the Chair of the Graduate Council, the Registrar, the Dean of the Libraries, ~~the Dean of the Outreach School~~, the Director of the American Heritage Center, an ASUW representative, and the Coordinator of Community College Articulation shall be *ex officio* members without vote. The Chair is an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate.

XIV. UNIVERSITY STUDIES COMMITTEE (See also UW Regulation 6-407, "University Studies Program.")

A. Rationale

The University Studies Program requires completion of specific requirements in identified areas of study in accordance with criteria approved by the University Faculty Senate. In cooperation with the Board of Trustees and academic administrators, the Faculty Senate is responsible for making decisions regarding curriculum.

B. Functions

The University Studies Committee shall:

1. Oversee an assessment process for the University Studies Program;
2. Define the philosophy, learning outcomes desired, and criteria for courses in the relevant areas of study, with Faculty Senate approval;
3. Identify and approve courses for the Program;
4. Consult with and advise academic departments concerning the needs and requirements of the Program;
5. Grant approval of alternative courses or pilot programs to fulfill University Studies requirements for a limited time;
6. Appoint *ad hoc* sub-committees as needed to accomplish the goals of UW Regulation 6-407, III.B.1-5, and to select and review courses that meet the criteria approved by the Faculty Senate.
7. Develop and maintain appropriate linkages with the Academic Planning Committee, the Faculty University Course Review Committee, and the Student Interaction Committee, with particular regard to new courses or modification of courses considered for approval as meeting requirements of the Program.
8. Make reports and recommendations to the Faculty Senate as may be deemed appropriate or as requested.
9. Consider and grant such waivers of requirements of the University Studies Program to petitioning students as warranted by unusual and extenuating circumstances, upon recommendation of the University Studies Coordinator (see UW Regulation 6-407).

C. Composition

The committee shall consist of ~~14~~ 10 voting members. Members of the University Studies Committee will include one academic personnel member from each of the six undergraduate colleges (two from Arts and Sciences), the Libraries, ~~the Outreach School,~~ and one of the non-college academic units (e.g., the American Heritage Center or Honors Program). A student designated by ASUW shall be a voting member. Each college or group will elect their own representatives, and these names will be forwarded to the Executive Committee of the Faculty Senate for approval. Faculty representatives shall serve staggered three-year terms. *Ex officio* members of the committee shall include: the First Year Seminar Coordinator and the Communications Coordinator; representatives from the offices of: the Provost and Vice President for Academic Affairs, the Registrar, the Academic Planning Committee, the Deans' Council, Academic Advising, and the Wyoming community colleges. *Ex officio* members do not have a vote. Vice presidents, deans, associate and assistant deans, and directors shall not be eligible to serve on the committee.

The committee shall elect its chairperson. The Chair or his/her designee shall serve as an *ex officio* member of the University Course Review Committee. The University Studies coordinator shall serve as secretary of the committee and maintain a record of the minutes of meetings. The Executive Committee of the Faculty Senate shall fill temporary vacancies on the University Studies Committee.

Source:

University Regulation 702; adopted 5/6/2009 Board of Trustees meeting
Revisions adopted 9/17/2010 Board of Trustees meeting
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 9/13/2013 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 3/25/2015 Board of Trustees meeting
Revisions adopted 3/24/2016 Board of Trustees meeting

UW REGULATION 6-703
Establishment of University Standing Advisory Committees

I. PURPOSE.

This regulation shall establish standing advisory committees with specific duties and composition as specified in the following sections for each individual committee.

II. RESEARCH ADVISORY COMMITTEE.

A. Rationale. Active participation in research by members of the University faculty, staff, and student body helps to fulfill several of the essential elements of the University's mission: 1) to advance the general knowledge of mankind; 2) to stimulate the creativity of the University's faculty, staff, and student body; 3) to enhance the University's learning environment; and 4) to improve the national and international stature of the institution. Research efforts at the University will benefit greatly from guidance that is compatible with the educational elements of the University's mission. Simultaneously, in order to sustain growth and development for all members of the University community, research efforts must encourage the other elements of the University mission.

B. Functions. The committee shall work to strengthen the University by coordinating the general research effort and shall work to elevate the research standing of the University, nationally and internationally. In order to be effectively knowledgeable about the various aspects of research at the University, the committee shall maintain an awareness of the aims and objectives of the Office of Research and Economic Development. The committee shall provide continuing evaluation of the process of administrative review of proposals for grants and contracts and shall act to provide suggestions for the most efficient means of completing this process. The committee shall act as the liaison between the faculty and the University administration on matters pertaining to research. The committee shall act in an advisory capacity to the Faculty Senate and to the University administration, specifically to the Faculty Development Committee and the Vice President for Research and Economic Development, respectively, on matters pertaining to research. "Research" shall be construed to include all of the various forms which are taken by research in the various departments and units of the University. "Matters pertaining to research" shall be construed to include the following topics, but is not limited to these topics: research proposals, research grants and contracts, patents, copyrights, conflicts of interest which involve research, and awards for research excellence. The committee shall review such proposals as may be directed to their attention by the Vice President for Research and Economic Development, including, but not limited to, all proposals which are submitted for the Faculty Grant-in-Aid program and the Challenge Grant program. It shall make recommendations to the Vice President for Research and Economic Development with regard to the distribution of funds which are allocated for these programs. The committee shall review such nominations for

awards as may be directed to their attention by the Vice President for Research and Economic Development.

C. Powers. The committee's dual responsibility is to the faculty and to the administration. It shall act in an advisory capacity: a) to the President of the University; b) to the Vice President for Research and Economic Development; c) to the Faculty Senate; and d) to other appropriate officials and bodies.

D. Composition. The committee shall consist of ~~11~~10 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, ~~and the American Heritage Center (Archivists), and the Outreach School~~ will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to appoint members in as representational fashion as possible. The ~~Provost and~~ Vice President for Academic Affairs and the Vice President for Research and Economic Development shall be *ex officio* members. Faculty members shall be appointed by the Committee on Committees and shall serve three-year staggered terms. The chair of the Research Advisory Committee shall serve as an *ex officio* member of the Faculty Development Committee of the Faculty Senate.

Source:

University Regulation 703, Revision 2; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 9/17/2010 Board of Trustees meeting
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 3/24/2016 Board of Trustees meeting

UW REGULATION 6-716 Change of Recorded Grades

I. PURPOSE

To establish a written policy authorizing the changing of final grades.

II. GENERAL INFORMATION

The assignment of grades for a course is the responsibility of the instructor in charge. Grades which have been reported to the Registrar at the end of the assigned term are final and may be changed only as provided herein, except for temporary grades of I (incomplete).

III. MODE OF GRADING

The mode of grading (A, A-, B+, B, B-, C+, C, C-, D+, D, F, or S, U) used in all cases shall be that advertised for the course in the class schedule or that selected by the student. Changes in mode are permitted only during the authorized drop/add period and are not affected by this regulation.

IV. NOTICE

~~Except in the cases of outreach classes and correspondence study, t~~The Registrar shall send notice of recorded final grades to students and faculty concerned within three weeks after the deadline for receipt of grades in the Office of the Registrar. ~~The Dean of the Outreach School shall send timely notice of outreach course and correspondence study grades.~~

V. ALLOWABLE REASONS FOR CHANGE

An instructor may change a grade which has been reported to the Registrar only to correct an error and only with the approval of the Department or Division Head and Dean of the College responsible for the course.

VI. ADMINISTRATIVE PROCEDURES

- A. A request to change a recorded grade shall be made on a form provided by the Registrar and shall include an explanation of the error claimed to have occurred.
- B. The form must be received by the responsible instructor by the 10th class day of the fall or spring semester immediately following the term in which the grade was assigned. ~~unless the grade was assigned for Adult Education, Correspondence, or Outreach course work.~~

- C. Once initiated, the form shall be handled only by appropriate faculty members and employed representatives in the offices of the concerned department or division, College Dean, and Registrar.
- D. The completed form shall be returned to the Registrar within 30 calendar days from the beginning of the semester; ~~but if the grade was assigned for Correspondence or Outreach course work, the form shall be completed and returned within 75 calendar days after the grade was recorded by the Registrar.~~
- E. If communication with the responsible instructor is demonstrably impractical, the Head of the Department or Division concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply.
- F. When the completed form is received, the Registrar shall notify the student of the action taken.
- G. Exceptions to the limitations in time may be approved by the [Provost and Vice President for Academic Affairs](#).

VII. APPEALS

A recorded grade may be changed through established appeal processes within individual colleges or an appeal.

Source:

University Regulation 716, Revision 1 and Change 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/16/2012 Board of Trustees meeting
Revision adopted 6/16/2015 Board of Trustees meeting

UW REGULATION 8-1

Students

I. ADMISSION

Admission and programs of the University of Wyoming are offered to all eligible people without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category. Requirements for admission to the University shall be established by regulations of the University. The Director of Admissions, through the Provost and Vice President for Student Academic Affairs, is responsible for the admission of students. Admission of graduate students must also be approved by the faculty of an applicable graduate program.

II. FEES

Student tuition fees, and charges (Fees) shall be established by the Trustees, and shall be published by the University. All Fees are payable in advance, and no student shall be admitted to classes until Fees have been paid or a deferred payment plan has been established. Payment must be received by the University before any transcripts will be released. In accordance with the University refund policy, if a student formally withdraws from the University, the University shall refund tuition, minus any late fees.

III. STUDENT CLASSIFICATION FOR FEE PURPOSES

Individuals who qualify as Wyoming Residents shall pay the in-state tuition rate, as established by the Board of Trustees. All other students will be classified as non-resident for tuition classification purposes and shall pay the out-of-state tuition rate, as established by the Board of Trustees. For the purposes of determining whether a student qualifies for in-state or non-resident tuition, the following apply:

- A. For students who are originally classified as a non-resident, residing in Wyoming primarily as a student will not support a claim for resident status for tuition purposes.
- B. Graduate or professional students who move to Wyoming primarily to enroll at the University of Wyoming will be considered a non-resident for tuition purposes for the duration of his or her attendance except for those students who have met the criteria for sections C1, C2, C3, C4, or C5 below.
- C. If the student provides sufficient documentation of the following, the student will be considered a resident for tuition purposes:
 - 1. Any person who lives in Wyoming, including the spouse and any child (including a financial dependent who is under the age of 24) of that person if that person:

- a. Has his or her principal employment located within Wyoming and the income from his or her employment is the principal source of income for his or her family; and
 - b. The individual pays Wyoming taxes as required by law; and
 - c. He or she has been employed within Wyoming for at least a majority of the twelve (12) consecutive months immediately preceding the student's application for resident tuition.
2. Graduates of a Wyoming high school.
3. Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.
4. Graduate students for the duration of a University-funded fellowship.
5. Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence.
6. Individuals who have received an associate's degree from a Wyoming Community College, have been awarded resident tuition status by the Community College, and who subsequently attend the University within one year of leaving the Wyoming Community College. A legal dependent under the age of 24 of a Wyoming Community College graduate shall qualify for tuition at the 150% of resident tuition rate at the University. Aside from the above, attending the University of Wyoming and a Wyoming Community College simultaneously or not being enrolled on a full-time basis at a Wyoming Community College does not qualify a student for resident status for tuition purposes at the University.
7. The spouse or financial dependent who is under the age of 24 of an individual who is determined to be a Wyoming resident pursuant to this Regulation.
8. Individuals with a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, a variety of factors are considered, including evidence and supporting documentation of the following:
 - a. The student must be financially independent and have no reliance on resources outside the state of Wyoming for financial support for at least one year preceding the filing of the petition. If this criterion is not met, the student will be classified as a non-resident for tuition purposes.

- (1) Financially Dependent students are defined as individuals who are financially reliant or are claimed on their parents' or legal guardian's most recent federal or state tax returns or rely on financial resources provided by individuals outside of the State of Wyoming.
- (2) Financially Independent students are defined as individuals who are not financially reliant and are not claimed on their parents' or legal guardian's most recent federal or state tax returns and rely on financial resources that they generate or financial resources in the student's name (such as savings, grants and loans). The burden of proof for meeting this definition will be on the students.
- (3) To prove financial independence, students must show they financially covered their total expenses for at least the twelve (12) months immediately preceding the date of submitting an application for resident status. See the application form requesting financial information specific to the applicant for various categories of expenses.
- (4) Student's financial revenue may be generated from a variety of sources including but not limited to their employment earnings, financial aid, loans, non-University of Wyoming scholarships, savings accounts and grants.
- (5) Student must document employment or self-employment for at least 20 hours per week continuously for at least the past year or the equivalent number of work hours over the past year. Work-study that is part of a UW financial aid package does not fulfill this requirement.
- (6) Loans from institutions, such as banks and governmental entities, are not considered out-of- state resources. Financial sources must show the student as the sole account holder. Any loans with a co-signer or a guarantor, except federal or state student loan program loans, shall not be used for purposes of proving financial independence. Funds provided by a family member, relative, a trust established or controlled by a family member or relative, or a friend, whether placed into a savings account or other financial holding or account, will indicate that a student is not financially independent.

b. The student must additionally meet four of the following criteria:

- (1) Any former home has been abandoned and the individual has cut all ties with their former state for at least one year immediately preceding filing for residency tuition.
- (2) If a home is owned in Wyoming, it shall be the owner's primary residence, the individual shall have over 50%

- ownership interest, and ownership must be dated at least one year immediately preceding filing for residency tuition.
 - (3) One full year of continual presence in Wyoming immediately preceding the filing for residency tuition.
 - (4) Wyoming vehicle registration at least one year immediately preceding filing for residency tuition.
 - (5) Wyoming address on most recent federal income tax return for at least one year immediately preceding filing for residency tuition.
 - (6) A valid Wyoming driver's license for at least one year immediately preceding filing for residency tuition.
 - (7) Wyoming voter registration for at least one year immediately preceding filing for residency tuition.
9. An applicant for resident tuition who is a veteran or eligible individual, as described in 38 U.S.C. 3679(c)(2), shall qualify as a resident for purposes of tuition at the University of Wyoming if the applicant provides:
- a. A certificate or other evidence of the veteran's qualifying service in the uniformed services of the United States;
 - b. Documented evidence at the time of enrollment at the University of Wyoming that:
 - (1) The applicant for resident tuition intends to live in Wyoming during the term of enrollment;
 - (2) The veteran was discharged or released from a qualifying period of service in the active military, naval or air service before the date of enrollment;
 - (3) If the applicant is a spouse or a child of the veteran, the applicant is a transferee pursuant to 38 U.S.C. 3311(b)(9) or 3319 of the veteran's eligibility for educational benefits.
 - c. A person who has qualified for resident tuition pursuant to the above requirements of this section, shall remain qualified in subsequent years if the person pursues one or more courses of education while remaining continuously enrolled, other than during regularly scheduled breaks, lives in the state during the term of enrollment, and, if the person is eligible through a transfer of eligibility pursuant to 38 U.S.C. 3319, the transfer has not been validly revoked.
 - d. Individuals who are not U.S. citizens or permanent residents are considered non-residents except as provided by Section C2 above.

IV. APPEALING TUITION DETERMINATIONS

Students may appeal their classification as a resident or a non-resident through the following process:

- A.** A student assigned a non-resident classification may submit an application for residency for tuition purposes to the Registrar or designee. The student must submit the application and accompanying documentation on or before the first day of classes for the semester the student wants the tuition classification to be reconsidered.
- B.** If the Registrar or designee does not grant reclassification, the student may appeal on a form prescribed by the Registrar that decision to the Residency Classification Committee for review, within ten (10) calendar days of the date of the Registrar's or designee's decision. The members of the Residency Classification Committee shall be appointed by the President or designee.

The Residency Classification Committee will review the written decision of the Registrar along with the student's original application and accompanying documentation which were submitted to the Registrar prior to the submission deadline for that semester and make a written finding to affirm or reverse the classification decision of the Registrar. The student has the burden of proof to show that the Registrar committed error in making the original decision regarding classification. The decision of the Residency Classification Committee is final.

- C.** Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification or since their most recent appeal. Such reclassification will remain in effect so long as the individual is continuously enrolled at the University. Reclassification as an in-state student will not be applied retroactively to previous terms.

V. REDUCED TUITION

The following non-resident individuals shall receive reduced tuition rates calculated at one hundred fifty percent (150%) of resident tuition:

- A.** Graduates of the University;
- B.** Spouses of graduates of the University; and
- C.** Children of graduates of the University.
- D.** Other tuition discount programs established by the University.

VI. SCHOLARSHIPS

Scholarships, other than those from external sources, are established by the Trustees or by Statute. A listing of such scholarships shall be published on the University Student Financial Aid website.

VII. DISMISSAL

Dismissal of students shall be governed by UW Regulation 8-30 and/or UW Regulation 8-229.

VIII. STUDENT EMPLOYMENT

The University may provide work opportunities for students to assist in meeting costs associated with progress toward their educational objectives and educational benefits. See the University Employee Handbook for rules, policies, and procedures governing student employees.

IX. STUDENT ORGANIZATIONS

The Associated Students of the University of Wyoming (ASUW) is hereby recognized as an official organization of the University (see UW Regulation 8-249). All other campus student organizations must apply annually for official University recognition in accordance with the policies and procedures outlined in UW Regulation 8-234.

X. STUDENT PUBLICATIONS

All student publications supported by University facilities or funds shall be approved by, and subject to the direction of, the University Student Media Board. The Board shall report to the President of the University (see UW Regulation 8-38).

XI. ADMINISTRATION

The Provost and Vice President for Student-Academic Affairs shall administer this Regulation.

Source:

Trustee Regulation VIII; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 11/12/2014 Board of Trustees meeting
Revisions adopted 1/15/2015 Board of Trustees meeting
Revisions adopted 4/13/2015 Board of Trustees meeting
Revisions adopted 11/20/2015 Board of Trustees meeting

Revisions adopted 7/13/2016 Board of Trustees meeting

UW REGULATION 8-3
Admission of Undergraduate and Graduate Students

I. PURPOSE

To establish policies and procedures governing the admission of students to the University of Wyoming.

II. UNDERGRADUATE ADMISSION REQUIREMENTS

A. General Admission Requirements

The University seeks to admit qualified undergraduate students. Each applicant's admission shall be based on his or her individual academic achievement. To be considered for admission, an applicant must submit an application, a one-time nonrefundable application fee, official high school transcripts sent directly from the high school, and an official ACT or SAT test score (if the applicant is under 21) to the University's Office of Admissions.

Applicants seeking admission to the University of Wyoming at Casper ~~and the University of Wyoming Outreach School~~ shall be admitted based on the same criteria as applicants requesting admission for the Laramie campus.

B. Assured Admission

Assured undergraduate admission shall be granted to high school graduates and transfer students with fewer than thirty (30) transferable semester college credit hours who meet the following requirements:

1. A cumulative, un-weighted high school GPA of 3.0 (on a 4.0 scale);
2. A minimum composite ACT score of 21 or SAT score of 980 (math/critical reasoning combined); and
3. Completion of the *High School Success Curriculum* while attending high school.

C. Admission with Support

Undergraduate admission with support shall be granted to high school graduates who meet the following requirements:

1. A cumulative, un-weighted high school GPA of 2.5-2.99 or 2.25-2.49 and a minimum composite ACT score of 20 or SAT score of 980 (math/critical reasoning combine); and
2. Completion of the *High School Success Curriculum* with no more than two deficiencies. Both deficiencies cannot occur in the same curriculum category.

Students admitted with support are required to participate in the University's Synergy program or another academic transition program.

D. High School Success Curriculum

1. Four (4) years of English;
2. Four (4) years of math (including algebra I, II, and geometry);
3. Four (4) years of science (including at least one year of physical science);
4. Three (3) years of social science;
5. Two (2) years of a single foreign language; and
6. Two (2) years of additional coursework (including visual and performing arts, behavioral or social sciences, humanities, or foreign language).

E. General Education Development (GED) Credentials

Undergraduate applicants with GED credentials should contact the University's Office of Admissions for specific application requirements.

F. Transfer Students

College transfer students with thirty (30) or more transferable hours after high school must submit an application, a one-time nonrefundable application fee, and official transcripts from each previously-attended institution. Official transcripts must be sent directly from the institution to the University's Office of Admissions. Transfer students must have at least a 2.0 cumulative GPA for undergraduate admission.

G. Holistic Alternative Admission

The University, through the Director of Admissions, has the discretion to admit students who do not qualify under the above-described criteria.

III. GRADUATE ADMISSIONS PROCESS

To be considered for admission as a graduate student, an applicant must submit an application, a one-time nonrefundable application fee, and official transcripts from each previously-attended higher education institution. Official transcripts must be sent directly from the institution to the University's Office of Admissions.

Additionally, each graduate program has its own admission requirements, application processes, and deadlines. Graduate student applicants should contact the graduate program directly to inquire about the requirements.

IV. INTERNATIONAL STUDENTS

Admission of international students is governed by ~~the attached Admission Policy for International Students~~ UW Regulation 8-248, Admission of International Students. This Policy is supplementary to the general admission policies described in this Regulation.

V. HIGH SCHOOL GUESTS

High school students requesting admission as high school guests must submit transcripts demonstrating a cumulative high school GPA of 3.0 on a 4.0 scale (official high school transcripts must be sent directly from the high school to the Office of Admission); a written recommendation from a high school counselor or principal; and official ACT or SAT test scores, if any.

VI. NON-DEGREE STUDENTS

The non-degree admission status is a special status that is not available to international students or students who have a suspension status at UW or another college or university.

Applicants seeking admission as non-degree undergraduate students must submit an application and a one-time nonrefundable application fee to the Office of Admissions. Under this admission status, undergraduate students may take a maximum of eight (8) credit hours per semester and cannot apply more than twelve (12) total credits taken as a non-degree student toward an undergraduate degree.

VII. SECOND BACHELOR'S DEGREE STUDENTS

Students who have received a bachelor's degree from the University of Wyoming and are seeking a second bachelor's degree, but have not taken coursework since graduation, must submit a new application.

Students who have received a bachelor's degree from another institution, or who graduated from the University of Wyoming and have taken courses at another institution since leaving the University, must submit an application, a one-time nonrefundable application fee, and official transcripts from each previously-attended higher education institution. Official transcripts must be sent directly from the institution to the University's Office of Admissions.

VIII. ADMINISTRATION/DISTRIBUTION

The Provost and Vice President for Academic Affairs ~~and the Vice President for Student Affairs~~ shall be responsible for administering this Regulation. Admission policies and procedures shall be published and distributed by the Office of Admissions and will be available through its website.

IX. EQUAL OPPORTUNITY

The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

Source:

University Regulation 3; adopted 2/9/2015 Board of Trustees meeting

UW REGULATION 8-244
Registration Fees for Academic Credit

I. REGISTRATION FEES

All publications containing statements of tuition and fees shall conform to the schedules set forth in the University of Wyoming Fee Book ("Fee Book"). All tuition and fees for academic semesters and summer session set forth in the Fee Book shall be assessed by the Financial Services Business Office, or designee, and collected by the University Cashier's Office. ~~All tuition and fees for Outreach credit programs and professional development course fees shall be assessed and collected by the Outreach School.~~ No student shall be permitted to attend class until his or her registration has been completed. Courses with insufficient registration may be cancelled by the University and the full fees will be refunded to students enrolled in such courses.

II. LATE REGISTRATION FEE

Students are permitted to register as late registrants during the first ten (10) days of University scheduled classes for a regular semester or within the late period designated and announced for the summer term. Students who register late shall be assessed a late registration fee as set forth within the Fee Book. The fee shall be assessed by the Registrar, or designee; however, the Registrar, or designee, may waive the late registration fee if it is determined that the late registration was due to factors under the control of, or for the convenience of, the University.

III. LATE PAYMENT FEE

Students who initiate their registration during the regular registration period are expected to pay assessed tuition and fees according to the schedule and deadlines established by the Financial Services Business Office and approved by the University of Wyoming Trustees. Students who fail to pay registration tuition and fees during such period, shall be subject to assessment of a late payment fee as set forth in the Fee Book. The late payment fee shall be assessed by the Financial Services Business Office, except that the Financial Services Business Office may waive the late payment fee if it determines that the late payment was due to factors under the control of, or for the convenience of, the University.

IV. FULL-TIME STUDENTS

Students enrolled for twelve (12) or more credited hours (9 or more for graduate students) during academic semesters are classified as full-time students. Students enrolled for fewer than 12 hours (9 for graduate students) are classified as part-time students. Certain University services and privileges are afforded to full-time students: free or reduced cost admission to cultural affairs, University theatre productions and intercollegiate athletic contests; access to the Student Health Service; participation in the University Student Loan program; and membership in the Associated Students of the University of Wyoming.

Part-time students enrolled in six (6) or more hours and certain graduate students may elect the services and privileges afforded full-time students as outlined in the Optional Student Fee Package section in the Fee Book. The distinction between full and part-time students is not made during the summer session, except for the purpose of satisfying veterans' administration or student financial aid regulations.

V. CHANGE FROM FULL-TIME TO PART-TIME STATUS

Any student who registers as a full-time student and subsequently drops from full-time to part-time, and who receives a partial refund according to the refund schedule, forfeits access to full-time student services.

Any student who registers as a full-time student and pays full-time student fees and subsequently drops below full-time student status, but does not receive a refund by virtue of reducing the academic load subsequent to the refund period, will continue to be eligible for full-time student services.

~~VI. OUTREACH SCHOOL FEES~~

~~Outreach School course delivery fees as set forth in the Fee Book are payable according to the schedule and deadlines established by the Financial Services Business Office and approved by the University of Wyoming Trustees.~~

~~The portion of the general registration fees allocated for student services and privileges are not assessed for students registered solely in Outreach School courses; should these students wish to participate in the services supported by full time registration fees, they must purchase the Optional Student Fee Package.~~

~~VII. CORRESPONDENCE COURSE TUITION AND FEES~~

~~Correspondence course tuition and fees must be paid when the application for enrollment is submitted. The refund policy is published in the Fee Book.~~

Source:

University Regulation 244, Revision 6; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/14/2014 Board of Trustees meeting

UW REGULATION 8-247
Requirements for Student Participation in the ACT or SAT
Assessment Programs and University Use of Results

I. PURPOSE

To establish requirements for student participation in acceptable nationally standardized tests to be used for admission, advising, and scholarship purposes.

II. REQUIREMENT FOR ADMISSION

All resident and nonresident applicants for admission under twenty-one (21) years of age or transfer students who have fewer than thirty (30) transferable semester credit hours, must have an official copy of the applicant's ACT Assessment or SAT Assessment test results sent to the Admissions Office.

III. USE OF THE ASSESSMENT

The Admissions Office and Student Financial Aid may use information provided by the ACT Assessment or the SAT Assessment in determining the student's eligibility for admission to the University and determining the student's eligibility for awarding of certain scholarships. Additionally, once admitted, the results of the ACT Assessment or SAT Assessment shall be made available to the student's academic adviser, for purposes of advising and placement.

IV. ADMINISTRATION

The Admissions Office, through the Provost and Vice President for ~~Student Academic~~ Affairs, is responsible for notifying students of these requirements.

Source:

University Regulation 247, Revision 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/14/2014 Board of Trustees meeting

AGENDA ITEM TITLE: University Strategic Plan Update, Nichols/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:

Topical Dialogue and Listen Sessions, College and Department/Unit Meetings, and Statewide meetings have concluded. The Strategic Planning Leadership Council is currently working on a draft document using information gained from listening sessions. Provost Miller and President Nichols will update the Board on the Strategic Planning Process.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Updates on strategic planning are provided to the board on a regular basis.

WHY THIS ITEM IS BEFORE THE BOARD:

An update will be presented for the general information of the Trustees.

ACTION REQUIRED AT THIS BOARD MEETING:

No action required.

PROPOSED MOTION

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Tuition Increase and Use of Such Funds, Nichols/Mai/Michael Rotellini

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 present information related to this topic. Materials may be provided at the meeting.

AGENDA ITEM TITLE: Program Fees, Miller/Rob Godby/Dan Wheeler

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 the report inserted below. This report is a follow up to the information provided to the Board in the November 2016 Board of Trustees report, page 241. For convenience, the report found in the November 2016 Board of Trustees report has also been included in the supplemental materials for the March 2017 meeting.

Report of the Program Fee Implementation Committee.

March 10, 2017

This report was prepared by the members of the Program Fee Implementation Committee, in consultation with University of Wyoming Students, Faculty and Staff. The purpose of this report is not to advocate for program fees, but to objectively describe how such a program could be implemented, describe policies, practices and other considerations necessary to implement such a program, and to describe student and public feedback on the proposed program fees the University of Wyoming is considering.

Members of the Program Fee Implementation Committee

Robert Godby (Co-Chair)
Daniel Kerbs (Co-Chair)
Anne Alexander
Greg Brown
Denise Gable
Victor Hernandez
David Jewell
Seth Jones
Michael Pishko
Mark Stayton
Jaynie Welsh
Suzanne Young

Executive Summary:

To address the current funding challenges facing the University, and to ensure the University's mission was not compromised by immediate revenue shortfalls, President Laurie Nichols convened UW's Revenue Enhancement Sub-committee in early July, 2016. The committee's task was to consider the possible adoption of a program fee system to address the funding challenge the university faces while maintaining program quality and expanding student services. The committee reviewed the use of fees at other institutions to develop a plan with market-competitive and cost-based fee levels, and designed a program to be consistent with institutional goals. The fees were to be designed to:

- 1) Maintain instructional program quality by creating a revenue stream that reflects the higher costs of instruction present in these programs.
- 2) Create a revenue stream that allows the University of Wyoming to improve important student-centered institutional priorities, specifically to improve
 - retention rates of students enrolling at UW, which in turn recaptures lost tuition revenue.
 - time to graduation for students at UW.
 - career-readiness among UW graduates.
- 3) Be implemented in a transparent manner, ensuring the expected cost of attendance in any program and any program fees assessed were clearly identifiable.
- 4) Include accountability processes to ensure direct instructional and student service benefits can be assessed, and that reviews are implemented to regularly review fees charged.

In October 2016, the committee presented its report "**A Proposal to Implement Program Fees to maintain and Improve Student Success While Covering the Costs of Instruction in Higher-Cost Programs at the University of Wyoming**" to the President and Board of Trustees. The plan proposed a set of programs fees to be charged to all undergraduate students (all course codes below the 5000-level) at the University on a credit hour basis on a differential cost-driven basis.

Because of the potential complexity of implementing a comprehensive set of program fees, President Nichols convened a new committee in November 2016, the Program Fee Implementation Committee, to develop an implementation plan. The charge to the implementation committee was (1) to receive feedback from the campus, including students, on proposed program fees, (2) modify the proposal as appropriate incorporating feedback, (3) develop a plan and associated policy on implementation of program fees that provided an open, accountable and transparent system that includes student, college and administrative involvement and (4) to make sure the necessary systems are in place to implement this program by Fall 2017. This committee also was to ensure involvement of students on campus. Whereas the development of the original program fee proposal required expertise in understanding program costs and institutional priorities, respect in a community of learning required that students be involved in the planning and development of such a program. The new committee had 12 members, with four representing ASUW members representing student interests and viewpoints.

The following report details how the program fee system proposed in October 2016 could be implemented if it were to be adopted for Fall 2017. The committee finds the proposed program addresses the first goal above, creating a system that generates revenues to maintain program quality and instructional support in a time of significant budget cuts. The proposed fee revenues are estimated to total approximately \$7.7 million assuming enrollment data similar to that in AY2016. This proposal would

streamline many current fees now in place on campus and replace the revenues of \$1.8 million they provide for academic program support, while adding \$5.9 million in new revenues. Total instructional support flowing from fee revenues would increase to \$4.7 million annually, allowing UW to avoid reductions in program quality caused by reductions in revenue streams elsewhere on campus. The remaining \$3 million in new revenues would be used to address the second goal above, by creating the resources to support new student services to improve retention and graduation rates. If these efforts are successful, the return on this \$3 million annual investment could be substantial. An increase of 1% in our undergraduate on-campus retention rate could result in an additional \$1 million in revenue annually by recapturing previously lost tuition revenues. For this reason, this program fee proposal is not only fundamental to UW's response in maintaining program quality and improving retention and student success to the benefit of students, it is also fundamental in generating new streams of revenue in addition to those collected in new fees.

Student benefits of the proposed program fee plan arise from the new revenues the plan generates:

- Better program quality.
- Wider access to classes, especially those needed for graduation and that historically create bottlenecks that lengthen time to graduation for some students. This will be accomplished by providing a seat guarantee, using program fee revenues to open additional sections when needed.
- More effective and better resourced advising on campus to improve retention and graduation rates through early intervention for at-risk students, better and more frequent advising.
- Greater career preparation opportunities for students.
- Wider support for student success services, including expanded math and writing help.

Findings of the report can be summarized as follows:

- The program fee system proposed in October 2016 can be implemented by Fall 2017 if approved in Spring 2017.
- Revenue streams generated will achieve revenues considered necessary to maintain program quality and improve student retention and graduation rates.
- The system makes more transparent to students the cost of education at Wyoming by streamlining the existing fee structure.
- Accountability regarding fee use and success in achieving institutional and program goals can be developed. Policies do so are proposed below.
- While it is not expected that a significant proportion of members in our educational community, namely students, will welcome an increase in the cost of their education, they may accept it if the benefits of the proposed program can be successfully implemented as recommended.
- The report does consider program fee phase-in options to minimize the initial student impact of the proposed fees. While such an action could be problematic in allowing the goals of the program fee proposal to be accomplished, scaling back fees in proportion to those originally proposed and increasing them over time can work using existing UW financial systems. We find that a grandfathering system (allowing existing students to avoid an increase in their fees), however, would not be workable both due to the limitations of the UW financial system and due to practical matters regarding equity and revenue impacts across colleges.

Section 1: Background:

The recent energy downturn has forced the state to make hard decisions in allocating its scarce revenue resources. While Wyomingites still expect their only four-year public university to maintain its high academic quality, the University, along with all other state agencies, has had to adapt to painful budget cuts. To address the current funding challenges facing the University, and to ensure the University's mission was not compromised by immediate revenue shortfalls, the University of Wyoming's Revenue Enhancement Sub-committee was convened at the request of President Laurie Nichols in early July, 2016.

As its name implied, the purpose of the committee was to identify immediate and meaningful potential revenue streams to help offset the impact of recent budget cuts. Specially, the committee was tasked to consider how program fees as a means of supplementing current revenue streams. Since such fees are commonplace at other universities, the committee reviewed the use of such fees at other institutions similar to Wyoming. The committee then developed a plan to identify reasonable fee levels based on institutional goals, program costs, and market comparisons.

In October 2016, the Revenue Enhancement Committee, a sub-committee of the UW Financial Crisis Advisory Committee, presented its report **"A Proposal to Implement Program Fees to maintain and Improve Student Success While Covering the Costs of Instruction in Higher-Cost Programs at the University of Wyoming"** to the university community, including the President and Board of Trustees. To ensure that student services and program quality would not suffer in this new fiscal environment, the plan proposed a set of programs fees be charged to all undergraduate students (all course codes below the 5000-level) at the University on a credit hour basis.¹ The proposed new fees would not only be used to support instructional quality in the face of budget cuts, they were also proposed to support increased levels of student services meant to improve student retention and graduation rates, while also increasing graduates' career preparation. The benefit of such services would not only be to students; improved student retention and graduation outcomes would also improve university revenues by capturing tuition revenues otherwise lost when such attrition occurs. Stronger career preparation would also increase the benefits UW's graduates provide in supporting a strong state economy. The new fees as proposed were estimated to have the potential to generate in excess of \$10 million annually, with an estimated annual net new revenue stream in excess of \$5 million after accounting for the fees they would replace, and for the new student service expenditures necessary in advising, student academic support and career preparation to deliver the proposed program's student benefits.

The purpose of this report is to develop in more detail how such a program would be implemented on the UW campus. Because of the potential complexity of implementing a comprehensive set of program fees and the proposed new student services, and the possible impact on the cost of attendance at UW such a program could entail, in November 2016 the President of the University of Wyoming convened a new committee, the Program Fee Implementation Committee, to develop a report detailing an

¹ Graduate programs were not included in the proposed fees for several reasons. First, several professional graduate programs already assess program fees. Secondly, in advanced disciplinary graduate programs (traditional academic Master's and Ph.D. programs), a significant number of students are often paid state-provided assistantships that include partial or full tuition scholarships. To avoid undermining UW's ability to compete for the best students in such programs and to avoid unintended consequences of increasing program costs and therefore assistantship cost, graduate programs were not included in the program fee proposal.

implementation plan necessary to accompany such a program. The President's charge to the new committee was as follows:

- To receive feedback from the campus, including students, on proposed program fees outlined in **"A Proposal to Implement Program Fees to maintain and Improve Student Success While Covering the Costs of Instruction in Higher-Cost Programs at the University of Wyoming."**²
- To modify the proposal as appropriate incorporating feedback.
- To develop a plan and associated policy on implementation of program fees with a goal of creating an open, accountable and transparent system that includes student input in accordance with University Regulation 8-249, and that also ensures college and administrative involvement to make sure the necessary systems are in place to implement this program by Fall 2017.
- To monitor the use and outcomes of program fees and suggest modifications as needed to accomplish the original intent of the fees.

Membership of the committee was directed to consist of 4 student members representing ASUW, and one member from the following colleges and offices: Academic Affairs, the Division of Administration, the College of Agriculture and Natural Resources, the College of Arts and Science, the College of Business, the College of Education, the College of Engineering and Applied Science, and the College of Health Sciences. The following committee members were appointed by the President:

ASUW members:	Daniel Kerbs, Jaynie Welsh, Victor Hernandez, and Seth Jones.
Academic Affairs:	Anne Alexander
Division of Administration:	David Jewell
College of Arts and Science:	Greg Brown
College of Agriculture and Natural Resources:	Mark Stayton
College of Business:	Robert Godby
College of Education:	Suzanne Young
College of Engineering and Applied Science:	Michael Pishko
College of Health Sciences:	Denise Gable, with Dean of Nursing Mary Burman as an alternate member.

Robert Godby, a faculty member from the Department of Economics, and Daniel Kerbs, an ASUW Senator representing the College of Engineering, were appointed committee co-chairs.

The President's charge also required that the report be submitted to the President and Provost of the University of Wyoming no later than March 10th, 2017 for consideration at the March 22-24, 2017 Board of Trustees meeting. A draft report was to be made available for comment as soon as possible to allow

² **A Proposal to Implement Program Fees to Maintain and Improve Student Success While Covering the Costs of Instruction in Higher-Cost Programs at the University of Wyoming.** Report of the Revenue Enhancement Sub-Committee of the University of Wyoming's Financial Crisis Advisory Committee, October 16, 2016. http://www.uwyo.edu/president/budget_planning/rec/appendix.html.

for feedback. The committee was also to endeavor to create campus awareness and to solicit feedback by any means they deemed appropriate.

Program Fees Proposed:

The original report recommended undergraduate fee levels assessed per credit hour, based on the course codes students register in. The fee levels were calculated based on the programs' cost of delivery of services and assessed based on the benefits principle (those that pay the fee will benefit directly). These fees are described in Tables 1 and 2. Program fees, often referred to as differential tuition, were recommended over an increase in general tuition because such fees recognize that the variety of degree offerings at a university, their difference in cost of delivery, student demand, and the private degree value for students they provide upon graduation can justify differential fees by program above a standard tuition rate. Program fees provide a mechanism for universities to more closely tie the true cost of education to the students most likely to benefit from a course of study, and to hold institutions, colleges and departments accountable to students for the quality of their education. Such fees, with many variations, have become commonplace in other universities, and are now present at a majority of public institutions across the country.³

The fees proposed were designed to achieve four goals:

- 1) Support those instructional programs that require additional resources by creating a revenue stream that reflects the higher costs of instruction present in certain programs.
- 2) Create a revenue stream that allows the University of Wyoming to improve important student-centered institutional priorities, specifically
 - a. To improve retention rates of students enrolling at UW
 - b. To improve time to graduation for students at UW.
 - c. To improve career-readiness among UW graduates.
- 3) Fees proposed would be implemented in a transparent manner, ensuring the expected cost of attendance in any program and any program fees assessed were clearly identifiable.
- 4) Proposed fees must include accountability processes to ensure direct instructional and student service benefits can be assessed, and that reviews are implemented to regularly review fees charged.

The initially proposed fees described in October 2016 were to be charged on a per credit hour basis by college, as shown in Table 1. Additionally, a second set of program fees were proposed in some higher-cost programs within some colleges. Specifically, in the Colleges of Arts and Science, Agriculture and Natural Resources, and Health Sciences, fees in addition to the basic college fee were proposed where the cost of programs and instruction was higher, due for example to higher cost of needed instruction or laboratory materials, technological, maintenance and equipment needs. These are described in Table 2.

³ For further justification of the use of program fees and the suggested use of credit hour over semester-based charges, please see **A Proposal to Implement Program Fees to Maintain and Improve Student Success While Covering the Costs of Instruction in Higher-Cost Programs at the University of Wyoming**. Report of the Revenue Enhancement Sub-Committee of the University of Wyoming's Financial Crisis Advisory Committee, October 16, 2016. http://www.uwyo.edu/president/budget_planning/rec/appendix.html.

Table 1: Originally Proposed College-Wide Fees Proposed

College/School	Credit-hour Fee Proposed
Agriculture and Natural Resources	\$10
Arts and Science (A&S)	\$10
Business	\$45
Education	\$45
Engineering and Applied Science	\$69
Haub School of Environment and Natural Resources	\$48
Health Science	\$12

Table 2: Originally Proposed Specific Program Fees Charged (Additional to College fees)

Programs	Fee	Course Codes
A&S Science and Quantitative Programs (Sci-Q)		
Tier 1	\$10	ANTH, GEOG, MATH, PSYC, STAT
Tier 2	\$20	GEOL
Tier 3	\$45	ASTR, BOT, CHEM, LIFE, PHYS, ZOO
Visual and Performing Arts (VPA)	\$45	ART, MUSC, THEA
Agriculture Studio/Science Fees		
Tier A	\$10	AGEC
Tier B	\$15	AECL, ANSC, ENTO, ESM, FCSC, FDSC, MICR, MOLB, PATB, PLNT, REWM, RNEW, SOIL
Health Sciences Program Fees		
Communications Disorders	\$30	SPPA
Kinesiology And Health	\$25	HLED, KIN
Nursing	\$30	NURS
WIND minor	\$10	WIND

Some changes have been made to the fees originally proposed in October 2016 based on feedback from the President and the Executive Committee of the Board of Trustees. This report recommends

consolidating the fees in Tables 1 and 2 into a simpler format shown in Table 3. The fees proposed here also result in small changes to the fees originally proposed in the Health Sciences.⁴

Table 3: Updated and Consolidated Proposed Program Fees.

Programs	Fee	Course Codes
Arts and Science Program Fees	\$10	All A&S codes not shown below
A&S Science and Quantitative Programs (Sci-Q)		
Tier 1	\$20	ANTH, GEOG, MATH, PSYC, STAT
Tier 2	\$30	GEOG
Tier 3	\$55	ASTR, BOT, CHEM, LIFE, PHYS, ZOO
A&S Visual and Perf. Arts (VPA)	\$55	ART, MUSC, THEA
Agriculture Studio/Science Program Fees		
Tier A	\$20	AGEC, AGRI
Tier B	\$25	AECL, ANSC, ENTO, ESM, FCSC, FDSC, MICR, MOLB, PATB, PLNT, REWM, RNEW, SOIL
Business Program Fees	\$45	All codes in Business College
Education Program Fees	\$45	All codes in Education College
Engineering and Applied Science Program Fees	\$69	All codes in Engineering College
Haub School of Environment and Natural Resources Program Fees	\$48	ENR
Health Sciences Program Fees		
Health Sciences Program Fee	\$12	All HS codes not shown below
Communications Disorders	\$42	SPPA
Kinesiology And Health	\$42	HLED, KIN
Nursing	\$42	NURS

The remainder of this report details how the fees in Table 3 could be implemented. Section 2 details the specific rules that would be used to assess the proposed fees, how they would be implemented transparently in UW's billing system, and presents a sample student bill. The allocation of fee revenues by college is also described in this section. Section 3 outlines a proposed accountability and fee assessment

⁴ Specifically, the fees in Kinesiology & Health have been increased by \$5 from the originally proposed level to align them with those originally proposed for the Nursing and Communication Disorders programs. They also eliminate the proposed program fee for the WIND minor. Both changes were made after initial feedback from the President and a sub-committee of the Board of Trustees.

process that could be used to ensure fees are used only for their intended purposes, and that the use of fee revenues remains accountable to both students and the UW administration. This section also outlines potential reserve fund policies necessary to ensure efficient use of program fee revenues. Section 4 describes student and public feedback efforts made by the committee, and the findings of those efforts.

Section 2: Fee Assessment and Allocation Processes

Fee Assessment:

To ensure that the cost of education was clear, that the use of fees was also apparent to students, and to ensure fairness for all students taking classes provided by a particular program, the original report recommended that the simplest means of fee assessment was by credit-hour fee, with fixed fees charged on the basis of course subject code. For example, all students taking undergraduate classes with an ART code will pay the same amount per credit-hour.

In the original October 2016 program fee proposal, alternative means of fee assessment were also considered, but ultimately rejected. Semester fees assessed on students declaring a major or minor in a program were avoided due to the potentially unconstructive incentives they may create. Specifically, payment of an additional semester fee could incentivize students to avoid declaring they were majoring or minoring in a particular program until the last possible moment. This is sometimes referred to as the "shadow-major problem" and results in higher fees being required by those who do declare their major or minor to support those avoiding the program costs but benefiting from the program's services. Alternately, specific and differential individual course fees were also considered. Some may argue that assessing fees by the cost of specific classes is fairer, as some courses in specific programs are less costly than others. The committee determined, however, that a program should be viewed holistically and fees charged accordingly.

Implementation start date: The proposed fee program would begin in the Fall semester of the 2017-18 academic year based on credit hour enrollment in each course in the Fall 2017 semester. Refunds would be applied per university rules for course fees. Fees would not be refundable on any courses students are enrolled in after the drop/add date.

Existing Course and Program Fees: The proposed program fees replace virtually all of the existing undergraduate program and course fees found in Section IV of the University of Wyoming Fee Book (FT 2017). The only fees that are not replaced are examination fees to waive classes, summer travel course expenses, printing, and lesson and practice room fees. Existing undergraduate fees generate approximately \$1.8 million annually. Some of the proposed program fee revenues would be used to cover costs previously covered by existing fees.

Courses Program Fees apply to: Fees are only levied on undergraduate courses (course numbers below 5000). Fees are not levied on online or distance site courses (Section numbers below 40).

Cross-listed classes: In the case of cross-listed courses (single classes in which credit is associated with more than one course code prefix) that have potentially two (or more) program fees based on course-code, the highest fee will apply. For example ECON 1010/AGEC 1010 would charge the \$45/credit hour fee charged in the Business College despite the fact that in the AGECE program the course would cost \$20. Fees in cross-listed courses will be returned to the department providing the class unless other arrangements are made between affected departments.

Dual-listed courses: Dual-listed courses refer to undergraduate courses (typically at the 4000-level) that may also be taken for 5000-level graduate credit. Only students enrolled in the 4000-level section of the class will be assessed program fees. Students at the 5000-level will be exempt. It is presumed that only students accepted in graduate programs or approved to reserve 5000-level credits can enroll in 5000-level courses. Departments shall not allow students to enroll in the 5000-level section of a dual-listed class to avoid payment of program fees. Similarly, in some graduate programs, departments may consider creating 5000-level sections of classes to avoid their graduate students paying undergraduate fees.

Outreach Classes: The original proposal in October 2016 recommended charging a program fee on all undergraduate online or distance site classes (all classes with Section 40 numbers), except those in Nursing. Since that report, however, the Outreach School has begun a process of reorganization. In the near future, tuition sharing rules with departments regarding on-line revenues may change, as might the tuition fee structure of distance classes. For this reason, the report now recommends that no new program fees be charged for online classes. This will reduce projected revenues by approximately \$750,000 based on 2015-16 enrollments relative to initial estimates made in the original report. We recommend that the existing delivery fee assessed on distance courses (\$25 per student credit hour) continue to be assessed until Outreach School reorganization discussions are completed. Consideration and assessment of program fees for online classes could then be determined after uncertainties regarding how the Outreach School will operate in the future are resolved.

Financial Operations and Billing: Given the proposed timeline, it is essential that current UW systems can implement the billing changes the proposed program fee system requires by Fall 2017. Consultation with UW's Financial Operations staff ascertained this was possible using current billing systems, though resources will have to be deployed to develop the additional billing processes. This effort would occur in late spring and early summer 2017 if the proposed fees are approved in the March Trustees' meeting.

Figure 1 describes the billing process as it would occur with program fees implemented. The current fee assessment process occurs twice daily, and assesses tuition, mandatory fee and other fee charges to students by updating their accounts. These processes would not change. The proposed program fees would be assessed to students' accounts using new billing processes to be developed. Based on a student's enrollment status as of the drop/add date of each semester, the fee assessment process would now also compute program fees owed. Course reference numbers (CRNs) associated with each course are currently used to assess existing course fees when applicable. These numbers associate specific program and course attributes such as program, department and credit hours related to each course a student can enroll in. New coding would allow appropriate program fees for each student to be determined in each semester using CRN data. The process can also be programmed to determine fees applicable when cross-list rules apply to ensure appropriate fees are charged by course code. As shown in Figure 1, these new processes would then add this billing information to students' bills as new charges.

Figure 2 shows how a sample bill that includes program fees might appear to a hypothetical student "Joseph". In the example shown, current fiscal year (FY16) tuition and other fee rates are assumed (these are updated annually based on changes to tuition, mandatory and other fees as appropriate). The student is also billed for the proposed program fees as described in Table 3 as if they were in place for the spring semester of 2017 (term 201720). Joseph is assumed to be enrolled in the following classes: Accounting (ACCT) 1010, Economics (ECON) 1000, Political Science (POLS) 1000, History (HIST) 1120, and English (ENGL) 1010. Each course is a 3 credit hour class.

Figure 1: Program Fee Revenue Process Flow:

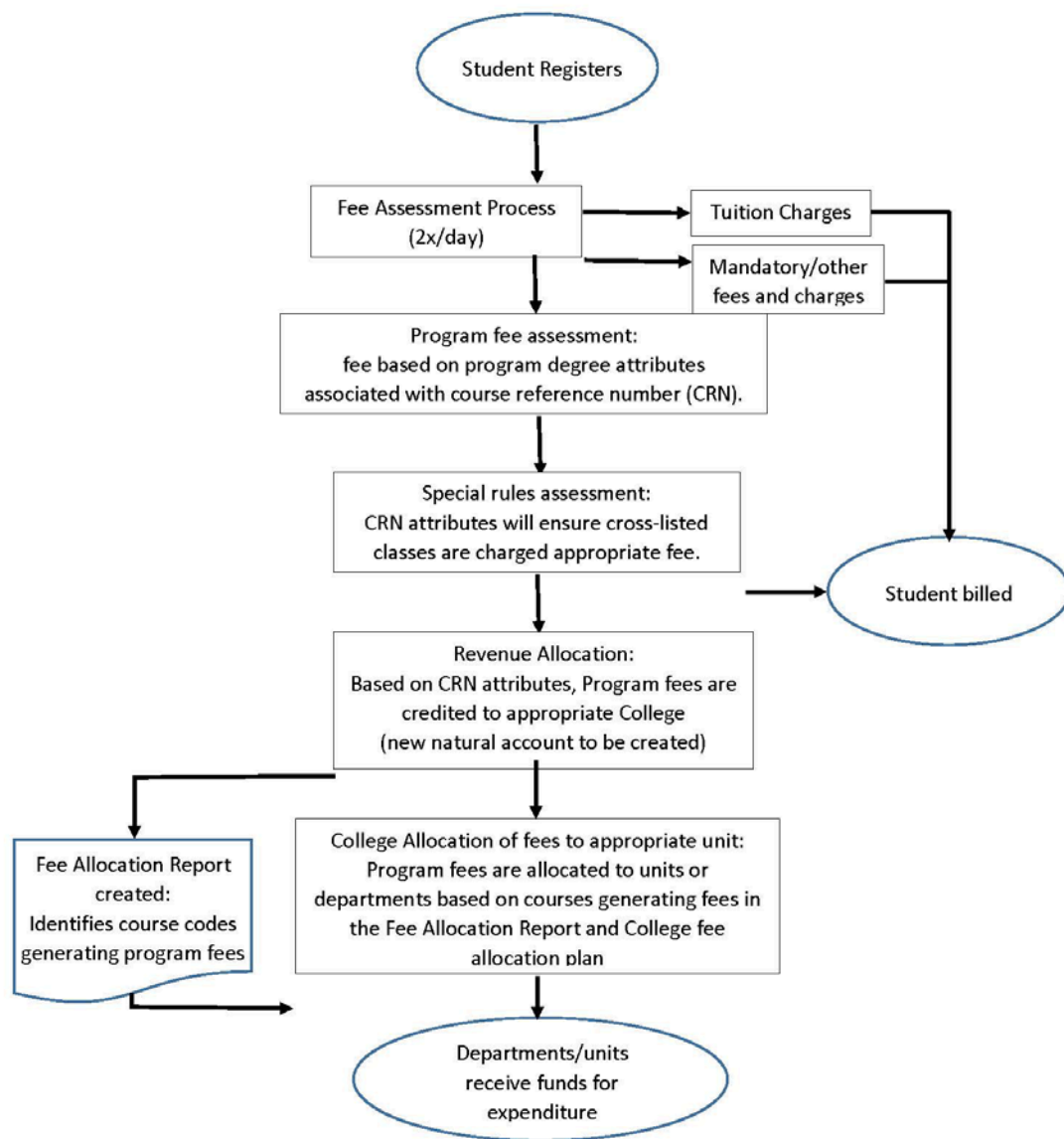



Figure 2: Sample Student Billing with Program Fees Assessed

	DUE DATE	TERM	AMOUNT DUE
	01-MAR-2017	201720	\$ 2,866.31

University of Wyoming
1000 E University Avenue
Dept. 3623
Laramie, WY 82071
1-800-370-3188
www.uwyo.edu/fsbo/accounts-receivable
acctrecv@uwyo.edu

Joseph

Student ID: W0

Account Statement

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
		PREVIOUS BILLED BALANCE	0.00	
		- CURRENT CHARGES -		
201720	02/22/2017	R Undergrad Tuition Spring	1,860.00	
	02/22/2017	Student Services Fees	300.33	
	02/22/2017	Student Services Fees F-T	345.98	
	02/22/2017	College Fee - A&S	90.00	
	02/22/2017	College Fee - Business	270.00	
		* CURRENT BILLED BALANCE *	2,866.31	

PAST DUE	PREVIOUS BALANCE	CURRENT BALANCE	TOTAL AMOUNT DUE
\$ 0.00	\$ 0.00	\$ 2,866.31	\$ 2,866.31

As shown, the billing system first charges tuition owing based on the student's current enrollment status assuming their appropriate tuition rate. In the example shown in Figure 2, Joseph is a Wyoming-resident and charged \$124/credit hour for the 15 credit hours of classes he is enrolled in. The resulting tuition charge is \$1860 for the semester. Student services fees and full-time mandatory fees are charged to him based on the current rates in the FY2016 fee-book. The last two charges on the bill are for program fee charges. Because Joseph is taking three courses offered by the Arts & Science College (POLS 1000, HIST 1120 and ENGL 1010), each with a \$10 per credit hour fee, he is charged \$90 in program fees from that college. Since Joseph is also taking six credit hours in the Business College, he is assessed a fee \$270 in fees from that college (6 credit hours @ \$45/credit hour). The proposed billing process outlined in Figure 1 using current UW systems results in a transparent assessment of program fees, showing how fees from each college as described in Table 3 are assessed.

Program Fee Implementation Phase-in Options: The original program fee proposal recommended that all new fees be implemented in Fall 2017 at the levels described in Tables 1 and 2. The recommendation of this committee is that the proposed fees now described in Table 3 be implemented in Fall 2017. The committee did consider additional phase-in options to determine if it would be possible to allow the proposed fees to be phased in over a longer period of time to moderate the impact on students. Two options were considered: (i) a reduction in the fees charged to all students, allowing the proposed fees in Table 3 to be implemented gradually over a period of semesters or even academic years, or (ii) a phase-

in based on student cohort, for example, charging fees first to only incoming freshman in Fall 2017, while grandfathering existing students out of any fee changes.

Partial fee phase-in: Considering the existing revenue management systems at UW, the first phase-in option is easily implemented assuming the fees described in Table 3 are phased in across all students over a period of time. The process flow described in Figure 1 relies on predefined rates to charge students necessary fees, and changing the amount of fees charged, for example in Fall 2017 only charging 50% of each fee described in Table 3 and then increasing the program fees to the full levels at a later date, would only require changes in routine programming similar to how tuition changes are implemented. Program fee rates associated with CRNs could be programmed at defined levels by semester or year. Any phase-in process based on the level of fees charged can be accommodated using existing UW systems.

While it is feasible on a technical level to phase-in the proposed program fee system in this manner, the committee noted that not charging full fees would be problematic with respect to delivering promised student services and instructional improvements. Any phase-in of fees in this manner would delay revenues the proposed program fees are meant to generate to offset budget cuts and to fund new, enhanced, and existing services. Since revenues necessary to deliver such services and to ensure instructional improvements outlined in the original proposal require specific levels of funding, some of these initiatives would have to be reduced in scope and scale or delayed if fee revenues were reduced. If a partial phase-in of program fees occurred over time, units would have to prioritize any newly proposed student services and instructional capacity improvements, determining which changes would occur first in order to ensure sufficient revenues were generated to cover required expenditures. This would have an impact on the additional benefits students received for their increased fees. Overall, however, this type of phase-in of program fees over time is possible using existing UW systems.

Cohort Phase-in (Grandfathering): Implementing the proposed program fees by student cohort, allowing some or all existing students to be grandfathered out of the system cannot be accommodated using existing student systems. Nowhere in the current UW billing systems or Banner, are students tracked or classified by cohort based on their academic level achieved or year of study. If, for example, it was determined that program fees were only to be charged to incoming freshman in Fall 2017, and then fees would be charged only to newly incoming students after that date (in the following year only freshman and sophomores would be charged, in the following year after that freshman, sophomores and juniors would be charged, etc.), such a grandfathering system would require a completely new and separate parallel billing system to be introduced. The current system cannot assess fees based on student characteristics in this manner. As shown in Figure 1, fees are assessed based on the characteristics of the courses a student is enrolled in, not the academic level a student has achieved or any other student characteristic.

Beyond system limitations, an additional concern also would be relevant in a cohort-based phase-in system. Revenue streams generated from such a model would be far smaller (in a grandfathered system that started only with new freshman, full revenues would not be realized for four years), and as noted in the first phase-in approach considered, this would require prioritization of which new services were implemented initially. Such a system would also create an additional equity issue. Would new student services implemented using the new fees collected only be available to the students funding them, or would they then be available to all students including those grandfathered out of the new fees? New student service changes would be difficult to implement for only a cohort of students, and it likely would

not be feasible or practical to exclude existing grandfathered students from any new student services introduced, though they were paid for by cohorts of more recently matriculated students. Grandfathered students would then, in effect, receive a “free-ride” paid for by more recently-enrolled students. Further, if new student services were offered to both previously grandfathered students and newly entering students who were paying program fees, the resources available and level of service for those students paying fees would be diluted, reducing the benefits of the services they were paying for. These equity considerations also suggest a cohort-based phase-in may not be practical.

As an alternative given the limitations of the existing billing system, a variant of a cohort phase-in system would be possible if program fees were implemented by level of course instead of student level. For example, the existing system could accommodate program fee assessment limited to selected courses, for example all 1000-level courses in the first year of implementation would pay program fees, with higher-level courses paying fees in the following years (e.g. in the second year of implementation 1000-level and 2000-level classes would pay fees, and so on). This would require only a change in the programming of fee assessment processes based on course CRNs. Such a system would not grandfather all existing students out of program fees, however, as students previously enrolled before the fees went into effect would still have to pay program fees if they took a 1000-level course to complete their degree requirements after fees went into effect. Furthermore, the equity and resource concerns previously described would still be an issue as revenue streams would be less than necessary to serve all students until the program was fully implemented.

Another equity concern also arises if such a grandfathering scheme were used – revenues would not be reduced equally across colleges. For example, if only 1000 and 2000-level courses were charged program fees in the first year, those colleges with a relatively greater proportion of first and second year classes would see more revenue than those with less. Under such a system, the Arts and Sciences College would receive 73% of the revenues possible relative to a full rollout of fees, while the Health Sciences College would receive only 27% of the revenue that would occur under a full program fee implementation. All other colleges would receive revenues ranging from 41% to 48% of a fully implemented system. Such outcomes would lead to fewer student services being implemented in some colleges relative to others. Again, this would result in highly variable access to student service across colleges, resulting in a potentially substantial equity issue.

In summary, if a phased in approach is used for the program fee introduction, it must be course-based, not cohort-based due to limitations of the existing billing systems. A phase-in reduces program fee revenues below those projected in the original proposal and used to justify fee levels regardless of the approach used, and therefore the use of the fees would have to be changed accordingly to accommodate the reduced revenue generated. Since the program fees were in part proposed to offset the impacts of budget cuts, students would see a decline in some services or instructional resources. Any system that attempts to grandfather or protect existing students from the fee increase also leads to additional issues with respect to service provision and equity. Under any approach that phases in fees, students paying fees would see less value for the increased costs they bear, which again would undermine the justification of a program fee system.

Program Fee Allocation

Revenue Allocation: The process described in Figure 1 also describes how revenues from the proposed program fee system would be internally allocated. Based on the CRN information, program fees charged in each college would be allocated to new accounts created for each college. Simultaneously, a report would be created identifying the fees collected and associated courses and credit hours they were generated by for each college. Colleges would then allocate fees to units within the college based on each college's plan for the allocation of program fees as described below. Since planned methods of allocation and use of program fees differ by college, the allocation and management of fees use at this point in the process would be done by the colleges based on each college's own plans for use of the program fees.

Fund Availability and Phase-in Expenditures: Since the University will be transitioning to a new accrual based accounting system, allocation of funds will occur in the semester in which they are billed and collected. Colleges will receive estimated revenue flows for the semester in the second week of classes based on class enrollments after the drop/add date, with funds made available for expenditure no later than the week after this date. The committee recommends that any over-expenditures caused by unanticipated revenue changes after this date be settled in the following semester's estimated revenue flow and before any new expenditures are allowed to be made from that semester's program fee revenues.

To ensure maximum value for students from program fees, it is expected that Colleges will implement new services for students as soon as possible, preferably at the start of the semester in which fees go into effect. This would be expected despite the fact that the first revenues from the proposed fee program will not be available until later that same semester. Optimally, colleges will find a means to bridge expenditures through the Fall semester to ensure that students begin to see the benefits of the new fees immediately upon their implementation.

College Allocation Plans: Proposed program fees in Table 3 are intended for different uses in different colleges. For this reason the allocation, management and use of proposed program fees differs by college. Program fees are intended for two general purposes: expanded student services and supporting instructional needs to preserve and improve program quality. Fee levels differ by college because of program cost differences.⁵

Allocation of funds by college and associated management responsibilities are described in Table 4. Generally, fees designated for expanded student services, such as expanded advising, expanded student support services and career preparation are allocated to and managed by the colleges/schools. Table 5 defines the student services proportion of the program fee charged in each college. Use of these funds will be determined by college business managers in accordance with pre-approved expenditure and management plans. Proceeds from program fees collected beyond these amounts are allocated to departments to support teaching and instruction as shown in the table, and responsibility for planning and management of these funds rests with the Department Heads or Chairs. In the Colleges of Engineering

⁵ Please see **A Proposal to Implement Program Fees to Maintain and Improve Student Success While Covering the Costs of Instruction in Higher-Cost Programs at the University of Wyoming**, Report of the Revenue Enhancement Sub-Committee of the University of Wyoming's Financial Crisis Advisory Committee, October 16, 2016. http://www.uwyo.edu/president/budget_planning/rec/appendix.html . This report details how program fee levels were determined.

and Education, the College Dean's office or Business Manager is responsible for the expenditure planning and management of all program fee proceeds. The Haub School receives and is responsible for all funds generated by classes taught by Haub School faculty teaching ENR classes. ENR classes taught by other departments shall be allocated a share of program fees generated on the basis of pre-arranged agreements with the Haub School.

Table 4: College Program Fee Allocation

College/School	College Allocation (per Credit Hour)	Department allocation (per Credit Hour)
College of Agriculture and Natural Resources	\$10	Tier A: \$10 Tier B: \$15
College of Arts and Sciences	\$10 Tier 1 Sci-Q: \$20 Tier 2 Sci-Q: \$30 Tier 3 Sci-Q: \$55 VPA: \$55	\$0
College of Business	\$22.50	\$22.50
College of Education	\$45	\$0
Haub School of Environment and Natural Resources	\$48	See note below ⁶
College of Health Sciences	\$12	Communication Disorders: \$30 Kinesiology and Health: \$30 Nursing: \$30

Estimated Program Fee Revenues

An estimate of the revenues that could be generated from the proposed program fees is presented in Table 5. The table uses Academic Year (AY) 2015-2016 enrollment data to model revenues as if fees had been in place in that year.⁷ Overall, under these assumptions the proposed program fees are estimated to generate annual revenues of \$7.7 million. Approximately \$3.0 million is allocated to new student success, advising and career services for students, while the remaining \$4.7 million is allocated to preserving and improving programs and instruction. \$1.8 million of this \$4.7 million covers expenditures funded by current course fees charged to undergraduates that would be replaced by the new system, and do not represent new revenues. Overall, the proposed fees would generate \$5.9 million in net new revenues to the University and in addition to the \$3.0 million in new student services, would provide \$2.9 million for new programmatic and instructional support.

⁶ Program fees generated by Haub School courses (ENR) will be allocated entirely to the Haub School if taught by Haub School faculty based on pre-existing department/Haub School agreements. If the fee is generated by a cross-listed course taught by non-ENR faculty, the fees are allocated by any formula acceptable to the collaborating department(s) and Haub School as determined by pre-arranged agreement. If a course is co-taught across departmental lines, the program fee should be split by faculty contact hours — or by any formula acceptable to the collaborating departments and Haub School as determined by pre-arranged agreement.

⁷ Program fees will likely cause some changes in student enrollment, however, an estimate of how such changes occur is outside the scope of this report and therefore, for simplicity potential revenues are described assuming such enrollment changes are not significant.

Table 5: Estimated Program Fee Revenues using 2016 Enrollment Data

	Credit Hours	Fee	Fee Revenue	New Student Success & Advising Expenditures	College IT Fees Expenditures	Allocated Programmatic Support
College of Agriculture and Natural Resources	14,829	\$20-\$25	\$363,055			
Tier A	1,514	\$20	\$31,180	\$15,140	\$4,568	\$11,472
Tier B	13,315	\$25	\$331,875	\$133,150	\$48,622	\$150,103
College of Arts and Sciences	133,783	\$10-\$55	\$3,639,708			
non-SciQ/VPA	50,881	\$10	\$508,810	\$480,460	\$28,350	\$0
Tier 1	37,446	\$20	\$748,920	\$374,460	\$41,729	\$332,731
Tier 2	4,723	\$30	\$141,690	\$47,230	\$7,895	\$86,565
Tier 3	29,897	\$55	\$1,644,335	\$298,970	\$91,620	\$1,253,745
VPA	10,836	\$55	\$595,953	\$108,355	\$33,206	\$454,392
College of Business	23,644	\$45	\$1,063,980	\$465,934	\$66,056	\$531,990
College of Education	8,463	\$45	\$380,835	\$147,000	\$56,737	\$177,098
College of Engineering and Applied Sciences	25,647	\$69	\$1,769,609	\$597,500	\$202,601	\$969,507
Haub School	1,589	\$48	\$76,272	\$58,952		\$17,320
College of Health Sciences	11,326	\$12-\$42	\$408,642	\$235,000	\$77,245	\$96,397
K&H	4,878	\$42	\$204,876			
Nursing	2,429	\$42	\$102,018			
Comm. Dis	1,784	\$42	\$74,928			
Other	2,235	\$12	\$26,820			
Total	219,280		\$7,702,100	\$2,962,151	\$658,629	\$4,081,320

Of the \$1.8 million in existing annual fee revenues the new proposed program fees replace, approximately \$660,000 is collected yearly across colleges to cover Information Technology (IT) expenditures. The amounts collected in 2016 are shown in Table 6 by college. It is assumed that each college will continue to allocate at a minimum these amounts to continue supporting IT needs, along with the approximately \$1.1 million collected to cover other course and program needs currently funded under existing fees.

Changes in Revenue Estimates from Initial Proposal: The revenue estimates in Table 5 have changed from the original proposal for several reasons. First, as noted in Section 1, some proposed fees have changed. Specifically, in Health Sciences the Kinesiology and Health fee has been increased to \$30 per credit hour to create consistency with the other programs in the College. Also, the fee for the WIND minor was dropped. Secondly, how proposed fees will be charged has changed. New fees on Outreach courses are no longer being considered and fees will only be charged on programs offered on the main campus. This has affected some program revenues. Thirdly, Table 5 uses actual enrollment and credit hour data from AY 2016, whereas the revenues estimated in the proposal were not all estimated using consistent data. This has been rectified. Finally, college allocation plans have changed since Fall 2016 as units and colleges have identified additional priorities and the funding environment on campus has changed, and therefore anticipated expenditures have been adjusted. As noted in the next section, it is anticipated that should the proposed fees be adopted, college and unit business plans may change between Spring 2017 and when fees would go into effect in September 2017. It is the case, however, all plans will be accountable to oversight to ensure that revenue uses are consistent with the goals of the program fee initiative.

Section 3: Program Fee Assessment and Accountability Practices and Policies

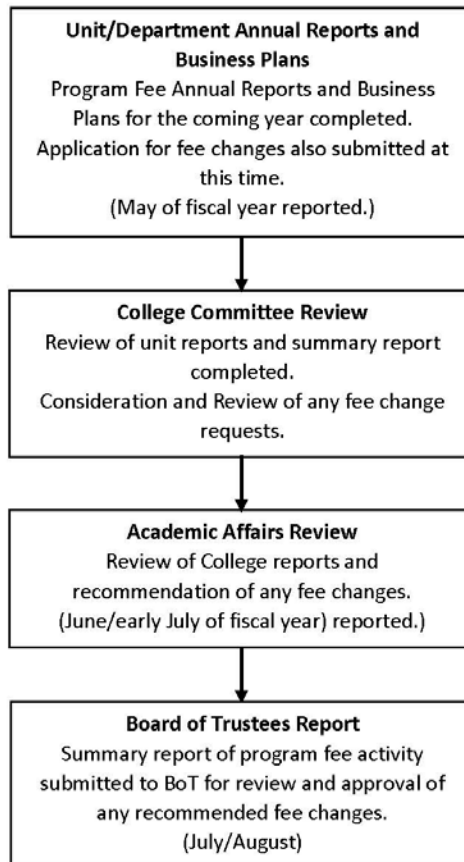
Review Process:

To ensure that proposed program fees are used effectively, efficiently and for their intended purpose, it is imperative that a transparent set of review practices that ensures accountability is implemented. The following system is one the committee recommends. It is summarized in Figure 3.

Unit Business Planning: Prior to any unit collecting program fees, they must develop and submit a detailed business plan describing how the newly collected fees are intended to be spent. Until such a business plan is defined and approved, program fees would not be allowed to be collected. An acceptable plan must not only detail areas of expenditure, but also justify these expenditures, explaining how they will be used to achieve measurable goals. Plans should also detail methods of assessment to determine if these goals are being achieved. Plans would describe program or unit goals in terms of timelines for expenditures and assessment, and well-defined and measurable benchmarks of performance and success to ensure accountability, as well as descriptions of how performance will be assessed.

Public Reporting: To ensure transparency and accountability, at the end of the fiscal year all units (departments or colleges) being allocated program fees will be required to submit an annual report describing how fees were spent to their respective colleges. This report will include a complete financial report and program fee account balances, and include assessment outcomes to determine the effectiveness of the activities and expenditures undertaken in the previous year to achieve the goals program fees are used to support. Units will also submit a new business plan describing how they anticipate using fees in the coming year with these annual reports. A report summary will also be required to be posted on each unit's website to ensure students are aware of (i) how much had been collected in new fees, (ii) how the fees had been used, and (iii) how the new fees had benefited them.

Figure 3: Program Fee Review Process.



College Review: Colleges will annually convene a committee made up of college administrators, faculty, staff and students to review the annual reports submitted by units within that college in May of the fiscal year described in the report. At least one student member of each college review committee must be a member appointed by the Associated Students of the University of Wyoming (ASUW) Student Government. Unit reports will be assessed to determine their completeness and to determine if appropriate efforts have been made to assess the effectiveness of fee use and the benefits that have resulted. The committees will also evaluate business plans for the coming year, and will be expected to, where necessary, make suggestions for improvement, requests for changes or clarifications until reports are deemed acceptable by the committee. Reports made by colleges regarding advising, student service and career preparation efforts will also be required to conform to institutional guidelines and expectations. Once college reviews are completed, annual reports will be submitted to Academic Affairs

along with a summary report that describes all program fee revenues and expenditures made in the college in the previous year, along with a summary report of fee account balances.

At the time of annual reviews of fee levels, consideration of fee levels can also occur to determine if a fee change, including for inflation adjustment, is warranted. Applications to increase fees will be made first to college committees, and then if deemed justified these requests will also be forwarded to Academic Affairs for further review. If a college fee review committee deems necessary, it may also ask each unit to decrease fees as a result of considering service effectiveness and quality, as well as student financial impact. Fee changes apply to all units covered by a fee, and program fee changes cannot be submitted for a single unit or department.

Academic Affairs Review: Because final accountability regarding the administration of programs and the use of student fees collected rests in Academic Affairs, once annual reports (including new business plans) are approved by colleges, they will be forwarded to Academic Affairs for review in the final month of the fiscal year (June). Here, the reports will be reviewed again to ensure colleges are meeting university guidelines. Advising, student services and career preparation outcomes across colleges will also be evaluated to determine overall program effectiveness. Student impact will also be evaluated, including from the new, enhanced, and existing services, and also due to from financial impact by evaluating financial aid, debt, and payment delinquency levels. It should be noted that these are not ideal parameters for evaluating student financial impact, but they may lend some information of use in committee deliberation. This effort will serve as a final check to determine if suitable progress is being made toward meeting institutional goals regarding retention and graduation as well as program quality. Based on the results reported and the proposed business plans for the coming year, Academic Affairs will provide final approval of plans, or make recommendations or requests for planning changes as necessary.

At this time, Academic Affairs will also consider any applications for fee adjustment and make recommendations to accept or deny such requests, or even recommend reductions, before forwarding them to the Board of Trustees for final approval in the summer before such changes in fees are to take place (it is anticipated the fees would be reviewed at the Trustees' meeting in late July or early August to allow any fee changes to be implemented in the Fall semester).

A summary report of all program fee collections and expenditures including account balances held in reserve will then be reported to the UW Board of Trustees. A summary report and justification would also be presented for any proposed program fee changes if deemed necessary.

Composition of Academic Affairs Committee: The committee recommends that the Academic Affairs program fee review committee consist of not less than 14 members. Committee membership should include

- The Vice President for Student Affairs, or their representative.
- The Vice President for Academic Affairs, or their representative.
- The Vice President for Administration, or their representative.
- The President of ASUW, or their representative appointed by ASUW.
- Three additional student representatives from separate colleges and schools approved to assess a program fee appointed by ASUW
- A representative from each of the colleges and schools approved to assess a program fee (seven colleges and schools are proposed currently).

Additional Program Fee Review: While annual reviews are meant to determine if adequate progress is being maintained to justify continuation of program fees, the committee also recommends that every three years fee levels be thoroughly reviewed to determine if fees are still justified and if they have achieved or are achieving the purposes that justified the fees initially. Those fees that can no longer be justified, or that have a history of limited success with respect to achieving the primary goals of the fees should be recommended for termination.

Implementation Process: In the period before program fees are implemented, an abridged version of the process above would occur. Specifically, units and departments intended to receive fees according to college allocation plans will have to submit a business plan regarding the use of program fees in the coming fiscal year and include an assessment plan to determine their impact. These plans would be forwarded to the College committee for review and approval, with summary college plans submitted to Academic Affairs for final feedback and approval. The process described in Figure 3 would then begin at the end of the fiscal year in which the fees were implemented as described.

Expenditure and Reserve Policies:

Since unit and department expenditure plans will be reviewed by Colleges and Academic Affairs, the purpose of these reviews will in part be to ensure that only allowable expenditures occur using program fees. Overall, the primary purposes of the proposed program fees should be used to guide all expenditure policies and decisions. Specifically, the primary purpose of the program fees is increase the benefits of attendance at UW. Specifically, this is to be accomplished using program fee revenues to (i) maintain and improve the quality of undergraduate instruction, and (ii) to provide student advising, support and success services and career preparation to increase retention and graduation rates, and to improve graduates' career readiness.

Allowable Expenditures for Instruction: Allowable expenditures will include any material and service expenditures necessary for program support (including but not limited to assessment and accreditation efforts, recruitment, supplies, other services, etc.), and expenditures appropriate to support student study (including but not limited to equipment, hardware and software, materials, consumables, supplies, technology and program support, maintenance, costs for animals and livestock used in laboratory courses, other laboratory costs, costs associated with offering courses at a distance, international program development, supplemental instruction and graduate student assistance in undergraduate classes, instructional support, student stipends travel, insurance, liability and legal costs, etc.).

Program fees CANNOT be used to support faculty research, permanent faculty salaries (except where specifically exempt by the Board of Trustees), or any other non-program related expenditures. Any instrument or piece of equipment that is also used for research must be supported by program fees only as a proportion of its time used in teaching. Materials and other support costs (including animals) incurred in laboratories used for both research and in teaching can be supported by program fees only as a proportion of the laboratory time used in teaching. Program fees also cannot be used for facility remodel. Overall, the principle guiding allowable and prohibited expenditures must be that expenditures support student programs.

Allowable Expenditures for Student Services: Allowable expenditures from program fee revenues include any expenditures deemed justified by College and Academic Affairs Review committees to support advising, student skills support, and career preparation. Such expenditures may include (but are not limited to) additional staffing needs, communications and recruitment expenditures, internship and

international program development, and other support expenditures made to support student advising, or in support of programs within the units' college.

Instructional Reserve Fund Policies: The proposed program fees include the promise to create a "seat guarantee." This and other necessary but unanticipated expenditures in a program may justify the creation of reserve funds. Additionally, fee payment delinquency may lead to revenue flows below estimated levels. To avoid the effects of unanticipated revenue shortfalls and to support the addition of course sections as needed to meet unexpected student demand, the committee recommends that units be allowed to create instructional reserve funds. The committee recommends that instructional reserves be allowed to grow no larger than ten percent of anticipated revenues in a given year. Creation of reserve funds would require approval by college and Academic Affairs review committees. Reserve balances would be reviewed on an annual basis to ensure that fund accumulations do not exceed guidelines and to ensure the funds continue to be necessary.

Instrumentation and Studio Reserve Fund Policies: To fund infrequent instrument repair and replacement as needed in teaching laboratories and studios, and to accommodate required maintenance and unanticipated instrument expenditures, the committee recommends the use of Instrumentation and Studio reserve funds. These reserve funds would require specific justification and approval by college and Academic Affairs review committees. Because the anticipated timeline of large maintenance and other instrumentation and studio expenditures may vary by unit, applications to create such a fund must include in their justification a reasonable reserve fund size that is no larger than necessary to fund anticipated needs. Reserve balances would be reviewed on an annual basis to ensure that fund accumulations do not exceed guidelines, and to ensure such funds continue to be justified.

Table 6: Estimated College IT Fee Revenues based on 2016 Institutional Data

College of Agriculture and Natural resources:	\$53,190
College of Arts and Science:	\$202,799
College of Business:	\$66,056
College of Education:	\$56,737
College of Engineering and Applied Science:	\$202,601
College of Health Sciences:	\$77,245
College of Law:	\$15,766
Undeclared:	\$49,136
Total:	\$723,531
Sub-total for Colleges and School in Table 5:	\$658,629

Computer and Information Technology (IT) fees: The proposed program fees will replace previously collected College IT and computer support fees. These expenditures will continue to be required under the new fee structure. At the current time, IT funding policies and practices are being reviewed and therefore it is unclear how previously funded IT practices across campus will occur or continue. It is, however, expected that Colleges will continue to pay for IT costs as necessary and reasonable. As IT funding practices evolve, it will be necessary for all Colleges and instructional units to plan for and include required IT expenditures in their business plans. Currently, however, all colleges are expected to continue to provide at a minimum, revenues consistent with previous College IT fee policies as described in the

University of Wyoming Feebook (FY 2017) for undergraduate students. Based on 2016 revenues, these revenues estimates are shown in Table 6.

Section 4: Efforts to Solicit Feedback on Proposed Fees

Throughout the process of developing the proposal, and since the final Revenue Enhancement Committee report was released describing the proposed program fee system in October 2016, significant effort has been made to inform the university community, students and the state regarding its purpose and design, and to solicit feedback. During the summer and early fall of 2016 the proposal was described in several public Town Hall events. The proposal was also presented to the Financial Crisis Advisory Committee and to Faculty Senate in August and September 2016 respectively. To make students aware of the proposal, the first public presentation of the plan was made to ASUW, and in November 2016, fourteen well-publicized College Town Halls were used to present the details to students on the Laramie campus. Additionally, press releases were used to attract media attention, and the plan was covered widely by radio, television and print media across the state.

As noted in Section 1, UW President Nichols charged the Program Fee Implementation Committee with collecting additional public feedback, and ASUW was also interested in soliciting additional student feedback. Efforts were made to achieve both goals in February and early March 2017. To solicit student feedback, the Program Fee Implementation Committee commissioned an online survey for students to both inform them of the details of the plan as it pertained to their majors, and requested their feedback with respect to student service priorities, the financial impact they thought the fees would create for them, and their overall support for the proposal. The committee also conducted five focus groups to more deeply discuss the fee proposal with representatives of the student community. Committee Co-chairs Dan Kerbs and Rob Godby also presented an update to ASUW at their regular weekly meeting on February 28th. On March 9th, a statewide press release and new website were unveiled, including a video presentation of the fee proposal to solicit statewide further input. Results of the survey and focus groups are presented below, and an update on the publicly solicited comment statewide will be presented to the UW Board of Trustees at their March meeting when the fee proposal is presented.

UW Undergraduate Online Survey

Background and Design: The survey was opened on February 21st, 2017 and remained open through March 5th. Students were invited to participate in the survey using an all-students email sent to every undergraduate at UW on February 21st. To entice students to participate, students were told that after they completed the survey they could enter a draw to win a new iPad provided by the University Bookstore and sponsored by the President's Office. Students were also assured their responses would be recorded anonymously.⁸ To preserve anonymity, connection location or computer identification methods were not used. This survey design decision, however, created a tradeoff – we could not control for students taking the survey multiple times, or prohibit non-UW students from participating. As such, the survey cannot be considered a randomized and controlled poll, however, the results can still be considered qualitatively informative. Over the course of the poll, 935 surveys were completed while 1036

⁸ Entries to participate in the iPad drawing were created by students leaving the survey and entering a Google form. There was no way to associate student names on the entries with survey responses.

surveys were partially completed.⁹ Contest entries suggest there were multiple surveys completed by a minority of students, but 589 individual and different students did enter the drawing. This suggests the survey was successful in reaching and informing a large number of students.

When accessed, the online survey consisted of several parts. First students were welcomed and asked if they were aware of the proposed fees (choices were “yes”, “no”, and “a little”). Students then were asked to identify the college they affiliate with. From this, students were presented with information regarding the proposed fees as they relate to the college selected and the costs that students will be asked to face, and asked a series of specific questions regarding the use of fees and cost in their college. Students in each college were also asked how they perceived the additional costs would impact them financially, and how much they expected the additional services the fees would provide might benefit them. They also were asked a general question of whether they supported the proposed fees in their program. All of these questions had specific choices students could select, with benefit choices ranging from “Extremely Valuable” to “Not Valuable at All” on a five-point scale. Financial impact responses ranged from “None at all” to “A Great Deal,” also on a five-point scale. The question regarding support allowed responses of “yes”, “no” or “maybe”. Once these questions were completed students were presented with three open-ended questions they could answer regarding potential advantages and disadvantages they perceived with the proposal, and whether they had any other comments. Once all screens were paged through, a final “thank you” screen ended the survey and presented a link to the external website where respondents could enter the iPad draw if they wished to. If they did not, students were told they could leave the website or close the browser window.

Results: Results are presented for selected questions common to all surveys regardless of college chosen, and filtered to show the responses only of those who completed the survey where applicable. A summary table is also presented showing the results of all completed and partially completed surveys where results were recorded for the relevant questions presented.

Awareness and Support: Results indicate that over three-quarters of respondents reported that they were at least “a little” aware of the proposed fees, with over 30% answering more definitively as “yes” as shown in Figure 4. Since this was the first question presented to students, response was higher than in questions presented later as data includes responses for surveys that were both finished and unfinished. Responses by college indicate that the greatest awareness was in Engineering and Applied Science, where in addition to Town Halls, the college has also attempted to get information out in a variety of other ways including College assemblies and meetings, handouts and other means. The Engineering and Applied Science College is actually over-represented in the sample relative to the student population on campus, which may reflect greater awareness in that college overall, and also the fact that proposed fees are highest there, which may have motivated students to participate in greater numbers. The second largest response came from the College of Arts and Sciences, where the largest number of students affiliate on campus, indicating this college was under-represented relative to the campus population. Business, Education, and Health Science were slightly over-represented relative to the campus population, but not to the degree

⁹ A survey was recorded as finished if a student paged through all questions, however, a response was not necessary for each question if they chose not to answer. An unfinished survey indicated that the respondent did not click through all pages of the survey. If a survey was unfinished, data was still recorded for any questions answered.

Engineering was. The Haub School's sample, while indicative of its small size, was statistically too small to be considered representative or to draw inferences, as were results for undeclared students.

Responses regarding support may be considered surprising. While it was anticipated that many students would be willing to indicate they are against a general fee increase, fewer than half of all students polled (at 44%) indicated opposition to fees by responding "no", while nearly an equal number indicated they may be in favor or were uncertain. If interpreted this way, when combined with the "yes" respondents a majority may be in favor. Alternatively, interpreted more conservatively, a significant portion, and in many cases the largest percentage of students polled within each college indicated that they were open to the fees, but so far not convinced either way. While "no" responses outnumbered the "yes" responses in every college, this may reflect the effects of student "sticker shock."

Overall, while unsurprisingly support for a general fee increase does not appear to be strong among students, across all colleges the results indicate at least a majority having a potential willingness to support the proposed fees. Results, however, are not consistent across colleges. The highest support for the fee proposal comes from the Business College, where over a quarter of students indicate outright support, and over 65% tentative or outright support, and only just over a third oppose. In Engineering and Agriculture the opposite result occurs, with a majority opposing the fee program. Across four of the six colleges, however, the most frequent answer to the question was "maybe" indicating that students have not yet made up their minds on the fees.

Interestingly, the pattern of opposition is not increasing in the fee level. While a majority of Engineering students oppose the program and face the highest fees at \$69 per credit hour, Business and Education majors indicate only a minority in opposition, though their fee is \$45 per credit hour, and Agriculture, at \$20-\$25 per credit hour show a majority against the proposal. These results suggest that potentially, it is not only the cost of the program that students are considering, but also the potential benefits of the program, and since uses of the program fees differ across colleges, results may reflect different concerns and perceived needs among majors. It may also be the case that the level and tone of the debate differs within the various college communities and that the results reflect this potential difference.

Figure 4: General Survey Results:

Awareness of Proposed Fee Program:

		Please select your college:							
		Agriculture & Natural Resources	Arts & Sciences	Business	Education	Engineering	Haub School of Environment and Natural Resources (ENR)	Health Sciences	Undeclared
Are you familiar with the proposed program fees for your college?	Yes	28 28.00%	72 25.09%	39 26.53%	31 23.46%	139 46.49%	4 30.77%	31 32.26%	3 13.64%
	A little	55 55.00%	124 43.21%	66 44.60%	58 43.94%	133 44.48%	8 61.54%	40 41.67%	9 40.91%
	No	17 17.00%	91 31.71%	42 28.57%	43 32.56%	27 9.03%	1 7.69%	25 26.04%	10 45.45%
	Total	100 100.00%	287 100.00%	147 100.00%	132 100.00%	299 100.00%	13 100.00%	96 100.00%	22 100.00%

Support for Fee Program:

		Please select your college:							
		Agriculture & Natural Resources	Arts & Sciences	Business	Education	Engineering	Haub School of Environment and Natural Resources (ENR)	Health Sciences	Undeclared
Do you generally support the increase in fees for your major/program?	Yes	17 18.66%	34 14.47%	34 25.19%	23 19.49%	76 13.66%	0 0.00%	9 11.54%	5 25.00%
	Maybe	28 30.77%	101 42.98%	54 40.00%	56 47.46%	87 35.66%	4 30.77%	39 50.00%	9 45.00%
	No	46 50.55%	100 42.55%	47 34.81%	39 33.05%	131 53.69%	9 69.23%	30 38.46%	6 30.00%
	Total	91 100.00%	235 100.00%	135 100.00%	118 100.00%	244 100.00%	13 100.00%	78 100.00%	20 100.00%

Perceived Benefits and Costs: Table 7 summarizes the results regarding support for the proposed fee program, relative importance of the student services to be offered using the proposed fees, and perceived financial impact such a program might have on respondents. Across students, advising improvements were seen as less valuable than improvements in technology and the proposed seat guarantee.¹⁰ This may reflect the fact that students are unaware of how advising will change. Most students on campus are not served by full-time advisors and often are advised by faculty thus it may also reflect that fewer students have experience with professional advisors. Further, it may be the case that students most at risk and more likely to benefit from advising changes were underrepresented in the survey, or are unaware of how new advising changes and students services could help them. However, in all colleges, more than three-quarters of respondents believed that professional advising services would prove valuable.

Results regarding the perceived impact students thought the fees would have on them financially were largely as expected, with students feeling that increases would have a lot or a great deal of impact. In three colleges and three sub-disciplines of Health Science a majority indicated such an impact. Conversely, in business, almost double the students suggested they would have none or very little impact as in other colleges. Similarly in Business and Education a majority of students indicated the impact would be moderate to none at all. Again, results are not generally increasing in program fee level - although the perceived impact was highest in Engineering where fees are highest, the colleges indicating the second highest perceived impacts were in Agriculture and A&S where fees are lower. In A&S, fees range from \$10/credit hour to \$55/credit hour, with the highest fees only in the laboratory sciences, which have fewer majors than the other programs in the college. All majors in Agriculture and most majors in A&S have lower fees than in the Education and Business colleges. Again, responses may indicate specific financial circumstances of the sample responding to the survey, or they could reflect differences in the conversations occurring in each college with respect to fees.

While a majority of survey responses did not include written comments, written responses to the open-ended questions revealed common areas of concern or agreement. When asked to identify advantages of the fees, several students noted the need for better facilities in some disciplines, including equipment and technology. Other common themes include the need for additional resources to maintain program quality, and that the fees could help improve education. The most commonly commented on benefit was the seat guarantee fees would provide, and several students mentioned being affected personally or knowing others that have been affected by waiting for classes. Other written comments praised the idea of fees if they were used accountably and in the areas they are intended. Some comments indicated they were in favor of the proposal as the cost of education at Wyoming is already very affordable and that they valued preservation of program quality and resources, and additional advising benefits.

Overall, the results of the survey suggest that parallel to program fees being implemented, the University of Wyoming should attempt to ensure, if possible, that scholarship and other financial support be put in place to help any financially disadvantaged students. The increased cost the proposed fees impose, while small relative to the entire cost of attending school, will affect some students.

¹⁰ Respondents could choose between four categories ranging from "Extremely Valuable" to "Slightly Valuable", and "Not at all Valuable". Results are summarized to show the percentage of respondents who indicated slightly valuable or more.

Table 7: Summary of Survey Responses Regarding Benefits and Perceived Financial Impact

Student Survey Responses	Responses	Generally Support			Valuable?			Impact on affordability		
		<i>Yes</i>	<i>Maybe</i>	<i>No</i>	<i>Professional Advising</i>	<i>Technology Improvements</i>	<i>Seat Guarantees</i>	<i>A lot or a great deal</i>	<i>Moderate</i>	<i>A little or not at all</i>
Total*	1096	15.85%	40.47%	43.68%	84%	93%	92%			
Agriculture and Natural Resources	100	18.68%	30.77%	50.55%	86%	91%	86%	55%	17%	28%
Arts and Sciences	288	14.47%	42.98%	42.55%	83%	91%	90%	55%	23%	22%
Business	147	25.19%	40%	34.81%	84%	93%	92%	29%	27%	44%
Education	133	19.49%	47.46%	33.05%	89%	94%	93%	40%	33%	27%
Engineering and Applied Science	299	10.66%	35.66%	53.69%	79%	94%	94%	72%	18%	10%
Haub School of ENR**	14	0	30.77%	69.23%	77%	77%	84%	50%	29%	21%
Health Sciences	78	11.54%	50.00%	38.46%	90%	93%	97%			
Communications Disorders**	6	40%	60%	0	100%	100%	100%	60%	40%	0%
Kinesiology and Health	25	0	52.17%	47.83%	91%	96%	96%	70%	4%	26%
Nursing	22	14.29%	38.10%	47.62%	81%	86%	96%	57%	33%	10%
Health Sciences Other	31	13.76%	55.17%	31.03%	93%	100%	100%	33%	27%	40%
Undeclared	22	25%	45%	30%	90%	100%	95%	N/A	N/A	N/A

* Totals may not sum across Colleges due to partial survey responses. Affordability questions differed by college and so are not totaled.

** Sample size is too small to draw meaningful inferences.

The most common disadvantages cited were in three areas. By far the most common comment was on the additional cost fees pose, though several responses noted it may just be a fact of life. Other students commented on the need for accountability, indicating they were concerned that fees would not be used for their intended purpose and result in student benefits not being realized. Other commenters were worried about when they would actually see the fees being used, and expressed concern they would pay fees now but that benefits would not be realized for some time. This indicates the need for expenditures to begin as soon as possible to ensure benefits are realized if additional fees paid, and indicates an important element that will be required for student support of the policy as well as strict accountability within the review process.

Focus Groups:

In addition to the student survey, focus groups in the Colleges of Business, Education, Arts and Sciences, Agriculture and Engineering were conducted with groups ranging from six to over 20 people participating. Student attendees were most commonly Student Ambassadors for each college. Focus groups generally attempted to present students with information, allowing committee members present to answer questions students had about the program and then receive comments. Common areas of agreement and concern arose across the focus groups.

Advising: Students in colleges where centralized advising does not occur were concerned about lack of access to faculty advisors and faculty mentors and would like such access to continue and be encouraged. Several others indicated that current faculty-based advising could improve, and may be improved by using or replacing (at least some) faculty with trained advising staff. Students in colleges with centralized advising such as Business noted they had seen the benefits of expanded advising and were very supportive of additional resources being used in this area and to increase the availability of such resources. One area these students were very supportive of was pre-professional advising resources if they had used them, and several students in one focus group strongly recommended efforts and resources in this area should be increased, especially for newer students.

In one group, students were very supportive of advising services moving to more than "just classes," and observed such services would be much more beneficial if they were better integrated and coordinated with other student support services in (communications or math help for example) and with career development than they are currently. When told briefly about the new advising planned for they were very supportive of the idea and the need for more resources in this area. Students were especially excited about the idea of an expanded student advising role that would almost work as a mentoring program keeping students on track not only to graduation but also in career preparation and to ensure they were doing well in class. Early intervention when students seemed to be falling back was considered a very good idea. Overall, more resources were supported, especially if efforts were closely integrated between the career center, support services and advising.

Technology: As reflected in the online survey, there was very strong support for improved and additional access to technology. Where the topic was discussed, focus group participants noted that they need as much access as possible to modern technology, especially when it is relevant to current research or career preparation. Students would like to see resources dedicated to integrating new technology into as many classes as possible, and that efforts to use technology need to be combined with new applications that seem current, applicable and relevant. Specific types of technology access students wished to see more of and that should be expanded depended on the program of study taken (for example Engineering versus

Business), but students recognized that such access is necessary for quality programs and were supportive of this as a valid expense and justification for higher costs.

Expanded Instructional Support: Students were very supportive of additional resources going to instruction, especially if there was an accountability mechanism to make sure resources were directed at efforts that really affected student outcomes. In particular students were very supportive of more experiential opportunities, for example in case studies and data use and hoped efforts would be made to not only support instruction but develop these opportunities in conjunction with their programs and to increase integration of such efforts within programs. Some students felt that it this was the most important area they wanted to see supported, even over advising or academic support. A few students noted they were concerned that the college may be losing good faculty.

Expanded Career Services and Experiential Learning: Students in the business focus group were very supportive of the plan to expand experiential learning opportunities for career readiness, specifically internships and suggested that the use of online classes and internships could solve seat issues, allow schedules to be more accommodative of internships, and allow greater internship access. Other groups also were in support of wider access to such opportunities, especially internships and other experiences, for example meat-judging in the Agriculture College, and that program fees supporting such efforts would be appropriate. Overall, there was strong support for additional career readiness services on campus in the groups where this was discussed.

Student Success Services: Expanding success services for students was seen as a positive, though many of the students in attendance admitted that they had not used such services in one group, and some were unaware of how they help students. When other students explained the benefits, students agreed that this effort could be very useful in improving retention. Advocates of additional student success services, including the STEP program, writing and math assistance noted that such efforts were effective and that expanded instructional support was needed. The plan to better coordinate these services with advising and identifying students at risk through increased data driven advising resources and early intervention efforts such as "early alert" programs was strongly supported.

Transparency in Program Cost: In several sessions students were in agreement that the current tuition and fee system at UW lacks transparency. Further there are "hidden costs" such as course materials and travel that come with courses that students must pay out of pocket in addition to official fees, and this raises the cost of education. Students were very supportive of the program fees being used to replace such practices. They were also very supportive of the development of websites to show students how much they could expect their tuition and fee cost to be by semester, and that the program fees made it much easier to understand and calculate the cost of coming to school. There was general support for current course fees being streamlined or replaced entirely, and the need for the cost of education to be transparent, something the program fee proposal attempts to improve.

Seat Guarantee: Also as noted in the online survey, this was probably the most popular element of the proposed program fees. This was commented upon very favorably in all groups, and inability to get into some required classes was perceived as a significant problem to students and an impediment to timely graduation. Students also had other ideas regarding how the seat guarantee could be implemented. For example, one student suggested that opening a new on-campus section might not be necessary as a means of implementing the guarantee but that in some cases new online course sections could be very

effective for some students, even attracting students who would find online classes easier to fit with internships and their personal or class schedules.

Why not a tuition increase instead? In one focus group the question was raised regarding whether it might be better to implement a tuition increase. In other groups, students noted and liked the idea that a general tuition increase was not the proposed response to budget cuts, and agreed that differential tuition was more appropriate to maintain program quality as students in lower cost programs should not be seeing their fees and tuition primarily being used in higher cost programs.

Out of State Cost: Students in at least two focus groups considered how out of state costs would be impacted from the proposed fees. There was general agreement in these groups that keeping the same fee-basis for non-resident as resident students was a preferable strategy to raising non-resident tuition by some large multiple resident tuition rates. Several students felt using common program fees would maintain UW's competitiveness to attract students in other states despite the cost increase as increases are occurring elsewhere as well.

Accountability: Accountability for the fee use and review of fee levels was important to students. Students were also very favorable to seeing fees critically reviewed and assessed to ensure they are successfully achieving their goals, especially if there is a proposal to increase fees at some time in the future. There was also widespread support that student involvement should occur at both the College and Academic Affairs levels of review. Overall, students felt it was very important that fees be used for the uses they were proposed to support and that it will be necessary to ensure this occurs on a continuing basis to maximize the benefits students receive for the fees paid.

When will benefits begin? Students in several groups reflected concerns in the online surveys regarding when expenditures would begin to occur using program fee revenues. Specifically, there was concern that fees paid should result in benefits being made available to students as soon as possible. Students felt this was fair and necessary for a program fee system to be supported by students and that such accountability was also necessary.

Financial impact: Overall, students noted they would prefer no fees but overall the students in one group suggested the fees would really have created little or no change in their ability and that of most students to attend. For example the following comments were made by various students in the Business focus group:

"I think the fees are non-negotiable. They are necessary given the current budget situation. I can still swing the cost here even with them."

"Comparatively (to other schools' costs) – not such a big deal."

"(the fees) will not stop people from attending though in-state students are more likely to complain as the increases as a share of their total cost are higher." (Referring to the fact resident and non-resident students will experience the same increase in dollar costs but that non-residents, due to their higher tuition will see a lower percentage increase in the cost of attending UW).

"the fees and additional costs would not have changed my mind (to attend)."

In other groups there was concern that the fees may have affected the decision to attend Wyoming but they needed more information about how much the fees would affect the cost of attendance. In this same

group, however, a student noted that most students entering the university may not even consider what the cost is very carefully.

In the College of Engineering focus group, one specific comment, which provided a fairly accurate summary of the totality of comments of both that focus group, as well as the comments within the survey was:

"I see the purpose of all of this and support most of these services, but I'm an in-state student, my parents are middle class, and I don't have enough scholarships to cover another \$500 a semester, so if there is any way to take it down, that would be good."

Concerns were recognized regarding the potential need for additional aid for some students to offset the financial hardship program fees could impose, especially in higher cost programs. Even in groups where students felt there would be little impact generally by fees on the cost of attendance, there was an admission that some students may see financial hardship from the proposed fees and that support efforts should be made to ensure when needed aid is available. Students in one group had two suggestions:

- a. Students felt that more scholarship dollars should be freed up to support such students and they wondered if this was an area soliciting new donations or having old scholarships becoming more flexible in their use could be solutions. Students also noted that there is software available that will help students become more aware of the scholarships available on campus and that simplify applying for such aid. They noted this is an area that advising could really help with.
- b. Some students noted that (especially among first generation students) there is a potential fear of student debt because students have heard horror stories of how it hangs over them for the rest of their life. They suggested that more students need to be told about how student aid can help them graduate faster (by avoiding the need to work while going to school and therefore improving performance or allowing more courses to be taken). They also thought students should be made aware of the salary increases a university degree creates and that, especially with first generation students, this should make them less worried about debt. Some thought there are students who don't understand that debt can be a useful investment. They also felt this was an area where advising could help – by looking not only at student progress but also in talking about student finances. This could especially help students who may otherwise find the financial hardships of university more difficult, and could avoid students making poor financial decisions regarding the financing of their education.

Do you support the proposed fee program? Two focus groups (education and business) asked students at the end if they supported the proposal once they understood it and had a chance to ask questions. Unanimous support was received in both sessions with no dissent.

Public Input

On March 9, the University of Wyoming invited the public to comment on the proposed program fees through a statewide press release. This release directed interested parties to a page on the UW President's website where they could view the original proposal, this report, and a short video presentation of the proposal (http://www.uwyo.edu/president/budget_planning/rec/index.html). The site then requested anyone wishing to leave feedback to do so using the uwpres@uwyo.edu email, which was displayed

prominently on the page. As this report was going to press, some feedback had already begun to be received, and that feedback is reproduced below (names have been redacted). An update on the publicly solicited comment statewide will be presented to the UW Board of Trustees at their March meeting when the fee proposal is presented.

Emails received March 10, 2017 before 10:00 am.

Sent: Thursday, March 9, 2017 1:28 PM
To: Office of the President <uwpres@uwyo.edu>
Subject: Program fees

To whom it may concern,

I just finished watching the presentation on program fees. I thought it did a good job at explaining what was going to happen and how it compared with other schools. I understand that we are going through a budget crisis in Wyoming and it will impact the financing of the University for years to come. In thinking about program fees I think they are a necessary tool to meet the financial needs of the University.

in (sic) supporting these new fees i hope that several things will be done.

1. I hope that the actual program fees are not much greater then explained in the presentation.
2. I hope that after we have maid (sic) it past the budget crunch we will continue the fees to support the programs that they are going to and not put into one University fund.
3. I hope that there is a clear outline for the students so they know what each program will cost when entering it.

Thank you for reading my comments on this matter have a great day.

XXXX

To whom it may concern:

I believe the proposal is sound and makes sense for the university. Adjusting the fees per department adequately reflects the tools, machinery, supplies, etc. that a student in the department may be using that could have a significant cost associated to run or use them. My one question is, will these proposed fees do away with or incorporate the additional fees that art students are already paying in their courses? Most art courses are requiring students to purchase Art Materials cards from the Registrar's office to contribute to the costs of operating the class. These Art Materials cards are in addition to the fees that are already charged to the student. Depending on the class a student may have to pay an additional \$30 to over \$200 on Art Materials cards. Students are not being given materials individually based on the cards they purchase, the money from the cards is going to the department to use as needed. Is there a way to incorporate these cards as part of the fees that are being charged to the students? Art courses are a high-cost discipline, which the proposal is adequately reflecting, but is the proposal taking into account these additional fees the students are paying? Thank you for your attention to my questions. Overall, I do agree with the proposal and I think it will benefit the university.

(Note by report authors-- the proposed fees do replace the charges the writer describes).

XXXX

Long overdue and much needed source of income.

I say go for it!

Thx for trying to help us claw some revenue back....these sure have been tough times.

Kind rgds,

XXXX

Appendix: Brief on Advising System Redesign

UW's student success metrics have been slowly improving over the past five years, however, our freshman-to-sophomore retention, persistence, and graduation rates are not up to our expectations. Fall-to-fall retention for first-time full time students is 76%. The four year-graduation rate hovers around 26%, five-year at 50%, and six-year at 54%, but vary by college. These retention and graduation rates are exactly on par with the average of our 11 closest peer institutions, but we can and should aim to do better to ensure our students' success, by providing structures that allow them to persist and succeed in their studies in a timely fashion.

A central focus of the proposed program fees is to improve undergraduate student advising and success systems to improve outcomes. Quality, consistent, mandatory undergraduate advising is imperative to institutional and student success and satisfaction; key advising touch points have to occur beginning at recruitment through to graduation. UW's redesigned advising model will ensure the availability of high-quality academic advisors throughout the calendar year; provide consistent academic and career support throughout a student's university life; include professional advisors and faculty advisors/mentors working as partners; instill a culture of student responsibility for academic and career planning; provide processes to systematically train advisors and assess academic advising effectiveness; and be developmental and intentional in engaging students in the academic planning process. Career preparation, advising, and placement is also a focus of this plan. This will provide UW students with a transparent path to a degree and career readiness.

The redesigned system supported by the proposed fees will deploy a specialized cadre of highly trained first year and first semester transfer advisors. All academic advisors, whether professional staff advisors or academic personnel, will be trained and certified to ensure consistent and accurate academic advising throughout the student's degree completion. Certification and training will be coordinated by Academic Affairs. The system will clearly outline the processes and expectations for first year and transfer advising, and define clear pathways for continuing students. We will also establish exploratory studies tracks for first year students that will allow them to explore majors and career paths and set them up for academic success. These will replace the Undeclared major and will be time-limited. UW will provide technology and online resources that support consistent, effective, and efficient advising, and develop a culture of shared responsibility between students and advisors for academic and career planning. Faculty will be integral to the success of this redesign, as their expertise in program specialties, internships, research opportunities, and job preparation will be key in students' success, especially as they progress beyond the first year.

Coordinated by the Academic, Career, and Exploratory Studies Center, currently the Center for Advising and Career Services, specialized first year and transfer advisors will be embedded with the First Year Advising Center within the Transfer Success Center, and with the colleges. Major and program advising will remain within colleges. Some First Year and Transfer advisors will also be program and major advisors to capitalize on existing talent and resources.

Additional supplemental instruction and tutoring through the already-successful STEP center, in collaboration with the colleges, is also a planned use of the fee revenues. A communications center that provides support for students in writing, digital, and oral communications – a partnership between colleges, the ECTL and Writing Center, the Libraries, and Academic Affairs – will take existing systems and enhance them to further improve student services in this area.

Table A1: Current Costs by Major and Proposed Fee Impacts

Course of Study	Previous Cost (tuition+ fees)	New Cost with Proposed fees	Difference	Avg. per year	Avg. per semester (8 semesters)	% Change	Credit Hours
College of Agriculture							
Agricultural Communications	\$20,570	\$22,822	\$2,252	\$563	\$282	10.9%	120
Hum. Development & Family Science BSFC	\$20,570	\$23,312	\$2,742	\$686	\$343	13.3%	120
Animal Science-Communications	\$21,562	\$24,639	\$3,077	\$769	\$385	14.3%	128
Animal Science-Business	\$21,562	\$24,874	\$3,312	\$828	\$414	15.4%	128
Agricultural Business	\$20,570	\$23,847	\$3,277	\$819	\$410	15.9%	120
Molecular Biology	\$20,570	\$23,882	\$3,312	\$828	\$414	16.1%	120
Design - BSFC	\$20,818	\$24,177	\$3,359	\$840	\$420	16.1%	122
Agroecology	\$20,818	\$24,245	\$3,427	\$857	\$428	16.5%	122
Microbiology	\$20,694	\$24,291	\$3,597	\$899	\$450	17.4%	121
Hum. Nutrition -Premed BSFC	\$20,694	\$24,371	\$3,677	\$919	\$460	17.8%	121
Hum. Nutrition BSFC	\$20,694	\$24,411	\$3,717	\$929	\$465	18.0%	121
Animal Science	\$21,562	\$25,754	\$4,192	\$1,048	\$524	19.4%	128
College of Arts and Sciences							
Humanities/Fine Arts	\$21,524	\$22,952	\$1,428	\$357	\$179	6.6%	120
English Literature	\$20,942	\$22,364	\$1,422	\$356	\$178	6.8%	123
African American Studies	\$20,570	\$22,142	\$1,572	\$393	\$197	7.6%	120
English	\$20,570	\$21,992	\$1,422	\$356	\$178	6.9%	120
Gender and Women's Studies	\$20,694	\$22,126	\$1,432	\$358	\$179	6.9%	121
History	\$20,818	\$22,310	\$1,492	\$373	\$187	7.2%	122
French	\$20,570	\$22,067	\$1,497	\$374	\$187	7.3%	120

German	\$20,570	\$22,067	\$1,497	\$374	\$187	7.3%	120
Russian	\$20,570	\$22,082	\$1,512	\$378	\$189	7.4%	120
Spanish - Culture	\$20,694	\$22,246	\$1,552	\$388	\$194	7.5%	121
American Indian Studies	\$20,818	\$22,524	\$1,706	\$427	\$213	8.2%	122
American Studies	\$20,570	\$22,256	\$1,686	\$422	\$211	8.2%	120
Communications	\$20,570	\$22,152	\$1,582	\$396	\$198	7.7%	120
Philosophy	\$20,570	\$22,142	\$1,572	\$393	\$197	7.6%	120
Religious Studies	\$20,570	\$22,142	\$1,572	\$393	\$197	7.6%	120
Spanish - Linguistics	\$20,694	\$22,276	\$1,582	\$396	\$198	7.6%	121
International Studies	\$20,818	\$22,410	\$1,592	\$398	\$199	7.6%	122
Journalism	\$20,570	\$22,182	\$1,612	\$403	\$202	7.8%	120
Criminal Justice	\$20,570	\$22,182	\$1,612	\$403	\$202	7.8%	120
Social Science	\$20,694	\$22,316	\$1,622	\$406	\$203	7.8%	121
Pol. Science	\$20,818	\$22,510	\$1,692	\$423	\$212	8.1%	122
Sociology	\$20,818	\$22,570	\$1,752	\$438	\$219	8.4%	122
Geography	\$20,818	\$22,630	\$1,812	\$453	\$226	8.7%	122
Geography - BS	\$20,818	\$22,630	\$1,812	\$453	\$227	8.7%	122
Math	\$20,818	\$22,850	\$2,032	\$508	\$254	9.8%	122
Anthropology	\$20,570	\$23,017	\$2,447	\$612	\$306	11.9%	120
Math/Science	\$20,694	\$22,896	\$2,202	\$551	\$275	10.6%	121
Statistics	\$20,694	\$22,976	\$2,282	\$571	\$285	11.0%	121
Psychology	\$20,694	\$23,061	\$2,367	\$592	\$296	11.4%	121
Art	\$21,648	\$24,706	\$3,058	\$765	\$382	14.1%	121
Geology-BA	\$20,870	\$23,862	\$2,992	\$748	\$374	14.3%	120
Music	\$22,970	\$26,602	\$3,632	\$908	\$454	15.8%	120
Env. Geology and Geohydro.	\$20,870	\$24,302	\$3,432	\$858	\$429	16.4%	120
Music - Intr. Performance	\$23,218	\$27,100	\$3,882	\$971	\$485	16.7%	122
Chemistry	\$20,818	\$25,020	\$4,202	\$1,051	\$525	20.2%	122
Music - Vocal	\$23,218	\$27,380	\$4,162	\$1,041	\$520	17.9%	122
Music - Keyboard	\$23,962	\$28,379	\$4,417	\$1,104	\$552	18.4%	128

Chemistry - BA	\$20,570	\$24,532	\$3,962	\$991	\$495	19.3%	120
Music - ED Strings	\$23,838	\$28,885	\$5,047	\$1,262	\$631	21.2%	127
Music - ED Vocal	\$23,838	\$28,885	\$5,047	\$1,262	\$631	21.2%	127
Botany	\$20,570	\$25,057	\$4,487	\$1,122	\$561	21.8%	120
Physics - BA	\$20,694	\$25,096	\$4,402	\$1,101	\$550	21.3%	121
Physics - BS	\$20,818	\$25,271	\$4,453	\$1,113	\$557	21.4%	122
Geology	\$20,870	\$25,402	\$4,532	\$1,133	\$567	21.7%	120
Music - ED Brass	\$23,962	\$29,174	\$5,212	\$1,303	\$652	21.8%	128
Biology	\$20,570	\$25,474	\$4,904	\$1,226	\$613	23.8%	120
Physiology	\$20,570	\$25,327	\$4,757	\$1,189	\$595	23.1%	120
Theatre and Dance	\$20,694	\$25,590	\$4,896	\$1,224	\$612	23.7%	121
Astronomy	\$20,818	\$26,081	\$5,263	\$1,316	\$658	25.3%	122
Wildlife and Fisheries Bio.	\$20,694	\$25,641	\$4,947	\$1,237	\$618	23.9%	121
Zoology	\$20,570	\$25,357	\$4,787	\$1,197	\$598	23.3%	120
College of Business							
Economics	\$20,570	\$24,122	\$3,552	\$888	\$444	17.3%	120
Management-Entrepreneurship	\$20,570	\$24,572	\$4,002	\$1,001	\$500	19.5%	120
Management-HR	\$20,570	\$24,572	\$4,002	\$1,001	\$500	19.5%	120
Marketing - Customer Experience	\$20,570	\$24,662	\$4,092	\$1,023	\$512	19.9%	120
Business Economics	\$20,570	\$24,662	\$4,092	\$1,023	\$512	19.9%	120
Management - Supply Chain	\$20,570	\$24,662	\$4,092	\$1,023	\$512	19.9%	120
Management-Consulting	\$20,570	\$24,677	\$4,107	\$1,027	\$513	20.0%	120
Marketing	\$20,570	\$24,692	\$4,122	\$1,031	\$515	20.0%	120
Marketing - Sustainability	\$20,570	\$24,707	\$4,137	\$1,034	\$517	20.1%	120
Marketing - Supply Chain	\$20,570	\$24,782	\$4,212	\$1,053	\$527	20.5%	120
Accounting	\$20,570	\$24,977	\$4,407	\$1,102	\$551	21.4%	120
Finance	\$20,570	\$25,127	\$4,557	\$1,139	\$570	22.2%	120

College of Education							
Secondary Ed - History	\$21,922	\$24,717	\$2,795	\$699	\$349	12.7%	128
Secondary Ed - Geog	\$21,674	\$25,026	\$3,352	\$838	\$419	15.5%	126
Secondary Ed - English	\$20,930	\$24,222	\$3,292	\$823	\$412	15.7%	120
Secondary Ed - French	\$21,302	\$24,661	\$3,359	\$840	\$420	15.8%	123
Secondary Ed - Math	\$21,178	\$25,061	\$3,883	\$971	\$485	18.3%	122
Secondary Ed - Agriculture	\$21,674	\$25,861	\$4,187	\$1,047	\$523	19.3%	126
Elementary Ed & Early Childhood	\$20,930	\$25,254	\$4,324	\$1,081	\$541	20.7%	120
Elementary Ed (minor Early Childhood)	\$21,302	\$25,906	\$4,604	\$1,151	\$576	21.6%	123
Secondary Ed - Chemistry	\$21,674	\$26,836	\$5,162	\$1,291	\$645	23.8%	126
Secondary Ed - Physics	\$21,178	\$26,296	\$5,118	\$1,280	\$640	24.2%	122
Secondary Ed - Biology	\$21,178	\$26,361	\$5,183	\$1,296	\$648	24.5%	122
Secondary Ed - Art	\$21,302	\$26,934	\$5,632	\$1,408	\$704	26.4%	123
College of Engineering							
Civil Engineering	\$22,250	\$27,357	\$5,107	\$1,277	\$638	23.0%	128
Petroleum Engineering	\$22,250	\$27,790	\$5,540	\$1,385	\$693	24.9%	128
Chemical Engineering	\$22,126	\$27,712	\$5,586	\$1,397	\$698	25.2%	127
Computer Science	\$21,258	\$26,712	\$5,454	\$1,364	\$682	25.7%	120
Energy Systems	\$22,374	\$28,312	\$5,938	\$1,485	\$742	26.5%	129
Architectural Engineering	\$22,250	\$28,426	\$6,176	\$1,544	\$772	27.8%	128
Mech. Engineering	\$22,622	\$28,919	\$6,297	\$1,574	\$787	27.8%	131
College of Health Science							
Social Work	\$20,694	\$22,767	\$2,073	\$518	\$259	10.0%	121
Dental Hygiene	\$20,694	\$23,015	\$2,321	\$580	\$290	11.2%	121
Speech, Language and Hearing	\$20,737	\$24,310	\$3,573	\$893	\$447	17.2%	121
Kinesiology & Health	\$20,613	\$24,778	\$4,165	\$1,041	\$521	20.2%	120

Physical Education/Training	\$20,694	\$24,982	\$4,288	\$1,072	\$536	20.7%	121
Haub School of Environment and Natural Resources							
ENR w/ concurrent major	\$20,570	\$23,210	\$2,640	\$660	\$330	12.8%	120
Environ. Systems Science	\$20,570	\$25,053	\$4,483	\$1,121	\$560	21.8%	120
Averages:	\$21,098	\$24,560	\$3,462	\$866	\$433	16.3%	122

Note: Averages are not weighted by student numbers and therefore do not represent the average effect across students.

AGENDA ITEM TITLE:

Fees/Fee Book Proposal/Mandatory Fees for 2018 and Differential Tuition, Mai

CHECK THE APPROPRIATE BOX(ES):

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

Differential Tuition

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Trustees of the University of Wyoming, a constitutional body, are responsible for the “management of the university” (Wyoming Constitution, Article 7, 17). UW Regulation 8-1 stipulates that “all student fees, charges, refunds and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.”

A tuition increase of 4 percent for Fiscal Year 2018 was approved for all *resident* and *non-resident* undergraduate and graduate students in November 2016. The tuition costs per credit hour that resulted from these increases are:

	\$ per credit hour	
	<u>FY 2017</u>	<u>FY 2018</u>
<u>General Tuition Program</u>		
Undergraduate		
Resident	\$124	\$129
Non-resident	\$496	\$516
Graduate		
Resident	\$241	\$251
Non-resident	\$721	\$750
<u>Outreach Non-resident (rates are now the same as non-resident Undergraduate and non-resident Graduate rates)</u>		
Undergraduate	\$496	\$516
Graduate	\$721	\$750

Proposed Differential Tuition rates:

Tuition Rates for Programs with Differential Rates

	FY 2017 TOTAL Rate	FY 2017 Base Rate	Approved FY 2018 Base Rate Increase	FY 2017 Differential	Proposed FY 2018 Differential (increase/ decrease)	FY 2018 TOTAL Proposed Rate
Law						
Resident	\$ 464	\$ 289	\$ 12	\$ 175	\$ (12)	\$ 464
Non-Resident	\$ 990	\$ 677	\$ 27	\$ 313	\$ (27)	\$ 990
Pharmacy						
Resident	\$ 436	\$ 285	\$ 11	\$ 151	\$ -	\$ 447
Non-Resident	\$ 921	\$ 634	\$ 25	\$ 287	\$ -	\$ 946
MBA						
Resident	\$ 623	\$ 241	\$ 10	\$ 382	\$ 50	\$ 683
Non-Resident	\$ 945	\$ 721	\$ 29	\$ 224	\$ 169	\$ 1,143
Executive MBA						
Online	\$ 630	\$ -	\$ -	\$ 630	\$ 120	\$ 750
DNP						
Resident	\$ 375	\$ -	\$ -	\$ 375	\$ 15	\$ 390
Non-Resident	\$ 794	\$ -	\$ -	\$ 794	\$ 32	\$ 826
BRAND						
Per-credit	\$ 461	\$ -	\$ -	\$ 461	\$ 18	\$ 479
Online per-credit	\$ 461	\$ -	\$ -	\$ 461	\$ 18	\$ 479
Dental Hygiene						
Resident	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 100	\$ 2,600
Special Resident	\$ 3,750	\$ -	\$ -	\$ 3,750	\$ 150	\$ 3,900
Non-Resident	\$ 8,015	\$ -	\$ -	\$ 8,015	\$ 321	\$ 8,336
MS in Speech Language Pathology- Graduate Rates*						
Resident	\$ -		\$ 251	\$ -	\$ 115	\$ 366
Non-Resident	\$ -		\$ 750	\$ -	\$ 115	\$ 865
<i>*New fee not yet approved</i>						

Base rates are affected by the UW Tuition policy adopted in November 2016 (+4%).
The tuition proposal will generate new revenue of approximately \$2.0M in FY 2018.
The tuition policy was reviewed by the ASUW Student Council. ASUW passed Senate Resolution #2536 "ASUW Recommendation of FY 2018 Tuition Expenditures Policy" (Exhibit 1) on February 14, 2017, recommending the distribution below:

	<u>FY 2018</u>
Salaries	\$1,500K
<u>Academic Support and programmatic issues</u>	<u>\$ 500K</u>
Total New Revenue	\$2,000K

- The law school requested that the distribution of the tuition increase be such that the overall fee would not increase for students. The 4% increase in the base tuition rate will be borne by the law school differential tuition.
- Tuition differentials for Pharmacy and DNP only increased the base rate by 4%. The differential portion of the fee did not increase.
- Tuition differentials for MBA increased by 11.6% for the resident differential portion and 4% for the base rate and 43% increase for the non-resident differential portion and 4% for the base rate, for a total increase of 8.7% for the resident rate and 17.3% for the non-resident rate.
- A new differential tuition rate is being requested for the MS in Speech Language Pathology. The MS in Speech Language Pathology is a nationally accredited clinical education program that requires clinical education resources to meet licensure, certification and accreditation standards.

The differential rate adjustments will provide additional resources directly to the professional degree programs, enhancing the quality of those programs for the students who pay the tuition differentials.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board approved a Tuition Increase of 4% for FY 2018 at the November 2016 meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees approves the tuition rates for the University of Wyoming.

ACTION REQUIRED AT THIS BOARD MEETING:

It is recommended that the Board of Trustees of the University of Wyoming approve the differential tuition rates for professional programs as presented in this item for Fiscal Year 2018.

PROPOSED MOTION

I move to approve the tuition rates and distribution as shown.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

Fees and Fee Book

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Trustees of the University of Wyoming, a constitutional body, are responsible for the “management of the university” (Wyoming Constitution, Article 7, 17). UW Regulation 8-1 stipulates that “all student fees, charges, refunds and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.”

The Board adopted a one-year program of tuition increases at the November 2016 Board of Trustees meeting and a one-year program of fees at the March 2016 meeting.

This item (together with the associated University of Wyoming Fee Book publication) presents recommended increases for all Mandatory and Non-Mandatory Fees for the University of Wyoming.

Note: Please see supplemental materials for full fee book.

Mandatory Fees

The mandatory fees assessed on all students on the Laramie campus support a variety of self-sustaining programs. The proposed increases for FY 2018 will be used to fund operating cost increases (e.g., increases in employer contribution for health insurance premiums, retirement, utility cost increases, etc.) and a limited number of program enhancements.

- The Wyoming Union fee will decrease. Each student paid \$21 per semester for the Series 1999 Bond Issue. Enough funds have been accumulated to pay off the remainder of the Bond Issue so this fee is no longer needed.
- The mandatory Student Services Fee supports a number of programs and operations, including ASUW, Student Media, Recycling, Wellness, AWARE, and Music/Theatre programs. No increases were requested from ASUW, Student Media, Wellness, AWARE or Music/Theatre. The Recycling program is requesting a small decrease of \$0.58 due to budget cuts. One of the positions for recycling will not be refilled.
- Student Health Service, Intercollegiate Athletics, Campus Recreation Programs and Transit did not request an increase in FY 2018.
- A new fee has been requested for Student Success. The new fee would be \$53.00 per student per semester. It would support the following:
 - Sustainable and expanded services from the UW Writing Center, including more tutoring and direct writing coaching as well as expanded writing-across-the-curriculum programming.
 - Sustainable and expanded faculty development resources from the ECTL to increase assessment support, course and curriculum design programming, training for continuous faculty improvement and evaluation, and instructional technology consulting.

- Expanded services through the STEP Center, including first-year advising training and certification, expanding tutoring and supplemental instruction for high challenge courses and academic coaching and planning services.
- Expanded student and faculty success and engagement programming through the Libraries in conjunction with STEP and ECTL using a learning commons model. This would include greater opportunity for student work-study positions, convenient access to new media, presentation space for home-grown TEDS Talks, and tech sandboxes, and a clearing house for student success services on campus.
- Active, experiential and interdisciplinary learning opportunities through the Art Museum including internships, mentoring opportunities in museum studies and museum education, and expanding volunteer opportunities through a new Student Docent program.
- The development and support of a coordinated and cohesive advising model with training, certification, and development through the Center for Advising and Career Services, in conjunction with the Colleges, to fully implement (1) First Year student advising, (2) Transfer student advising, (3) major-specific advising, and (4) harmonized, routine, and assessed certification and training for all academic advisors across UW.
- Technology commons in the Enzi STEM building, to ensure all students have access to technologically cutting edge instructional support, equipment, and materials.

The table below summarizes the proposed changes in mandatory fees for FY 2018 along with those assessed in the current year (FY 2017).

Proposed Mandatory Fees FY 2018

<u>Mandatory Student Fees</u> ¹	FY 2017	FY 2018
Wyoming Union	\$ 314.92	\$ 272.92
Student Services	\$ 219.82	\$ 218.86
Student Health Service	\$ 226.76	\$ 226.76
Intercollegiate Athletics	\$ 230.00	\$ 230.00
Campus Recreation Programs	\$ 235.20	\$ 235.20
Transit	\$ 107.92	\$ 107.92
Student Success ²		\$ 106.00
Total Mandatory Student Fees	\$1,334.62	\$1,397.46
Total Annual \$ Increase	-	\$ 62.84
Total Annual % Increase		4.7%

¹ Fees are shown on an annual basis

² Student Success New Fee Request for FY 2018

Non-Mandatory Fees

Non-Mandatory Fees are charged to cover the cost of providing services to individuals who choose (but are **not** required) to purchase these services from the University.

Residence Life & Dining Services Rates

As an auxiliary department, Residence Life & Dining Services (RLDS) is financially self-supporting—the department must generate revenues to support all expenses. The three major revenue components of the RLDS budget are room, board, and rent. RLDS has not requested any increases in their fees for FY 2018. Bison Run rates are set by the Collegiate Housing Authority and have increased by 2% for FY 2018.

This would establish the following residence hall room rates for FY 2018:

Residence Hall Room Charges Academic Year, excludes semester break	FY 2017	FY 2018
Room occupancy Double, B	\$4,493	\$4,493
Room occupancy Single, A	\$6,575	\$6,575
Single, B	\$6,330	\$6,330

This would establish the following residence hall board rates for FY 2018:

Board Charges, Academic Year Fall and spring semesters, excluding Thanksgiving, Christmas, spring and Easter breaks	FY 2017	FY 2018
Unlimited access plan	\$5,827	\$5,827
Any 15 access plan	\$5,028	\$5,028
Any 12 access plan	\$4,475	\$4,475
Any 9 access plan	\$3,563	\$3,563
Any 7 access plan	\$2,823	\$2,823
Dining Dollars (per semester)		
Added Dining Dollars	\$100	\$100
Best Dining Dollars	\$200	\$200
BLOCK PLANS (Per Unit)		
25 Lunches	\$290.67	\$290.67
60 Lunches	\$677.12	\$677.12
25 Any Meal	\$303.17	\$303.17
60 Any Meal	\$717.19	\$717.19

Apartment rental rates for FY 2018 are proposed as follows:

Apartment Rental Rates, Student, per month	FY 2017	FY 2018
Landmark Village	\$793	\$793
Landmark ADA	\$757	\$757
River Village		
Two bedroom	\$952	\$952
Three bedroom	\$1,064	\$1,064
Spanish Walk, one bedroom	\$735	\$735

For the Bison Run Village apartments, the FY2018 rates are proposed as follows:

Bison Run Village, per month	FY 2017	FY 2018
Four bedroom/two bathroom – ADA one level	\$424	\$432
Four bedroom/two and half bathroom	\$446	\$455
Four Bedroom/three bathroom (shared bathroom)	\$424	\$432
Four Bedroom/three bathroom (private bathroom)	\$456	\$465
Three Bedroom/three bathroom	\$461	\$470

The proposed increases support necessary cost increases (e.g., utility increases, retirement, and health insurance cost increases that are consistent with those of employees funded through the Section I Budget) and program and capital improvements outlined earlier.

Student Affairs Fee Re-Organization

The Division of Student Affairs needs greater flexibility within the fee descriptions to more quickly adjust to student needs and budgetary challenges. Combining all of the mandatory fees managed by the Division of Student Affairs into one new description, “Student Services” will allow resources to be shifted to meet key priorities of the University, adjust to fluctuating budgets, and simplify the fee book. At the conclusion of each fiscal year, the Vice President for Student Affairs will publish the percentage each program or service received out of the total “Student Services” fee to ensure transparency and receive student feedback.

The new “Student Service” Fee description would incorporate the fees described in FY 2017 as Wyoming Union, Wellness-Counseling Center, Wellness-Half Acre Center, AWARE, Student Health Service, and Recreation Programs for a total of \$396.22. The only change to the total charged would be a reduction of \$21.00 for the Wyoming Union Series 1999 Bond retirement.

The FY 2018 new fee description, “Student Service” would support Alcohol Wellness Alternatives, Research, and Education (AWARE); Counseling Center; Fraternity and Sorority Life; Multicultural Affairs; recreation facilities and programs; student activities, leadership, and service programs; Student Conduct and investigations; Student Health Service; Student Welfare Programs; University Disability Support Services; Wellness Center operations and programs; and Wyoming Union operations and repairs. Exhibit 2 shows what the proposed Fees would be. If this adjustment is approved the FY 2018 Fee Book will be revised to make these changes.

Other Non-Mandatory Fees

All other non-mandatory fee changes are outlined in the Fee Book publication.

The proposed increases support necessary cost increases (e.g., utility increases, retirement, and health insurance cost increases that are consistent with those of employees funded through the Section I Budget) and program and capital improvements.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board was briefed at the January 2017 Board meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees authorizes all University fees and charges.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the Mandatory and Non-Mandatory Fees for FY 2018 as presented in this item and the Fee Book.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

Exhibit 1

SENATE RESOLUTION #2536

TITLE: ASUW Recommendation of Fiscal Year 2018 Tuition Expenditures Policy
DATE INTRODUCED: February 14, 2017
AUTHOR: Senator Kerbs
SPONSORS: President Rotellini; Senators Welsh and Wetzels; Freshmen Senator Jones



1. WHEREAS, the Associated Students of the University of Wyoming (ASUW) should serve our
2. fellow students in the best manner possible through accurate representation, professional
3. interaction with campus programs and organizations, and responsible, effective leadership;
4. and,
5. WHEREAS, the University of Wyoming (UW) serves as a source of high-quality, affordable
6. higher education; and
7. WHEREAS, in the Fall of 2015, the UW Board of Trustees adopted a tuition policy calling
8. for ongoing tuition increases of 4% annually, subject to modification by the Board each
9. year; and,
10. WHEREAS, the Fiscal Year (FY) 2017 tuition increase allocated the approximate \$2 million
11. of additional funds for mandatory pay raises for promoted faculty as well as non-mandatory
12. faculty and staff pay raises on the order of \$1 million, \$500,000 to academic unit support
13. budgets, \$250,000 to UW libraries, and \$250,000 to Information Technology; and,
14. WHEREAS, efforts to reach budget reduction goals for both FY 2017 and FY 2018 have
15. resulted in substantial increases to faculty workloads; and,
16. WHEREAS, increased funding from the State Government for Faculty and Staff salary
17. increases remain unlikely in the biennium; and,
18. WHEREAS, several universities in the Rocky Mountain Region have increased tuition for
19. the purpose of faculty recruitment and retention; and,

20. WHEREAS, faculty retention and morale remains integral to overall student experience and
21. should remain a priority of both the UW Students and Administration.
22. THEREFORE, be it resolved by the Associated Students of the University of Wyoming
23. Student Government that three-quarters, or \$1.5 million, of the 4% tuition increase be
24. allocated to faculty and staff salary increases and the remaining quarter, or \$500,000, be
25. allocated to academic support units.

Referred to: Committee of the Whole

Date of Passage: 02/14/17 Signed: Tyler W. Waples
(ASUW Chairperson)

"Being enacted on 02/17/2017, I do hereby sign my name hereto and
approve this Senate action." [Signature]

ASUW President

Exhibit 2

Mandatory Fees

Mandatory fees are assessed to each student during the regular academic year and are to be paid with tuition as follows:

- **ASUW:** The fee supports the Associated Students of the University of Wyoming operations and programs.
- **Intercollegiate Athletics:** The income is specified for the support of Intercollegiate Athletics, and provides full-time students with free admission to all University intercollegiate athletic events on campus, excluding tournament events.
- **Music/Theater**
- **Recycling:** The fee supports the Wyoming recycling program.
- **Student Media:** The fee supports the Branding Iron, Owen Wister Review, Frontiers magazine and other student publications.
- **Student Services:** The FY 2018 fee supports (AWARE) Alcohol Wellness Alternatives, Research, and Education; Counseling Center, Fraternity and Sorority Life; Multicultural Affairs, recreation facilities and programs; student activities, leadership, and service programs; Student Conduct and investigations; Student Health Service; Student Welfare Programs; University Disability Support Services; Wellness Center operations and programs; and Wyoming Union operations, and repairs.
- **Student Success:** The income is specified for the support of ECTL, STEP Student Success, Libraries support for learning commons/ student success sandbox, UW Art Museum active, experiential and interdisciplinary learning opportunities, Student advising coordination, Center for Advising and Career Services training, certification and development.
- **Transit Fee:** The income is specified for the support of the university transit system operations and to assist with capital funding for bus replacement.
- **Special program fees are assessed in addition to the fees shown here.**

Mandatory Fees, Academic Year, Full-time Students per semester	FY 2018
Full-time students:	
ASUW	43.19
Intercollegiate Athletics	115.00
Music/Theatre	6.05
Recycling	10.12
Student Media	21.19
Student Services	396.22
Student Success	53.00
Transit	53.96
Total for Full-time students	698.73
Total for Part-time students:	FY 2018
Students taking 1-3 credit hours (fee per credit hour) plus flat rate fee for Transit of \$53.96 and Student Success of \$53.00. FY 2018- ASUW (7.10), Music/Theater (0.99), Recycling (1.66), Student Media (3.48) and Student Services (22.70).	35.93 per hour 106.96 flat rate
Students taking 4 or more credit hours (flat rate fee) FY 2018- ASUW (43.19), Music/Theatre (6.05), Recycling (10.12), Student Media (21.19) Student Services (165.24), Transit Fee (53.96) and Student Success (53)	352.75
Part-time students can also purchase the optional fee package (page 12)	

Optional Student Fee Package, per semester	FY 2018	Chart Field
Student Services	230.98	113.38/1310-20567 75.60/1700-13362 42.00/7520-20664
Intercollegiate Athletics	115.00	113.50/1001-10073 1.50/1700 13168
Total Fee, per semester	345.98	

(Blackburn, March 10, 2017)

AGENDA ITEM TITLE:

UW Research Corporation - Discussion, Nichols/Evans

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:

The UW Research Corporation is currently doing business as the Western Research Institute ("WRI"). This exclusive relationship allows for University of Wyoming Board of Trustees input into WRI's Board of Directors, use of certain University resources, and shared use of University space.

As the University moves towards increasing economic development and technology transfer, President Nichols would like to revisit the existing structure and relationship with WRI to allow for new and broader use of the UW Research Corporation, including research, education and outreach efforts through technology transfer, innovating financing, business development and incubation, and partnerships with industry.

Background

In 1982, when the University acquired the U.S. Department of Energy's Laramie Energy Technology Center (LETC) and created the UW Research Corporation, UW took ownership of the U.S. Bureau of Mines Building (9th and Lewis). The LETC also owned the Advanced Technology Center site (just north of the City limits on U.S. 287). The LETC's primary mission was to study the production of oil from oil shale and, at the time, had stockpiles of processed and unprocessed oil shale. UW did not want to assume this liability and, therefore, the North site was transferred directly to WRI, along with the equipment and patents held by LETC.

During this transfer, and through its Articles of Incorporation, WRI employees became the employees of the UW Research Corporation and not UW. Below is a summary of the involvement that UW has with UWRC.

University of Wyoming	WRI
--Trustees appoint the UWRC Board of Directors (The Board of Trustees make these appointments through consent agenda action.) --UW President (or designee) sits on UWRC Board of Directors	--WRI pays its employees' salaries and benefits (retirement, healthcare) --WRI is capitalized so that its total assets are sufficient to meet total liabilities --WRI holds separate meetings of the Board of Directors --WRI maintains separate corporate records and minutes of each Board meeting --WRI maintains separate books and accounts, handles its own billing and purchasing, and maintains its own separate IT equipment and specialized software

--UW employees eligible to serve as officers, employees or agents of WRI (No UW employees have served as officers, employees or agents of WRI for many years.)	--WRI qualifies under the definition of a public foundation contained in Section 509(a)(9) of the Internal Revenue Code --WRI owns the Advanced Technology Center site (its North site), and leases the remaining space from UW at arm's length transaction --WRI pays property tax on the North site --All contracts are in WRI's name --All intellectual property and patents are owned by WRI --All customer lists, etc. are owned by WRI --Virtually all equipment is owned by WRI
--	--

UW divested itself from WRI in the early 1990s when WRI took over control of its books, records, etc. The final change in structure would be to remove the Trustees' responsibility to appoint the UWRC Board of Directors.

In Fall 2014, the University proposed to the Board of Trustees that they vote on a resolution to finalize the change in governance structure of the UW Research Cooperation (d/b/a Western Research Institute). This item was tabled to allow WRI time to work through unintended consequences of the change in governance.

Next Steps

President Nichols met with the CEO of WRI and several of its Board members on March 6, 2017. President Nichols has asked WRI, in conjunction with the University, to research possible relationships between WRI and the University, including looking at similar entities that were de-federalized in the 1980s, cooperating agency status, etc.

This is just an information item at this time. The University will propose a path forward at an upcoming Board of Trustees meeting.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the October 20, 2014, Board of Trustees Conference call and the November 12-14, 2014, Board of Trustees Meeting, UW Administration discussed the proposed change in governance structure and the steps needed to effectuate this change.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A. Information Only.

PROPOSED MOTION

N/A. Information Only.

PRESIDENT'S RECOMMENDATION:

N/A. Information Only.

AGENDA ITEM TITLE: Report re: Honors Program, Susan Aronstein/Anne Alexander

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:

The Honors Program offers a unique set of opportunities for high achieving, academically ambitious undergraduates. The report will present the current structure and opportunities offered by the Honors Program and provide information on a vision for enhancing the program to an Honors College.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS: N/A

ACTION REQUIRED AT THIS BOARD MEETING:

N/A. Information Only.

PROPOSED MOTION

N/A. Information Only.

PRESIDENT'S RECOMMENDATION:

N/A. Information Only.

AGENDA ITEM TITLE: American Indian Enrollment, Support, and Center, Nichols/Axelson

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:

University of Wyoming President Laurie S. Nichols and Vice President for Student Affairs Sara Axelson will present information on the current status of American Indian enrollment and resources and strategies to increase recruitment and retention of this underrepresented audience. They will be joined by former Trustee James Trosper. The President's presentation will include the following topics, each of which has a corresponding handout following this narrative.

1. Enrollment information of American Indian students
2. American Indian Scholarships
3. Memorandums of understanding with the Eastern Shoshone Tribe and Northern Arapaho Tribe
4. Information on American Indian Summer Institute
5. Brief history of forming an American Indian Student Center on campus
6. Information on other institutions' American Indian Student Centers (UW's peer institutions)

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Please see "A brief history of forming an American Indian Student Center on campus" information in this report.

WHY THIS ITEM IS BEFORE THE BOARD:

The University will be offering its first summer institute in June, updating MOUs with tribal business councils, and creating an American Indian Center at the current location of the Honor's Program (which will be relocating to the Guthrie House). This information is shared so members are aware of efforts to increase Native American enrollment and retain students.

ACTION REQUIRED AT THIS BOARD MEETING:

None at this time.

PROPOSED MOTION:

None at this time.

PRESIDENT'S RECOMMENDATION:

N/A



University of Wyoming

Enrollment of Native American Students

Source: <http://www.uwyo.edu/oia/student/eos/enroll-sum/index.html>

Fall of	Native American Student Headcount ¹	Multiracial Student Headcount ²
2016	82	299
2015	91	286
2014	82	261
2013	90	248
2012	102	234
2011	126	239
2010	115	189
2009*	134	181
2008*	136	160
2007*	152	172
2006*	137	146
2005*	145	n/a
2004*	136	n/a

**Older data collection method:* UW changed it requests students to report race in 2009. The drop-off in students seen before that time is attributable to the data collection change.

¹ This information only includes students that identified solely as Native American. It does not include students who identified as multiracial, who many have selected Native American as well as another race when identifying.

² This information includes students that identified as Native American and at least one other race (categorized by the federal government as “2+ races”). For example, a student in this category may identify as Native American and white.



Chief Washakie Memorial and Northern Arapaho Scholarship Program Totals

As of December 31, 2016

Award Year	Chief Washakie Memorial		Northern Arapaho	
	Count	Sum	Count	Sum
1989-1990			6	4,112.30
1990-1991			13	10,203.50
1991-1992			9	10,507.25
1992-1993			8	8,147.75
1993-1994			6	8,836.00
1994-1995			6	46,854.00
1995-1996			9	58,821.00
1996-1997			8	79,301.00
1997-1998			7	56,513.00
1998-1999			5	36,862.50
1999-2000			8	57,732.00
2000-2001			10	85,817.00
2001-2002			9	60,095.06
2002-2003			11	69,775.00
2003-2004			8	70,050.46
2004-2005	6	6,550.00	9	93,539.45
2005-2006	8	14,350.00	6	42,806.00
2006-2007	17	22,375.00	9	116,762.00
2007-2008	16	24,802.00	11	88,255.75
2008-2009	22	23,324.40	10	102,042.00
2009-2010	11	14,500.00	11	110,797.00
2010-2011	19	29,250.00	9	95,144.00
2011-2012	13	15,675.00	9	71,043.00
2012-2013	8	19,300.00	6	97,490.52
2013-2014	12	21,550.00	5	70,359.00
2014-2015	14	20,000.00	9	81,968.00
2015-2016	11	19,500.00	6	83,499.00
2016-2017	10	17,500.00	6	70,837.88
Grand Total	167	248,676.40	229	1,788,171.42
Gift Value			402,200.00	1,124,370.06
Market Value as of December 31, 2016			471,947.39	2,138,337.50

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE EASTERN SHOSHONE TRIBE
AND
THE UNIVERSITY OF WYOMING**

I. PURPOSE

The Eastern Shoshone Tribe and the University of Wyoming find it to be in their mutual best interests to enter into this cooperative agreement to:

- Work together to identify and secure funding resources among federal agencies, the private sector, and foundations to support the implementation of education and training programs for Eastern Shoshone students pursuing higher education through the University of Wyoming;
- Build a network of professional academic, and research resources to assist American Indian students, nations, educators, academics and professionals; and
- Work to identify and support strategies to enhance the opportunities for academic success for American Indian students and to assist these students in identifying financial aid opportunities.

II. ORGANIZATION OF RESPONSIBILITIES

A. THE UNIVERSITY OF WYOMING INTENDS TO PURSUE THE FOLLOWING ACTIONS:

1. The University of Wyoming will work cooperatively with the Eastern Shoshone Tribe to seek private, state, and federal funding to support the implementation and expansion of UW-Eastern Shoshone initiatives.
 2. The University of Wyoming will work cooperatively when appropriate, possible, and requested by the Eastern Shoshone Tribe to conduct scientific and technical research in areas of paramount importance to the Eastern Shoshone. UW will aid and assist the Eastern Shoshone Tribe to build a body of scholarly materials available in tribal natural resources, energy, and other disciplines.
 3. The University of Wyoming make available, as appropriate, its regular summer and academic year of educational and research programs to Eastern Shoshone students, educators, and tribal personnel.
 4. In its efforts to provide comprehensive services and support to all American Indian students attending UW, the University will continue to support the AIS academic minor program offered through American Indian Studies and the recently established recruitment and retention support position for American Indian students in the Office of Multicultural Affairs.
-

5. The American Indian Recruitment and Retention focused American Indian Student Programs and the American Indian Studies academic minor program will assist the Office of Admissions with recruitment and will serve to enhance the retention and graduation rates of American Indian students attending the University of Wyoming.
 6. The American Indian Student Programs Recruitment and Retention staff and the American Indian Studies academic minor program will work with the Eastern Shoshone Tribe to seek scholarships and financial aid for Shoshone Tribal members who attend the University of Wyoming. In addition, the development of the Chief Washakie Memorial Scholarship Fund committee comprised of UW and Eastern Shoshone representatives will offer funding opportunities for Eastern Shoshone freshman, sophomore, junior, senior, and graduate students. Eastern Shoshone students will also be encouraged to apply for the Hearst and Multicultural Pride Scholarships within the Office of Multicultural Affairs and the Winner, Thorpe, and McCarthy Scholarships within the Office of American Indian Studies.
 7. The American Indian Student Programs Recruitment and Retention staff and other University academic departments will work with the Eastern Shoshone Tribe, when appropriate and possible, to design and implement innovative education programs that accelerate the development of tribal members, including delivery of programs through the University's Outreach School.
 8. The American Indian Student Programs Recruitment and Retention staff will serve as a liaison to UW and the Eastern Shoshone Tribe and will assist the Eastern Shoshone Tribe and the University of Wyoming.
 9. The American Indian Student Programs Recruitment and Retention staff will work to facilitate cooperative agreements between UW and the Eastern Shoshone Tribe, such as the recently signed MOU with the Wind River Tribal College, and the UW Colleges of Education and Arts & Sciences.
 10. The American Indian Student Programs Recruitment and Retention staff and the American Indian Studies academic minor program will assist in identifying opportunities for Eastern Shoshone educational initiatives especially those designed for the development of natural and human resources, with academic colleges and departments at the University of Wyoming.
 11. UW will work cooperatively with the Tribal Council to identify a mutually agreeable structure under which a student intern could provide technical assistance and support to the Council on environmental and natural resources issues.
-

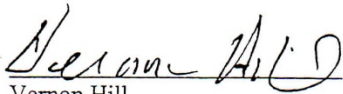
B. THE EASTERN SHOSHONE TRIBE INTENDS TO PURSUE THE FOLLOWING ACTIONS:

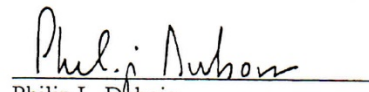
1. The Eastern Shoshone Tribe will work with the University of Wyoming to identify the educational and training needs of tribal constituents and how these needs can be most effectively addressed in a university environment.
2. The Eastern Shoshone Tribe will identify and recruit student participants for University of Wyoming education and training initiatives.
3. The Eastern Shoshone Tribe will work cooperatively with the University of Wyoming to seek private and federal funding to support the implementation and expansion of Eastern Shoshone-UW initiatives.
4. The Eastern Shoshone Tribe will work with tribal members to demonstrate commitment and support of the University of Wyoming educational programs and will encourage the matriculation of Eastern Shoshone undergraduate and graduate students to the University of Wyoming.
5. The Eastern Shoshone Tribe will provide undergraduate and graduate students from the University of Wyoming with internship opportunities to work on scientific, engineering, technical, and business projects with the Eastern Shoshone Tribe, when funding is available.
6. The Eastern Shoshone Tribe will encourage Eastern Shoshone youth to participate in existing UW pre-college programs, such as the Summer Research Apprenticeship Program (SRAP), Upward Bound, the High School Institute, the Diversity in Teacher Education program, the Engineering and Science Program and others.

III. DURATION

This Memorandum of Understanding will remain in effect unless terminated by either party at anytime.

APPROVED:


Vernon Hill
Chairman
Eastern Shoshone Business Council


Philip L. Dubois
President
University of Wyoming

Date: 7/7/03

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE NORTHERN ARAPAHO NATION
AND
THE UNIVERSITY OF WYOMING**

I. PURPOSE

The Northern Arapaho Nation and the University of Wyoming find it to be in their mutual best interests to enter into this cooperative agreement to:

- Work together to identify and secure funding resources among federal agencies, the private sector, and foundations to support the implementation of education and training programs for Northern Arapaho students pursuing higher education through the University of Wyoming;
- Build a network of professional academic, and research resources to assist American Indian students, nations, educators, academics and professionals; and
- Work to identify and support strategies to enhance the opportunities for academic success for American Indian students and to assist these students in identifying financial aid opportunities.

II. ORGANIZATION OF RESPONSIBILITIES

A. THE UNIVERSITY OF WYOMING INTENDS TO PURSUE THE FOLLOWING ACTIONS:

1. The University of Wyoming will work cooperatively with the Northern Arapaho Nation to seek private, state, and federal funding to support the implementation and expansion of UW-Northern Arapaho initiatives.
2. The University of Wyoming will work cooperatively when appropriate, possible, and requested by the Northern Arapaho Nation to conduct scientific and technical research in areas of paramount importance to the Northern Arapaho. UW will aid and assist the Northern Arapaho Nation to build a body of scholarly materials available in tribal natural resources, energy, and other disciplines.
3. The University of Wyoming make available, as appropriate, its regular summer and academic year of educational and research programs to Northern Arapaho students, educators, and tribal personnel.
4. In its efforts to provide comprehensive services and support to all American Indian students attending UW, the University will continue to support the AIS minor program offered through American Indian Studies and the recently established recruitment and retention support position for American Indian students in the Office of Multicultural Affairs.

5. The American Indian Recruitment and Retention focused American Indian Student Programs and the American Indian Studies academic minor program will assist the Office of Admissions with recruitment and will serve to enhance the retention and graduation rates of American Indian students attending the University of Wyoming.

6. The American Indian Student Programs Recruitment and Retention staff and the American Indian Studies minor program will work with the Northern Arapaho Nation to seek scholarships and financial aid for Arapaho Tribal members who attend the University of Wyoming. In addition, the Northern Arapaho Endowment Committee comprised of UW and Northern Arapaho representatives will continue to offer funding opportunities for Northern Arapaho junior, senior, and graduate students. Northern Arapaho students will also be encouraged to apply for the Hearst and Multicultural Pride Scholarships within the Office of Multicultural Affairs and the Winner, Thorpe, and McCarthy Scholarships within the Office of American Indian Studies.

7. The American Indian Student Programs Recruitment and Retention staff and other University academic departments will work with the Northern Arapaho Nation, when appropriate and possible, to design and implement innovative education programs that accelerate the development of tribal members, including delivery of programs through the University's Outreach School.

8. The American Indian Student Programs Recruitment and Retention staff will serve as a liaison to UW and the Northern Arapaho Nation and will assist the Northern Arapaho Nation and the University of Wyoming.

9. The American Indian Student Programs Recruitment and Retention staff will work to facilitate cooperative agreements between UW and the Northern Arapaho Nation, such as the recently signed MOU with the Wind River Tribal College, and the UW Colleges of Education and Arts & Sciences.

10. The American Indian Student Programs Recruitment and Retention staff and the American Indian Studies academic minor program will assist in identifying opportunities for Northern Arapaho educational initiatives especially those designed for the development of natural and human resources, with academic colleges and departments at the University of Wyoming.

B. THE NORTHERN ARAPAHO NATION INTENDS TO PURSUE THE FOLLOWING ACTIONS:

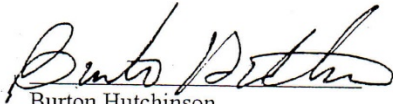
1. The Northern Arapaho Nation will work with the University of Wyoming to identify the educational and training needs of tribal constituents and how these needs can be most effectively addressed in a university environment.

2. The Northern Arapaho Nation will identify and recruit student participants for University of Wyoming education and training initiatives.
3. The Northern Arapaho Nation will work cooperatively with the University of Wyoming to seek private and federal funding to support the implementation and expansion of Northern Arapaho-UW initiatives.
4. The Northern Arapaho Nation will work with tribal members to demonstrate commitment and support of the University of Wyoming educational programs and will encourage the matriculation of Northern Arapaho undergraduate and graduate students to the University of Wyoming.
5. The Northern Arapaho Nation will provide undergraduate and graduate students from the University of Wyoming with internship opportunities to work on scientific, engineering, technical, and business projects with the Northern Arapaho Nation, when funding is available.
6. The Northern Arapaho Nation will encourage Northern Arapaho youth to participate in existing UW pre-college programs, such as the Summer Research Apprenticeship Program (SRAP), Upward Bound, the High School Institute, the Diversity in Teacher Education program, the Engineering and Science Program and others.

III. DURATION

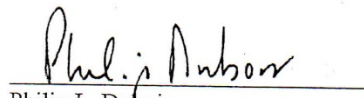
This Memorandum of Understanding will remain in effect unless terminated by either party at anytime.

APPROVED:


Burton Hutchinson
Chairman
Northern Arapaho Business Council

Date:

8/06/03


Philip L. Dupois
President
University of Wyoming

Date:

8/06/03



June 11-17, 2017
University of Wyoming Campus
Laramie, Wyoming

- 7 day residential summer pre-college program designed to familiarize Wind River Reservation Native American High School students (9th-12th Grade) to the campus and to the town of Laramie.
- Exposed to a full college experience by staying in the dorms, attending mock college courses, and participating in activities on and off campus.
- Build leadership skills and also build new relationships with peers, UW faculty and staff, and current UW Native American College Students from the Wind River Reservation.



**To apply online to the UW Native
American Institute please visit the AIS
website at:**

<http://www.uwyo.edu/aist/>

The deadline to apply is April 15, 2017



For more information, please feel free to contact the UW Native American Summer Institute Coordinator, Reinette Tendore at reinette@uwyo.edu or call the UW American Indian Studies Office at (307)-766-6521 for any questions or concerns.

**Provided by the UW American Indian Studies Program and the UW Office of
the President**

**A Brief History of the
American Indian Education, Research and Culture Center
on UW's Campus**

Native American students are the most underrepresented population in higher education (Guillory & Wolverton, 2008). In fact, when compared to other minority groups, Native Americans have the lowest representation and retention rates (Shotton, Lowe, & Waterman, 2013). Such low retention rates are due to several reasons, many of which are intertwined with the tragic history of colonization and Native American boarding schools (Waterman, 2011). The underrepresentation of Native American students in higher education is a complex issue involving several factors, such as lack of financial support and campus resources, cultural beliefs, social stigmas, and stereotypes. According to Evans et al. (2010), we need to “recognize the role of colonization” (pp. 266-267) and its effect on the Native American view of the educational system. Many individuals may not trust institutions of higher education due to the history of boarding schools, in which Native Americans were forced to adhere to White culture (Waterman, 2011). If millennial Native American students have grown up hearing their parents or grandparents speak negatively about the educational systems in the United States, they may have acquired distrust as well. Moreover, it is difficult for them to leave a closely-knit community. Connection to family and community – and a sense of responsibility to both – are values on which Native American culture places great importance (LaFromboise, Heyle, & Ozer, 1990, as cited in Shotton, Yellowfish, & Citrón, 2010). The Native American student must learn to navigate through an independent culture where importance is placed on the self, rather than the group as a whole. According to Thompson, Johnson-Jennings, and Nitzarim (2013), the amount of social support Native American students receive from their families and communities is positively correlated with persistence to degree completion. They must learn to live in an independent culture, but they also must learn to incorporate their interdependent roots into their academic experiences within mainstream culture.

In 2002, soon after being appointed to the UW Board of Trustees, James Trosper conducted several listening sessions with Native American student organizations and current and past students from the Wind River Indian Reservation. The listening sessions were conducted to elicit solutions to the unique challenges Native American students face at UW. Several themes emerged from those meetings. In the Native American culture, emphasis is placed on giving back to their communities when they graduate. Giving back is encouraged not only inside the family but also within the community. A college education means more than just obtaining a career and financial independence for these students, it is an instrument to provide a service to their families and community. Native American students develop a purpose or a vision for their future differently from students belonging to mainstream culture. Native American students tend to choose careers that will reflect cultural values, such as humility and charity, which often conflicts with the mainstream values of prestige, independence, and competition. It is a reflection of an Indigenous philosophy of putting community before individualism.

To address the unique challenges Native American students face at the University of Wyoming a group of administrators, faculty, staff, and students began conversations about an American Indian Center. An American Indian Center steering committee was organized at UW. The founding members included John Dorst (UW American Studies Program); Affie Ellis, Navajo (Wyoming Attorney General's office); John Nutter (UW Student Financial Aid Director); Emma Hansen, Pawnee (Buffalo Bill Center of the West, Plains Indian Museum); Marcia Britton (Wyoming Humanities Council); Jeff Means, Lakota (UW Faculty, Department of History); Judy Antell, Chippewa (UW Director, American Indian Studies); James Trosper Northern Arapaho/Eastern Shoshone (UW Board of Trustees).

In August of 2005, Judy Antell and Trustee Trosper made presentations to UW President Tom Buchanan and Vice President Myron Allen regarding the American Indian Center. Approval was given to move forward with a documentary explaining the need for such a center. A separate presentation was made to UW Board of Trustees President Judy Richards and Vice President Haynes. In an article from a 2007 A&S newsletter of the College of Arts and Sciences, the concept of a center was described. When the 2009 University Plan 3 was created and approved, it included Action Item #74, which listed an American Indian Center as a Tier III project for future development.

As a major first step, the advisory committee decided to create a documentary CD describing their thoughts on the multiple benefits of such a center on the Laramie campus. That CD was created by UW TV producer Ali Grossman with grant funding from the Wyoming Cultural Trust and support from various units on the campus in fall 2008. The video was entitled *Envisioning an American Indian Center on the University of Wyoming Campus*.

James Trosper, Judith Antell, and John Nutter appeared before the Wyoming Legislature's Select Committee on Tribal Relations on December 14, 2011 in Fort Washakie at the Frank B. Wise Business Plaza. Present from the Select Committee were co-chairmen Senator Cale Case and Representative Del McOmie, Senator Paul Barnard, Representative Pat Goggles, and Representative Jeb Steward.

In 2011, the University published its updated Capital Facilities Plan. In addition to a list of specific projects already being planned, it listed the American Indian Center as a project under further consideration.

As a next step, the committee, now joined by other interested administrators and referring to itself as the American Indian Center Steering Committee, sought and received a \$10,000 grant from the Wyoming Cultural Trust. The purpose of the grant was to host two stakeholder meetings to ascertain what programming services and facilities should be included in the center. The product of these meetings would be the profile for creating an American Indian Center.

After issuing a request for proposals in 2010, the committee selected Johnpaul Jones, a Native American architect from Seattle and lead architect of the Smithsonian Institution's Museum of the American Indian, to conduct the meetings and prepare the profile.

In February 2011, one stakeholder meeting was held on the UW campus involving American Indian students, faculty, and administrators; the second meeting was held in April on the Wind River Indian Reservation with tribal leaders, educators, and students. An impressive project profile was developed by fall 2011 outlining the purposes to be served, space requirements, facilities required, programming desired, services to be provided, and sample suggestions from other American Indian centers. The profile was designed to guide the preparation of planning and construction documents through a period of changing personnel, economic climate, and events. The American Indian Center was ready for a priority designation by the UW central administration to begin detailed planning efforts through the university's capital facilities construction process. Since this time, the project has remained in a pending status.

There are many opportunities for the University of Wyoming and the Northern Arapaho and Eastern Shoshone people to work together in ways that empower tribes, nurture innovation for American Indian sustainability, and demonstrate respect for Native people's cultures, traditions, laws, and diverse expressions of sovereignty. Education offers the greatest opportunity for improvement from one generation to another. For many Native American students, education – especially higher education – has been the route to an improved quality of life. A major focus is on educating graduates who are grounded in their own culture, yet are prepared with the social, civic, and work skills they need to live and contribute to a multicultural, global society.

American Indian Centers on College Campuses

UW Peer Institutions

Institution	Name of Center	Services and Programs
Close Peers		
University of Idaho	The Native American Student Center (NASC)	<p><i>Services</i></p> <ul style="list-style-type: none"> - Tribal networking - Tutoring - Financial and academic advising - Leadership and professional development opportunities - Emergency fund - Mentoring - Computers, printer, telephone and fax access - Refrigerator and microwave - Campus referrals <p><i>Programs</i></p> <ul style="list-style-type: none"> - HOIST - Native American Law Program - Tutxinmeput Powwow
University of Nevada-Reno	The Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Retention - Outreach - Programming - Community Partnerships - Annual Reports - Info for Parents - Scholarships - Faculty Resources <p><i>Programs</i></p> <ul style="list-style-type: none"> - Intertribal Higher Education Program - Early outreach to middle and high school students - Spring Pow wow - Indian Education Summit - Nike N7 - College Life 101 Retention Program - Native American Student Organization

Institution	Name of Center	Services and Programs
Close Peers		
New Mexico State University-Main Campus	American Indian Student Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Academic Assistance - Student Assistance - Resources Material - Student Commons - Student Study Area - Student Orientations <p><i>Programs</i></p> <ul style="list-style-type: none"> - Peer Mentor Program - American Indian Week
University of Rhode Island	Multicultural Student Services Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Diversity Planning, implementation, and event support - Referral Services - Advising and support of multicultural student organizations <p><i>Programs</i></p> <ul style="list-style-type: none"> - Annual Academic Showcase - Diversity Awards - Diversity Week
Utah State University	Access & Diversity Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Academic Support - Leadership Development - Scholarship & Financial Aid Resources - Recruitment and Outreach - Leadership Training - Counseling <p><i>Programs</i></p> <ul style="list-style-type: none"> - Native American Week - Annual Powwow - American Indian Support Project
University of Maine	The Wabanaki Center	<p><i>Programs</i></p> <ul style="list-style-type: none"> - The Alumni Mentoring Program - Native American Persistence in Science - Wabanaki Youth in Science

Institution	Name of Center	Services and Programs
Close Peers		
Oklahoma State University-Main Campus	The Center for Sovereignty Nations	<p><i>Programs</i></p> <ul style="list-style-type: none"> - POSSE Summer Elementary Enrichment Program - Rural Education Internship Experience Showcase - Atoka Seed Saver Event - Sovereignty Is...Art Show - Chickasaw Nation programs - Choctaw Nation programs - Weekly luncheons
Montana State University	The American Indian Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Online Native American Resource Directory - Scholarships <p><i>Programs</i></p> <ul style="list-style-type: none"> - Indian Leadership Education and Development - American Indian Science and Engineering Society - Wanji Oyate, American Indian Research Opportunities - Indian Education for All - Native American Peer Advisors - Native American Student Success Services - Caring for Our Own Program - Counseling and Psychological Services
South Dakota State University	The American Indian Student Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Retention Advisement - Advocacy - Social, Cultural and Academic Programming - Organizational Student Leadership Devel. - Community and Professional Referrals - Financial Aid Guidance - Enrollment and Registration Assistance - First Year Experience Program - Tribal Outreach - AISC Native American Scholarship <p><i>Programs</i></p> <ul style="list-style-type: none"> - AISC First Year Experience - Oyate Yuwitaya Tipi - Graduation Honoring Ceremony

Institution	Name of Center	Services and Programs
Close Peers		
The University of Montana	American Indian Student Services	<i>Services</i> <ul style="list-style-type: none"> - Housing - Emergency Housing - Food Resources - Public Assistance - Clothing & Furniture - Financial Aid/Scholarships - UM Student Organizations - Group Events (Soup Wednesdays, Beading Circles) <i>Programs</i> <ul style="list-style-type: none"> - Peer Mentor Program
North Dakota State University-Main Campus	The Office of Multicultural Programs	<i>Programs</i> <ul style="list-style-type: none"> - American Indian Public Health Resource Center - Bison Bridge - Diversity Dialogues - Native American Heritage Month - Annual Woodlands and High Plains Traditional Powwow
Stretch Peers		
Kansas State University	Dow Center for Multicultural and Community Studies	<i>Services</i> <ul style="list-style-type: none"> - Tribal networking - Tutoring - Financial and academic advising - Leadership and professional development opportunities - Emergency fund - Mentoring - Computers, printer, telephone and fax access - Refrigerator and microwave - Campus referrals <i>Programs</i> <ul style="list-style-type: none"> - Indigenous Peoples Day - Tilford Group - Native American Heritage Month - President's Commissions on Multicultural Affairs, and Center for Intercultural and Multicultural Advocacy

Institution	Name of Center	Services and Programs
Stretch Peers		
University of Nebraska-Lincoln	Jackie Gaughan Multicultural Center	<i>Programs</i> <ul style="list-style-type: none"> - Native American Heritage Month - Native Leadership Symposium - University of Nebraska Inter-Tribal Exchange - Center for Great Plains Studies
West Virginia University	Office of Multicultural Programs	<i>Programs</i> <ul style="list-style-type: none"> - Peace Tree Ceremony Elder in Residence Program
Colorado State University-Fort Collins	Native American Cultural Center	<i>Services</i> <ul style="list-style-type: none"> - Recruitment - Retention - Graduation - Community outreach <i>Programs</i> <ul style="list-style-type: none"> - All Nations Leadership Retreat - Eagle Feather Tutoring Program - K-12 STEM Outreach - Native American Heritage Month - Traditional Honoring of Graduates Indigenous Reader
Clemson University	Harvey and Lucinda Grantt Multicultural Center	<i>Programs</i> <ul style="list-style-type: none"> - Grill and Greet - Unity Craft Nights - Council on Diversity Affairs - Multicultural Leadership Retreat
Texas Tech University	Cross Cultural Academic Advancement Center	<ul style="list-style-type: none"> - Native American Celebration - The Multicultural Student Resource Center - Diversity Leadership Institute - Cross Cultural Film Series - Diversity in Music Concerts - Theatre for Social Change
Institution	Name of Center	Services and Programs

Stretch Peers		
University of New Mexico-Main Campus	American Indian Student Services	<p><i>Services</i></p> <ul style="list-style-type: none"> - Academic Advisement - Financial Aid Advisement - Tribal, Private, and Institutional Scholarships - Tutoring - Computer Pod - Cultural Programs - Study Area - Job Posting - Mentorship - Volunteer Opportunities - Social Events - Copy & Fax Services <p><i>Programs</i></p> <ul style="list-style-type: none"> - AISS Advisors - Summer Bridge - Sidekicks Program - Miss Indian UNM
Washington State University	Native American Student Center	<p><i>Services</i></p> <ul style="list-style-type: none"> - Academic and personal advising - Student announcements and notices list service - Scholarships, internships, jobs, workshops, campus events, deadlines, tribal issue events - Cultural and social events - Student Mentor Program - Student advocacy and support - Scholarship and financial aid assistance - Computer access & printing - Free academic tutoring in partnership with Multicultural Student Services and other departments. - Referrals to campus and community support - Connection to student organizations and events - Leadership training & workshops - A safe, inviting place - A community of support <p><i>Programs</i></p> <ul style="list-style-type: none"> - Community Dinners - First Friday Feed - Peer Mentor Program - Tribal National Building Leadership Program
Institution	Name of Center	Services and Programs

Stretch Peers		
University of Utah	American Indian Resource Center	<i>Services</i> <ul style="list-style-type: none"> - Academic Advising - Student Groups - Cultural Support - Student Lounge <i>Programs</i> <ul style="list-style-type: none"> - Native American Summer Research Internship - Annual Sustaining our Culture Powwow

University of Idaho (close peer)

<https://www.uidaho.edu/diversity/dhr/native-american-student-center>

Title: The Native American Student Center (NASC)

Mission: The Native American Student Center (NASC) at the University of Idaho empowers Native American students by meeting their academic, social and cultural needs as they navigate the college experience. The NASC serves as a supportive foundation for students to help ease the transition from home to campus life.

The NASC fosters community and growth among Native American students through mentoring, uncovering leadership qualities and inspiring cultural values that are vital to our Native identity. The NASC offers a comfortable environment to meet and mingle with other Native American students, as well as faculty and staff.

Services:

- Tribal networking
- Tutoring
- Financial and academic advising
- Leadership and professional development opportunities
- Emergency fund
- Mentoring
- Computers, printer, telephone and fax access
- Refrigerator and microwave
- Campus referrals

Programs: HOIST: Helping Orient Indian Students and Teachers into STEM (HOIST) is a six-week college preparatory program held during summer session at the University of Idaho. The program is for Native American high school students that have demonstrated potential in science, technology, engineering or math (STEM) fields.

Native American Law Program: The academic program that allows for specialization in Native American Law: Native American Law Emphasis. Also has a Native American Law Student Association (NALSA), the law student organization for those interested in this area of the law and for Native law students. Find NALSA on Facebook.

Tutxinmeput Powwow: Annual powwow

Scholarships: Tribal Excellence Scholarship: Open to undergraduates, this scholarship program waives

out-of-state tuition for all full-time students enrolled as a member of the tribes with which the University of Idaho has a Memorandum of Understanding (MOU) or students who are enrolled tribal members transferring from an accredited tribal college or university.

All Nations LSAMP: The All Nations Louis Stokes Alliance for Minority Participation Program (ANLSAMP) provides stipends and assists with travel expenses of eligible AMP scholars enrolled in qualified STEM degree programs at Salish Kootenai College. Opportunities are contingent upon approval for funding by the National Science Foundation.

Office of Tribal Relations:

Reporting to the Provost, the office has been established to provide Leadership, guidance, and support for Native American initiatives, organizations and programs that align with the Tribal Relations mission and UI strategic plan.

Mission Statement: The mission of the Tribal Relations Office is to foster respectful and mutually productive relationships between Northwest Tribes, the University, the community and key stakeholders through culturally appropriate research, outreach and programming. We work to develop, recognize, promote and facilitate protocols of reciprocity as they relate to Tribal sovereignty and Native American education.

There is also a President's Native American Advisory Council under this office

Facilities: Separate Building on campus—see photo below



University of Nevada—Reno (close peer)

<http://www.unr.edu/the-center>

Title: The Center

Mission: The Center holds as its primary mission to support the larger University of Nevada, Reno mission to "Reflect and respect the rich ethnic and cultural diversity of the citizens of Nevada in its academic programs, support programs, and in the composition of its faculty, administration, staff and student body."

The Center researches, designs and implements unique programs and services that promote recruitment and retention, the pursuit of academic success and graduation. The Center's efforts expand cultural, historical and community awareness and maintain an open, safe and inclusive environment for all students. The Center measures the effectiveness of our services one graduate at a time.

Services:

- Retention
- Outreach
- Programming
- Community Partnerships
- Annual Reports
- Info for Parents
- Scholarships
- Faculty Resources

Programs: Intertribal Higher Education Program: The mission of the Intertribal Higher Education Program is to assist Native American students to obtain a university education by providing recruitment and retention services and activities that promote academic success and graduation from the University of Nevada, Reno

- Early outreach to middle and high school students
- Spring Pow wow
- Indian Education Summit
- Nike N7
- College Life 101 Retention Program
- Native American Student Organization

Facilities: Part of Joe Crowley Student Union



New Mexico State University (close peer)

<http://aip.nmsu.edu/american-indian-student-center/>

Title: American Indian Student Center

Mission: To provide programs and services designed to enable American Indian Students to successfully achieve their post-secondary goals. The American Indian Program (AIP) offers services that help American Indian students succeed and achieve their post-secondary goals. We are committed to supporting students on both a personal and an academic level. The AIP nurtures student success by connecting students to on-campus resources and support services, which help students acclimate to NMSU's diverse campus.

The AIP provides students with guidance and academic advising, scholarship opportunities, employer recruiting visits, computer and social outlets, library resources, and referral to other campus resources designed to promote student success.

Services:

- Academic Assistance: Student Adviser is available for assistance and supplemental academic advising.
- Student Assistance: Copier, fax and limited printing services are offered to current students.
- Resource Material: Select American Indian newspapers are available in the AIP commons. Films, books and other resource materials on American Indians may be checked out from our Library, located in our main office.
- Student Commons: A student commons area is available for informal gatherings.
- Student Study Area: A quiet student study area is available for academic usage.
- Student Orientations: Orientations are conducted for new and transfer students at the beginning of the fall and spring semesters.

Programs: Peer Mentor Program: The purpose of the Peer Mentor Program is to help incoming freshmen and transfer students achieve their goals of pursuing a college degree at New Mexico State University. Mentors help students academically and socially by exposing them to various resources on campus, such as the Center for Learning Assistance, Students Support Services, Placement & Career Services, etc._Our current mentors work with their students on a one-to-one basis with academics, social and university activities, career choices, and much more.

American Indian Week: American Indian Week (AIW) is a time in April where students have the opportunity to share who they are, and where they come from. Our student organizations work together to bring performers and artists from Indian Country to the campus of NMSU as a sharing of culture.

Student Groups:

- American Indian Science and Engineering Society
- Native American Business Students Association
- United Native American Organization

Facilities: The American Indian Student Center (AISC) functions to provide a welcoming and supportive environment where students feel that they have a community away from home. The presence of the AISC exemplifies NMSU's commitment to the recruitment and retention of American Indian students through degree completion. It is a place for studying, programming, student organization meetings, social engagement, and student community building. The AISC houses the AIP and has a kitchen, commons, study area, meditation room, and a multipurpose room for programming. The building is Wi-Fi equipped and is housed with computers. It provides an environment of learning and cultural sharing for ALL students and the entire NMSU community. The center is 7,451 sq. ft. and is divided into two wings, east wing and west wing.



University of Rhode Island (close peer)

<http://web.uri.edu/mcc/>

Title: Multicultural Student Services Center

Mission: In support of the primary mission of the University toward building a culture of learning, the University of Rhode Island (URI) Multicultural Center critically engages students, faculty, staff, administrators, and other allies in creating and sustaining a campus culture in which diverse persons, organizations, and groups can learn and develop to their greatest potential, and participate in society to their maximum ability. Toward this purpose, the URI Multicultural Center collaborates with others in providing a variety of programs, activities, and services that help diverse learners to systematically explore the ways we culturally construct identity (who we are), knowledge (what we mean), power (how we assert influence), community (how we relate and belong to each other), and culture (how we make meaning).

Services:

- Diversity Planning, Implementation and/ or Support of Events
- Student Volunteers/Interns
- Referral Services
- Advising and Support of Multicultural Student Organizations

Programs: Annual Academic Showcase: Our annual Academic Showcase is an opportunity for our multicultural scholars to share with the URI community, their fascinating research projects, internship experiences, study abroad presentations and other academic works. The showcase displays projects from all disciplines, colleges and departments. Standing alongside their works, our multicultural scholars are available to share additional information and to answer questions about their displays.

Diversity Awards: Awards honor the outstanding contributions and achievements of student, faculty, administrators, staff and friends toward developing a more inclusive, diverse and equitable campus community at URI and increasing the capacity of the University to reach its fullest educational, cultural, economic, and social potential.

Diversity Week: This program celebrates the importance of diversity and identity in higher education, in the workplace, in the community, and in the global arena. The core of Diversity Week are the schedule of workshops taught by faculty, staff, administrators, students, and friends. Other current activities include a keynote address co-sponsored with the URI Honors Colloquium; a poetry slam/open mic; a

video and film festival; a series of interactive diversity workshops; a graduate student research symposium; a peace and harmony meditation; a Pangaea music concert; a drama performance; and music workshops. Co-sponsored by the Diversity Week Planning Committee and the Multicultural Student Services Center, Diversity Week is a collaboration with the Psychology Department, the Sociology Department, other academic departments, and URI Student Senate, and assorted student groups.

Student Groups:

- Native American Students Organization: Our mission is to spread the awareness of the Native American culture throughout the campus life by the celebration of life.

Facilities: Multicultural Student Services Center occupies the first floor of one building. Sample pictures below.



Utah State University (close peer)

<http://accesscenter.usu.edu/multiculture/nativeamerican>

Title: Access & Diversity Center

Mission: The mission of the Access & Diversity Center is to promote access, enhance students' educational experience, partner for retention, foster responsible citizenship, and develop diverse student leaders at Utah State University.

Services:

- Academic Support
- Leadership Development
- Scholarship & Financial Aid Resources
- Recruitment and Outreach
- Leadership Training
- Counseling

Programs: Native American Week

Annual Powwow

American Indian Support Project: The American Indian Support Project (AISP) at USU was launched in 1986 as an effort to impact the shortage of Native American mental health professionals and school psychologists. The Psychology Department at USU remains committed to training American Indian graduate students for the Master's degree in School Psychology and for the PhD in the Combined Professional-Scientific Psychology program.

Student Groups:

- Native American Student Council

Facilities: Taggart Student Center, Room 315

University of Maine (close peer)

<https://naps.umaine.edu>

Title: The Wabanaki Center

Mission: The Wabanaki Center's mission is to build and sustain a mutually beneficial relationship between the University of Maine and Native American communities. The Wabanaki Center will strive to develop a better University community understanding of traditional and contemporary Native American cultures through education. The Center will facilitate and encourage the exchange of resources and knowledge between Native American communities and the University of Maine.

The Wabanaki Center will seek to enhance awareness of Native Americans through its participation in campus-wide efforts to promote cultural diversity, and through its significant contributions to the development of University curricula and programs. The Center will engage in Native American student development, providing support for the achievement of their academic career and personal objectives.

Programs: The Alumni Mentoring Program: To use our talented alumni to mentor and support Native students, increasing student retention and allowing alumni to remain connected to and involved with the University of Maine.

Native American Persistence in Science

Wabanaki Youth in Science: Week-long summer camp, internships pairing cultural resource professionals and natural resource professionals within each tribal location during the school year and the summer.

Scholarships: Native American Waiver Education Program: The Tuition Waiver Programs pays all tuition and mandatory University fees for eligible students.

Room & Board Grant: The Native American Room and Board Grant Program is a need based award for qualified Native American students living in a residence hall of the campus where they are matriculating. Students will be subsidized at the double occupancy rate for the student's residence.

Facilities: Rooms in Dunn Hall

Oklahoma State University (close peer)

<https://sovnationcenter.okstate.edu>

Title: The Center for Sovereignty Nations

Mission: Sovereignty: Promote understanding, respect and exercise of tribal sovereignty
Students: Promote American Indian student success and graduation
Partnerships: Increase the number and quality of partnerships between OSU and the 39 federally recognized tribal nations in Oklahoma

Programs: POSSE Summer Elementary Enrichment Program

Rural Education Internship Experience Showcase

Atoka Seed Saver Event

Sovereignty Is...Art Show

Chickasaw Nation programs

Choctaw Nation programs

Weekly Luncheons

Student Groups:

- Native American Student Association
- Alpha Pi Omega Sorority (Native American Sorority)
- Phi Sigma Nu Fraternity (Native American Fraternity)
- American Indian Science and Engineering Society
- Native American Faculty and Staff Association

Facilities: Rooms in the Life Sciences Building

Montana State University (close peer)

<http://www.montana.edu/carjuzaa/caip.html>

Title: The American Indian Center

Mission: The American Indian Center will further engage the MSU community through its natural synergy with our Native American Studies Program—a leader in the scholarly exploration of Native American research and education since 1974. The American Indian Center will create an informational hub for MSU's wealth of student success programs where students can ask and learn about where to get help or how to become more involved. And it will be a place where American Indian students and their families can share traditions.

Services:

- Online Native American Resource Directory (<http://www.montana.edu/native/>)
- Scholarships

Programs: A complete list of programs can be found here: <http://www.montana.edu/carjuzaa/caip.html>

Indian Leadership Education and Development (ILEAD): The purpose of the I LEAD project is to recruit, educate, certify and place American Indian educators into administrative positions in schools with high populations of Native American students. The program will result in the award of a Master's degree in Educational Leadership and certification as a school principal

American Indian Science and Engineering Society (AISES): The AISES mission is to increase substantially the representation of American Indian and Alaskan Natives in engineering, science and other related technology disciplines.

Wanji Oyate: The goal of the Wanji Oyate (One Tribe) Education Cohort is to increase opportunities for American Indian students enrolled in the Teacher Preparation Program at Montana State University. By providing academic, personal, career, and financial support and guidance to our American Indian students we are contributing to the recruitment, retention, graduation, and placement of American Indian teachers and improving the diversity of the k-12 teaching corps.

American Indian Research Opportunities: This consortium of Montana's seven Tribal Colleges and MSU provides opportunities for American Indian students in career fields where they are significantly underrepresented. The AIRO advisory board consists of representatives from each tribal college and MSU. (See also IMSD, Explorations in Biomedicine, IMSD and Leadership Alliance.)

Indian Education for All: Indian Education for All at MSU has built bridges between MSU, American Indian educators and cultural experts throughout Montana. IEFA at MSU has provided professional development opportunities for faculty and staff at MSU and gained special involvement by Native American students and faculty members from tribal colleges and schools across

Native American Peer Advisors: An offshoot of the American Indian Club, this group was started by students, continues to be run by students, and is based on students helping other students. NAPA offers fun, affordable social activities that are open both to families and single students and academic support through a weekly study group.

Native American Student Success Services: We serve approximately 500 MSU American Indian/Alaska Native students by offering services such as advocacy and support for MSU American Indian/Alaska Native students, networking with various American Indian student organizations, native American Studies academic advising, use of the American Indian Student Support Center, computer/printing/copying/fax services, phone for emergency/personal use, tutoring, counseling, and referrals, emergency loans.

Caring for Our Own Program (CO-OP in Nursing): the Caring for Our Own Program strengthens American Indian and Alaska Native students in their pursuit of nursing education by improving leadership and academic skills and by providing a dedicated community of support. To expand nursing education opportunities for American Indian and Alaska Native students.

Counseling and Psychological Services (CPS): CPS provides free and confidential therapeutic and outreach/prevention services to American Indian and Alaska Native (AI/AN) students to support their academic and personal success during their enrollment at MSU and beyond.

Facilities: Large center in shared building

Additional Related Centers/Councils:

Council of American Indian Programs: The Council of American Indian Programs (CAIP) has representatives from over 33 programs across campus that provide support for American Indian student success at MSU. The Council of American Indian Programs (CAIP) is a consortium of administrators, faculty and staff at MSU-Bozeman whose programs support significant recruitment and retention initiatives promoting American Indian and Alaskan Native student success. CAIP is a unified, inclusive group within which members of a variety of programs share,

collaborate, organize, plan, develop and implement recruitment and retention activities for American Indian and Alaskan Native students at MSU.

American Indian Council: The American Indian Council is a student organization for all Native students and their families and is housed in the American Indian Student Center (AISC). AIC has been established in order to assist new and continuing students in their adjustment to college life, to promote academic success through group support, advocacy, leadership, to encourage other students to attend MSU-Bozeman, and to foster pride in cultural heritage. One attribute that sets the AIC apart from other student groups at MSU is the use of our cultural heritage that is utilized to foster pride, integrity, and achievement at the college level and beyond.

Council of Elders: The Council of Elders to advise the President in regard to the University's educational commitments and activities in relation to the descendants of the continent's first peoples, particularly the tribes of the State of Montana, as mandated in the Constitution of the State of Montana. The Council advises the President in regards to the University's recognition and implementation of Constitutionally declared policy regarding the distinct cultural heritage of the state's American Indian peoples, its commitment of resources to the provision of services and programs to Native peoples, and institutional strategies for improving the education, recruitment, retention, and graduation of Native students.

Center for Bilingual and Multicultural Education: The Center for Bilingual and Multicultural Education has been revitalized to support the Montana State University community and tribal nations across Montana by generating multiple funding streams focusing on the following program areas: "best practices" in the revitalization and maintenance of Indigenous languages, facilitation of culturally responsive pedagogy in k-12 schools including the integration of Indian Education for All across the curriculum in all content areas and at all levels, as well as a variety of projects designed to promote social justice by increasing cultural sensitivity.

Center for American Indian and Rural Health Equity (CAIRHE): CAIRHE's mission is to reduce significant health disparities in Montana's tribal and non-tribal rural communities through community-based participatory research (CBPR) that is considerate of and consistent with their cultural beliefs. CAIRHE serves the people of Montana as a robust, interdisciplinary research center with strong engagement in communities across the state. Using proven CBPR methods, the Center and its investigators conduct groundbreaking health equity research and interventions that make a profound, sustainable difference in the lives of Montanans.

South Dakota State University (close peer)

<http://www.sdstate.edu/american-indian-student-center>

Title: The American Indian Student Center

Mission: The American Indian Student Center is committed to providing a nourishing and welcoming home-place to support those who have courageously chosen to walk the path of higher education. The AISC carries a strong understanding of what the implications are for post-secondary educational attainment and success and works strategically to devise programming that honors, respects and celebrates the cultural autonomy of American Indian and Alaska Native students. The AISC understands that a vital part of our function involves nation-building and works to encourage students to recognize and develop their voice and helps prepare American Indian and Alaska Native scholars to respond to the call to return home.

Strategic Goals:

The AISC ensures that our programs meet the needs and goals of American Indian and Alaska Native students and furthers the academic mission of South Dakota State University through continual program evaluation and assessment. The AISC supports South Dakota State University's vision of creating an inclusive and diverse university climate and culture, as expressed through the goals of the "IMPACT 2018" strategic plan:

- Promotion of Academic Excellence: by assisting in the development of critically conscious American Indian and Alaska Native leadership.
- Generation of New Knowledge: by (re)introducing Native teachings into academic, social and cultural programs and curriculum.
- Fostering Collaborations: by bridging tribal worldviews, communities, educational institutions and governments with our work.
- Transparency of Organizational Policy: by administering our daily operations and future-oriented planning through the making of an empowering university context for American Indian and Alaska Native students.

Services:

- Retention Advisement
- Advocacy
- Social, Cultural and Academic Programming
- Organizational Student Leadership Development
- Community and Professional Referrals
- Financial Aid Guidance
- Enrollment and Registration Assistance

- First Year Experience Program
- Tribal Outreach
- AISC Native American Scholarship

Programs: AISC First Year Experience: The First Year Experience program is designed for American Indian students seeking to establish campus connections, create life-long friendships, and create a support system to facilitate the transition from high school to college, and enhance their overall academic experience. FYE consists of AISC Orientation Program, Oyate Yuwitaya Tipi Living Learning Community (OYT), and University College 109 course designed for American Indian/Alaskan Native students. Students are encouraged to attend the Orientation program, live in OYT, and register for the UC 109 course to take full advantage of the programs and services. The AISC programming is designed to increase student involvement and retention by creating a meaningful community among American Indian students at SDSU and a sense of belonging at SDSU.

Oyate Yuwitaya Tipi: The Oyate Yuwitaya Tipi (the tribes/people live together) (OYT) is a living learning community that is coordinated through the American Indian Student Services (AISS).

Graduation Honoring Ceremony: American Indian/Alaska Native graduates, congratulations on the successful completion of your academic journey at South Dakota State University (SDSU).

Student Groups:

- AISES (American Indian Science and Engineering Society)
- AISA (American Indian Student Association)

Facilities: Separate facility: the AISC includes the following features: American Indian Student Center staff offices, student lounge area, multi-purpose area, resource area.

University of Montana (close peer)

<http://www.umt.edu/aiss/>

Title: American Indian Student Services

Mission: American Indian Student Services supports Native American students in their transition, achievement, and success at the University of Montana; by providing services and programs that have been established through collaborative partnerships with various campus and Missoula community members.

Values:

- Quality: American Indian Student Services is committed to providing outstanding services to Native American students, the greater campus and Missoula community.
- Diversity: American Indian Student Services values, promotes and embraces diversity and cultural differences.
- Leadership: American Indian Student Services is committed to assisting students in the pursuit of their academic success through coordinated engagement, empowerment, and excellency.
- Accountability: American Indian Student Services is committed to being responsible and innovative stewards in utilizing university resources and being accountable for our actions and decisions.
- Respect: American Indian Student Services models respect for students, staff and faculty.

Services:

- Housing
- Emergency Housing
- Food Resources
- Public Assistance
- Clothing & Furniture
- Financial Aid/Scholarships
- UM Student Organizations
- Group Events (Soup Wednesdays, Beading Circles)

Programs: Peer Mentor Program: The goal of the American Indian Student Services (AISS) Peer Mentor Program is to provide a welcoming and supportive environment to new students and an extended network of additional resources and information. The over-arching goal is to ultimately increase and improve retention rates for American Indian students by pairing them with peers who are positive role models and who can assist with a successful transition to the University of Montana (UM) campus.

We will accomplish this goal by creating and connecting American Indian students who are currently registered UM students with new students; as well as further engage them in program activities.

Scholarships: American Indian Student Tuition Waiver: This waiver eliminates tuition costs charged to a qualifying student. It does not waive any other charges.

Facilities: The Payne Family Native American Center is the first facility in the nation built to accommodate a Department of Native American Studies (NAS) and American Indian Student Services (AISS). UM is has a strong commitment to provide a high quality, comprehensive set of offerings in Native American education. The building was given the last, prime piece of land on the campus oval underscoring its importance and the strong support of the UM administration. Fittingly, it is the site of a historic Salish Indian encampment, and the building is designed to reflect that legacy as well as the heritage and cultures of all Montana tribes.

In addition to the housing the NAS and AISS offices, The Payne Family Native American Center (NAC) also houses a student lounge, computer lab, study areas, conference room, seminar room, Native American Student Association meeting room, and four classrooms fully equipped with the latest instructional technology.



North Dakota State University (close peer)

<https://www.ndsu.edu/multicultural/>

Title: The Office of Multicultural Programs

Mission: Mission: The Office of Multicultural Programs, as part of the Division of Student Affairs, believes in assisting the NDSU community in creating a culturally diverse and sensitive campus by providing student-centered support programs, cultural events, and tools for personal growth experiences.

Services:

- Housing
- Emergency Housing
- Food Resources
- Public Assistance
- Clothing & Furniture
- Financial Aid/Scholarships
- UM Student Organizations
- Group Events (Soup Wednesdays, Beading Circles)

Programs:

American Indian Public Health Resource Center (as part of the Masters in Public Health Program focused on Native American health): The mission of the American Indian Public Health Resource Center (AIPHRC) is to address American Indian public health disparities through technical assistance, policy development, self-determination feasibility analysis, education, research, and programming in partnership with tribes, in North Dakota, across the Northern Plains, and the nation.

Bison Bridge: The Bison Bridge Program assists multicultural, first-generation, first-year students with getting their NDSU career off to a positive start. Prior to classes starting, students participate in a week of activities designed to build academic skills and strategies while getting socially adjusted to college life.

Diversity Dialogues

Native American Heritage Month

Annual Woodlands and High Plains Traditional Powwow

Scholarships: Cultural Diversity Tuition Discount

Facilities: Room in student Union



Kansas State University (stretch peer)

<https://www.k-state.edu/diversity/>

Title: Dow Center for Multicultural and Community Studies

Mission: To provide as a space for students, faculty, staff and the community to explore human diversity, the changing landscape of American demographics, and the impact of globalization.

Services:

- Tribal networking
- Tutoring
- Financial and academic advising
- Leadership and professional development opportunities
- Emergency fund
- Mentoring
- Computers, printer, telephone and fax access
- Refrigerator and microwave
- Campus referrals

Programs: Indigenous Peoples Day

Tilford Group: The K-State Tilford Group is a research and development "think tank" consisting of interdisciplinary faculty, administrators, staff and students who work together to develop a multicultural curriculum model that facilitates the total student experience.

Native American Heritage Month: Native American History Month is devoted to a celebration and recognition of the vast and rich contributions of indigenous people. Created in 1990, Native American Heritage Month affirms the beauty and richness of the various indigenous groups, educates the general populace, and continues to advocate for dignity and respect for the first peoples. At K-State, Native American Heritage Month is coordinated by NASA, the Native American Student Association.

President's Commission on Multicultural Affairs

Center for Intercultural and Multicultural Advocacy: We strive to provide academic programs that incorporate today's technology and prepare our graduates, at all levels, to be job ready upon graduation. We not only present the scientific and technological concepts in each of our programmatic areas, we also provide experiential learning (i.e., practicums, internships, and field laboratories) to allow our students to perform immediately once they enter their profession.

Student Groups:

- The Indigenous Alliance
- Native American Student Association
- American Indian Science and Engineering Society
- Diversity Program Committee

Scholarships: Indigenous Alliance Scholarship (two awards per year, totaling \$1500)

Facilities: The Dow Center for Multicultural and Community studies is located on the 4th floor of Hale Library and provides access to a wide range of materials relating to multiculturalism and diversity.

Office of Diversity:

The Office of Diversity provides leadership in building an inclusive campus climate that fosters mutual understanding among diverse groups.

University of Nebraska-Lincoln (stretch peer)

<http://unions.unl.edu/jgmc>

Title: Jackie Gaughan Multicultural Center

Mission: The Gaughan Multicultural Center continues the tradition of past UNL Culture Centers, providing a home away from home for underrepresented students, while welcoming all UNL students, faculty, staff, alumni and guest

Programs: Native American Heritage Month

Native Leadership Symposium: The Native Leadership Symposium is part of NEBRASKA's annual diversity leadership symposia series designed to enhance college access and leadership development.

University of Nebraska Inter-Tribal Exchange: Promotes the progress and development of Native American Students.

Center for Great Plains Studies: foster the study of and appreciation for the people, cultures, and natural environment of the Great Plains

Scholarships: Tribal College Scholarship: Full in state tuition: Offers Instate Tuition for Select Tribes

Facilities: At 30,000 square feet the Gaughan Multicultural Center was built as the nation's largest multicultural center attached to a student union. We provide multiple study and lounge spaces as well as student organization offices, meeting and conference rooms, a music room, a kitchen and a computer lab.

Office of Academic Success and Intercultural Services (OASIS)

We enhance student success by promoting academic excellence, diversity awareness, and social engagement.



West Virginia University (stretch peer)

<http://multiculturalprograms.wvu.edu/>

Title: Office of Multicultural Programs
(note: they do not have a specific center)

Mission: It is our goal to serve diverse students on campus in every way possible, and to educate the University community about multiculturalism, diversity, and tolerance to cultivate a spirit of respect toward the world and its cultures and to enhance understanding and appreciation of different cultures, their history, traditions, and current events, which is accomplished through an array of multicultural programming aimed at the broad community.

Programs: Peace Tree Ceremony: A highlight of the academic year is the annual Peace Tree Ceremony. The university community welcomes Morgantown-area residents and members of the local Native American communities to campus to join in this important tradition

Elder in Residence Program: bringing distinguished Native American leaders to campus to lecture and interact with our students and fellow community members

Facilities: Mountainlair Student Union, Rooms 109-110

Colorado State University-Fort Collins (stretch peer)

<http://nacc.colostate.edu/>

Title: Native American Cultural Center

Mission: Our mission is to ensure a successful educational experience for students by providing support and services related to recruitment, retention, graduation, and community outreach. The office embraces and encourages a supportive environment based on the traditions and cultures of Native American peoples.

Services:

- Recruitment
- Retention
- Graduation
- Community outreach

Student Groups:

- American Indian Science and Engineering Society
- Native American Student Association
- "Ram Nation" Drum Group

Programs: All Nations Leadership Retreat: North Star Peer Mentoring matches incoming freshman and transfer students with upper class students. Mentors are an invaluable resource during students' transition to college life. Mentors receive training from the CSU Counseling Center and are eligible to receive academic credit.

Eagle Feather Tutoring Program: A free service available to students on a walk-in or appointment basis at the NACC office.

K-12 STEM Outreach: Consists of the NACC staff and students visiting Native American communities on the Ute Mountain Ute Reservation, Southern Ute Indian Reservation, Navajo Nation, and Pine Ridge Reservation. The partnership with the Physics Department's Little Shop of Physics promotes the importance of science and education to Native youth and their communities.

Native American Heritage Month: Held during November, and is nationally-recognized as a month to celebrate Native Americans; past, present, and future. NACC provides awareness to the campus through movies, lectures, and other activities during this time. (view photos)

The Native American Women's Circle was created to enhance social, group, individual, and cultural support for the women of the Native American Cultural Center. The education and cultural support programs are designed to reflect the importance of Native culture while encompassing the role of being a woman. The

group invites guest speakers, takes field trips, and shares materials about traditions, cultural practices, and current women's issues. (view photos) - Supported by the John and Sophie Ottens Foundation

Traditional Honoring of Graduates: Every year NACC holds a reception to honor their Native graduates. Each graduate is presented with a Pendleton blanket of their choice. They are also honored with a song by "Ram Nation" Drum Group and enlightened with a speech by a chosen CSU alumnus. (view photos)

Indigenous Reader: A newsletter published by Native American Cultural Center. It offers information about scholarships, meetings and activities of interest to Native American students and community members.

Scholarships: Native American Legacy Award: This award reduces non-resident tuition to Colorado

Resident base tuition plus \$250 per semester for eligible Native American students.

Native American Women in Science:

Facilities: Located in the Lory Student Center

Clemson University (stretch peer)

<http://www.clemson.edu/centers-institutes/gantt/>

Title: Harvey and Lucinda Gantt Multicultural Center

Mission: The Harvey and Lucinda Gantt Multicultural Center is committed to creating diverse learning environments that foster the holistic development of our students. The center supports and advocates for the needs of all students, challenges students to think critically about themselves and their communities, provides engaging experiential learning opportunities and empowers students to be positive change agents.

Programs: Grill and Greet

Unity Craft Nights

Council on Diversity Affairs

Multicultural Leadership Retreat

Facilities: Rooms in Brackett Hall

Texas Tech University (stretch peer)

<https://www.depts.ttu.edu/diversity/ccaac/>

Title: Cross Cultural Academic Advancement Center

Mission: The CCAAC's mission is to facilitate the academic and personal growth of the campus community as a whole and to promote a culturally conscious university by providing a learning environment where students, faculty, staff, and the community are encouraged to be involved in programs and activities that further support dialogues across academic disciplines and cultural lines that enable personal and professional success, growth, and development for the betterment of the university and the community.

Programs: Native American Celebration: Celebrating Native American Heritage through food, dance, and educational storytelling, this event creates an opportunity for the Texas Tech University community to engage in Kiowa, Cheyenne, and Apache culture. Those in attendance witness performances by Native American performers as well as examine Native American art.

The Multicultural Student Resource Center (MSRC): a collection of books, journals and other scholarly publications that are available for students to checkout. These materials were handpicked to reflect the different cultural, racial, and social identities of Texas Tech's student body. The Resource Center features many genres that are pertinent to history and individual culture, as well as those that maintain literary significance across the globe. Please come by our offices to check out our growing collection of materials

Diversity Leadership Institute: The CCAAC partnered with Mentor Tech to offer an opportunity for diverse student leaders to sharpen their skills and awareness of how to navigate diversity in their professional lives. Each Diversity Institute will feature a diversity topic and emphasize development of skill in healthy engagement of dialogue related to that topic. The Diversity Leadership Institute will help train eligible student leaders and develop skills for minority students to better to improve the quality of retention and overall experience of the TTU Multicultural Student Organization body.

Cross Cultural Film Series

Diversity in Music Concerts

Theatre for Social Change

Facilities: Room in Doak Hall

University of New Mexico-Main Campus (stretch peer)

<https://aiss.unm.edu/>

Title: American Indian Student Services

Mission: American Indian Student Services (AISS) was established during the 1980-1981 academic year. Currently, American Indian Student Services provides cultural and academic programming for American Indian students attending the University of New Mexico in an effort to ensure their academic achievement and assist in the development of personal, cultural, and social success. AISS is also a liaison for Native students attending local high schools and schools located on or near tribal reservations; tribal and community colleges; tribal governments; and tribal higher education programs and organizations that directly impact the recruitment and retention of American Indian students at the University of New Mexico. All students are welcome!

Services:

- Academic Advisement
- Financial Aid Advisement
- Tribal, Private, and Institutional Scholarship Information
- Tutoring
- Computer Pod
- Cultural Programs
- Study Area
- Job Posting
- Mentorship
- Volunteer Opportunities
- Social Events
- Copy & Fax Services

Programs: AISS Advisors: AISS specializes in quality academic and student support with a commitment to academic achievement and development of personal, cultural, and social success. AISS Advisors provide academic and financial aid advisement and may assist in identifying applicable scholarships, answer questions about planning class schedules, addressing student holds, reviewing student degree plans, and discussing financial aid packages and options.

Summer Bridge: The University of New Mexico Division of Student Affairs and American Indian Student Services are committed to providing student support and opportunities to pursue academic success for all UNM American Indian students. The American Indian Summer Bridge (AISB) Program is designed to immerse incoming freshmen students into the rigors of academic life and prepare them

academically and socially for the first-year experience at UNM. This five-week intensive residential program includes an academic component consisting of earning college credit hours taught by experienced faculty. Through AISB, students will learn and enhance the following: study skills, time management, leadership development, and other topics related to student success.

Sidekicks Program: The Sidekicks Mentorship Program was developed to encourage the growth and development of UNM American Indian Students and ensure their progress toward successfully completing educational goals and securing a smooth career transition. Sidekicks is a peer-to-peer model designed to build a community of support to help students manage transition, foster campus connection, encourage community service, promote academic achievement, and reach degree attainment.

Miss Indian UNM: Miss Indian UNM serves as an ambassador for the University of New Mexico and the surrounding American Indian community. As a role model and mentor to youth and her peers; Miss Indian UNM strives to lead a positive lifestyle in the following aspects: spiritually, mentally, socially, and physically. Miss Indian UNM demonstrates leadership and demonstrates high ethics and morals.

Student Groups:

- Alpha Pi Omega Sorority (Native American Sorority)
- American Indian Business Association
- American Indian Business Leaders
- American Indian Council of Architects and Engineers
- American Indian Science and Engineering Society
- Beta Sigma Epsilon
- Dien of UNM
- KIVA Club
- Native American Law Student Association
- Native American Studies Indigenous Research group
- Native Health Initiative
- Society of Native American Graduate Students
- Society of Native American Health Professional Students

Facilities: Room in Mesa Hall

Washington State University (stretch peer)

<https://native.wsu.edu/nasc/>

Title: Native American Student Center
(Note there is also a “sub” center called the Native American Graduate Student Center, which is located in a nearby room)

Mission: At the WSU Native American Student Center we strive to meet the educational needs of Native students while providing a place for them to meet and interact with one another. We do our best to make a “home away from home.”

Services:

- Academic and personal advising
- Student announcements and notices list service
- Scholarship information, internships, job opportunities, workshops, campus events, deadlines, tribal issue events and information, and more!
- Cultural and social events
- Monthly pot lucks, film nights, study groups, craft days, and more!
- Student Mentor Program
- Student advocacy and support
- Scholarship and financial aid assistance
- Computer access
- Printing
- Internet access
- Free academic tutoring in partnership with Multicultural Student Services and other departments.
- Educational and personal development workshops
- Referrals to campus and community support
- Connection to student organizations and events
- Leadership training
- A safe, inviting place to relax, study and network
- A community of support

Programs: Community Dinners: Community dinners are usually the third Wednesday of every month at the Native American Culture House (975 B Street). Native Programs provides the main dish, and staff and faculty bring sides. Students just bring themselves...and a friend or two! It's a great opportunity for students to meet their peers, as well as staff and faculty.

First Friday Feed: The first Friday of every month, everyone is welcome at the Native American Student Center (Cleveland Hall 21B) for a "feed." A free soup

lunch is provided to all who drop in between 11a - 2p, including students, faculty and staff.

Peer Mentor Program: Through the Multicultural Student Services mentoring program, WSU students are selected to serve as mentors to new and transfer Native American students. This program promotes and facilitates student interaction and provides opportunities for students to connect and form strong academic relationships, share knowledge, and work together to succeed in college.

Tribal National Building Leadership Program: The Leadership Program offers numerous opportunities for student leadership and development at WSU, such as preparation for leadership in student organizations, internships, and community service projects, etc.

Student Groups:

- Alpha Pi Omega Sorority (Native American Sorority)
- American Indian Science and Engineering
- Ku-Ah-Mah
- Indigenous Graduate and Professional Students Association
- Native American Alliance of WSU (main council)
- Native American Women's' Association
- Society of Indian Psychologist, Student Chapter
- Wazzu Singers (drum group)

Scholarships:

- American Indian Residency Bill (resident tuition for select tribes)
- MOUR Tribal Scholarships (amounts vary)
- WSU Native American Scholarships (amounts vary)

Facilities: Room in Cleveland Hall & Native American Cultural House: The Native American Cultural House opened in January of 2007 with a blessing by the Palouse Falls Intertribal Drum. The House was established to provide a gathering space for the Native American community at WSU. Art and décor reflect Native cultures creating a welcoming environment. Members of the Native community—students, staff, and faculty—often utilize the facility for cultural, social, and educational events throughout the year. In addition, the House is open to all members of the WSU community and is often used for visiting scholars, group meetings, and departmental retreats.



Tribal Liaison Office

The Tribal Liaison provides support for the Native American Advisory Board to the President, promoting the relationship between tribes and the university and facilitating implementation of recommendations from the board. Outreach and recruitment activities for Native students and communities are also coordinated through the Tribal Liaison Office.

Additional Related Centers:

Plateau Center: The vision of such a center was to facilitate the graduation of Native American students from the region prepared to be historians, social scientists, teachers, health care providers, department managers, scientists, elected officials, and scholars in their respective fields, serving their tribal communities directly in positions on the reservation or indirectly in key positions off reservation that impact their people and Indian Country.

Embodied in this vision was an emphasis on research and scholarship with a focus on the tribes of the Columbia Plateau Region and their unique cultures, histories, achievements, and contributions. While the "Plateau Center" at Washington State University is geographically located close to the "center" of the Columbia Plateau Region and the mission is focused on the tribes of the Plateau region, all is connected in Indian Country and the experiences and histories of Native peoples in this country and region are intertwined together through federal policies, marriage, alliances, struggles, trade, and living on this land since time immemorial.

Center for Mestizo and Indigenous Research and Engagement: Goals: Promoting multidisciplinary research efforts and collaborations, procuring research funds to support faculty and student projects and education, implementing university and public service programs. Building upon the mission and previous accomplishments of the Clearinghouse for Native Teaching and Learning. We will continue to identify effective curriculum resources, create high-quality professional development materials and disseminate useful information and products to improve pre-K-12 teaching and learning for Indigenous students, while expanding these activities to include Latino/Mestizo populations including the Latino School Success Project. We are very pleased to partner with the Plateau Center for American Indian Studies to house the materials available through the Clearinghouse.

University of Utah (stretch peer)

<http://diversity.utah.edu/centers/airc/>

Title: American Indian Resource Center

Mission: The mission of the American Indian Resource Center (AIRC) at the University of Utah is to advocate for American Indian and Alaskan Native students through recruitment and retention projects that lead to graduation. The AIRC serves as a vital link between American Indian and Alaskan Native students; the University; and the larger community. The AIRC works to increase American Indian student visibility and success on campus by advocating for and providing student centered programs and tools to enhance academic success, cultural events to promote personal wellbeing, and a supportive “home-away-from-home” space for students to grow and develop leadership skills. The AIRC also strives to advance public education concerning American Indians and Alaskan Natives on the University of Utah campus and in surrounding communities.

Services:

- Academic Diving
- Student Groups
- Cultural Support
- Student Lounge

Programs: Native American Summer Research Internship: The Native American Research Internship is a dynamic summer research opportunity for Native American undergraduate junior and senior students who are interested in Health Science research. The internship is located at the University of Utah in Salt Lake City, Utah. It is a 10-week, paid summer internship, funded by the National Institutes of Health.

Annual Sustaining our Culture Powwow

Student Groups:

- American Indian Science and Engineering Society
- Inter-Tribal Student Association

Scholarships: Native American Scholarship (no details listed)

Facilities: Room in Fort Douglas Building

Committee of the Whole: REGULAR BUSINESS

Board of Trustees Committee Reports

[Note- Committees of the Board will be discussed during a regular work session of the meeting.]

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session
- ☐ Education Session
- ☒ Information Item
- ☐ Other Specify: Committee of the Whole (Regular Business)

Trustee Standing Committees

- Audit and Fiscal Integrity Committee
- Financial Management and Reporting Committee
- Facilities Contracting Committee
- Budget Committee
- Honorary Degrees and Awards Committee

Liaison to Other Boards

- UW Alumni Association Board
- Foundation Board
- Haub School of Environment & Natural Resources
- Energy Resources Council
- Cowboy Joe Club

1. Committee of the Whole- ITEMS FOR APPROVAL
Approval of Contracts and Grants Report, Gern

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:

The Division of Research and Economic Development provides a list of all Contracts and Grants awarded to the University of Wyoming. This report provided data on a monthly basis through the fiscal year. Attached is a list of all Sponsored Programs awarded in the months of January and February 2017.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Approval of the Contract and Grants awarded to the University of Wyoming at the last board meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

Informational purposes.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval.

PROPOSED MOTION

I move the approval of the Contract and Grants Report as presented to the Board.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

February 2017

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
Academy of Applied Science	\$ 9,800	Prather, Jonathan		Zoology/Physiology	Wyoming-Eastern Colorado Junior Science and Humanities Symposium 2016-17: Excellence in STEM Research Among High School Students in Wyoming and Eastern Colorado
Corporation for Public Broadcasting	\$ 353,012	Kuzmych, Christina		Wyoming Public Radio	FY 2017 Radio Community Service Grant - Unrestricted; and Restricted
Insurance Institute for Business and Home Safety	\$ 21,000	Judd, Johnn		Civil Engineering	Evaluation of Wind Load Analysis Methods for Low-rise Wood Frame Structures
Lawrence Berkeley National Laboratory	\$ 43,278	Myers, Adam D		Physics/Astronomy	Quality Assurance and Data Reduction for the Beijing-Arizona Sky Survey (BASS)
Montana State University	\$ 4,277	Coupal, Roger		Ag Economics	Escaping the Resource Curse: Developing Governance and Investment Frameworks to Leverage the Benefits of Energy Development in Rural Prosperity
Muley Fanatic Foundation	\$ 50,000	Monteith, Kevin	Colberg, Patricia; McInroy, John; Schmidt, Richard	Zoology/Physiology	Deer-Elk Ecology Research (DEER) Project

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
Ohio Aerospace Institute	\$ 37,000	Naughton, Jonathan		Mechanical Engineering	Viscous Drag Reduction Surface Testing
Sandia National Laboratories	\$ 183,600	Mavriplis, Dimitri J		Mechanical Engineering	Fast Multigrid Solvers for SPARC Hypersonic Flow Simulations
Science Fiction and Fantasy Writers of America, Inc.	\$ 8,000	Brotherton, Michael S		Physics/Astronomy	The Launch Pad Astronomy Workshop for Writers
University of California, Davis	\$ 30,000	Latchininsky, Alexandre	Connett, John	Ecosystem Science & Management	Wyoming School Integrated Pest Management Outreach and Training
US Department of Education (D-ED)	\$ 309,233	Bobbitt, Kathleen		Student Financial Aid (SFA)	Pell Grant 16-17
US Department of Education (D-ED)	\$ 45,100	Bobbitt, Kathleen		Student Financial Aid (SFA)	SEOG Grant 16-17
US Department of Energy (DOE)	\$ 1,188,090	McLaughlin, Jonathan	Coddington, Kipp; Egenolf, Evan; Ganshin, Yuriy; Quillinan, Scott	School Eenergy Resource (SER)	Integrated Pre-Feasibility Study of a Commercial-Scale CCS Project in Formations of the Rock Springs Uplift, Wyoming; and Subcontracts

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
US Department of Energy (DOE)	\$ 1,340,322	Quillinan, Scott	Coddington, Kipp; Egenolf, Evan; Ganshin, Yuriy; McLaughlin, Jonathan	School Eenergy Resource (SER)	Integrated Commercial Carbon Capture and Storage (CCS) Prefeasibility Study at Dry Fork Station, Wyoming; and Subcontracts
US Department of Health and Human Services Centers for Disease Control and Prevention (DHHS-CDC)	\$ 45,470	Steiner, Joseph	Murray, Kevin	Health Science Dean	Medicare Cost Report Payments for the Casper and Cheyenne Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
US Department of Health and Human Services National Institutes of Health (DHHS-NIH)	\$ 239,655	Levy, Daniel		Molecular Biology	Integration of Xenopus Extract and Microfluidics to Study Organelle Size Scaling - 2017-2018
US Department of Health and Human Services National Institutes of Health (DHHS-NIH)	\$ 1,253,110	Nathanielsz, Peter		Animal Science	Admin Core - Mechanisms of placental, fetal brain and renal outcomes of IUGR - 2017-2018; and Project 1: UC Denver; Project 2 and Project 3
US Department of Health and Human Services National Institutes of Health (DHHS-NIH)	\$ 284,998	Gigley, Jason	Jarvis, Donald	Molecular Biology	Impact of Fc N-glycan Structure on HIV-specific Antibody Functions

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
US Department of Health and Human Services National Institutes of Health National Institute of General Medical Sciences (DHHS-NIH NGMS)	\$ 17,666	Gatlin, Jesse		Molecular Biology	Mechanics of Cipolar Mitotic Spindle Assembly Year 5
US Department of Interior Fish and Wildlife Service (DOI-FWS)	\$ 5,424	Albeke, Shannon		Wyoming Geographic Information Science Center (WYGISC)	NCTC GIS and Data Management Workshop: Geospatial Training Workshop, Advanced GIS using Program R
US National Aeronautics and Space Admin (NASA)	\$ 50,589	Slater, Timothy		Secondary Education	Faculty Institutes for Earth and Space Science Education (FINESSE)
US National Aeronautics and Space Admin (NASA)	\$ 93,773	Jang-Condell, Hannah		Physics/Astronomy	Structure, Dynamics and Evolution of Planet-Forming Disks: Modeling the Inner Walls of Transitional Disks
US National Aeronautics and Space Admin (NASA)	\$ 54,503	Jang-Condell, Hannah		Physics/Astronomy	Decoding the Origin, Structure, and Composition of Exoplanetary Debris Systems Through Multi-wavelength Studies - 2016-2017; and subcontract

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
US Small Business Administration (SBA)	\$ 35,357	Kline, Jill	Jordan, Gregory	Wyoming Small Business Development Center (SBDC)	Region 6 - Teton County
Utah State University	\$ 24,288	Crane, Kelly Keith	Carter, Caleb	UW Extension	Pesticide Education for Urban and Small Acreage Users
Various Sponsors	\$ 32	Kline, Jill		Wyoming Small Business Development Center (SBDC)	Program Income for FY17 SBDC SBA
Various Sponsors	\$ 1,000	Spiker, Amy		Secondary Education	Wyoming Writing Project: SEED Teacher Leadership Development
Veterans Medical Research Foundation	\$ 251	Gray, Matthew James		Psychology	FY16-17 A Proof of Concept and Feasibility Trial of Compassion Meditation for PTSD
Western Association of Fish and Wildlife Agencies	\$ 52,182	Chalfoun, Anna Lisa		Zoology/Physiology	The Influence of Climatic Conditions on Reproduction of Sagebrush-Dependent Birds: Implications for Climate Vulnerability Assessments and Habitat Prioritization Efforts
Wild Sheep Foundation	\$ 10,000	Ernest, Holly		Veterinary Science	Integrating Genetic Data with Translocation History to Inform Scientific Management of Bighorn Sheep
Wild Sheep Foundation	\$ 10,000	Monteith, Kevin		Zoology/Physiology	Harvest Records: Horn Size Analysis

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
Wyoming Arts Council	\$ 10,000	Graham, Andrea M		American Studies	Folk Arts and Folklife Outreach at UW (Folklorist) - FY17
Wyoming Department of Education	\$ 99,630	Hardesty, Canyon		Wyoming Institute for Disabilities (WIND)	National Instructional Materials Access Center (NIMAC): Accessible Educational Materials
Wyoming Department of Transportation	\$ 329,826	Kunkel, Paul		TransPark	FY17 Capital Application: 5339 Purchase Replacement 35 Ft Bus
Wyoming Department of Transportation	\$ 132,880	Tanner Eisenhauer, Jennifer		Civil Engineering	Development of an Ultra-Accelerated Test to Evaluate ASR Potential in Concrete (Federal); and (State)
Wyoming Department of Transportation	\$ 200,000	Ksaibati, Khaled		Civil Engineering	Wyoming Rural Road Safety Program and the High Risk Rural Road Program in various Wyoming Counties - Federal Portion; and NonFederal Portion
Wyoming Game and Fish Department	\$ 120,928	Graf, Nicholas	Hamerlinck, Jeffrey	Wyoming Geographic Information Science Center (WYGISC)	Wyoming Sage Grouse Conservation Efforts Application and Database
Wyoming Game and Fish Department	\$ 240,260	Kauffman, Matthew		Zoology/Physiology	Evaluating Moose Demography, Habitat Use, and Browsing Interactions in the Bighorn Mountains, Wyoming

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
Wyoming Game and Fish Department	\$ 149,595	Monteith, Kevin		Zoology/Physiology	Mortality Causes and Habitat Use of Moose in the Snowy Range
Wyoming Game and Fish Department	\$ 90,000	Goheen, Jacob	Carling, Matthew	Zoology/Physiology	Linking Environmental Drivers and Energy Development to the Abundance and Distribution of the Wyoming Pocket Gopher
Wyoming Game and Fish Department	\$ 100,000	Kauffman, Matthew		Zoology/Physiology	Deer Migrations of the South Wind River and Owl Creek-Meeteetse Herds
Wyoming Humanities Council	\$ 750	Ward, Seth		Religious Studies	Moshe Pinchuk Presents "Footnote," "Single-combat Narratives in Greek and Hebrew" and "Challenges of Living in a Dual-culture Dual-calendar Society"
Wyoming Sugar Company LLC	\$ 22,500	Sbatella, Gustavo		Plant Sciences	Sugarbeet Variety Trials
Wyoming Wildlife and Natural Resource Trust	\$ 145,000	Monteith, Kevin		Zoology/Physiology	Deer Elk Ecology Research (DEER) Sweetwater County, Wyoming

**Sponsored
Programs**

TOTAL 2/2017 **\$7,442,378**

Total From 7/2016 **\$7,115,523**

Total From 8/2016 **\$8,644,034**

Total From 9/2016 **\$14,005,320**

Total From 10/2016 **\$7,588,295**

Total From 11/2016 **\$2,197,168**

Total From 12/2016 **\$7,956,299**

Total From 01/2017 **\$7,659,991**

Total Year to Date **\$62,609,007**

Sponsor	Amount	Principal Investigator (PI)	Co-PI	Department	Description
US Department of Education (D-ED)	16,453,715	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2016-17

**Total Institutional
Awards** **\$ 16,453,715**

Grand Total **\$79,062,722**

2. Committee of the Whole- ITEMS FOR APPROVAL
Approval of Personnel, 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:

All documents for approval of personnel have been distributed to the Board members prior to the meeting and will posted publicly in draft form immediately following the executive session, for approval by the Board during the Business Meeting.

3. Committee of the Whole- ITEMS FOR APPROVAL

Approval of Revisions to UW Regulations, Miller/Alexander

UW Reg: Substantive Revision to UW Regulation 6-715, "Scholastic Probation, Suspension, Reinstatement and Academic Renewal for Undergraduate Students"

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:

UW Regulation 6-715 governs academic probation, suspension, reinstatement, and renewal. At present, any academically suspended student must reapply for readmission and academic reinstatement. The rationale for this two-step process is that a student must demonstrate that they have "academically cured" their previous behaviors or issues which led to their academic suspension by explaining the new habits of the mind and scholarly skills they have acquired while out of UW. However, a student who has successfully earned a post-secondary degree from an accredited institution has, prima facie, academically cured their prior academic behavior. Therefore, requiring a student who has earned a post-secondary degree to apply for both readmission and reinstatement may deter qualified, promising students from coming back to UW. The proposed revision will exempt this group of students from this two-step process and simplify their readmission process.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS: N/A

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.

PROPOSED MOTION

"I move to approve the modifications to UW Regulation 6-715 as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President agrees with the proposed changes.

UW REGULATION 6-715
Scholastic Probation, Suspension, Reinstatement and
Academic Renewal for Undergraduate Students

I. PURPOSE

To establish academic policy as specified.

II. SCHOLASTIC PROBATION

- A. Scholastic probation shall constitute notice that a student is not progressing satisfactorily toward the bachelor's degree.
- B. A student enrolled at the University shall be placed on scholastic probation at the end of the semester or summer term when his/her cumulative grade point average at the University of Wyoming falls below a 2.00.
- C. A student placed on scholastic probation will be so notified by letter.
- D. A student shall be removed from scholastic probation at the end of the semester or summer term in which his/her cumulative grade point average is 2.00 or above.
- E. A student who fails to remove himself/herself from probation after completing one subsequent semester or summer term will be suspended from the University. Completing a semester or summer term shall mean that the student has earned a grade in at least one course.
- F. An exception to the suspension rule in (II)(E.) is made when the current semester grade point average is at least 2.00, in which case the student will continue coursework on scholastic probation.

III. SCHOLASTIC SUSPENSION

- A. Scholastic suspension shall constitute notice to a student that his/her enrollment in the University of Wyoming has been terminated because of unsatisfactory progress toward the bachelor's degree.
- B. A student who is suspended for unsatisfactory scholastic performance should not be permitted to petition for reinstatement until one full semester, exclusive of summer term, has elapsed. Students may petition once per semester for reinstatement, and, if denied by any college or the Center for Advising and Career Services, cannot petition for reinstatement until the next fall or spring semester, unless there are documented extenuating circumstances justifying immediate reinstatement.

- C. A suspended student may not enroll for any University of Wyoming credit classes (including on-campus, online, correspondence, and outreach).
- D. Credit earned at another accredited college or university while a student is suspended from the University may be accepted under the usual regulations governing the transfer of credit after the student has been reinstated.
- E. A student placed on scholastic suspension will be so notified by letter.

IV. SCHOLASTIC REINSTATEMENT

- A. A college may have a scholastic reinstatement policy that is more restrictive than the general university policy.
- B. Scholastic reinstatement shall constitute notice that a suspended student has been reinstated to the University, and is eligible to be considered for readmission. The reinstated student shall be on scholastic probation during his/her first semester or summer term of reinstatement after which he/she may be removed from this probation under the provisions of (II)(D.) above.
- C. A petition for reinstatement must be submitted no later than 15 calendar days before the beginning of the semester or summer term in which the student wishes to register. A petition received after this deadline may not be processed until after the regular registration period and the petitioner shall then be subject to the late registration fee.
- D. The decision on a petition for reinstatement shall be made by the dean (or designee) of the college in which the student wishes to enroll. Undeclared students should contact the Director of the Center for Advising and Career Services. A student who has been reinstated must remain in the college in which he/she has been reinstated for that semester.
- E. Students placed on scholastic suspension are eligible for a maximum of three reinstatements. Any student placed on scholastic suspension for the fourth time is not eligible for reinstatement for a minimum of five years from the end of the last term of attendance.

V. ACADEMIC RENEWAL

- A. An undergraduate student who returns to the University of Wyoming and who has not completed a college course at UW during the previous five years will have the option of continuing his/her earlier UW cumulative grade point average or commencing a new cumulative grade point average ("academic renewal"). An interested student must request academic renewal in writing to the Registrar no later than 10 class days before the last day of classes of the semester in which the student returns to the University.

- B. The entire UW transcript will remain intact. A note indicating the policy will precede the new part of the UW transcript if the student opts for academic renewal. At the discretion of the academic department in which the student is enrolled, credit hours for which the student earned the grade of "C" or better may be applied toward the completion of the degree requirements. The list of departmentally approved courses (if any) will be submitted to the Registrar with the request for academic renewal.
- C. A student's grade point average and completed courses that were applied to a baccalaureate are not eligible for academic renewal.
- D. This policy can be exercised only once by any given individual student and is only applicable to undergraduate students.

VI. DEFINITIONS

- A. Cumulative semester hours attempted shall be the total of all credit hours attempted through the University of Wyoming, except for those attempted in repeating a course and for those in which a grade of W was assigned, and those accepted in transfer from other institutions.
- B. The Cumulative grade point average is defined as the sum of all grade points earned throughout the University of Wyoming divided by the sum of all credit hours attempted through the University except for credit hours in which grades of W, S, U, or I were assigned. When a course has been repeated to change a grade, the last grade points and credit hours assigned shall be entered in the computation of the cumulative average. All registered courses and grades earned at the University will remain on the transcript, whether or not they figure into the cumulative average.
- C. Current academic status will be indicated on internal documents and grade reports as:
 - 1. good standing
 - 2. on probation
 - 3. scholastic suspension

VII. EXCEPTIONS

- A. ~~These~~ This regulations governing scholastic probation, suspension, and reinstatement does not apply to a student enrolled in the College of Law or to a student enrolled in a graduate program. Sections IV and V of this regulation do not apply to the admission of an undergraduate student who has graduated from an accredited higher education institution with an associate's degree or baccalaureate degree.

- B.** Upon the request of a student placed on scholastic suspension or denied reinstatement, the Vice President for Academic Affairs may review the circumstances and reverse the decision of the dean or the Director of the Center for Advising and Career Services for undeclared students if, in his/her judgment, the student has suffered a gross injustice.

Source:

University Regulation 715, Revision 8; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 9/12/14 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting

1. INFORMATION ONLY ITEM

Progress Change Orders, Administration

CHECK THE APPROPRIATE BOX(ES):

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

Capital Construction

Progress Report as of February 28, 2017

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.

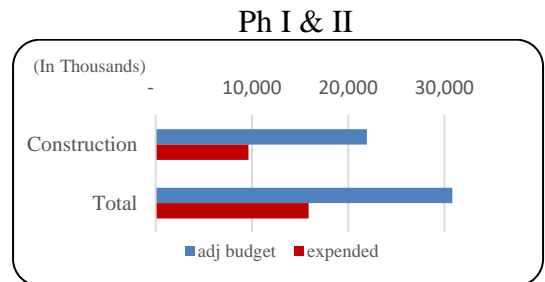
PROJECTS IN CONSTRUCTION

1. 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)	(17)	6
FF&E	3,663	(460)	-	3,203	(3,298)	-	(95)
Tech	250	(250)	-	-	-	-	-
Admin	455	(69)	-	386	(297)	-	89
Total	12,850	132	-	12,982	(12,965)	(17)	-

Phase II

Contractor- pre construction: Haselden Wyoming Constructors, Casper, WY
Contractor – Design/Bid/Build: Sletten Construction of Wyoming, Inc.

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)

<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
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 \$13,282,982
Contract Substantial Completion Date October 16, 2017

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	574	-	13,624	(1,303)	(12,144)	177
Contingency	913	167	-	1,080	-	-	1,080
Design	1,835	379	-	2,214	(1,523)	(283)	408
FF&E	760	(225)	-	535	(28)	-	507
Tech	300	(150)	-	150	-	-	150
Admin	292	(65)	-	227	(67)	(7)	153
Total	17,150	680	-	17,830	(2,921)	(12,434)	2,475

Statement of Contract Amount

Original contract		13,282,982
Change order #1	Drilled pier over run quantity	3,646
Change order #2	Changes to commissary foundation and statue base	11,418
Change order #3	Replacement of missing CMU bond beam above vestibule doors	1,149
Adj Contract		13,330,195

Work Completed/In Progress:

- Tall concrete walls are complete.
- New gas line has been installed.
- Mezzanine slab and new air handling unit (AHU) have been installed.
- Demo for new duct work in existing concrete eyebrow has been completed.
- Electrical homeruns (main circuit breaker panel to electrical box) are being installed.

Issues Encountered with Proposed Resolution for Each:

- An existing underground sewer line is broken. The line will be replaced as soon as basketball season is over.

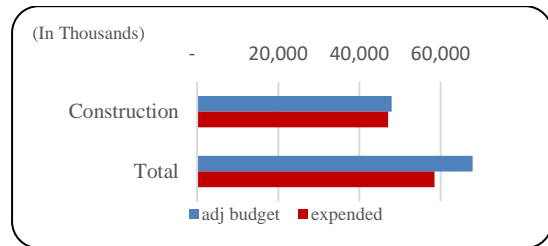
Work Planned for the Upcoming Month:

- Finish roof decking and frame roof parapets.
- Begin sewer line fix.
- Underground plumbing for commissary.
- Underground plumbing for south restroom.
- Indoor slab pours.
- Mockup exterior wall systems.
- Begin steel at north restroom.

2. 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) \$67,883,458 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
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	-	4,484,000
Reserve Account	-	599,458
Total Funding	64,800,000	69,883,458
Donation of Physical Equipment eligible for State match	2,500,000	2,500,000
Loss of donor funding \$1M/match \$1M *		(2,000,000)
Total Project	67,300,000	70,383,458

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.

*Recent loss of donor funds of \$2M with a State match of \$2M resulted in the following project budget adjustments: reduced Contingency by \$3,108 and FF&E by \$892. This adjustment may be changed if additional funds are available or if another project category is more applicable to adjust in the future. Update: \$2M of this loss has been replenished resulting in budget increases in FF&E by \$892 and Contingency by \$1,108.

(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	33	47,922	(47,018)	(904)	-
Contingency	3,125	(2,000)	(33)	1,092	-	-	1,092
Design	4,741	121	-	4,862	(4,543)	(145)	174
FF&E	1,288	-	-	1,288	(39)	(1,330)	(81)
Tech	644	-	-	644	(185)	(251)	208
Restricted for Tech	11,200	-	-	11,200	(6,196)	(5,004)	-
Admin	876	-	-	876	(514)	(115)	247
Subtotal	64,800	3,084	-	67,884	(58,495)	(7,749)	1,640
Restricted Equip Donation	2,500	-	-	2,500	-	-	2,500
Total	67,300	1,084	-	70,384	(58,495)	(7,749)	4,140

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
Change Order 10	Isolation valves, Additional ceramic tile, Elimination of tempered at lead glazing, Credit for UW personnel related to a hit conduit within steam tunnel, Destat fan, Electrical panel	(563)
Change Order 11	Balancing dampers, Catwalk guard, fire hydrant extensions, VPS power	11,980
Change Order 12	Mechanical: Circulation pump sequence	5,132
Adjusted Contract		47,922,653

Work Completed/In Progress:

- Building punch list items are being completed.
- Furniture installation near completion. Awaiting final deliveries and resolution of punch list items.
- Move of laboratory personnel and equipment are underway.
- Building modifications for accommodating building occupants and equipment are underway, including procurement and installation of an additional 300kVA UPS (uninterruptable power supply).

Issues Encountered with Proposed Resolution for Each:

- The contractor has provided pricing for modifications to the heating/cooling system within the mechanical and electrical rooms due to a design omission.
- The manufacturer of the three scanning electron microscopes (SEMs) scheduled to be moved has requested the removal of some integrated components by another vendor before moving these systems, causing a delay. The component vendor has been scheduled to be on-site in mid-March.
- Low bidder for building donor sign package withdrew, leaving only one remaining bid which was considerably higher than the designer's estimate. In discussions with remaining bidder to resolve discrepancies and move forward with the work.

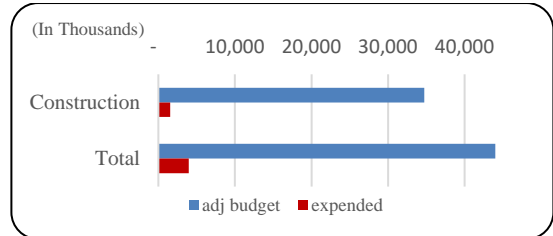
Work Planned for the Upcoming Month:

- The work described above in the mechanical and electrical room will occur mid-April.
- A bid package for donor recognition signage will be awarded.
- Procurement of the additional 300kVA UPS.
- Pricing and procurement of additional requests from occupants, pending approval, including: nitrogen system for labs, additional electrical backup generator, additional furnishings and minor room modifications.
- Completion of primary occupant lab moves tentatively scheduled April 11th.
- Installation of first vertical positioning system (VPS).

3. Mick and Susie McMurry High Altitude Performance Center

Contractor: GE Johnson Construction Wyoming
Jackson, WY

Original Project Budget \$ 44,000,000 (a)
Adjusted Project Budget \$ 44,019,000 (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 \$34,638,119
Contract Substantial Completion Date June 1, 2018

(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	-	39	34,723	(1,540)	(33,183)	-
Contingency	1,363	-	(188)	1,175	-	-	1,175
Design	3,469	-	138	3,607	(2,152)	(682)	773
FF&E	1,961	-	-	1,961	-	-	1,961
Tech	1,015	-	-	1,015	-	-	1,015
Admin	1,508	19	11	1,538	(271)	(319)	948
Total	44,000	19	-	44,019	(3,963)	(34,184)	5,782

Statement of Contract Amount

Original contract		\$34,638,119
Change order #1	Add cement board in lieu of drywall - area S-2	8,389
Change order #2	Exploratory excavation to locate buried water lines	11,010
Change order #3	Pricing for ASI-100, civil plan updates	543
Change order #4	Increase grease interceptor size	4,547
Adj Contract		\$34,662,608

Work Completed/In Progress:

- Footings for all Foundations are complete.
- Stem walls are 90% complete.
- Steel erection is in progress, projected completion April 7, 2017.
- Underground mechanical and electrical work is in progress.

Issues Encountered with Proposed Resolution for Each:

- The Design team designed the building to the 2012 IBC & IFC standards instead of the 2015 standards as adopted by the state. The primary effect of this design error relates to fire separation and how they apply to joining the new building to the existing building. All necessary changes have been assembled and submitted to the state for approval. The CMAR is working on pricing out the changes and will submit a full proposal by March 22, 2017. To date the schedule has not been adversely affected.

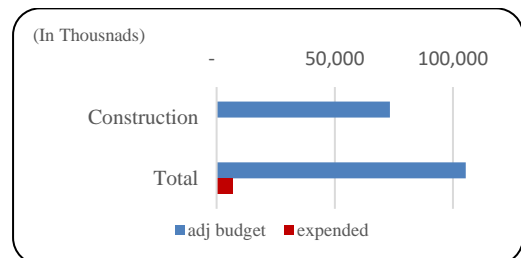
Work Planned for Following Month:

- Cold formed steel framing.
- Underground mechanical, electrical and plumbing rough-in.
- Slabs on deck and interior slabs on grade.

4. Engineering Education and Research Building (EERB)

Contractor: GE Johnson Construction Wyoming
Jackson, WY

Original Project Budget \$ not yet set (a)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
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)	(3,475,737)
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	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

Note: Funds have been reallocated among the budget categories. The adjusted budget has not changed in total.

(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	(3,476)	-	73,377	-	-	73,377
Contingency	3,843	-	-	3,843	-	-	3,843
Reserve	5,243	3,369	-	8,612	-	-	8,612
Design	7,943	(129)	-	7,814	(5,660)	(2,328)	(174)
FF&E	3,993	(75)	-	3,918	-	-	3,918
Tech	3,474	(75)	-	3,399	-	-	3,399
Admin	4,010	386	-	4,396	(1,254)	(844)	2,298
Total	105,359	-	-	105,359	(6,914)	(3,172)	95,273

Statement of Contract Amount

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

Work Completed/In Progress:

- The GMP amendment is in the process of being executed.
- Drilled piers and pier caps are complete.
- Elevator pit construction is complete.
- Reinforcing steel and concrete high walls are being placed.

Issues Encountered with Proposed Resolution for Each:

- Fair amount of design clean-up/addition between 90% and 100% construction documents. The project is well within the proposed GMP, so we asked the Construction Manager-At-Risk to carry a design contingency to cover the costs associated with the clean-up/additions to the design documents.

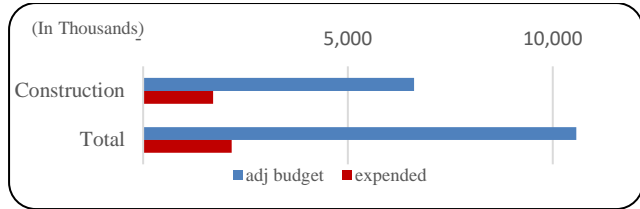
Work Planned for the Upcoming Month:

- Reinforcing steel and concrete walls will continue to be placed.
- Site utilities and underground mechanical, electrical, and plumbing rough-in will start.
- Preparation for interior slab on grade, i.e. backfill.

5. BSL3 – State Vet Lab

Contractor: Sampson Construction Co, Inc.

Original Project Budget \$8,372,000 (a)
Adjusted Project Budget \$10,572,065



Funding Sources:	Original Anticipated:	Actual:
State of Wyoming Reimbursement	8,372,000.00	10,572,065
Total Project	8,372,000.00	10,572,065

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		106	6,618	(1,708)	(4,910)	-
Specialized Equipment	253	2,200		2,453	(21)	(213)	2,219
Contingency	496		(138)	358			358
Design	766		21	787	(360)	(427)	-
Admin	345		11	356	(76)	(109)	171
Total	8,372	2,200	-	10,572	(2,165)	(5,659)	2,748

Statement of Contract Amount

Original contract		6,512,000
Change Order #1	Re-feed supply & exhaust air to corridor, storage & incinerator rooms	8,780
Change Order #2	Provide/install floor sink for new autoclaves	1,289
Change Order #3	Remove existing floor drain	699
Change Order #4	Repair stated existing problems (Wazee crane report)	5,067
Change Order #5	Delete 42 door guards	(4,620)
Change Order #6	Eliminate demo of existing Clayton steam boiler	(2,625)
Change Order #7	Eliminate installation of floor sink & cold water drop in cagewash	(888)
Change Order #8	Add new 2" floor drain for emergency shower/eyewash	1,503
Change Order #9	Add 10 new 3/4" valves for emergency shower/eyewash	2,486

Change Order #10	Change 1000 AMP breaker to free standing disconnect	(1,873)
Change Order #11	Add 6 new ¾" isolation valves for emergency eyewashes	2,178
Change Order #12	Existing floor sink drain to be relocated to meet code, revise outlet size for combination waste & vent	614
Change Order #13	Add new floor drain in necropsy storage	2,725
Change Order #14	Add new stainless steel supply diffuser in necropsy; modify duct to avoid crane rail	3,724
Change Order #15	Remove excess concrete floor grout to structural concrete in necropsy room	6,000
Change Order #16	Delete perimeter drain around exterior entrance addition foundation	(199)
Change Order #17	Flash in mechanical curb to maintain water-tight integrity	906
Change Order #18	Relocate existing boiler feed water equipment, along with electrical relocation	7,340
Change Order #19	Revise exterior transformer	(1,552)
Change Order #20	Demo/replace CO2 lines & hangers/isolation valve for CO2 system; test when complete	7,132
Change Order #21	Demo/re-install secondary containment system	16,791
Change Order #22	Relocate existing piping into new walls	11,260
Change Order #23	Provide/install new data cabling	14,639
Change Order #24	Change specified LR25D model pass-thru refrigerator to a LR55D model	3,282
Change Order #25	Provide & install a weather-resistant fire alarm horn/strobe devise on north wall of necropsy, caulk accordingly	174
Change Order #26	Provide new floor sink, FS-1, with waste & vent lines	2,469
Change Order #27	Fabricate enclosures for existing blower equipment for exterior usage (manufacturer defect)	958
Change Order #28	Cut, remove, replace existing concrete slab; install new 3" floor sink w/ pipe & fittings to tie into existing 4" drain line	1,738
Change Order #29	Provide & install 2-3" swing check valves, new feed water pipe & fittings, hangers & supports; controls work to modify BFU control panel & reconfigure boiler controls	16,413
Adj Contract		6,618,410

Work Completed/In Progress:

- | |
|---|
| <ul style="list-style-type: none">• Ongoing ceiling framing in corridor 1150, necropsy corridor 1126, and women's changing 1128A.• Finish floors and walls in mock-up room. Commissioning of mock-up room set for March 15th.• Ongoing controls tie-in.• Electrical rough-in for hard ceiling areas.• Pull CAT6 cables to IT closet.• Purchase new incinerator. |
|---|

Issues Encountered with Proposed Resolution for Each:
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- | |
|--|
| <ul style="list-style-type: none">• None at this time. |
|--|

Work Planned for the Upcoming Month:

- | |
|---|
| <ul style="list-style-type: none">• MEP rough-ins will continue.• Metal stud framing/drywall.• Begin design of new permanent incinerator.• Begin process for standard operating procedures (SOP's) for BSL3.• Generator/ATS (automatic transfer switch) will be tied-in during April. |
|---|

2. INFORMATION ONLY ITEM

UW Foundation Monthly Giving Report, Blalock

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The UW Foundation has agreed to report on donor giving to the UW Board of Trustees. There are two spreadsheets within the FY2017 Monthly Giving Report through February 28, 2017. The first includes all gifts by unit, while the second focuses on annual fund gifts. Both tables are broken down by the unit receiving the gifts.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

This report is before the Board to advise them of the most current giving totals for the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING:

None

PROPOSED MOTION

None

University of Wyoming, Foundation
FY 2017 Monthly Giving Report through February
All Gifts

FUND	Current Month Gifts Received		FY 2017 to date							STATE MATCHING	FY 2016 Commitments YTD	
	DONORS	GIFTS	Cash & Cash equivalent			New Commitments YTD						
			DONORS	OUTRIGHT	GIK	PLEDGE PMTS	NEW PLEDGES	PLANNED GIFTS	TOTAL			
AGRIC	62	\$10,305	573	\$1,395,239	\$100,000	(\$304,500)	\$142,550	\$725,000	\$2,058,289	\$122,500	570	\$8,962,651
AHC	17	\$7,873	274	\$215,655	\$0	(\$500)	\$0	\$0	\$215,155	\$0	210	\$88,010
ALUMNI	120	\$37,735	2247	\$189,047	\$0	(\$25,000)	\$0	\$16,000	\$180,047	\$0	2264	\$569,872
A & S	129	\$165,948	1467	\$1,818,527	\$0	(\$842,783)	\$1,031,950	\$2,212,003	\$4,219,697	\$572,500	1462	\$2,884,931
ATHLETICS	1286	\$606,603	5096	\$7,539,484	\$464,674	(\$4,696,269)	\$2,661,800	\$1,994,440	\$7,964,129	\$0	4326	\$13,209,818
BUSINESS	70	\$13,985	646	\$719,310	\$0	(\$501,570)	\$580,000	\$761,952	\$1,559,692	\$225,000	628	\$1,168,019
EDUCATION	65	\$89,261	491	\$1,631,521	\$50,000	(\$1,200,500)	\$162,500	\$450,000	\$1,093,521	\$212,500	466	\$1,749,706
ENERGY	3	\$100,100	19	\$103,543	\$0	\$0	\$0	\$0	\$103,543	\$0	26	\$8,013,719
ENGINEERING	115	\$75,801	940	\$1,569,158	\$2,000	(\$1,140,662)	\$2,582,675	\$950,000	\$3,963,170	\$2,600,042	854	\$1,731,591
IENR/HAUB	8	\$150,290	122	\$564,252	\$0	(\$350,000)	\$1,250,000	\$0	\$1,464,252	\$0	98	\$3,007,358
HEALTH SCI	64	\$56,895	544	\$678,347	\$51,500	(\$133,950)	\$200,000	\$1,327,000	\$2,122,897	\$125,000	561	\$855,713
LAW	36	\$4,407	323	\$179,295	\$0	(\$53,500)	\$25,000	\$5,000	\$155,795	\$25,000	278	\$474,318
LIBRARY	5	\$1,195	127	\$117,630	\$62,500	(\$25,000)	\$25,000	\$0	\$180,130	\$0	160	\$37,309
OUTREACH	1643	\$49,980	6397	\$846,456	\$0	\$0	\$0	\$125,000	\$971,456	\$0	5813	\$690,463
STU AFFRS	35	\$55,651	313	\$279,812	\$0	(\$110,000)	\$0	\$270,000	\$439,812	\$0	188	\$146,462
UW ART MUS	12	\$2,284,775	324	\$2,538,776	\$111,038	(\$143,500)	\$130,000	\$0	\$2,636,313	\$130,000	298	\$243,005
UNIV. FUND	29	\$2,998	371	\$62,102	\$0	\$0	\$0	\$0	\$62,102	\$0	336	\$60,818
OTHER	46	\$62,969	706	\$3,263,031	\$0	(\$2,118,705)	\$262,800	\$3,520,000	\$4,927,125	\$135,000	326	\$2,427,112
GIFTS NOT YET BOOKED												
TOTAL	3,625	\$3,776,771	17,458	\$23,711,183	\$841,712	(\$11,646,440)	\$9,054,275	\$12,356,395	\$34,317,124	\$4,147,542	15,651	\$46,320,879
Funds Not Deposited at Foundation - \$3,195,455												
Foundation Cash In \$20,515,728												
**Total Donors does reflect Column totals. Donors may give to more than one unit/division.												

University of Wyoming, Foundation
FY 2017 Monthly Giving Report through February
Annual Gifts

FUND	FY 2017 GOALS	Current Month		FY 2017 to date		FY 2016 to same date		FY 2017 AF % of Goal
		DONORS	AMOUNT	DONORS	TOTAL	DONORS	TOTAL	
AGRIC	\$ 122,000	45	\$5,725	460	\$79,782	454	\$97,012	65.40%
AHC	\$ 69,000	6	\$300	195	\$32,103	193	\$44,768	46.53%
ALUMNI	\$ 188,000	91	\$9,650	1971	\$124,332	2004	\$138,974	66.13%
A & S	\$ 390,000	102	\$13,548	1268	\$315,445	1270	\$288,146	80.88%
ATHLETICS	\$ 3,100,000	1272	\$494,827	4752	\$2,158,625	4156	\$1,856,090	69.63%
BUSINESS	\$ 217,000	61	\$8,685	574	\$118,584	542	\$163,594	54.65%
EDUCATION	\$ 62,000	55	\$3,111	445	\$47,539	409	\$47,632	76.68%
ENERGY	\$ 4,000	2	\$100	18	\$3,543	20	\$3,813	88.56%
ENGINEERING	\$ 270,000	91	\$14,949	779	\$177,534	757	\$201,744	65.75%
IENR/HAUB	\$ 38,000	6	\$290	113	\$31,252	87	\$33,024	82.24%
HEALTH SCI	\$ 113,000	51	\$3,662	464	\$86,275	391	\$81,743	76.35%
LAW	\$ 62,000	21	\$2,365	235	\$59,518	190	\$40,872	96.00%
LIBRARY	\$ 35,000	3	\$300	117	\$40,260	135	\$19,203	115.03%
OUTREACH	\$ 1,100,000	1643	\$49,905	6391	\$820,582	5799	\$638,752	74.60%
STU AFFRS	\$ 30,000	28	\$3,505	244	\$38,555	95	\$25,826	128.52%
UW ART MUS	\$ 39,000	4	\$1,500	115	\$23,915	140	\$22,565	61.32%
UNIV. FUND	\$ 86,000	29	\$2,998	369	\$61,902	334	\$60,744	71.98%
OTHER GIFTS NOT YET BOOKED	\$ 75,000	14	\$835	413	\$47,335	185	\$45,323	63.11%
TOTAL	\$6,000,000	3,449	\$616,254	16,306	\$4,267,078	14,621	\$3,809,823	71.12%
**Total Dnrs do not reflect Column totals. Donors may give to more than one unit/division.								